

INTERNATIONAL MINI GUIDE

URP e INTERNATIONAL PLACE

Banchi di Sotto 55 - Siena
internationalplace@unisi.it





INTERNATIONAL MINI GUIDE

For information

internationalplace@unisi.it



CONTENTS

Why choose Siena.....4

Eight centuries of history

What to do first for residence permit.....6

Tax Code

The medical coverage

Residence permit

Bank account

What to do first for University.....12

Italian Test

Admission Test

Enrollment

Fees

Scholarships and accommodation by ARDSU Toscana

Ministerial scholarships

La Carta unica Regionale

University Language Center (CLA)

Office of services for students with disabilities and DSA

Listening and counselling 2

Sports activities (CUS and ARDSU)

Student associations

Living in Siena.....18

Our living together

Our lifestyle

Works of art and museums

Traditions

Transportation

Useful telephone numbers





Why Choose Siena

EIGHT CENTURIES OF HISTORY

The University of Siena is a university rich in history and with a great tradition of knowledge, committed at the same time in research and innovation. In eight centuries of life the University of Siena has produced knowledge in every field of study, and is now one of the Italian universities with the highest innovative results in research, teaching and services. The twentieth century saw a steady growth of the University of Siena, passed from four hundred students enrolled between the two wars to over 20 thousand in recent years.

At the same time the faculties have grown in number: the historical faculties of Medicine and Surgery and Law have been joined by Pharmacy (1933), Mathematical, Physical and Natural Sciences (1962), Economics (1966), Humanities in Arezzo (born 1969 as Magistero), Humanities in Siena (1970), Engineering (1992) and Political Sciences (1997)

Archivio e Percorso Museale d'Ateneo

Via Banchi di Sotto, 55 (piano terra) - 53100 Siena
Tel. 0577 232382



Tips

Via Banchi di Sotto, 55. The desk is open: Tuesday and Thursday face-to-face appointment 10:00-13:00 through <https://www.ufirst.com/gb/offices/QQSP000002109>. All information about the University can be found on our website www.unisi.it.



Tips

<https://www.alumni.unisi.it/>





What to do first

for a residence permit

EU citizens as well as non-EU nationals need some essential documents to regularize its presence in our country. This section provides you with information concerning documents required to stay in Italy.

Tax code

The first thing you have to do after your arrival in Italy is to apply for a tax code. Tax Code is an alphanumeric string that identifies the person on the basis of his/her personal data and is required for many activities, such as to enroll at the University, open a bank account, get healthcare coverage, etc.

Agenzia delle Entrate

Address: Banchi di Sotto, 52 Siena CAP 53100

Opening times Wednesday from 9:00 to 12:00

Healthcare coverage

If you are a EU citizen:

If you are in possession of a valid European Health Insurance Card (EHIC) issued in your country of origin, you will receive all the medically necessary health services, such as occasional examinations by general practitioners, outpatient specialist services, access to the emergency care, hospitalitation.

If you are in possession of an S1 form issued by your country of origin, you can register with the Italian National Health System (Servizio Sanitario Nazionale-SSN) and choose a general practitioner for the duration indicated in the form.

If you have been resident in Italy for at least 5 years, you can request from the municipality the "Certificate of Permanent Residence" that entitles you to register with the SSN and choose a General Practitioner for an unlimited period.

If you do not possess any of the three above mentioned documents, you can take a private health policy for the duration of the course of study, this will cover all risks but will not allow you to register with the SSN nor to choose a practitioner.

Otherwise you can apply voluntarily to the **National Health Service**, by self-certifying your student status.

If you are a non EU citizen

In order to get healthcare coverage of health benefits and apply for a residence permit in Italy, non-EU students are required to have sickness, accident and maternity insurance themselves

- > By taking out an appropriate insurance policy with an Italian or foreign insurance institution, valid on the national territory
- > by voluntary registration with the national health service also valid for the dependent family members



Please note

Private health policies usually require the student to pay the costs of the medical service received and then ask the insurance company for reimbursement. When purchasing the policy, please check carefully the methods and limits of refunds. Remember that health costs to be anticipated might be very high, for example in the case of hospitalization.

For a private insurance you can contact:

Agenzia Generale Axa Assicurazioni di Castagnini Simone

Siena, Viale Cesari Maccari, 3

Telephone: +39 0577 47098

Opening hours: from Monday to Thursday from 9 am to 12:30 pm /3:30 to 6:00 pm. Friday from 9:00 am to 12:30 pm.

