



**SAPIENZA**  
UNIVERSITÀ DI ROMA

## **International Researchers' Guide**



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UNIVERSITÀ DI ROMA

## **International Researchers' Guide**

## **Credits**

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Dear Researcher,

**Welcome to Sapienza!**

*This Guide provides you with information and advice about your arrival and stay in Italy and on your life at Sapienza University of Rome.*

*Sapienza main objectives are research, teaching and education. Faculty, students, technical and administrative staff contribute to its life and growth. In accordance with its Statute, Sapienza promotes excellence and fosters the international dimension of learning, teaching and scientific research. Sapienza runs national and international projects on a wide range of themes and seeks to forge partnerships and financial opportunities.*

*Sapienza identity and character are closely linked to its location in central Rome, an exciting and lively place to live and work. While you are here you will be part of a vibrant and stimulating community where you will surely enjoy your working experience.*

*During your stay in Rome, the International Office will be your contact point for any legal and administrative issues you might face. Please do not hesitate to ask for assistance:*

**International Office**

Palazzo del Rettorato - Room 4

Piazzale Aldo Moro, 5 00185 Rome

Contact Persons:

Giuditta Carabella ([giuditta.carabella@uniroma1.it](mailto:giuditta.carabella@uniroma1.it); +39 06 4991 0416)

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*We look forward to meeting you.*

*Yours sincerely,*

**Antonella Cammisa**

Director of International Office



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# Sapienza International Researchers' Guide

## *Entry and stay in Italy*





## VISA

### EU Citizens

Citizens from the European Union (EU), the European Economic Area (EEA) and Swiss nationals do not need a visa and can enter Italy with a valid Identification Card (ID) or Passport.

### Non-EU Citizens

Non-EU citizens need to apply for a visa to enter Italy. You can apply at the nearest Italian Embassy or Consulate.

Please visit the following website to find out whether you need a visa to enter Italy:  
[http://www.esteri.it/visti/home\\_eng.asp](http://www.esteri.it/visti/home_eng.asp)

You can apply for three types of Visa depending on your personal situation:

- **Uniform Schengen Visa (USV):** Visa valid for access, transit or brief stay (up to 90 days) in Italy and in other countries that have subscribed the Schengen Convention. The USV issued by diplomatic-consular missions of other countries that apply the Schengen Convention, grants entry in Italy.
- **National Visa (NV):** A long-term entry visa (for more than 90 days) which grants access for long-term sojourn. It allows the free circulation in the territory of other Member States for a period of no more than 90 days per semester.
- **Visa for scientific research purposes:** Researchers coming from third countries, selected by either private or public research institutions acknowledged in the official list published by the Ministry for University and Research are entitled to apply for this kind of long term entry visa (more than 90 days). The researcher can obtain the visa only within the framework of Hosting Agreement with one of these official research entities.

### For further information concerning entry Visa:

- [www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto\\_ingresso/](http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/)
- [www.poliziadistato.it/articolo/10617-Foreign\\_nationals/](http://www.poliziadistato.it/articolo/10617-Foreign_nationals/)
- [www.euraxess.it/services/types.php?voce=Incoming&pag=visa\\_and\\_entry](http://www.euraxess.it/services/types.php?voce=Incoming&pag=visa_and_entry)
- [www.euraxess.it/documenti/PRACTICAL\\_GUIDE-EN.pdf](http://www.euraxess.it/documenti/PRACTICAL_GUIDE-EN.pdf)

## RESIDENCE PERMIT

### EU Citizens

If you are an EU citizen staying in Italy for more than three months, you have to register with the Registry Office for Temporarily Present Citizens (Anagrafe cittadini temporaneamente presenti) at the Municipality Office. They will require specific documents to be submitted. We recommend you to contact them in advance in order to have a complete list of all the required documents.

### Non-EU Citizens

If you are a non-EU citizen, you are allowed to stay in Italy for less than 3 months and in this case you do not need apply for a Residence Permit. However, please note that:

- If you travel from a Schengen State, you must report your presence within 8 days after your arrival in Italy at Police Head Office (Questura) by submitting the Declaration of presence form (Dichiarazione di presenza);
- If you travel from a non-Schengen State, you should report your presence to the border authorities when entering Italy. A uniform Schengen stamp will be put on your Passport.



- If you stay in Italy for a period longer than three months, you must apply for a residence permit (Permesso di Soggiorno) within 8 working days from your arrival in Italy.

How to apply:

- Collect the Residence Permit Kit at the nearest post office (Poste Italiane). Complete the application form and attach copies of all the required documents, along with a tax revenue stamp (ask for a “marca da bollo” for the value of € 14,62 at any tobacco shop).
- When sending your application you will have to pay € 27.50 (for the Residence Permit card), between € 80-200 (for the Residence Permit) and an extra € 30 (for the postal service).

