



Area Ricerca, Internazionalizzazione, Trasferimento Tecnologico e Terza missione

Ufficio Relazioni Internazionali

Telefono/fax/mail: +39079229757 – relint@uniss.it

GUIDE FOR INTERNATIONAL STUDENTS

INTRODUCTION

The Welcome kit is addressed to international students that decide to spend a period of time at the University of Sassari. Whether if you are staying for a long or a short period of time, there are some bureaucratic procedures that must be completed.

This short guide will outline the various steps you need to take in order to obtain the documents that are necessary to live in Italy and access to the services offered by the University of Sassari.

For further information you can contact the:

International Relations Office

Piazza Università 11 - 07100 Sassari

Phone n. 079229932/229968

aselis@uniss.it; curgeghe@uniss.it



THE RESIDENCY DOCUMENTS FOR NON-EU NATIONAL

In order to live in Italy, both European and non-European citizens need to obtain official documents in order to formalize their right of residence.

RESIDENCE PERMIT IN ITALY (“PERMESSO DI SOGGIORNO”)

If you are a non-EU national and plan to come to Italy for a period exceeding three months, you must apply for a residence permit.

If it is your first time in Italy, you must make an application **within 8 working days** from your arrival in Italy

RESIDENCE PERMIT FOR STUDY PURPOSES AT THE UNIVERSITY OF SASSARI

The Residence Permit is issued by Police Station (‘Questura’ or ‘Commissariato’).

In order to apply for the residence permit, you have to go to one of the three authorized Post Offices in Sassari (listed below):

SASSARI CENTRO

VIA BRIGATA SASSARI, 11

Phone: 079/2019311

SASSARI 2

VIA BOGINO, 7

Phone: 079/240290

SASSARI 5

VIA LUNA E SOLE 8/A

Phone: 079/3756231

You can ask for the Yellow Kit (KIT GIALLO) at the “Sportello Amico” desk, by pressing the “P” in the machine and get your number.



There you will get the Residence Permit Kit (“*richiesta di rilascio/rinnovo del permesso per cittadini Stranieri*”), a yellow envelope containing 2 forms, instructions and one payment slip:

- a. Modulo 1 (Form 1)
- b. Payment slip:
- c. Annexes:
 1. Table of Province abbreviation codes
 2. Codes: reasons for requesting residency permit
 3. Country codes
 4. List of documents equivalent to passport
 5. Authorities issuing travel documents equivalent to passport

Fill in the Modulo 1. Please remember to write with a black or blue pen in CAPITAL LETTERS and write inside the boxes (one letter per each box).

The application can be submitted in the same authorized post office. The following documents are required to submit the application:

- ✓ The Modulo 1 duly filled in
- ✓ A revenue stamp (“marca da bollo”; you can buy it in “Tabacchi” shops) of € 16 to be attached on Form 1
- ✓ Your valid passport or any other equivalent travel document bearing an entry visa
- ✓ Photocopy of ALL pages of the passport (blank pages included)
- ✓ The letter of invitation from the University of Sassari declaring the length of your study period with the stamp if the consulate/embassy
- ✓ Photocopy of your health insurance
- ✓ The payment slip of € 27,50, filled out with your name, surname, address, city and zip code (for Sassari: 07100)



You must personally hand in the **open** envelope to one of the authorized Post Offices where you will:

- show your passport;
- sign form 1;
- pay post charge of 30,00 Euro so that your kit can be sent to the Police Station.
- Pay the 27,50 slip
- Fill some receipt with your name, surname, address, zip code and city

On the day of the appointment, remember to bring with you:

- your passport
- all the original documents whose copies were included in the application documents
- 5 passport sized photographs
- All the receipts and papers you received at the post office, including:
- the appointment letter and the application receipt you got at the post office
- the payment receipt slip

The Police station in Sassari is in via Giovanni Palatucci, 1 - 07100 Sassari.

- **phone:** 0792495000
- **fax:** 0792495777
- **email:** gab.quest.ss@pecps.poliziadistato.it



HOW TO FILL OUT MODULE 1

APPENDIX: Fac-simile of FORM 1

Section 1

“*Al Sig. Questore di _____*” write the province of residence (in this case “Sassari”) and immediately below, write the abbreviation of the province (in this case “SS”)

Right below there is the space for the 14.62 euros for the revenue stamp (marca da bollo), to be paid only after you have filled the entire form.

The *Section 1* must be filled with your personal data: Name, Surname, Province and city of domicile (the place where you are living in Italy- most likely “Sassari –SS”).

