Welcome to Italy!

Guide for Foreign Students

University Master Degree Programmes
Università Cattolica
Milan Campus
Your stay in Italy

TIMESHEET

Country of origin

ITALY

1st Month

6th Month

12th Month

MASTER UC

8 days from the arrival

Study Visa

Application for Permit of Stay

Opening a bank account

Appointment at the Police Station

Permit of Stay

Registration on the general records of the City

Registration with the Italian National Health Service

Master degree legalisation

Professional accreditation

Check of the application for the Permit of Stay

Renewing of the Permit of Stay or transformation into a Permit for Work

Your stay in Italy
Welcome to Università Cattolica!

Dear Student,

The Welcome Service of the Master Degree Programme Office is a service for foreign students which will familiarise you with the university and provide you with information and assistance regarding various requirements and procedures for living and studying in Milan.

This guide will help you to understand various bureaucratic procedures which will be of use when choosing appropriate ‘strategies’ during a very important period of your professional and personal growth. It will also give you useful information for when you have completed your degree programme.

The guide is structured as a time line with information presented according to when it might be most useful to you so that you can plan and organise better.

Welcome Service
Master Degree Programme Office
Università Cattolica del Sacro Cuore
master.universitari@unicatt.it
+39 02 7234.3860
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- Milan metropolitan area
Month 1

The first week:
- Accommodation
- Registering for a master degree programme
- Permit of Stay for Study

- **How can I find accommodation and get myself settled in Milan?**
  The living cost in Milano is estimated to be around 700-900 Euros per month (including food, accommodation, transportation and leisure activities).

  Please find here following a short list of residences:
  http://www.camplus.it/residenze-universitarie/milano
  info@camplus.it
  http://www.cipensawolf.it/milano
  milano@cipensawolf.it
  http://www.milservice.com/eng/about.htm

  **University on line announcement board**
  http://www.educatt.it/bacheca/bacheca_intro.asp

- **How do I register for the master degree programme for which I have been accepted?**
  Go to the Master Degree Programme Office, located at Via Carducci 20/30, Milan.
  Tel: +39-02-7234-3860.

  You will need to present the following:
  - Copy of ID document
  - 2 passport-sized photos
  - Receipt of payment of the first instalment of tuition fees
• **What is a Permit of Stay (Permesso di Soggiorno)?**

A Permit of Stay is authorisation granted to a foreigner to remain in Italy for the time and purposes shown on an entry visa. Your entry visa is therefore directly related to your Permit of Stay for Study, especially because you will have to present practically the same documentation for the application made in your country of origin and to confirm this same application.

• **How do I get a Permit of Stay?**

a) Ask for a Busta Gialla kit from the Italian Post Office and complete the forms in this kit. The Welcome Service of the Master Degree Programme Office can assist in completing the forms and in checking the documents to be presented with the forms.

b) Apply for a taxpayer identification number (Codice Fiscale) from the tax authorities (Agenzie delle Entrate).

c) Take the Busta Gialla to the Italian Post Office with photocopies of:
   - Letter of Registration to the Master Degree Programme
   - Health insurance policy
   - Passport
   - Proof of personal financial means.

• **Useful information**

The immigration portal ([www.portaleimmigrazione.it](http://www.portaleimmigrazione.it)) will provide you with:

- general information about the procedure;
- addresses of municipalities and institutions authorised to provide information;
- addresses of the post offices which have a special counter (Sportello Amico) for picking up the “Busta Gialla” kit.

To check the status of your application for the Permit of Stay, you can access the immigration portal ([www.portaleimmigrazione.it](http://www.portaleimmigrazione.it)) and log into the section for foreigners (Riservata Stranieri) with your User ID and password on your Permit of Stay receipt.
How do I get a student pass for the metro and other public transportation services?

Go to any of the ATM Point counters located in the metro stations of Duomo, Cadorna, Stazione Centrale, Loreto or Romolo. Fill out an application for an electronic pass (Domanda di Rilascio della Tessera Elettronica). The ATM Point counter will issue you with a receipt and you will receive your pass within two weeks.

To apply for your pass you will need the following:

- Taxpayer identification number (Codice Fiscale)
- ID document (passport or other document)
- Passport-sized photo with your full name written on the back
- Document showing you have registered for your UC master degree programme (payment receipt, student ID, or other document)

Costs:
Up to 26 years old: EUR 10 (for the pass) plus EUR 17 per month (annual pass: EUR 170)
Over 26 years old: EUR 10 (for the pass) plus EUR 30 per month (€ 300 full year).

