

# INTERNATIONAL STUDENT GUIDE



UNIVERSITÀ DI PISA



LIVING

STUDYING

THRIVING

# Index

Welcome to the University of Pisa and to Italy	2
Italy: history, culture, traditions and nature	4
Box 1. Italy in brief	5
Box 2. Tuscany in brief	5
Box 3. Pisa in brief	5
<b>Planning your stay</b>	<b>6</b>
1. Before you leave	7
2. On arrival	8
Box 4. Check-list for EU citizens	10
Box 5. Check-list for non-EU citizens	11
<b>Being a student at UNIPI</b>	<b>12</b>
1. Academic calendar	13
2. Credits and grades	13
3. Degree programmes	14
4. Fees	14
5. Extraordinary contribution	14
6. DSU scholarships	15
7. Dining halls	15
8. Sports	16
9. Libraries	16
10. Study rooms	16
11. Museums	16
12. USID – Assistance for students with special needs	17
<b>Living in Pisa: the basics to manage your daily life</b>	<b>18</b>
1. Communicating	19
2. Living	19
3. Eating	20
4. Moving about the city	20
5. Opening a bank account	21
6. Shopping	21
7. Free time	21
8. Health	22

# Welcome to the University of Pisa and to Italy



Dear Students,

Welcome to the University of Pisa! Founded in 1343, the University is one of the oldest and most prestigious universities in Italy. It reflects a historical and cultural heritage of great value, which Pisa and Italy are very proud of.

Galileo Galilei, considered the father of modern science, studied and taught at the University of Pisa. The University is also famous for having three Nobel prize winners amongst its professors: Giosuè Carducci (Literature, 1906), Enrico Fermi (Physics, 1938) and Carlo Rubbia (Physics, 1984).

Due to the quality of the teaching and the excellence of the research, a degree from the University of Pisa is a strong point in the curriculum of many professionals, including scientists, intellectuals and leading politicians in Italy and Europe.

But Pisa can offer even more: famous across the world for the Leaning Tower and its enchanting historical centre, this beautiful Tuscan city with a pleasant climate is located just a few kilometres from the sea and is in fact perfect for students. The city has a lively cultural side. This culminates in the “Giugno pisano” in which throughout the month of June there are important events and traditional festivals that attract many visitors and tourists.

We know however that you will need a bit of time and help to adjust. This guide, designed for you, will provide you with practical information that will allow you to deal with your first few days in Pisa and help you integrate quickly into life at our University.

If you have any questions do not hesitate to contact us!

The International Office staff

# ITALY: history, culture, traditions and nature



## 1 Italy in brief

**Surface area:** 301,340 km<sup>2</sup>

**Coastline:** 7,460 km

**Bordering countries:** Austria, France, Slovenia, Switzerland, Vatican City, San Marino

**Population:** 61 million

**Capital city:** Rome

**Official language:** Italian

**Currency:** Euro

**Form of government:** Parliamentary republic

**Bank Holidays:** 25th April, 1st May, 2nd June

**Catholic Holidays:** 1st January, 6th January, Easter Monday, 15th August (known as Ferragosto), 1st November, 8th December, 25th December, 26th December

Due to its geographical position, its numerous and convenient roads and rail links, and its large international airport, Pisa is the ideal departure point to explore the landscapes, sea, famous cities and enchanting villages found in Tuscany. Beyond the borders of Tuscany, there isn't a corner of Italy that doesn't deserve at least one visit; the nature, history, art and culture, as well as the traditions and food, make this country a unique place in the world. Every year there are over 50 million tourists who travel along the Italian peninsula, attracted by the charm of the landscapes, but also by the richness of the archaeological and historical heritage and more generally for what has become famous across the world as the inimitable Italian style of life.

## 2 Tuscany in brief

**Surface area:** 22,992 km<sup>2</sup>

**Coastline:** 397 km

**Bordering Regions:** Liguria, Emilia Romagna, Umbria, Marche, Lazio

**Population:** 3,750,000

**Regional capital:** Florence

**Other important cities:** Arezzo, Grosseto, Livorno, Lucca, Massa Carrara, Pisa, Pistoia, Prato, Siena

## 3 Pisa in brief

**Surface area:** 185 km<sup>2</sup>

**Elevation:** 4m above sea level

**Smaller neighbouring towns:** Calambrone, Coltano, Marina di Pisa, San Piero a Grado - La Vettola, San Rossore, Tirrenia

**Larger Neighbouring towns:** Cascina, Collesalvetti, Livorno, San Giuliano Terme

**Patron saint day:** 17th June (San Ranieri)

# PLANNING your stay



Upon your arrival in Italy you will discover that in order to organise and manage your new daily life, you will first have to deal with certain bureaucratic issues. Some of these issues concern the documents which are necessary to live and travel within Italy.

