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**Bocconi**

# EXCHANGE STUDENTS WELCOME GUIDE



## TABLE OF CONTENTS

<a href="#">UNIVERSITÀ BOCCONI</a>	<a href="#">3</a>	<a href="#">Italian Language Courses</a>	<a href="#">17</a>
<a href="#">Bocconi International Perspective</a>	<a href="#">4</a>	<a href="#">HOUSING</a>	<a href="#">17</a>
<a href="#">Internationalization: The Numbers</a>	<a href="#">4</a>	<a href="#">Housing On Campus</a>	<a href="#">17</a>
<a href="#">APPLICATION PROCEDURES</a>	<a href="#">5</a>	<a href="#">Hotel And Temporary Housing</a>	<a href="#">18</a>
<a href="#">Exchange Students</a>	<a href="#">5</a>	<a href="#">Apartment Hunting</a>	<a href="#">18</a>
<a href="#">Visiting Students</a>	<a href="#">5</a>	<a href="#">ISD CONTACTS</a>	<a href="#">18</a>
<a href="#">PUBLIC HOLIDAYS AND EXCHANGE SEMESTER TIMELINE</a>	<a href="#">5</a>	<a href="#">HOW TO GET TO BOCCONI</a>	<a href="#">19</a>
<a href="#">ACADEMIC INFORMATION</a>	<a href="#">7</a>	<a href="#">From The Airports</a>	<a href="#">19</a>
<a href="#">Bocconi Schools And Programs</a>	<a href="#">7</a>	<a href="#">From The Stations</a>	<a href="#">19</a>
<a href="#">Educational Offer</a>	<a href="#">7</a>	<a href="#">By Car</a>	<a href="#">19</a>
<a href="#">Learning Expectations</a>	<a href="#">7</a>	<a href="#">SETTLING IN MILAN</a>	<a href="#">20</a>
<a href="#">Course Selection</a>	<a href="#">8</a>	<a href="#">Health Insurance</a>	<a href="#">20</a>
<a href="#">Exams</a>	<a href="#">8</a>	<a href="#">Student Visas</a>	<a href="#">20</a>
<a href="#">Earliest Departure Date</a>	<a href="#">9</a>	<a href="#">Permit Of Stay</a>	<a href="#">20</a>
<a href="#">Signing Up For Exams</a>	<a href="#">9</a>	<a href="#">HOW TO...</a>	<a href="#">22</a>
<a href="#">Grades</a>	<a href="#">9</a>	<a href="#">...Request an Italian Tax Code – Codice Fiscale</a>	<a href="#">22</a>
<a href="#">Transcripts</a>	<a href="#">9</a>	<a href="#">...Apply For The National Health Service</a>	<a href="#">22</a>
<a href="#">Step By Step Exam Enrolment</a>	<a href="#">10</a>	<a href="#">...Open A Bank Account</a>	<a href="#">23</a>
<a href="#">BOCCONI SERVICES AND FACILITIES</a>	<a href="#">12</a>	<a href="#">...Exchange Money</a>	<a href="#">23</a>
<a href="#">Id Card</a>	<a href="#">12</a>	<a href="#">...Get A Mobile Phone/A Sim Card</a>	<a href="#">24</a>
<a href="#">yoU@B – Student Diary</a>	<a href="#">12</a>	<a href="#">MILAN: A BRIEF OVERVIEW</a>	<a href="#">25</a>
<a href="#">Punto Blu</a>	<a href="#">12</a>	<a href="#">Seasons In Milan</a>	<a href="#">25</a>
<a href="#">Computer Rooms</a>	<a href="#">13</a>	<a href="#">GETTING AROUND MILAN</a>	<a href="#">25</a>
<a href="#">Wireless Access</a>	<a href="#">13</a>	<a href="#">Public Transportation</a>	<a href="#">25</a>
<a href="#">Bocconi Website</a>	<a href="#">13</a>	<a href="#">Radiobus</a>	<a href="#">26</a>
<a href="#">Bocconi Email</a>	<a href="#">13</a>	<a href="#">Bicycle</a>	<a href="#">26</a>
<a href="#">Medical Assistance</a>	<a href="#">14</a>	<a href="#">Rent A Car</a>	<a href="#">27</a>
<a href="#">Meal Services</a>	<a href="#">14</a>	<a href="#">Taxicabs</a>	<a href="#">27</a>
<a href="#">Bookstore</a>	<a href="#">15</a>	<a href="#">Airports</a>	<a href="#">28</a>
<a href="#">Library</a>	<a href="#">15</a>	<a href="#">Buses</a>	<a href="#">28</a>
<a href="#">Language Centre</a>	<a href="#">15</a>	<a href="#">Trains</a>	<a href="#">28</a>
<a href="#">Recruitment Services</a>	<a href="#">15</a>	<a href="#">EMERGENCY NUMBERS</a>	<a href="#">29</a>
<a href="#">Career Service</a>	<a href="#">15</a>	<a href="#">PUBLIC HOSPITALS</a>	<a href="#">30</a>
<a href="#">Campus Life</a>	<a href="#">15</a>	<a href="#">CONSULATES</a>	<a href="#">31</a>
<a href="#">THE INTERNATIONAL STUDENT DESK SERVICES</a>	<a href="#">16</a>	<a href="#">LIVING IN MILAN</a>	<a href="#">33</a>
<a href="#">Dedicated Staff</a>	<a href="#">16</a>	<a href="#">Mail</a>	<a href="#">33</a>
<a href="#">Relocation Assistance</a>	<a href="#">16</a>	<a href="#">Expatriate Organizations &amp; International Events</a>	<a href="#">33</a>
<a href="#">Housing Support</a>	<a href="#">16</a>	<a href="#">Museums And Sightseeing</a>	<a href="#">34</a>
<a href="#">Academic Advising</a>	<a href="#">16</a>	<a href="#">Estimated Costs</a>	<a href="#">35</a>
<a href="#">Welcome Activities</a>	<a href="#">16</a>	<a href="#">Useful Links</a>	<a href="#">36</a>
<a href="#">Orientation Program</a>	<a href="#">16</a>		

