



UNIVERSITÀ DI PAVIA

WELCOME GUIDE

for international students





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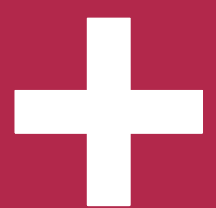
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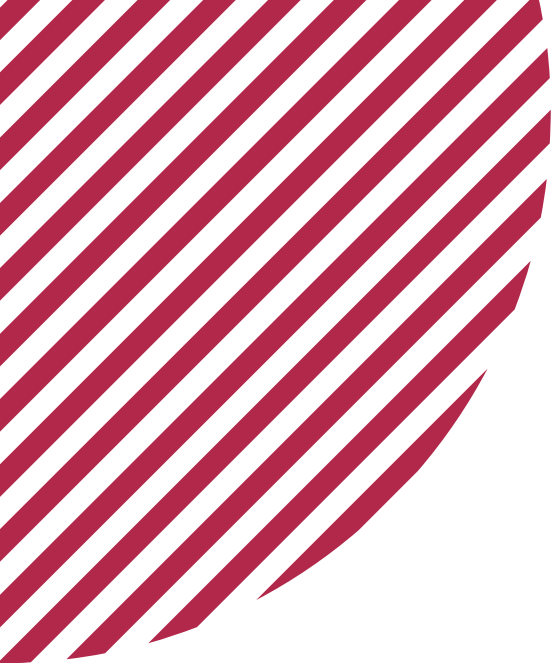
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Guide Overview





Town of Pavia

Located in Lombardy Region, only 30 kilometres south of Milan. The countless events, festivals, exhibitions, concerts, meeting places and University sports competitions combine to create an ideal place to live and study.

Pavia is the capital of the fertile Province of Pavia, which is known for a variety of agricultural products, including wine, rice, cereals and dairy products.

Its centre is a maze of narrow streets, ancient churches and elegant buildings, all bordered by the Ticino river.

Pavia's population is made up of approximately 70.000 inhabitants and 26.000 students.



UNIVERSITÀ DI PAVIA



How to reach Pavia

Pavia is well-connected to the world thanks to its proximity to Milan. You can arrive at Milan via airplane, train or bus then reach Pavia by train.



From Milan Malpensa (MXP).

From Milan Linate (LIN).

From Milan Bergamo (BGY).



From Milan railway station





University Campuses



**POLO CENTRALE
-
HUMANITIES
CAMPUS**



**POLO
CRAVINO -
SCIENTIFIC
CAMPUS**



**CREMONA
VENUE -
MUSICOLOGY
AND CULTURAL
HERITAGE**



City transport

Autoguidovie is the local transport company. You can buy urban tickets at the newsstand/tobacco shop or directly on the app “Autoguidovie”, which is available in several languages. On the app you can plan your journey and check the bus schedule for each stop.

Autoguidovie app
for Android

Autoguidovie app
for iOS

University of Pavia and Autoguidovie offer **UNIPASS** to all students: it is an urban bus pass valid for the whole academic year for 25€.

Download the instructions on how to request it:



UNIVERSITÀ DI PAVIA



Degree seeking students

- ☐ Visa
- ☐ Diploma
- ☐ Declaration of Value / Statement of Comparability / Diploma Supplement
- ☐ Financial documents
- ☐ Tax Code
- ☐ Health Insurance
- ☐ Residence permit
- ☐ Bank account

Documents required for your stay



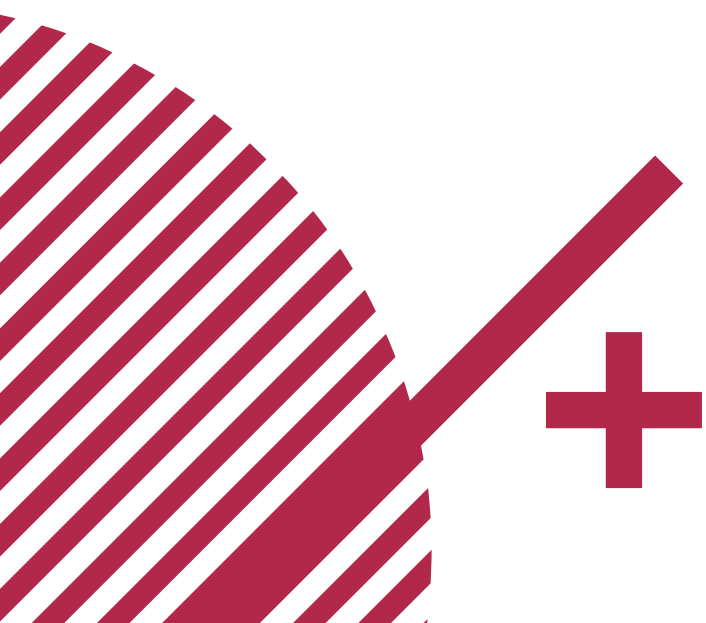
Screenshot to keep track of your to-do list!