Welcome Association Italy, online insurance
(www2.waitaly.net/en/associati/)

How to register with the National Health Service

Voluntary registration entitles the applicant to join the National Health Service, choose a general practitioner and all benefits like Italian citizens.

1) The membership lasts for one calendar year and expires on 31 December of the reference year, it has a flat rate of € 149,77.

Please note:

- It is NOT possible to pay reduced rates for shorter periods;

- The € 149,77 rate does NOT cover dependent family members

If you have dependent family members, you can apply with a payment of € 387,34 , which provides a coverage for you and your family

2) It is possible to pay the registration for the current year and also for the entire following calendar year. This allows you to have health coverage for the whole academic year and is useful for students who arrive, for example, in September and intend to apply for a residence permit per study valid for one year.

3) How to do:

> Go to a Post Office, ask for an empty money order and fill it out paying attention to the following points:

- the money order must be addressed to: Regione Toscana
account no. 289504

- indicate the reference year for the registration to the SSN, for example: voluntary registration SSN year 2021.

- if you want to register for two consecutive years (for example 2021 and 2022), for each year you have to fill in and pay a different money order;

- > Pay the annual fee at the Post Office and keep receipts of payment;
- > Make a copy of the payment receipt(s) and attach it/them to your application for issue or renewal of the residence permit;
- > After you have sent out the application for the residence permit, go as soon as possible, to the Register Office of the Public Health Unit (ASL Toscana Sudest - Zona senese - via Pian d'Ovile, no. 9 tel. 0577-535989 c/o l'Ufficio per l'assistenza sanitaria agli stranieri see previous paragraph) and take it with you:
 - Receipts of payment;
 - Receipt of the application for the residence permit or the residence permit if already obtained. Students staying for a period of less than three months shall not be required to apply for a residence permit; they shall be required to submit a copy of the declaration of presence issued by the border authority or by the police station;
 - Passport;
 - Tax code;
 - University Enrolment Certificate or self-certification (if resident).

At the Register Office you will be asked to choose a General Practitioner and your health coverage will be activated. Do not forget to check the expiring date.



Please note

Payment alone does not imply activation of the coverage. You must complete your registration at the appropriate office of the ASL and choose a general practitioner.

Residence permit

If you are an EU citizen

You will need to go to the Municipality of the town where you are living and register as a new resident. Your passport or ID card, photocopy of the documentation attesting the availability of adequate financial resources, such as a scholarship certification or a bank statement, a copy of the health insurance payment receipt will be required.

If you are a non EU student

If you are not an EU citizen, you must apply for a residence permit at the local police station (Questura) within eight days of your arrival in Italy.

With the Tax Code you can apply directly for the residence permit for study reasons, obtaining a kit from any qualified post offices (Sportello Amico – at Poste Italiane). Please fill form 1 included in the kit. The instructions on how to fill out the kit and the documentation to enclose are inside the envelope in the kit.

Before delivering the KIT to the post office, do not forget you need the Tax Code (at the counter of the Agenzia delle Entrate of Siena in via Banchi di Sotto, no. 52, tel. 0577 547111 - see previous section).

The cost for the residence permit for study purposes amounts to EUR 70.46; after you have had your fingerprints taken at the local Questura Office, the residence permit will be issued and will be valid one year.

Should you need any help in filling in the kit you can get free assistance in some institutions (please fill in form 1 only).

When delivering the kit to the post office, you are given an invitation letter with the date of the appointment at the Immigration Office (Ufficio Immigrazione) of the Police station (Questura) of Siena or to the appropriate local Headquarter, according to your home address.

On the given date and time, you will have to go to the Polce bringing all the original documents included in the kit, the post receipt and 2 passport size pictures.



Please note

In Siena you can find a Sportello Amico in three different post offices:

Piazza Matteotti, 37 (opening times: Monday-Friday 8.20 am - 7.00 pm and Saturday 8.20 am - 12.35 pm);

Viale Vittorio Emanuele II, 35 (opening times: Monday-Friday 8.20 am - 1.30 pm and Saturday 8.20 am - 12.35 pm);

Viale Giuseppe Mazzini, 4/a (opening times: Monday-Friday 8.20 am - 1.30 pm and Saturday 8.20 am - 12.35 pm).



