DOCUMENTS NEEDED TO LIVE IN ITALY

If you want to live in Italy you will need some essential documents to register and declare your presence in the country. Below is a summary of the main documents required.

THE TAX CODE

Once you are in Italy, the first thing you will need to do is to request a tax code. The Tax Code is an alphanumeric string of characters, and it represents an identification tool of citizens for public bodies and administrations. It is essential for several procedures, such as completing enrollment processes, opening a bank account, requesting a health card or signing a rental contract. The request of a tax code for students, international teachers and non-resident guests can be made personally or by proxy at the Revenue Agency offices using the dedicated online form AA4-b at this link: www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richiesta-t_cf/mo-

In addition to the application form, completed and signed, you must submit the following documents:

for Italian or European Union citizens:
• the applicant’s identity document

for Extra-EU citizens:
• A valid passport, equipped with an entry visa of not earlier than 90 days
• or, a valid residence permit, or the receipt of the request with a photo; if the residence permit has expired, but its renewal has been requested prior to 30 days from its expiry, it is also necessary to present the receipts (postal order) as proof of payment
• or, identity certificate with a photo of the applicant, issued by the diplomatic or consular representation in Italy or the country of origin.

YOU CAN CONSULT THE LINK:
www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens

HEALTH COVERAGE

If you are a citizen of the European Union in possession of a valid European Health Insurance Card (EHIC) of the country of origin, you can receive all the necessary medical health insurance services, such as occasional visits by General Practitioners, as well as Specialist Services, or access to the emergency room and hospitalization.

If you are a citizen in possession of an S1 form issued by your country of origin, you can register with the National Health System and select a doctor for the duration indicated in the form.

If you are a citizen with registered residence in Italy for at least 5 years, you can request a “Certificate of Permanent Stay” from your municipality of residence which entitles you to enroll in the National Health Service (NHS) and select a permanent medical doctor.

In the absence of one of the three documents indicated above, you can purchase a private health insurance for the duration of the course of study. The insurance does not imply the enrollment in the NHS and does not allow the selection of a medical doctor.

ATTENTION: In case of an injury, private health policies usually require the student to pay the required health expenses in advance and then request reimbursement from the insurance company. When you subscribe to a policy, please be sure to carefully check the procedures and refund terms. Remember that the health expenses to be anticipated could be very high, for example, in case of hospitalization.
DOCUMENTS NEEDED TO LIVE IN ITALY

HOW TO REGISTER FOR NATIONAL HEALTH SERVICE

Voluntary registration entitles you to access the National Health Service, to select a medical doctor, and to all services guaranteed to Italian citizens.

1) The registration has an annual duration according to the calendar year, so it expires on December 31 and has a flat rate of €700.00. IMPORTANT: It is NOT possible to pay reduced fees for shorter periods.

2) It allows you to register for the current year as well as for the entire following calendar year. This possibility allows you to have healthcare coverage for an academic year and is useful for those students who arrive, for example, in September and intend to apply for a residence study permit valid for one year.

WHAT TO DO IF YOU DON’T HAVE A BANK ACCOUNT:

• Go to any of the several offices of Banca Popolare di Bari, fill out the forms and make a payment by entering the IBAN IT57X05424042970000000000202 Treasury ASL Bari, with the Bank transfer description: VOLUNTARY REGISTRATION S.S.N. for the year _______.
• Pay the annual fee of €700.00 for each year of registration with the NHS and keep the payment receipts.
• Make a copy of the payment receipts and attach them to your application for the first issue or renewal of the residence permit; after sending the application for a residence permit,
• Send an email to: anagrafesanitarie.desbari@asi.bari.it requesting assistance from the National Health Service as a student and attaching the following documents:

1. Payment receipt of €700.00
2. The postal receipt for mailing the application kit for the residence permit (or the residence permit itself if already obtained)
3. Your passport or identity document
4. The certificate of enrollment at the University.

If you do not receive a reply, go to an ASL office with the CUP-Health Registry service as soon as possible and bring all the documentation sent by email with you.

At the CUP you will be asked to choose a general practitioner medical doctor and your health coverage will be activated. Always check the end of coverage date.

We inform you that in via Caduti di Via Fani, 25 the counter for foreign users is active on the following days:

• Tuesday and Thursday from 8.30 a.m. to 11.30 a.m.
• Tuesday from 15.30 p.m. - 16.30 p.m.

PROCEDURE FOR THE SUBMISSION OF APPLICATIONS:

We recommend the online application for forwarding any requests.

Paper requests can be delivered at the places and times indicated above. It is recommended that you bring along photocopies.

It is recommended that all requests always indicate a telephone number and an e-mail address for any contact.
DOCSUENTS NEEDED TO LIVE IN ITALY

THE RESIDENCE PERMIT

If you are a citizen of the European Union, you must register at the Registry Office of the Municipality of the city where you live. You must bring a passport or identity card, along with a photocopy of the documentation showing you have adequate financial resources, such as a certified scholarship or a bank account, and a copy of the receipt of payment for health insurance.