The cost of the Residence permit vary according to the duration of the stay requested: €80 – for periods of stay over 3 months and less or equivalent to 1 year; €100 – for periods of stay over 1 year and less or equivalent to 2 years; €200 – for periods of stay over 2 years. You will be given a receipt of your posted application which is your proof of having applied for the residence permit. Afterwards, you will receive a registered letter from the Immigration Office providing you with an appointment. <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN>.

#### **For further information about Residence Permit's procedures:**

- [www.poliziadistato.it/articolo/view/10716/](http://www.poliziadistato.it/articolo/view/10716/)
- [www.euraxess.it/services/types.php?voce=Incoming&pag=visa\\_and\\_entry](http://www.euraxess.it/services/types.php?voce=Incoming&pag=visa_and_entry)
- [www.euraxess.it/documenti/PRACTICAL\\_GUIDE-EN.pdf](http://www.euraxess.it/documenti/PRACTICAL_GUIDE-EN.pdf)

## TAX IDENTIFICATION CODE

The Tax Identification Code (Codice Fiscale) is an individual number issued by the Italian Revenue Agency (Agenzia delle Entrate) that is often required in Italy for all sort of procedures, e.g. opening a bank account, applying for the national health service, renting a flat, applying for a fixed telephone line, etc.

The application may be made at:

- Italian consular authorities in your country of residence;
- Any territorial office of the Revenue Agency in Italy;
- Operative Centre Pescara (Via Rio Sparto, 21-65129 Pescara, Italy).

At the moment of the application, EU citizens must present a valid ID.

Non EU citizens must bring a valid Passport, a valid Visa and a copy of them. The documentation must also prove the legitimacy of the presence of the subject in Italy.

The Tax Identification Code is issued immediately and it is free of charge.

If you obtain your visa well in advance before your arrival in Italy, the International Office can provide you your Tax Identification Code. As soon as you receive your visa, please contact Giuditta Carabella ([giuditta.carabella@uniroma1.it](mailto:giuditta.carabella@uniroma1.it)) or Emanuele Gennuso ([emanuele.gennuso@uniroma1.it](mailto:emanuele.gennuso@uniroma1.it)) and send them a scanned/PDF copy of your passport and visa. They will contact you with further information and with the application form to request your Tax Identification Code.

### For further information concerning the Tax Identification Code:

- [www1.agenziaentrate.gov.it/inglese/](http://www1.agenziaentrate.gov.it/inglese/)
- [www.agenziaentrate.gov.it/wps/content/nsilib/nsi/strumenti/modelli/modelli+in+al-tre+lingue/forms/form+aa5\\_6](http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/strumenti/modelli/modelli+in+al-tre+lingue/forms/form+aa5_6)
- [www1.agenziaentrate.gov.it/inglese/revenue\\_agency/contact\\_us/Tax\\_enquiries/find\\_office.htm](http://www1.agenziaentrate.gov.it/inglese/revenue_agency/contact_us/Tax_enquiries/find_office.htm)

## ITALIAN TAX SYSTEM

The tax system is managed by the Italian Inland Revenue (Agenzia delle Entrate) at national level while taxes are levied at national, regional and municipal level and can be grouped into two main categories:

- Direct taxes such as on personal income (known as IRPEF - Imposta sul Reddito delle Persone Fisiche), on the income of enterprises (IRES - Imposta sul Reddito delle Società) and on regional productive activities (IRAP - Imposta Regionale sulle Attività Produttive).
- Indirect taxes such as on goods, services or imports (IVA – Imposta sul Valore Aggiunto, equivalent to VAT), on real estate (ICI – Imposta Comunale Immobili), etc. Along with the main taxes, which are applied at national level, there are also local taxes (e.g. tax on municipal solid waste management). The Tax Year runs from 1st January to 31st December.

All workers are subject to taxation of their income or other benefits. The amount of taxes to be paid varies according to the type and duration of the work contract. In general, income tax is deducted at source by employers on the basis of the estimated annual income. Tax balance due is calculated at the end of each year.

In general, the tax basis depends on the type of contract (work contract, fellowship, assegno di ricerca, etc.) although there are some exceptions.

- Contributions for visiting professors are to be considered gross of taxes regulated by fiscal law (IRAP, amounting to 8,5 % and IRPEF for non-residents, amounting to 30 %);
- Erasmus Mundus fellowships and research grants (assegni di ricerca) are IRPEF and IRAP tax free.

