



Dear Student,

*Welcome to the University of Pavia!
We are glad you have chosen to study
with us and we hope this handbook will
help you learn more about life at our
campus.*

*Please read it carefully before you ar-
rive and keep it ready at hand for future
reference during your stay.*

*Our aim is to provide you with practical
information about life as a new interna-
tional/exchange student and as a new
member of Pavia's academic commu-
nity.*

*Please note this booklet is for infor-
mation purposes only. We make ev-
ery effort to ensure that it is accurate
at press time. However, the university
shall not be responsible for any errors
or omissions.*

July 2019

How to reach Pavia and move around the city

Pavia is located 30 km south of Milan, to which is connected by trains every 20 minutes. The University has two main campuses: Humanities and Social sciences in the city center, the scientific campus in the western part of Pavia, near the main hospital.

BY PLANE

Students can fly to one of Milan's three airports: Linate (50 km from Pavia), Malpensa (90 km from Pavia), or Orio al Serio (70 km from Pavia).

LINATE AIRPORT (LIN)

Regular bus services connect Linate to downtown Milan (Line 73 - 1,50 €) and to Milan central railway station (5 €). From Milan central railway station it is possible to take a train to Pavia (4 €). A bus service connects directly Linate to Pavia (15 €) five times a day.

Learn more:

www.trenitalia.com/en.html

www.autoservizibotti.com/i-nostri-servizi

MALPENSA AIRPORT (MXP)

Several buses connect this airport to Milan Central railway station (around 10 €). From Milan Central railway station it is possible to take a train to Pavia (4 €). Another option is to take the Malpensa express train directly from the airport to Milan Bovisa railway station (14 €) and then take a train to Pavia (4 €).

Learn more:

www.malpensaexpress.it/en

ORIO AL SERIO AIRPORT (BGY)

Several buses connect this airport to Milan central railway station (around 5 €). From Milan Central railway station it is then possible to take a train to Pavia (4 €).

BY TRAIN

Most European cities are connected to Milan's central railway station by direct trains. From Milan railway station to Pavia there are regional trains (4 €) and intercity trains (9 €). Other Milan railway stations, such as Milan Rogoredo, Milan Bovisa, Milan Porta Garibaldi are connected to Pavia through regional trains, as well.

URBAN BUS

Pavia local bus company is called Autoguidovie. You can buy tickets on board, at news stand or directly on the app "Autoguidovie". The app is free and available in several languages. On the app you can plan your journey and check the bus schedule for each bus stop. UNIPV and Autoguidovie offer all students a bus pass for the whole academic year at roughly 15 €.

Learn more: pavia.autoguidovie.it/it/uni-pass

CAR AND BIKE SHARING

Users can borrow one of the 6 environmental-friendly cars to move freely in the city centre (even in the restricted areas), park for free all over the city and also use the bus lanes.

Learn more: www.e-vai.com

"Pavia in Bici" is the bike sharing service provided by the City of Pavia. It is possible to borrow a bike in one of the different bike parks at a price of €20 per year.

Learn more: www.comune.pv.it/site/home/articolo12361.html



Visa and Permit of Stay

BEFORE ARRIVAL

EU citizens do not need a VISA to enter Italy.

NON-EU citizens residing abroad need to do a pre-enrolment via Italian Consulate and start the visa procedures; official admission at the University of Pavia will be possible only after the pre-enrolment. Get in contact with the Italian authority in your country.

Learn more about VISA application: vistoperitalia.esteri.it/home/en

and about pre enrollment procedure: www.studiare-in-italia.it/studentistranieri/#

If you want to enrol in a degree program at the University of Pavia and you have obtained your diploma outside of Italy, you should provide a declaration of its value (Dichiarazione di Valore in Loco), issued by the Italian authorities (usually Italian Embassy or Consulate) in the country where the qualification was awarded. Please note that the mentioned document should state that the student has completed at least 12 years of pre-university education.

ONCE IN PAVIA

Non-EU citizens: request your Permit of Stay within eight days from your arrival in Italy by filling in the KIT for the permit of stay at the International Students Help Desk located at the Police Station.

