



# Institute for Advanced Study

*IUSS- Pavia*



## **INTERNATIONAL STUDENT GUIDEBOOK**

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*“The real voyage of discovery consists not in seeking new landscapes  
but in having new eyes”*

*Marcel Proust*

*IUSS Offices:*

*Opening times:*

*from Monday to Friday  
Tuesday and Thursday*

*from 9.00 to 12.00  
also from 14.30 to 16.30*



## 1. OUR HISTORY

Since 1997, IUSS fulfils an advanced teaching and research model successfully implemented by two other prestigious institutions in Italy, the Scuola Normale Superiore and the Scuola Sant'Anna in Pisa. The core mission of IUSS is contributing to the growth of a small number of students, selected among five University colleges, by offering them, at any step of their higher education, qualified programs at an international level enhancing their capabilities and knowledge in an interdisciplinary fashion depending on the choices, the specific fields and outstanding qualifications of the professors constituting the Faculty. IUSS is also committed to scientific progress by promoting Ph.D. programs and developing research activities at an international level.

The aim of this handbook is to provide information for International students on the many aspects of the IUSS such as the various academic activities and facilities and the bureaucratic and financial procedures which each student must be aware of upon arrival at the IUSS.

### 1.1 LOCATION

The IUSS is located in the old centre of Pavia, a University town with more than twelve university colleges.

The IUSS encourages international mobility through a network of integrated services offered to Lecturers, Scholars, Post-docs, PhDs and students coming from abroad.

### 1.2 ACADEMIC ACTIVITIES

#### **The Italian university system: a brief profile**

- The first cycle (*Laurea - LA*) takes 3 years for a total of 180 ECTS. It leads to a Bachelor of Science equivalent degree (UK);
  - The second cycle (*Laurea Specialistica / Laurea Magistrale- LS*) takes 2 years for a total of 120 ECTS. It leads to a Masters of Science equivalent degree (UK);
  - The third cycle (*Dottorato or Perfezionamento*) takes 3 years for a total of 180 ECTS. It leads to a PhD equivalent;
  - In addition to the first cycle, the Italian system provides a 1-year course (minimum of 60 ECTS) leading to a first level Specializing Masters (MA);
  - In addition to the second cycle, the Italian system provides a 1-year course (minimum of 60 ECTS) leading to a second level Specializing Masters (MA).
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Specializing Masters do not give access to third-cycle programmes. The credits earned with a Specializing Masters may in some instances be recognised as part of an LS degree.

For further information visit: [www.study-in-italy.it](http://www.study-in-italy.it)

### **1.3 TRAINING PROGRAMMES**

The Institute for Advanced Study of Pavia - IUSS offers advanced international undergraduate and post-graduate programmes:

- Undergraduate courses open, on a merit base, to the most promising students of Pavia's University.
- II Level University Master degrees providing a strong international approach.
- PhD Degrees provide an interdisciplinary point of view and exposure to cutting edge research.

Other structures and activities related also to research are:

- the Human Development, Capability and Poverty International Research Centre (HDCP-IRC)
- the International Center for Astronomical and Remote-sensing Observations (ICARO)
- the Advanced Numerical Simulation Centre (CESNA)
- the Centre for Post-graduate Training and Research in Earthquake Engineering and Engineering Seismology
- the Center for Neurocognition and Theoretical Syntax Research (Ne.T.S)

## ***2. HOW TO REACH PAVIA***

Pavia can be easily reached by train with direct connections: the most important ones are Milano Centrale (Km 40) and Genova (km 80).

The closest airport to Pavia is Milan-Linate, followed by that of Milan-Malpensa. From Linate airport, it is possible taking a direct bus to Pavia Train Station (this is the last stop made by the bus). There is a daily bus service from Linate airport to Pavia railway station. The bus timetable is subject to change. Before leaving, it would be better checking the timetable on the following website <http://www.migliavaccabus.it/>. Taxis can usually be found outside the train station, but the following telephone number can also be used to book taxis: 0382/577733. From Malpensa airport you can take a bus to the Milan Central railway station and then take a train to Pavia.