### **Bilateral Agreements against double taxation**

If you have your permanent residence in a country that signed an agreement against double taxation with Italy you are allowed to request to pay taxes in your country of residence. You must provide proof of the actual payment of the taxes in your country of residence. For doing that, please find the form to be filled in by the fiscal authority of your own country:

[www.uniroma1.it/sites/default/files/allegati/Modulo%20per%20evitare%20doppie%20imposizioni.pdf](http://www.uniroma1.it/sites/default/files/allegati/Modulo%20per%20evitare%20doppie%20imposizioni.pdf)

Please bear in mind you need to have three original copies of this document:

- one is for you (the taxpayer);
- one is for the fiscal authority of your country (the fiscal administration of the country of residence);
- one is for your host department at Sapienza for acceptance (the Italian paying body or institution);

Your request will be evaluated by your host department at Sapienza.

### **Income Tax return**

Taxpayers can do a tax return (dichiarazione dei redditi) each year by the end of April in order to claim their income and tax deductible expenses (i.e. medical and particular educational expenses, health insurance, etc..) using the 730 Form (Modulo 730).

### **Professional assistance: CAF and Patronati**

Professional and qualified support is provided by authorised offices called CAF (Centro Assistenza Fiscale - Centre for Fiscal Assistance) and Patronati. Ask your host organisation about CAF and Patronati with multilingual staff nearest to you. Please note that they apply a fee.

### **For further information about national taxations:**

- [www1.agenziaentrate.gov.it/inglese/](http://www1.agenziaentrate.gov.it/inglese/)
- [www1.agenziaentrate.gov.it/inglese/italian\\_taxation/individuals.htm](http://www1.agenziaentrate.gov.it/inglese/italian_taxation/individuals.htm)
- [www1.agenziaentrate.gov.it/inglese/international\\_taxation/agreement\\_form.htm](http://www1.agenziaentrate.gov.it/inglese/international_taxation/agreement_form.htm)
- [www.finanze.it/export/finanze/Per\\_conoscere\\_il\\_fisco/fiscalita\\_Comunitaria\\_Internazionale/convenzioni\\_e\\_accordi/convenzioni\\_stipulate.htm](http://www.finanze.it/export/finanze/Per_conoscere_il_fisco/fiscalita_Comunitaria_Internazionale/convenzioni_e_accordi/convenzioni_stipulate.htm)

## SOCIAL SECURITY

The Italian Social Security system provides a wide range of benefits delivered by different institutions. The main institutes are:

- INPS - the National Social Security Institute (Istituto Nazionale della Previdenza Sociale) operates an ordinary fund for employed workers and a special fund (the so called "gestione separata") for "parasubordinate" workers, self-employed workers and holders of a fellowship. This is often the case for mobile researchers spending a period in Italy.
- INAIL - Italian Workers' Compensation Authority (Istituto nazionale per l'assicurazione contro gli infortuni sul lavoro) deals with accidents at work and occupational illnesses.

If you are working in Italy, registration and contributions to the Italian Social security system are mandatory (contribuzione obbligatoria). Registration is made by the employer (only self-employed workers need to register personally). Contributions are calculated on the basis of the salary received, according to contribution rates fixed by law. Moreover, you can contribute with an additional voluntary amount (contribuzione volontaria) in order to increase your pension benefits. Please note that contributions are recognized also during certain periods of absence from work (e.g. while receiving unemployment benefits or during compulsory maternity leave).

### Gestione Separata

If you hold a PhD fellowship, a fellowship within EU mobility programmes, a grant for research training (i.e. Assegno di ricerca research grant<sup>1</sup>) or you are a visiting professors, you must personally register with INPS, under the category Gestione Separata. Registration must be done online or by calling the INPS call centre on toll free phone number 803164 or at the nearest INPS office.

### Portability of social and pension contributions

Foreign citizens from EU/EEA Member States, Switzerland or from countries which have signed a bilateral agreement with Italy, who contributed to the payment of Italian Social Security System, can apply for the portability (totalizzazione) of their contributions in their own country.

### For further information about national taxations:

- [www.euraxess.it/services/types.php?voce=Incoming&pag=social\\_security](http://www.euraxess.it/services/types.php?voce=Incoming&pag=social_security)
- [www.inps.it](http://www.inps.it)
- <http://ec.europa.eu/social/main.jsp?catId=858&langId=en>
- [www.euraxess.it/services/types.php?voce=Incoming&pag=family\\_support](http://www.euraxess.it/services/types.php?voce=Incoming&pag=family_support)
- [www.euraxess.it/documenti/Your%20social%20security%20rights%20in%20Italy\\_2013.pdf](http://www.euraxess.it/documenti/Your%20social%20security%20rights%20in%20Italy_2013.pdf)

## HEALTHCARE AND WELFARE SERVICES

### EU citizens

You are entitled through your local health authority to obtain the European Health Insurance Card (EHIC), which facilitates access to emergency and medical treatment that may become necessary during a temporary stay (less than 3 months) in another EU country.