For information: http://www.atm-mi.it/ATM/

How do I open a bank account?

It is possible to open a bank account to manage scholarship funds, income from employment or funds sent from the country of origin. Università Cattolica has a special agreement with Intesa Sanpaolo Bank which offers students special conditions for a current account. To take up this offer you will need to provide the following documentation:

- Photocopy of taxpayer identification number (Codice Fiscale)
- Photocopy of identification document (passport)
- Photocopy of receipt for application for Permit of Stay
- Letter of Registration to the Master Degree Programme

Refer to the master office for more detailed information and to fill the necessary forms.

Where can I learn Italian?

You can enrol on courses run by:

- Università Cattolica: for information www.unicatt.it/selda
- City of Milan: for information www.comune.milano.it

To check the status of your application for the Permit of Stay, you can access the immigration portal (www.portaleimmigrazione.it) and log into the section for foreigners (Riservata Stranieri) with your User ID and password on your Permit of Stay receipt.
**Months 4-5-6**

It is generally during this period that you will be called for an appointment to have your fingerprints taken either at the central Police Station (Questura di Milano) or at a local police station near your home (Ufficio di Polizia or Commissariato).

This is the final step to get your Permit of Stay, which is issued as an electronic card.

- **How can I get general information about a Permit of Stay?**
  
  http://www.poliziadistato.it/pds/ps/immigrazione/soggiorno.htm
  
  http://www.stranieriinitalia.it/guide_sull_immigrazione.html

- **What does a Permit of Stay allow you to do?**
  
  - You can work part time for up to 20 hours per week.
  - The Permit of Stay for study can be extended and changed into a work permit (see pag. 14).
  - In certain cases justified and approved by academic authorities, it is possible to register for a university course other than the one for which the permit for study was originally issued.

- **What about travelling in Italy and Europe?**

  Students with a study visa can travel throughout Italy and in countries within the Schengen Area in accordance with individual visa conditions.
  
  A Permit of Stay allows you to travel in all countries within the Schengen Area.

  **To check the status of your application for the Permit of Stay, you can access the immigration portal (www.portaleimmigrazione.it) and log into the section for foreigners (Riservata Stranieri) with your User ID and password on your Permit of Stay receipt.**
What do I have to do for general records registration?

Foreigners living in Italy for more than three months can request registration on the general records of the City and declare their domicile. (The Milan office is located at Via Larga 12).

To register you will need to present the following:

**Students from EU countries**
- Letter of Registration to the Master Degree Programme
- Health insurance
- Proof of personal financial means

**Students from other countries**
- Passport
- Permit of Stay or receipt for application for Permit of Stay

For more information go to [www.comune.milano.it](http://www.comune.milano.it) or call +39-02-88451 during office hours.

How do I register with the Italian National Health Service?

**European citizens**

European citizens holding a health national card from the European country of birth have automatic access to the Italian national health service. Refer to the ASL (Azienda Sanitaria Locale) to choose your “medico di famiglia” (no registration is needed)

**Non European citizens**

Non European citizens wishing to register with the Italian healthcare service need to apply for temporary voluntary registration at ASL (Azienda Sanitaria Locale) specifically to the "Scelta e revoca" office

Documents needed:
- Certificate of enrolment at the University
- Passport
- Permit of stay (the receipt of the application for the permit of stay is not accepted)
- Fiscal code
- Receipt of payment of 149 Euros (the payment can be made directly at ASL and the registration is valid for the calendar year January to December

General Info

[www.asl.milano.it](http://www.asl.milano.it)
tel. 02/85781
“Scelta e revoca” Office tel. 02/85188113

What can I do in my free time?

- Go to the culture section of [http://www.comune.milano.it/portale/wps/portal/CDMHome](http://www.comune.milano.it/portale/wps/portal/CDMHome) for information about art and museums, libraries, theatre, cinema, music and sports.
- Centro Sportivo Universitario CUS (University Sports Centre) [http://www.cusmilano.it](http://www.cusmilano.it)
The final months:

- How can I ensure my master degree is legal for use in my country?

If you are thinking about returning to your country after you have completed your master degree programme at Università Cattolica, you will need to complete the process of MASTER DEGREE LEGALISATION to get an internationally valid document which has been properly certified with regard to the degree, the academic institution and the authority who issued it.