Tips

For more information or help please contact:

SPORTELLO TIME - based at the International Place – Via Banchi di Sotto 55, please email to <senzaconfine2015@gmail.com>

INCA/CGIL (La Lizza, 11 - 53100 Siena); for first permit to stay (permesso di soggiorno) and for permit to stay renewals (carta di soggiorno); just by appointment, to be done with INCA/CGIL (La Lizza, 11). Opening times: Monday and Friday from 9 am to 12pm (La Lizza, 11). Opening times: Monday and Friday from 9 am to 12pm (via Massetana Romana 58/c).

INAS/CISL (Viale Toselli n. 14 A, only for residence permit renewals and for requests to update former residency cards - opening times: Monday- Friday 9 am - 1.00 pm, 3-6.30 pm); Viale Curtatone, 4 Wednesday and Friday from 9 am to 1.00 pm

UIL Siena (Via Garibaldi 70, only for residence permit renewals - opening times: Monday-Friday 9.00 am - 12.30 pm - Tuesday, Wednesday, Thursday 9.00 am - 12.30 pm and 3.00 - 6.30 pm

Residence permit renewal

To renew your residence permit you must fill in the application kit specifying "Renewal".

This duly completed kit must then be delivered to the Post Office (Sportello amico), along with the following documents:

- Copy of your passport (personal data and visa only)
- Copy of your residence permit about to expire
- Copy of the documentation attesting the availability of adequate financial resources, such as a scholarship certification or a bank statement; a copy of your health insurance payment receipt will be required
- Certificate of enrollment with the exams passed
- Copy of the receipt of payment of health insurance (issued for one year)

Costs:

- **16 euros** for 1 tax stamp (to buy from tobacco shops); it will be applied to the issue/renewal form for the residence permit by the person in charge of the Post Office (Sportello Amico);
- **30 euros** - service charge for submitting the application via registered mail
- **70.46 euros** to be paid at the Post Office for the one year Electronic Residence Permit (PSE);

Some two more euros will be charged by the Sportello Amico



Please note

The renewal procedure should be started 60 days before the deadline

Bank account

To open a bank account, you must contact one of the local banks or the Post Office.

Link: www.trovabanche.it/Regione-Toscana/Provincia-di-Siena/Comune-di-Siena



Please note

Most bank branches are open according to this timings 8.30-13.30 and 15-16.







What to do first

For University

Italian test

If you have to take the Italian language test before enrolling on the chosen course, taught in Italian, you will find the date for the test on our web pages. You are exempted from the Italian test if you have at least a B2 level certificate issued under the CLIQ quality system (Italian Quality Language Certification).



Tips

Part III:

https://www.studiare-in-italia.it/studentistranieri/moduli/2021/Circolare_2021_2022_EN.pdf

Admission test

If you have chosen a restricted course, you must take the entrance test; once you have passed it, you can enroll. For free access courses, it is also necessary to take a skills test, which does not affect enrollment but it is mandatory



Tips

Please see deadlines published on the course pages.

Link: <https://www.unisi.it/immatricolazioni>

Enrollment

First-year enrollment is to be done within the deadlines and the procedure is entirely online. Before enrolling you must present:

NON EU citizens

- Declaration of value,
- Passport with Visa
- Passport photo (40mm x 35mm, 300 dpi resolution, jpg, jpeg, bmp, pjpeg, png formats)

- Tax code issued by the Agenzia delle Entrate
- Original high school diploma or undergraduate degree
- Date of application for the scholarship / accommodation to the DSU (if applicable)

EU citizens and equivalent

- Declaration of value
- Residence permit (only for equivalent)
- Passport
- Passport photo (40mm x 35mm, 300 dpi resolution, jpg, jpeg, bmp, pjpeg, png formats)
- Tax code issued by the Agenzia delle Entrate
- Certified copy of your high school diploma or undergraduate degree
- Date of application for the scholarship / accommodation to the DSU (if applicable)

After your documents have been controlled, you will receive the authorization to continue the "Registration" by accessing the online enrollment system (Segreteria on-line).

The basic steps are as follows:

1) **Register** on the Segreteria on-line / Registration by entering your personal data (name and surname as in the passport) and your secondary school qualification, name of the school, type of degree. If you are going to enroll on a master's degree course, please send an email to <internationalplace@unisi.it> as soon as you have registered, so that you are enabled to start your matriculation procedure.

2) **Credentials** will be sent to your private email address you indicated in the registration; remember to print the Registration form where your Username and Password are shown (or take a photo);

3) With your credentials you will be able to access the **Segreteria online** / Login by starting the enrollment process at the top right of the Menu / Secretariat / Registration;

4) Then you will be asked to enter your personal documents and data: tax code, identification document to be scanned; you must indicate your residence and domicile, enter your secondary school qualification, name of the school (and University), type of degree, where you got it and the grade, any exemptions, such as for disability or scholarship application (to enter this exemption you must indicate the date of submission of your application).