## UNIVERSITÀ BOCCONI

Università Bocconi, founded in 1902, was the first Italian university to grant a degree in economics. For over a century, Bocconi has played a leading role in Italy's social and economic modernization.

Today, Bocconi is a research university of international standing in business, economics, and law and is considered a leading university in Italy. Bocconi grants Bachelor, Master of Science, and PhD degrees in the areas of management, economics, and law, while its School of Management provides post-experience management education.

Bocconi modern urban campus lies in the heart of Italy's bustling business and finance city. Our course offer-ranging from undergraduate to PhD - provides a quality response to a wide range of educational needs. The University has more than 14,500 students, a faculty of 1,400 members and approximately an administrative staff of 600.



Bocconi offers a broad range of undergraduate and graduate programs taught in Italian and in English by a distinguished Italian and international Faculty. Classes at Bocconi offer up-to-date, quality content and interactive methods supported by excellent IT and library facilities.

Lessons with highly qualified faculty and prestigious visiting professors are enriched with seminars and workshops involving members of the Italian and international business community.

[www.unibocconi.eu](http://www.unibocconi.eu)

## BOCCONI INTERNATIONAL PERSPECTIVE

One of the University's strategies is to invest heavily in international programs, therefore Bocconi's process of internationalization has accelerated over the past years. As a result, the international faculty and student bodies have been steadily growing, building a truly global environment.

About 13% of the student body is from outside Italy. The university is committed to providing students with an internationally-diverse education through Exchange Programs and a wide range of international opportunities for enrolled students.

In addition, Bocconi has created a network of alliances with partner universities all over the world. The university is part part of three prestigious international university networks, which hold the top spots in world rankings:

- ❑ **PIM** (Partnership in International Management), an international consortium which brings together 60 leading business schools from all over the world ([www.pimnetwork.org](http://www.pimnetwork.org));
- ❑ **CEMS** (The Global Alliance in Management Education), a strategic alliance of leading business schools and multinational companies. Bocconi is a founding member ([www.cems.org](http://www.cems.org));
- ❑ **THEMIS** (The Network in International and Business Law), an International network focused on International and Business Law Education.

[www.ir.unibocconi.eu](http://www.ir.unibocconi.eu)



## INTERNATIONALIZATION: THE NUMBERS

Bocconi's network of relations with other leading universities today includes around 220 partners located in over 50 countries all over the world.

Each year, over **3.000 students** participate in one of the many international opportunities promoted in about **100 countries** worldwide, including Exchange Programs, Campus Abroad Programs, Double Degree, Internship opportunities and competitions.

