



# INTERNATIONAL STUDENTS HANDBOOK

UNIVERSITY OF PAVIA

## INTERNATIONAL RELATIONS OFFICE

Monday – Friday: 9.00 - 12.00  
 Monday and Wednesday: 14.30 - 15.30  
 Corso Strada Nuova, 65 - 27100 Pavia  
 ☎ 0039 0382 984225 | Fax: +39 0382 984695  
 relint@unipv.it - [www.unipv.eu/site/en/home/international-relations.html](http://www.unipv.eu/site/en/home/international-relations.html)  
 The International Relations Office is located in the city centre, at the Rector's Office, 2nd floor, in the main building of University.

## SOCIAL MEDIA

Facebook: [facebook.com/unipvinternational](https://facebook.com/unipvinternational)  
 Twitter: [twitter.com/unipv/](https://twitter.com/unipv/)  
 Instagram: [instagram.com/unipvavia/](https://instagram.com/unipvavia/)  
 Youtube: [youtube.com/user/ucampus](https://youtube.com/user/ucampus)  
 LinkedIn: [linkedin.com/company/university-of-pavia](https://linkedin.com/company/university-of-pavia)  
 Vkontakte: [vk.com/unipvavia](https://vk.com/unipvavia)  
 Weibo: [weibo.com/unipv](https://weibo.com/unipv)

## INTERNATIONAL RELATIONS WELCOME POINT

Monday - Friday: 9.00 - 12.00, 14.00 - 17.00  
 Corso Strada Nuova, 65 - 27100 Pavia  
 ☎ 0039 0382 984021 | Fax: 0039 0382 984695  
 welcomepoint@unipv.it - <http://welcomepoint.unipv.it/>  
 The Welcome Point for international students is in the city centre, at the main entrance of the University.

## INTERNATIONAL MOBILITY

Monday, Tuesday, Thursday and Friday: 9:30 - 12:00; Wednesday: 13:45 - 16:15  
 Via S. Agostino, 1 - 27100 Pavia  
 ☎ 0039 0382 984302 | Fax: 0039 0382 984314  
 incoming.erasmus@unipv.it - [www.unipv.eu/site/home/internazionalizzazione/erasmus.html](http://www.unipv.eu/site/home/internazionalizzazione/erasmus.html)  
 erasmusoverseas@unipv.it



*Dear Student,*

*Welcome to the University of Pavia! We are glad you have chosen to study with us and we hope this handbook will help you learn more about life at our campus.*

*Please read it carefully before you arrive and keep it ready at hand for future reference during your stay.*

*Our aim is to provide you with practical information about life as a new international/exchange student and as a new member of Pavia's academic community. Please note this booklet is for information purposes only. We make every effort to ensure that it is accurate at press time. However, the university shall not be responsible for any errors or omissions.*

*July 2016*





The University has two main campuses: Humanities and Social Sciences in the city centre, the scientific campus in the western part of Pavia, near the main hospital. Pavia is located only 30 km south of Milan, to which is connected by trains every 10 minutes.

### LINATE AIRPORT

Regular bus services connect Linate to downtown Milan (Line 73 - € 1.50) and to Milan Central station (€ 5.00). Learn more: [www.milanolineairport.com/en/directions-and-parking](http://www.milanolineairport.com/en/directions-and-parking)

### MALPENSA & BERGAMO AIRPORT

Several coach services connect these two airports to Milan Central station. There's also a train service between Malpensa Terminal 1 and both Milan Central and Milan Cadorna. Learn more: [www.malpensaexpress.it/en/](http://www.malpensaexpress.it/en/)

### BY TRAIN

There are regional (€ 4.00) and Inter-city (€ 8.50) trains from Milan Centrale to Pavia. Milan Bovisà, Milan Porta Garibaldi and Milan Rogoredo rail stations are also connected to Pavia with S13 suburban trains (€ 4.00). Learn more: [www.trenord.it/EN/](http://www.trenord.it/EN/)

[www.trenitalia.com/tcom-en](http://www.trenitalia.com/tcom-en)

### URBAN BUS

The ordinary ticket costs €1.25 and allows unlimited travels (check city area limits) on all bus lines for the next 60 minutes. It can be bought at almost every tobacconists' and news stands or at the bus terminal.