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## 2.1 LIVING IN PAVIA

Pavia is a town of south-western Lombardy, northern Italy, 35 km south of Milan on the lower Ticino river near its confluence with the Po river. It has a population of c. 71,000. Pavia was also the capital of the Kingdom of the Lombards from 568 to 774. The IUSS, together with the University of Pavia, the Ghislieri College, the Borromeo College, the Nuovo College, the Santa Caterina College and the EDiSU University Colleges, belongs to the Pavia Study System.

The town of Pavia has a vast amount of artistic and cultural treasures, including several important churches and museums, such as the well-known Certosa di Pavia. ([www.certosadipavia.com](http://www.certosadipavia.com)).

## 3. BUREAUCRATIC INFORMATION

### 3.1 BEFORE LEAVING HOME

#### Visa application

Non EU students are required to apply for a student visa to enter Italy.

To obtain a student visa, the foreign student has to go, in person, to the Italian Embassy or Consulate (the Institution proposed to issue visas) in his/her home country. Here, a list of necessary documents to get the study entry visa, will be given to the student. These documents must be certified through the legalization (“legalizzazione”) and translated into Italian language together with the declaration of local value (“*Dichiarazione di valore in loco*”).

Please, visit MiUR’s English website at

<http://www.study-in-italy.it/studying/info-07.html> and

<http://vistoperitalia.esteri.it/home/en>

### 3.2 RESIDENCE PERMIT FOR STUDY PURPOSES (PERMESSO DI SOGGIORNO PER STUDIO)

When a Non-European student arrives to Pavia, after visa procedures in his/her county of origin, he/she must register him/herself, **within 8 work days, after entering Italy.**

Documents required to get the stay permit are:

- application form, contained in a special kit, available at all Post Offices.
  - copy of the passport (only pages with visas and stamps)
  - revenue stamp (called in Italian “marca da bollo”) of € 16.00;
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- photocopy of the enrollment letter duly stamped by Italian Embassy/Consulate of student's origin country (a letter from the School that confirms that the student has been accepted to attend a Master/Ph.D. course in Italy, specifying the dates of the permanent stay, where the person will live and the amount of the scholarship if awarded).
- copy of insurance:
  - i) If non-European students wish to obtain public-liability/health insurance in Italy, then they should go to any post office and pay € 49,00 (for 6 months) or € 98,00 (for 1 year) to account number (conto corrente n.) **71270003**, to the payee:

- **Agenzia Generale di Roma – I.N.A. – Assitalia – “Conto 20”, specifying “Polizza sanitaria studenti stranieri”.**

Afterward, it will be necessary to send postal receipt's scan copy to the following email address: **info@insuranceitaly.it**

- ii) If non-European students wish to obtain health insurance upon their arrival to Italy, then they can obtain it at any Post office in Italy paying €149.77 to postal account number (conto corrente n.) 379222, to the payee:
  - Regione Lombardia, Contributo Servizio Sanitario, specifying the year (the insurance follows the solar year, from January to December).

**- Submittal the application form -**

The student will have to submit the application form - placed in its unsealed envelope – to the authorized Post Office (in Italian **Sportello Amico**).

When student submits the above mentioned application form, he/she will have also to show his/her original passport for identification purposes to the post office counter.

The postal clerk will give to the applicant:

- a receipt for the application form which must be kept and can be used subsequently to register at the municipal records office and at the Health Service while the student is waiting to receive his/her electronic stay permit. Two personal identification codes will be printed on the receipt (**user id and password**), which allow the applicant to check the progress of the application procedure, either connecting to [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) or visiting [questure.poliziadistato.it/stranieri/](http://questure.poliziadistato.it/stranieri/) to find out if the residence permit is ready for collection;

- a receipt with the appointment date when he/she will have to go to the Police Headquarters (Immigration Office) to have his/her fingerprints taken;

Total amount for getting the Italian stay permit, which has to be paid at the Post Office, is € 138,80 (insurance excluded).

### 3.3 ASSISTANCE AND FURTHER INFORMATION

For assistance in filling in the above mentioned application forms and getting more information on Immigration issues, there are several associations in Pavia that can help foreign students.