Over **1.200** incoming students (including CEMS and Themis) from our international network spend a period of study at Bocconi.

## APPLICATION PROCEDURES

### EXCHANGE STUDENTS

If you are interested in spending a semester at Bocconi through the Exchange Program, you should first turn to the International Relations or Study Abroad Office at your home Institution.

After the Bocconi International Student Desk receives the **nomination** for you to study abroad at Bocconi, you will receive a personal **PIN** and **PASSWORD** which will allow you to access the online application at:

[www.ir.unibocconi.eu/exchangeapplication](http://www.ir.unibocconi.eu/exchangeapplication)

You will need to complete the **online application** by the deadline indicated in the email which includes your PIN and PASSWORD. You will be able to apply for Bocconi **Housing** and the **Italian Language Courses** organized by the ISD while completing the online application. Moreover, you will be required to upload your **CV** (resume), **Academic Grade Report** and **passport-size picture** through the online application.

After completing the online application you will be able to print out a receipt.

### VISITING STUDENTS

If your home institution does not have an Exchange agreement with Università Bocconi, or in case you are not selected by your home Institution for the Exchange Program, you can apply to study at Bocconi as a **Free Mover – Single Courses Program**.

Università Bocconi gives visiting students (students who are currently enrolled at a University abroad or already graduated at a foreign University) the opportunity to take courses on a fee-paying basis. Students are offered a wide range of courses to choose from including both the Undergraduate and MSc course portfolios.

For further information about enrolment and fees students can either visit Bocconi website at:

[www.unibocconi.eu/singlecoursesadmission](http://www.unibocconi.eu/singlecoursesadmission) or contact the

Admissions Office at:

[admissionoffice@unibocconi.it](mailto:admissionoffice@unibocconi.it)

## PUBLIC HOLIDAYS AND EXCHANGE SEMESTER TIMELINE

### January

1<sup>st</sup> - New Year's Day

6<sup>th</sup> – Epiphany

### March or April

Easter Monday

### April

25<sup>th</sup> - Anniversary of Liberation

### May

1<sup>st</sup> - Labour Day

### June

2<sup>nd</sup> - Republic Day

### August

15<sup>th</sup> - Assumption Day

### November

1<sup>st</sup> - All Saints Day

### December

7<sup>th</sup> - St. Ambrogio (Patron Saint of Milan)

8<sup>th</sup> - Immaculate Conception

25<sup>th</sup> - Christmas Day

26<sup>th</sup> - Boxing Day



## EXCHANGE SEMESTER TIMELINE

	FALL	SPRING
<b>Exchange students online nomination</b>	March - mid May*	mid September - mid October
<b>Online application period for:</b> -Housing -Italian Language Crash Course -Italian Follow-Up Course	mid May - end of May	end of October - mid November
<b>Online course selection</b>	August	January
<b>Add/drop period</b>	mid September	end of February
<b>Italian Language Crash Course teaching</b>	early September - mid September	mid January - mid February
<b>Italian Follow-Up Course teaching</b>	end of September - end of November	February – end of April
<b>Lecture period</b>	mid September - early December	mid February - May
<b>Exam period</b>	December January - February	May - June
<b>Earliest departure date**</b>	end of December	early June
<b>Transcripts available</b>	early February	July

\*Partner universities can nominate students for both semesters during this period.

\*\*The earliest date by which at least one official exam date for each course is scheduled. Students may take exams at Bocconi only during the official examination sessions and we strongly suggest that departures are not planned before this date.

The complete and detailed Academic Calendar for exchange students is available at: [www.ir.unibocconi.eu/calendar](http://www.ir.unibocconi.eu/calendar)

## ACADEMIC INFORMATION

### BOCCONI SCHOOLS AND PROGRAMS

Università Bocconi is divided into five schools: Undergraduate, Graduate, School of Law, PhD and SDA Bocconi School of Management.

**Undergraduate School:** 3-year Bachelor programs in economics and management.

**Graduate School:** 2-year Master of Science programs in business and economics as well as pre- and post-experience Specialized Masters programs.

**School of Law:** an Integrated Master of Arts in Law and other courses (specialization programs and courses for the legal professions).

**PhD School:** doctorate programs.

**SDA Bocconi School of Management:** post-experience programs and courses.

### EDUCATIONAL OFFER

Bocconi offers **7 Bachelor** programs, **10 Master of Science** programs and an **Integrated Master of Arts in Law**. Included in the above educational offer, 3 Bachelor and 8 Master of Science programs are taught entirely in English.

