



UNIVERSITÀ DEGLI STUDI
DI MILANO

**Small Guide for
International Students**

2011-2012



welcome



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DI MILANO

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International Students

2011-2012

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welcome

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**Welcome Desk
International Students**

Welcome Desk

Introduction

Students who decide to study in Italy often find themselves thrown into a system and a culture which are very different from those of their own countries; they must also deal with unfamiliar and, at times, complex bureaucratic procedures.

It was for this reason that the Welcome Desk was created, a University service for students, doctoral students and interns who have come to Milan for the first time. The service is also dedicated to those who already live in the city and need to verify the validity of academic qualifications obtained abroad in order to enrol on one of our courses.

The Welcome Desk is the point of reference for all the initial necessities of your new adventure in Milan and at the University. This short guide will outline the various steps you need to take in order to:

- obtain the documents necessary for living in Italy
- take an Italian language course
- take advantage of the services and opportunities offered by the University
- enrol on a course
- live and get around in the city of Milan.

For further information you can contact the:

Welcome Desk

via S. Sofia, 9/1 – 20122 Milan

From Monday to Friday, 9 a.m. to 12.00 p.m.

(new opening times on website from 1 October)

e-mail: international.students@unimi.it

Suggestions

- All information about the University can be found on our portal www.unimi.it.
- A lot of general information – which also concerns Italian customs and lifestyle – can be found at www.studiare-in-italia.it, a website run by the Ministry of Universities and Research (MIUR).

Offices for international students

For enrolment and recognition of qualifications:

Segreteria Studenti internazionali (International Students' Secretariat)

via S. Sofia, 9/1 – 20122 Milan

From Monday to Friday, 9 a.m. to 12 p.m.

(new opening times on website from 1 October)

e-mail: international.students@unimi.it

To receive guidance, choose a course and discover internships and job opportunities:

COSP - Centro per l'Orientamento allo Studio e alle Professioni (Study and Career Guidance Centre)

via S. Sofia, 9/1 – 20122 Milan

Guidance: tel. +39 02 503.12113 – 12147

Internships and work placements: tel. +39 02 503.12032

fax +39 02 503.12146

e-mail: cosp@unimi.it

For information on EU Training Programmes:

Ufficio Accordi e Relazioni internazionali (International Agreements and Relations Office)

Sezione Accordi in Materia di Formazione (Training Agreements Section)

via S. Antonio, 12 – 20122 Milan

tel. +39 02 503.13500 – 13506

fax +39 02 503.13503

e-mail: international.programmes@unimi.it

For students on mobility programmes (Erasmus and other programmes):

Ufficio Accordi e Relazioni internazionali – Sezione Mobilità
(International Agreements and Relations Office – Mobility Section)

via S. Antonio, 12 – 20122 Milan

fax +39 02 503.13503

Incoming mobility: tel. +39 02 503.13507

e-mail: mobility.in@unimi.it

To enrol on a master or an advanced course:

Ufficio formazione permanente (Permanent training office)

via Festa del Perdono, 7 – 20122 Milan

tel. +39 02 503.12093

fax +39 02 503.12300

From Monday to Friday, 9 a.m. – 12 p.m.

e-mail: master@unimi.it

e-mail: perfezionamento@unimi.it





**The first things to do with regard
to residency documents**

The first things to do with regard to residency documents

To live in Italy, both European and non-European students are required to obtain certain official documents in order to formalize their right of residence.

To facilitate the procedure, we have arranged the necessary information in a specific order, which we suggest you follow step by step: in fact, there are certain documents that you must hold before you can apply for others.

Health insurance

It is extremely important to have valid health insurance, as it is also required in order to apply for a residence permit within 8 days of your arrival in the country.

Perhaps you already have health insurance, which was taken out in your home country and validated by the diplomatic representation prior to your departure. If not, the two safest options are:

- voluntary registration with the Italian national health service (**Servizio Sanitario Nazionale or SSN**), which gives you the opportunity to choose a doctor (general practitioner), who will deal with health problems free of charge, and prescribe medicines, tests and specialist examinations when necessary.
- the **INA-Assitalia** policy, which only covers emergency health care in public hospitals.