If you are NOT a citizen of the European Union:
You must apply for a residence permit at the local Police Station (Questura) within 8 days of your arrival in Italy. At the affiliated Post Offices (Sportello Amico) the kit is available (an envelope): fill out Form1 which you find inside the kit. Before delivering the KIT to the Post Office, you must already have a Tax Code (Codice Fiscale issued by the Revenue Agency—see the previous paragraph). Inside the envelope, you will find instructions for filling out the various documents.

Students can be assisted by a Recommended “Servizio Patronato”, some are listed below:
- Servizio Patronato ACLI
  Via Vitantonio de Bellis, 37
  Tel. 0805969425;
- CISL ANOLF
  Via Carulli 60
  Tel. 0805219849;
- Patronato LAVORO
  Viale della Repubblica, 3
  Tel. 080565738;
- CISL
  Via Cardassi, 29
  Tel. 0805248838

The Post Office will issue a letter based on your home address with the date when you will be called at the Immigration Office of Bari or the Police Station. On that day, you must bring the original forms of the documents included in the kit together with the following documents:
1. Photocopy of your passport (only the pages with the personal data and the visa)
2. Four passport-size photographs
3. Documentation related to the course of study chosen, including the duration and stamp of the Italian diplomatic delegation that issued the visa
4. Copy of the receipt of payment of the health insurance, valid for the duration of the residence permit.

ATTENTION: Most bank offices are open from 8.30 a.m. to 1.30 p.m. and from 3 p.m. to 4 p.m.

RENEWAL OF THE RESIDENCE PERMIT

To renew a Residence Permit, you must fill out the application kit, specifying that it is a Renewal. The kit can be found at the Post Offices that display the sign “Sportello Amico.”

This kit must be returned to the “Sportello Amico” with the following documents:
1. Photocopy of the Passport (only the pages with the personal data and the visa)
2. Copy of the Residence Permit
3. Copy of the documentation proving you have adequate financial resources, such as a scholarship certificate or a bank account
4. Certificate of enrollment with a list of the exams taken
5. Copy of the receipt of payment of the Health Insurance.
DOCUMENTS NEEDED TO LIVE IN ITALY

HOW TO OPEN A BANK ACCOUNT

A bank account is a contract with the bank that allows you to manage your money and take advantage of the various services offered, such as owning a debit card or a credit card, executing Internet banking operations or having a chequebook. All these operations will be described in the contract and on the Information Sheet issued by the bank at the time of subscription. Even if opening a bank account is free of charge, additional costs can be requested for managing the account, paying national taxes, or using a credit card. Therefore, it is important to have complete information before opening a bank account.

What documents do you need to open a Bank Account?
To open an account at the Bank you have selected, you will need to provide the following documents:

• Valid Identity Card;
• Tax Code;
• Certificate of residence;
• Residence Permit or receipt of the Residence Permit Request issued by Poste Italiane, for non-EU citizens.

ATTENTION: It is very important to start renewal procedures 60 days before expiration. You can consult the link: www.portaleimmigrazione.it/NuovaProcedura.aspx
FIRST STEPS TO UNIVERSITY ACCESS

PRE-ENROLLMENT

Extra-EU applicants residing abroad who intend to enroll in any course of study (bachelor, master, PhD) must apply for a study visa exclusively through the Universitaly portal: www.universitaly.it/studenti-stranieri following the ministerial procedures. www.universitaly.it/studenti-stranieri

To apply for a visa, you must:
• Read visa information for Italy by selecting as a reason for the stay: “study - university matriculation”
• Pre-enroll online through the Universitaly portal: in the application, you will have to indicate the University of Bari and choose the course of study in which you want to enroll. You will also have to indicate the Embassy/Consulate where you will apply for the visa to enter Italy. The pre-enrollment application will be verified by the University of Bari and forwarded to the Embassy/Consulate indicated.
• Contact the Embassy/Consulate in advance to know the requirements needed for obtaining an entry visa and to make an appointment with them if necessary
• Some Embassies issue, if necessary, a short visa to enable students to take the admission tests that take place in Italy. Only later, after verifying that the admission tests have been passed, do they issue the visa for study purposes as university enrollment.

PLEASE NOTE: Pre-registration does not in itself allow admission to courses of study. To enroll, you must also take and pass the entrance requirements and admission tests for the course of study you are interested in. In addition, pre-enrollment has different deadlines for open access and for scheduled access courses, which are established annually by the University and published on our website.
FIRST STEPS TO UNIVERSITY ACCESS

ITALIAN LANGUAGE ASSESSMENT TEST

If you are an Extra-Eu student residing abroad and you want to enroll in a course of study taught in Italian, you must demonstrate that you have a suitable level of Italian language proficiency to begin your university studies. Higher education institutions are responsible for verifying language proficiency to access the courses. Each institution organizes an Italian language proficiency test, which is compulsory for all bachelor’s and single-cycle Master’s degree courses, except in cases of exemption provided by the Ministry, as well as if in possession of a B2 level certificate issued under the CLILQ (Certificazione Lingua Italiana di Qualità) quality system. The date of the test will be communicated to students through the University portal.