Exchange students can choose among a wide range of courses offered in English (over 100 each semester).

The complete **list of courses** offered (in English and Italian) is available at: [www.ir.unibocconi.eu/coe](http://www.ir.unibocconi.eu/coe)

### LEARNING EXPECTATIONS

**Language of instruction:** Italian and English

**Course Load:** Exchange students are expected to select a minimum of **2** up to a maximum of **5 courses** per semester. The Università Bocconi credit system is ECTS equivalent: **1 Bocconi credit** corresponds to a **25-hour workload** (of which 8 lecture hours). The average workload for exchange students is 4 courses per semester and classes run approximately 11 weeks per semester. Exchange students may decide to substitute 1 Bocconi course with a research project under the mentorship of a Bocconi faculty member.

**Selecting courses:** Classes can be selected online from a wide variety of courses. **Undergraduate** students can select courses at the undergraduate level only (codes 30xxx and some 50xxx), while **graduate** students can select courses both at the undergraduate and graduate level (codes 20xxx and 50xxx). See page 8 for 'Course Selection'.

**Class Attendance:** As a general rule, class attendance is not mandatory. Students are encouraged to discuss attendance requirements with lecturers, since exam rules for attending vs. non-attending students may change.

**Grading:** Grading is essentially based on the result of the **final exam**. In some courses, the final grade might be the result of different elements such as group work, assignments, essays and class participation. Always clarify with the lecturer the exam rules as well as the weight of class discussions and assignments (e.g. group work) on the final grade.

**Exams:** Exams may be taken during **official examination sessions** and **only at Bocconi**. Students need to officially **register** for exams on official dates in order to allow the grade registration. The exam format may vary: even though exams are usually written, some courses may have an oral exam; the format might also include assignments and midterm exams. Since each course may be different, we suggest that students carefully read the final detailed syllabus of the course, usually made available at the beginning of the semester and always discuss those details with the lecturer. For details, see page 8 and 9.

## COURSE SELECTION

Students will need to select courses for their study plan **before arriving** at Bocconi. Course selection is carried out **online** and registration is open during the month of **August** for the Fall semester and the month of **January** for the Spring semester.

Students will have the opportunity to change their study plan by adding/dropping/switching courses (upon course availability) during the **'add/drop period'** which takes place at the beginning of each semester. After the 'add/drop period' no changes (add/switch/drop) will be allowed.

Students who decide to include a research project in their study plan will have to submit a Form of Approval signed by their sponsoring professor to the ISD office at the beginning of the semester as well as an Evaluation Form signed by the same professor at the end of their exchange period.

## THEMIS STUDENTS

Students participating in the Themis program are required to take at least 30 credits and pass at least 24 exam credits during the semester they will spend abroad. Students may choose courses in English or in the local language as long as the courses have been approved by the Themis network. Students are allowed to attend only one course (up to 6 credits) offered at the Partner School which is not a Themis accredited course.

In order to receive the THEMIS certificate students are required to: fulfill all credit and course requirements of their home school Degree and all Themis Program requirements (internship, exchange abroad, participation to the THEMIS seminar). For Themis related questions, contact: [themis@unibocconi.it](mailto:themis@unibocconi.it)

For administrative procedures during your semester, contact the International Student Desk at: [inexchange@unibocconi.it](mailto:inexchange@unibocconi.it)

## CEMS STUDENTS

As a general CEMS rule, in order to validate their term abroad, students must successfully pass a minimum of 24 ECTS credits: this number includes credits for specific CEMS activities (Block seminars, Business projects, Skill seminars, Business Communication Skill Seminar) taken during their term abroad. CEMS students are required to select courses from the list of CEMS electives. One course during the MIM year (max) can be taken outside the list of CEMS electives, after approval of their Coordinator, among a list of electives offered in Bocconi to incoming students at the graduate level. The "free elective" course will count towards their CEMS credits but cannot be an undergraduate course. Information on specific CEMS activities can be found at: [www.ir.unibocconi.eu/cems](http://www.ir.unibocconi.eu/cems) > CEMS for incoming students. For CEMS related questions, contact: [cems@unibocconi.it](mailto:cems@unibocconi.it). For administrative procedures during your semester, contact the International Student Desk at: [inexchange@unibocconi.it](mailto:inexchange@unibocconi.it)

## EXAMS

Exchange students are allowed to take exams on the available **official exam sessions** within their exchange period. They need to register for exams on official dates in order to allow the grade registration. Students are strongly recommended to bring their **student ID card** when sitting their exams.

