



SAPIENZA
UNIVERSITÀ DI ROMA

**Sapienza International
Researchers' Guide**



SAPIENZA
UNIVERSITÀ DI ROMA

International Researchers' Guide

Credits

Editing:

Giuditta Carabella, Emanuele Gennuso, Rosa Di Stefano, Benedetta Cassani

Special Thanks to:

Anna Gambogi, Giulia Ardizzone, Cristina Stefanelli, Laurence Steinman

Photos:

Archivio Ufficio stampa e comunicazione Sapienza - Costanza Bianchi, Corrado Bonora, Attilio Cristini, Stefania Sepulcri

Archivio Concorso fotografico "Le Scienze", "Corso di laurea magistrale in Comunicazione scientifica e biomedica", "Abbott Italia"

Cover Photo:

Archivio Ufficio stampa e comunicazione - Benjamin Donateo

CONTENTS

ARRIVAL AND STAY IN ITALY

Visa	3
Residence permit	4
Tax identification code	6
Italian tax system	7
Social security	9
Healthcare and welfare services	10

LIVING IN ROME

Accommodation	13
Opening a bank account	14
Public transport	15
Emergency numbers	17

CAMPUS LIFE

Contact us before you arrive	19
Registration & international researcher card	20
Campus map	21
Libraries	22
Information technology services	23
Language courses	24
Playing sport at sapienza	25
Help desk for disabled people	26
Your notes	27

ANNEX:

Checklists	29
The guide in brief	31



Dear Researcher,

Welcome to Sapienza University!

We are glad that you will be joining our community and we hope that your stay will be a fruitful and successful one.

Sapienza is one of the oldest universities in the world and the largest university in Italy. It fosters scientific excellence and promotes the international dimension of teaching, learning and research activities. While you are here, you will be part of a vibrant and stimulating community where you can enjoy your working experience.

To help you throughout the preparation of your visit and during your stay, we have produced this guide with useful information and advice for your arrival and about settling down in Rome and at Sapienza. We have also included Internet links in each section providing further details and information.

During your stay in Rome, the International Office staff will be happy to assist you with any legal and administrative issues.

Please do not hesitate to contact us at:

International Office

Palazzo del Rettorato – mezzanine floor, Room 4

Telephone: +39 06 4991 0416 / +39 06 4991 0359 / +39 06 49910564

E-mail: ricercainternazionale@uniroma1.it

We look forward to meeting you.

Yours sincerely,

Antonella Cammisa

Director of International Office

Sapienza International Researchers' Guide

Arrival 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/EEA 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://vistoperitalia.esteri.it/home/en>

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 are part of the Schengen Convention. A USV issued by diplomatic-consular missions of other countries in the Schengen Convention, also grants entry into Italy.
- **National Visa (NV):** A long-term entry visa (for more than 90 days) that grants access for long-term stays. 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:** Researchers coming from third countries, who have been selected by either private or public research institutions acknowledged in the official list published by the Italian Ministry for University and Research, are entitled to apply for this type of long-term entry visa (more than 90 days). Researcher can only obtain this type of visa as part of a *Hosting Agreement* with one of the officially recognised research entities. Please note that the procedure to obtain this type of visa may be long (approximately 2 months). You should contact your host department well in advance in order to initiate the visa application with sufficient time prior to your visit

For further information concerning entry visa:

- www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/
- <http://vistoperitalia.esteri.it/home/en>
- www.poliziadistato.it/articolo/10617-Foreign_nationals/
- <http://www.euraxess.it/services/visa-and-entry>
- <http://euraxess.it/sites/default/files/PRACTICAL%20GUIDE%20-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 Offices. They will require specific documents to be submitted. We recommend you 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 to apply for a Residence Permit.

However, please note that:

- If you arrive from a Schengen State, you must report your presence within 8 days after your arrival in Italy to the Police Head Office (*Questura*) by submitting a Declaration of Presence form (*Dichiarazione di presenza*);
- If you arrive 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 3 months**, you must apply for a Residence Permit (*Permesso di Soggiorno*) within 8 working days from your arrival in Italy.



If you have a visa for scientific research purposes:

- Schedule an appointment and go to the local *Sportello Unico per l'Immigrazione* (SUI), where you will be given a **residence permit kit**. The kit includes: Form 209 (pre-filled), a tax identification code and a fee payment slip. Sign the form and collect all the necessary documents (copy of hosting agreement, entry clearance, passport, dwelling suitability).
- Go to a post office and pay the fee payment slip. The amount to pay varies based on the duration of the permit (on average between €80 and €200 plus fees).
- Place all the documents and the “postal giro” slip in the envelope provided and send it. You will also have to pay a € 30 postal processing fee.