To register with the SSN you must:

1. go to a post office and use a **payment slip** to make a payment of € 149,77 (cost of the service for one year) to post office current account n.379222, registered to: Amministrazione P.T. Regione Lombardia, specifying the following reason for payment: iscrizione volontaria al SSN;

2. register with the local health authority (ASL or Azienda Sanitaria Locale) office nearest to your residence address (you will find all the addresses on the website www.salute.gov.it → Servizio Sanitario Nazionale) remembering to take with you:

if you are an **EU citizen**:

- your payment receipt
- one of the following European forms: TEAM/EHIC, E111 or E128

if you are a **non-EU citizen**:

- your payment receipt
- Italian taxpayers' code
- passport
- your residence permit application receipt
- the certificate of enrolment issued by our University.

➡ Please note

The **TEAM/EHIC** (European Health Insurance) card should be requested from the local health authority of your home country prior to departure. In any event, old forms such as the E111 or E128 will still be considered valid.

To take out a policy with INA-Assitalia you must:

go to a post office and use a **payment slip** to make a payment of € 98,00 (cost of the service for one year) to post office current account n.71270003, registered to: Agenzia Generale di Roma INA Assitalia, specifying the following reason for payment: polizza sanitaria studenti stranieri da 6 a 12 mesi.



Residence permit

First application

If you are an **EU citizen**, you do not require a residence permit as such, but **you must register** with your local civil records office.

If you live in Milan you can book an appointment on the website www.comune.milano.it → Servizi online → Servizi Anagrafici → Residenza stranieri.

On the day of the appointment, you **must take the following** to the civil records office:

1. your passport or identity card
2. the certificate of enrolment issued by our Students' Secretariat
3. a photocopy of the documentation which attests to the availability of adequate financial resources (approximately € 5,400), for example, proof that you hold a scholarship or details of your current account
4. health insurance.

If you are a **non-EU citizen** you must fill in and submit the **residence permit application kit**. You can ask for the kit at the Welcome Desk, where someone will also be on hand to help you fill it in. It must then be submitted to a post office displaying the "Sportello amico" logo, along with:

1. a photocopy of your passport (only the pages with your personal details and the visa stamp)
2. four passport-size photographs
3. certification of the chosen course of study specifying the duration and the stamp of the Italian diplomatic representation which issued the visa
4. a copy of your health insurance.

Renewal

In order to renew your residence permit you must fill in the application kit, **specifying that it is a renewal**. The kit is available from any post office displaying the "Sportello amico" logo, to which it must then be returned along with the following documents:

1. a photocopy of your passport (only the pages with your personal details and the visa stamp)
2. a copy of your residence permit
3. a copy of the documentation which attests to the availability of adequate financial resources (approximately € 5,400), for example, proof that you hold a scholarship or details of your current account
4. your university record book with proof that you have passed 1 examination, in the case of the first renewal, and 2 examinations for every subsequent renewal
5. your health insurance.

➡ Please note

It is advisable to begin the renewal procedure **60 days before the expiry date**.

Costs

- € 14,62 for 1 revenue stamp (available from any tobacconist's shop), which is to be applied to your residence permit application
- € 30 to be paid at the post office when the kit is sent
- € 27,50 to be paid at the post office for issue of an electronic residence permit.



Taxpayers' code

The taxpayers' code or "codice fiscale" is an identification code issued by the Ministry of Finance which is needed in order to open a current account or sign contracts. It can be requested from your local "Ufficio delle Entrate" (Tax Office). A complete list of offices in the Lombardy region can be found on the website www.lombardia.agenziaentrate.it. The central office in Milan is located in via della Moscova 2 ("Moscova" underground station, tel +39 02 636791) and is open from 9 a.m. to 1 p.m. (Tuesday and Thursday until 3.30 p.m.).

If you are a **non-EU citizen**, you must take your passport and residence permit application receipt with you. Only your passport is required if you are an EU citizen or a citizen of one of the following countries: Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Canada, Chile, China (only Hong Kong and Macau), South Korea, Costa Rica, Croatia, Ecuador, El Salvador, Guatemala, Honduras, Israel, Japan, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, San Marino, Singapore, USA, Vatican or Venezuela.

Current account

To open a current account you must:

- be at least 18 years of age
- have a valid identity document
- have a taxpayers' code
- never have been subjected to bankruptcy proceedings
- deposit a small initial sum.