If you're a citizen of a country which is neither part of the European Union nor of the European Economic Area, obtaining these documents will be a longer and more complex process. In fact, you will have to carefully organise your stay and make sure that all the necessary documents are in order before coming to Italy.

## 1. Before you leave

### EU citizens

Those who intend to stay in Italy for more than 3 months must go to the Registry office at the town hall (see paragraph entitled "Registration"). Before you leave, check the validity and expiration date of your identity card or passport. Remember to also bring your European Health Insurance Card, or EHIC. If you have any health problems or would like to permanently reside in Italy, you will need to bring other documents with you. You can find them listed at [www.unipi.it/health-insurance](http://www.unipi.it/health-insurance)

### Non-EU citizens

#### Entry Visa

In order to enrol in a Bachelor's, Master's or long single cycle degree programme at the University of Pisa, it is necessary to have a visa for study reasons/university enrolment.

#### Entry Visa

You can visit the following webpage to find out more about the documents you need as well as what the visa process entails:

[www.unipi.it/entry-visa](http://www.unipi.it/entry-visa)



## Tax Code

On your arrival, you need to go to the Italian tax authority as soon as possible to request your tax code. You can find all the information about this procedure at

[www.unipi.it/tax-code](http://www.unipi.it/tax-code)

## Erasmus

If you are an Erasmus student, read the webpage dedicated to Erasmus students and follow the instructions published here

[www.unipi.it/erasmus-programme](http://www.unipi.it/erasmus-programme)



## 2. On arrival

### Tax Code

The tax code is a personal code which consists of letters and numbers that uniquely identifies individuals within Italy. In particular the tax code is used for tax and administrative purposes. It does not constitute an identity document but it is necessary to obtain if you need to enrol at the university, rent an apartment, open a bank account or buy a phone card.

### EU citizens

#### Enrolment at the University of Pisa

If you wish to enrol in a Bachelor's or Master's degree programme, in a Doctorate programme or in a One-Year Specialisation programme, please read the information and follow the procedures described here at [www.unipi.it/eu-student-enrolment](http://www.unipi.it/eu-student-enrolment)

#### Registration at the Town hall

EU citizens who decide to stay in Italy for longer than 3 months must register at the 'ufficio Anagrafe' (Vital Records Office) of the Town Hall in Pisa or in the city where you decide to live. If the stay is for study reasons, please present the documents listed at:

[www.comune.pisa.it/uploads/2012\\_10\\_3\\_11\\_57\\_12.pdf](http://www.comune.pisa.it/uploads/2012_10_3_11_57_12.pdf)

For further information, please see:

[www.unipi.it/index.php/right-of-residence-for-eu-citizens](http://www.unipi.it/index.php/right-of-residence-for-eu-citizens)

After you have completed your enrolment and have found accommodation, please contact the 'ufficio Anagrafe' (Vital Records Office) of the municipality in which you live to ask questions and to register. If it's in Pisa, use this link:

[www.comune.pisa.it/it/ufficio/1333/anagrafee-toponomastica.html](http://www.comune.pisa.it/it/ufficio/1333/anagrafee-toponomastica.html)

## Non-EU citizens

### Residency permit

Non-EU citizens who decide to stay in Italy for more than 3 months, or are in possession of study visa type D, must request a residency permit within 8 working days of their arrival in Italy.