All students (Except PhD) can travel the whole academic year (October – September), buying a card that costs €13.00.

Learn more: <http://pavia.lineservizi.it/>

### CAR AND BIKE SHARING

Users can borrow one of the 6 environmental-friendly cars to move freely in the city centre (even in the restricted areas), park for free all over the city and also use the bus lanes.

Learn more: [www.e-vai.com](http://www.e-vai.com)

"Pavia in Bici" is the bike sharing service provided by the City of Pavia. It is possible to borrow a bike in one of the different bike parks at a price of €13.00 per year.

Learn more: [www.comune.pv.it/site/home/articolo12361.html](http://www.comune.pv.it/site/home/articolo12361.html)



UNIVERSITÀ  
DI PAVIA





## EU CITIZENS

If you are a citizen of a EU member country you do not need a VISA to enter Italy.

## NON-EU CITIZENS

If you are a non-EU citizen you need to obtain a VISA before your arrival in Italy submitting your request to the closest Italian embassy/consulate. You may find useful information on the VISA application process on the dedicated website by the Ministry of Foreign Affairs <http://vistoperitalia.esteri.it/home/en>



According to the Italian law, all international citizens must register themselves at the Italian registry office if they intend to remain in Italy for more than 90 days.

EU CITIZENS: if you are spending less than 90 days in Italy, you do not need to proceed with official registration. If you are spending more than 90 days, you have to register at the local Registry Office (Anagrafe) providing:

- Self-certificate of enrolment at the University of Pavia
- A copy of your public/private health insurance which must cover the entire duration of your stay
- A copy of your Passport or ID
- Italian Tax Code (Codice Fiscale) - see green box in the next page.

NON-EU CITIZENS: if you are planning to stay in Italy more than 90 days, you have to request a Permit of Stay within eight days from your arrival in Italy by bringing to the Sportello Stranieri (International Help Desk) the following documents:

- Photocopy of all the pages of your passport (including blank pages)
- Photocopy of an insurance policy
- Photocopy of the enrolment document at the University (from the students' administrative office)
- Photocopy of your Italian Tax Code
- A €16 revenue stamp ("marca da bollo")

## THE TAX CODE

The Tax Code (Codice Fiscale) is a personal document used for the identification of citizens in their relations with the public institutions. The code lists 16 alphanumeric digits (representing name, surname, gender, date and place of birth). It is also essential to open a bank account, to sign a rental agreement, to buy an Italian SIM card. In order to get a fiscal code, applicants need to go to the local office of the Agenzia delle Entrate (Tax Office), with Passport and a photocopy of the pages with the personal information and study visa. The office will give a form which has to be filled. To save some time, foreign students can ask their fiscal code directly to the Sportello Stranieri of the University of Pavia.

Contacts:  
Agenzia delle Entrate  
Corso Mazzini, 18  
☎ 0039 0382 375711 - [www.agenziaentrate.it](http://www.agenziaentrate.it)

The visa application kit will be filled in at the Sportello Stranieri, and after that, the applicant should take the kit to the post office (that has a Sportello Amico) in order to send it to the immigration authorities. Postal and shipping fees will cost about 140. The immigration authorities will contact the applicant and give an appointment at the immigration office at the Questura of Pavia.

The Italian post offices offer a new service on the web site called Portale Immigrazione, that allows you to check the status of your permit of stay application. To know whether your permit is ready to be issued you can visit the following website (you need to use your user name and password that can be found on post office receipt): [www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx](http://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx)





EU, Iceland, Liechtenstein, Norway and Switzerland citizens who do not legally transfer their residency to Italy are provided all necessary healthcare by the Italian National Health Service (SSN) within the framework of the European Health Insurance Card issued by national health authorities. Expenses for private/planned healthcare are not covered.

