



**UNIVERSITÀ DEGLI STUDI
DELL'INSUBRIA**

SERVIZIO INTERNAZIONALIZZAZIONE
Ufficio relazioni internazionali e gestione studenti
internazionali

USEFUL INFORMATION FOR INTERNATIONAL STUDENTS





TABLE OF CONTENTS

INTRODUCTION.....	1
VARESE CAMPUS.....	2
COMO CAMPUS.....	3
BUSTO ARSIZIO.....	4
FINDING ACCOMMODATION	5
THINGS TO DO AFTER ARRIVING IN ITALY.....	6
ENROLMENT PROCEDURE	8
TRANSPORTATION.....	9
BANK ACCOUNT	12
UNINSUBRIA APP	12
UNIVERSITY ONLINE PORTALS.....	12
ITALIAN LANGUAGE COURSE.....	13
LIBRARIES.....	13
INTERNATIONAL STUDENTS TUTORS	14
ESN (ERASMUS STUDENT NETWORK) INSUBRIA	15
APPENDIX I – USEFUL CONTACT AND INFORMATION.....	16



INTRODUCTION

Dear International student,

A warm welcome to Italy and **Università degli Studi dell'Insubria!**

Insubria is a young and dynamic University that offers interdisciplinary education, high-quality services and facilities and focuses on cutting-edge research to develop innovative solutions and technologies.

We deeply care about our students and their dreams and we are delighted to have you as part of our diverse community.

Insubria University is located in three different cities: Varese, Como and Busto Arsizio. Depending on the degree programme you choose, you may have to go to a specific city and different campuses.

Look forward to the academic and cultural journey ahead of you. We are here to support your success!





VARESE CAMPUS

CITY	PLACES/CAMPUS	ADDRESS
Varese	Central Administration & Student Office	Via Ravasi, 2, 21100, Varese
	Campus Bizzozero	Via Ottorino Rossi, 9, 21100 Varese
	Campus Monte Generoso	Via Monte Generoso, 71, 21100 Varese

The central administration and student office are located near the city centre.

You will never have to visit the administration building unless you need to pick up your university card (Carta Ateneo Più) after completing the enrollment.



The Central Administration building



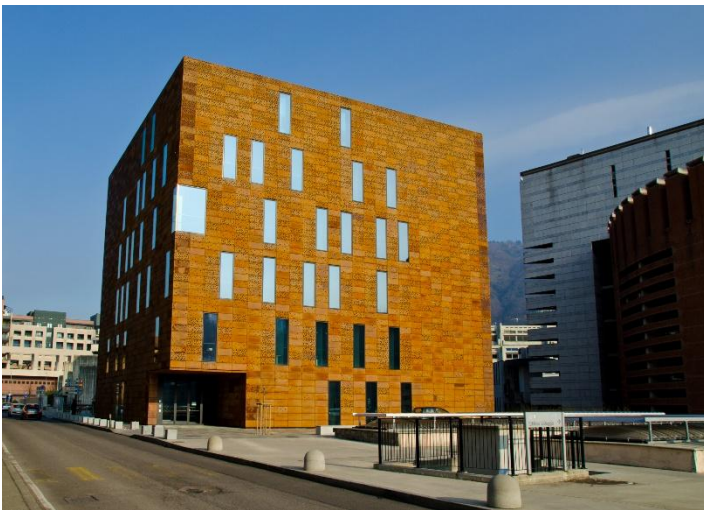
Aerial view of Varese Campus

The Bizzozero and Monte Generoso campuses are the places you will go to every day to attend classes in the different buildings.

COMO CAMPUS

CITY	PLACES/CAMPUS	ADDRESS
Como	Sant'Abbondio	Via Regina Teodolinda, 37, 22100 Como Via Sant'Abbondio, 12, 22100 Como
	Valleggio – Campus & Student Office	Via Valleggio, 11, 22100 Como
	Castelnuovo	Via Castelnuovo, 7, 22100 Como

Depending on your chosen degree programme you will attend classes in one of the three buildings.



