



University of Pavia

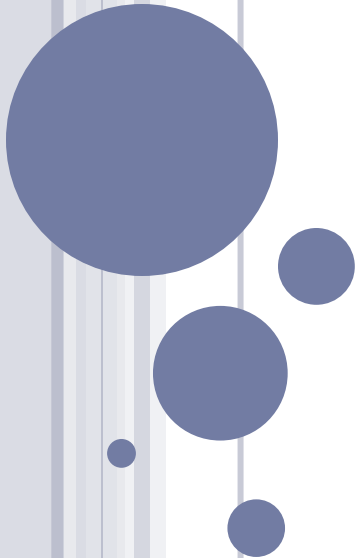


IUSS

School for Advanced Studies

Master Degree (MSc) in PSYCHOLOGY, NEUROSCIENCE and HUMAN SCIENCES

WELCOME INTERNATIONAL STUDENTS!

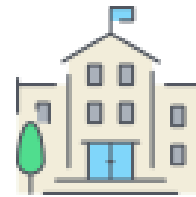


CHECKLIST



✓ 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 :

<http://www.edisu.pv.it/index.php?page=accesso-ai-collegi-e-residenze>



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>



REPUBLICCA ITALIANA
MINISTERO DELLE FINANZE

CODICE FISCALE **RSS MRA 70A41 F205Z**

COGNOME **ROSSI**

NOME **MARIA** SESSO **F**

LUOGO DI NASCITA **MILANO**

PROVINCIA **MI** DATA DI NASCITA **01/01/1970**

2009 Il Ministro delle Finanze

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

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/>
- 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>

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**

EXTRA-EU STUDENTS : FLAT RATES



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



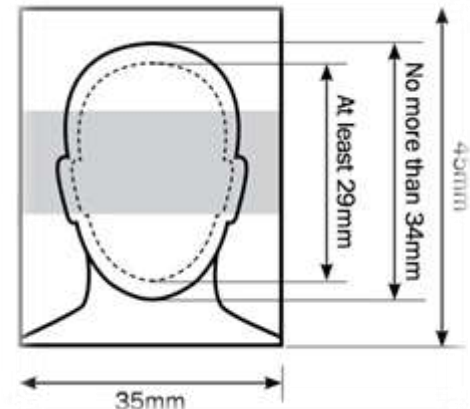
- ❖ **PERMIT OF STAY** for non-EU students
- ❖ Within 8 days upon arrival
- ❖ Go to the Questura of Pavia via Rismondo 68
OR to a post office
OR to the local town hall (*Municipio*)
to have an application kit filled in.



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!