Some of them are listed below:

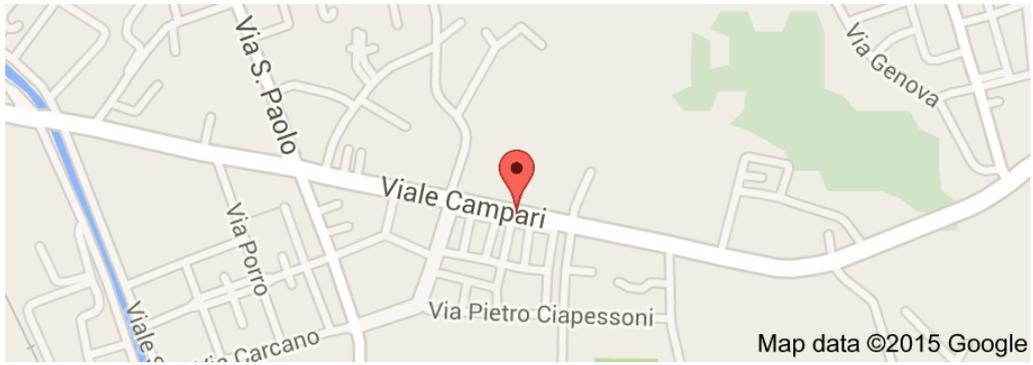
MCL Association: Via Menocchio, 43 – Pavia – Ph. +39.0382 33646



ACLI – Viale Cesare Battisti, 146/148 - Pavia Ph. +39.0382 21770



Babele Onlus - Via Campari Camillo, 62/C Pavia, [www.babeleonlus.it](http://www.babeleonlus.it)



### 3.4 PHOTOGRAPHIC IDENTIFICATION AND FINGERPRINTS AT IMMIGRATION OFFICE

On the appointment's date for photographic identification and fingerprinting at Immigration Office of Police Headquarters, (Pavia, Via Rismondo n° 68 – please, see the map below) the student will have to bring the following documents:

- 4 passport size photos with white background;
- copy of the documents already sent with the application kit;
- passport (original);
- post office receipts for the application kit and receipt with appointment's date.



### 3.5 COLLECTING THE RESIDENCE PERMIT

After checking on the “Polizia di Stato” website (<http://questure.poliziadistato.it/Pavia>) that stay permit is ready to be collected, the student will have to go to the Immigration Office to take it, submitting the following documents to Police Headquarters:

- Passport (original);
- Postal receipt for the application kit (the one with User ID and Password numbers)
- Letter indicating date/time of appointment issued by Immigration Office.

**Once obtained the residence permit, students will be able to travel among Schengen countries for a maximum of three months as tourists without requesting any type of Schengen visa.**

### 3.6 RENEWAL OF THE RESIDENCE PERMIT

The application for stay permit's renewal has to be submitted almost 60 days before its expiration date.

The procedure will be the same as the one for getting the first Italian stay permit.

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### **3.7 STAYING IN ITALY LESS THAN THREE MONTHS**

Non-EU citizens wishing to stay in Italy for business visits, tourism or studies for less than three months, are not required to apply for a stay permit. In such cases, it will be necessary only to register the presence directly to the border authorities that will stamp the passport with the entry Schengen mark. If non-eu citizens arrive from other Schengen Countries, then they will have to report their presence directly to the Police Headquarters - Immigration Office of the first place where they are going to stay in, filling the relevant form within eight work days from their arrival in Italy.

**For European Union Citizens**, there will be no need to apply nor for visa neither for long stay permit (carta di soggiorno), but in case they intend to stay in Italy more than three months, then they will have to register at the Municipality where they live and get the registration certificate.

### **3.8 FISCAL CODE (CODICE FISCALE)**

The fiscal code is an alphanumeric code which all students need to obtain; this can be acquired by filling out a form (available at the following webpage <http://www.agenziaentrate.gov.it/wps/content/nsilib/nsi/strumenti/modelli/modelli+in+altre+lingue/forms/aa48+inglese>) and delivering it to the competent office, which in Pavia can be found at the following address:

**Agenzia delle Entrate, Corso Mazzini 18.**

The following documents have to be submitted to the above mentioned office:

- Original copy of passport;
- Photocopy of the following pages of the passport: page with passport number, photo and personal information of the passport holder, page with visa/stamp to enter Italy.