### Enrolment at the University of Pisa

Along with the request for a residency permit, you must proceed with enrolment at the University of Pisa. The procedure is described in detail at this webpage:

[www.unipi.it/non-eu-students-enrolment](http://www.unipi.it/non-eu-students-enrolment)



### Residency permit

If you need help obtaining your residency permit, you can go to one of the "Patronati" present in Pisa: these offices will help you for free. All the information is on this webpage:

[www.unipi.it/residency-permit](http://www.unipi.it/residency-permit)



### Erasmus students EU:

You must bring a declaration issued by your home university which clearly states that you are an Erasmus student



## 4 Check-list for EU citizens

- Passport or national identity card
- EHIC (S1 certificate for stays longer than 3 months)
- In special cases, health insurance or an EU certificate confirming health insurance coverage

### Documents required to enrol in a Bachelor's or a Long Single Cycle degree programme

- The original version and a photocopy of your High school diploma
- Official translation into Italian of the Diploma, legalised (or with an "apostille") and validated by the Italian diplomatic authorities in their home country with the Declaration of Value (DV) of High School Diploma (Dichiarazione di Valore), issued by the Italian diplomatic authorities in their home country and verifying that 12 years of schooling have been already attended. **Alternatively**, the ENIC-NARIC certificate is accepted (in Italian or in English Language).

### Documents required to enrol in a Master's degree programme

- The original version and a photocopy of the Bachelor's Degree
- Official translation of the academic qualification into Italian, legalised (or with an "apostille") and validated by the Italian diplomatic authorities in their home country with the Declaration of Value (DV) (Dichiarazione di Valore) of the Bachelor's Degree issued by the Italian diplomatic authorities in their home country. **Alternatively**, the ENIC-NARIC certificate is accepted (in Italian or English language). **Alternatively**, the Diploma Supplement is accepted
- University transcript with the list of courses taken, with an official translation in Italian, validated by the Italian diplomatic authorities in your country
- Content description of each course taken written on the University's official letterhead stationary or validated with the University stamp.

For further information: <http://matricolandosi.unipi.it/en/>



### Erasmus students non EU:

- You must bring a declaration issued by your home university which clearly states that you are an Erasmus student
- Entry visa and residency permit ([www.unipi.it/entry-visa](http://www.unipi.it/entry-visa))



## 5 Check-list for non-EU citizens

- Passport
- Entry visa type D (study/university enrolment in order to have access to Bachelor's, Master's or long single cycle degree programmes)
- Health insurance coverage (<http://www.unipi.it/health-insurance>)
- Certificate showing that you have been issued a scholarship or a bank document that demonstrates the possession of sufficient means and economic resources for your stay in Italy (around 450 euros a month for the whole academic year)

### Documents required to enrol in a Bachelor's or in a Long Single Cycle degree programme

- The original version and a photocopy of your High school diploma
- Official translation into Italian of the Diploma, legalised (or with an "apostille") and validated by the Italian diplomatic authorities in their home country with the Declaration of Value (DV) of High School Diploma (Dichiarazione di Valore), issued by the Italian diplomatic authorities in their home country and verifying that 12 years of schooling have been already attended. **Alternatively**, the ENIC-NARIC certificate is accepted (in Italian or in English Language).

### Documents required to enrol in a Master's degree programme

- The original version and a photocopy of the Bachelor's Degree
- Official translation of the academic qualification into Italian, legalised (or with an "apostille") and validated by the Italian diplomatic authorities in their home country with the Declaration of Value (DV) (Dichiarazione di Valore) of the Bachelor's Degree issued by the Italian diplomatic authorities in their home country. **Alternatively**, the ENIC-NARIC certificate is accepted (in Italian or English language). **Alternatively**, the Diploma Supplement is accepted.
- University transcript with the list of courses taken, with an official translation in Italian, validated by the Italian diplomatic authorities in your country
- Content description of each course taken written on the University's official letterhead stationary or validated with the University stamp.

# BEING a student at Unipi



## 1. Academic calendar

The academic calendar is divided into two semesters: the first lasts from the end of September to February and the second from the end of February to July. Lessons usually start at the end of September and they finish halfway through December. They restart at the end of February and finish at the end of May. The exams from the first semester are held during the months of January and February and those in the second semester are in the months of June and July. Each department publishes its own academic calendar with a timetable of lessons and the dates of the exams.

## 2. Credits and grades

In Italy, degree programmes are measured in terms of University Formative Credits (CFU). These are equivalent to the European Credit Transfer and Accumulation System (ECTS) credits. Each CFU will require about 25 hours of lessons and study time. Each year, a full time student should obtain 60 credits by passing exams. This corresponds to about 1,500 hours of work. The exam itself is evaluated in terms of a grade, expressed by a number between 0 and 30. The minimum passing grade is 18. The maximum grade is 30. Students whose exam is considered exceptional may receive 30 'con lode' (cum laude).

