



IUSS

Scuola Universitaria Superiore Pavia

University School for Advanced Studies

IUSS- Pavia



INTERNATIONAL STUDENT GUIDEBOOK

*“The real voyage of discovery consists not in seeking new landscapes
but in having new eyes”*

Marcel Proust

IUSS Offices: from Monday to Friday from 9.15 to 12.00
Opening hours: from Monday to Thursday also from 15.00 to 16.00

1 OUR HISTORY

Since 1997, IUSS fulfils an advanced teaching and research model successfully implemented by two other prestigious institutions in Italy, the Scuola Normale Superiore and the Scuola Sant'Anna in Pisa. The core mission of IUSS is contributing to the growth of a small number of students, selected among five University colleges, by offering them, at any step of their higher education, qualified programs at an international level enhancing their capabilities and knowledge in an interdisciplinary fashion depending on the choices, the specific fields and outstanding qualifications of the professors constituting the Faculty. IUSS is also committed to scientific progress by promoting Ph.D. programs and developing research activities at an international level.

The aim of this guidebook is to provide information for International students on the many aspects of IUSS such as the various academic activities and facilities and the bureaucratic and financial procedures which each student must be aware of upon arrival at IUSS.

1.1 LOCATION

IUSS is located in the old centre of Pavia, a University town with more than twelve university colleges.

IUSS encourages international mobility through a network of integrated services offered to Lecturers, Scholars, Post-docs, PhDs and students coming from abroad.

1.2 ACADEMIC ACTIVITIES

The Italian university system: a brief profile

- The first cycle (*Laurea - LA*) has a duration of 3 years for a total of 180 ECTS. It leads to a Bachelor of Science equivalent degree (UK);
 - The second cycle (*Laurea Specialistica / Laurea Magistrale- LS*) has a duration of 2 years for a total of 120 ECTS. It leads to a Master of Science equivalent degree (UK);
 - The third cycle (*Dottorato or Perfezionamento*) has a duration of at least 3 years for a total of 180 ECTS. It leads to a PhD equivalent degree;
 - In addition to the first cycle, the Italian system provides a 1-year course (minimum of 60 ECTS) leading to a first level Specializing Master (MA);
 - In addition to the second cycle, the Italian system provides a 1-year course (minimum of 60 ECTS) leading to a second level Specializing Master (MA).
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Specializing Masters do not give access to third-cycle programmes. The credits earned with a Specializing Masters may in some instances be recognised as part of an LS degree. For further information visit: www.study-in-italy.it

1.3 TRAINING PROGRAMMES

The University School for Advanced Studies IUSS offers advanced international undergraduate and post-graduate programmes:

- Undergraduate courses open, on a merit base, to the most promising students of Pavia's University.
- II Level University Master degrees provide a strong international approach.
- PhD Degrees provide an interdisciplinary point of view and exposure to cutting edge research.

Other structures and activities related also to research are:

- the Human Development, Capability and Poverty International Research Centre (HDCP-IRC)
- the International Center for Astronomical and Remote-sensing Observations (ICARO)
- the Advanced Numerical Simulation Centre (CESNA)
- the Centre for Post-graduate Training and Research in Earthquake Engineering and Engineering Seismology
- the Center for Neurocognition and Theoretical Syntax Research (Ne.T.S)

2 HOW TO REACH PAVIA

Pavia can be easily reached by train with direct connections: the most important ones are Milano Centrale (Km 40) and Genova (km 80).

The closest airport to Pavia is Milan-Linate, followed by that of Milan-Malpensa. From Linate airport, it is possible taking a direct bus to Pavia Train Station (this is the last stop made by the bus). The bus timetable is subject to change. Before leaving, it would be better checking the timetable on the following website <https://www.autoservizibotti.com/i-nostri-servizi> . Taxis can usually be found outside the train station, but the following telephone number can also be used to book taxis: 0382/577733. From Malpensa airport you can take a bus to the Milan Central railway station and then take a train to Pavia.