Citizens from countries with bilateral agreements (Australia, Bosnia Herzegovina, Brazil, Croatia, Montenegro, Principality of Monaco, Republic of Macedonia, Republic of San Marino, Serbia) can benefit from health insurance from the National Health Service, with the specific forms provided by their countries.

Non-European citizens have to provide evidence of health insurance coverage when applying for a permit of stay with a private health insurance valid in Italy.

After having obtained a permit of stay, it is possible to enroll with the National Health Service (SSN) which offers same health care as an Italian citizen, including a general practitioner (Medico di Base) and cheaper costs for medical treatments. It is valid for a calendar year (1st January - 31st December) and must be paid in a single installment of €149.77.

Contacts: Agenzia di Tutela della Salute (ATS)  
Viale Indipendenza, 3  
☎ 0039 0382 43 11/21 - [www.ats-pavia.it](http://www.ats-pavia.it)  
[urp@asl.pavia.it](mailto:urp@asl.pavia.it)

#### HOSPITALS AND FIRST AID FACILITIES

Policlinico San Matteo, Viale Golgi 19  
☎ 0039 0382 5011 - [www.sanmatteo.org](http://www.sanmatteo.org)  
Green Cross first aid centre, Via Lovati 45  
☎ 0039 0382 527 777 - [www.croceverde.pavia.it](http://www.croceverde.pavia.it)  
Red Cross first aid centre, Via Porta, 6  
☎ 0039 0382 538 770 - [www.cripavia.it](http://www.cripavia.it)  
Fondazione Maugeri, via Maugeri, 4  
☎ 0039 0382 592504 - [www.fsm.it](http://www.fsm.it)

If you need to see a doctor, you can refer to any General Practitioner within the local Health District or to the one you've been assigned to if you have enrolled to the National Health Service.

Non-EU citizens who haven't registered with the National Health Service will have to pay for the doctor.

Learn more: [www.ats-pavia.it/sito.nsf/MedicoPediatra.xsp](http://www.ats-pavia.it/sito.nsf/MedicoPediatra.xsp)

In case of emergency, you can go to the First Aid centre (Pronto Soccorso) at Policlinico San Matteo or, if you cannot go, dial the **toll-free number 112**. First aid services which are not considered urgent ("codice bianco" or white code) require a payment of a € 25.00 fee.







## HOUSING

The University of Pavia has a consolidated system of University Residences offering a wide range of services: accommodation, canteens, cooking facilities, internet, study rooms, TV, laundry, sport facilities, social and cultural activities. Some colleges also have their own academic offer within the university system.

There are three kind of residences: the "historic" ones ("di merito"), the public ones (run by EDiSU) and the private ones. Four "Historic" residences - Almo Collegio Borromeo (the oldest in Italy, since 1561), Collegio Ghislieri (since 1567), the Collegio Santa Caterina and the Collegio Nuovo - are reserved for the best students.

Public residences, run by EDiSU, offer accommodation to both male and female students selected by a public competition. Fees are calculated according to students family's income.

Support in finding or sharing a private flat is provided by the Centro Assistenza Studenti already before arriving in Pavia. Please, note that in Italy, the electrical current is AC and the cycle is 50Hz 220 V. Plugs have round prongs. Foreigners coming from countries where a different system is in use need to have adapter plugs and, if necessary, a transformer.

### Contacts:

EDiSU – Ente per il Diritto allo Studio Universitario  
Via Calatafimi, 11

☎ 0039 0382 305011 - [www.edisu.pv.it](http://www.edisu.pv.it)  
[segre@edisu.pv.it](mailto:segre@edisu.pv.it)

Centro Assistenza Studenti

Corso Mazzini, 9

☎ 0039 0382 539393 - [www.centroassistenzastudenti.it](http://www.centroassistenzastudenti.it)

[info@centroassistenzastudenti.it](mailto:info@centroassistenzastudenti.it)

## BANK ACCOUNT

Many banks have special student account offers with very low service fees.

