

YOUR FIRST DAYS IN SOUTH TYROL

AN ESSENTIAL GUIDE
FOR DEGREE-SEEKING
INTERNATIONAL STUDENTS
(NON-EU)



Contents

Non-EU Students resident abroad	4
How to apply for a permit to stay in Italy	4
Renewal	4
Integration agreement	5
Enrolment	5
Obtaining an individual tax number	5
Registering with the local authorities	5
Health cover	6
Opening a bank account	6
ABO+: travelling around South Tyrol	6
Study grants from the Autonomous Province of South Tyrol	6
Study + Work	6
Services and useful addresses	7
unibz services	7
Local services	8

If you are an exchange student or attending our University as part of an international agreement (e.g. Erasmus+, Bilateral Agreement or Erasmus Mundus, etc), please contact the International Relations as the information in this booklet refers to regularly enrolled students of the University (degree-seeking students).

NON-EU STUDENTS RESIDENT ABROAD

HOW TO APPLY FOR A PERMIT TO STAY IN ITALY

After your admission to unibz (check the admission ranklists), the Italian Authorities in your own country will issue the entry visa for studies/university: this will allow you to arrive in Italy to sit the Italian language test (for bachelor programmes), any entrance tests you have to sit, and to enrol for the course that you have applied for. The Italian-language test, which all students applying to bachelor programmes must sit, is taking place on 2 September 2019 in Bozen-Bolzano.

According to the Italian law, within 8 working days of your arrival in Italy, you must have applied for the permit to stay: as soon as you arrive you should go to the University's Advisory Service and you will be given all the information so that you can start this procedure.

In order to obtain the permit to stay, you need to have the following documents:

- application form kit (which can be collected from a Post Office);
- your passport or other equivalent document, which should be valid and which should contain the entry visa, if needed, and a photocopy of the whole document;
- medical insurance for treatment in the case of illness and/or accidents*).

* You can buy your health insurance online. You only need to register on Welcome Association Italy's website: www2.waitaly.net/en/associati/. You can either buy a 6-month insurance (for €71) or a 12-month one (for €120). After you bought your insurance, you can log in and download the certificate to hand in with the kit.

To apply for the permit to stay, you must first go to the Post Office in the town where you are living and get the kit (an envelope with a yellow stripe) that contains the application form and the instruction sheets. Once you have filled in the form, you need to attach a duty stamp ("marca da bollo") of €16, which you can buy at a newspaper stand. You must also pay €30 when you send the form, which is sent with insured post (hence the cost). A further €30 must be paid with a postal order for the issue of the electronic permit to stay and another €40 for any stays longer than 90 days and up to one year.

Cost Summary

- Duty Stamp	€16
- Insured Post	€30
- Postal Order for the Issue of the	
> Electronical Permit to Stay*	€30,46
> Permit to Stay Longer Than 90 Days and Up to One Year*	€40

* these amounts can be paid with a single postal order of the following amount: €70,46.

Once you have filled in the application form, you must take it back to the Post Office where you got it from. The post office clerk will then give you the receipt that certifies that you have sent the documentation. You must keep this receipt safe as you need it to track your application through the "www.portaleimmigrazione.it" website so that you can see when the permit to stay is ready to be collected from the Police Station ("Questura").

You will also need to show this receipt in the event that you are stopped by the police. The receipt acts as a provisional permit to stay and as such, it puts some limitations on you that the full permit does not.

The receipt, however, still has legal value and allows you to move freely in Italy; it also allows you to return to your country and back to Italy again, as long as you do so through the same border control.

Once you have applied for the permit to stay, you will receive a letter asking you to come to the Police Station ("Questura"). The letter will tell you which day you have to go to the Police Station, and what you need to take with you: 4 identical passport-size photos with a light background and with your head and face uncovered and any other documents that may be missing. If it's your first time in Italy, you will be fingerprinted.

After a certain amount of time, an electronic permit will be issued for you. It is an optical smart card with a microchip that contains all your personal information, your photo and your fingerprints.

RENEWAL

Do not forget to renew your permit to stay in time! Do not wait for its expiry date, but apply for its renewal at least 30 days in advance. You must follow the same procedure as for the first issuing, but, for the **first renewal** you must certify by means of an exam certificate the passing of at least one exam.