7. “*Richiede il*” you need to put an X according to the type of request:

8. *Release*, if it’s the first time you request a residence permit;

9. *Renewal*, in case of renewal of the residence permit;

10. *Update*, in case you have already a residence permit but you need to update your personal data;

11. *Duplicate*, in case of loss of the residence permit;

12. *Conversion*, in case you need to update your residence permit for a different reason of the previous one (for example from “study” to “work”)

On the other side of the square, you will need to check the point 14 “*Permesso di Soggiorno*”.

16. *Residence permit code*: you need to put the code related to the reason of your residence permit (codes are available in the Yellow Kit in the envelop, tab.2). If you are requesting a residence permit for study reasons, the code is 24.

18. *Number of residence permit*: If you already have one permit, you must write the number. This is not needed if it’s the first time you make the request.

19. repeat the code you put in point number 16.

The final section (18 to 20) is only to be completed for renewal applications, using the data from previous applications.

Section 2

Leave open the section 2: it must be completed only after having filled the entire form.

Section 3

31. *Fiscal code*: insert your fiscal code (if you have one)



32. *Civil Status*: insert A if you are not married and B if you are married

33. *Gender*: F for female, M for Male

Until the end of the section, insert all the data related to your date and place of birth. The country codes are in the yellow kit envelop, Tab 1.

Section 4

40. *Passport*: if you have a passport, check the box and insert the number at point 44.

- If you have another document, check point 41. “Other document”. Check the list of equivalent documents in the yellow kit envelop, tab. 4, and the list of the Authorities that release the documents at tab. 5, in order to fill the point 46. “*released by*”.

Section 5

This section needs to be filled only if it’s the first request. Insert the data of your VISA:

48. *date of arrival in Italy*

49. *Border*

50. *VISA number*

51. *Type of VISA*

52-53 *single or multiple entrance*

54. *Reason of VISA*

55. *duration of VISA*

56-57. *Valid from / until* – insert date

Section 6

Section 6 should be completed only by refugees or stateless persons who require the renewal of the travel document.

Section 7

Insert all the data related to your Italian address and your phone number

Section 8

In Section 8 enter the address only if different from section 7. This section is important because after having sent the kit, the police will send a registered letter to the specified address with the appointment letter for getting the fingerprints.



Section 9 - 12

The section 9, from point 85 to point 111, is reserved only for applicants for the “residence card” (Carta di Soggiorno). The points 113 to 118 must be filled only if the applicant’s request is related to a parent’s or a spouse’s request.

The sections 10, 11 and 12 are to be filled only in case of application for the issue of a residence card or conversion residence permit related to family reasons. In those sections you must insert the data of the spouse and children.

Once you have filled out the forms and have attached all the necessary documents for the submission of the application, return to the first module in first page, section 2, called “Dati sull’istanza compilata”.

22. *Which form has been filled:* in the case of a study permit, only the first form (01)

23-24: in the case of a study permit, check only the “Modulo 1” box

25. *total number of papers:* here you need to write the exact number of papers that are in the envelop, included the filled form, the payment slip, and all your personal documents.

26. *dependent children:* insert the number of the declared dependent children

27-29: date and signature



ITALIAN TAX CODE (CODICE FISCALE)

The tax code, or “codice fiscale” is an identification number issued by the Ministry of Finance, and is needed in order to open a bank account or to sign contracts. The tax code can be requested at the Tax Office (Agenzia delle Entrate).

In Sassari, the Tax Office is located in Piazzale Giovanni Falcone 5/E – Località Piandanna (<http://www1.agenziaentrate.it/strumenti/mappe/percorsog.php>).

Opening hours: Monday to Friday: 8:00-12:00 – Tuesdays and Thursdays 14.30 – 16.30

In order to receive the tax code, it is necessary to fill out an application form: in attachment you’ll find a fac-simile of the application form and the guidelines

HEALTH INSURANCE

Health insurance is necessary for covering your stay in Italy, both if it’s a short term or a long term stay.

Most likely you already have health insurance, which was taken out in your home country and validated by the diplomatic representation prior to your departure, and that you used to get the residence permit.

However, if the insurance you got in your home country is expiring, the two safest options for having a health insurance in Italy are:

- If your stay lasts less than 3 months, you should apply for a **private** insurance.
- If your stay is longer than 3 months, the best option is to register at the Italian National Health Service (Servizio Sanitario Nazionale or SSN), which gives you free access to all the health services.

To register at the Italian National Health Service you need to:

- Go to the ASL offices in Via Tempio n. 5 and ask for the registration at SSN; you will be given a payment slip of €149,77, the registration fee for a calendar year. Once you complete the payment – the nearest post office is in Via Roma, 49 – you must come back to the ASL office and proceed with the registration.



