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BEFORE ARRIVAL

| | If you are a EU citizen | If you are a non-EU citizen |
|--|---|---|
| a. Identification documents | You do not need a visa to enter Italy. You may enter Italy with a <u>valid passport or valid ID card</u> and are entitled to stay for study or work as long as you like. | You have to apply for a student visa at the Italian Embassy or Consulate in your home Country before leaving. You can only apply for your visa after receiving confirmation of admission to the university (acceptance letter). Obtaining a student visa can take weeks so it is advisable to begin the process early. Moreover, these procedures are subject to change so it is advisable to call the Embassy or to check the website for information before going personally to the visa office. For additional info on the Visa for Italy: http://vistoperitalia.esteri.it/home/en |
| b. Health documents | As a EU student you need to have a European Health Insurance Card (EHIC): a free card that gives you access to state-provided medical healthcare under the same conditions and at the same cost as Italian people. Cards are issued by your national health insurance provider. For more information about the EHIC, please visit the dedicated website . | Non-EU citizens are required to take out private health insurance before leaving their home Country. (*see "Health Care" section for more details). |

ARRIVAL IN BRESCIA

a. Moving from the airports

There are 4 airports in the area: in Milan (Malpensa and Linate Airports), in Bergamo (Orio al Serio Airport) and in Verona (Valerio Catullo Airport).

Airports are connected to the railway stations of Milan, Bergamo and Verona by shuttle buses. Check the websites of the airports at these links for more info:

www.milanomalpensa-airport.com/it/arrivare-e-parcheggiare

www.milanolate-airport.com/it/arrivare-e-parcheggiare

www.sacbo.it/Editorial/newsCategoryViewProcess.jsp?editorialID=2175

www.aeroportoverona.it/aerobus_t2

Once you have reached any of the railway stations above you can take the train to Brescia. Info and timetables of trains: www.trenitalia.com.

b. University Reception

If you have been accepted in one of the University residences, upon arrival go directly to the reception (which is located in via Valotti, 3 – 25133 Brescia) to complete the check-in formalities.

Directions: from the railway station take the underground bound for *Prealpino* until *Europa station*. Exit the metro station onto Viale Europa and take the second street on your left (Via Valotti).

Contacts: +39 030 2016081 – reception@unibs.it

c. International Student Mobility Office

The staff will help you in the whole process during your stay in Brescia, from the initial registration to the end of your period in Italy.

You will meet the office staff at the welcome day, but if you need, for example, to have your arrival certificate signed as soon as you arrive, please send an email to erasmus.incoming@unibs.it to ask for an appointment.

The office is located in via San Faustino, 74/B – 25122 Brescia. See contacts at the bottom of the guide.

AFTER ARRIVAL

a. Tax Code (Codice Fiscale)

It is an alphanumeric code based on your personal details. It is necessary for the public administration to identify citizens living in Italy and it is essential e.g. to open a bank account, to sign a rent agreement, etc.

To obtain your personal CF go to the Agenzia delle Entrate when you arrive to Brescia. The Office is located in Via Marsala, 29, walking distance from San Faustino premises.

For Eu students, a valid ID is required for the request.

Please, send a copy of the CF to the International Mobility Office as soon as you get it.

b. Residence Permit (ONLY FOR NON-EU CITIZENS)

All non-EU citizens who intend to stay in Italy longer than 3 months must apply for a residence permit (*permesso di soggiorno*) within 8 working days from their arrival in Italy.

How to apply:

- ✓ Pick up a residence permit kit in one of these post offices (POSTE ITALIANE) in Brescia: [piazza Vittoria, 1](#) or [via Foscolo 1/A](#)
- ✓ Complete the application form following the instructions included in the kit
- ✓ Make copies of the following documents:
 - passport (relevant pages)
 - invitation letter from the University of Brescia
 - health insurance (covering the whole period of stay)
- ✓ Buy one € 16 tax revenue stamp (*marca da bollo*)
- ✓ Go back to the post office to complete the procedure taking with you the whole documentation. Costs: € 70,46 for the Residence Permit + € 31,50 for the postal service.
- ✓ The post office will give you a receipt of your application along with an appointment with the Immigration Office (Police) to pick up your final permit. Always keep the postal receipt and the appointment reminder with you: it is the formal proof that you have applied for a residence permit until you receive it.
- ✓ Go to the Immigration Office on the day of the appointment to complete the application. Bring 4 passport-sized photos with a white background, your passport, the reminder, the receipt and the copy of the invitation letter.
- ✓ Send a copy of the Residence Permit to the International Mobility Office by email.