Exams can be either oral or written: all students must comply with the exam type/procedure decided by the professor.

In both semesters, classes are suspended during the mid-term break for partial exams. Final (and second partial) exams are held at the end of the semester.

Exams may be **sat on official dates ONLY and at Bocconi University.**

## OFFICIAL EXAM SESSIONS

### Fall Semester

Mid-term Exam Session	➔ October
Special Exam Session	➔ December (*)
Regular Exam Session	➔ January - February

**(\*) Special Exam Session:** a special session is scheduled in December prior to the Regular session to allow incoming exchange students to complete their exchange semester before the Christmas break.

### Spring Semester

Mid-term Exam Session	➔ March
Regular Exam Session	➔ May - June

## EXAM SCHEDULE

The exam schedule is available on Bocconi website at:

[www.unibocconi.eu/exams](http://www.unibocconi.eu/exams)

and on the yoU@B, the student's personal agenda.

[agenda.unibocconi.it](http://agenda.unibocconi.it)

Each exam session consists of **one or more exam dates**. Second partial exams and finals may or may not be scheduled on the same date. Exam **classrooms** are posted **online** usually **one working day prior** to the exam date at: [www.unibocconi.eu/classrooms](http://www.unibocconi.eu/classrooms)

If students have been split up into different groups for partial and general exams, (personalized) classroom allocation will be available on the **yoU@B agenda** (in the "breakdown of students" box).

## EARLIEST DEPARTURE DATE

Each semester an 'earliest departure date' is scheduled and indicated on the Academic Calendar published at:

[www.ir.unibocconi.eu/calendar](http://www.ir.unibocconi.eu/calendar)

This date must be considered the earliest date by which **at least one official exam date for each course is scheduled**.

For this reason, we strongly recommend that students do not plan their departure before the Earliest Departure Date, since **exams can ONLY be sat on official dates and ONLY at Bocconi; no exceptions** will be made.

If students leave before the "earliest departure date", it is not guaranteed that they will be able to sit all the exams for the courses included in their study plan.

## SIGNING UP FOR EXAMS

Students can only sit exams for courses that are included in their STUDY PLAN (i.e. courses they enrolled for online).

All students are required to **register for their exams** on official exam dates: **deadline to sign up** for each exam is **4 working days before** the exam date (check the exam schedule and the corresponding deadline on the yoU@B agenda).

Online exam registration opens two months before the exam date.

Students can sign up for exams through the yoU@B agenda at: [agenda.unibocconi.it](http://agenda.unibocconi.it) (by logging in with their matricola and password)

Please consider that the following days and periods are **NOT** considered as **working days** and therefore are not included in the above 4 working days deadline:

- **Saturdays and Sundays**
- **Holidays and periods when the University is closed** (check the academic calendar at: [www.ir.unibocconi.eu/calendar](http://www.ir.unibocconi.eu/calendar))

Find instructions on how to sign up for exams at the Punto Blu in the next section.

## GRADES

**Grading scale:** grades are given on a scale of **30/30**

**Failing grades:** between **0 and 17** out of 30

**Passing grades:** between **18 and 30** out of 30

Exams awarded a **passing grade** (18 and above) **cannot be re-sat** (passing grades cannot be rejected).

Exams awarded a **failing grade may be re-sat** in the next available exam session. It is students' responsibility to check if they have passed an exam and to sign up for the next available date if they need to re-take it.

## TRANSCRIPTS

A **transcript** listing all the courses included in the study plan as well as the grades/credits achieved by the student is **emailed** (an electronic pdf file) to the **International Office of the partner university** at the end of each semester. Failed exams, exams which have not been taken or whose grade has not been released yet will appear with three stars (\*\*\*) in the grade and credit columns. **Hard copies** can be mailed **upon request**.

