

# YOU ARE IN ITALY, WHAT NOW?

## APPLY FOR THE OFFICIAL TAX CODE

The tax code (codice fiscale) is an identification code assigned to foreign citizens arriving in Italy.

The Immigration Desk will assign a provisional numerical tax code. When the residence permit is issued, the permanent one will be assigned.

If you apply for a residence permit at the Police Headquarters you will immediately be assigned the permanent tax code.

[QUESTURA DI VARESE](#) - Piazza della Libertà, 2 Varese

[QUESTURA DI COMO](#) - Via F. D. Roosevelt, 7 Como

## GET A HEALTH INSURANCE

It should be valid for at least three months and can be private/public and national/international.

## PUBLIC HEALTH INSURANCE VIA ITALIAN NATIONAL HEALTH SERVICE (SSN)

Go to a post office (Poste Italiane) and use a payment slip to pay the cost for one calendar year to post office current account no. 379222, registered to: Amministrazione P.T. Regione Lombardia, specifying the following reason for payment "Iscrizione volontaria al SSN" (voluntary registration to SSN). Once you submit this slip to the post office, they will provide proof of payment.

Now you can register with the health office (Azienda Sanitaria Locale or ASL) nearest to your residence address (you will find all the seats on the website [www.salute.gov.it/](http://www.salute.gov.it/) > Servizio Sanitario Nazionale) by bringing the payment slip, the tax code, a copy of your passport, residence permit application receipt, proof of residence or domicile, and proof of enrollment to our University.

## APPLY FOR THE RESIDENCE PERMIT

### **When?**

Within 8 days from arrival in Italy.

### **How to apply?**

Go to a post office to retrieve the application kit. Fill out the form and submit the following documents:

- a revenue stamp of €16
- a copy of your passport (pages containing personal data and student visa/entry stamp)
- proof of domicile (e.g. rent contract, a declaration by the university residence)
- documentation certifying adequate financial resources for the duration of your VISA term, such as a recent bank account report or a scholarship certification (approximately > € 5,985 per year)
- University official enrolment certificate
- a copy of a Health insurance policy valid in Italy

Collect the application receipt and the notification for an appointment at the immigration section of police offices to complete the procedure. On the day of the appointment, you will present the required documents and get your fingerprints digitalized. When your residence permit is ready, you will get a notification.

## IN CASE OF RENEWAL

Fill out the application kit again and hand it in at a post office with all the above documents. In addition to a copy of your:

- stay permit
- tax code
- University enrolled certificate, including successfully passed exams

## REQUEST YOUR UNIVERSITY BADGE

Once enrolled, you will receive the university badge "Carta Ateneo Più", a magnetic card allowing you to use the university services.

### **Uses and additional benefits**

- access to exam sessions, study rooms and libraries;
- benefit from the catering service if you are entitled to it;
- use it as a prepaid, rechargeable, contactless card with an Iban code and a home banking device.

## **Activate the banking features**

You can require the banking features for free with the bank "Banca Popolare di Sondrio".

You can use the card for fast and secure electronic payments or receive them from the University such as tax refunds, fellowships, and Erasmus fellowships.

## SCHOLARSHIPS AND ISEE

Admitted students may apply for Regional scholarships depending on the family income and the home-to-university commute distance. To apply for scholarships and other benefits, such as accommodation and catering services, students must provide an ISEE certification.

The ISEE is an indicator of the economic condition (family information and incomes produced abroad) that can be requested to a CAF (Tax Advice Centre).

<https://www.uninsubria.eu/international-relations/servicesfacilities#scholarships>

### **CAF offices**

- CAF UIL MILLENNIUM SRL - Via Torriani, 27 Como  
Phone 031/269143
- CAF UIL S.I.V. SRL - Via Cairolì, 5/G Varese  
Phone 0332/288019
- CAF UIL - Viale Piemonte 20, Busto Arsizio  
Phone 0331/382090

## E-LEARNING

The E-Learning platform is a 24/7 technological tool that supports online teaching where students can find and download didactic resources or documents for offline consultation. Students can log in with their Web Services credentials.

<https://elearning.uninsubria.it/>

## INSUBRIA APP

App UnInsubria allows students to receive communications and manage their university careers. In particular, the App is useful:

- to sign up for exams;
- to fill in didactics evaluation questionnaires;
- to consult the average of the exams in real-time and the exam sessions;
- to consult the status of payments.

The app is available to download from the App Store and Google Play. If you are a future student you can log in with a guest profile. If you are a registered student you can log in with your Web Services credentials.

## UNINSUBRIA SERVICES

### Accommodation



- 3 University Residences
- other private facilities (not managed by the University)
- "CERCO ALLOGGIO" housing service: it offers fully furnished and equipped flats to offsite and international students located near the University seats.

Additional info about accommodation is available at:

<https://www.uninsubria.eu/international-relations/servicesfacilities#accommodation>

### Libraries



4 libraries with 100,000 books, 500 subscriptions to magazines and newspapers, online library services (insuBRE) and off-campus access to electronic resources.

<https://uninsubria.libguides.com/international-users>

### Catering services



The University canteen is open at lunch Monday to Friday via Monte Generoso, 71 Varese

If you are entitled to a regional scholarship and have the benefit from catering services, you can have lunch there or in one of the other partner places.

<https://www.uninsubria.it/servizi/servizio-ristorazione>

### Beepoler - Insubria carpooling service



By sharing the journey home-work with colleagues, you save money, travel sustainably, and socialize. Beepoler App is available to download from the App Store and Google Play.

### Bike Insubria



The University bike-sharing service aims to promote a sustainable way of travel on short-distance routes.

You can find a bike at:

- Como - Via Sant'Abbondio, 9
- Varese - Via Ravasi, 2

<https://www.uninsubria.it/servizi/bike-insubria>

### Transportation



All seats of Insubria University are well connected and easy to reach, thanks to the efficient public transportation network.

Nearby Airports:

- Milan Malpensa Airport
- Milan Linate Airport
- Orio al Serio Airport

Train lines:

- Ferrovie dello Stato - Italian Railway Company
- Trenord - Local Railway Company

Bus lines:

- FNM Autoservizi <http://www.fnmautoservizi.it/it/home>
- Autolinee Varesine - CTPI
- <https://www.ctpi.it/>

### MAIN EMERGENCY NUMBERS



**112** - European emergency response number

**113** - Police

**1522** - National anti-violence and stalking helpline



UNIVERSITÀ DEGLI STUDI  
DELL'INSUBRIA



## UNIVERSITY OF INSUBRIA

*Varese, Como, Busto Arsizio*

ITALY



## USEFUL INFORMATION FOR INTERNATIONAL DEGREE- SEEKING STUDENTS