➔ Please note

Most banks are open from 8.30 a.m. to 1.30 p.m. and from 3 p.m. to 4 p.m.

🔗 Suggestions

An alternative to a current account is the **Superflash Card** offered by Banca Intesa SanPaolo, which, thanks to an agreement with the university and with no fixed costs, allows you to:

- receive and send bank transfers
- have your bills paid by direct debit
- make free withdrawals at any Banca Intesa branch
- use the card in Italy and abroad and to shop on-line.

Full information is available from the website www.vogliosuperflash.com.





**The first things
to do at the University**

The first things

Students

Italian language exam and aptitude tests

If you have just arrived from a **non-EU country**, you must take the **Italian exam** (unless you are exempt from doing so, perhaps because you hold the CELI 3 certificate – level B2) and, in some cases, also an **aptitude test**, before enrolling on your chosen course.

The exam venues and results are shown on the **“International Students” notice board** in the Students’ Secretariat.

Submission of embassy documentation

If you have a **qualification which was obtained abroad**, the **documents issued by the embassy** relative to your secondary school diploma or degree must be presented at the International Students’ Office.

Admission tests for courses with limited places

If you have **chosen a course with a limited number of places**, you must pass the **admission test**, before matriculation.

In order to take the test you must:

- pick up the payment form from the International Students’ Office and pay the test fee at your bank
- hand in the payment receipt and pick up the details regarding the test date and venue (the dates can also be found on the page www.unimi.it/studenti/immconcl/2363.htm)
- check the test results on the notice board in the Students’ Secretariat.

➡ Please note

- Non-EU students resident abroad are added to confidential lists.
- Students who are already resident in Italy and have a taxpayers’ code can apply to take the admission test through SIFA, (www.unimi.it/hpsifa/nonProfiledPage_100.html), where they can also check the results.

Matriculation

If you have chosen a **course with a limited number of places** and passed the necessary tests, you can matriculate (enrol for the first time) by the established deadline.

In order to do so, you must:

- go to the International Students’ Office and pick up a matriculation form and a bank form, which is required to pay the first instalment of your fees (€ 688).
- make the payment at a bank
- submit the following to the International Students’ Office:
 1. the completed form
 2. the payment receipt
 3. a passport-size photo
 4. a translated and authenticated copy of your diploma
 5. a copy of the declaration of value
 6. a copy of your passport (only the pages with your personal details and the entry visa stamp).

➡ Please note

Students who are already resident in Italy and have a taxpayers’ code must matriculate through **SIFA** (www.unimi.it/hpSIFA/nonProfiledPage_100.html).

🔗 Suggestions

- Remember to bring with you the original documents issued by the embassy and your passport.
- If you need to make an appointment with the International Students’ Secretariat outside of normal opening times, you can write an e-mail to international.students@unimi.it.

Erasmus – incoming

If you have arrived at the university as part of the **Erasmus Programme**, you must submit the following in person at the **International Agreements and Relations Office**:

1. your passport or other identity document
2. two passport-size photos
3. the certificate for Erasmus students issued by your own university
4. your accident insurance certificate (which is valid abroad)
5. your TEAM/EHIC (European Health Insurance Card) for medical assistance.

The office will help you to:

- make an appointment with your academic tutor in order to discuss details of the study plan (Learning Agreement)
- obtain information regarding health care and travel cards
- access the services offered by the University (e-mail address, wi-fi, library access, accommodation, refectories, Italian courses, services for disabled students), and provide information about cultural and social activities and student associations
- receive the free card for the Centro Universitario Sportivo (University Sports Centre).

➔ Please note

On request, the University offers accommodation for Erasmus students in the university halls of residence (at a cost of € 300 per month, with use of the relative refectory services, at a cost of € 3 per meal) and 60-hour language courses for all levels.

🔗 Suggestions

You will find full, detailed information about Erasmus trips on the pages of the portal dedicated to Incoming Students www.unimi.it/ENG/relations/31234.htm.

Doctoral students

Matriculation

To enrol on a doctoral course, you must submit the following to the International Students' Office:

1. the completed and signed matriculation form
2. a translated copy of your diploma supplement or degree with declaration of value
3. a passport-size photo
4. a copy of your residence permit receipt
5. your taxpayers' code
6. the enrolment fee payment receipt (if you do not have a scholarship).

