

ERASMUS+ ICM STUDENTS

Academic year 2020/21

WHAT TO DO UPON ARRIVAL

1) OFFICIAL REGISTRATION

Come to **Ufficio Relazioni Internazionali** for the official registration – **please note that this requirement may be updated due to COVID situation. Before coming in person to our offices, please contact us to verify that this step is compulsory**

Main Building of the University
Corso Carlo Alberto, 7
Opening hours: Monday to Friday from 9.30 to 12.00 a.m

REMEMBER TO BRING:

- **your passport or ID Card**
- **copy of your Learning Agreement**
- **A personal accident insurance certificate.** Please note that all foreign students at the University of Pavia are covered by the Third Party Liability Insurance of the University of Pavia which covers damages caused **by the students** while studying in the University buildings. You also **must** have adequate personal accident insurance covering damages caused **to you** while studying at the University of Pavia, arranged by you or by your Home University. If you do not have such personal accident insurance, **you must purchase it** at your arrival in Pavia. It costs 3,69 euros per academic year. INSURANCE WILL BE EFFECTIVE ONLY DURING THE MOBILITY PERIOD AND IN PRESENCE OF A LEARNING/TRAINING AGREEMENT FORMALLY ACCEPTED AND SIGNED BY ALL PARTIES. Proof will be given by the receipt of payment.

2) WITHDRAW THE FIRST PART OF YOUR ERASMUS GRANT:

You will be able to withdraw your first Erasmus+ monthly grant (850 euros), which will be very useful for your first days in Pavia, by going to one of the following seats of banca Pololare di Sondrio and bringing with you a copy of your Tax code (CODICE FISCALE):.

Pavia city center:

- Central seat: Piazzale Ponte Coperto Ticino, 11



International Relations

INTERNATIONAL RELATIONS OFFICE

Corso Carlo Alberto, 7- 27100 Pavia - Italy

Tel. +39 0382 98 6948 - E-mai: erasmus.icm@unipv.it

opening hours from Monday to Friday: 8:15 am – 1:20 pm / 2:50 pm –

3:50 pm

- Agenzia 1: Corso Strada Nuova, 75
opening hours from Monday to Friday: 8:20 am – 1:20 pm / 2:50 pm – 3:50 pm

Pavia Campus Ferrata:

Sportello c/o Policlinico S. Matteo, Viale Golgi, 19

opening hours from Monday to Friday: 8:30 am – 1:30 am / 2:45 pm – 4:15 pm

3) PERMIT OF STAY

All non-EU students need to apply for a Permit of Stay (permesso di soggiorno) within 8 days after their arrival in Italy.

Go to the HELPDESK FOR INTERNATIONAL STUDENTS at the Police station (Questura), via Rismondo 68 – Pavia

Opening hours: Tuesday from 9.00 to 12.00 - Thursday from 10.00 to 12.00

and bring the following documents:

- **Photocopy of all the pages of passport (also blank pages)**
- **Photocopy of a health insurance policy**
- **Confirmation letter (you will receive it from the International Relations Office)**
- **Photocopy of your Tax Code (CODICE FISCALE) (you will receive it from International Relations Office)**
- **1 “marca da bollo” of 16,00 euros (you can buy it at any tobacconist - *Tabacchi shop*)**

The ‘Visa application kit’ will be filled in at the Helpdesk for International Students, and after that, the student should take the kit to the post office to send it to the immigration Authorities. The postal fees and the sending will cost about **140 euros**. The immigration Authorities will contact the applicant and give an appointment at the immigration Office (**QUESTURA**) in Pavia. The Italian post offices offer a new service on the website 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 (username and password are shown on post office receipt):

<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>

4) ASK FOR AN ITALIAN MOBILE PHONE NUMBER – you may need it to open a bank account

5) OPEN A BANK ACCOUNT – it is mandatory for students who receive a UNIPV scholarship

To open a bank account, you may be asked to provide one or more of the following documents:

- Passport or valid ID
- Italian Tax code (CODICE FISCALE)
- Italian mobile phone number
- Receipt of permit of stay request

6) HEALTH INSURANCE

To benefit from health services in Italy, you are required to have an Italian or international health insurance policy.



Non-EU students are requested to take out private health insurance before leaving their home country and to obtain a consular declaration of its validity in Italy. In order to get the Permit of Stay they are in fact required to have a private Health Insurance for the entire duration of their stay in Italy.

Once in Pavia, non-EU students who do not have such a private health insurance policy can enroll with the National Health Service. The subscription to the National Health Service offers a much wider range of services than other private insurance Companies. They will be assigned a General Practitioner (Medico di Base) and the costs for medical treatments in general will be cheaper. They will have to pay about 150,00 euros for the subscription. It is valid until 31st December of the year on which it is subscribed.

Once they have the receipt of the payment they have to go to the Health Local Unit (**ASL**, Via Indipendenza, 3 – Pavia, Ground Floor).

7) BRING BACK TO INTERNATIONAL RELATIONS OFFICE:

- The details of your Italian bank account
- The details of your health insurance
- The receipt of your permit of stay request
- Your new Italian mobile phone number
- Your new Italian home address – if not already provided

8) LEARNING AGREEMENT AND CHANGES

Upon your arrival you **MUST** check your Learning Agreement with the up-to-date academic offer and course timetable, get it signed by your Erasmus Coordinator in Pavia and bring it to International Relations Office **by the 31st of October 2020.**

If during your Erasmus study period you need to change any of the academic activities listed in your learning agreement, you **MUST**:

- fill in a “Learning agreement changes form”
- get it signed by your Erasmus Coordinator in Pavia
- bring a copy to our office

We will send it to your home university for their signature and inform you as soon as it is approved.

9) CANTEEN CARD

EDISU is responsible for catering at the University of Pavia.

In order to use the canteen service you should go to the EDISU Office (Monday – Thursday 9.30 – 12.00 and 14.00 – 15.00, Friday 9.30 – 12.00 to get your **STUDENT CANTEEN CARD** which is mandatory for all the student canteens.

The price of a whole meal is 5.50 euros (except for Mensa Centrale).

10) UNIPASS CARD

As exchange student in Pavia you will have the possibility to purchase UNIPASS card, which will allow you free circulation on all buses in town and urban area at the cost of around 20 € for the whole academic year 2020/21 You will receive more information about this possibility upon your arrival.

11) UNIVERSITY OF PAVIA E-MAIL ADDRESS



UNIVERSITÀ
DI PAVIA

International Relations

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Upon your arrival, you will receive your username and password to activate your **University of Pavia e-mail address** and your personal university account on the University online students area.

Please note that you MUST use your new e-mail account in order to access the Area Riservata, the Wi-Fi service and all the other facilities provided by the University of Pavia.

IN CASE OF NEED WITH ANY OF THE STEPS, FEEL FREE TO CONTACT ERASMUS.ICM@UNIPV.IT