"The Cube" building



Valleggio Square



Sant'Abbondio

BUSTO ARSIZIO

CITY	PLACES/CAMPUS	ADDRESS
Busto Arsizio	Polo didattico Molino Marzoli	Via A. Da Giussano, 12, 21052 Busto Arsizio
	Villa Manara	Via Manara, 7, 21052 Busto Arsizio

Depending on your chosen degree programme you will attend classes in one of the two buildings.



Villa Manara



Polo didattico Molino Marzoli

FINDING ACCOMMODATION

Insubria has student residences in Varese, Como, and Busto Arsizio.

To take advantage of the accommodation service, students must fulfil the criteria of a public call for applications, also known as “Bando”, which is published on the website every summer.

For further information, you can contact the Diritto allo Studio Office via [Infostudenti](#).

CITY	RESIDENCE	ADDRESS
Varese	Residence Collegio Carlo Cattaneo	Via Dunant, 7
	Insubria City Hotel	Via Medaglie d'Oro, 35
Como	Collegio La Presentazione	Via Zezio, 58
	Collegio Santa Teresa	Via Borgo Vico, 121
Castellanza (a town near Busto Arsizio)	Residenza Carlo Pomini	Piazza Pietro Soldini, 5

As places are limited, you can also try to find accommodation in the facilities of the university partners. To check availability, contact them directly by e-mail.

CITY	FACILITIES	ADDRESS	CONTACT
Varese	Condominio LEM	Via Tonale, 135	lem.varese@gmail.com
Como	Residenza Terzo Millennio	Via Pannilani, 17	info.como@rtmliving.com

Other options:

- Contact [Cerco Alloggio Accommodation Service](#)
- Use local Facebook Groups by searching for these keywords: affitti/affitto + city
- Use these websites:
 - www.casa.it
 - www.idealista.it



Collegio Cattaneo - Varese



THINGS TO DO AFTER ARRIVING IN ITALY

1. Apply for the Codice Fiscale (tax code) by going to the office of Agenzia delle Entrate¹ with your original passport. It is not necessary to make an appointment.

2. Within 8 days from your arrival in Italy, collect a Permesso di Soggiorno (residence permit) kit from the Poste Italiane² and fill it out. How to fill the residence permit kit: <https://www.youtube.com/watch?v=79evlenyybs>

Once you have completed the kit, go to any Poste Italiane office to send it off. Do not forget to buy a €16 “marca da bollo” stamp from a “tabacchi” shop and attach it to your kit. The cost of the kit is approximately €102 (as of 2023).

Documents you must enclose in the kit:

- a copy of your passport (pages with personal details and student visa/entry stamp);
- Copy of your Visa;
- Copy of the Codice Fiscale;
- documentation proving you have sufficient financial resources for the duration of your VISA stay, such as a recent bank account statement or a scholarship certificate;
- Health insurance;
- Certificate of enrolment from the university³

Students enrolled in a multi-year degree programme have to renew their residence permit. Circa two months (in any case not less than a month) before the expiry date of your Residence permit, you must return to the post office to collect a renewal kit, which must also include a photocopy of the certificate proving that you have passed at least one exam for the first renewal and at least two exams for subsequent renewals, except in cases of force majeure.

3. Apply for Health Insurance

The immigration law requires you to take out health insurance while staying in Italy. International students must have valid health insurance, private or public to obtain a residence permit. Both are accepted, but we suggest considering the costs when deciding what option is the best for you.

¹ Agenzia delle Entrate addresses in the appendix

² Post office addresses in the appendix

³ A certificate of enrolment is issued upon your request only after you have completed your enrolment. If you have not done the enrolment yet, you can hand in the residence permit kit and bring the certificate with you to the police station on the day of your appointment.



- Private Health Insurance

International students can stipulate an insurance policy with an Italian or foreign insurance institution that is valid in Italy.

As an alternative, once in Italy, you can take out private insurance through an Italian insurance company that will cover urgent medical assistance (surgery and accidents) in any hospital's Emergency Room (Pronto Soccorso).