🔗 Suggestions

Remember to bring with you the original documents issued by the embassy, your passport and your residence permit receipt. If you need to make an appointment with the International Students' Secretariat outside of normal opening times, you can write an e-mail to international.students@unimi.it.

Fees

If you have been awarded a place without a scholarship, you must pay an enrolment fee of € 925 for the first year at the time of matriculation. The fee includes accident and civil liability insurance, which is valid for all the structures in which you will carry out authorized study and research activities.

Scholarships

If you have been awarded a place on a doctorate course with a scholarship you must contact the Training and Research Contracts Office (katerina.zethos@unimi.it) in order to begin the payment procedures. The scholarship is paid into your current account every two months. The payslips with details of each individual payment can be consulted at www.unimi.it/ricerca/30838.htm.

Educational and research activities supervisor

The supervisors of doctorate course activities are the course coordinators indicated in the competitive examination announcements. It is advisable to contact your supervisor as soon as possible in order to schedule these activities.

Suggestions

For full information regarding procedures relative to your university career and to the payment of scholarship (certificates, periods abroad, renewals, final examinations) go to the webpage www.unimi.it/ricerca/dottorati/15706.htm or visit the Doctorate Course desk of the Students' Secretariat.

On-line doctorate course services

An entire section of this guide is dedicated to on-line services, which are basically the same for everyone, barring the few exceptions outlined below:

E-mail and log-in credentials

Doctoral students are also assigned an e-mail box with the same characteristics and levels of protection as those assigned to other students (see the University on-line section). However, in this case, the address is structured as follows: `name.surname@unimi.it`

The address is automatically generated once the matriculation procedure has been completed. From October, the *password* can then

be set by visiting <https://auth.unimi.it/credenziali/>.

Your *user name* (e-mail address) and *password* are your log-in credentials for accessing all the University's on-line services: from SIFA services (see below) to the Institutional Research Archive (AIR).

University portal

Information dedicated to doctoral students can be accessed via the COURSES section (in the horizontal menu above the photos) → Third Cycle → Doctorates.

SIFA service

Doctoral students can take advantage of the SIFA on-line service for:

- checking and changing their personal data
- printing certificates

They must use the SIFA on-line service to:

- renew their enrolment
- apply for admission to the final examination.

Interns

Matriculation

To enrol in a specialisation school, you must submit the following to the International Students' Office:

1. the completed and signed matriculation form
2. a passport-size photo
3. a copy of your residence permit receipt
4. your taxpayers' code
5. the enrolment fee payment receipt.

➔ Please note

If you have not already done so prior to the admission examination, remember to hand in your translated degree certificate with declaration of value or a copy of your diploma supplement.

📎 Suggestions

Remember to bring with you the original documents issued by the embassy, your passport and your residence permit receipt.

If you need to make an appointment with the International Students' Secretariat outside of normal opening times, you can write an e-mail to international.students@unimi.it.

Fees

The enrolment fee for the first year must be paid at the time of matriculation: the portal provides details concerning the actual fees and insurance cover (www.unimi.it/studenti/scuolesp/6052.htm).

Contracts and scholarships

If you have been admitted to a specialisation school in the medical field you must sign a specialist training contract. To this end, you will be contacted personally by the Training and Research Contracts Office. Salaries will be paid on the 24th of each month.

If you have been admitted to a specialisation school in a non-medical field, and you have been awarded a scholarship, you must contact the Training and Research Contracts Office (cinzia.denti@unimi.it, celestino.croce@unimi.it) in order to begin the payment procedures. The scholarship will be paid in two instalments (every 6 months).

Educational and research activities supervisor

The supervisor is the director of the school. It is advisable to contact the supervisor as soon as possible in order to schedule activities. Names and contact details can be found at www.unimi.it/ENG/courses/31178.htm.

Certificates, periods abroad, renewals, final examinations

For information about the procedures relative to your university career (**certificates, periods abroad, renewals, final examinations**) visit www.unimi.it/ENG/courses/31186.htm or ask at the Specialisation School desk.

