

Tor Vergata School of Medicine

A Practical Guide for non-EU Students

1) Request for a 'Libretto'

-First of all, what is the Libretto? It's a document where the Professors write your mark for his exam. You must always carry it with you when taking an exam.

-Where can I ask for it? : At the **Students' Secretariat office for Medical students** (Segreteria Studenti Area Medica) on the ground floor at the entrance of building D.

-What do you need to get it ? 1 picture of yourself.

2) Getting the Permesso di Soggiorno (for non-EU)

-First you have to go to the Post Office (**Poste Italiane**) (<http://www.poste.it/online/cercaup/>) with the service called '**Sportello Amico**' (Make sure to check before going, you can check it on-line). There you have to ask for the **Permesso di Soggiorno kit**. (It is free).

-Second: fill out the documents in the kit using the English guide in this You Tube link

<https://www.youtube.com/watch?v=ZNTiET-5Kaw>

-Third: go again to **Poste Italiane** with the kit and give it to them. (Pay attention to put all the documents that are necessary inside the envelope of the kit)

-Fourth: you have to pay (around 120 euro) to Poste Italiane and get a **receipt** which **you must keep very carefully**. In addition, they will give you a date and address where you will have to be present for the appointment.

-Fifth: Then you go to a police station to get the **Permesso di Soggiorno card**. You can get an update about the specific police station to see if your permesso is ready through the web using your personal password in the receipt: <http://questure.poliziadistato.it/stranieri/> . This usually takes about 1-2 months.

3) Getting the ISEEU and ISEE:

What is the ISEEU/ISEE? It is a number that indicates your economic status/situation. It is according to this number that the amount of the second and third university payments will be calculated.

How do I get this ? (a) You have to fill out the document on page 36 in the official announcement (**bando**):

http://www.laziodisu.it/default.asp?doc_id=5883 (b) go to the Embassy or Consulate of your country here in Rome and have it OFFICIALLY signed/legalized; (c) Then you arrange an appointment with the CAAF (Income tax office) to calculate your ISEE value/number according to the above official document. After 2-3 weeks you will see your value/number in the TOTEM. To make an appointment with CAF you must send an email to: cafstudenti@gmail.com

4) Getting a yearly public transportation card for students:

-**ATAC Roma** is the public transportation in Rome which includes the Metro/Subway/Tube and Buses. In the link below you have the details (In Italian) about special offers for students who have **Italian Residency/Permesso di Soggiorno***.

<http://www.atac.roma.it/page.asp?p=229&i=14> Select '**Annuale Giovani e Studenti**)

How to get it and what does it give you?

-This card is valid for 365 days of unlimited use.

-The price is calculated by the level of your ISEE

ISEE	YEARLY FEE
Up to € 10.000,00	€ 130,00
from € 10.00,01 to € 15.000,00	€ 140,00
from € 15.000,01 to € 20.000	€ 150,00

-You have to fill out this form first at

<http://www.atac.roma.it/files/doc.asp?r=2003>

-Then go to a station where you can buy this card. In this link there is a list of stations where you can find it (The closest to our university is **Anagnina**) :

<http://www.atac.roma.it/page.asp?p=21&i=14&b=689&bp=229>

-In order to buy this card you will need: One photo of yourself, Copy of your passport, or some valid identity card, and your ISEE papers.

***Students who do not have Italian residency can still buy a yearly card that costs 250 Euro.**

5) Getting the Codice Fiscale (Card):

The Codice Fiscale is a personal fiscal code that identifies each person within the Italian State. For example: you need it to open a bank account. To obtain it you need to go to "**Agenzia delle Entrate**" with a valid identity document (eg: passport, permesso, visa). Don't forget to bring with you a **copy** of the valid identity that you choose to present. It is usually issued immediately; if not, you will get it by mail.

The closest office to our School of Medicine is (you can get there by **bus n. 20 express** from the School of Medicine):

Tel: 06/231771

Fax: 06/50763658

Address: VIA DI TORRE SPACCATA 110 - 00173 ROMA

Email: DP.IIROMA.UTROMA5@AGENZIAENTRATE.IT

Monday and Friday:

7:45 – 13:30

Tuesday, Wednesday and Thursday:

7:45 – 15:30

6) Library:

Opening hours are: Monday - Friday 8:15-18:30.

At the entrance of the library you can get a locker where you can put your things by leaving an ID at the desk.

The library is on the second floor (Fasella Bio-Medical Library).

Link to the library web (In Italian) - <http://biomedica.biblio.uniroma2.it>

7) Using the Wi-Fi of Tor Vergata University:

You can use your **Matricola/ID number** and **personal password** to enter the campus Wi-Fi area.

8) How to get Health insurance

You need to find out which local health authority (*Azienda Sanitaria Locale* or ASL) administers the area where you live. There are eight ASL offices (http://www.malatidireni.it/asl_lazio.htm) covering Rome's metropolitan area (ASL A – ASL H). Their official websites usually list a tab called *distretti* (districts) in their navigation bar or sidebar menu. If you click on that, you'll get an overview of the areas in Rome covered by the respective ASL offices.

To begin the registration process, go to the nearest ASL center and bring along the following documents:

- your ID (e.g. valid passport or travel document)
 - fiscal code (*codice fiscale*)
 - residence permit/permesso di soggiorno (or proof that you have applied for one)
 - Proof of address (e.g. residence certificate, rental contract, etc.)
- After filling out the necessary forms, you will receive your health card (*tesserino sanitario personale*) and be assigned a general practitioner (*medico di base*). If you are not content with your original GP, you can look for a new family doctor whenever you want.

***ASL card is valid from the date that you get it until the end of the year (until December 31st), so it is better to get it in January so it will be valid for one full year.**

***It costs around 150 euro.**

9)How to open a bank account :

If you need to open a bank account you can do it at UNICREDIT Bank branches located on campus and within the University Hospital with the following documents:

- Residence permit/permesso di soggiorno;
- Italian Fiscal Code;
- University Enrolment Certificate
- Identity document or passport.

10. Italian Phone Companies

In Italy there are 4 phone companies:

- **Vodafone**
- **Tim**
- **Wind**
- **3**

You can buy rechargeable cards or you can get a year-long contract.

11. Emergency numbers:

118 medical

115 Fire Department

113 Police

Totem:

<http://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>

6) Registering for exams :

For each exam you must first register on Totem. The procedure is simple. Pay attention to the date: you can register approximately 14 - 3 days **before** the exam.

7) Payments of university fees through Totem and Unicredit web :

(a) First you need to get the information about your payment from Totem

(b) Then you have to enter the information found in the link and proceed with the payment procedure:

<https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>

(c) at the end, you will get to your email **AUTH Code** that you will enter into the Totem **to confirm the payment: this is the most important step to ensure that the procedure is complete.**