2.1 LIVING IN PAVIA

Pavia is a town of south-western Lombardy, northern Italy, 35 km south of Milan on the lower Ticino river near its confluence with the Po river. It has a population of approximately 71,000 people. Pavia was also the capital of the Kingdom of the Lombards from 568 to 774. IUSS, together with the University of Pavia, the Ghislieri College, the Borromeo College, the Nuovo College, the Santa Caterina College and the EDiSU University Colleges, belongs to the Pavia Study System.

The town of Pavia has a vast amount of artistic and cultural treasures, including important churches and museums, such as the well-known Certosa di Pavia. (www.certosadipavia.com).

3 BUREAUCRATIC INFORMATION

3.1 BEFORE LEAVING HOME

Visa application

Non EU students are required to apply for a student visa to enter Italy.

To obtain a student visa, foreign students have to go, in person, to the Italian Embassy or Consulate (the Institution in charge of issuing visas) in their home country; there, a list of necessary documents to get the visa for study purposes, will be given to the student. These documents have to be certified through the legalization (“legalizzazione”) and translated into Italian language together with the declaration of local value (“*Dichiarazione di valore in loco*”).

For further information, please visit MiUR’s English website

at https://studyinitaly.esteri.it/en/home_borse

and <http://vistoperitalia.esteri.it/home/en>

3.2 RESIDENCE PERMIT FOR STUDY PURPOSES (PERMESSO DI SOGGIORNO PER STUDIO)

When a Non-European student arrives to Pavia, after visa procedures in his/her country of origin, he/she must apply for a residence permit **within 8 work days, after entering Italy.**

Documents required to get the residence permit are:

- application form, contained in a special kit, available at all Post Offices.
 - copy of the passport (only pages with visas and stamps)
 - revenue stamp (in Italian “*marca da bollo*”) of € 16,00;
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- photocopy of the enrollment letter duly stamped by Italian Embassy/Consulate of student's origin country (a letter from the School that confirms that the student has been accepted to attend a Master/Ph.D. course in Italy, specifying the dates of the permanent stay, where the person will live and the amount of the scholarship, if awarded).
- copy of insurance:
 - i) If non-European students wish to subscribe to a public-liability/health insurance once in Italy, then they should go to any post office and pay through a paying-in slip € 49,00 (for a 6-months coverage) or € 98,00 (for 1-year coverage) to account number ("conto corrente n.") **71270003**, to the payee:
 - **Generali Italia S. p. A. – “Conto 20”, reason (“causale”):“Polizza sanitaria studenti stranieri”.**

Afterward, it will be necessary to send postal receipt's scan copy to the following email address: info@insuranceitaly.it in order to obtain a copy of the Generali health insurance policy.

This insurance only covers urgent medical assistance (surgery and accidents) in the Emergency Room (“Pronto Soccorso”) of any hospital.

- ii) Otherwise, upon their arrival, non-European students may subscribe to the **National Health Service** (“Servizio Sanitario Nazionale” - S.S.N.). In order to subscribe, students have to pay at any post office €149,57 to the postal account number **379222**, to the payee:
 - **Regione Lombardia, Contributo Servizio Sanitario, specifying the year (Important: the insurance follows the solar year, from January to December).**

The public coverage provided by the National Health Service guarantees a full health assistance - including the possibility to choose a family doctor. In the Italian health system, the family doctor gives general or 1st level health assistance, i.e. health care outside the hospital, hence including medical treatment in case of ordinary diseases or no-emergency health problems, and prescribes medicines and tests.

- *Submittal the application form* -

The student will have to submit the application form - enclosed in its unsealed envelope – to the authorized Post Office counter (in Italian “**Sportello Amico**”).

When student submits the above mentioned application form, he/she will have also to show his/her original passport for identification purposes to the post office counter.