On-line intern services

An entire section of this guide is dedicated to on-line services, which are basically the same for everyone, barring the few exceptions outlined below:

E-mail and log-in credentials

Interns are also assigned an e-mail box with the same characteristics and levels of protection as those assigned to other students (see the University on-line section). However, in this case, the address is structured as follows: `name.surname@unimi.it`

The address is automatically generated once the matriculation procedure has been completed. From October, the *password* can then be set by visiting <https://auth.unimi.it/credenziali/>.

Your *user name* (e-mail address) and *password* are your log-in credentials for accessing all the University's on-line services.

University portal

All information dedicated to interns can be accessed via the COURSES section (horizontal menu above the photos) → Third Cycle → Specialisation School.

SIFA service

Interns can take advantage of the SIFA on-line service for:

- checking and changing their personal data
- printing certificates.



Fees and scholarships

Fees and scholarships

Enrolment fee (first year)

The enrolment fee for the first year of our courses is paid in two instalments:

- the **first instalment** of € 688 (the same for all students) is paid immediately at the time of matriculation
- the **second instalment** is to be paid by 10 May 2012, and varies according to the course of study you have chosen and your family's income, as shown by ISEE/ISEEU (University Equivalent Economic Situation Indicator) certification.

ISEEU certification for second instalment of fees

If you would like the second instalment to be calculated according to income, you must produce ISEEU certification, otherwise the University will charge you the maximum amount foreseen for your course of study. To obtain this certification, you must produce **documentation** which attests to the income and assets of all members of your family unit (for example: home, earnings, bank deposits), in relation to the calendar year 2010.

The documents must be issued by the relevant authorities of the country in which the income was earned, translated into Italian and authenticated in the manner prescribed by law.

The documentation must then be submitted to a CAF office, the service centres affiliated with the University which issue the **ISEE/ISEEU certificate** free of charge. The ISEE/ISEEU certificate must be obtained by **18 November**.

A full list of CAF offices can be found on the website www.unimi.it by following the path STUDENTI → Immatricolarsi, frequentare, concludere → Tasse, esoneri, borse di studio e prestiti → tasse 2011/2012 → attestazione ISEEU e calcolo ISEEU.

Exemptions

You may be totally or partially exempted from the payment of fees:

- due to reasons of income or merit
- due to disability
- because you hold a scholarship
- because you have brothers and sisters already enrolled at the University
- because you are a working student.

There are also **exemptions** which specifically regard **foreign students**:

- beneficiaries of scholarships from the Ministry of Foreign Affairs
- beneficiaries or students eligible for C.I.Di.S. and University scholarships.

Suggestions

Full **information** on exemptions can be found at the portal www.unimi.it/ENG in the section COURSES, following the path → Fees, exemptions, scholarships and loans → Fee exemption.

Information is also available from:

Sportello Tasse ed Esoneri e (Fees and Exemptions Office)

Segreteria studenti (Students' Secretariat)

via S. Sofia, 9/1 – 20122 Milan

From Monday to Friday, 9 a.m. to 12 p.m.

(new opening times on website from 1 October)

Please note

Students enrolled in **medical specialisation schools** do not qualify for any form of exemption, while those enrolled in **specialisation schools** and **research doctorates** only qualify for certain categories of exemption.

Scholarships

There are various types of scholarships, some of which are aimed specifically at foreign students.

Scholarships offered by the Italian government

Intended for **non-EU students**, these scholarships are offered by the Italian Ministry of Foreign Affairs. To find out how to obtain a scholarship, you can contact the Italian diplomatic representation or consult the Ministry's website at www.esteri.it/MAE/IT following the path → Services → Foreign Nationals → Work and Study Opportunities for Foreigners, or write to the Ministry of Foreign Affairs: Ministero degli Affari Esteri – Direzione Generale per le Relazioni Culturali – Ufficio IX – piazzale della Farnesina 1 – 00194 Roma.

Scholarships offered by the University and the C.I.Di.S.

Allocated each year to students on different years of courses, the scholarships are awarded according to merit and income, as shown by ISEE/ISEEU certification.

The scholarships are managed and allocated by the C.I.Di.S., and a part of those provided by the University are specifically **reserved for non-EU students**. In order to apply, you must contact the C.I.Di.S. by 30 September 2011.