If you have no income in Italy, in the * self-certifications (autocertificazioni)* section you do not have to authorize a verification of income data by the university. After that, green lights will show that you have correctly entered the requested data.

5) **Registration** will be completed with the payment of the first installment of tuition fees (click on the code) unless you have applied for a scholarship. You can pay via the PagoPA channel, by credit card or at the postal service with a printed form.

Then you can pick up the card that allows you to access to University canteens and many other services .

With the same credentials, you can activate your institutional e-mail which is the only way to communicate with the University and receive information, attend online classes on Gmeet or moodle. To activate your account, go to the university's website homepage and click on @Mail on the upper left corner.



Tips

Access from the page with the following link
<https://www.unisi.it/didattica/immatricolazioni-e-iscrizioni/immatricolazioni>



Please note

Please bring the documents both in original and in copy - all divided into two separate folders (one for the originals, one for the copies). Enrollment is completed only after payment of the first installment and delivery of all documents. The documentation will be delivered when possible by appointment at our office

Fees

Tuition fees are to be paid in instalments, from one to four, according to the total amount. It is recommended to use the simulator for calculating fees in order to know the total amount and the number of instalments that will be calculated according to your country of origin. For Equivalentes (NON-EU citizens residing in Italy for at least one year and/or have incomes in Italy) it is possible to present ISEE for the University. For students with political refugee status, the fees correspond to the minimum amount.

Scholarship and accommodation granted by ARDSU Toscana

With a scholarship you are totally or partially exempt from the payment of fees. Pay attention to the deadline for submitting your application. All information can be found in the notice of competition that is published on the web pages of the Regional Authority for Higher Education Grants of Tuscany (ARDSU).

Solidarity Fund: destined to students with specific economics needs

https://www.unisi.it/albo_pretorio/bandi/studentesse/studenti_borse/fondo-di-solidariet%C3%A0-2020



Tips

The notice of ARDSU can be found at:

<https://www.dsu.toscana.it/studenti-stranieri>

Ministerial scholarships

Italian government grants for non-EU citizens: these grants are granted by the Italian Ministry of Foreign Affairs and International Cooperation. For further information, please contact the Italian diplomatic representatives in your country or visit the Ministry website www.esteri.it/mae/it selecting Services and Opportunities /Foreign Citizens /Opportunities study and work for foreigners; you can also email the Ministry of Foreign Affairs, Directorate General for Cultural Relations/ Office IX -Address: Piazzale della Farnesina 1 - 00194 Rome.

Carta unica Regionale (Regional multiservice card)

At the beginning of the new academic year, the Student Offices will distribute this card to the students enrolled in their first year, while the DSU Company will distribute the card to the students enrolled in the years following the first and to the holders of scholarships; the DSU will also issue a copy of the card in case it is lost or demagnetized.



Please note

Cards are to be picked up from the respective Student's Office. Students must log into their personal online secretary profile and make an appointment by clicking on the "appointments" section

University Language Center (CLA)

After you have completed your enrollment, you will need to check your English Proficiency level at the University Language Centre (Piazza San Francesco, 8 - 53100 Siena). Please bring with you all the relevant language certificates you have.

Contacts: UNIVERSITY LANGUAGE CENTRE - UNIVERSITY LANGUAGE CENTRE

Student Office - Piazza San Francesco, 8; +39 0577 - 235535; infocla@unisi.it.

Opening hours: Monday to Friday from 10:00 to 13:00

Office of services for students with disabilities and DSA

If you need information, you can contact this Office that carries out the activities of guidance, orientation and support of students with disabilities and DSA (Specific Learning Disorders) for a conscious and fruitful integration into university life and, subsequently, in the labour market.



Tips

Please check this link: <https://www.unisi.it/amministrazione-centrale/ufficio-accoglienza-disabili-e-servizi-dsa>

Listening and counselling

The University of Siena promotes an academic environment of well-being and inclusion and accompanies you throughout your university life with personalized listening and counselling services to:

- Make educational and career choices
- Focus your resources and goals
- Find your way through your interests
- Solve issues related to gender, orientation, ethnic origin, skills and culture

If you are experiencing a difficult moment and want to know who to turn to, you will find a confidential and free listening space, with the help of a professional counselor. Let's build a path designed on your needs. Also online.