- Public Health Insurance

Upon arrival, it is possible to subscribe to the Italian National Health Service (SSN).

Be aware that registration with the Italian National Health Service costs approximately 2000€ per calendar year (as of 2024).

With their tax code, students can register with the Local Health Authority and choose a family doctor who will provide primary care. Foreign citizens registered with the National Healthcare Service can access all medical services provided by Italian law at the same conditions as Italian citizens.

You have to go to a post office and pay the costs for one calendar year with a payment slip and collect proof of payment. The reason for the payment is ISCRIZIONE VOLONTARIA AL SSN (voluntary registration for SSN).

Now, you can register at the nearest Health Office (ASL).

Bring with you:

- A valid residence permit/or residence permit application receipt
- self-certification of residence/domicile or declaration of residence as stated in the resident permit
- tax code
- proof of payment of the registration fee

Here you have some more info: <https://www.asst-settelaghi.it/assistenza-sanitaria-a-cittadini-stranieri>

ENROLMENT PROCEDURE

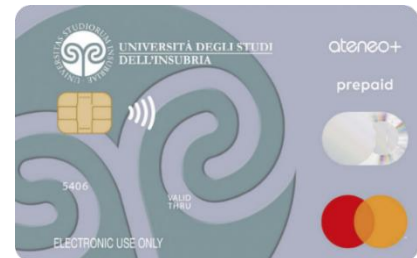
At this point, you should have enrolled online. If you encounter any difficulties, you can go to the Student Office in Varese or Como. You do not need to make an appointment during these business hours:

Monday – Tuesday – Thursday – Friday: 10:00 – 11:30 / Wednesday: 14:00 – 15:00

You can also contact the Student Office via the Infostudenti Service. You can submit your request or make an online appointment on Microsoft Teams.

You complete your enrolment by paying the 156€ registration fee.

Once enrolled, you will receive the university badge “Carta Ateneo Più”, a magnetic card with your photo that allows you to use the university services. You must show it to access exams, study rooms, and libraries.



Ateneo Più Card

With “Carta Ateneo Più” you can also use the catering service if you are entitled to do so. You can also activate its banking features with the Banca Popolare di Sondrio for free. This way, you will be allowed to use it as a reloadable contactless prepaid card, with a dedicated IBAN code and home banking devices to benefit from fast and secure electronic payments from the University, e.g. tax refunds, scholarships, Erasmus grants.

As soon as the card is ready, you will receive an e-mail from the Student Office.

After your enrolment, you will also receive a university e-mail address that will be used for all academic communication. The e-mail address will serve as your username and will be used along with your password to access the free Wi-Fi on campus (Insubria-campus-studenti or Eduroam).





TRANSPORTATION

VARESE

- **Buses**

Autolinee Varesine: <https://www.ctpi.it/> > orari urbani > **linea C** Sacro Monte – Bizzozero (Nabresina) to check the Timetable

Ticket costs: student monthly pass: 30€ - ticket: 1,60€ (validity 90 min.) – 10 tickets: 14,50€

Special discounts for students under the age of 26 are available by exhibiting your student card and passport at the ticket counter. For specific information, please go to Stazione Autolinee Varesine, Piazzale Kennedy.

Contacts: info@autolineevaresine.it / Facebook: [Autolinee Varesine](#)

Bus Insubria

It is a special service for Insubria students that runs from Monday to Friday from the bus stops in Corso Moro and via Morosini to the Monte Generoso Campus.