Detailed information can be found on the portal www.unimi.it/ENG, following the path COURSES → Fees, exemptions, scholarships and loans → Scholarships.

Scholarships for disabled students

Every year, the University awards scholarships, by means of a competitive examination, to **first-year disabled students**.

Full information can be found in the section COURSES → Fees, Exemptions, Scholarships and Loans → Scholarships on the University portal www.unimi.it/ENG.





The University on-line

The University

The University portal

www.unimi.it/ENG is the address of our University's international portal. Its pages contain all the information you will need. Like every website, the portal is constantly changing, but there are several fixed paths to help you find your way. The ones that regard you most directly are the COURSES and STUDENT SERVICES sections (both in the horizontal menu above the photos) and the Segreteria Studenti (Students' Secretariat) banner on our Italian website (www.unimi.it).

In the COURSES section you will find all the information you need about the various faculties, with links to the website for each degree course and the on-line courses.

The STUDENT SERVICES section, on the other hand, offers information which is designed to help students deal with all other aspects of university life.

Every month, the **Segreteria studenti** section on our Italian website (www.unimi.it) highlights the most frequently requested information, regarding such things as general forms, payment forms, regulations, fees, deadlines, etc.

E-mail and log-in credentials

All students are assigned an email box with a capacity of 150 MB. The box can be accessed with the log-in credentials received upon completion of matriculation.

Consisting of a *user name* and a *password*, your log-in credentials are also required to use the SIFA services, the digital library, the services of the CTU (the University's multimedia and e-learning centre) and to access the AIR, the Research Archive.

Your *user name*, which is also your e-mail address, is generated automatically and structured as follows: name.surname@studenti.unimi.it.

The e-mail box may be consulted and used directly via the portal www.unimi.it, by selecting "Webmail studenti" in the "Accesso rapido" column on the right.

You can change your *password* and resolve any problems by visiting the page www.unimi.it/studenti/posta_elettronica.htm.

➡ Please note

Your University e-mail address is the **sole channel for official communications**.

Therefore, it is essential that you regularly check and empty your e-mail box in order to avoid exceeding your *quota*.



SIFA service

The on-line SIFA (Integrated Faculty Services) environment has been created in order to simplify administrative procedures and cut down on queues at desks. The service allows you to:

- check your personal data and administrative position
- print certificates
- enrol for examinations, courses and workshops
- draw up a study plan
- apply for exemption from payment of fees
- enrol for competitive examinations for the Erasmus programme and for student collaborations
- calculate the second instalment of your fees by means of a simulator.

The service can be accessed in two ways:

- via Internet, using your e-mail address and *password*
- with the “self-service terminals”, using your matriculation number and PIN.

The terminals, which are located in various University buildings – for details see www.unimi.it/studenti/1129.htm – provide on-screen information and can be used to print documents and certificates.

Payment of fees: on-line payment slips

The payslips for payment of the first and second instalments of your university fees must be downloaded from the portal, accessing the appropriate page via the “Segreteria studenti” banner and selecting → Scarica i bollettini Mav per i pagamenti delle tasse universitarie.

Infomail Segreteria

Infomail Segreteria is an information service provided by the Students’ Secretariat, which can be accessed via the portal www.unimi.it → Segreteria studenti.

After logging-in with your e-mail credentials, you can fill in the on-line form: choose the category of information that interests you and send your query to the Secretariat. You will receive a prompt reply.

Unimia

Unimia is your customisable “home page”, which gives you access to all the most important information concerning study (examination enrolment, lesson programmes and times), administration (administrative position, fees, benefits) and your university career (academic position, electronic record book, average examination mark). The page also allows you to use the study, secretariat (SIFA), guidance, internships and job search services (COSP).

With Unimia, you can create your own personal lesson calendar, keep an eye on the syllabi that interest you, obtain information about the teaching staff and organise a directory of the most useful university websites.

➡ How to access the page

Unimia can be accessed at unimia.unimi.it or from the homepage of the portal www.unimi.it, following the path → Servizi online Sifa and logging-in with your user name and password.

➡ Please note

At the moment, Unimia is only available for the faculties of Pharmacy, Law, Exercise and Sports Sciences and Veterinary Medicine. The service will be activated during the course of the year for all other faculties.