If you do not have a visa for scientific research purposes:

- Go to a post office providing the “Sportello Amico” service and collect the **residence permit kit**.
- Fill out the enclosed form following the instructions, and attach copies of all the required documents along with a € 16 tax revenue stamp (marca da bollo).
- Pay the fees with the fee payment slip. The amount to pay varies according to the duration of the permit (on average between € 80 and € 200 plus a fixed cost of € 27.50).
- Place all the documents and the fee payment slip in the envelope provided and hand it in (unsealed) to the clerk. You will also have to pay a € 30 postal processing fee.

When you mail the kit, you will be given an appointment at the local police headquarters for fingerprinting. The permit of stay will be issued within 45 days and you will be notified when it is ready for collection.

Please bear in mind that you must keep the receipt that you receive at the post office when sending the kit; it replaces your permit of stay until the original is issued.

For further information about Residence Permit's procedures:

- <http://www.poliziadistato.it/articolo/view/10617/>
- www.euraxess.it/services/visa-and-entry
- <http://euraxess.it/sites/default/files/PRACTICAL%20GUIDE%20-EN.pdf>
- www.prefettura.it/roma/contenuti/49025.htm (SUI)
- <http://posteitaliane.paginegialle.it/pec/Roma/PIAZZALE%20ALDO%20MORO,%205/poste/prodotti%20postali/prodotti%20bancari>

TAX IDENTIFICATION CODE

The Tax Identification Code (*Codice Fiscale*) is an individual code issued by the Italian Revenue Agency (*Agenzia delle Entrate*) that is required in Italy for all sorts of procedures (i.e., opening a bank account, applying for the national health service, renting a flat, applying for a fixed telephone line, etc.). Please note that you will need a tax code in order to receive payments from Sapienza.

The application may be made at:

- Italian consular authorities in your country of residence;
- Any territorial office of the Revenue Agency in Italy.

At the time of application

- EU/EEA citizens must present a valid ID.
- Non-EU/EEA citizens must bring a valid Passport, a valid Visa and a copy of both.

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

The International Office can handle the procedure to obtain the Tax Code on your behalf. You will need to fill out and sign a form and send it to us along with a copy of your ID or passport. You can download the form to request the tax code at: <http://www.uniroma1.it/sites/default/files/allegati/TemplateEnTaxCodeIndications.pdf>

For further instructions, please contact us at: ricercainternazionale@uniroma1.it

For further information concerning the Tax Identification Code:

- www1.agenziaentrate.gov.it/inglese/
- http://euraxess.it/sites/default/files/TAXATION%20OF%20INCOME%20OF%20RESEARCHERS_Italy.pdf
- http://www1.agenziaentrate.gov.it/english/revenue_agency/contact_us/Tax_enquiries/find_office.htm
- <http://www.uniroma1.it/sites/default/files/allegati/TemplateEnTaxCodeIndications.pdf>

ITALIAN TAX SYSTEM

Tax System

The tax system is managed by the Italian Revenue Agency (*Agenzia delle Entrate*) at a national level, while taxes are levied at national, regional and municipal levels 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 turnover 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, etc.

Along with the main taxes, which are applied at a national level, there also are local taxes (i.e., taxes on municipal waste management). The Tax Year runs from January 1st to December 31st.

All workers are subject to taxation of their income and other benefits. The amount of taxes to be paid varies according to the type and duration of your work contract. In general, income tax is deducted at the source by employers on the basis of 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, research grant, etc.), but 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%);
- European fellowships and research grants (*assegni di ricerca*) are IRPEF and IRAP tax free.

Bilateral Agreements Against Double Taxation

If your permanent residence is in a country that has signed an agreement against double taxation with Italy, you are allowed to request to pay taxes in your country of residence.

The agreement allows **taxpayers to formally request** exemption from paying taxes.

The fiscal authority can request the taxpayer to provide a specific form in order to apply the agreement. Such form generally includes:

- statements issued by the beneficiary according to the requirements of the agreement;
- attestation of residence - **to be filled out by the tax authorities of the country of residence.**

You can find a template of the form at the following link:

<http://www.uniroma1.it/sites/default/files/allegati/Modulo%20per%20evitare%20doppie%20imposizioni.pdf>

You need to have three original copies of this document:

- one is for you (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.

Please note that even if the applicable Convention provides for the exemption of the income earned by a taxpayer and/or non-resident individual in Italy, in certain cases (especially if the taxpayer does not provide sufficient evidence of his/her exempt status), such income might still be subject to tax in Italy.

Professional assistance: CAF and Patronati

If you need specific fiscal assistance, you can also turn to **authorised offices called CAFs** (*Centro Assistenza Fiscale - Centre for Fiscal Assistance*) and **Patronati**, which provide professional and qualified support on fiscal issues. Ask your host organisation for CAF and Patronati with a multilingual staff near to you. Please note that they apply a fee.

