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 Ateneo Card Pavia
- Get student canteen card
- Get bus pass (www.pavia.autoguidovie.it)

* non-EU students
How to find a place to live?

- Via the UniPV dedicated page on housing students: http://www.unipv.eu/site/en/home/services/housing.html
- Via the accommodation service of the UniPv Welcome Point: http://welcomepoint.unipv.it/unipv-services/accomodation/
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+altri+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

Pavia’s Town Hall
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-sized photographs
- Italian address and telephone number
How to get a Permit of Stay?

How much will it cost?

16 euros marca 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 € 156,00 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
Documents to submit for ISEE:

- 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 2016
- Square meters of any properties
- Liquid assets, stocks and shares, balance of bank accounts of the calendar year 2016