Searching with Google

At the top right of the home page, you will find the Google search engine box, which can be used for searching the portal and the other University websites.

Keep up to date with Twitter

You can keep up to date with administrative news (fees, loans, scholarships, deadlines, etc.) through Twitter. Follow us on "UNIM|segreteria". You can access us directly or from the home page of the portal.

The "Statale" on Facebook

The University also has its own official Facebook page, which can be found at: www.facebook.com/laStatale. You can keep up to date with University news, take part in discussions or comment on posts.

RSS Feeds

University news, announcements and press coverage are also available via RSS Feeds. Follow the link from the home page to discover how to receive the updates.

Hotspots and wi-fi service



A number of hotspots are active around the University, enabling you to access the network with a laptop or palmtop equipped with a wireless interface.

This means that you can connect to the University network – and from there to the Internet – by using a laptop and your log-in credentials.

The areas which are currently covered are shown by signs. For details of coverage and how to configure your computer for access, go to www.divtlc.unimi.it/Rete/home_hotspot.html.



Services for students

Services for students

Accommodation and refectories

In the STUDENT SERVICES section of the University portal www.unimi.it/ENG, you will find the **Refectories and Accommodation** subsection, which contains a full list of solutions for students: refectories, restaurants offering special deals arranged by the University and the accommodation notice boards, where you can find a bed, a room or an apartment.

If your stay in the city is to be a short one, or if you need a place to stay while looking for more permanent accommodation, you may be interested to know that the University has an excellent guestroom service (for information write to foresteria.studenti@consorzioicidis.it) and special agreements with OstellOlinda (www.olinda.org) and the Lambrate Hostel (www.lambrate-hostel.it).

You can also consult the website of the Province of Milan – www.visitamilano.it – which features a list of all the hotels, restaurants and pizzerias in Milan and the surrounding province.

Italian language courses

Our University offers Italian language courses for **foreign students**:

- for Chinese students taking part in the Marco Polo programme
- for Erasmus students and those enrolled on the Cultural Mediation programme
- for doctoral students.

There are also summer courses, which are held between July and September at Gargnano (BS) on Lake Garda or in Milan.

For information, consult the portal webpage www.calcif-ateneo.it, or contact the CALCIF, the university centre which manages our Italian language courses:

CALCIF

Department of Modern Philology (ground floor)
via Festa del Perdono, 7 – 20122 Milan
tel. + 39 02 503.12812
fax + 39 02 503.12656

Suggestions

Alternatively, there is also an on-line course offered by the intervarsity consortium ICON, of which our University is a member (www.italicon.it) or the extremely effective courses for foreigners offered by the Municipality of Milan (www.lingueincomune.it).

Services for disabled students

The University of Milan provides **assistance** for disabled students, guaranteeing transport services, learning and computer support, tutoring and assessing the possibility of taking specific measures (e.g., for cases of dyslexia, dyscalculia, dysgraphia, dysorthographia).

Service for Disabled Students

via Festa del Perdono, 7 – 20122 Milan
tel. + 39 02 503.12225 – 12353
fax + 39 02 503.12253
e-mail: ufficio.disabili@unimi.it

Suggestions

You can find information about the service on the portal webpage www.unimi.it/ENG/student/31204.htm.



Living in Milan

Living in Milan

Getting around

Milan is a strange city, as you will realise when you live here. The urban landscape is not dominated by monuments and works of art, as it is in Venice, Florence or Rome, yet there are a host of things to see and discover.

Milan is perhaps most famous for fashion, for theatre and for the international scope of its trade fairs, and will become even more so in view of Expo 2015, yet it conceals many wonderful surprises: you just have to know where to look; or you can simply wander around, following the advice given by the website milano.arounder.com, for example, and venturing into the internal courtyards of the private palazzos in the city centre, most of which are extremely beautiful.

At one time, Milan was a navigable city, though not on the same level as Venice. It was Leonardo Da Vinci who was responsible for improving the canals which linked Milan to the Ticino and the Adda, by designing a system of locks. He also left another gift to the city, the famous fresco *The Last Supper*. To see it, you can book on-line at www.cenacolovinciano.it.