Remember to bring with you:

- The residence permit application receipt
- The residence permit (if you already have it)
- Your passport

The registration is valid for one calendar year and it lasts until December 31st. If you are staying for one academic year, you'll need to register again on January 1st.

Once you completed the registration you will be assigned to a doctor.

The University of Sassari, in cooperation with the Organization for Students Affairs (ERSU) also offers an free health care service. The ambulatory open Modays to Fridays from 16.00 to 18.00 and offers medical examinations as well as the issue of sport certificates. In order to access this service you need to be registered to the SSN.

The ambulatory is located in:
Via Padre Manzella 2 – Sassari
+39 079 258261

Information:

http://www.salute.gov.it/imgs/C_17_opuscoliPoster_118_ulterioriallegati_ulterioreallegato_4_alleg.pdf

UNIVERSITY SERVICES

UNIVERSITY CANTEEN

Foreign students and professors can make use of the canteen service provided by the two University canteens of the city at reduced fee (Via dei Mille and Via Padre Manzella) and by those in Alghero, Olbia, Nuoro and Oristano.

To be granted access to the catering service, you must possess and ERSU card.

In order to receive the ERSU card, you must bring to the international relations office the following documents:

- Your passport
- A passport sized photo
- Your fiscal code

The staff will issue a request that you'll have to bring, together with your passport and photo, to the ERSU offices in Via M. Coppino, 18 - 07100 Sassari.

At this page you have all the information about the canteens:

http://www.ersusassari.it/index.php?option=com_content&view=article&id=156&Itemid=299

INTENSIVE ITALIAN LANGUAGE AND CULTURE COURSES

Free courses of Italian Language and culture are granted to incoming students by the University Language Center (CLA): elementary and intermediate level are taught throughout the two semesters of the academic year, while intensive courses are organized in September and in February, just before the starting of each semester.

The intensive courses allow incoming students to acquire or to consolidate a basic level of knowledge of the Italian language, which is essential for attending the lectures, that are mostly taught in Italian. This is why incoming students are required to have at least A2 level of Italian language.

For all students who do not have A2 level of Italian, the University organises free intensive courses (40 hours) which will start at the beginning of September and February. These courses will allow students to acquire a basic knowledge of Italian so that they may join the institutional courses starting in October and March.



Language courses, set in modules of 40, 90 and 60 hours, are totally free but students will be asked to buy the book used during the lessons. Students passing the final examination will obtain, along with the certificate of attendance and the score, the recognition of credits based on the duration of the attended course. The reference parameter is: 1 ECTS/CFU for each 10 hours of course (i.e., 60 hours = 6 ECTS/CFU). Students must attend at least 70% of the lessons to obtain certification and credits. We remind you that courses will start only if there are at least 8 students registered.

Students may communicate their wish to attend these courses to the International Relations Office by ticking the relevant box in the Hotel Booking Form and, at their arrival, they will be asked to register at the University Language Centre.

For more information contact aselis@uniss.it

UNIVERSITY LIBRARIES

Access to the library system and network services of the University

Incoming students can take advantage of the efficient University Library System, consisting of 22 libraries, offering 1,700 seats, hundreds of Internet stations and wireless connections. They can also take advantage of the European Documentation Centre and Network Services of the University.

The Inter-Library for legal, political and economic sciences "Antonio Pigliaru" is open Monday to Friday from 9.00am to 11.00pm.

Biblioteca Interfacoltà Antonio Pigliaru

Piazza Università 22 - Sassari
Telefono +39 079 235179
sba.uniss.it/BIAP

Centro di Documentazione Europea

viale Mancini 1 - Sassari
Telefono +39 079 228809
sba.uniss.it/CDE

In order to access the library loan system, you should register to the library of your department and get the access card. Once you have the card, you are allowed to access to all the university libraries and the online catalogue.



LEISURE & SPORTS

ERSU encourages student participation in ERASMUS events and cultural activities, arts, and sports.

In particular, thanks to the agreement signed between ERSU and the University Sports Centre (CUS), ERASMUS students are granted access:

- to university sports facilities, free of charge;
- to CUS scheduled activities, carried out in other locations within or just outside the urban centre.

In order to be granted access to sports facilities and/or participate in courses organized by CUS, it is necessary to provide a medical certificate, which may be requested at the health care centre located at 2 Via Padre Manzella, in Sassari, and to obtain a CUS card, for as low as 7.00 euros.

CUS Sassari

Largo Porta Nuova (Piazza Università) - Sassari

Mon-Fri 9,30 -12,30

www.uniss.it/php/cus.php