For a period longer than 3 months, the registration with the Italian National Health Service (SSN) is compulsory for researchers with a work contract<sup>2</sup>. Application must be submitted at the Local Health Authorities (Azienda Sanitaria Locale – ASL) according to the area of residence. There are no fees and the Italian Health Insurance Card (Tessera Sanitaria) will be issued immediately and free of charge by the ASL. It will cover the period of the researcher's contract.

The Italian Health Insurance Card, which includes the tax code released by the Italian Revenue Agency, it is strictly personal and allows the holder to obtain health services within the European Union.

Registration with the Italian National Health Service (SSN) guarantees:

- consultations with general practitioners (including paediatricians), but payment of a small fee (ticket) for visits and medical examinations with specialists is required;
- hospitalisation;
- access to day hospitals in specialised medical structures (dermatology, ophthalmology, etc.);
- pharmaceutical assistance (prescriptions and refunds on purchases);
- access to blood tests and other analyses, if prescribed.

### Non-EU citizens

The application for a visa and permit of stay requires evidence of ability to cover health expenses. These sources can be:

- purchase a private health insurance policy in your home country also valid in Italy; it is compulsory, before leaving, to have a copy of the policy endorsed by an Italian embassy or consulate;
- purchase a private insurance policy issued in Italy by a national insurance company.

Register with the Italian National Health Service (SSN) is compulsory in case you have a contract of employment or you are self-employed. The registration on voluntary basis is available only for researchers holding some type of research training fellowships.



Registration with the Italian National Health Service can be done by submitting the application at a Local Health Authority (ASL) according to the city of residence.

Documents requested for the registration of non EU citizens:

- Resident Permit or the application receipt from the municipality or self-certification;
- Valid Identity Card and/or Passport;
- Tax identification code (codice fiscale);
- Payment of € 149,77 to the Postal Office on c/c n. 370007;
- Certificate of enrolment in a legally recognised university or self-certification.

Notes:

<sup>1</sup> Please note that international fellowships and grants are generally “gross amounts”, i.e. they include contributions, etc. therefore the net amounts received by researchers may be different from the total amount of the fellowship.

<sup>2</sup> Please note that dependent family members (spouse, children - EU nationals) may benefit from the SSN services by registering with an ASL. The researcher should provide either the work contract (which provides the details of the family member he/she wants to register as it indicates the family allowances he/she benefits from) or a statement by the employer providing the details of the dependent family members.

### For further information

- [www.euraxess.it/services/types.php?voce=Incoming&pag=health\\_services](http://www.euraxess.it/services/types.php?voce=Incoming&pag=health_services)
- [www.euraxess.it/documenti/Healthcare\\_Glossary.pdf](http://www.euraxess.it/documenti/Healthcare_Glossary.pdf)
- [www.salute.gov.it/servizioSanitarioNazionale/menuServizioSanitarioNazionale.jsp?menu=indirizzi&lingua=english](http://www.salute.gov.it/servizioSanitarioNazionale/menuServizioSanitarioNazionale.jsp?menu=indirizzi&lingua=english)
- [www.salute.gov.it/assistenzaSanitaria/assistenzaSanitaria.jsp?lingua=english&menu=foreigners](http://www.salute.gov.it/assistenzaSanitaria/assistenzaSanitaria.jsp?lingua=english&menu=foreigners)
- [www.salute.gov.it/imgs/C\\_17\\_opuscoliPoster\\_128\\_allegato.pdf](http://www.salute.gov.it/imgs/C_17_opuscoliPoster_128_allegato.pdf)

# Sapienza International Researchers' Guide

## *Living in Rome*



## ACCOMMODATION

### Sapienza Guest Residence

The building is located in Via Volturno 42 and has 19 single and 19 double rooms, on five floors (<http://en.uniroma1.it/campus-life/sapienza-residence>). There are also communal living areas with kitchenettes. There are 3 mini apartments on the first floor (including one for disabled people) with 5 beds and 1 meeting room. In the basement there is a multi-purpose room (30 seats), TV room, reading room and computer room with 3 computers.

All reservations and payments must be made by the faculty/departments of Sapienza, having invited the guest at least one month prior to the planned date of arrival. In the event of cancellation, the applicant or a member faculty/department must notify [foresteriasapienza@uniroma1.it](mailto:foresteriasapienza@uniroma1.it) up to 15 days prior the arrival date.