There are the masterpieces of the Brera Picture Gallery and wonderful Romanesque churches, such as the Basilica of Saint Ambrogio and the Basilica of Saint Eustorgio, which is said to hold the remains of the three Magi (which Saint Eustorgio brought back from Constantinople) and, in the centre of the city, the striking gothic structure of the Duomo, which has always been the symbol of Milan.

Furthermore, there are many possibilities for excursions to the outskirts of the city, which can be planned using the information found at www.visitamilano.it/turismo_en, or on the Region's website www.turismo.regione.lombardia.it/en/tours.

Milan is not far from Lake Como, Lake Maggiore and Lake Garda, the Alps, the Ligurian Sea and Venice, which is just a 2 ½ hour train journey away.

Alternatively, you can stay in the city and visit one of the sports centres managed by the CUS, the University Sports Centre (www.cusmilano.it/corsi) and the Municipality (www.milanosport.it/) or enjoy the Milanese nightlife, which offers everything from the increasingly popular happy hours in the city centre or by the Navigli canals to discotheques. You may also wish to go to the theatre, the cinema (where you can also see original language films) or visit one of the many museums, which are open late into the evening.

For inspiration, visit www.lombardiaspettacolo.com or the Vivi Milano webpage (www.corriere.it/vivimilano/). As an alternative, you can seek advice from the Municipality of Milan's Informagiovani service, which is based in Via Dogana 2 (close to Piazza Duomo).

Transport

Urban transport network

It is easy to travel around Milan using the public transport system, with its trams, buses and underground network. All the information you need can be found on the website of the city's transport company, ATM (www.atm-mi.it/en), which also offers a Radiobus service, an extremely useful and convenient collective taxi.

An ATM ticket costs 1,50 and is valid for 90 minutes on all urban lines, though it can be used for only one journey on the underground.

If you are under 27, you can buy a specially-priced monthly travel pass (known as a "Diurno mensile"), which is valid for the entire urban network and costs € 17.

The pass is available from the ATM points found at the Duomo, Cadorna, Loreto, Centrale and Romolo underground stations (open from Monday to Saturday, from 7.45 a.m. to 7.15 p.m.). You will need to take with you a colour, passport-sized photo and your university enrolment certificate. The pass will be issued immediately.

Cars, bicycles and trains

Those who can't live without a car should take a look at the Car Sharing website (www.milanocarsharing.it). You will discover that hiring a car, even for just a few hours, is not as expensive as you may think.

Cycling enthusiasts who wish to explore the city on two wheels can take advantage of the bicycle hire service BikeMi (www.bikemi.com), which is provided by the Municipality of Milan, or visit the website of Ciclobby (www.ciclobby.it), an association that has been promoting bicycle travel in the city and organising group excursions for many years.

For travelling outside of the city, useful websites include those of Trenitalia (www.trenitalia.it), the airports of Linate, Malpensa (www.sea-aeroportimilano.it) and Orio al Serio (www.orioaeroporto.it) and the website of the Autostradale (www.autostradale.it), which contains timetables and ticket prices for the buses that link Milan to several of Italy's most important tourist destinations.

If, on the other hand, you wish to travel around Europe, you will find all the information you need on the European Youth Portal (europa.eu/youth/travelling_europe/index_eu_en.html).

Suggestions

If you are travelling by car or on foot and require directions, you can consult the TuttoCittà (www.tuttocitta.it/mappa/milano) or ViaMichelin (www.viamichelin.it) websites.

Useful links and numbers

Emergencies

It is helpful to remember that the Italian health service is public and free, especially in the case of emergencies.

Almost every city hospital has a **Casualty Department** for medical emergencies, A complete list can be found on the website www.asl.milano.it/sos/serviziemergenza.asp. If it is impossible for you to reach the nearest hospital you can call 118, the number of the ambulance service (www.118milano.it).

If you find yourself in danger or have urgent need of protection you can request help by calling 113, the number of the **State Police** (www.poliziadistato.it), or 112, the number of the **Carabinieri** (www.carabinieri.it) or, in the event of a fire, 115, the number of the **Fire Brigade** (www.vigilfuoco.it).

For bureaucratic matters concerning residence permits you can consult the website of Milan's **Police headquarters**, or called "**Questura**" (www.poliziadistato.it).





UNIVERSITÀ DEGLI STUDI DI MILANO

via Festa del Perdono, 7 - 20122 Milano