Contacts:

Police Station - Questura di Pavia
Via Rismondo 68

Office Hours:

Tuesdays 9:00 - 12:00

Thursdays 10:00 - 12:00

Make sure you hand in the following documents:

- Photocopy of all the pages of your passport (including blank pages);
- Photocopy of an insurance policy (public or private);
- Proof of enrolment at the University of Pavia - this document must be requested and issued by the students administrative office;
- Proof of accommodation: photocopy of your house lease or, if guest in one of the colleges, a letter signed by the rector or the bursar of the college;
- Proof of economic support: photocopy of scholarship or bank account details or front and back of your credit card;
- A 16 € revenue stamp ("marca da bollo").

After the KIT has been filled in, you should take it to the post office in order to send it to the immigration authorities. Postal and shipping fees will cost about 140 €. You will receive a text with your appointment at the immigration office at the Questura of Pavia in order to take your fingerprints. When going to the appointment, do not forget to bring 4 passport photos and your passport.

The status of your permit of stay can

always be checked on the website of Portale Immigrazione (use the username and password that can be found on post office receipt).

Please check:

www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx

Remember to carry with you a photocopy of your postal receipt of your permit of stay application - this receipt has the value of a permit of stay until the document is ready.

Contacts:

Post Office
Piazza della Posta, 1 - 27100 Pavia

The TAX CODE

The Tax Code (Codice Fiscale) is a personal document used for the identification of citizens in their relations with the public institutions. The code lists 16 alphanumeric digits (representing name, surname, gender, date and place of birth). It is also essential to open a bank account, to sign a rental agreement, to buy an Italian SIM card. In order to get a fiscal code, applicants need to go to the local office of the Agenzia delle Entrate (Tax Office), with Passport and a photocopy of the pages with the personal information and study visa. The office will give you a form which has to be filled and handed back to them.

Contacts:

Agenzia delle Entrate
Corso Mazzini, 18
+39 0382 375711 - www.agenziaentrate.it
Mon to Fri 8:30 - 12:30
Tue - Thu 14:00 - 16:00



Health care & Safety

International students at the University of Pavia are strongly recommended to get a health insurance covering the length of their studies.

Moreover, in order to apply to a permit to stay, students coming from non-EU countries must have a Health Insurance for the entire duration of their stay in Italy.

WHAT ARE THE OPTIONS?

1. Use your European Health Card (option only for students from EU countries, Iceland, Liechtenstein, Norway and Switzerland), which gives access to immediate necessary care under the same conditions as nationals of that country.

Learn more: ec.europa.eu/social/main.jsp?catId=559#navItem-1

2. Register with the Italian NHS, get a "Tessera Sanitaria" and rely on Public Healthcare as if you were an Italian. It costs around 150€ and it will be valid from January to December of the same year. Italian public health care will give you access to a general practitioner and reduced prices for medicine and/or treatments.

Learn more at the ATS offices in Pavia and on: www.ats-pavia.it/sito.nsf/News.xsp/Assistenza-sanitaria-agli-stranieri

3. Purchase private health insurance for students or extend your family insurance plan to cover you while abroad. Please note that private insurances mainly cover only expenses for Emergency Room at the

hospital: make sure to check all the contract conditions if you choose this option.

Contacts:
ATS Pavia
Viale Indipendenza 3
Mon to Fri 8:30 - 12:00

GETTING EMERGENCY ASSISTANCE & SERVICES

If you find yourself in any kind of medical emergency call 118 (toll free). You can also go to the emergency room directly. It is open 24/7. Take with you your personal documents and proof of your health insurance (i.e. European Health Card or proof of payment if you applied for a private insurance).

Contacts:
Emergency Room Pavia - Pronto Soccorso
Str. Privata Campeggi, 27100 Pavia PV

SAFETY

Pavia provides a safe environment to its population but in case you feel unsafe for any reason here some useful numbers, just dial:

112: Single emergency number for all EU member states, a reply service in a number of languages is provided for calls to this number.

113: National number for all kinds of emergencies: to report theft, robbery or assault, or accidents and health emergencies. Available 24/7.

115: Fire Service in the event of fire, smoke or gas leaks.



Housing & Bank account

Each of Pavia's 20 halls of residence, that, in total, host approximately 2.000 students, has its own particular history. Residences range from the two oldest institutions, Borromeo and Ghislieri, founded at the end of the 16th century, to the more recent ones managed by EDiSU (Ente per il Diritto allo Studio Universitario). Residence life is not only accommodation and study but also an opportunity to acquire a sense of belonging to a community, one where academic achievements, traditional events, parties and sporting rivalries play a key role. Moreover, in the residences students can build their first professional network. Anyone can access the residences thanks to a parental-income based fee system, payment by instalments and educational merit entry criteria. The cost of a room in a hall of residence can range from 190 € to 360 € per month.

