## **VADEMECUM FOR INCOMING STUDENTS**

WHEN	WHAT	HOW and WHERE
BEFORE LEAVING HOME COUNTRY	ERASMUS DOCUMENTS	Your Home University may deliver you specific documents to bring with you.
	NOMINATION from home University certifying arrival in Rome as Erasmus student.  APPLICATION FORM to be filled in on-line (please use the login code sent you by Sapienza to enter the online form).	The Home Institution has to send the list of nominated students to Settore Programmi Internazionali, whereas all the other forms have to be sent to the ERASMUS ADMINISTRATIVE RESPONSIBLE ("RAEF") of the receiving Faculty.
	HEALTH INSURANCE FORM:	
	- The EUROPEAN HEALTH INSURANCE CARD  (EHIC). This card allows you to receive medical assistance, according to Italian medical system.	
	- Translation of <b>PRIVATE INSURANCE SCHEME</b> by Italian Consulate or Embassy.	
	IDENTITY CARD or PASSPORT	
	Entry VISA is required for students from non-EU countries and from Turkey (http://www.poliziadistato.it/articolo/10620/)	Embassies and consular posts in your country.
BEFORE/ON ARRIVAL IN ROME	Collection of INFORMATION about:  - Enrolment, syllabus, examination, courses, timetables, academic calendar	At the Erasmus Office of the receiving Faculty.
	- Practical aspects concerning life in Rome.	Guide for Erasmus students Erasmus Student Network

		(ESN)
ON ARRIVAL IN ROME	ENROLMENT AT THE RECEIVING FACULTY:     - STUDENT'S FORMS: Erasmus documents to be signed and stamped (ex. Certificate of arrival, Learning Agreement, etc.)     - ERASMUS STUDENT CARD	At the Erasmus office of your receiving Faculty.
AFTER ENROLMENT AT THE RECEIVING FACULTY	"CODICE FISCALE" CARD:  a personal number for tax purposes required to open a bank account and to get the ADISU card to benefit from the University canteen service.	At the Erasmus Student Network ASE Roma Office
	For EU Citizens:  - no visa or residence permit required for European citizens;  - for a period exceeding 3 months EU citizens should report their presence on Italian territory to the local Police authorities filling in a specific form.  For non EU Citizens:  - visa is required,  - Students need a "Residence Permit". Documents needed:  The application form;  Documents supporting your request for the type of residence permit you are applying for (ex. a photocopy of Erasmus Student Card);  Valid identity card or passport (Entry Visa) plus photocopies;  4 passport-size photos;  €14.62 electronic revenue stamp.	At the Police authorities in the district you reside in.  RESIDENCE PERMIT (for non EU Citizens): for information refer to the police administration office.
	HEALTH INSURANCE	You must deliver your Health Insurance Form (cf. above) to the Azienda Sanitaria Locale (A.S.L.) of your residence district in Rome.

	ADISU CARD to benefit from the University canteens.	At Laziodisu Office, bringing your "codice fiscale", your
		Erasmus card and the
		"Scheda studente" (a
		document delivered by the
		RAEF).
		Laziodisu Office: Via Cesare
		de Lollis, 24/b
		Office hours: from Monday to
		Friday from 9 a.m. to 3 p.m.
ON DEPARTURE	Collect: Transcript of records  Certificate of Attendance	At the Erasmus Office of the receiving Faculty.