For further information concerning the Tax Identification Code:

- www1.agenziaentrate.gov.it/inglese/
- http://euraxess.it/sites/default/files/TAXATION%20OF%20INCOME%20OF%20RESEARCHERS_Italy.pdf
- www1.agenziaentrate.gov.it/english/revenue_agency/contact_us/Tax_enquiries/find_office.htm
- www.uniroma1.it/sites/default/files/allegati/TemplateEnTaxCodeIndications.pdf
- www1.agenziaentrate.gov.it/indirizzi/agenzia/uffici_locali/lista.htm?m=2&pr=RM

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 affiliated workers, self-employed workers and fellowship holders. This is often the case for 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 rates fixed by law. Moreover, you can contribute an additional voluntary amount (*contribuzione volontaria*) in order to increase your pension benefits. Please note that contributions are paid also during certain periods of absence from work (i.e., while receiving unemployment benefits or during compulsory maternity leave).

Gestione Separata

If you hold a PhD fellowship, a fellowship within a EU mobility programme, a grant for research training (i.e., research grant¹) or if you are a visiting professor, you must personally register with INPS, under the *Gestione Separata* category. Registration must be done on-line, by calling the INPS call centre at its toll-free phone number 803164 or in person at the nearest INPS office.

Portability of Social and Pension Contributions

Foreign citizens from EU/EEA Member States, Switzerland or from countries that 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 country.

For further information about social security:

- www.euraxess.it/services/social-security
- www.euraxess.it/sites/default/files/SOCIAL%20SECURITY%20SYSTEM_Italy.pdf
- <http://ec.europa.eu/social/main.jsp?catId=858&langId=en>
- www.euraxess.it/services/family-support

HEALTHCARE AND WELFARE SERVICE

EU Citizens

EU citizens are entitled to obtain the European Health Insurance Card (EHIC) through their local health authority, 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 contract². Applications 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, is strictly personal and allows the holder to obtain health services within the European Union.

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

- free consultations with general practitioners;
- visits and medical examinations with specialist practitioners for a small fee (*ticket*);
- 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.

Healthcare coverage may be obtained by:

- purchasing a private health insurance policy that is valid also in Italy; bear in mind that in this case you need a copy of the policy endorsed by an Italian Embassy or Consulate before leaving;
- purchasing a private insurance policy issued in Italy by a national insurance company.

If you have a “subordinate” employment contract or you are self-employed you are entitled to **by-right registration** to the Italian National Health Service (SSN).

Researchers staying in Italy for scientific research purpose for more than 3 months, who do not have a “subordinate” employment contract, can still apply to the SSN

through **voluntary registration**. In this case, the registration is available upon the payment of a fixed yearly lump sum.

You can register with the Italian National Health Service by submitting the application to a Local Health Authority (ASL) according to your area of residence.

The requested documents for the registration of non-EU citizens are:

- Resident Permit or application receipt or self-certification;
- Valid Identity Card and/or Passport;
- Tax identification code (codice fiscale);

For voluntary registration, in addition to the above documents, you must also provide:

- Payment of € 149,77 to the Postal Office on c/c n. 370007;
- Visa for scientific research purposes.

Notes:

¹Please note that international fellowships and grants are generally “gross amounts” (i.e., they include contributions, etc.). Therefore, the net amounts received by researchers may differ from the total amount of the fellowship.

²Please note that dependent family members (spouse, children - EU nationals) may benefit from 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:

- <http://www.euraxess.it/services/health-and-medical-care>
- http://www.salute.gov.it/portale/temi/p2_5.jsp?lingua=italiano&area=Assistenza%20sanitaria&menu=stranieri
- http://www.salute.gov.it/imgs/C_17_opuscoliPoster_118_ulterioriallegati_ulterioreallegato_4_alleg.pdf

Sapienza International Researchers' Guide

Living in Rome



ACCOMMODATION

Sapienza Guest Residence

The building is located in Via Volturmo 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 inviting the guest, at least one month prior to the planned date of arrival. In the event of cancellation, the applicant or a member of the faculty/department must notify foresteriasapienza@uniroma1.it up to 15 days prior to arrival.

Rates per day:

- Single Room: € 50
- Double (used as single): € 60
- Double Room: € 65
- Frescoed room: € 75
- Mini-apartment: € 80

Sapienza Special Rates

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

- Casa dell'Aviatore (<http://www.casaviatore.it/>)
- Hotel Commodore (http://www.hotelcommodore.com/index_eng.html)
- Domus Castrense (<http://www.domuscastrenserome.com/>)
- Aedes Placida (<http://www.reteimprese.it/29655>)
- Conti Residence (<http://www.romaresidenceconti.it/>)

Other Possibilities

If you wish to rent a flat in Rome, Sapienza has agreements with rental agencies that can help you find the most suitable accommodation for you:

- <http://www.sturent.it/images/accommodation.pdf>
- <http://www.abitaplus.it/en>

If you would like to search for a flat on your own, you can consult the following classified ads websites:

- <http://www.subito.it>
- <http://rome.en.craigslist.it/>
- <http://www.wantedinrome.com>

Important: Before making any payment make sure to reach a proper agreement with the person who is providing the accommodation. 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 both by residents and non-residents aged 18 or older. 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 legal address in Italy (i.e. utility bills may be requested by some banks).