For further information about the residence permit please go to the State Police website: www.poliziadistato.it or visit: www.portaleimmigrazione.it

c. Health Care (ONLY FOR NON-EU CITIZENS)

It is necessary to take out a private health insurance before leaving your home country and to obtain a consular declaration of its validity in Italy. It is advisable to contact insurance agencies before leaving for Italy. An insurance policy is compulsory if you apply for a residence permit. In case you need to take out a health insurance once you have already arrived in Italy, you can choose between 2 options:

- ✓ You can take out a health insurance with INA Assitalia Insurance Company by collecting a paying form at any post office. How to fill in the form:
 - Costs: 98 Euro (for one year) or 49 Euro (for 6 months)
 - Receiver: Agenzia Generale di Roma INA Assitalia - account n. 71270003
 - Reason: polizza sanitaria studenti stranieri da 6 a 12 mesi

Send the receipt of the payment and the copy of your passport to: info@insuranceitaly.it, so that the Agency can send you the policy by email.

- ✓ You can register with the Azienda Sanitaria Locale di Brescia (ASL): public medical service guarantees full costs coverage to medical treatments and admission to hospital. This is the procedure for registration:

Collect a payment form at any post office. The cost for one year (until 31st December of the current year) is 149,77 Euro to be paid to Amministrazione P.T. Regione Lombardia on the account n.379222, reason: iscrizione volontaria al SSN.

Submit the following documentation to the closest ASL:

- payment receipt
- passport and tax code (codice fiscale)
- residence permit application receipt
- self-declaration of residence (click here to download the [form](#))
- invitation letter from university

For more information visit: <http://www.aslbrescia.it/bin/index.php?id=814>

MOVING AROUND IN BRESCIA

a. Brescia public transportation system

It provides different services: underground/subway (metro), buses and bikes (Bicimia).

Visit the site www.bresciamobilita.it for any information about them, such as prices, route calculation, passes availability and so on. BSMOVE is the official app provided by the transportation system available for android and iphone.

Clicking on this link: [Transportation Map](#) you can download the pdf file of the map of the transportation system.

You can purchase the ticket at any tobacconist's or newspaper shop or at the automatic machines in the metro stations; always remember to validate the ticket as soon as you get on the bus and before getting on metro (fines may be very expensive!)

For longer travels or to take a trip in the surroundings of Brescia, we suggest taking the train. On the official website: www.trenitalia.com you can find timetables and purchase tickets.

LIFE ON CAMPUS

a. Welcome day

It is planned and held by the International Student Mobility Office.

It takes place in the University premises (San Faustino or Rectorate Building), twice a year, in September and February, when terms start.

The WD will help you find your way around, learn about the University and get to know other incoming students. You will also receive a kit containing general information about the University and the city of Brescia.

Attendance to all the welcome events is mandatory.

b. Italian language courses

At Unibs many classes are held in Italian (especially at the Departments of Law and Medicine).

If you are planning to attend the courses held in Italian, it is recommended to have knowledge of the Italian language in order to be able to attend classes (A2 if you are undergraduate and B1 if you are graduate).

If you do not have any knowledge of the Italian language, **the attendance to our Italian language course is highly recommended.**

The course is free of charge and provides a final attendance certificate, showing the level (European Framework) achieved, but does not provide any ECTS.

An assessment test is scheduled at the beginning of the academic year; you will receive all the information at the Welcome Day.

For additional information, please visit: <https://en.unibs.it/education/italian-foreigners>

c. How to take exams at Unibs

In order to take the exams, you will have to subscribe for the exams through your personal page on the Unibs portal. **Note that this on line registration is compulsory and must be completed from 15 to 5 days prior to exam session.** If you do not register for the exam, you will not be able to take it or to have the grade registered. The Secretary Office is not able to submit the subscription for you.

