

INFORMATION FOR FOREIGN STUDENTS

BEFORE THEIR ARRIVAL AT UNIBA

First, you have to register on Universitaly.

When you complete the registration the University of Bari will accept your request.

You can print the acceptance receipt and use it for requesting the Visa at the Italian Embassy in your country. The Embassy can explain you the details of the procedure.

Remember that candidates with an academic qualification obtained abroad must also submit, within 60 days from the date of enrolment, the following documentation:

- curricular qualifications translated into Italian and legalized by the competent Italian diplomatic or consular representations abroad (original Master's Degree or Certificate or Certified Master's Degree);
- Certificate of the exams (Transcripts) taken during the second cycle course in original or certified copy of the original;
- "declaration of value on the spot" of the qualification obtained abroad issued by the competent diplomatic missions or consular posts abroad; alternatively, the Certificate of comparability of the foreign university qualification issued by the ENIC-NARIC center in Italy (CIMEA) can be presented, which contains all the information necessary for the evaluation of the qualification.

Non-EU citizens must submit a valid permit of stay or a copy of the required application to the competent authorities as well as an Italian fiscal code document (codice fiscale).

Foreigners not resident in Italy must submit the following certificates within 60 days of enrolment:

- a) birth certificate;
- b) certificate of citizenship;
- c) certificate of civil and political rights status in the state of origin or provenance;
- d) a certificate equivalent to the general certificate of judicial records issued by the competent authority of the state of which the foreign candidate is a citizen.

You can read art.14 of the PhD call for more details

Please, advise us about any progress in bureaucracy fulfilments

For any of problems with Universitaly portal, you can write to the technical support trough the portal.

Please, bear in mind we have no capacity to help you with legal permissions for coming to Italy.

In any case advise us in case of problems



AFTER THEIR ARRIVAL AT UNIBA

If you want to live in Italy you will need some essential documents to register and declare your presence in the country. Below is a summary of the main documents required.

1. THE RESIDENCE PERMIT

If you are a citizen of the European Union: You must register at the Registry Office of the Municipality of the city where you live. You must bring a passport or identity card with you, photocopy of the documentation attesting the availability of adequate financial resources, for example, possession of a certified scholarship or current account, copy of the receipt of payment of health insurance.

If you are NOT a citizen of the European Union: You must apply for a residence permit at the local Police Station (Questura) within 8 days of your arrival in Italy. At the affiliated Post Offices (Sportello Amico) the kit is available (an envelope): fill out form1 which you find inside the kit. Before delivering the KIT to the Post Office, you must already have the Tax Code (at the counter of the Revenue Agency - see the previous paragraph). You will find the instructions to fill the various documents inside the envelope.

We suggest you **Post Offices (Sportello Amico):**

Poste Italiane Bari 6 Via Gaetano Postiglione, 30, 70126 Bari BA, Italia

The Post Office will issue a letter with the date in which you will be convoked at the Immigration Office of Bari or at the Police Station of the relevant area, based on your home address.

On that day, you must bring the original forms of the documents included in the kit together with the following documents:

1. Photocopy of the passport (only the pages with the personal data and the visa)
2. Four passport-size photographs
3. Documentation relating to the chosen course of study with specification of the duration and stamp of the Italian diplomatic delegation that issued the visa
4. Copy of the receipt of payment of the health insurance, valid for the duration of the residence permit.

2. Tax code-Fiscal Code (C.F. Codice Fiscale)

The Tax Code is an alphanumeric string of characters and it represents an identification tool of citizens for public bodies and administrations. It is essential for several procedures, such as completing registration, opening a bank account, requesting a health card or signing a rental contract. The request of a tax code for students, international teachers and non-resident guests can be made personally or by proxy at the Revenue Agency offices using the dedicated online form AA4-8 at this link:

https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richiesta-ts_cf/modello-eistruzioni-cf-aa4_8

In addition to the application form, completed and signed, you must submit the following documents:

for Italian or European Union citizens:

- the applicant's identity document

for Extra-EU citizens:



- A valid passport, equipped with an entry visa of not earlier than 90 days
- or, a valid residence permit, or the receipt of the request with photo; if the residence permit has expired, but its renewal has been requested prior to 30 days from the expiry, it is also necessary to present the relative payment receipts (postal order)
- or, certificate of identity with photo of the applicant, issued by the diplomatic or consular representation in Italy or the country of origin.