Please check the required documentation with the bank of your choice.

Opening a Post Office Account

Italian post offices also offer banking services (*Bancoposta*) at the “Poste Italiane.” For further information, please visit www.bancopostaclick.it

UniCredit Banca di Roma and **Poste Italiane** have a branch at the University campus. If you wish to open a bank account at the UniCredit branch on campus, you can contact the International Office staff to receive information and support.

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

Bank opening hours vary. 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/practical-information>

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 and is valid for 100 minutes;
- ROMA 24H - costs € 7.00 and is valid 24 hours on any means of transport;
- ROMA 48H - costs € 12.50 and is valid 48 hours on any means of transport;
- ROMA 72H - is a 3-day tourist integrated ticket and costs € 18.00;
- Monthly Pass - costs € 35.00 and lasts for the calendar month for an unrestricted number of journeys;
- Annual Pass - costs € 250.00. It is valid for 1 year beginning from the date of purchase for an unrestricted number of journeys.

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://www.agenziamobilita.roma.it/en.html>

Taxi

Taxis in Rome are white, with an identification name and a number on the front door and a taximeter inside. Radio Taxi companies are available 24h at the following phone numbers: 06-3570, 06-6645, 06-8822, 06-4157, 06-4994 or 06-5551.

Transfers from/to Rome Airports

NON- STOP Leonardo Express Train to and from Rome Termini/ Fiumicino Airport

With trains departing every 30 minutes, the Leonardo express non-stop train service takes you – on any 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 all year round, even in the event of strikes.

For passengers with disabilities and/or reduced mobility, the trains are equipped with dedicated seating and accessible toilets. 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 train stations of Trastevere, Ostiense, Tuscolana and Tiburtina. The train also stops in many other important stations in Rome.

For passengers with disabilities and/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 € 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 (Terravision, Sit Bus Shuttle, TAM) between Leonardo da Vinci (Fiumicino) Airport and the city centre (€ 6/pax one way).

Please visit the following website to check all possible options: <http://www.adr.it/web/aeroporti-di-roma-en/pax-fco-to-and-from>

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/pax 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 possible options: <http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-to-from>

For further information please visit:

- <http://www.atac.roma.it/index.asp?lingua=ENG>
- http://www.comune.roma.it/PCR/do/jpsite/Site/home?request_locale=en
- <http://www.agenziamobilita.roma.it/en.html>
- <http://www.adr.it/web/aeroporti-di-roma-en/pax-fco-fiumicino>
- <http://www.adr.it/web/aeroporti-di-roma-en/pax-cia-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.

Sapienza has its **internal emergency numbers**. Please call 8108 (from a landline) or 06 4969 423 (from a mobile phone) to reach the University Health and Safety Office.



Sapienza International Researchers' Guide

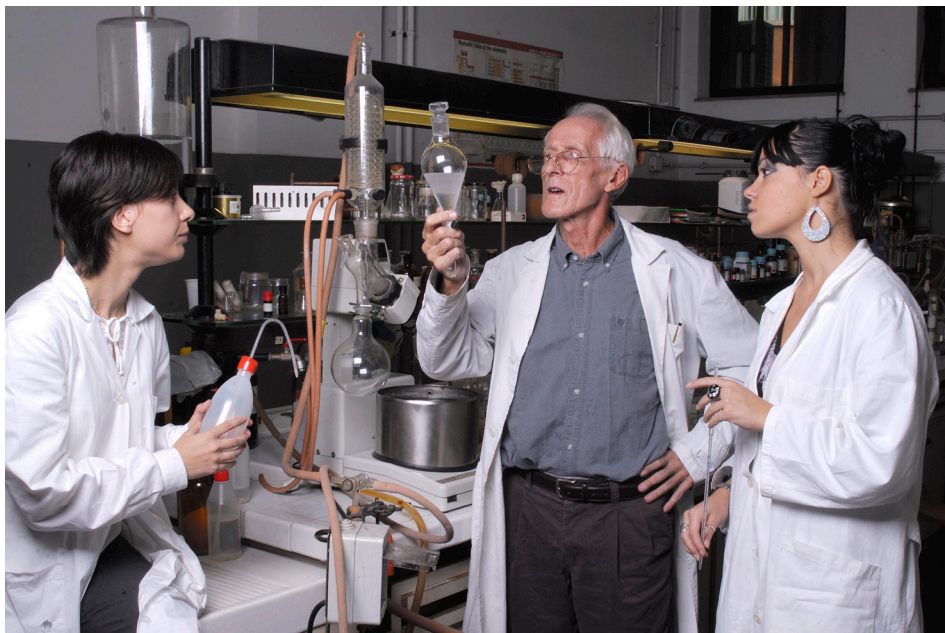
Campus Life



CONTACT US BEFORE YOU ARRIVE

Before arrival you should contact your host department and the professor with whom you will collaborate, in order to receive detailed information. Please visit this website to search for phone numbers and email contacts: http://www2.uniroma1.it/dipartimenti/default_e.php