#### *Rates:*

Single Room € 40 per day;

Double Room (for single use) € 45 per day;

Double Room € 50 per day.

### Sapienza pre-negotiated rates

Sapienza has pre-negotiated special rates of hotels, B&B and apartments near the campus that you can consider for your stay:

- Casa dell'Aviatore (<http://www.casaviatore.it/>)
- Hotel Commodore ([http://www.hotelcommodore.com/index\\_eng.html](http://www.hotelcommodore.com/index_eng.html))
- Domus Castrense (<http://www.domuscastrenserome.com/>)
- Aedes Placida (<http://www.reteimprese.it/29655>)

### Other possibilities

If you wish to rent a flat in Rome, you can search on the following websites:

- <http://www.subito.it>
- <http://www.portaportese.it>
- <http://www.easystanza.it>
- <http://www.wantedinrome.com> (English)
- <http://www.kijiji.it>
- <http://www.affitti.com>

Important! DO NOT make any payment in advance from abroad. Make sure to meet with the person who is providing accommodation when you arrive in Rome before making any payments. If you have any doubts do not hesitate to contact the International Office for advice.

## OPENING A BANK ACCOUNT

Bank accounts can be opened in Italy by both residents and non-residents over 18 years of age. To open a bank account you may be asked to provide one or more of the following documents:

- Valid ID or Passport (for identification);
- Your Italian Tax Identification Code (codice fiscale);
- Your residence in Italy (i.e. utility bills may be requested by some banks).

Please check the required documentation with the bank choice.

### **Opening an account at a Post Office account**

Italian post offices also offer banking services, namely Bancoposta account at Poste Italiane. For further information, please visit [www.bancopostaclick.it](http://www.bancopostaclick.it)

UniCredit Banca and Poste Italiane have a branch at the University Sapienza campus.

Opening hours: Monday to Friday (8.30 am – 1.30 pm; 2.30 pm - 4 pm)

Bank opening hours vary according to bank. Please note that banks situated at airports and railway stations have longer opening hours to change money.

**For further information please visit:**

[http://www.euraxess.it/services/Banking\\_Glossary.pdf](http://www.euraxess.it/services/Banking_Glossary.pdf)

## PUBLIC TRANSPORT

### **Buses, Subway, Urban Trains and Trams**

Metrebus is Rome's public transport system. It includes different types of services: subway/ tube (Metropolitana), Urban trains (Treno metropolitano), Buses and Trams.

Different kinds of tickets are available:

- B.I.T.: Integrated Time Ticket, costs € 1.50. Valid for 100 minutes;
- B.I.G.: one-day ticket, costs € 6.00. Valid 24 hours on any means of transport;
- B.T.I.: 3-days tourist integrated ticket, costs € 16.50;
- Monthly Pass: costs € 35, and lasts for the calendar month as printed on the pass, for an unrestricted number of journeys;
- Annual Pass: costs € 250. Valid 365 days from the date stamped on the pass.

### ***How to figure out the best way to reach a destination***

You can calculate the fastest way to get from one place to another in the city by using the official Metrebus website: <http://infopoint.atac.roma.it/bw.asp?lingua=ENG>

### **Taxi**

Taxis in Rome are white, with an identification name and number on the front door and a taximeter inside. Radio Taxi companies are available 24h at the following phone numbers:

+39 06 3570, +39 06 6645, +39 06 8822, +39 06 4157, +39 06 4994 or +39 06 5551.

### **Transfers from/to airports of Rome**

*From Leonardo Da Vinci (Fiumicino) International Airport (FCO) to the city centre by train*

NON- STOP Leonardo express train to and from Rome Termini/ Fiumicino Airport  
With trains departing every 30 minutes Leonardo express non-stop train service takes you - every day of the year - from Leonardo da Vinci (Fiumicino) Airport to the Centre of Rome in half an hour. The train departs from platforms 23/24 in Termini Station, and is guaranteed year around, even in the event of strikes.

For passengers with disability or reduced mobility trains are equipped with dedicated seating and equipped restrooms. Ticket fare is € 14 per person (one way).

## FL1 REGIONAL TRAIN to and From Rome/Fiumicino Airport

With trains departing every 15 minutes Trenitalia's FL1 regional train takes you from Leonardo da Vinci (Fiumicino) Airport to the main train stations in Rome (Trastevere, Ostiense, Tuscolana and Tiburtina). The train also stops in many other important stations in Rome.

For passengers with disability or reduced mobility trains are equipped with dedicated seating and equipped restrooms.