You can consult the link:

<https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identificationnumber-for-foreign-citizens>

3. HEALTH COVERAGE

Students with non-European Union (non-EU) citizenship:

Non-EU students must register with the Italian National Health Service (SSN) or have valid health insurance in Italy.

Health cover (against the risk of illness, accident, maternity) is required to obtain a residence permit. The maximum duration of the residence permit for study is one year. A shorter residence permit may be due to several factors, including the duration of health coverage: in no case will the issued residence permit be longer than your health insurance or registration with the Italian National Health Service (SSN).

As an alternative to registering with the SSN, to apply for a residence permit you can demonstrate that you have private health insurance valid in Italy.

The insurance must be:

- Registered to you
- Cover the risk of illness, injury, pregnancy
- Valid in Italy for the duration of the study program or mobility

You can purchase a health insurance from various private companies. Compare multiple options to figure out which one is best suited to your needs.

Warning! Private health policies:

- Do not allow registration with the Italian National Health Service (SSN) or the choice of a general practitioner
- Usually require the student to pay the expenses and then ask for reimbursement from the insurance company.

If you have a private health insurance, you can go to any general practitioner. In case you need a specialist medical examination, you can directly choose which doctor to contact, possibly getting advice from a general practitioner. You have to pay for examinations to both the general practitioner and the specialist doctor and you can then claim reimbursement from your insurance. When purchasing a policy, carefully check the terms and limits of reimbursements. Remember that the health costs to be advanced could be very high, for example in the case of hospitalization. It is advisable to check in advance, by contacting your insurance company, whether the type of benefit you need is refundable.

If you are a citizen of the European Union in possession of a valid European Health Insurance Card (EHIC) of the country of origin, you can receive all the necessary medical health insurance

services, such as occasional visits by General Practitioners, as well as Specialist Services, or access to the emergency room and hospitalization.

If you are a citizen in possession of a S1 form issued by your country of origin, you can register with the National Health System and select a doctor for the duration indicated in the form.

If you are a citizen with registered residence in Italy for at least 5 years, you can request a "Certificate of Permanent Stay" from your municipality of residence which entitles you to enroll in the National Health Service (NHS) with the possibility of selecting a permanent medical doctor. In the absence of one of the three documents indicated above, you can purchase a private health insurance for the duration of the course of study. The insurance does not imply the enrollment in the NHS and does not allow the selection of a medical doctor.

ATTENTION: In case of an injury, private health policies usually require the student to pay the occurring sanitary expenses in advance and then to request reimbursement from the insurance company. When you subscribe the policy, please check carefully procedures and conditions of refunds. Remember that the health expenses to be anticipated could be very high, for example in case of hospitalization.

HOW TO REGISTER FOR NATIONAL HEALTH SERVICE

Voluntary registration entitles you to have access to the National Health Service, to the selection of a medical doctor and to all services guaranteed to Italian citizens.

- 1) The registration has an annual duration according to the calendar year, so it expires on December 31 and has a flat rate of € 149.77.

Important:

- It is NOT possible to pay reduced fees for shorter periods;
- The amount of € 149.77 does NOT cover any additional member of the family. Those who have dependent family members can register by paying an overall cost of € 387.34 which includes the health coverage of the student and the entire family unit.

- 2) It allows you to register for the current year and also for the entire following calendar year. This possibility allows you to have health coverage for an academic year and is useful for students who arrive, for example, in September and intend to apply for a residence study permit valid for one year.

What to do if you don't have a Bank account:

- Go to any of the several offices of Banca Popolare di Bari, fill out the forms and make a payment by entering the Iban IT 57X0542404297000000000202 – Treasury ASL Bari, with the Bank transfer description: VOLUNTARY REGISTRATION S.S.N. for the year

- Pay the annual fee of €149.77 for each year of registration with the NHS and keep the payment receipts;
- Make a copy of the payment receipts and attach them to your application for the first issue or renewal of the residence permit; after sending the application for a residence permit,
- Send an email to: anagrafesanitaria.dssbari@asl.bari.it, requesting assistance from the National Health Service as a student and attaching all these documents:

1. Payment receipts of €149.77



2. The postal receipt for mailing the application kit of the residence permit (or the residence permit if already obtained)
3. Your passport or identity document
4. The certificate of enrollment at University.