### **3.9 ITALIAN BANKING**

Although it is not strictly needed, some students might nevertheless wish to open a bank account in Italy. It is possible, however, that students open a post office account during their stay. In order to open both a postal and bank account, it is necessary to produce the following documents:

- Copy of passport,
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- Permesso di Soggiorno
- Fiscal code.

The customer should deposit an amount of cash (e.g. €50) into the account upon opening.

It should be noted that, under the national banking procedure, every Italian bank applies a tax to the account (“Imposta di bollo”) each month. If there is an overdraft, the bank applies, in general, a passive interest every three months. Furthermore, it is important to remember to close the bank account before departing from Italy, since, as noted above, the Bank will continue to apply monthly charges to the account. In Italy, closing a bank account has a cost that also depends on the passive interests calculated from the opening to the closing of the bank account.

### **3.10 MEDICAL INSURANCE**

Doctoral students who have obtained a national scholarship, are all entitled to free medical insurance by obtaining a *Tessera Sanitaria* from ASL Pavia (Via Indipendenza, 3). The following documents should be presented:

- Permesso di Soggiorno or postal receipt obtained from Post office when kits have been sent;
- Original copy of passport ;
- A letter from the PhD office confirming enrolment on the PhD programme and the amount of annual scholarship and INPS percentage.

This medical insurance provides students with the same medical benefits as an Italian citizen e.g. access to a General Practitioner (G.P.), family doctor, discounts on medication, discounted health visits (e.g. eye sight tests, dentist appointments, etc.).

### **3.11 DIPLOMA LEGALIZATION**

Some students may need to ‘legalize’ their diplomas/transcripts (Apostille), as a result of bureaucratic requirements at their home countries. You can ask for this ‘legalization’ at the Prefecture (Prefettura), which is located in Piazza Guicciardi n° 1, Pavia. This office is open on Monday, Wednesday and Friday from 10 am until noon and on Tuesday and Thursday from 3 to 4pm. You will need to bring the following documents to the Prefecture (Prefettura) once they have been signed by IUSS Rector and IUSS General Director:

- Masters Degree certificate,
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- Certificate of the grades obtained for each course,
- Description of each course undertaken at the School.

Each student should check with the relevant offices at his/her home country to verify whether they require the degree to be legalised or not.

### **3.12 ACCOMODATION FACILITIES**

Pavia has the most estensive Colleges and Residence Hall system in Italy.

Colleges and Residence Halls are either male or female. Most of them admit both undergraduate and graduate students and places are offered for the academic year except for Christmas and Summer vacations.

Beside, the “Centro Assistenza Studenti” offers several services to the national and inteernational students in order to facilitate their stay in Pavia.

For further information, please, visit the following website:

<http://www.centroassistentzastudenti.it> .

#### ***UNIVERSITY COLLEGES IN PAVIA***

**i) Historical Colleges:** Residence Halls that are legally recognised by the Italian Ministry of University and Research (MIUR)

1) Collegio Nuovo - Fondazione Sandra ed Enea Mattei, 27100 Pavia (PV) - 404, v. Abbiategrasso

tel: 0382 526372, 0382 5471 - fax: 0382 423235

website: <http://colnuovo.unipv.it>

2) Collegio Ghislieri, 27100 Pavia (PV) - p. Ghislieri

tel: 0382 3786217, 0382 3786204, 0382 37861 - fax: 0382 23752, 0382 23755

website: [www.ghislieri.it](http://www.ghislieri.it)

3) Almo Collegio Borromeo, 27100 Pavia (PV) - 9, p. Borromeo

tel: 0382 3951, 0382 395344, 0382 395363 - fax: 0382 395343, 0382 395360 website:

[www.collegioborromeo.it](http://www.collegioborromeo.it)

4) Collegio Universitario S. Caterina da Siena, 27100 Pavia (PV) - 17/A, Via S. Martino

tel: 0382 375099

website: [www.collsantacaterina.it](http://www.collsantacaterina.it)