Exchange students

- ☐ Visa (if not EU)
- ☐ Tax Code
- ☐ Health Insurance
- ☐ Residence permit
- ☐ Bank account (only for ICM students)

Documents required for your stay



Screenshot to keep
track of your to-do list!



1. Visa

FIND OUT IF YOU NEED A VISA

**START THE VISA APPLICATION
(PRE-ENROLLMENT)**



Do not forget to send a scanned copy of your Visa to:

Degree Seeking:

admission@unipv.it

Exchange Students: upload it on the application workflow



2. Education documents

Degree seeking students with a qualification obtained outside of Italy must provide:

Secondary Education/Bachelor Diploma, translated into Italian (if it is not in English) and legalized/apostilled.

+ Declaration of Value (DoV) issued by the Italian Embassy/Consulate or

Statement of Comparability issued by cimea.it

or

Diploma Supplement issued by the home University.





Discover the tuition
fees system

3. Financial documents for fees calculation

Degree seeking Students residing abroad who want fees adjusted to their family economic situation should send a list of documents to **ufficiotasse@unipv.it** by October 25th, 2022.

Download the list:



Otherwise, the flat rate based on the country of citizenship is applied.

Degree seeking students residing in Italy who want fees adjusted to their family economic situation should request the ISEE calculation then authorize the University to acquire it from INPS in the Student Portal (Benefit section) between June 1st and October 25th, 2022.

Otherwise, the maximum fee is applied.





4. Tax Code

Tax Code, “**Codice Fiscale**”, is a personal mandatory code used to identify citizens.

Why is it necessary?

It is essential to open a bank account, to sign a rental agreement, to buy a SIM card, to register with the National Health Service (“SSN”), to apply for the Residence Permit.

How can you obtain it?

A) Request it to the Italian Embassy/Consulate

B) After obtaining the Visa (if required) and enrolling at the University, request it directly to the Agenzia delle Entrate.

Only tax codes documents with Agenzia delle Entrate stamp are official!



INSTRUCTIONS



4. Tax Code

for exchange students

The fiscal code for Exchange students will be directly requested to the Agenzia delle Entrate by the International Mobility Unit and will be sent to each student.





5. Health insurance

EU students (including students from Iceland, Liechtenstein, Norway and Switzerland) can use their **European Health Insurance Card** (“EHIC”), which gives access to immediate necessary care under the same conditions as Italian citizens.

Book an appointment at ASST Pavia Healthcare Office to be assigned a general practitioner “Medico di Base”).

Book



ASST
(Healthcare
Office)





5. Health insurance

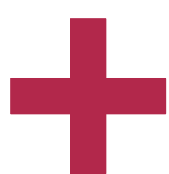
For **Non-EU students** being covered by a Health Insurance is compulsory in order to apply for the Residence Permit.

You have two main options:

Register with the National Health System SSN

SSN registration enables you to get the Health Card, “*Tessera Sanitaria*”, and rely on public Healthcare with a general practitioner and reduced prices for specific medical examinations and treatments.

Buy a private health insurance





5. Health insurance

National Health System

Registration for non-EU students

! The registration is valid from January to December.

In order to register:

1. In order to register with SSN, students must pay **700 euros** via your own bank account choosing the F24 model inserting:
 - regional code 10
 - contribution code 8846 and specifying the contribution is for year 2024.
2. Apply for the Residence Permit including the payment receipt.
3. Book an appointment at ASST Pavia (*scelta e revoca* office) to finalize your registration and be assigned a general practitioner *Medico di Base*.