### The Italian Educational System

You can find more information about our educational system by visiting

[www.unipi.it/educational-system](http://www.unipi.it/educational-system)



### Academic offer

You can find more information about academic offers by visiting

[www.unipi.it/study-programmes](http://www.unipi.it/study-programmes)

You can find more information about degree programmes held in English by visiting

[www.unipi.it/programmes-in-english](http://www.unipi.it/programmes-in-english)

### Fees

You can check the page about UNIPi's fees by visiting

[www.unipi.it/tuition-fees](http://www.unipi.it/tuition-fees)

### Extraordinary Contribution

To see the extraordinary contribution offered every year by UNIPi, go to

[www.unipi.it/contribution](http://www.unipi.it/contribution)

## 3. Degree programmes

International students can choose to enrol in a degree programme or single courses if they are exchange students such as Erasmus. In this case they have to organize a learning agreement with one of their coordinators.

Most degree programmes are held in Italian, but there are 11 Master's degree programmes in Engineering, Economics and Computer Science and other degree programmes like the One-year specialisation programmes (Master di I/II livello) which are taught in English. Starting in the 2015-2016 academic year, we will offer an International Programme which is equivalent to the first year of study within 4 Bachelor's degree programmes in Humanities.

## 4. Fees

The amount of the university fee for enrolment in a degree programme depends on the student's country of origin and can vary from a minimum of €356 to a maximum of €2,452.

## 5. Extraordinary contribution

Every year the University of Pisa offers an extraordinary contribution to certain groups of international students, which generally consists of benefits and services such as free accommodation or a reduced fee for the first few months of residency, free Italian language courses, dining hall discounts, etc.

## 6. DSU scholarships

Students can apply to the DSU for a scholarship and have their university fees paid in full or reduced depending on their family income. The full scholarship includes free meals and accommodation and the supply of a monthly contribution for any additional costs (sport, books etc). The annual announcement for the DSU scholarship is published in July on the site [www.dsu.toscana.it](http://www.dsu.toscana.it)

## 7. Dining halls

Students can benefit from the dining hall service at affordable prices. There are three dining halls in Pisa which serve daily meals, including a gluten free menu. The cost depends on family income and it can range from a free meal for those with the DSU scholarship to a maximum of €4,50 for a full meal. To access the dining hall, you need your personal dining hall card, which all students receive when they enrol at UNIPi.



### The DSU Toscana

The DSU Toscana is the regional Agency of the Right to University Study programme that provides services for university students from Italy and abroad who are enrolled in a Bachelor's, Master's, Doctorate or One-Year Specialisation programme. Some services (dining halls, orientation, advice in finding accommodation, discounts for cultural and sporting events) are available for all students, other benefits (scholarships, places in university residence and other types of economic contribution) are assigned accordingly. Check the site [www.dsu.toscana.it](http://www.dsu.toscana.it)

### Dining halls

You can find more information about the opening hours, card, location of the dining halls and discounts at [www.dsu.toscana.it](http://www.dsu.toscana.it)

## Sports

You can find more information at [cuspisa.unipi.it](http://cuspisa.unipi.it)

## Libraries

You can find information about the location, opening hours and catalogues of the libraries at [www.unipi.it/museums-libraries](http://www.unipi.it/museums-libraries) and [www.sba.unipi.it/en/](http://www.sba.unipi.it/en/)

## Study rooms

You can find information on their location and opening hours at [www.unipi.it/sale-studio](http://www.unipi.it/sale-studio)



## 8. Sports

The University Sports Centre in Pisa (CUS) is part of the Italian Olympic Committee, or CONI, and it offers the possibility to practice sports such as tennis, volleyball, basketball, rugby and field hockey, etc., as well as a large number of fitness courses including aerobics, gymnastics, yoga and pilates. The membership card and the use of equipment is free, but participating in activities under the guidance of an instructor costs around €55-60 every term. If you want to sign up to the CUS you have to bring with you a medical certificate for non-competitive sporting activities.

## 9. Libraries

The library and archive system of the University of Pisa is made up of 17 libraries, as well as the University archives and the Centre of documentation for administrative services.

## 10. Study rooms

The five study rooms are open from morning until late at night and are open on bank holidays.