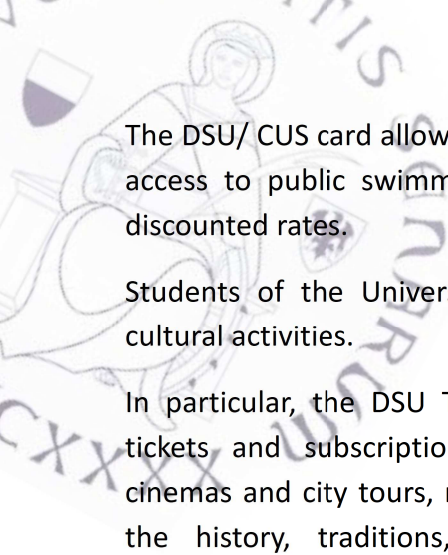
Tips

<https://orientarsi.unisi.it/studio/supporto-e-sostegno/consulenza-agli-studenti/documento/servizio-di-ascolto>

Sports activities (CUS and DSU)

All students can access the activities and facilities of CUS Siena at affordable rates.

Students can practice sports at the CUS facilities at reasonable rates. In order to take part in these sports, you must have the DSU / CUS Card (please contact the appropriate office).



The DSU/ CUS card allows you to take part in various sports and to access to public swimming pools and other sports facilities at discounted rates.

Students of the University of Siena have access to numerous cultural activities.

In particular, the DSU Toscana offers discounts on the cost of tickets and subscriptions to theaters, concerts and dances, cinemas and city tours, museums and exhibitions, to learn about the history, traditions, art and culture of Siena and its surroundings areas.

CUS GYM - Residenza Universitaria E. De Nicola.

Access to the gym is open to:

- DSU Toscana scholarship grantees
- University students
- High school students of legal age involved in projects of orientation towards the University
- Professors, Researchers, Phd students, etc.
- University of Siena and Università per Stranieri employees and their family members , Higher Education Institutes based in Siena employees and their family members
- Employess and family members of the DSU Toscana based in Siena.

CUS Siena

Via Luciano Banchi 3, Siena

Tel. +39 0577 52341

www.cussiena.it

DSU Siena

Via Mascagni 53

Tel: 0577/760111

www.dsu.toscana.it/servizi/cultura-orientamento-sport/

Student associations

Associations and groups also represent students in university governing bodies.

Please check this link <https://www.unisi.it/gruppi-associazioni-studentesche>





LIVING IN SIENA

Our living together

Our community is pleased to welcome you and make you live the city in all its aspects. During your stay, we ask you to be respectful of the place you have chosen to live in during the years of your study and education. We also ask you to be respectful towards women and men who have a culture other than your country of origin.

Our lifestyle

Even if you do not know Italian or you are a beginner, we suggest that you should participate from the first year of university in activities such as group work, discussions etc ...

Sustainability is a topic that our University has at heart. Our canteens use compostable material and in some places of the university there are fountains for the supply of water to be used freely to fill your bottles. Even in our daily actions we can contribute to the protection of our environment.



Tips

You can view this topic at the link <https://www.unisi.it/usiena-sostenibilita>

Works of art and museums

Siena is famous for its Palio (horse race) as well as for art. Walking through the streets is a dive into a Medieval atmosphere, thus experiencing a journey back to the past. Piazza del Campo is the center of the city life and all around are various works of art: the

Cathedral and its museum and Baptistery, the Pinacoteca (Art gallery), the Santa Maria della Scala and many other beautiful places and museums.



Tips

<https://www.comune.siena.it/Il-Turista/Turismo>

Traditions

Palio is not a commemorative event organized for tourism purposes: it is the life of Sienese people over time and in its various aspects and feelings.

It has remote origins with some regulations still valid since 1644, the year in which the first Palio with horses was run, as it still happens, and never interrupted, apart in cases of critical and dangerous events, such as wars and riots, epidemics, etc

The city is divided into 17 districts called Contrade and each of them is considered as a real family. Their members take very good care of their Contrada; they always keep the streets clean and are not happy if someone dirties or damages something in the city, they organize events of any kind. Again, public goods and spaces, people and ideas, are highly respected.

Our cooking offers many varieties of dishes highly appreciated by all foreigners and for all types of tastes.



Tips

<https://orientarsi.unisi.it/vivo>

Transportation

Bus

The public transport company is called Tiemme. You can use Tiemme buses for your urban and extra-urban mobility, such as from Siena to Florence or other places in the area. For information: www.tiemmespa.it. You can also download the free Tiemme Mobile app (available on Google Play or Apple Store) and quickly access all services.