You can also contact the International Office before arrival. It can provide you with all sorts of tips on 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 provide your identity (ID card or Passport) and to activate and pick up your International Researcher Card (IR Card). You can request the IR Card through the on-line form at the following link: <http://www.uniroma1.it/questionari/international-researcher-card>

The IR Card is an identification card that you can use to gain free access to all University facilities, including Wi-Fi. Moreover, it entitles you to discounts at shops and services that have special agreements with Sapienza University: <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:

ricercainternazionale@uniroma1.it

Telephones:

+39 06 4991 0416 / 0359 / 0564

Opening Hours:

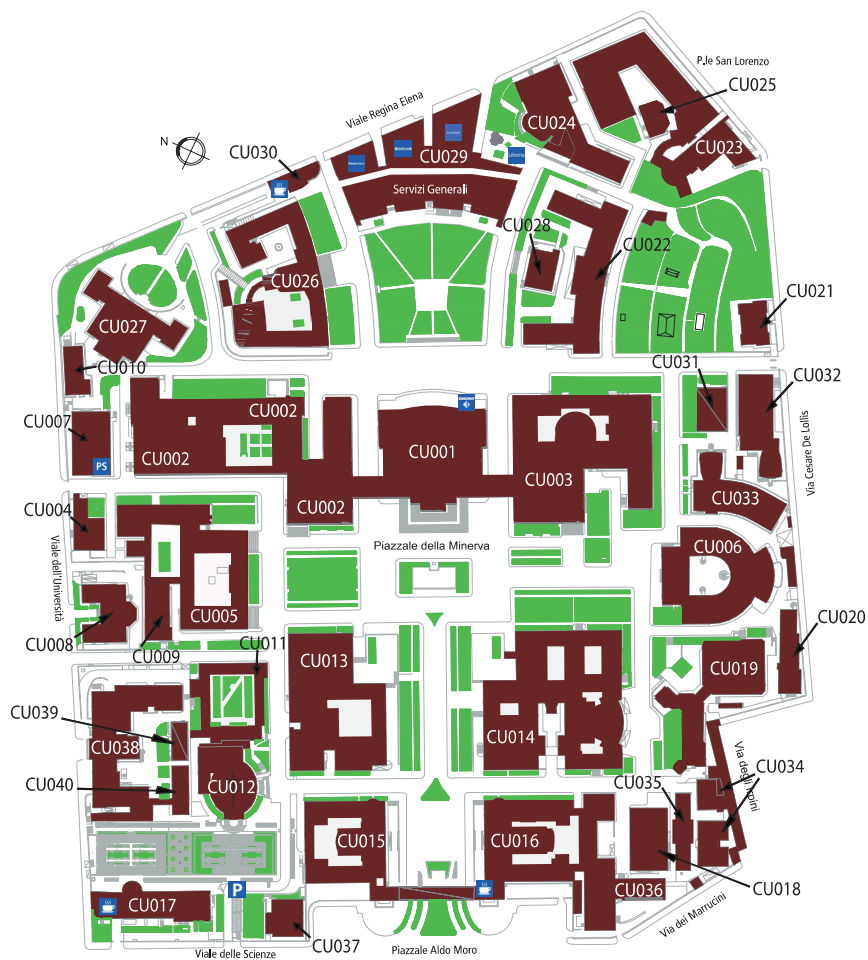
Monday to Thursday from 10.00 AM to 1.00 PM and from 3.00 to 5.00 PM

Friday from 10.00 AM to 1.00 PM

For further information please visit:

<http://www.uniroma1.it/questionari/international-researcher-card>

CAMPUS MAP



To know:

- The exact location of buildings on campus;
- The buildings with reception desks and emergency telephone numbers;
- The location of assembly points in the buildings;
- The location of the Health & Safety Office.

For an interactive version of the map, please visit: <http://www.virtualtour.uniroma1.it/>

LIBRARIES

Sapienza meets the needs of its students, academics and the community at large 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 over 3,700,000 volumes including 35,700 periodicals, 25,000 texts divided between antique and rare books and numerous historical archives.

You can consult the entire collection of volumes and audio-visual materials of Sapienza's libraries as well as journals and e-journals through the integrated database "Discovery Sapienza" at: <http://eds.b.ebscohost.com/eds/search/basic?sid=a6d9ea0f-362d-44a8-9944-ffbd54fcfc9%40sessionmgr114&vid=3&hid=126&lg=1>

Sapienza currently subscribes to over 10,000 on-line journals, hundreds of databases and a growing collection of e-books. They are directly accessible through Sapienza's Internet network or from anywhere in the world via BIXY, our off-campus access point. For further information, please visit the following link: <https://web.uniroma1.it/sbs/accedi-da-casa/accedi-da-casa-con-bixy>

Every Department also has its own library, staffed by people whose skills meet the changing needs of Sapienza's students, teachers and researchers. Two libraries, the Earth Science Library (CU009) and the Private Law Library (CU018), are open 24h and on weekends, too.