If you do not receive a reply, go to an ASL office with CUP-Health Registry service as soon as possible and bring all the documentation sent by email with you. At the CUP you will be asked to choose a primary care medical doctor and your health coverage will be activated. Always check the end of coverage date.

ATTENTION: The payment alone does not imply the activation of the coverage! You must complete the registration at an ASL office and choose a general practitioner. For more information visit the website at: <https://www.sanita.puglia.it/web/aslbari/assistenza-sanitariacittadini-stranieri>

We inform you that in via Caduti di Via Fani, 25 the counter for foreign users is active on the following days: - Tuesday and Thursday from 8.30 a.m. to 11.30 a.m.;
- Tuesday from 15.30 p.m. -16.30 p.m.

Procedure for the submission of applications: We recommend the on-line application for forwarding the requests. Paper requests can be delivered in the places and times indicated above, with the recommendation to bring along photocopies. On all requests it is recommended to always indicate a telephone number and an e-mail address for any contact.

4. HOW TO OPEN A BANK ACCOUNT

The current account is in effect a contract with the bank that allows you to manage your money and take advantage of the various services offered, such as owning a debit card, a credit card, doing internet banking operations or having a checkbook available. All these operations will be described in the contract and on the Information Sheet issued by the bank at the time of subscription. Even if opening a bank account is free of charge, additional costs can be requested for managing the account, for national taxes or for using a credit card. Therefore, it is important to have complete information before opening a bank account.

What documents do you need to open a Bank Account? In order to open an account at the Bank you have selected, you will need to provide them with the following documents:

- Valid Identity Card;
- Tax Code;
- Certificate of residence;
- Residence Permit or receipt of the Residence Permit Request issued by Poste Italiane for non-EU citizens

We suggest you make an appointment at: **BNL BNP Paribas Via Giovanni Amendola, 172, 70126 Bari from Monday to Friday 8:20-13:30, 14:30-16:40**

5. INPS IMPLEMENTATIONS FOR SCHOLARSHIPS HOLDERS

PhD students have to pay retirement contribution to INPS calculated on the amount of their scholarships (art. 2 par. 26 Law 335/95 and further amendments).

INPS social security contributions for Gestione Separata Research PhD scholarships are subject to the payment of INPS social security contributions under the separate pension system.



Students can be assisted by a Recommended "Patronage":

Servizio Patronato ACLI - via Vitantonio de Bellis, 37, tel. 0805968425;

CISL ANOLF - via Carulli 60, tel. 0805219849;

Patronato LAVORO - viale della Repubblica, 3, tel. 0805565738;

CISL - Via Cardassi, 29, tel. 0805248838.

6. Learn italian language

UNIVERSITY LANGUAGE CENTRE (CLA)

<https://www.uniba.it/it/bibliotechecentri/centro-linguistico-di-ateneo>

After enrolling, you will need to check your level of English or Italian by going to the Language Center. The University Language Center is a member of the Italian Association of University Language Centers. The University Language Center is an authorized examination center for international language certifications according to the parameters of the Common European Framework of Reference for Languages (levels A1, A2, B1, B2, C1 and C2). Certifying bodies: Cambridge Assessment English, Instituto Cervantes (DELE Diplomas de Español como Lengua Extranjera) and University for Foreigners of Siena (CILS). CLA is exclusively a venue for language certifications. Therefore, any credits attributable to certifications can only be decided by the student's relevant Courses of Study.

Any language proficiency earned in the various degree programs of our University cannot be certified by this Center.

7. For accomodation check at the links:

<https://www.cercoalloggio.com/puglia/bari>

<http://uk.easyroommate.com/>

<http://it.quickasa.com/stanza-bari>

<https://www.wikicasa.it/affitto-case/bari/>

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

<http://www.hometogo.it/search/5460aea33b11a?persons=2&bedrooms=1>

<https://www.hundredrooms.it/>

<https://www.likibu.com/it/appartamenti-affitto-vacanze/bari>



UNIVERSITÀ
DEGLI STUDI DI BARI
ALDO MORO

DIPARTIMENTO DI
SCIENZE DELLA TERRA
E GEOAMBIENTALI

<http://www.trivago.it/bari-118711/hotel>

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

<https://erasmusu.com/it/>