ADMISSION TEST

If you have chosen a course with scheduled access, you must take the entrance test, and if you pass it, you will be able to enroll. Even for open courses, you must take a test to verify your skills, which does not affect matriculation, even if it is mandatory to follow the deadlines published on the course web pages.

Please check the dedicated page at the following link:
https://www.uniba.it/it/studenti/segreterie/studenti-stranieri

ENROLLMENT

Enrollment in free access degree courses is exclusively done online according to deadlines. The Esse3 platform online secretariat does not generate paper documents. Kindly consult the requirements for matriculation to a degree program. Those who intend to matriculate in the free Access Master’s Degree Courses are invited to look at the teaching regulations before making the payment of the first installment, with particular reference to the possession of the access requirements.

LIMITED ACCESS TO DEGREE COURSES

Enrollment in local and national degree courses with limited access follows the procedures and deadlines indicated in the relevant calls published on the UniBa website in the “Limited number courses” section.

EXTRA - EU CITIZENS

Extra-EU student matriculants living abroad must apply for study visas exclusively through the University portal:
www.universitaly.it/studenti-stranieri

Students enrolling to open access degree courses and holding a foreign degree must email their high school diploma or academic degree accompanied by official translation in Italian or English to the relevant Student Secretariat.

TUITION FEES

The tuition fee is divided into four instalments. It is advisable to use the tax calculation simulator both to know the amount and to check the number of instalments that will be calculated according to the country. For Equiparati (Extra-EU Citizens/Citizens residing in Italy for at least one year) it is possible to submit the ISEE for the University if they have residence and/or income in Italy. Extra-EU Citizens/Citizens residing abroad must submit the Parified ISEE.

Students with refugee/political refugee status are exempt from fees.

For information regarding fees, contributions, and exemptions kindly see the related Regulation on this link:

The payment deadlines for enrollment in the various numbered-entry courses are set by the respective announcements.
FIRST STEPS TO UNIVERSITY ACCESS

REGION SCHOLARSHIP AND HOUSING

Thanks to the Scholarship you can be fully or partially exempt from paying fees. Be aware of the deadline for applying. All this information is given in the call that is published on the pages of the University Right to Study Agency of the Apulia Region: www.adisupuglia.it/

MINISTERIAL SCHOLARSHIP

Italian government scholarships for Extra-EU citizens: these scholarships are offered by the Italian Ministry of Foreign Affairs and International Cooperation. To get the information you should contact the Italian Diplomatic Representations or visit the Ministry’s website: www.esteri.it/en/opportunità/borse-di-studio/per-cittadini-stranieri/

UNIVERSITY LANGUAGE CENTRE (CLA)

CLA is exclusively a venue for language certification. Therefore, any credits attributable to certifications can only be decided by the student’s relevant Courses of Study. Any language proficiency earned in the various degree programs of our university cannot be certified by this Center.

SERVICES TO STUDENTS WITH DISABILITIES AND DSA

If you need information, you can ask this Office, which takes care of orientation activities, reception and support of students with disabilities and with DSA (Specific Learning Disorders) for a conscious and positive inclusion in university life and eventually in the job market. You can consult the link: www.uniba.it/it/studenti/servizi-per-dsa-bili

PSYCHOLOGICAL COUNSELING SERVICE

The Counseling Service was created to serve the needs of the University of Bari’s bachelor’s, master’s, and doctoral students and postdoctoral researchers. The service provides a space to listen to and talk with experienced professionals about university life difficulties and to develop solution strategies. Its purpose is to promote well-being, with special attention to those who may experience personal distress related to transitions, interruptions, blockages, and delays in pursuing college and career goals. You can consult this link: www.uniba.it/it/studenti/servizi-e-oppor-

SPORT UNIBA

The University Sports Center encourages sports policy in the university as part of the overall education of the student. In addition to the management and maintenance of sports facilities, the Center promotes beginner or advanced courses in the various disciplines and participates in university and federal competitive activities. You can consult the link: www.uniba.it/it/ateneo/sport-uniba

HOUSING

The University of Bari Aldo Moro does not offer directly any student housing. Students can apply to the regional Agency ANISU, which provides colleges and housing for students: wl.adisupuglia.it/. Usually assigned according to merit and income criteria of the applicant. Directions for possible housing accommodations may also be found on this site: www.cercaalloggio.com/#!/city/Bari

UNIVERSITY CANTEEN

Catering is a general service for university students who request it. Meals are provided by canteens, which are usually located near university facilities. For students awarded cash scholarships and for those eligible in the competition rankings, cafeteria service is granted according to the indication provided in the annual announcement. • Mensa “CUM” - Via Amendola 165 Bari • Mensa “Medicina” - Via Garrone 64 - Bari • Mensa “Catania” - Via C. Moro Does not offer directly any student housing. Stu-

STUDENT COLLABORATIONS (PART-TIME)

Students with very good track records are offered short-term contracts and several part-time collaborative activities to be performed at various university facilities, such as libraries, laboratories, museums, administrative services, located in various sites of three cities (Bari-Brindisi-Taranto). The collaboration has a maximum duration of 150 hours for each academic year and is remunerated with an hourly fee determined in the time collaborative contracts.

The University considers student mobility an essential resource for improving the quality of its services.