**ii) EDISU Public Colleges: [http:// www.edisu.pv.it](http://www.edisu.pv.it)**

- 1) Collegio F. Cairoli, Piazza Cairoli, tel. +39.0382/23746
  - 2) Collegio Cardano, Viale Resistenza 15, tel. +39.0382/301271
  - 3) Collegio Castiglioni, Via S. Martino 18, tel. +39.0382/33518
  - 4) Collegio Giasone del Maino, Via Luino 4, tel. +39.0382/376511
  - 5) Collegio Fraccaro, Piazza Leonardo da Vinci, tel +39.0382/301371
  - 6) Collegio Griziotti, Via Tavazzani 58, tel. +39.0382/472561
  - 7) Collegio Spallanzani, Via Foscolo 17, tel +39.0382/22796
  - 8) Collegio Valla, Viale Libert  30, tel +39.0382/24784
  - 9) Collegio Volta, Via Ferrata 17, tel +39.0382/548511
  - 10) Collegio Golgi 1, Via Aselli 43, tel +39.0382.510104
  - 11) Collegio Golgi 2, Via Aselli 43, tel +39.0382.510464
- Collegio Universitario Don Bosco, 27100 Pavia (PV) - 4, v. S. G. Bosco tel: 0382 411011 - fax: 0382 411022
- Car College, 27100 Pavia (PV), 10, v. Luigi Porta, tel: 0382 5169891 - Fax: 0382 531493 <http://www.eucentre.it/car-college/?lang=en>

### **iii) Hotels in Pavia**

The following list includes the contact information of hotels in Pavia:

- 1) Hotel Aurora \*\*\* Via Via V. Emanuele, 27  
Tel. 0382-34334/5, Fax 0382-25667, Web: [www.hotel-aurora.eu](http://www.hotel-aurora.eu)
  - 2) Hotel Moderno \*\*\*\* Via V. Emanuele, 41  
Tel. 0382.303401, Fax 0382.25225, Web: [www.hotelmoderno.it](http://www.hotelmoderno.it)
  - 3) Hotel Excelsior \*\*\* P.le Stazione, 25  
Tel. 0382.28596, Fax 0382.26030, Web: [www.excelsiorpavia.com](http://www.excelsiorpavia.com)
  - 4) Hotel Rosengarten \*\*\* P.le Policlinico, 21  
Tel. 0382.526312, Fax 0382.525186, Web: [www.rosengarten.pv.it](http://www.rosengarten.pv.it)
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#### **iv) Canteens**

Students can eat at the University Canteens (Mensa). The Post-graduate Office will give to the enrolled students the EDiSU card.

Please, read below the list of canteens:

Mensa Cravino

Via Bassi

(Scientific pole, near the Hospital, bus number 3 goes there)

Telephone: +39 0382 422130

Mensa Unigest

Via Ferrara

(Scientific pole, near the Hospital, bus number 3 goes there)

Telephone: +39 0382 529682

Mensa Collegio Fraccaro

Piazza Leonardo Da Vinci

(City centre, Central University building, all buses go there)

Telephone: +39 0382 304048

Mensa Collegio Castiglioni

Via San Martino 18/20

(City centre, close to Piazza Ghislieri, 2 min walk from university)

Telephone: +39 0382 33518

Mensa Dopolavoro Ferrovieri

Via Trieste, 10

Telephone: +39 0382 304060

Mensa Centrale

Via Carlo Alberto

(City centre)

Telephone: +39 0382 33526

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## **4. PRACTICAL INFORMATION**

### **4.1 BUS SERVICE IN PAVIA**

The **ordinary ticket** in Pavia costs 1.30 € and allows you to travel on different bus lines for 60 minutes. The ordinary weekly bus ticket costs 9.90 € which is valid from Monday to Sunday.

IUSS recently has signed an agreement with the local bus company, Line Group S.p.a., so that its students can have a bus card allowing for a 30% discount over the ordinary cost of either an annual or 6-month ticket. For further information, you can write an e-mail to [postlaurea@iusspavia.it](mailto:postlaurea@iusspavia.it).

Besides there is also the possibility to use the bus night service called NOCTIBUS.

