Dear Student, once in Pavia you have to:

**TAX CODE**

Go to the Agenzia delle Entrate (tax office) – located in Corso Mazzini 18 – to get the Tax Code (CODICE FISCALE).

**OFFICIAL REGISTRATION**

Come to Servizio Relazioni Internazionali - Ufficio Mobilità Internazionale (Via S.Agostino 1) for the official registration:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>from 9.30 to 12.00</td>
</tr>
<tr>
<td>Thursday – Friday</td>
<td>from 9.30 to 12.00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>from 13.45 to 16.15</td>
</tr>
</tbody>
</table>

REMEMBER TO BRING:

- three photos
- copy of your passport or ID Card
- the Italian Tax Code you get from the Italian Tax Office (see, point n.1)
- copy of your learning Agreement
- A personal accident and third party liability insurance certificate (arranged either by you or by your home university). If you do not have insurance, please note that all foreign students at the University of Pavia are covered by the Third Party Liability Insurance of the University of Pavia which covers damages caused by the students while studying in the University buildings. You also must have adequate personal accident insurance covering damages caused to you while studying at the University of Pavia. In this case you have to purchase the personal accident liability insurance provided by the University of Pavia for 3,55€ per semester or 4,51€ per academic year.

**UNIPASS CARD**

If you are interested in travelling round the city by bus, you can get the Unipass Card at the cost of 13 euros for all the academic year. You have to fill in the form you can find at our website, and at the time of your registration please bring us:

- the form filled in;
- a passport photo;
- a copy of the codice fiscale;
- a copy of your ID card;
- 13 euros (EXACTLY!)

The service is manage by LINE Pavia: here there is a link for much more information:

http://www.lineservizi.it/linee/urbane_pavia.asp

**PERMIT OF STAY ONLY FOR NON-EU STUDENTS**
All non-EU students need to apply for a permit of stay (permesso di soggiorno) within 8 days of their arrival in Italy.

Foreign students have to apply for a permit of stay. The students should go to the Foreign Student’s office (SPORTELLO STRANIERI UNIPV: Tuesday: from 9.30 to 12.30 in Via Sant’Agostino 1 and Wednesday from 15.00 to 17.00 in Via Ferrata) and bring the following documents:

* Photocopy of all the pages of your passport (also blank pages)
* Photocopy of an insurance policy
* Photocopy of the enrolment document at the University (from the “Segreteria studenti”)
* Photocopy of your “Fiscal code”
* 1 “marca da bollo” of €14,62

The visa application kit will be filled in at the Sportello Stranieri, and after that, the student should take the kit to the post office (that has a Sportello Amico) to send it to the immigration authorities. The postal fees and the sending will cost about €140. The immigration authorities will contact the applicant and give an appointment at the immigration office (Questura) in Pavia. The Italian post offices offer a new service on the website called Portale Immigrazione, that allows you to check the status of your permit of stay application.

To know whether your permit is ready to be issued you can visit the following website (you need to use your user name and password that can be found on post office receipt):
https://www.portaleimmigrazione.it/ELI21ImmigrazioneWEB/Pagine/StartPage.aspx

**HEALTH INSURANCE**

To use health services in Italy, you are required to have an Italian or international health insurance policy.

**All European students** have to travel to Italy with their European Health Insurance Card. The European Health Insurance Card, replacing paper forms such as the E111, gives access to immediate necessary care and doctors under the same conditions as nationals of that country.

**Non EU students** are requested to take out private health insurance before leaving their home country and to obtain a consular declaration of its validity for Italy. In order to get the Residence Permit they are in fact required to be in possession of a private Health Insurance for the entire duration of their stay in Italy.

Once in Pavia non-EU students who do not have such a private health insurance policy can enrol with the National Health Service. The subscription to the National Health Service offers a much wider range of services than other private insurance Companies. They will be assigned a General Practitioner (Medico di Base) and the costs for medical treatments in general will be cheaper. They will have to pay about €149,77 for the subscription, the validity of which lasts until 31st December of the year on which it is subscribed.

Once they have the receipt of the payment they have to go to the Health Local Unit-ASL (Via Indipendenza, 3 – Pavia, Ground Floor: 14-15-15)

**WELCOME DAY**

Our University Erasmus Welcome Day will take place on **24th September 2015**. You will have the chance to receive an official welcome from our Rector and from the Institutional Erasmus Mobility Coordinator; an offered lunch in one of our wonderful yards, to meet your Erasmus coordinators and visit the facilities of the Faculty you'll be enrolled in.

**MEET THE ERASMUS FACULTY COORDINATOR**

Students then have to meet the Erasmus Faculty Coordinator to check the learning agreement with the up-to-date academic offer and the course timetable. A complete list of all the coordinator is available at this link: http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/articolo1264.html