Pavia boasts four traditional, merit-based halls of residence. These offer internal university courses where research is particularly valued:

Almo Collegio Borromeo
www.collegioborromeo.it
 Collegio Ghislieri
www.ghislieri.it
 Collegio Nuovo (female)
colnuovo.unipv.it
 Collegio Santa Caterina (female)
santacaterina.unipv.it

EDiSU manages 11 residences and 1.500 seats. Find the complete list of residences and more information at www.edisu.pv.it/index.php?page=colleges-and-university-residences

Contacts:
 EDiSU Pavia
 Via Calatafimi 11
 Mon - Fri 9:30 - 12:00 / 14:00 - 15:00
www.edisu.pv.it

Additionally, there are four private residences in the city:
 Collegio Don Bosco (male)
www.salesianipavia.it
 Collegio Maria Ausiliatrice (female)
www.collegiofemminile.pavia.it
 Collegio Marianum (female)
www.collegiosantacaterina.it
 Collegio Sant'Agostino (male)
collegiosantagostinopv.wordpress.com

If you are unable to find a place in halls of residence or if you prefer not to go there, you can look for a room privately. Many flats are rented out to students and rooms are usually available. You can find advertisements on university notice boards and in many websites. The cost of a single room in a flat can range from 200 until 350 euro per month.

The Centro Assistenza Studenti finds accommodation for incoming students prior to their arrival both in private flats and in the halls of residences for free (for Erasmus and exchange students only).

Contacts:
 Centro Assistenza Studenti
 Corso Mazzini 9
www.centroassistentzastudenti.it
erasmus@centroassistentzastudenti.it
 Mon to Thu 9:30 - 12:00 / 15:00 - 18:00
 Fri 9:30 - 12:00

BANK ACCOUNT

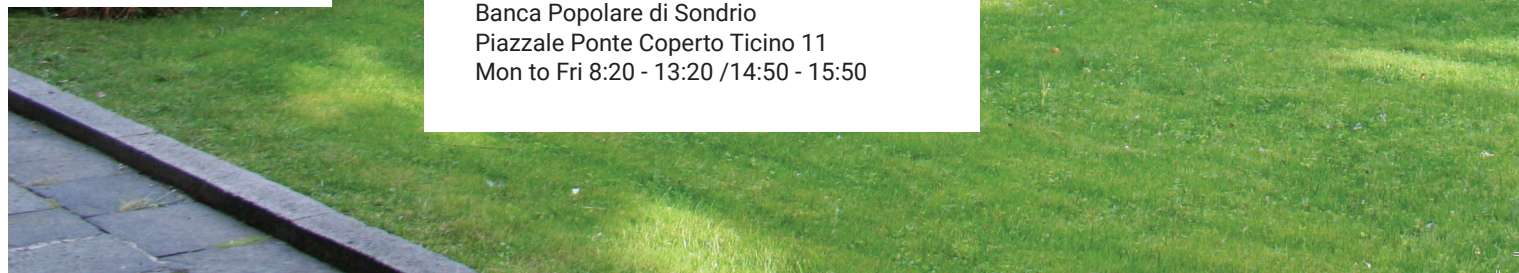
Many banks have special student account offers with very low service fees.

To open a bank account, you will need:

- Passport or valid ID
- Tax Code (Codice fiscale)
- Italian mobile phone number
- Receipt of permit of stay (non-EU only)
-

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. The procedures to open the bank account and transfer the funds will take up to 15 days. So make sure you have enough money on arrival. Banca Popolare di Sondrio is the treasury management bank of the University which offers the possibility to open a bank account at special conditions.

Contacts:
 Banca Popolare di Sondrio
 Piazzale Ponte Coperto Ticino 11
 Mon to Fri 8:20 - 13:20 / 14:50 - 15:50



Services & Facilities

ONLINE SERVICES

Area Riservata

By entering fiscal code and password (provided upon registration) on the Area riservata, at the website studentionline.unipv.it, students can check their account and access the various files related to their university career.

Registration for exam sessions through the Area Riservata is compulsory. Unless registration is carried out correctly it will not be possible to record the examination results in the academic career or insert them in the transcript of records.