For detail information on routes, bus stops, etc. you can visit the following web-site:

[www.lineservizi.it/Noctibus/Noctibus.asp](http://www.lineservizi.it/Noctibus/Noctibus.asp)

#### **- Train**

The Italian railways website, to check trains' timetable, is [www.trenitalia.com](http://www.trenitalia.com).

It is possible to buy tickets both at train station and by website's procedure.

The ticket office in Pavia is open from 6.00 to 20.30. Some travel agencies as well as some newsagents are also entitled to sell train tickets. Alternatively it is also possible to buy tickets in self operating machines that are located in the railway station.

#### **- Taxi**

There are several taxi services in Pavia, out of the Railway Station and also in other main places of Pavia historical centre.

Taxi Radio Pavese > 0382 576576 ; 0382 577733

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**- In case of Emergency - Useful Numbers**

	<b>Emergency numbers</b>
Police	113
Carabinieri	112
First Aid	118
Fire Brigade 115	115
Red Cross	0382 574127
Green Cross	0382 527777

**- Short Glossary -**

<b>Italian</b>	<b>English</b>	<b>Italian</b>	<b>English</b>
Aereo	<i>Airplane</i>	Libro	<i>Book</i>
Aiuto	<i>Help</i>	Mangiare	<i>To eat</i>
Affittare	<i>To rent</i>	Marca da bollo	<i>Revenue stamp</i>
Arrivederci	<i>Bye/Goodbye</i>	Medico	<i>Doctor</i>
Ascensore	<i>Elevator /Lift</i>	Mensa	<i>Canteen</i>
Assicurazione	<i>Insurance</i>	Metro	<i>Metro/ Undergr ound</i>
Aula	<i>Classroom</i>	Montagna	<i>Mountain</i>
Autostrada	<i>Highway</i>	Multa	<i>a fine (i.e. parking)</i>
Bacheca	<i>Bulletin board</i>	Negozi	<i>Shop</i>
Bagno	<i>Bathroom</i>	Ospedale	<i>Hospital</i>
Benvenuto	<i>Welcome</i>	Parcheggio	<i>Parking</i>
Bere	<i>To drink</i>	Permesso di soggiorno	<i>Stay permit</i>
Buongiorno	<i>Good morning</i>	Pranzo	<i>Lunch</i>
Buonasera	<i>Good afternoon</i>	Polizia	<i>State police</i>

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Buona notte	<i>Good night</i>	Ufficio Postale	<i>Post office</i>
Biblioteca	<i>Library</i>	Residenza	<i>Residence</i>
Biglietto	<i>Ticket</i>	Ristorante	<i>Restaurant</i>
Calcio	<i>Football/ Soccer</i>	Sala	<i>Room</i>
Carabinieri	<i>Police (a sort of Military Police)</i>	Scala	<i>Staircase</i>
Centro Linguistico	<i>Linguistic Center</i>	Sciopero	<i>Strike</i>
Centro Storico	<i>Historical city center</i>	Spiaggia	<i>Beach</i>
Cellulare	<i>Mobile phone</i>	Quaderno	<i>Notebook</i>
Cena	<i>Dinner</i>	Questura	<i>Police central station</i>
Chiesa	<i>Church</i>	Studiare	<i>To study</i>
Chiosco	<i>Kiosk</i>	Tabacchi	<i>Tobacconist</i>
Ciao	<i>Hi/Hello - Bye</i>	Tintoria	<i>Dry cleaners</i>
Colazione	<i>Breakfast</i>	Telefono	<i>Telephone</i>
Comprare	<i>To buy</i>	Tessera	<i>Card</i>
Dogana	<i>Customs</i>	Treno	<i>Train</i>
Entrata	<i>Entrance</i>	Segreteria studenti	<i>Student office</i>
Esame	<i>Exam</i>	Ufficio Amministrativo	<i>Administrative Office</i>
Farmacia	<i>Pharmacy/ Drug Store</i>	Zanzara	<i>Mosquito</i>
Gelateria	<i>Ice cream store</i>	Zona	<i>Area</i>
Libreria	<i>Bookstore</i>		