WELCOME INTERNATIONAL STUDENTS!
CHECKLIST

✓ Before Arrival

• Find accommodation
• Enrol 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
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/

- 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+altré+lingue/forms/aa48+inglese
HOW TO GET A PERMIT OF STAY?

Sportello Stranieri

- Questura of Pavia (English/Italian)
  - Tuesday 9 am to 12 pm @ via Rismondo 68 Pavia
  - Thursday 10 am – 12 pm @ via Rismondo 68 Pavia

- 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-sized photographs
- Italian address and phone 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
DOCUMENTS TO ENROL:

- Copy of PASSPORT with Visa
- Copy of CODICE FISCALE (ITALIAN TAX CODE) 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 Bachelor Degree
- Original TRANSCRIPT of exams (this can be accepted in English) legalised
- TRANSLATION of original bachelor degree into Italian or English
- LEGALIZATION of original degree
- DECLARATION OF VALUE issued by the Italian embassy or consulate in your country or CIMEA certificate
- First installment of €156.00 to be paid in Italy by MAV (to print after online enrolment), bank transfer from your country or credit card (PagoPA system)
- PERMIT OF STAY (ASAP in Italy)
ISEE - Equivalent Indicator of the Economic Situation for EU Students

- 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 2018
- Foreign properties and financial assets regarding the year 2018
- 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.
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 2018
- Square meters of any properties
- Liquid assets, stocks and shares, balance of bank accounts of the calendar year 2018
International students (not from EU countries) are assigned a flat rate according to their country of origin to pay per academic year (divided into 3 instalments).
INTERNATIONAL STUDENTS

- PERMIT OF STAY for non-EU students
- Within 8 days upon arrival
- Go to the Questura of Pavia via Rismondo 68
  OR to a post office
  OR to the local town hall (*Municipio*)
  to have an application kit filled in.
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: 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
If you need help or assistance please contact us at:

psychology@unipv.it
Welcome to Pavia!