To open a bank account, you will need:

- Passport or valid ID
- Tax Code (Codice fiscale)
- Italian mobile phone number
- Receipt of permit of stay (not-EU only)

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. The procedures to open the bank account and transfer the funds will take up to 15 days. So make sure you have enough money on arrival.

### ERASMUS ICM (OVERSEAS ONLY)

Students granted a scholarship from the University of Pavia must have a valid EU bank account.

The monthly allowance 850.00 is paid for a maximum of 6 months. 70% is paid upon arrival, the remaining 30% will be paid one month before departure, after having filled in the Erasmus Questionnaire. Italian TAX CODE (codice fiscale), bank account IBAN CODE and PERMANENT ADDRESS in home country must be provided to get the first instalment of the scholarship.



## ONLINE SERVICES

## Area Riservata

By entering fiscal code and password (provided upon registration) on the Area riservata, at the website [studentonline.unipv.it](http://studentonline.unipv.it), students can check their account and access the various files related to their university career.

Registration for exam sessions through the Area Riservata is compulsory. Unless registration is carried out correctly it will not be possible to record the examination results in the academic career or insert them in the transcript of records.

From the Area Riservata students can also print self-certificates regarding enrolment, career, exams passed and so on. Self-certificates can be addressed to public offices in Italy or to private enterprises in charge of public services. Certificates are issued by the Administrative office upon payment of a € 16.00 revenue stamp for each certificate.

## Filo Diretto

Fiscal code and password can also be used to access to the "Filo diretto" on the website [a1700.gastonecrm.it/filo-diretto](http://a1700.gastonecrm.it/filo-diretto) where students can communicate online with the Administrative office.

## E-mail

All students are given an institutional email account where they will receive all official information from the University. E-mail addresses are as follows: name.surname00@universitadipavia.it. For example, "Alessandro Volta" would be assigned [alessandro.volta01@universitadipavia.it](mailto:alessandro.volta01@universitadipavia.it).

## LIBRARIES

The University offers 35 libraries run by different faculties and departments. All material owned by the different academic libraries is listed in an electronic catalogue, called OPAC (On-line Public Access Catalogue). By consulting this source, it is possible to find information about book offer, and availability. A special section of the catalogue is provided for periodicals. Each library has its own opening hours and rules: libraries can be open from a minimum of 16 to a maximum of 50 hours per week, generally from Monday to Friday.

## Contacts:

Servizio Biblioteche  
<http://biblioteche.unipv.it/>  
<http://opac.unipv.it>

## LANGUAGE CENTRE

Mother-tongue foreign language experts provide language support services for staff and students alike at the Centro Linguistico d'Ateneo, which is also an authorized centre for the CILS exam (Certificazione di Italiano come Lingua Straniera) in Italian as a foreign language and for Cambridge Assessment /UCLES (hence the PET, FCE, CAE and CPE exams)

## Contacts:

Centro Linguistico d'Ateneo  
 Corso Strada Nuova, 65 (Cortile Sforzesco) -  
 ☎ 0039 0382 984383  
<http://cla.unipv.it/>

## CANTEENS

A number of canteens located at both campuses. The price of a complete meal (including two courses, a side dish, bread, a dessert or fruit and water) is € 7.50.

## Contacts:

Mensa Unigest, Via Ferrata - ☎ 0039 0382 529682  
 Mensa Cravino, Via Bassi - ☎ 0039 0382 422130  
 Mensa Collegio Fraccaro, Piazza Leonardo Da Vinci  
 ☎ 0039 0382 304048  
 Mensa Collegio Castiglioni, Via San Martino 18/20  
 ☎ 0039 0382 33518  
 Mensa Centrale, Via Carlo Alberto  
 ☎ 0039 0382 33526 (here it is possible to pay for single plates or for the whole menu).