Post office

Book



ASST
(Healthcare
Office)

Required
documents

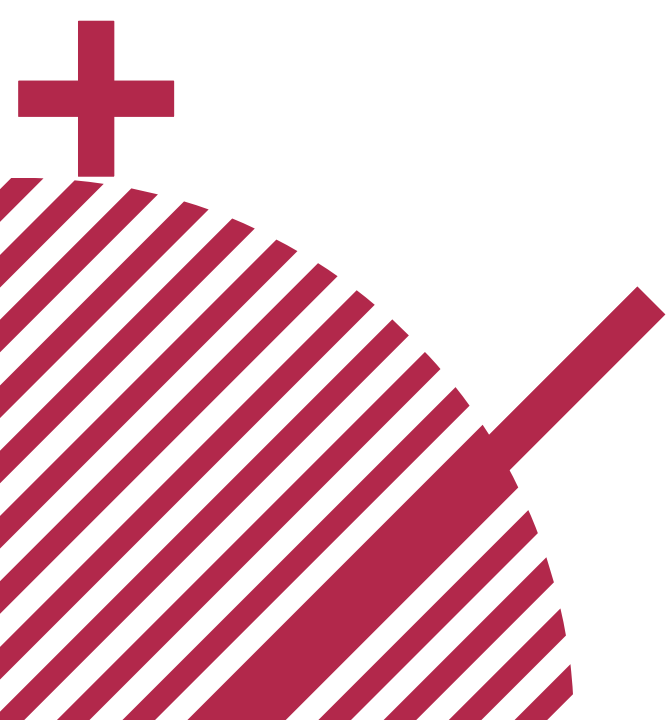


Health insurance

National Health System

Registration: required documents

- ☐ Passport
- ☐ Tax code
- ☐ Receipt of residence permit application
- ☐ Receipt of the payment for registration with the Italian National Health Service ("SSN")
- ☐ Self-certification of enrolment at the University (to download from the Student Portal)
- ☐ Registered residency receipt



Screenshot to keep track of your to-do list!



6. Residence permit

All Non-EU students staying in Italy for longer than three months must request the Residence Permit within 8 days from their arrival in Italy.

In order to apply:

1.Fill out the Residence Permit application KIT through our International Student Helpdesk, located at the Police Station "*Questura*".



Helpdesk Residence Permit

[Book an appointment!](#)

Documents for the residence permit application



Residence permit

Required documents:

- ☐ Photocopy of your passport (without blank pages)
- ☐ Photocopy of a health insurance policy (public or private)/receipt of the payment of SSN registration
- ☐ Proof of enrolment at the University of Pavia: self certification of enrolment at the University (to download from the Student Portal)
- ☐ Proof of accomodation: photocopy of your rental contract, if staying in one of the residences, a letter signed by the rector or the bursar of the residence
- ☐ Proof of economic support: photocopy of scholarship/bank account details/front and back of your credit card
- ☐ A 16€ revenue stamp , *marca da bollo*, to buy at the tobacco shop



Screenshot to keep track of your to-do list!



6. Residence permit

2. Go to the Post Office to submit the KIT.
The receipt of your residence permit application is valid and effective as the residence permit card.



Post office

3. Check the appointment date with *Questura* on your application receipt or via sms.

4. Go to the appointment for fingerprints and photos.

Do not forget to bring the originals of all the previously-mentioned documents, the residence permit application receipt and 4 passport- sized photos (with white background)

5. Check the status of your Residence Permit on Portale Immigrazione (use the username and password available on the residence permit application receipt).

6. Collect your residence permit at *Questura*.

Degree seeking students must send a scanned copy of:

- Receipt of the Residence Permit application
- Letter or text message with the appointment date with *Questura* (when available)
- Residence Permit (when available)

Direct Line ("Filo Diretto")





7. Bank account

If you need to open a bank account you can activate your Ateneo Card - the student identification card - without any costs as a prepaid rechargeable credit card. It can be used by the University to credit any refunds, scholarships and sums due for student collaborations.

All the students will receive an email from the University notifying its availability and how to collect it.

To activate it as a credit card, email **pavia.succursale@popso.it** with the required documents attached.