Bike sharing

From 30 July 2015, an electric bike sharing service for citizens and tourists is available in Siena.

There are 18 docking and recharging stations for pedal-assisted bicycles, distributed in strategic points of the city, both in the very center and in the outskirts (eg. S. Maria alle Scotte Hospital and railway station). This is a further and important step forward in the realization of the Siena smart city project, on which the municipal administration is working intensively.



Tips

<https://www.sienaparcheggi.com/it/1125/Bike-sharing.htm>

Useful telephone numbers

Numero per emergenze/Emergency number: 112

(Police, Carabinieri, Fire Brigade, etc...)

Sportello Immigrati del Comune di Siena / Immigration desk of the Municipality of Siena

Address: Via Pian D'Ovile, 9

Phone: +39 0577 292138

Questura di Siena / Police station

Address: via del Castoro, 6 (Next to the Cathedral)

Phone: +39 0577 201111

Ospedale "Le Scotte"/Hospital "Le Scotte"

Address: Viale Bracci, 16

Phone: +39 0577 585111

Emergency Room Phone: +39 0577 585807

Welcome Point Phone: +39 0577 585689

Prefettura/Prefecture

Address: Piazza Duomo, 1

Phone: +39 0577 201111

Centro anti violenza donne/ Anti-violence center for women

Associazione Donna Chiama Donna

Via Mattioli n. 8/A, 53100 Siena

Cell. 347 2220188

ass.donnachiamadonna@gmail.com

<https://www.direcontrolaviolenza.it/i-centri-antiviolenza/toscana/>

Comune di Siena/Municipality of Siena

Address: Piazza il Campo

Phone: +39 0577 292111

Ufficio Relazioni con il Pubblico del Comune di Siena / Information office of the Municipality of Siena

Address: Piazza del Campo, 7

Phone: +39 0577 292230

Ufficio Immagrazione / Immigration Office

Via delle Sperandie, 43

Phone: +39 0577 228466

ASL - Azienda Sanitaria Locale, Ufficio Assistenza Stranieri / ASL Local health Unit

Via Pian d'Ovile, 9

Phone: +39 0577 535989

SPORTELLO T.I.M.E./ T.I.M.E. DESK

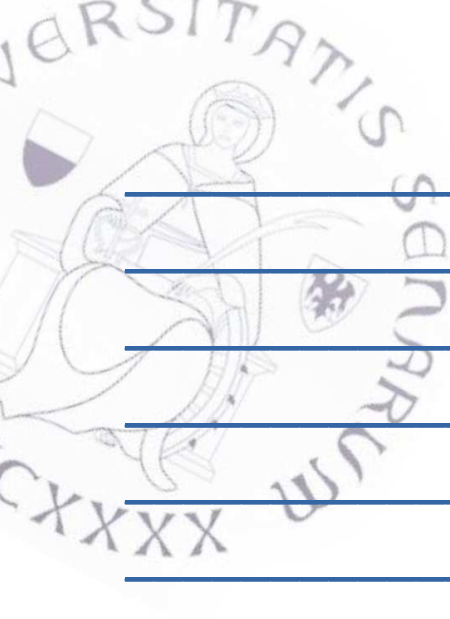
c/o URP e International Place

senzaconfine2015@gmail.com

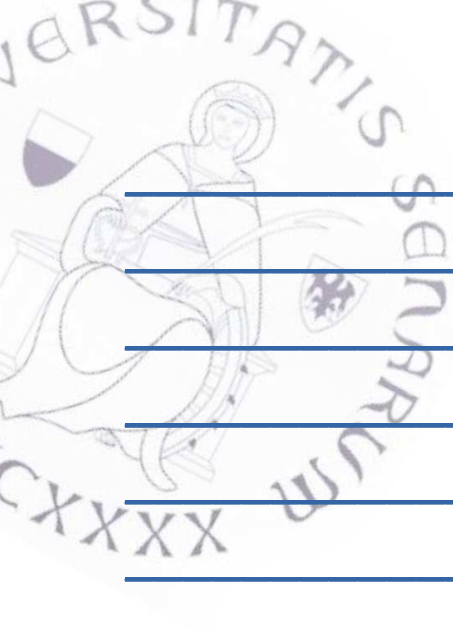
Ascolto e consulenza di Counselling service

Cristina Rubegni

ascoltoattivo@unisi.it



A series of horizontal blue lines, likely intended for writing or as a decorative element.



A series of horizontal blue lines for writing, positioned to the right of the university seal.

