

## **Before Arriving**

### ➤ **Non EU students**

Info for non-EU citizens requiring a Visa:

Necessary documents for the pre-enrolment at the Embassy/Consulate:

the admission letter from the Master of Science in Economics, your Bachelor's Degree diploma, university transcript with all the courses taken and, in some cases, according to the Embassy, the description of these courses. For all details about the requirements to pre-enroll, please visit the website of the Italian Embassy in the country where you reside and refer any enquiries directly to them (Italian Embassies list at <http://www.esteri.it/mae/en/ministero/laretediplomatica>).

Some of the documents you will need to submit such as your Bachelor's degree diploma will have to first be issued and legalized by the local authorities of your country (for example, the Ministry of Education and the Ministry of Foreign Affairs), then these documents will have to be officially translated into Italian, in order to get the Declaration of Value.

At the Embassy, in fact, you will have to ask for the Declaration of Value-DOV (Dichiarazione di Valore) too. The DOV is an official document, which provides a short description of your academic qualification, awarded to you by an institution belonging to an educational system other than the Italian one. Please note that it's really important to be sure which are the supporting official academic documents required in order to get a Declaration of Value (i.e. Bachelor's degree transcripts, etc. and whether they need to be translated and/or legalized). For all details, you must enquire directly at the Italian Embassy/Consulate.

Please keep in mind that you will also need the DOV in order to enroll at the University of Pisa.

Remember that each one of these steps can be a lengthy process so make sure to start ahead of time so that once pre-enrolment is officially open, you can have all documents ready to be submitted.

After the results about the pre-enrolment procedure, you will have to request a study visa. General info about visa are available at <http://vistoperitalia.esteri.it/home/en>.

After arriving in Pisa the enrolment will start (very likely) during the last week of July and ends on December. Keep in mind that classes usually start in the last week of September

### ➤ **EU students**

All EU citizens have the right to free movement, with entry and residency in Italy, but formalities are different and depend on whether the period of stay is under or over 3 months

<https://www.unipi.it/index.php/right-of-residence-for-eu-citizens>

➤ **Accommodation**

International students enrolled in the Master of Science in Economics can apply for accommodation from the DSU (Regional Right to Study Programme). There are 1500 places available mainly for low-income students. In general, students find an apartment to share with fellow Italian or foreign students, by consulting the announcements put up on the bulletin boards in every University Department or by visiting the website [www.housinganywhere.com](http://www.housinganywhere.com)

The Dipartimento di Economia e Management provides a Buddy service, students who assist the new enrolled MSE students to find an accommodation and find the right solution.

Some other accommodation options:

Residence Le Benedettine, web page <http://www.residence.unipi.it/> For booking and info, please mail to [info@residence.pi.it](mailto:info@residence.pi.it) or phone to 0039 050 28257.

Residence Tulipan, web page <http://www.residencetulipan.it/> . For info and booking, please mail to [tulipan@residencetulipan.it](mailto:tulipan@residencetulipan.it) or phone to 0039 050 557502.

Town Hall web page: <http://www.turismo.pisa.it/en/pisa-for-you>

Further suggestion at <https://www.unipi.it/index.php/student-services/item/2322>

## **After arriving**

➤ **Permit of Stay (non-EU students)**

After arrival, the Residency Permit ("Permesso di Soggiorno") will allow you to stay legally in Italy. If you have a Long-term visa (type D) for study reasons you must apply for the Residency Permit within 8 working days upon arrival in Italy. All details at <https://www.unipi.it/index.php/residency-permit/item/2292-residency-permit-for-non-eu-citizens>

➤ **Enrollment**

Once you get the post office receipt, which proves that you have applied for the Residency Permit, please register on the Portale Alice web site your personal data (you can proceed even if you do not have the fiscal code yet - please do not choose the degree programme that you are interested in, if you are enrolling to a Master degree).

Regarding DSU: if you have applied to the DSU grant, you have to go to the DSU office in Lungarino Pacinotti 32 and get the receipt that you applied for their grant. Then, when you go to the Enrollment office (called WIS!), please show that receipt, so you will not pay (temporarily) the tuition fees.

The WIS! Center (the Enrollment office) is situated at via Buonarroto 4, Matricolandosi Building (ground floor), nearby Physics and Maths' departments.

Info in English about enrollment:

<https://www.unipi.it/index.php/enrolment/itemlist/category/554-non-eu-citizenship>.

Info in Italian: <https://www.unipi.it/index.php/iscrivarsi-all-universita-di-pisa/itemlist/category/549-cittadinanza-non-europea>

➤ **Welcome Week for international students**

Università di Pisa / Scuola Superiore di Studi e di Perfezionamento Sant'Anna  
Master of Science of Economics

Web: <http://mse.ec.unipi.it> – Email: [mse@ec.unipi.it](mailto:mse@ec.unipi.it) – Facebook: [fb.me/MSEUnipi](https://www.facebook.com/MSEUnipi)

The International Relations Office of the department organizes a welcome week for foreign students. The program consists of a meeting with the Director of the Master, a tour of the Department, assistance for the enrolment procedures, various recreational activities with other students, guided tours to Pisa's attractions, and many other interesting activities. During this week the international students can get acquainted with our buddies which are very pleased to help the newcomers.

➤ **Italian Tax Code**

To enrol at the university, open a bank account, work, sign up to the National Health Service and benefit from medical assistance, you have to apply for a tax code. You will then receive a magnetic card that holds your unique tax code, composed of letters and numbers.

**Information and contacts:**

**Italian Tax Authority (Agenzia delle Entrate)**

Via Matteucci 34, Galleria G.B. Gerace, 7/15, Pisa (to arrive to the Agenzia, you can take a bus called LAM ROSSA and get off at the bus stop called "MEDIOWORLD", which is the name of a large shop nearby the tax code office)

**Opening hours:**

Monday through Friday: 8:30am — 12:30pm

Tuesday and Thursday: 2:20pm-4:45pm

➤ **Bank Account**

If you need to open a bank account in Italy, you will need to present the following documents at the bank of your choice:

Italian Tax Code; ID/Passport; Certificate of enrollment at the University of Pisa; Residency Certificate, which is issued at the Town Hall offices, after showing the lodging contract with your Pisa landlord/landlady (further information is available only in Italian at <http://www.comune.pisa.it/it/ufficio-scheda/1398/Immigrazione-da-altro-Stato-Estero.html>).

➤ **Health service**

Italian health care assistance is available to all European citizens who have the EHIC/TEAM card (European Health Insurance Card) or who enroll in the Italian National Health Service.

If you are a non-EU student, it is first necessary to enrol in the Italian National Health Service for the **current year**. For all details, please see: <https://www.unipi.it/index.php/welcome-and-support/itemlist/category/311>