The cost of a one-way ticket from any station within Rome's rail ring and Parco Leonardo to the Airport is of 8€ per person (valid for 90 minutes after validation).

### *From Leonardo Da Vinci (Fiumicino) International Airport (FCO) to the city centre by bus*

There are also several bus services from/to Leonardo da Vinci (Fiumicino) Airport to get directly to the center of the city (6 € one way). Please visit the following website to check all the options: <http://www.adr.it/pax-fco-autobus>

### *From Ciampino Airport (CIA) to the city centre by bus*

There are several bus services from/to Ciampino Airport to get directly to Rome city centre (i.e. Terravision 4 € one way) or to reach Ciampino railways station (5 min from the airport) or Anagnina Underground Station (15 min from the airport). Please visit the following website to check all the options <http://www.adr.it/pax-cia-autobus>.

## **For further information please visit:**

- [www.atac.roma.it](http://www.atac.roma.it) (to see more about passes and tickets available, in English)
- [www.comune.roma.it](http://www.comune.roma.it) (updates and notifications, in Italian)
- [www.agenziamobilita.roma.it](http://www.agenziamobilita.roma.it) (updates and notifications, in Italian)
- <http://infopoint.atac.roma.it/bw.asp?lingua=ENG>
- [www.adr.it/fiumicino](http://www.adr.it/fiumicino)
- [www.adr.it/ciampino](http://www.adr.it/ciampino)

## EMERGENCY NUMBERS

112 is the emergency phone number, available everywhere in the EU, free of charge. It is possible to call 112 from fixed and mobile phones to contact any emergency service: an ambulance, the fire brigade or the police.



### Internal emergency numbers:

University Health & Safety Office (from a landline) 8108; (from a mobile phone) 06 4969 423

# Sapienza International Researchers' Guide

## *Campus Life*





## MAKING CONTACTS BEFORE YOU ARRIVE

Before arrival you may like to contact your host department and the professor you will collaborate with, in order to collect detailed information. Please visit this website to search phone numbers and email contacts: [http://www2.uniroma1.it/dipartimenti/default\\_e.php](http://www2.uniroma1.it/dipartimenti/default_e.php)

You can contact the International Office before arrival. It will give you all sorts of tips about bureaucratic and practical procedures.



### Social Channels:

Facebook - <https://www.facebook.com/SapienzaRoma>

Twitter - @SapienzaRoma

YouTube Sapienza - <http://www.youtube.com/sapienzaroma>

## REGISTRATION & INTERNATIONAL RESEARCHER CARD

Upon arrival you are invited to register at the International Office in person. Registration is a quick process, and just requires you to prove your identity (ID card or Passport) and to activate and pick up your International Researcher Card (IR Card).

IR Card is an identification card that you can use to have free access to all the University's structures.

Furthermore, it entitles you to reduced prices at shops and services which have a pre-negotiated agreement with Sapienza: <http://www.uniroma1.it/ateneo/amministrazione/uffici-amministrativi/ripartizione-i-affari-general/settore-iii-affari-0>.