The postal clerk will give to the applicant:

- a receipt for the application form which must be kept and can be used subsequently to register at the municipal records office and at the Health Service while the student is waiting for the issuance of his/her electronic stay permit. Moreover, two personal identification codes will be printed on the receipt (**user id and password**), which allow the applicant to check the state of his/her application either connecting to the website www.portaleimmigrazione.it or to the following link questure.poliziadistato.it/stranieri/ to find out when the residence permit is ready for collection;
- a receipt with the appointment date when he/she will have to go to the Police Headquarters (Immigration Office) to have his/her fingerprints taken;

Currently, the total amount to get the Italian residence permit, which has to be paid at the Post Office at the moment of submission, is € 60,46 (insurance excluded).

3.3 ASSISTANCE AND FURTHER INFORMATION

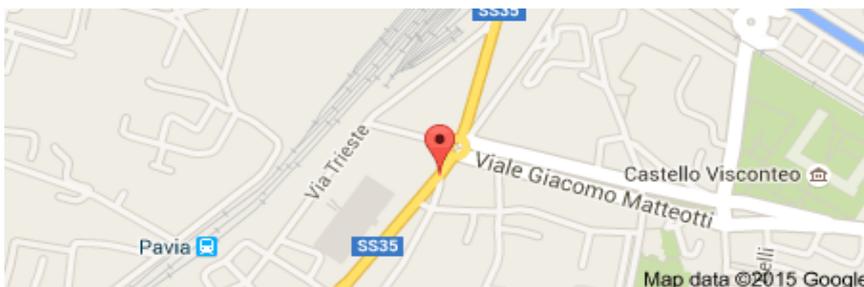
For assistance in filling in the above mentioned application forms and getting more information on Immigration issues, there are several associations in Pavia that can help foreign students.

Some of them are listed below:

MCL Association: Via Menocchio, 43 – Pavia – Ph. +39.038233646
(Fee assistance: € 5 requested for printed copies)



Patronato ACLI – Viale Cesare Battisti, 108/110 - Pavia - Ph. +39.038223057
(Free assistance)



3.4 PHOTOGRAPHIC IDENTIFICATION AND FINGERPRINTS AT IMMIGRATION OFFICE

On the appointment's date for photographic identification and fingerprinting at Immigration Office of Police Headquarters, (**Pavia, Via Rismondo n° 68** – please, see the map below) the student will have to bring the following documents:

- 4 passport size photos with white background;
- Original copy of documents already sent with the application kit ;
- passport (original);
- post office receipts for the application kit and receipt with appointment's date.



3.5 COLLECTING THE RESIDENCE PERMIT

After checking on the “Polizia di Stato” website (<http://questure.poliziadistato.it/Pavia>) that the residence permit is ready to be collected, the student will have to go to the Immigration Office to take it, submitting the following documents to Police Headquarters:

- Passport (original);
- Postal receipt for the application kit (the one with User ID and Password numbers)
- Letter indicating date/time of appointment issued by Immigration Office.

Once obtained the residence permit, students will be able to travel among Schengen countries for a maximum of three months as tourists without requesting any type of Schengen visa.

3.6 RENEWAL OF THE RESIDENCE PERMIT

The application for stay permit's renewal has to be submitted almost 60 days before its expiration date.

The procedure will be the same as the one for getting the first Italian residence permit.

3.7 STAYING IN ITALY LESS THAN THREE MONTHS

Non-EU citizens wishing to stay in Italy for business visits, tourism or studies for less than three months are not required to apply for a residence permit. In such cases, it will be only necessary to register the presence directly to the border authorities that will stamp the passport with the entry Schengen mark. If non-eu citizens enter Italy from other Schengen Countries, then they will have to report their presence directly to the Police Headquarters - Immigration Office of the first place where they are going to stay in, within eight working days from their arrival in Italy, by filling the relevant form.

For European Union Citizens, there will be no need to apply nor for visa neither for long stay permit (“*carta di soggiorno*”), but in case they intend to stay in Italy more than three months, then they will have to register at the Municipality where they live and get the registration certificate.