Further information on services and opening hours can be found on the department websites: http://www2.uniroma1.it/dipartimenti/default_e.php

Contacts:

SBS - Sistema bibliotecario Sapienza

Address: Via Cesare De Lollis 23, 00185 Roma

Tel.: +39 06 49693287

Fax: +39 06 49693289

Email: 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 at your host department's administrative office. 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 will have free access to Wi-Fi on 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 still access Wi-Fi through the IR Card (*see p. 24*).

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 for acquiring 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 with the opportunity to receive a 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: corsolinguaitaliana@uniroma1.it

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

PLAYING SPORT AT SAPIENZA

Sapienza offers its students, researchers and staff a wide range of sports facilities. While at Sapienza, you can play team sports, take up dance lessons or even get a sailing license!

CUS, the Sapienza University Sports Centre, has several locations:

- Piazzale del Verano (near the main campus) - includes a basketball court and two gyms where you can enjoy courses in martial arts, dance, aerobics and yoga, as well as participate in various team sports;
- Tor di Quinto - swimming pool, 2 tennis courts, football and rugby grounds, an 8-lane athletics track and a fully equipped gym;
- Baldo degli Ubaldi - basketball/volleyball court and 2 equipped gyms for fitness and body building activities;
- Anzio - the Tevere Royal Rowing Club offers sailing courses and outdoor training.



For further information please visit:

- <http://www.cusroma.net/>
- <http://sapienzavela.eu/en/>
- <http://en.uniroma1.it/campus-life/sport-leisure/sports>

HELP DESK FOR DISABLED PEOPLE

Sapienza makes all reasonable efforts to accommodate the needs of disabled individuals. The Help desk for disabled people (*Sportello per le relazioni con disabili*) co-ordinates University support 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_pertutti_2013.pdf

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



Contacts:

Address: Piazzale Aldo Moro 00185 Roma

E-mail: servizio.disabilita@uniroma1.it / servizio.dsa@uniroma1.it

Opening Hours: Monday to Friday from 09.00 am to 17.00

YOUR NOTES

[illegible]

Annex

Checklists

The guide in brief



ARRIVING IN ITALY - WHAT TO DO:

Checklist

Before Arrival in Italy:

- ☐ Visa (extra-EU researchers only)
- ☐ Health Insurance or EHIC
- ☐ Certificate to avoid double taxation (optional)
- ☐ Informing the Host Department of arrival
- ☐ Italian Tax Code

After Arrival in Italy:

- ☐ Declaration of presence (for stays up to 3 months only)
- ☐ Registration at the Municipality Office (for stays over 3 months – EU)
- ☐ Residence Permit (for stays over 3 months – Extra-EU)
- ☐ Activation of Sapienza International Researchers' Card (optional)
- ☐ Registration to the National Health Service (optional without a work contract)
- ☐ Registration with “Gestione Separata INPS” (only in case of research/mobility fellowships or “Co.Co.Co.” type work contracts)

LEAVING ITALY - WHAT TO DO:

Checklist

- Residency: If you are registered at the *Ufficio Anagrafe* (Registry office) inform the Municipality office of your departure.
- Health insurance: In case you have subscribed a private health insurance, check the date of expiry 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 INPS directly or the national institute in charge of your sector. To help you in these procedures, you can contact 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 your 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 further information: *SUNIA - Sindacato Unitario Nazionale Inquilini e Assegnatari* (the national tenants union). Cancel all 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 (i.e. documents, terms, etc.) on how to close your bank account or to inform them about your new address abroad.
- Schools/childcare services: Notify your children's school or childcare provider that you will be leaving Italy. 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.

