Welcome International Students
CHECKLIST

✓ Before Arrival
  • Find accommodation
  • Enroll in University of Pavia
    ▪ Do it online
  • Get visa & health insurance *
  • Request fiscal code (aka codice fiscale) from Italian embassy in your country *

* non-EU students
CHECKLIST

✓ Upon Arrival
  • Get permit of stay (within 8 days) *
  • Open a bank account *
  • Get AteneoCard Pavia
  • Get student canteen card
  • Get bus pass or bike (optional)

* non-EU students
HOW TO FIND A PLACE TO LIVE?

- Via the UniPv dedicated page on housing students:

- Via the accommodation service of the UniPv Welcome Point:
  [http://welcomepoint.unipv.it/unipv-services/accomodation/](http://welcomepoint.unipv.it/unipv-services/accomodation/)

- Via the Edisu website:
HOW TO GET CODICE FISCALE – TAX CODE?

- Prior arrival in an Italian Consulate in your country of origin
- In Italy via the online website of the Agenzia delle Entrate / Revenue Agency:
  [http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/strumenti/modelli/modelli+in+altre+lingue/forms/aa48+inglese](http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/strumenti/modelli/modelli+in+altre+lingue/forms/aa48+inglese)
**HOW TO GET A PERMIT OF STAY?**

**Sportello Stranieri**

- **University Student Secretary (English/Italian)**
  - Tuesday 9:30 to 12:30 @ via Sant’Agostino 1
  - Wednesday 14:00 to 16:00 @ via Ferrata 1

- **Municipality of Pavia**
  - @ Piazza Municipio 2
  - Monday to Friday 8:30 to 13:00
  - Tuesday & Thursday 14:30 to 16:30
HOW TO GET A PERMIT OF STAY?

How do they help?
- Fill out an application kit

What should I bring?
- Passport
- Health insurance
- UNIPV auto-certification of enrollment
- Codice fiscale-tax code
- 4 passport size photographs
- Italian address and telephone number
How to get a Permit of Stay?

How much will it cost?

16 euros    marco da bollo- revenue stamp
30 euros    insurance & receipt
100 euros    shipping & handling of package

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146 euros

Sample: revenue stamp
REQUESTED DOCUMENTS

- Copy of PASSPORT with Visa
- Copy of CODICE FISCALE (ITALIAN TAX NUMBER) to ask the Italian embassy in your country or contact our Welcome Point when you arrive in Italy [http://welcomepoint.unipv.it/](http://welcomepoint.unipv.it/)
- ORIGINAL DIPLOMA
- Original TRANSCRIPT of exams (this can be accepted in English)
- TRANSLATION of original diploma
- LEGALIZATION of original diploma
- DECLARATION OF VALUE issued by the Italian embassy or consulate in your country
- First installment of € 680 to be paid in Italy by MAV (to print after online enrollment), or bank transfer from your country or credit card
- PERMIT OF STAY (ASAP in Italy)
For further information

- Enrollment procedure for non-EU Students:
  http://www.unipv.eu/site/en/home/study/admission/degree-seeking-students/articolo4312.html

- Enrollment procedure for EU students:
  http://www.unipv.eu/site/en/home/study/admission/degree-seeking-students/articolo4313.html
ISEE - *Equivalent Indicator of the Economic Situation*

- Important to calculate the payment of tuition fees, according to range incomes
- Contact either INPS or a Caf (fiscal assistance centre)

**CAF Pavia:** [http://www.aclipavia.it](http://www.aclipavia.it)

**Office hours:**
- Monday to Friday  8.30-13.00
- Tuesday and Thursday  8.30-16.30
- 2nd and 4th Saturday of the month  8.30-12.00

**Address:** Via C. Battisti 108-110 Pavia

**Tel:** +39 0382-23057

**Email:** pavia@patronato.acli.it
TO GET YOUR ISEE YOU NEED TO SUBMIT:

- Personal data for each member of family
- Foreign incomes regarding the year 2014
- Foreign properties and financial assets regarding the year 2015
- Italian incomes and assets if any

Please note: The documentation must be issued by competent offices in the country of origin and be translated into Italian by an Italian diplomatic or Consular authority.
INTERNATIONAL STUDENTS

- PERMIT OF STAY for non-EU students
- Within 8 days upon arrival
- Go to Sportello Stranieri in via S.Agostino, 1
  OR a post office
  OR to the local town hall (*Municipio*)
  to have an application kit filled in.
REQUIRED DOCUMENTS
PERMIT OF STAY:

✓ Passport
✓ Tax code (request at Ufficio delle Entrate by application form)
✓ Insurance policy (ask Welcome Point)
✓ Fee to pay at the office (approximately 140 euros)
✓ Enrolment document from the students’ secretary
✓ 1 revenue stamp of 16 euros
✓ 4 photos ID format
EDISU: An Office for Scholarships and Accommodation

www.edisu.pv.it

Address: Via Calatafimi, 11, Pavia

Office hours:

Monday to Thursday  09:30–12; 14–15
Friday  09:30–12

Telephone: +39 0382 305011

e-mail: segre@edisu.pv.it
IMPORTANT: TO APPLY FOR EDISU, SUBMIT A DOCUMENT STATING INCOMES PRODUCED ABROAD

You must present the original documentation with legalisation and translation of:

- Composition of the family, also indicating any family member with disabilities over 66%
- Gross incomes of all family members of the calendar year 2015
- Square meters of any properties
- Liquid assets, stocks and shares, balance of bank accounts of the calendar year 2015

I MPORTANT: TO APPLY FOR EDISU, SUBMIT A DOCUMENT STATING INCOMES PRODUCED ABROAD