**INFORMATION**   
**AFTER THEIR ARRIVAL AT UNIBA**

**Registration**

For the matriculation/registration, students can enrol before on line on web site www.uniba.it ESSE 3, and then they have to go with all their documents to the secretary’s office of competent degree course.The Students must be enrolled by the competent office: “Unità operativa Segreteria as well as secretarial offices of the various degree courses; Office “Unità Operativa Dottorato di ricerca UNIBA” (palazzo Ateneo, II floor); Office “ Unità operativa Master UNIBA (Centro Polifunzionale Studenti, piazza Cesare Battisti, I floor); Office “Unità Operativa Corsi di perfezionamento e alta formazione UNIBA” (Centro Polifunzionale Studenti, piazza Cesare Battisti, I floor); Office Unità operativa Scuole di Specializzazione di area medico-sanitaria (palazzo Ateneo, I floor); Office Unità operativa Scuole di Specializzazione di area non medico (Centro Polifunzionale Studenti, Piazza Cesare Battisti, I floor)

Contacts:

* for the secretary’s office of competent degree course: <https://www.uniba.it/organizzazione/amm-centrale/dofss/sezione-segreterie-studenti>
* for the Ph.d office:

Marialuisa Loiudice

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=loiudice>

* for the Master office:

Mariantonietta Grittani

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=grittani>

* for the office for advanced courses and advanced training

Antonella Novelli

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=novelli>

* for the office specialization schools of medical health area:

Sara Rossano

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=rossano>

* for the office specialization schools of non- medical area

Paola Amati

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=amati>

**General Information**

For information about what to do after their arrival and services, the students can contact:

* Orsola Castoro (palazzo Ateno, via nicolai, I floor)

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=castoro>

* Giulia Falcone (palazzo ex poste, piazza Cesare Battisti, I floor) for Eurodesk

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=falcone>

**THINGS TO DO**

1. **Fiscal Code (C.F. Codice Fiscale)**

The students must apply for the C.F. by the Office Uniba “Studenti Stranieri” (palazzo Ateneo, p.zza Umberto I, I floor)

Contact:

* Orsola Castoro

<https://persone.ict.uniba.it/rubrica/@@cerca?advanced_search=False&sort_on=&SearchableText=castoro>

Students need the C.F. for housing contracts, bank accounts, residence permits …etc..

1. **Residence permit (only for non-european students)**

The non-european students applying for the residence permit must send **within 8 workdays** from their arrival in Italy, a **KIT** (an envelope containing forms for application). The students must take this KIT by a Post Office “SPORTELLO AMICO” in charge with this procedure, as the Post Office near the palazzo Ateneo, in Piazza Umberto I, (not all the Post Offices in the Town have the KIT).

Students can be supported by a “Patronato”. Suggested: Patronato ACLI Service, via Vitantonio de Bellis, 37 - Tel. 0805968409 (as this telephone number will change, dial 0805968425 in case of problems), or CISL ANOLF, via Carulli 60, tel. 0805219849, that is not too far from here, or Patronato LABOR in Viale della Repubblica, 3 Bari, Tel. 080 556 5738.

The documents required:

-a copy of the passport, -Fiscal Code, -a copy of the document declaring the activities they will carry out at the University of Bari (the same you needed for Visa), -a copy of health/accident insurance valid for Italy, or the registration on the Italian National Health Service (SSN).

The students must send the KIT by the Post Office, when ready.

Link for this procedure: <https://www.portaleimmigrazione.it/>

1. **Declaration of income**

With the declaration of income legalized and translated by the Italian embassy in their own country, students must go to the“Patronato”. Suggested: Patronato ACLI Service, via Vitantonio de Bellis, 37 - Tel. 0805968409 (as this telephone number will change, dial 0805968425 in case of problems), or CISL ANOLF, via Carulli 60, - Tel. 0805219849, that is not too far from here, or Patronato LABOR in Viale della Repubblica, 3 Bari, - Tel. 080 556 5738 to apply for ISEE PARIFIED for University use, that is is necessary for the calculation of tuition fees.

1. **Registration by “Ufficio Anagrafe” (Register Office) for european and non-european students, after a three months stay in Bari)**

The students must go to the **“**Sportello Anagrafe Comune di Bari” (Corso Vittorio Veneto, 4) to register their residence in Bari. A copy of the housing private contract (or the declaration of the manager of a pubblic residence) is required.

Link: <http://www.comune.bari.it/web/egov/-/cambio-di-residenza-con-provenienza-da-altro-comune-o-stato-estero-e-cambio-di-abitazione-bari-su-bari->

1. **National Healt Service**

You have to go to the ASL (National Healt Service) in via Caduti di via Fani, 25- Bari. It is very important because you have to choose the doctor and receive the insurance card.

Italy has a national health system called Servizio Sanitario Nazionale (SSN), divided in local branches called Aziende Unità Sanitarie Locali (AUSL). Every person registered with the SSN is entitled to choose a general practitioner, also called family doctor. Each practitioner has an outpatient department where he guarantees free general medical examinations at fixed hours. You can also refer to the family doctor for prescription of medicines and specialist or diagnostic examinations. For some specialist consultants you will need to pay a fee to cover part of the cost of the service, called “ticket”.

Registration with the National Health Service (SSN):

For those applying for a residence permit for Study, the registration costs about 150 € per year. The registration has a duration of only one solar year (i.e. from 1/01/19 to 31/12/19) and it is not possible to pay reduced fees for shorter periods. Make a copy of the payment receipt and attach it to your application for the residence permit. After finalising your application for the residence permit, go to an AUSL office which offers the service CUP-Anagrafe sanitaria where you will be able to choose a family doctor. Take with you: the receipt of the payment of 149,77 €, the receipt of the residence permit application and your passport, once verified all the necessary documents the CUP officer will activate your registration.

For specific information:

<https://www.sanita.puglia.it/web/asl-bari/assistenza-sanitaria-cittadini-stranieri>

1. **Banking account**

The students can get a banking account by any Bank.

You can use this website URL: <https://www.ubibanca.com/TrovaFiliali>, in order to find one of the branches of UBI Banca **(**[www.ubibanca.com](http://www.ubibanca.com/page/chiedi-un-appuntamento)**)** present in Bari.

Go to the bank and ask for Carta Enjoy UniBa.

Near the Ateneo, Suggested: University Treasure’s Bank: “Banca CARIME” (Via Calefati, 112, corner with Via Roberto da Bari), in the center of Bari, not far from palazzo Ateneo.

Contact the bank Officer

* Dott. Rutigliano

Documents required: passport or other Identification Document and Fiscal Code

They can also contact other banks, if they prefer.

1. **Learn italian language**

You can learn or improve the italian language looking for a course, free money or payment on this web site:

<http://www.cpia1bari.it/index.php/percorsi-di-alfabetizzazione-stranieri>

1. **For accomodation or other services, see the information Kit received from the University of Bari or check at the links:**

<http://www.uniba.it/internazionale/mobilita-in-uscita/studenti/progetto-global-doc/incoming/globaldoc-kit-informativo>

<http://www.uniba.it/internazionale/incoming-mobility/general-information>