## SPORTS CENTRE (C.U.S.)

The University of Pavia Sports Centre (C.U.S.) carries out sports activities both in the university circuit (participation in the University National Championships and in national and international activities) and in the circuit of the National Sports Federations. Facilities consist of three multi-purpose gyms, a weight room, a fencing room, a rugby field, a football/archery field, a field for 5-man football, two beach volley courts and an exercise trail with gymnastic equipment and a canoeing-rowing facility on the left bank of the Ticino River.

All university students - including international students - can join the C.U.S.

## Contacts:

Centro Universitario Sportivo (C.U.S.)  
 Via Bassi, 9/A - ☎ 0039 0382 526209  
[www.cuspavia.org](http://www.cuspavia.org)

## Sport facilities:

- \* Rugby, athletics, climbing, basketball, volleyball, weightlifting, fencing, tennis, football, archery
- Via Bassi, 11 - 13. (bus n° 3, both directions)
- \* Canoeing, boat racing
- Via Folla di Sotto (bus n° 4, both directions)
- \* Swimming pool
- Via Folperti (bus n° 1, both directions)
- \* Judo
- Via San Martino, 18 - in the Collegio Castiglioni (city centre)

## FACILITIES FOR DISABLED STUDENTS

S.A.I.S.D takes care of the facilities for students with special needs coordinating and monitoring all the initiatives relating to the integration of students with special needs in all aspects of university life, making it possible for them to attend classes, laboratory sessions.

Contacts:

S.A.I.S.D.

Piazza Leonardo Da Vinci, 16

<http://saisd.unipv.it/>      [disabili@unipv.it](mailto:disabili@unipv.it)

## STUDENT ASSOCIATIONS

A number of student associations organize both cultural, sports and social activities open to all students.

Learn more at: <http://www.unipv.eu/site/home/naviga-per/studenti/acersat/articolo7003.html>

STEP ESN Pavia is a volunteering association supporting international students arriving in Pavia.

Contacts:

STEP ESN Pavia

Via Sant'Agostino, 1 - [www.esnpavia.org](http://www.esnpavia.org)

[pavia@esn.it](mailto:pavia@esn.it) - [facebook.com/esnpavia](https://www.facebook.com/esnpavia)

## SHORT GLOSSARY

ITALIAN	ENGLISH	ITALIAN	ENGLISH
Aereo	Airplane	Libro	Book
Aiuto	Help	Mangiare	To eat
Affittare	To rent	Marca da bollo	Revenue stamp
Arrivederci	Bye/Goodbye	Medico	Doctor
Ascensore	Elevator/Lift	Mensa	Canteen
Assicurazione	Insurance	Metro	Metro/Underground
Aula	Classroom	Montagna	Mountain
Autostrada	Highway	Multa	fine (i.e. parking)
Bacheca	Notice board	Negozi	Shop
Bagno	Bathroom	Ospedale	Hospital
Benvenuto	Welcome	Parcheggio	Parking

Bere	To drink	Permesso di soggiorno	Stay permit
Buongiorno	Good morning	Pranzo	Lunch
Buonasera	Good afternoon	Polizia	Police
Buonanotte	Good night	Posta	Post office
Biblioteca	Library	Residenza	Residence
Biglietto	Ticket	Ristorante	Restaurant
Calcio	Football/Soccer	Sala	Room
Carabinieri	Police	Scala	Staircase
Centro Linguistico	Language Center	Sciopero	Strike
Centro Storico	City Centre	Spiaggia	Beach
Cellulare	Mobile phone	Quaderno	Notebook
Cena	Dinner	Questura	Police station
Chiesa	Church	Studiare	To study
Chiosco	Kiosk	Tabacchi	Tobacconist's
Ciao	Hi/Hello - Bye	Tintoria	Dry cleaners
Colazione	Breakfast	Telefono	Telephone
Comprare	To buy	Tessera	Card
Dogana	Customs	Treno	Train
Eentrata	Entrance	Segreteria studenti	Students' office
Farmacia	Drug store	Ufficio	Office
Gelateria	Ice cream store	Zanzare	Mosquitoes
Libreria	Bookstore	Zona	Area





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<http://fb.me/unipvinternational>