Timetable: https://www.uninsubria.it/sites/default/files/File_Servizi/bus-insubria_orario.pdf

Where to buy your tickets/students' monthly pass:

ZONE	PLACE	ADDRESS
City Center	Stazione Autolinee Varesine	Piazzale Kennedy
	Edicola Sommaruga	Corso Matteotti 26
	Tabaccheria Magatti	Via Magatti, 7
	Tabaccheria RIV. N° 5	Via Sacco, 4
Belforte	Bar Squillace	Viale Belforte, 98
Viale Borri	Tabaccheria Pietrocola	Viale Borri, 90

Complete list:

<https://www.ctpi.it/it/Servizi-urbani/Rivendite-biglietti-autobus-urbani-varese.htm>

- **Trains**

From Malpensa Airport to Varese

Direct train S50 to Varese (TILO S50 Biasca–Bellinzona–Lugano–Varese–Malpensa)

Train to Saronno > Varese Nord

Other train lines:

Varese-Como / Varese-Milano /Varese-Busto Arsizio

Website & tickets: <https://www.trenord.it/en/>



COMO

1. Buses

Bus lines to reach the University: Linea N4, Linea N5, Linea N7

From Como San Giovanni railway station you can catch the buses n. 7/8 to reach Valleggio Campus.

<https://asfautolinee.it/it/orari-rete-urbana>

Ticket Costs (as of 2023):

One-way ticket: 1,50/2€ - Daily ticket: 3,50€

11 tickets: 15€/20€

Monthly pass 39€/48€ - Student annual pass (under 26): 260€

Annual pass: 339€/430€

https://asfautolinee.it/media/img_01-0045-23.pdf

Where to buy your tickets/pass

Bus Station – via Giulini, 15 Como

Complete list of vendors in Como: <https://asfautolinee.it/it/rivendite>

- **Trains**

From Malpensa Airport to Como

Train to Saronno (direction Milano Cadorna) > Como Borghi/Como Lago (direction Como Lago)

Train to Milano Cadorna > Como San Giovanni

Other train lines: Como-Milano / Como-Busto Arsizio

Website & tickets: <https://www.trenord.it/en/>

BUSTO ARSIZIO

- **Buses**

The University campus is close to the city centre and the market area (area Mercato)

Bus Lines in Busto Arsizio: <https://www.gruppostarlodi.it/urbano>

Costs: One-way ticket: 1,60€

10 tickets: 14,00€

Weekly pass: 11,00€ - Monthly pass: 39,00€ - Annual pass: 243,00€

Where to buy your tickets/pass in Busto Arsizio: <https://www.gruppostarlodi.it/biglietterie-e-rivendite>

- **Trains**

From Malpensa Airport to Busto Arsizio

Direct Train S50 (TILO S50 Biasca–Bellinzona–Lugano–Varese–Malpensa)

Train to Busto Arsizio Nord (direction Milan Central Station)

Other train lines: Busto Arsizio-Milano / Busto Arsizio-Como / Busto Arsizio-Varese

Website & tickets: <https://www.trenord.it/en/>

Monthly pass for Lombardy – Io viaggio in Lombardia

This card gives you unlimited travel on all means of transport in the Lombardy region. You can buy it at any railway station (109€ as of 2023).



Bus Insubria service - Varese



BANK ACCOUNT

You cannot open a bank account without your residence permit.

But remember that your university card is a rechargeable, contactless prepaid card, with a dedicated IBAN code and home banking devices. Go to the Banca Popolare di Sondrio with your card and passport to activate it.

- Varese: Viale Belforte, 151,
- Como: Viale Innocenzio XI, 71 – Via Giulini, 12
- Busto Arsizio: Piazza Trento e Trieste, 10

UNINSUBRIA APP

Insubria has a mobile application. It's highly recommended to download the app to receive targeted communications related to your daily life and conveniently manage your university career.

With UnInsubria App you will be able to:

- enrol in exams;
- fill in questionnaires for evaluation of teaching;
- check in real time the average of the exams;
- receive notifications about exam calls and other alerts;
- check the status of your payments;

The app can be downloaded for free from the App Store and Google Play and you can log in with your credentials, the same you use to enter the Student Office online services.

UNIVERSITY ONLINE PORTALS

1. Student office online services (ESSE3)

This is the main portal and dashboard. On this portal, you can check your admission status, pay fees, see your grades, choose your study plan etc.