As from the **second renewal** you must pass at least two exams. According to the Italian law, you can apply for the renewal of the permit to stay until the 3rd year after the normal length of the studies; further renewals are not allowed.

INTEGRATION AGREEMENT

If you enter Italy for the first time, along with the application form for the issuing of a residence permit lasting at least one year, you must sign at the local police headquarters (Questura) the so-called “integration agreement”. Within this framework, the State ensures you support in the integration process in your new cultural and linguistic context, while at the same time, within two years of the signing of the agreement, you undertake to

- **learn spoken Italian and achieve at least the level A2 of the Common European Framework of Reference for Languages issued by the Council of Europe;**
- **acquire adequate knowledge of the fundamental principles of the Italian Constitution, organisation and functioning of public institutions in Italy;**
- **acquire adequate knowledge of the organisation and functioning of civic life in Italy, with particular reference to healthcare, education, social services, work and taxes;**
- **and comply with the laws on compulsory education of your minor children, if you have any.**

The first step of the integration agreement is the free-of-charge participation in a training session on civic education and information about life in Italy, lasting between 5 and 10 hours, offered by the “Commissariato del Governo” (local prefect’s office) in Bozen-Bolzano. You must attend this training programme within three months of the signing of the agreement. You will receive an invitation to the training session by recorded delivery stating when and where exactly the session will take place.

If you are a student you can certify your language skills in Italian (compulsory at least at A2 level) and German (which can give you some more advantages in the Province of Bozen - Bolzano) by sitting the language exams organised by the Language Centre of the Free University of Bozen-Bolzano.

If you

- **comply with the terms of the agreement and reach the credits set out in the agreement**
 - **reach the minimum proficiency in Italian and**
 - **a sufficient knowledge of the Italian civic culture**
- within two years the agreement will be considered fulfilled and, if you wish, you can extend your stay in Italy.

Further information are published in different languages on the website: bit.ly/accordointegrazione

ENROLMENT

Once you have been admitted, you have to complete the enrolment procedure which needs to be done online.

Make sure you check the deadline for enrolment, which can be found in the respective Study Manifesto of the degree course.

OBTAINING AN ITALIAN INDIVIDUAL TAX NUMBER

The Italian individual tax number is what you need to identify yourself when dealing with Italian public offices and institutions. In order to obtain this tax number, you have to go to the “Agenzia delle Entrate” (Tax Office) with a valid passport or ID card and the receipt that you got when applying for your permit to stay. You have to communicate your tax number to the student secretariat at the latest by the end of November.

Further information: bit.ly/taxnumber

REGISTERING WITH THE LOCAL AUTHORITIES

Italian law states that all non-EU citizens resident abroad must register with the city/town authorities in which they wish to live. This does not mean that you must relinquish your residency in your own country.

In order to register, you must go to the Registry Office (Anagrafe) in the city/town where you are living during your studies (Bozen-Bolzano, Brixen-Bressanone or Bruneck-Brunico) with specific documents (passport and others). You can find out what you need to take by looking on the webpages of the town in question. We also advise you to contact the office that manages this procedure to find out exactly what you need to take with you.

Once you have registered, your declaration of residence, and the certificate that you are provided with, are a fundamental requirement if you wish to apply for a grant of the Autonomous Province of Bozen-Bolzano. You can only apply for a grant once you have certified at least one year of residency in South Tyrol.

You have to re-register yourself every time your permit to stay is renewed: within 60 days of the renewal of your permit to stay you will have to go again to the Registry Office and renew your residency there. If you move, you will also have to inform the Police within 15 days of the move.

HEALTH COVER

To obtain health cover and have your own family doctor for the period of your studies, you will have to go to the Local Health Care Provider (Azienda Sanitaria Locale - ASL) to register for the Italian National Health Service (Servizio Sanitario Nazionale - SSN). You need the following documents:

- enrolment certificate,
- passport,
- Italian individual tax number,
- permit to stay or receipt certifying you have applied for the permit,

further, if you have a grant:

- letter confirming you are in receipt of a grant.