If you are an **exchange students** and you want to open a bank account, please contact **incoming.erasmus@unipv.it**



Banca Popolare di
Sondrio

Required
documents



Bank account

Required documents:

- ☐ Tax Identification Number (TIN) of your abroad residence
- ☐ Address of your abroad residence
Residence Permit (Non-EU only)
If you do not still hold it: Receipt of the Residence
- ☐ Permit + Self-certification of enrolment at the University, (download from the Student Portal)
- ☐ Italian Tax Code
- ☐ Address in Italy
- ☐ Italian mobile phone number
- ☐ University ID number (“matricola”)
- ☐ Ateneo Card number



Screenshot to keep track of your to-do list!





UNIVERSITÀ DI PAVIA

Accommodation

Student residences

EDiSU STUDENT RESIDENCES

**MERIT-BASED STUDENT
RESIDENCES**

PRIVATE STUDENT RESIDENCES

PRIVATE ACCOMMODATION





UNIVERSITÀ DI PAVIA

Accommodation

Student residences

EDiSU Residences

EDiSU manages 10 residences in Pavia, hosting about 1500 degree-seeking students. The cost of a room can range from 170 to 340€ per month. For EDiSU scholarship beneficiaries the accommodation is free of charge.

Call for scholarship

Call for accommodation





UNIVERSITÀ DI PAVIA

Accommodation

Student residences

Merit-based Residences

Pavia boasts 5 traditional, merit-based residences.

Degree seeking students can apply for a room according to the call for application available on each website.

Almo Collegio Borromeo

Collegio Ghislieri

Ca' della Paglia (apartments)

Collegio Nuovo (female)

Collegio Santa Caterina (female)





Student residences

Privately-managed Residences

Camplus (apartments)

Campus residence (apartments)

Collegio Maria Ausiliatrice (female)

Collegio Universitario "Senatore" (female)

Silmar (apartments)

Il Naviglio (apartments)

IsolaVerde (apartments)

La Sfera (apartments)





Private accommodation

Students can also look for a room/apartment in the private market.

The cost of a single room in a flat can range from around 300 until 400€ per month.

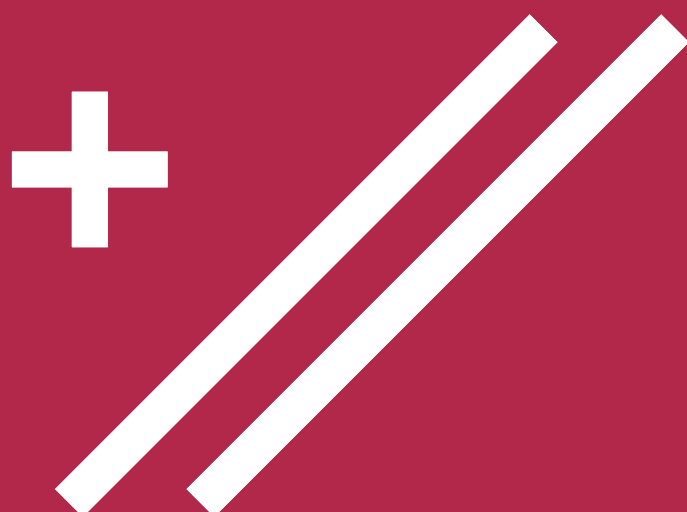
Here some tips:

- Groups on Facebook: “Pavia Affitti Camere UNIBACHECA PAVIA”, “PAVIA AFFITTI CAMERE Università di Pavia”

- Website: Bakeca.it, Cercacasa.it, subito.it, idealista.it.

- Notice boards located both in the University central compound (Strada Nuova 65, Pavia) and in each Department’s buildings

- Real Estate Agencies





UNIVERSITÀ DI PAVIA

Accommodation

...still room-hunting?



While searching for more convenient housing, students may find accommodation on a temporary basis in:



Pavia ostello

UniHo

Santa Maria in
Betlem hostel

AffitaCamere
GuestHouse
Pavia Residence



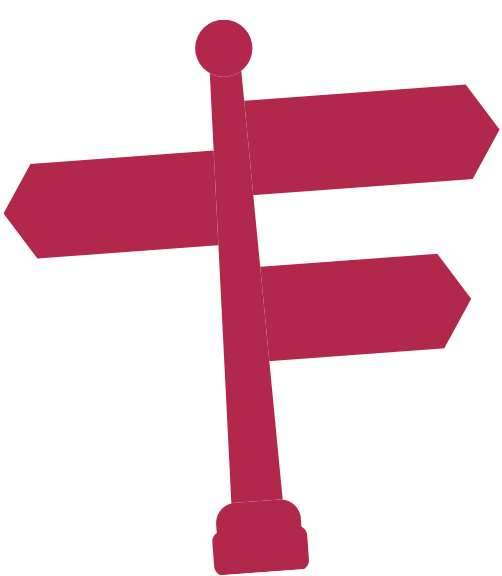
Hotel Moderno

Hotel Aurora

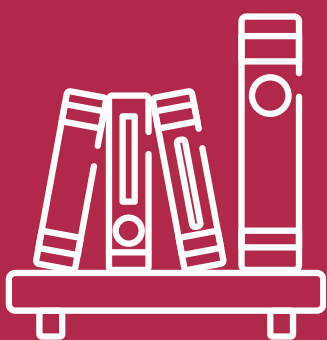
Hotel Rosengarten

Hotel Excelsior





Services & Facilities



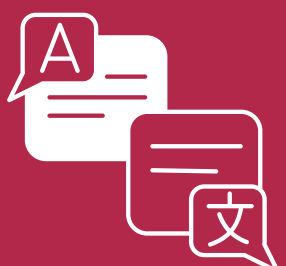
Libraries



Study rooms



Canteens



Language
Centre



Sports
Centre



Counselling



Centre for
special needs
students



Students
associations



STEP ESN
Pavia





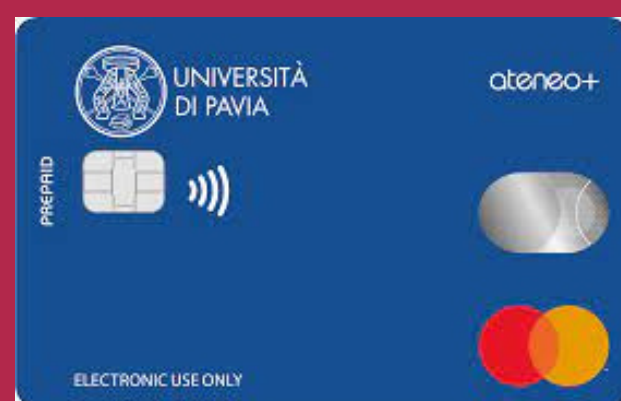
UNIVERSITÀ DI PAVIA

University Cards

Ateneo+ Card

Your Ateneo+ Card is the identification card of University of Pavia students and is issued by Banca Popolare di Sondrio. Once your Ateneo Card is ready, you will receive an email from the University notifying its availability and how to collect it.

[Find out how to activate it as a bank card.](#)



Smart Card

The Smart Card allows students to access controlled-entry libraries and to use drinking water dispensers.

When the card is ready, students receive an email by the Students Administrative office with the collection instructions.

If you are an **exchange student**, please contact incoming.erasmus@unipv.it





University contacts

WELCOME OFFICE

First information and assistance for international students.

E-mail: welcomeoffice@unipv.it

Phone: (+39) 0382.984020

Book an appointment:



Chat with the
Student
Ambassadors!

INTERNATIONAL MOBILITY UNIT

Assistance to **exchange students**.

Email:
incoming.erasmus@unipv.it

INFORMASTUDENTI

Information for all enrolled students.

Contact platform:



Phone: (+39) 0382.989898

Book an appointment:





Useful links

Student portal

MyUniPV app for Android

MyUniPV app for iOS

KIRO e-learning platform

My Mobile Tutor





Emergency



112

It is a common emergency telephone number that can be dialed free of charge in order to reach ambulance, police and fire brigades (*ambulanza, polizia, pompieri*).

EMERGENCY ROOM

In case of extreme necessity, you can go 24/7 to the Emergency Room, *Pronto Soccorso*, of Policlinico San Matteo Hospital.

Take with you your personal documents and the proof of your Health Insurance (Health Card or receipt of the payment).



Emergency room

OUT-OF-HOUR MEDICAL SERVICE

The “Guardia Medica” is a medical service accessible during the hours when your general practitioner is not on duty.

In case of need, call the number **116117**:

- Weekdays: from 20.00 to 8.00
- Holidays and days before holidays: H24



<https://web-en.unipv.it/>



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