<https://uninsubria.esse3.cineca.it/>

2. E-learning Portal

This is where all the teaching materials and homework will be uploaded by the teachers/professors.

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

3. Infostudenti Portal

This is the online portal for communication with the university offices. You use this portal to book an online appointment via Microsoft Teams or to ask questions.

<https://infostudente.uninsubria.it/start.php>



4. SOL - Online Help Desk

Via this portal, linked to the Diritto allo Studio office, students can apply for scholarships, competitions, tutoring calls, and pay University residency fees. Check this portal from time to time.

<https://uninsubria-ol.dirittoallostudio.it/>

ITALIAN LANGUAGE COURSE

The University offers a free 30-hour Italian language course, usually in March, to international students. Contact the International Students Office for the Italian course via the following email address:

foreign.students@uninsubria.it

In Varese, you can also attend the municipality's Italian classes. They open admissions twice a year, on January-February and July-August. You can register at their websites: <https://www.cpiavarese.edu.it/>

LIBRARIES

The [University Library System](#) provides services to support teaching and research activities and ensures the development, preservation, enhancement, management and use of the library and document heritage.

The System is composed of

- the Economics Library (via Monte Generoso, 71 – Varese)
- the Medicine Library (via Dunant, 3 – Varese),
- the Law and Human Sciences Library (via Bossi, 5 – Como)
- the Science Library (via Valleggio, 11 – Como).

In addition, through the insuBRE portal (Libraries and Electronic Resources), bibliographical information on over 100,000 volumes of books and journals located in the libraries and approximately 50,000 subscriptions to electronic journals and databases can be consulted online via the University network or remotely.

Here you can find the webpage dedicated to Library services for International users:

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



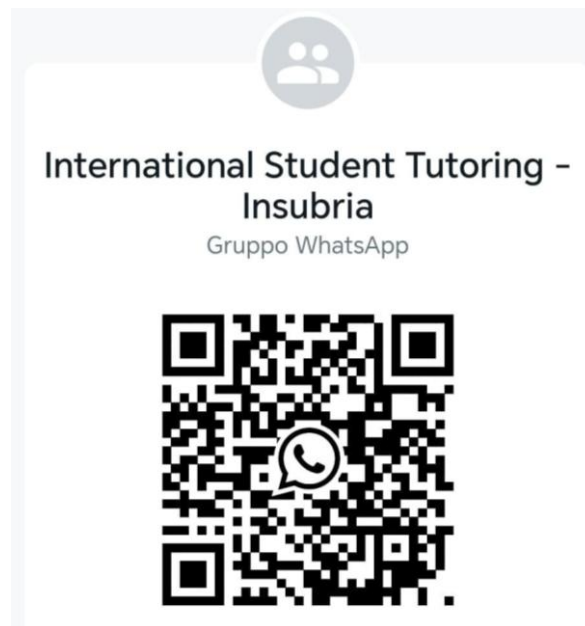
INTERNATIONAL STUDENTS TUTORS

If you have questions or need help, you can contact the international students' tutor:

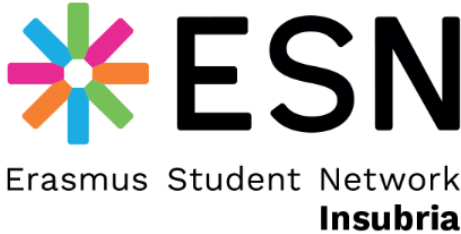
Master's Degrees:

Azimbayeva Moldr: mazimbayeva@studenti.uninsubria.it

Join the **WhatsApp group** for international students:



ESN (ERASMUS STUDENT NETWORK) INSUBRIA



Erasmus Student Network (ESN) is the largest European non-profit student organisation. It is formed by student volunteers whose purpose is to promote mobility programs and cultural integration. In Italy, there are 53 sections and over 2000 active members.