EU RESEARCHERS			
BEFORE ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Informing the Host Department of arrival	Researcher	Send an e-mail to the Host Department or to the inviting professor	
Avoiding Double Taxation (optional) <i>Possible only in case of an agreement between Italy and the country of residence of the researchers. You can find a list of the existing agreements at the following link:</i> http://www.finanze.it/export/finanze/Per_conoscere_il_fisco/fiscalita_Comunitaria_Internazionale/convenzioni_e_accordi/convenzioni_stipulate.htm	Researcher	<ul style="list-style-type: none"> - Contact your fiscal authority to get information on the specific national procedures. - Fill out the form to request the exemption from paying taxes in Italy. - Have the form signed by your fiscal authority. - Hand in the form to your Host department when you arrive in Italy 	Form to request the exemption N.B: Other specific documentation could be required by the fiscal authority of each specific country Template: http://www.uniroma1.it/sites/default/files/allegati/Modulo%20per%20evitare%20doppie%20imposizioni.pdf
Tax Code <i>It is required to receive reimbursements from Sapienza; open a bank account; register to the national health system; activate a telephone line; rent an apartment, etc.</i>	Researcher International Office/ Host Department	<ul style="list-style-type: none"> - Fill out form AA4/8 - Make a copy of your ID or passport - Send the form and copy of your document to the International Office - Research Unit or to your Host Department by e-mail 	<ul style="list-style-type: none"> - Form AA4/8 of Italian Revenue Agency - Copy of ID or Passport http://www.uniroma1.it/sites/default/files/allegati/TemplateEnTaxCodeIndications.pdf
Accommodation at Foresteria Sapienza or affiliated hotels (optional)	Host Department/ Inviting Professor	The department or the inviting professor has to place the reservation on behalf of the researcher through Sapienza "Settore Affari Sociali"	Reservation form Casa dell'Aviatore: http://servizi.uniro-ma1.it/convenzioneaeronautica/

EU RESEARCHERS			
AFTER ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Registration at the Municipality Office (Iscrizione Anagrafica) <u>(ONLY FOR PERIODS OVER 3 MONTHS)</u>	Researcher	<ul style="list-style-type: none"> - Prepare the required documentation (originals and copies) - Go to the Register Office of your municipality - Fill out the proper form and hand it in together with the required documentation 	<ul style="list-style-type: none"> - valid ID - document attesting the working activity or enrolment to university - Proof of financial standing - Valid health insurance
Registration to the National Health Service (SSN) <i>Registration to the National Health Service is mandatory – or by-right – if you have a work contract. Researchers who do not hold a work contract can apply for voluntary registration.</i>	Researcher	<ul style="list-style-type: none"> - Go to the Local Health Authority (Azienda Sanitaria Locale - ASL) of your municipality 	MANDATORY REGISTRATION: <ul style="list-style-type: none"> - Self-certification of employment status - Self-certification of residency - tax code - ID VOLUNTARY REGISTRATION: <ul style="list-style-type: none"> - certificate of registration at the Municipality Office - Self-certification of income - tax code - ID - receipt of payment of yearly lump sum (€149,77)
International Researchers' Card (optional) <i>It grants access to University's facilities and wi-fi</i>	Researcher	<ul style="list-style-type: none"> - Fill out the online form - Pick up the IR Card at International Office - Research Unit 	Online form to request the IR Card: http://www.uniroma1.it/questionari/international-researcher-card

EU RESEARCHERS			
AFTER ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Opening a bank account (optional)	Researcher	Go to a local bank branch with the required documents	- Passport or ID - Tax Code - Proof of address (utility bills, official statements, etc)
INPS Individual Registration (Gestione Separata) <i>Only in case of research fellowships, mobility fellowships, or working contract of "Co.Co.Co." type</i>	Researcher	- Fill out the proper form - Hand in the form directly at the local INPS office or send it by mail to the local INPS office	INPS SC04 form http://www.inps.it/portale/default.aspx?ime-nu=107&IdArea=3&IdLingua=1

non-EU RESEARCHERS			
BEFORE ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Informing the Host Department of arrival	Researcher	Send an e-mail to the Host Department or to the inviting professor	
Visa <u>FOR PERIODS UP TO 3 MONTHS</u>	Researcher	<ul style="list-style-type: none"> - Verify if you need a visa to enter Italy at the following link: http://vistoperitalia.esteri.it/home/en - If you need a visa, contact the Italian Embassy/Consulate of your country of origin well in advance to start the visa application process 	Verify with the Embassy/Consulate the required documentation
<u>FOR PERIODS OVER 3 MONTHS</u> (Visa for Scientific Research Purpose) <i>We strongly suggest you begin the application for this type of visa at least 3 months prior to the date of arrival, although the procedure may be shorter (less than 2 months).</i>	Host Department International Office Researcher	<ul style="list-style-type: none"> - The Head of the department and the researcher sign the Host Agreement - The department sends a request online to the <i>Sportello Unico per l'Immigrazione</i> (SUI) and, by appointment, hands in the supporting documents - SUI electronically transmits the entry clearance to the consulate issuing the visa - Once the entry clearance is issued, the researcher submits the visa application at the Italian Embassy/Consulate of his/her country of origin 	RESEARCHER - University diploma in French or English - Copy of passport - Copy of host agreement DEPARTMENT - Registration of Sapienza to the MIUR list - Original copy of the host agreement signed by the head of department and the researcher