Please follow the instructions on the website at this link: <https://www.unibs.it/servizi-online/servizi-line/esse3/guide/studenti/iscrizione-alle-prove-e-accettazione-esiti> (they are now in Italian, an English version will be soon provided).

If you have already subscribed for an exam and you do not want take it anymore, do not cancel your registration, but remember to subscribe again for the next session.

Grades and ECTS: in the Italian grading system, students are graded on a scale from 18 to 30, with 18 as the pass mark. *A cum laude* may be added to the highest grade (30 cum laude), as a special distinction.

Students will obtain credits (ECTS) only if they pass the exams. Only the exams approved in table A of the Learning Agreement will be reported in the Transcript of Records. Grades below 18/30 cannot be registered in the system and will not be reported in the transcript of records.

For other info: <https://en.unibs.it/education/international-education/international-programmes-students/erasmus-programme/ects-system>

d. Unibs Student card/Tessera Universitaria

All the Erasmus students will receive a card, called "Tessera Universitaria". It is a multifunctional card working as a student ID and as a debit card (optional).

The card will be issued for all the Erasmus students by the Bank Credit Agricole, our partner bank. You will receive an email from *the International Student Mobility Office* when it is ready for collection.

e. Student email service

All students who have completed their registration in the Unibs portal will receive a free email account.

The address is usually name.surname@studenti.unibs.it. When you log in the portal using your id and password you will find the link to your email account at the top of the page.

Please use the Unibs account for any communication with Unibs offices.

f. Student Information and Tutoring Service

Tutors will provide you specific information about courses, professors, services, cultural events, etc. You can find them in the University premises at the following addresses:

Economics Dept. Tutors

Contrada Santa Chiara 50 (ground floor)

Tel. +39 030 2988681- tutor.matricole.dem@unibs.it

Monday to Thursday – 9.00 a.m. - 5.00 p.m. and Friday – 9.00 a.m.- 1.00 p.m.

Law Dept. Tutors

via San Faustino, 41 (backyard, on the left, near to the studying room).

Tel. +39 030 2989650 - tutors@jus.unibs.it

Monday–Thursday, 9.00 a.m.–4.00 p.m., Friday 9.00 a.m.–1.00 p.m

Engineering Dept. Tutors

Engineering Department – via Branze, 38 – ground floor.

Tel. +39 030 3715906

Medicine and Surgery Dept. Tutors

Viale Europa, 11 (next to the relax area in the basement)

Tel. +39 030 3717670

Monday-Thursday, 1.00-2.00 p.m.

For any issues related to the Erasmus administrative practices (such as: how to fill in the changes to the learning agreement, how to fill in the residence permit form, etc.) you can ask International Office Tutors (at the International Student Mobility Desk).

Information Desk is open:

Monday – Wednesday – Friday from 10 am to 1 pm, Tuesday and Thursday from 1.30 pm to 3.30 pm.

g. Accommodation

The University of Brescia has got 8 student residences located close to the University. Rooms are single or double, with private bathroom or shared. They have parking lot for cars, bikes and motorcycles. Other shared rooms are: kitchen, studying room, tv and living room, computer room.

For any information:

Residences Reception

Via Valotti, 3/b - 25133 Brescia

reception@unibs.it - Tel. +39 030.2016081

h. ESN (Erasmus Student Network) Brescia

ESN is a non-profit international student organisation, whose mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students. ESN's main objective is to ensure that every student coming for an exchange at a university where an ESN section is present is warmly welcomed, receives all the information he needs and gets rapidly involved in the local student life. To achieve this goal, ESN sections organise a number of activities and provide different kinds of services (such as cultural and recreational events, excursions, etc).

ESN is also in charge of the **Buddy Programme**. A “buddy” is a Unibs student, who acts as a “tutor” for the international students coming to Unibs, helping them becoming familiar with the university (courses, services, buildings, etc).