3.8 FISCAL CODE (CODICE FISCALE)

The fiscal code is an alphanumeric code which all students need to obtain; this can be acquired by filling out a form (available at the following webpage: https://www.agenziaentrate.gov.it/wps/content/Nsilib/Nsi/Schede/Istanze/Richiesta+TS_CF/Modello+e+istruzioni+CF+AA4_8/AA48+inglese/?page=istanzecomunicazionicit) and delivering it to the competent office, which in Pavia can be found at the following address: **Agenzia delle Entrate, Corso Mazzini n. 18.**

The following documents have to be submitted to the above-mentioned office:

- Original copy of passport;
- Photocopy of the following pages of the passport: page with passport number, photo and personal information of the passport holder, page with visa/stamp to enter Italy.

3.9 ITALIAN BANKING

Although it is not strictly needed, some students might nevertheless wish to open a bank account in Italy. It is possible, however, that students open a post office account during their stay. In order to open both a postal and bank account, it is necessary to produce the following documents:

- Copy of passport,
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- Residence permit
- Fiscal code.

The customer should deposit an amount of cash (e.g. €50) into the account upon opening.

It should be noted that, under the national banking procedure, every Italian bank applies a tax to the account ("*Imposta di bollo*") each month. If there is an overdraft, the bank applies, in general, a passive interest every three months. Furthermore, it is important to remember to close the bank account before departing from Italy, since, as noted above, the Bank will continue to apply monthly charges to the account. In Italy, closing a bank account has a cost that also depends on the passive interests calculated from the opening to the closing of the bank account.

3.10 MEDICAL INSURANCE

Doctoral students have to subscribe to a medical insurance by registering at the Local Health Unit (A.S.L.) of Pavia (Via Indipendenza, 3) and paying the amount of €149,57, as indicated in the section 3.2, n. ii) In order to subscribe, the following documents should be presented:

- residence permit or postal receipt obtained from Post office when application kit have been sent;
- Original copy of passport;
- A letter from the PhD office confirming enrolment on the PhD programme and the amount of annual scholarship and INPS percentage.

This medical insurance provides students with the same medical benefits as an Italian citizen e.g. access to a General Practitioner (G.P.), family doctor, discounts on medication, discounted health visits (e.g. eye sight tests, dentist appointments, etc.).

3.11 DIPLOMA LEGALIZATION

Some students may need to 'legalize' ("*Apostille*") their diplomas/transcripts, in order to accomplish bureaucratic requirements at their home countries. You can ask for this 'legalization" at the Prefecture (Prefettura), which is located in **Piazza Guicciardi n° 1, Pavia**, by requesting an appointment to the email address legalizzazione.pref_pavia@interno.it. You will need to bring the following documents to the Prefecture, once IUSS Rector and IUSS General Director have signed them:

- Master's Degree certificate,
- Certificate of the grades obtained for each course,
- Description of each course undertaken at the School.

Each student should check with the relevant offices at his/her home country to verify whether they require the degree to be legalized or not.

3.12 ACCOMODATION FACILITIES

Pavia has the most extensive Colleges and Residence Hall system in Italy.

Colleges and Residence Halls are either male or female. Most of them admit both undergraduate and graduate students and places are offered for the academic year except for Christmas and Summer vacations.

Beside, the "Centro Assistenza Studenti" offers several services to the national and international students in order to facilitate their stay in Pavia.

For further information, please, visit the following website:

<http://www.centroassistentzastudenti.it> .

UNIVERSITY COLLEGES IN PAVIA

i) Historical Colleges: Residence Halls that are legally recognised by the Italian Ministry of University and Research (MIUR)

1) Collegio Nuovo - Fondazione Sandra ed Enea Mattei, 27100 Pavia (PV) - 404, v. Abbiategrasso

tel: 0382 526372, 0382 5471 - fax: 0382 423235

website: <http://colnuovo.unipv.it>

2) Collegio Ghislieri, 27100 Pavia (PV) - p. Ghislieri

tel: 0382 3786217, 0382 3786204, 0382 37861 - fax: 0382 23752, 0382 23755

website: www.ghislieri.it

3) Almo Collegio Borromeo, 27100 Pavia (PV) - 9, p. Borromeo

tel: 0382 3951, 0382 395344, 0382 395363 - fax: 0382 395343, 0382 395360 website:

www.collegioborromeo.it

4) Collegio Universitario S. Caterina da Siena, 27100 Pavia (PV) - 17/A, Via S. Martino

tel: 0382 375099

website: www.collsantacaterina.it

ii) EDISU Public Colleges: [http:// www.edisu.pv.it](http://www.edisu.pv.it)