Legalisation can be applied for at the Prefecture of Milan.

<table>
<thead>
<tr>
<th>1 - Manager for legalisation process</th>
<th>Vice prefetto Francesca Iacontini</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Corso Monforte 27, ground floor</td>
</tr>
<tr>
<td>Office hours:</td>
<td>Tuesday - Friday 9-11 a.m.</td>
</tr>
<tr>
<td>Telephone:</td>
<td>+39-02-77584332</td>
</tr>
</tbody>
</table>

| 2 - Timing for process              | The legalised document is returned with an official stamp after three days. |

| 3 - Consulate                       | If the country of origin is not a party to the Hague Convention, the signed document needs to be taken to the consulate of the country of origin. |

* Countries which are party to the Hague Convention: Andorra, Argentina, Armenia, Australia, Austria, Bahamas, Barbados, Belgium, Belize, Byelorussia, Brunei, Bulgaria, China (only in the administrative regions of Macao and Hong Kong), Cyprus, Colombia, El Salvador, Slovakia, Slovenia, Spain, Croatia, Ukraine, United States, Estonia, Macedonia, Israel, Italy, Germany, Japan, Kazakhstan, Lesoto, Liberia, Lithuania, Luxembourg, Island of Mauritius, Marshall Island, Russia, Fiji, Finland, France, Greece, Hungary, Ireland, Malta, Mexico, Monaco, Namibia, Nieuw, Norway, New Zealand, Netherlands, Panama, Portugal, UK, Northern Ireland, Romania, Samoa, San Cristóbal and Nieves, San Marino, San Vicente and Granadinas, Trinità and Tobago, Turkey, Venezuela, South Africa, Sweden, Switzerland, Surinam, Swaziland.

- Can I continue my studies and register for another university programme?

A Permit of Stay may not be used or renewed for enrolling in any programme of study other than that for which the visa is issued, with the exception of another university course that is further study of the completed programme at a higher level.
• **How can I get professional accreditation?**


  2. **What do I have to do?** Present professional certification, statement of value and other documents certifying professional status. Such documents may be originals or authenticated photocopies. The documents may be sent by post or delivered in person.

  3. **What happens?** Relevant documents are assessed by a commission which analyses the compatibility of the applicant’s university training in the country of origin with that in Italy. If it is similar accreditation is automatic; if not, the applicant is asked to take exams. Accreditation entitles the applicant to registration on professional registers in Italy.

  4. **How long does it take?** The process takes about 6-10 months.

**Address:** Settore Internazionale Reparto II - Ufficio III
Direzione Generale della Giustizia Civile - Dipartimento per gli Affari di Giustizia, Via Arenula, 70 - 00186 ROMA
**Office hours:** for information via telephone: Monday-Wednesday 09:00 - 11:00; Thursday 15:00 - 16:00
*Document delivery:* Monday-Wednesday 11:00 - 13:00; Thursday 15:00 - 16:00

**Managers:** Stefania Napoleoni - Franca Mancini
Telephone: +39 06 6885-2314

• **How can I change my Permit of Stay for Study into a Permit of Stay for Work?**

  You can change your permit of stay from study to work ONLY AFTER OBTAINING THE FINAL MASTER CERTIFICATE, submitting an on line application to obtain a “nulla osta” at https://nullaosta.lavoro.interno.it/Ministero/registrazione_user

  It’s necessary to hold
  • employment contract or a commitment for employment signed by the employer
  • a valid permit of stay or an application for renewal under evaluation

  **IT IS IMPORTANT TO INDICATE A VALID E MAIL ADDRESS**

  You will receive the **first** convocation by the Prefettura of Milan via e-mail about a month after the request.

  Once received the “nulla osta” by the Prefettura you must submit the required documents through the Busta Gialla Kit.

  A **second** convocation for final approval following the mailing of KIT Busta Gialla will be made by the Questura.

  With the receipt of transmission of the KIT Busta Gialla it’s possibile to start with the working activity.
Useful Sites

- [http://www.giustizia.it/professioni/info_gen_estero.htm](http://www.giustizia.it/professioni/info_gen_estero.htm)
  Professional accreditation

- [http://www.portaleimmigrazione.it/](http://www.portaleimmigrazione.it/)
  Status of Permit of Stay

- [http://www.prefettura.milano.it](http://www.prefettura.milano.it)
  Legalisation of degrees

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Information

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