non-EU RESEARCHERS			
BEFORE ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Health Insurance <i>Health coverage is generally required in order to obtain the visa</i>	Researcher	- If you do not own one, purchase a private health insurance valid for Italy - Make sure to have a copy endorsed by the Italian Embassy/ Consulate	
Avoiding Double Taxation (optional) <i>Only in case of an agreement between Italy and the researchers' country of residence. You can find a list of the existing agreements at the following link: www.finanze.it/export/finanze/Per_co-noscere_il_fisco/fiscalita_Comunitaria_Internazionale/convenzioni_e_accordi/convenzioni_stipulate.htm</i>	Researcher	- Contact your fiscal authority to get information on the specific national procedures. - Fill out the form to request the exemption from paying taxes in Italy. - Have the form signed by your fiscal authority. - Hand in the form to your Host department when you arrive in Italy	Form to request the exemption N.B: Other specific documentation could be required by the fiscal authority of each specific country Template: http://www.uniroma1.it/sites/default/files/allegati/Modulo%20per%20evitare%20doppie%20imposizioni.pdf
Tax Code <i>A tax code is necessary to receive reimbursements from Sapienza; open a bank account; register with the national health system; rent an apartment, etc.</i>	Researcher International Office/ Host Department	- Fill out Form AA4/8 - Make a copy of your passport - Send the form and copy of your document to the International Office - Research Unit by e-mail	- Form AA4/8 of Italian Revenue Agency - Copy of passport http://www.uniroma1.it/sites/default/files/allegati/TemplateEnTaxCodeIndications.pdf
Accommodation at the Sapienza Guest House or affiliated hotels (optional)	Host Department/ Inviting Professor	The department or the inviting professor has to book a reservation through <i>Settore Affari Sociali</i>	Reservation Form Casa dell'Aviatore: http://servizi.uniroma1.it/convenzioneaeronautica/

non-EU RESEARCHERS			
AFTER ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
<p><u>FOR PERIODS UP TO 3 MONTHS</u></p> <p>Declaration of presence</p>	Researcher	<p><u>If you arrive from a non-Schengen state:</u></p> <ul style="list-style-type: none"> - the obligation to declare your presence is satisfied at the border control, when a sticker is applied to your passport; <p><u>If you arrive from a Schengen state:</u></p> <ul style="list-style-type: none"> - Within 8 days from arrival, you must file a declaration of presence at the Police Head Office (<i>Questura</i>). <p>N.B.: If you stay at a hotel, the declaration of presence is handled by the reception facility upon check-in</p>	<p>Declaration of Presence form</p> <p>http://img.poliziadistato.it/docs/modulo_dichiarazione_presenza_cittadini_ue.pdf</p>
<p><u>FOR PERIODS OVER 3 MONTHS</u></p> <p>Residence Permit (<i>Permesso di Soggiorno</i>)</p> <p><i>The researcher must apply for a resident permit within 8 days from the date of arrival</i></p>	Researcher	<ul style="list-style-type: none"> - Pick up a Residence Permit Kit at SUI offices (if you have a visa for scientific research purposes) or at a "Sportello Amico" post office (if you have other types of visa); - Go to the Police Headquarters on the assigned appointment day - Once ready, you will receive a notification to pick up your permit of stay at the Police Headquarters 	<p><u>If you have a visa for scientific research:</u></p> <ul style="list-style-type: none"> - Copy of the host agreement - Entry Clearance - Passport <p><u>If you have other types of visas:</u></p> <p>The supporting documentation varies according to the type of permit of stay solicited</p>

EU RESEARCHERS			
AFTER ARRIVAL			
WHAT	WHO	HOW	DOCUMENTS
Registration to the National Health Service (SSN) <i>Registration with the National Health Service is or by-right if you have a work contract. Researchers who do not have a work contract may register voluntarily.</i>	Researcher	<ul style="list-style-type: none"> - Go to the Local Health Authority (Azienda Sanitaria Locale - ASL) of your municipality - Hand in the required documents - Pick up your SSN Card 	MANDATORY REGISTRATION: <ul style="list-style-type: none"> - a valid permit of stay - Self-certification of residency - tax code VOLUNTARY REGISTRATION: <ul style="list-style-type: none"> - a valid permit of stay - Self-certification of residency - tax code - receipt of payment of yearly lump sum (€149,77)
International Researchers' Card (optional) <i>It grants access to University's facilities and wi-fi</i>	Researcher	<ul style="list-style-type: none"> - Fill out the online form - Pick up the IR Card at International Office – Research Unit 	On-line form to request the IR Card: http://www.uniroma1.it/questionari/international-researcher-card
Opening a bank account (optional)	Researcher	<ul style="list-style-type: none"> - Go to a local bank branch with the required documents 	<ul style="list-style-type: none"> - Passport or ID - Tax Code - Proof of address (utility bills, official statements, etc)
INPS Individual Registration (Gestione Separata) <i>Only in case of research/mobility fellowships, or working contract of "Co.Co.Co." type</i>	Researcher	<ul style="list-style-type: none"> - Fill out the proper form - Hand in the form directly at the local INPS office or send it by mail to the local INPS office 	INPS SC04 form: http://www.inps.it/portale/default.aspx?ime-nu=107&IdArea=3&IdLingua=1

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