- 1) Collegio F. Cairoli, Piazza Cairoli, tel. +39.0382/23746
- 2) Collegio Cardano, Viale Resistenza 15, tel. +39.0382/301271
- 3) Collegio Castiglioni, Via S. Martino 18, tel. +39.0382/33518
- 4) Collegio Giasone del Maino, Via Luino 4, tel. +39.0382/376511
- 5) Collegio Fraccaro, Piazza Leonardo da Vinci, tel +39.0382/301371
- 6) Collegio Griziotti, Via Tavazzani 58, tel. +39.0382/472561
- 7) Collegio Spallanzani, Via Foscolo 17, tel +39.0382/22796
- 8) Collegio Valla, Viale Libertà 30, tel +39.0382/24784
- 9) Collegio Volta, Via Ferrata 17, tel +39.0382/548511
- 10) Collegio Golgi 1, Via Aselli 43, tel +39.0382.510104
- 11) Collegio Golgi 2, Via Aselli 43, tel +39.0382.510464

- Collegio Universitario Don Bosco, 27100 Pavia (PV) - 4, v. S. G. Bosco tel: 0382 411011 - fax: 0382 411022

- Car College, 27100 Pavia (PV), 10, v. Luigi Porta, tel: 0382 5169891 - Fax: 0382 531493 <http://www.eucentre.it/car-college/?lang=en>

iii) Hotels in Pavia

The following list includes the contact information of hotels in Pavia:

- 1) Hotel Aurora *** Via V. Emanuele, 27
Tel. 0382-34334/5, Fax 0382-25667, Web: www.hotel-aurora.eu
 - 2) Hotel Moderno **** Via V. Emanuele, 41
Tel. 0382.303401, Fax 0382.25225, Web: www.hotelmoderno.it
 - 3) Hotel Excelsior *** P.le Stazione, 25
Tel. 0382.28596, Fax 0382.26030, Web: www.excelsiorpavia.com
 - 4) Hotel Rosengarten *** P.le Policlinico, 21
Tel. 0382.526312, Fax 0382.525186, Web: www.rosengarten.pv.it
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iv) Canteens

Students can eat at the University Canteens (Mensa). The Post-graduate Office will give to the enrolled students the EDiSU card.

Please, read below the list of canteens:

Mensa Cravino

Via Bassi

(Scientific pole, near the Hospital, bus number 3 goes there)

Telephone: +39 0382 422130

Mensa Unigest

Via Ferrata

(Scientific pole, near the Hospital, bus number 3 goes there)

Telephone: +39 0382 529682

Mensa Collegio Fraccaro

Piazza Leonardo da Vinci

(City centre, Central University building, all buses go there)

Telephone: +39 0382 304048

Mensa Collegio Castiglioni

Via San Martino 18/20

(City centre, close to Piazza Ghislieri, 2 min walk from university)

Telephone: +39 0382 33518

Mensa Dopolavoro Ferrovieri

Via Trieste, 10

Telephone: +39 0382 304060

Mensa Centrale

Via Carlo Alberto

(City centre)

Telephone: +39 0382 33526

4 PRACTICAL INFORMATION

4.1 BUS SERVICE IN PAVIA

The **ordinary ticket** in Pavia costs 1.30 € and allows you to travel on different bus lines for 60 minutes. The ordinary weekly bus ticket costs 9.90 € which is valid from Monday to Sunday.

IUSS is going to sign an agreement with the local bus company, Autoguidovie, so that its students can have a bus card with a discount over the ordinary cost of either an annual or 6-month ticket. For further information, you can write an e-mail to sts@iusspavia.it.