For additional information, you can contact ESN association at: brescia@esn.it

i. Libraries

International students have access to all University libraries by submitting an ID and their student card. You can keep the books you borrow for max 6 months. Always remember to return all the books you borrow to the library before going back to your Country. University libraries are:

Economics and Law – Vicolo dell’Anguilla, 8. - Open Monday to Friday from 8.30 to 17.45

Engineering – Via Branze, 38. - Open Monday to Friday from 8.30 to 17.45

Medicine – Viale Europa, 11 - Open Monday to Friday from 8.30 to 17.45

For more information, visit our website: <http://www.unibs.it/biblioteche>

On line catalogue is available at this address:

<http://unibsopac.cilea.it/SebinaOpac/Opac.do?locale=ENG&KAS=true>

Other (non-university) libraries you can find in town:

Queriniana– Via Mazzini, 1 – Open Tuesday to Friday from 8.45 to 18 (Saturday to 12.30)

Biblioteca Comunale – Largo Torrelunga, 6 – Open Tuesday to Friday from 13.30 to 18.30 and Saturdays from 9.30 to 12 and from 13.30 to 18.30

Multimedia Comunale– Palazzo Broletto – Open Tuesday to Friday from 8.30 to 12 and from 14.00 to 18. Saturdays from 8.30 to 12.

j. Internet points and study rooms

In the university residences sited in via Valotti 3 e 3/b there are 2 “Aule Studio” (study rooms), which are open from Monday to Friday from 9 to midnight and on Saturdays and Sundays from 9 to 22. Another one is located in Viale Europa, 39; entrance also through the Campus Cafeteria. Open Monday to Friday from 9 to 18.

The computer room has got 22 internet posts, accessible only to students for study purpose. It is open every day from Monday to Sunday.

There is also a leisure room open every day from 10 to midnight.

Wi-fi service is also available for all the incoming students, after they have completed registration/enrollment procedures (You will be able to access the Wi-fi only one day after your registration). See also the instructions at this link: www.unibs.it/servizi/servizi-informatici/wireless-e-reti-cablato/configurazione-reti-wireless-ateneo-e-studenti

k. Where to eat

You can eat either in the University canteen or in associated restaurants by using the Canteen Badge which will be provided by the Services Office.

Here below you can find some examples of the prices for weekdays and weekends.

Monday to Friday prices in affiliated restaurants:

complete menu (water included) € 4,90 | reduced menu (water included): € 3,90

Saturday and Sunday prices (lunch or dinner) at the University Canteen (Via Valotti)

complete menu (water included) € 5,20 | reduced menu (water included): € 3,90

Saturday and Sunday prices (lunch and/or dinner) in affiliated restaurants:

complete menu (water included) € 6,20 | reduced menu (water included): € 4,70

l. Bank Account

You can open a bank account at any bank in town by submitting the following documents:

- ✓ Tax code (codice fiscale)
- ✓ ID or Passport and Visa
- ✓ Acceptance letter or declaration of Unibs stating that you are a student

m. What to do in case of health problems (EU citizens and non EU citizens registered with SSN – National Health System)

- ✓ For emergencies call 118, the medical emergency toll-free number (*pronto soccorso*) or go to a first aid center. You will be given a color code according to your health condition. Patients will be treated in order of code, not arrival. EU citizens must bring their health care card (EHIC); non-EU their registration to SSN and residence permit.
- ✓ For minor health problems (flu, cold, etc.) see your general practitioner. Visits are free of charge, as long as you are registered with the SSN (for non EU citizens) or if you have your EHIC (for EU citizens).
- ✓ If you have any health problems in the evening or on non-working days, see the “Guardia Medica” which is open 24 hours a day. Always bring the above health documents with you.

Contacts:

Hospital/First Aid SPEDALI CIVILI – address: Piazzale Spedali Civili, 1

Guardia Medica – address: via Duca degli Abruzzi, 15.

Ph. +39 030.2424555/030.2424954

MOBILITY DOCUMENTS

a. Upon Arrival

The International Student Mobility Office organizes an Informative Meeting with all the Erasmus Incoming students at the beginning of each semester, during which the documents listed below will be collected.

All the students will be required to attend the meeting; it is not required to make a personal appointment.