## 11. Museums

The University of Pisa has built up an extraordinary museum heritage over time. The collections and museums, which make up the University Museum System, recount some of the most important stages of the evolution of scientific thought and European culture up until today. The Museum System is divided into offices, museums and collections located in the historic centre of the city, with

the exception of the Natural History Museum, which is in Calci, a few kilometres from Pisa.

## 12. USID - Assistance for students with Special Needs

The University of Pisa has been progressively working towards the removal of any obstacles that prevent special needs students from fully experiencing university life. For this reason, the Service unit for the Integration of Students with Special Needs, or USID, offers a variety of services including assistance with exams, academic tutoring, transport or assistance for those with mobility problems and assistive technology.



## Museums

You can find more information at [www.sma.unipi.it](http://www.sma.unipi.it)

## USID

You can find more information about assistance for students with special needs and the various services offered at [www.unipi.it/special-needs](http://www.unipi.it/special-needs)

# LIVING IN PISA: the basics to manage your daily life



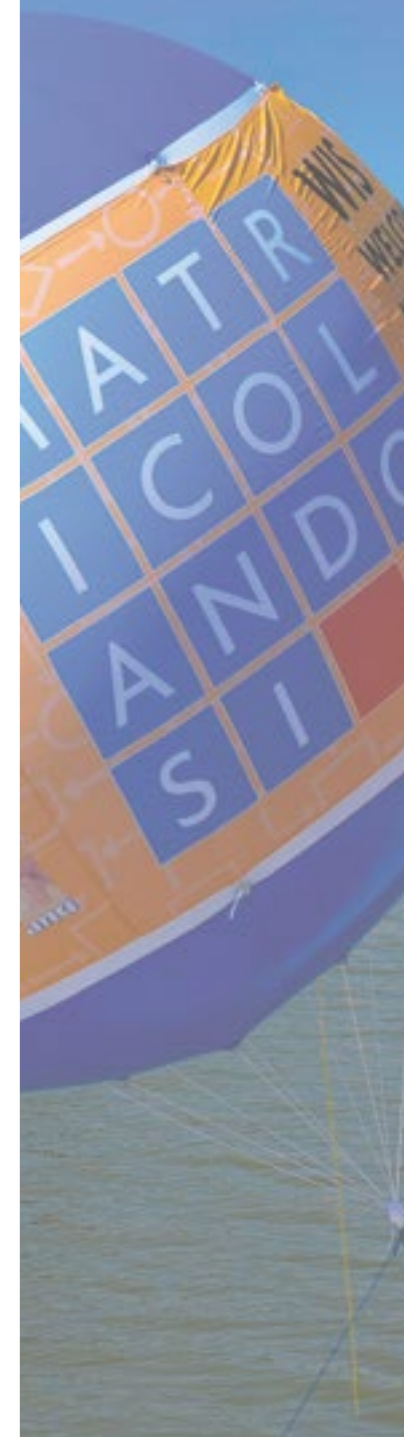
## 1. Communicating

Tuscany is the birthplace of the Italian language. Modern Italian descends from the Tuscan dialect and the Florentine literature of the fourteenth century. At the University, the use of English and other main European languages is quite widespread, but for living in Pisa and interacting with the locals, knowing at least some basic Italian is essential.

- If you are a non-EU citizen who resides abroad and wish to enrol at the University of Pisa you have to pass an Italian language test or demonstrate that you possess a certificate of Italian knowledge with at least a B2 level
- If you are an EU citizen, after enrolment at the University of Pisa, we suggest that you attend an Italian language course organised at the CLI, the University Language Centre (<http://www.cli.unipi.it>)
- If you are an Erasmus student, on your arrival in Pisa you can freely attend an Italian language course organised by the CLI.

## 2. Living

Most buildings of the University of Pisa are located within the old city rather than on an independent campus. This means that the University is not able to accommodate all of its students. However you can easily find a place to live, especially if you are willing to share an apartment with other university students. The average cost of a single room is about €350 per month.



## Cpt

An efficient bus service managed by the Cpt (Pisa Transport Company, [www.pisa.ctmord.it](http://www.pisa.ctmord.it)) allows you to reach the outskirts of the city, nearby towns and the coast.