Besides there is also the possibility to use the bus night service called NOCTIBUS. For detail information on routes, bus stops, etc. you can visit the following website: <http://pavia.autoguidovie.it/it/1/chiamata-pavia/index>

- Train

The Italian railways website, to check trains' timetable, is www.trenitalia.com.

It is possible to buy tickets both at train station and by website's procedure.

The ticket office in Pavia is open from 6.00 to 20.30. Some travel agencies as well as some newsagents are also entitled to sell train tickets. Otherwise, it is also possible to buy tickets in self-operating machines that are located in the railway station.

- Taxi

There are several taxi services in Pavia, out of the Railway Station and also in other main places of Pavia historical centre.

Taxi Radio Pavese > 0382 576576 ; 0382 577733

- In case of Emergency - Useful Numbers

	Emergency numbers
Police	113
Carabinieri	112
First Aid	118
Fire Brigade 115	115
Red Cross	0382 574127
Green Cross	0382 527777

- Short Glossary -

English	Italian
<i>Airplane</i>	Aereo
<i>A fine (i.e. parking)</i>	Multa
<i>Administrative Office</i>	Ufficio Amministrativo
<i>Area</i>	Zona
<i>Bathroom</i>	Bagno
<i>Beach</i>	Spiaggia
<i>Book</i>	Libro
<i>Bookstore</i>	Libreria
<i>Breakfast</i>	Colazione
<i>Bulletin board</i>	Bacheca
<i>Bye/ Goodbye</i>	Arrivederci
<i>Canteen</i>	Mensa
<i>Card</i>	Tessera
<i>Church</i>	Chiesa

English	Italian
<i>Classroom</i>	Aula
<i>Customs</i>	Dogana
<i>Dinner</i>	Cena
<i>Doctor</i>	Medico
<i>Dry cleaners</i>	Tintoria
<i>Elevator /Lift</i>	Ascensore
<i>Entrance</i>	Entrata
<i>Exam</i>	Esame
<i>Football/Soccer</i>	Calcio
<i>Good afternoon</i>	Buonasera
<i>Good morning</i>	Buongiorno
<i>Good night</i>	Buona notte
<i>Help</i>	Aiuto
<i>Hi/Hello - Bye</i>	Ciao
<i>Highway</i>	Autostrada
<i>Historical city centre</i>	Centro Storico
<i>Hospital</i>	Ospedale
<i>Ice cream store</i>	Gelateria
<i>Insurance</i>	Assicurazione
<i>Kiosk</i>	Chiosco
<i>Library</i>	Biblioteca
<i>Linguistic Centre</i>	Centro Linguistico
<i>Lunch</i>	Pranzo
<i>Metro/Underground</i>	Metro
<i>Mobile phone</i>	Cellulare
<i>Mosquito</i>	Zanzara
<i>Mountain</i>	Montagna

English	Italian
<i>Notebook</i>	Quaderno
<i>Parking</i>	Parcheggio
<i>Permit of stay</i>	Permesso di soggiorno
<i>Pharmacy/Drug Store</i>	Farmacia
<i>Police (a sort of Military Police)</i>	Carabinieri
<i>Police central station</i>	Questura
<i>Post office</i>	Ufficio Postale
<i>Residence</i>	Residenza
<i>Restaurant</i>	Ristorante
<i>Revenue stamp</i>	Marca da bollo
<i>Room</i>	Sala
<i>Shop</i>	Negozi
<i>Staircase</i>	Scala
<i>State police</i>	Polizia
<i>Strike</i>	Sciopero
<i>Student office</i>	Segreteria studenti
<i>Telephone</i>	Telefono
<i>Ticket</i>	Biglietto
<i>To buy</i>	Comprare
<i>To drink</i>	Bere
<i>To eat</i>	Mangiare
<i>To rent</i>	Affittare
<i>To study</i>	Studiare
<i>Tobacconist</i>	Tabacchi
<i>Train</i>	Treno
<i>Welcome</i>	Benvenuto