- ✓ **Arrival Certificate.** It is very important that all the incoming students have their arrival certificate signed and stamped as soon as they arrive at the Receiving Institution; it is needed to attest that you have started your study period here and you are consequently entitled to receive your Erasmus grant.
- ✓ **A copy of your Learning Agreement** already signed and stamped by BOTH your Erasmus coordinator and by the Erasmus coordinator at Unibs (if you did not get the signature of the Unibs coordinator before, you have to meet him/her during office hours and have the Learning agreement signed). See the last page of this guide for Dept. Coordinators contacts and their office hours.
- ✓ **Printed receipt of the Application form in 2 copies with 2 passport-sized photographs**

b. During your stay

If you need to change your study program, you will have to fill in the **“Changes to the Learning Agreement” form** (please use [the last version of the Erasmus+ form!](#)) within 1 month from the beginning of classes.

Students staying for the whole academic year can make the changes twice, once per semester.

All changes must be approved by both Universities and signed by both Erasmus Coordinators and the student.

In order to make the changes, choose the courses you wish to add to your LA from Unibs database, fill in the form and send it to the International Student Mobility Office for their check.

When approved, send it to your home University coordinator for their signature and then meet Unibs coordinator for their approval and signature.

When all the parts have signed, send it to the International Student Mobility Office.

If you need to extend your Erasmus study period, you can submit an **extension request**, which has to be approved by both your University and the University of Brescia.

c. Before leaving

- ✓ **Make an appointment** with the International Student Mobility Office to complete the final arrangements before departure, sending an email to margherita.andreis@unibs.it
- ✓ Collect your **Certificate of Attendance**
- ✓ Fill in the final **questionnaire** (your personal review on your Erasmus period) in your personal page, in the menu on the left look for *Questionari Generici>Questionario Erasmus*
- ✓ The final **Transcript of Records** will be delivered by the International Student Mobility Office to your University within 5 weeks from your departure date.
- ✓ Submit a **declaration** signed by the LIBRARY that all the borrowed books have been returned.

d. Contacts

The Erasmus Departmental Coordinators

Please find here below the Erasmus departmental coordinators of the University of Brescia. Refer to this list while filling in your learning agreement and insert their details in the field "*Responsible person at the receiving institution*", choosing the coordinator according to your study area:

ECONOMICS & MANAGEMENT DEPARTMENT

Prof. ssa Carmen Marchiori - carmen.marchiori@unibs.it

Via San Faustino 74/B – office 110 - Office Hrs. Thursday from 3 pm to 5 pm

LAW DEPARTMENT

Prof. Luca Passanante - luca.passanante@unibs.it

Via Battaglie, 58 - Office Hrs. Tuesday from 12 to 1 pm

ENGINEERING DEPARTMENTS

Civil Engineering, Architecture, Environment & Maths

Prof. Roberto Ranzi - roberto.ranzi@unibs.it

Via Branze, 43 – 5th floor - Office Hrs. Thursday from 11.30 am to 1.30 pm

Mechanical & Industrial Engineering

Prof. Stefano Rebay - stefano.rebay@unibs.it

Via Branze, 38 - Office Hrs. Contact the Professor to take an app.

Information Engineering

Prof. Riccardo Leonardi - riccardo.leonardi@unibs.it

Via Branze, 38 - Office Hrs. Contact the Professor to take an app.

MEDICINE AREA

Medicine and Dentistry

Prof. Corrado Paganelli - corrado.paganelli@unibs.it

P.le Spedali Civili, 1 - Office Hrs. Every working day from 9 am to 10 am

Physiotherapy

Prof. Luca Falciati, PhD - Luca.falciati@unibs.it

v.le Europa, 11 - Office Hrs: Fridays 9:30 - 11:30

For Sports

Prof. Alessandro Fanzani - alessandro.fanzani@unibs.it

v.le Europa, 11 - Office Hrs. Contact the Professor to take an app.

For Biotechnologies

Prof. Giuseppe Borsani – giuseppe.borsani@unibs.it

v.le Europa, 11 - Office Hrs. Contact the Professor to take an app.

The International Student Mobility Office

Via San Faustino, 74/b - 25122 Brescia - erasmus.incoming@unibs.it

Walk-in hours:

Monday, Wednesday and Friday from 10 am to 1 pm

Tuesday and Thursday from 1.30 pm to 3.30 pm

To meet the staff at different hours, please send an email to make an appointment.