From the Area Riservata students can also print self-certificates regarding enrolment, career, exams passed and so on.

MyUniPV app

Through MyUniPV app (available for iOS and Android), you will have everything you need to know about your University life on your mobile device: campus maps, information about fees, academic offer, study plan, exams manager, average grade calculator. You will be also able to access your area riservata through the app.

E-mail

All students are given an institutional email account where they will receive all official information from the University. E-mail addresses are as follows: name.surname00@universitadipavia.it. For example, "Alessandro Volta" would be assigned alessandro.volta01@universitadipavia.it.

LIBRARIES

The University offers 35 libraries run by different faculties and departments. All material owned by the different academic libraries is listed in an electronic catalogue, called OPAC (On-line Public Access Catalogue). By consulting this source, it is possible to find information about book offer, and availability. A special section of the catalogue is provided for periodicals. Each library has its own opening hours and rules: libraries can be open from a minimum of 16 to a maximum of 50 hours per week, generally from Monday to Friday.

Contacts:

Servizio Biblioteche
[biblioteche.unipv.it/](http://biblioteche.unipv.it)
opac.unipv.it

LEARNING ITALIAN LANGUAGE

The University of Pavia Language Centre offers Italian language courses throughout the academic year, from September to June. Italian courses are mainly addressed to Erasmus+ and exchange students and international students enrolled in the University of Pavia, but are also open to anyone who is interested in learning Italian. They are all taught by qualified teachers of Italian as a second or foreign language.

COURSE TYPE	WHAT	WHEN	COSTS for UNIPAVIA-students
One-month intensive	Daily classes 50 hours	Sept and Feb	195 €
Semester courses	3 days per week 6pm-8pm 74 hours	Oct-Jan Feb-Jun	240 €

CAFETERIAS

A number of canteens located at both campuses. The price of a complete meal (including two courses, a side dish, bread, a dessert or fruit and water) is € 7.50.

Opening hours:

Mensa Centrale
Mon to Fri lunch 12.00-14.15
Mensa Fraccaro
Mon to Fri lunch 12.00-14.15
Mensa Castiglioni
Mon to Sun lunch 12.00-14.00 - dinner 19.00-21.00
Mensa Cravino
Mon to Sun lunch 12.00-14.30 - dinner 19.00-21.00
Mensa Markas
Mon to Sat lunch 12.00-14.30

SPORTS CENTRE (C.U.S.)

The University of Pavia Sports Centre (C.U.S.) carries out sports activities both in the university circuit (participation in the University National Championships and in national and international activities) and in the circuit of the National Sports Federations. Facilities consist of three multi-purpose gyms, a weight room, a fencing room, a rugby field, a football/archery field, a field for 5-man football, two beach volley courts and an exercise trail with gymnastic equipment and a canoeing-rowing facility on the left bank of the Ticino River. All university students - including international students - can join the C.U.S.

Contacts:

Centro Universitario Sportivo (C.U.S.)
Via Bassi, 9/A - +39 0382 526209
www.cuspavia.org

FACILITIES FOR DISABLED STUDENTS

S.A.I.S.D. takes care of the facilities for students with special needs coordinating and monitoring all the initiatives relating to the integration of students with special needs in all aspects of university life, making it possible for them to attend classes, laboratory sessions.

Contacts:

S.A.I.S.D.
Piazza Leonardo Da Vinci, 16
[saisd.unipv.it/](mailto:saisd.unipv.it) disabili@unipv.it

STUDENT ASSOCIATIONS

A number of student associations organize both cultural, sports and social activities open to all students.

Learn more at:

www.unipv.eu/site/home/naviga-per/studenti/acersat.html

STEP ESN Pavia is a volunteering association supporting international students arriving in Pavia.

Contacts:

STEP ESN Pavia
Via Sant'Agostino, 1 - www.esnpavia.org
pavia@esn.it - facebook.com/esnpavia

BUDDY

Unipv offers to international students the opportunity to be matched with a Buddy! Buddies are local students who will support you before your arrival and during your first days in Pavia. They will answer to your questions and doubts, will help you to get settled in, and will give you valuable opportunities to meet fellow students.

Learn more at

web.unipv.it/internazionale/international-students/buddy-programme/
For doubts or support, contact buddy@unipv.it