## Cost of living

€

bus ticket '70	1.20
newspaper	1.50
cinema ticket	7.50
(student discount)	5.50
coffee	1
pizza+beer	15
single room	300/400



To find accommodation, you can:

- Visit the university website to see our suggestions at: [www.unipi.it/accommodation](http://www.unipi.it/accommodation)
- look at paper adverts published on bulletin boards in the University Departments and in the dining halls
- consult the website <https://housinganywhere.com> which is an international “student to student” platform for finding a room
- seek assistance from the DSU Toscana, which offers all students free expert advice on how to find a place to stay. In addition, every year the DSU issues a call for applications for the allocation of available places in their structures.

## 3. Eating

Pisa has a large variety of places where you can eat (typical and ethnic restaurants, wine bars, pubs, taverns, pizzerias, sandwich shops, fast food, snack bars and self service). The cost of a meal can vary a lot. A full meal in a simple restaurant may cost €10-20, or you can have appetizers and a drink which costs between €3-5.

## 4. Moving about the city

Bicycles are the most convenient and popular means of transport. In the historic centre of Pisa, you can move about quickly and safely on a bike. You can hire a bike or subscribe to Ciclopi, the new bike sharing service in Pisa ([www.ciclopi.eu](http://www.ciclopi.eu)). Buses are also available with a reduced fee for students.

## 5. Opening a bank account

Before opening a bank account, it's useful to check the fees charged by different banks. In general, online bank accounts and those reserved for students offer more options. When you open a bank account, you have to fill in some forms and present your passport (or national ID card if an EU citizen), tax code and registration at the town hall of residency.

## 6. Shopping

The main shopping streets in Pisa are Borgo Stretto, Borgo Largo and Corso Italia. Here you will find many large chain clothes stores, but also luxury boutiques. In the city centre there is also the Piazza delle Vettovaglie which has fruit and vegetable stalls and grocery stores. On the outskirts of the city there are also some supermarkets and shopping malls.

## 7. Free time

Cultural life in Pisa revolves around the many museums, associations, cinemas and theatres, often at discounted rates for students. There are also many events which liven up the city, from festivals to historical events and folklore (among them the Luminara and the Gioco del Ponte), especially during the “Giugno Pisano”. In the evening the historic centre becomes the place for nightlife and is always full of students.



## Useful phone numbers

emergency first aid

118

doctor on call

+39 050 959866

USL 5 Toscana

+39 050 954908

CUP-to set up medical appointments

+39 050 995995

emergency fire service

115

emergency police service

112

airport

+39 050 849300/111

taxi service

+39 050 541600

post office

+39 050 519411

police headquarters

+39 050 583602/511



## 8. Health

Voluntary registration to the Italian National Health Service (SSN) guarantees medical care for all Italian citizens as well as all EU and non-EU citizens.

### For EU citizens

If necessary, EU citizens who have the EHIC can request free assistance from any Italian doctor specialized in general medicine. EU citizens who do not have the EHIC have to pay for a visit. EU citizens who have to register at the Town hall's Registry Office where they live (for stays longer than 3 months) or who need continual medical assistance, may enrol in the Italian National Health Service by going to the health district at via Garibaldi 198, email: [estero.pisa@usl5.toscana.it](mailto:estero.pisa@usl5.toscana.it).

To enrol, you need:

- an identity document
- your Italian tax code
- an EU certificate concerning health insurance coverage (S1)

[ec.europa.eu/social/](http://ec.europa.eu/social/).

For more information: [www.unipi.it/index.php/insurance](http://www.unipi.it/index.php/insurance)

### For non-EU citizens

Health insurance coverage for medical care or hospitalization is required to obtain an entry visa for Italy and then later the residency permit. Prior to arrival in Italy you can choose from one of the three documents on the list:

- Consular declaration demonstrating the right to health care on the basis of a specific international agreement
- Foreign insurance policy with a consular declaration of validity in Italy, specifying the terms and forms of assistance provided
- Insurance policy taken out with Italian entities or companies under an agreement with the Ministry of Health.

On arrival in Italy, to request a residency permit (which must be submitted within 8 working days), we suggest that you register for free to the Italian National Health Service. You can do this by going to the health district at via Garibaldi 198, email: [estero.pisa@usl5.toscana.it](mailto:estero.pisa@usl5.toscana.it). To enrol, you need:

- your passport
- your tax code
- your entry visa

You will be asked to pay €150 by postal order (available at any post office) as indicated on the webpage [www.unipi.it/health-insurance](http://www.unipi.it/health-insurance). After this payment you can choose your doctor and have a right to free assistance, in addition to the European health insurance card (EHIC).



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