The amount you have to pay to register for health care is:

- € 149.77 for students without any dependent family members and without any income apart from grants or subsidies paid by the Italian authorities (e.g. from the Italian government);
- or € 387.34 euro for students with dependent family members;
- or, if you have an income which does not come from a grant (earned in Italy or abroad), 7.5% of that income (minimum charge will be € 387.34).

These amounts are valid for a year (1 January to 31 December), are not divisible and are not retroactive. You are only covered for the period of validity of your permit to stay.

OPENING A BANK ACCOUNT

If you want to organise your finances while you are studying here, you'll have to open an Italian bank account. Most banks offer special accounts for students and young people – normally for people under the age of 26. We suggest you have a look at the deals being offered by the different banks and open an account at the beginning of the academic year.

If you want to open a special account for students, apart from an ID card, you will also have to hand in an enrolment certificate or show your valid student ID.

ABO+: TRAVELLING AROUND SOUTH TYROL

The ABO+ is your own personal travel card which can be used for a whole year on all the public transport in South Tyrol and for the train as far as Trento.

If you are enrolled at the unibz and by 31 December you are still under 27 years of age, you can ask for the ABO+ for only €150 a year.

You have to apply before 31 December each year online here: bit.ly/altoadigeabo.

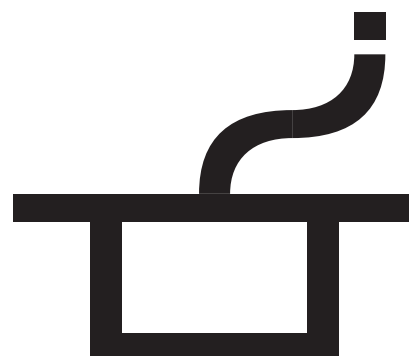
STUDY GRANTS FROM THE AUTONOMOUS PROVINCE OF BOZEN - BOLZANO

Non-EU students can apply for a study grant of the Autonomous Province of Bozen - Bolzano if they have a long-time permit to stay or after a year of regular residence in South Tyrol.

STUDY + WORK

If you have a study permit to stay, you can work part-time for at least 20 hours a week with a maximum annual limit of 1,040 hours.

Once degreed, if you have a job proposal, you have the opportunity to convert your permit to stay from “study purposes” to “work purposes”, obtaining one of the places established by the immigration decree, issued yearly by the Italian Government..



SERVICES AND USEFUL ADDRESSES



unibz Services

Advisory Service - Student Support

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 100
Fax: +39 0471 012 109
e-mail: study@unibz.it

Infopoint Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00

Infopoint Brixen-Bressanone (A2.12):
on request

Student Secretariat Bozen-Bolzano

Universitätsplatz 1-piazza Università, 1
39100 Bozen - Bolzano
Tel.: +39 0471 012 200
Fax: +39 0471 012 209
e-mail: studsec@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00

Student Secretariat Brixen-Bressanone

Regensburger Allee 16- viale Ratisbona, 16
39042 Brixen-Bressanone
Tel.: +39 0472 012 200
Fax: +39 0472 012 209
e-mail: studsecBX@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00

Language Centre

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 400
Fax: +39 0471 012 409
e-mail: language.centre@unibz.it

Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00

Infopoint Brixen-Bressanone (A2.12):
on request

International Relations

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 500
Fax: +39 0471 012 509
e-mail: international.relations@unibz.it

Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Tue, Thu 10:00 - 12:30
Mon 14:00 - 16:00

Brixen-Bressanone and Bruneck-Brunico:
on request

Secretariat Campus Bruneck-Brunico Tourism, Sport, and Event Management

Universitätsplatz 1 - piazzetta Università, 1
39031 Bruneck-Brunico
Tel.: +39 0474 013 600
Fax: +39 0474 013 609
e-mail: tourism@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00



Local Services

STUDY GRANTS / STUDENT HALLS

Office for the Right to Study

Autonomous Province of South Tyrol

A.-Hofer-Straße 18 - via Andreas Hofer, 18
39100 Bozen-Bolzano
Tel.: +39 0471 412 941 – 412 926
Fax: +39 0471 412 949
e-mail: bildungsfoerderung@provinz.bz.it
www.provinz.bz.it/bildungsfoerderung

Opening hours:

Mon, Tue, Wed, Fri 09:00 - 12:00
Thu 08:30 -13:00 and 14:00 - 17:30

ADVICE ABOUT STUDY GRANTS

Südtiroler HochschülerInnenschaft (sh.asus)

Associazione universitaria sudtirolese

Kapuzinergasse 2 - via Cappuccini, 2
39100 Bozen-Bolzano
Tel.: +39 0471 974 614
e-mail: bz@asus.sh
www.asus.sh

Opening hours:

Mon - Thu 09:00 - 12:30 and 14:00 - 17:00
Fri 09:00 - 12:30

ITALIAN TAX NUMBER

Agentur der Einnahmen - Agenzia delle Entrate

bit.ly/codicefiscaleunibz

Bozen-Bolzano

G. Ambrosoli-Platz 24 - piazza G. Ambrosoli, 24
39100 Bozen-Bolzano
Tel.: +39 0471 194 5111

Opening hours:

Mon, Thu 8:30 - 15:30
Tue, Wed, Fri 8:30 - 13:00
(August: 8:30 - 13:00)

Brixen-Bressanone

Vittorio-Veneto-Str. 67 - via Vittorio Veneto, 67
39042 Brixen-Bressanone
Tel. +39 0472 824 611

Opening hours:

Mon - Fri 8:15 - 13:00
Wed also 14:00 - 15:30
(August: 8:15 - 13:00)

Bruneck-Brunico

Graben 7 - Bastioni, 7
39031 Bruneck-Brunico
Tel. +39 0474 572 411

Opening hours:

Mon - Fri 8.15 - 13:00
Mon 14:00 - 15:30
(August: 8:15 - 13:00)

PERMIT TO STAY

Quästur Bozen - Questura di Bolzano

Amt für Einwanderung - Polizia dell'Immigrazione
Palatucci-Str. 1 - largo Palatucci, 1
39100 Bozen-Bolzano
Tel. +39 0471 947 611

Opening hours:


Mon - Fr 8:30 - 12:00
Thu 15:00 - 17:00 (only to collect permits that are ready)

Police Station Brixen-Bressanone (also for Bruneck-Brunico)

Vittorio-Veneto-Str. 13 - via Vittorio Veneto, 13
39042 Brixen-Bressanone
Tel. +39 0472 271 611

Opening hours:

Mon - Thu 8:30 - 13:00
Thu also 15:00 - 17:00

 Do not forget to check the opening hours of the local services online or by telephone!

HEALTH COVER

Information and Enrolment in the local sanitary system

Health Authorities

www.asdaa.it

Bozen-Bolzano

W.-A.-Loew-Cadonna-Platz 12 -
piazza W. A. Loew Cadonna, 12
39100 Bozen-Bolzano
Tel. +39 0471 909 113 or +39 840 002 211

Opening hours:

Mon - Fri 8:00 – 12:30
Thu also 14:00 – 15:30

Brixen-Bressanone

Romstraße 7 - via Roma, 7
390472 Brixen-Bressanone
Tel. +39 0472 836 145

Opening hours:

Mon 8:00 – 12:00
Tue, Wed 9:00 – 12:00
Thu 10:00 – 18:00
Fr 8:00 – 11:00

Bruneck-Brunico

Paternsteig 3 - vicolo dei Frati, 3
39031 Bruneck-Brunico
Tel.: +39 0474 586 506

Opening hours:

Mon - Fri 8:00 – 12:45
Mon also 13:45 – 16:00

REGISTERING WITH THE LOCAL AUTHORITIES

Ämter für demographische Dienste - Uffici Anagrafe

Bozen-Bolzano

Vintlerstraße 16 - via Vintola, 16
39100 Bozen-Bolzano
Tel. +39 0471 997 155

Opening hours:

Mon - Fri 8:30 – 13:00

Brixen-Bressanone

Issuing office counter:
Maria Hueber Pl. 5 - Piazza Maria Hueber, 5
39042 Brixen-Bressanone
Tel. +39 0472 062 000

Opening hours:

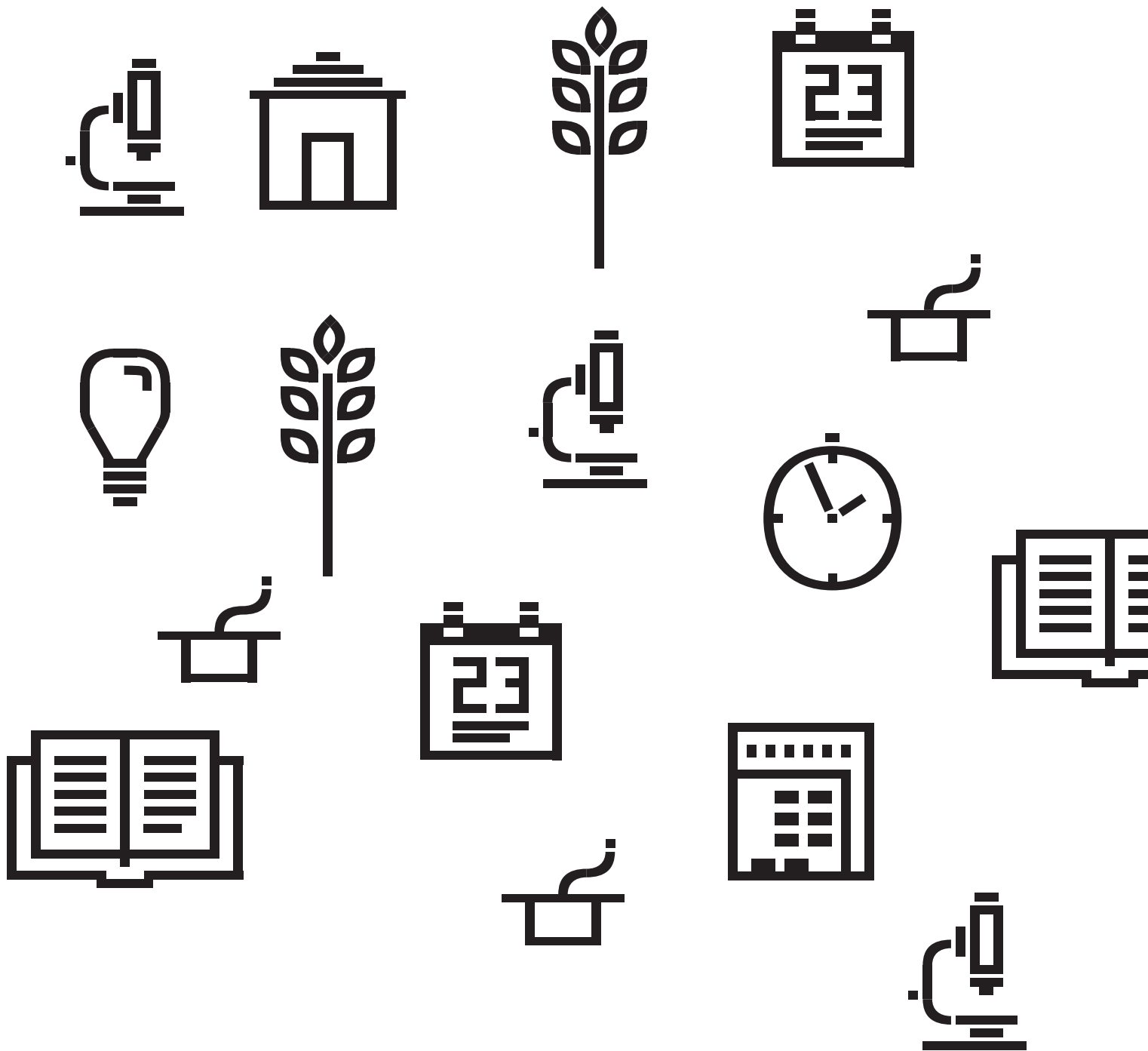
Mon - Thu 8:30 – 12:30 and 14.30 – 17:00
Fri 8:30 – 12:30

Bruneck-Brunico

Rathausplatz 1 - Piazza Municipio, 1
39031 Bruneck-Brunico
Tel. +39 0474 545 205

Opening hours:

Mon - Fri 8:30 -12:30



Free University of Bozen-Bolzano
Advisory Service - Student Support
Universitätsplatz 1 - Piazza Università 1
I - 39100 Bozen - Bolzano

www.unibz.it