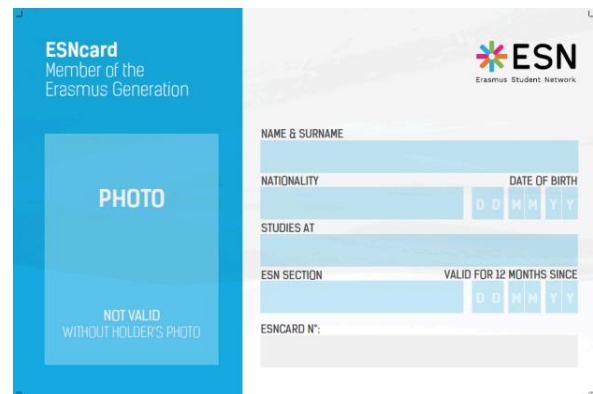
ESN Insubria Logo

At Insubria, the association was established in February 2019. Since 2020 it has been an active part of the ESN network and continues its job of supporting outgoing Italian students and incoming international students.

The student members of ESN Insubria organise various initiatives such as welcome days, events in partnership with local associations in Varese and Como, and activities such as parties, city tours and dinners. Their seat is in the Sant'Abbondio Campus in Como.

Finally, by becoming an ESN member and activating the ESN CARD, you can access events and use the discounts offered by their partner organizations. See the partner list here: <https://esn.it/it/partners>

Contact ESN to know how to get your ESN CARD.



ESN Card

How to contact ESN:

- Website: <https://insubria.esn.it/>
- Email: insubria@esn.it
- LinkedIn: ESN Insubria <https://www.linkedin.com/in/esn-insubria-435077307/>
- Facebook – ESN Insubria <https://www.facebook.com/esninsubria>
- Instagram – esn_insubria: https://www.instagram.com/esn_insubria/

Every year, they create a WhatsApp channel to update everyone on upcoming events and promote socialization. Reach out to receive more details.



APPENDIX I – USEFUL CONTACT AND INFORMATION

AGENZIA DELLE ENTRATE – REVENUE AGENCY

Students go to the Revenue Agency to obtain their Codice Fiscale (tax code).

The tax code is a unique 16-character alphanumeric code which identifies a citizen's data when dealing with a public administration. It is also needed to register with the Local Health Authority (ASL) and choose a general practitioner. The tax code is valid only when issued and certified by the Revenue Agency and does not expire. [Further information here.](#)

CITY	ADDRESS
Varese	Via Carlo Frattini, 1
Como	Viale Felice Cavallotti, 6
Busto Arsizio	Via Fratelli d'Italia 7/A

POSTE ITALIANE – POST OFFICE

International students go to a Post Office to collect the Permesso di Soggiorno Kit (residence permit kit) and submit the voluntary registration to the SSN to obtain public health insurance.

CITY	ADDRESS
Varese	Viale Belforte, 178
	Via Dalmazia, 63
	Via Monfalcone, 27
	Viale Milano, 11
	Via Luigi Mercantini, 19
	Via Francesco Del Cairo, 21
Como	Via Vittorio Emanuele II, 99
	Via Tolomeo Gallio, 6
	Via Milano, 138
	Via Coloniola, 23
	Via Aristide Bari, 5
	Via Bellinzona, 5



	Via El Alamein, 1
	Via Isonzo, 60
	Viale Lorenzo Spallino, 5
Busto Arsizio	Via Giuseppe Mazzini, 9
	Via Fratelli D'Italia, 12/b
	Via Ragazzi Del '99, 3/a
	Viale Vittorio Alfieri, 15
	Piazza Volontari Della Libertà, 3
	Via Antonio Fogazzaro, 18
	Via Lonate Pozzolo, 69
	Via Filippo Meda, 11

HEALTH OFFICE (ASL) CONTACTS

To receive information about the public health insurance application, you can write an e-mail to:

Varese	urp@asst-settelaghi.it
Como	urp.territorio@asst-lariana.it
Busto Arsizio	urp.busto@asst-valleolona.it

MAIN EMERGENCY NUMBERS

112	European Emergency number (Police – Ambulance/Emergency/First Aid)
115	Fire Department
1522	Women's Safety