*Address:*

Palazzo del Rettorato, piano rialzato. Piazzale Aldo Moro, 5 00185 Roma

*Email:*

giuditta.carabella@uniroma1.it

emanuele.gennuso@uniroma1.it

*Telephones:*

Giuditta Carabella: +39 06 4991 0416

Emanuele Gennuso: +39 06 4991 0359

*Opening Hours:*

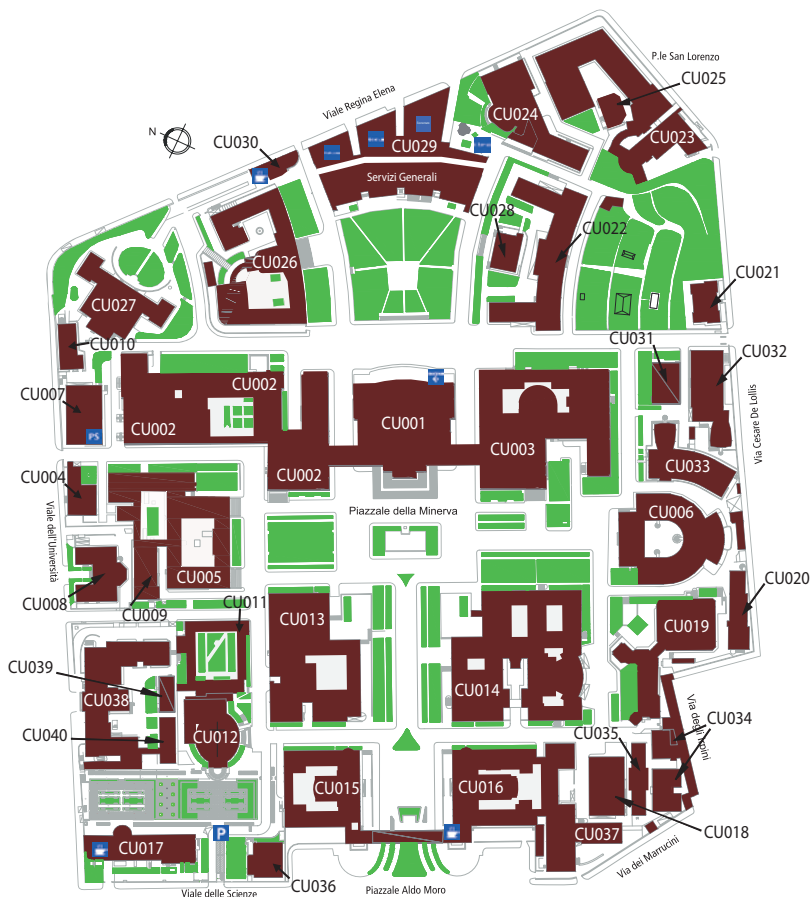
Monday to Thursday from 10.00 to 13.00 and from 15.00 to 17.00;

Friday from 10.00 to 13.00.



## CAMPUS MAP

[http://www2.uniroma1.it/mappe/Mappa\\_Edifici/default.html](http://www2.uniroma1.it/mappe/Mappa_Edifici/default.html)



### To know:

- The exact location of buildings on the campus
- The location of the Health & Safety Office
- The buildings with reception desks and emergency telephone numbers
- The location of assembly points in the buildings
- Other information relevant to the health and safety of the workplace

## LIBRARIES

Sapienza meets the needs of its students, academics and the larger community with a wide range of library services provided across 59 libraries, making it the largest university library system in Italy.

Its vast, antique and diversified collection is made up of more than 3.700.000 volumes including 35.700 periodicals, 25.000 texts divided between antique and rare books and numerous historical archives.

Sapienza currently subscribes to over 10.000 online journals, hundreds of databases and a growing collection of e-books, available 24 hours a day from anywhere in the world using BIXY, our off campus access sign-in:  
<http://bids.citicord.uniroma1.it/pagina.aspx?idPagina=8>.

Every Department has its own library, staffed by people whose skills meet the changing needs of Sapienza's students, teachers and researchers.  
Further information on their services and opening hours can be found on individual websites [http://www2.uniroma1.it/dipartimenti/default\\_e.php](http://www2.uniroma1.it/dipartimenti/default_e.php).



### Contacts:

SBS - Sistema bibliotecario Sapienza  
Address: Via Cesare De Lollis 23, 00185 Roma  
Tel.: 0649693287  
Fax: 0649693289  
Email: [sbs@uniroma1.it](mailto:sbs@uniroma1.it)

## INFORMATION TECHNOLOGY SERVICES

### Webmail Service

Sapienza allows staff and students to use a free webmail service. You have to request the registration of your e-mail account from the administrative office of your host department. The email will consist of ***yourname.yoursurname@uniroma1.it***. This will be your official email and can be used for all matters regarding university issues.

### Wi-Fi

Once your Sapienza e-mail account is activated, you can have free access to the Wi-Fi of the campus. You have to insert as username *yourname.yoursurname* and the same Password of your e-mail.

In case you don't want to have an institutional e-mail account you can ask (one week in advance) for a Wi-Fi card to the administrative office of your department. This card will allow you to access the internet from public spaces covered by Sapienza's wireless signal.

### The Software Distribution Service for Research and Teaching (DSRD)

The Software Distribution Service for Research and Teaching (DSRD) seeks to reduce costs and simplify the procedures to acquire the educational software and scientific facilities. In this context, there are special agreements with some manufacturers for free distribution of software to Sapienza students, along with offers for services related to the use of the software.

For further information please visit: <http://www.campus.uniroma1.it/>



### Contacts:

Service Desk: +39 06 4991 3111

Opening Hours: Monday to Friday 9:00-18:00

## LANGUAGE COURSES

Italian language courses are offered in both semesters to all staff and students, including international researchers. The courses are organised in 5 levels: beginner, false beginner, intermediate, post intermediate and advanced and can lead to the certificate of Italian as a Foreign Language. An entry test is organised at the beginning of each semester.

Courses are organised by the ISO (Institute of Oriental Studies) Department and last two hours 2 or 3 times per week. The cost of a 6-hour course is € 220.



### Contacts:

Address: Via Principe Amedeo 182/b, Roma

Email: [consolinguaitaliana@uniroma1.it](mailto:consolinguaitaliana@uniroma1.it)

Website: <http://en.uniroma1.it/campus-life/student-services/italian-language-courses>



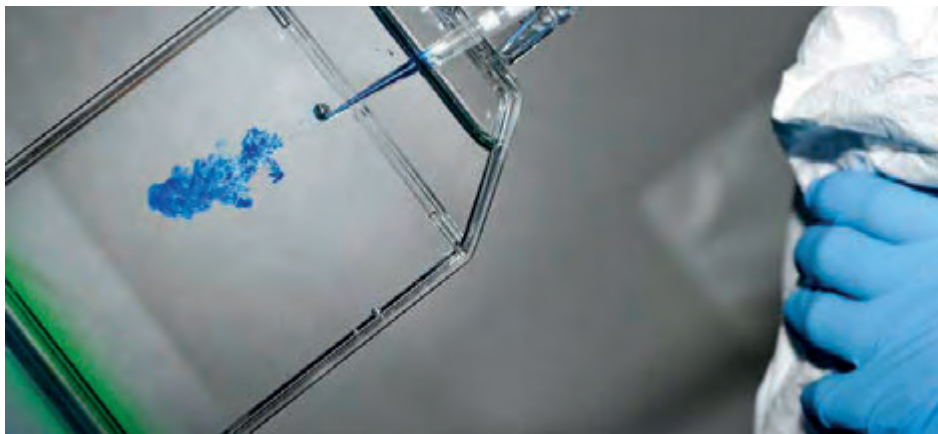
## HELP DESK FOR DISABLED PEOPLE

Sapienza makes all reasonable efforts to accomodate disabled people's requirements.

The Help desk for disabled people (Sportello per le relazioni con disabili) co-ordinates the university's provision for disabled people.

For detailed information about all the services offered by Sapienza please read the following booklet: [http://www.uniroma1.it/sites/default/files/allegati/SAPIENZA\\_per-tutti\\_2013.pdf](http://www.uniroma1.it/sites/default/files/allegati/SAPIENZA_per-tutti_2013.pdf)

For further information please visit: <http://sportellodpd.uniroma1.it/>



### Contacts:

Address: Piazzale Aldo Moro 00185 Roma

E-mail: [sportello@uniroma1.it](mailto:sportello@uniroma1.it)

Toll Free number: 800 41 09 60

Opening Hours: Monday to Friday from 09.00 am to 17.00

## WHAT TO DO BEFORE LEAVING ITALY:

### Checklist

- Residency: If you are registered at the Registry office (Ufficio Anagrafe) in form the Municipality office of your departure.
- Health insurance: In case you have subscribed a private health insurance, check its expiry date or contact the insurance company well in advance if you are going to leave earlier.
- Tax and pension: Check with your host organization if you need to settle taxes before leaving Italy (i.e. tax return). Get an up-to-date statement of your pension contributions by contacting directly INPS or the national institute in charge for your sector. To help you in these procedures, you can contact well in advance a CAF (Centro Assistenza Fiscale - Centre for Fiscal Assistance) or other immigration/social services (i.e. PATRONATO).
- Accommodation: Send a non-renewal notice (disdetta) to the owner according to the terms indicated in the contract. Remember to ask for your deposit back. The notice should be sent by registered mail with a return receipt (raccomandata con ricevuta di ritorno). For more information : SUNIA - Sindacato Unitario Nazionale Inquilini e Assegnatari (the national tenants' union). Cancel the utilities contracts (electricity, gas, telephone, etc.) if they are not included in the rent and if they are registered under your name.
- Driving licence: If you have exchanged (conversione) your driving licence or your driving licence has been recognised (riconoscimento) in Italy, notify the Motorizzazione civile office of your departure.
- Bank account: Contact the Bank in due time for more information about procedures (i.e. documents, terms, etc.) in order to close your account or to inform them about your address abroad.
- Schools/childcare services: Notify your children's school or childcare provider that you will be moving abroad. Some private childcare providers have a notice period (you may have to pay extra fees if you give your notice after the prescribed deadline).
- Subscriptions: Cancel the services you have subscribed in Italy (i.e. magazines or clubs/gyms, others) or if relevant inform them about your new address.



**YOUR NOTES**

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## **Sapienza Università di Roma**

Area per l'Internazionalizzazione  
Settore Internazionalizzazione Ricerca  
Palazzo del Rettorato, piano rialzato  
Piazzale Aldo Moro, 5  
00185 Rome, Italy

Email: [ricercainternazionale@uniroma1.it](mailto:ricercainternazionale@uniroma1.it)