For further info: [www.ir.unibocconi.eu/exchangetranscript](http://www.ir.unibocconi.eu/exchangetranscript)



## STEP by STEP EXAM ENROLMENT

1. Login with your MATRICOLA and PASSWORD at: [agenda.unibocconi.it](http://agenda.unibocconi.it)
2. Click on on **Registration Exam Sessions** on the left side menu
3. Press on the **'blue book' icon** next to the selected exam date (see picture at the following page)

### Exam type legenda:

- **O** = general oral
- **S** = general written
- **I** = intermediate
- **SS** = special exam

\* We remind you that students can be enrolled **only for 1 exam date at the same time** for each course (i.e. students cannot be enrolled for CURRENT and NEXT date at the same time, therefore they need to cancel from one date if they want to enrol for the other).

6. Press **Register for the exam**.
7. To print a receipt, press the **'printer' icon** next to the selected exam date.
8. To cancel your exam registration click the button **'Back to the list of sessions'** and select the **'X' icon** on the right side of the screen. You can cancel your enrollment by **4 working days** before the exam date

## CLASS TIMETABLE

Your study plan's lessons ordered by date  
 Your study plan's lessons ordered by code  
 Select your lessons

## EXAM TIMETABLE

### Registration exam sessions

Your study plan's exam timetable  
 Room allocation for exams, partial exams  
 and various activities

## FACULTY OFFICE HOURS

**[new]** Check your professors' office hours

Wifi request access

**[new]** Apple on Campus

Personal address book

## YOUR DIARY

◀ Mar 2014 ▶						
S	M	T	W	T	F	S
-	-	-	-	-	-	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## Registration Exam sessions

The page shows the exam sessions you can register for as of this date, only for the educational activities already in your [Study Plan](#).

### Exam sessions available for the courses in your study plan

Code	Educational Activity	Exam Type	Date	Time	Registration	
30193	MANAGEMENT OF INTERNATIONAL AND SUPRANATIONAL ORGANIZATIONS	I	07/04/2014	16:30	from 13/01/2014 to 01/04/2014	
30193	MANAGEMENT OF INTERNATIONAL AND SUPRANATIONAL ORGANIZATIONS	I	06/06/2014	11:00	from 10/03/2014 to 30/05/2014	
30193	MANAGEMENT OF INTERNATIONAL AND SUPRANATIONAL ORGANIZATIONS	O	25/06/2014	11:00	from 27/03/2014 to 19/06/2014	
30193	MANAGEMENT OF INTERNATIONAL AND SUPRANATIONAL ORGANIZATIONS	O	11/07/2014	14:30	from 14/04/2014 to 07/07/2014	

## BOCCONI SERVICES AND FACILITIES

### ID CARD

The ISD team will give you a student ID card upon arrival at Bocconi, during check-in procedures.

Your student card will allow you to access many of the student services listed in this guide: the Library, computer labs, the cafeteria and the canteen.

### YOU@B – STUDENT DIARY

A tailor-made planner accessible via the web, displaying **lecture timetables**, **classroom** allocation, the **exam** calendar and **exam results**. It may also contain **important notices/announcements** from Bocconi services, the International Student Desk (always check the ISD box) and links for registration to extra-curricular activities.

We strongly suggest that you **check** your agenda on a **regular basis**

***N.B:** You are kindly requested to update your personal information (email and Italian mobile phone) on your yoU@B student diary!*

#### **How to access yoU@B:**

The yoU@B student diary can be accessed from the **Bocconi website** at: [agenda.unibocconi.it](http://agenda.unibocconi.it)

#### **How to login:**

To login, type your STUDENT ID NUMBER/MATRICOLA in the appropriate 'username' space and your PASSWORD in the corresponding 'password' space.

This tool is available both in Italian and English: you can change languages at any time.

### PUNTO BLU

Punto Blu terminals -located on campus- allow students to carry out some **administrative procedures** regarding their student life (such as enrolling for exams).

You can select the language of Punto Blu (Italian or English).

#### **Access Punto Blu Functions**

To access Punto Blu functions, connect to your yoU@B – Student Diary (see previous paragraph), both from the terminals or from your pc and select the corresponding tab. Then follow the instructions for each individual function.



## COMPUTER ROOMS

Two computer rooms equipped with individual computers connected to the University intranet are available for students:

- **Aula Bar** – Via Sarfatti, 25 (main building, floor -1)
- **Room Info 5** – Via Sarfatti, 25 (main building – second floor)

## WIRELESS ACCESS

If you have a notebook equipped with a Wi-Fi card you can access Bocconi wireless network on campus

For help and troubleshooting write to [helpwifi@unibocconi.it](mailto:helpwifi@unibocconi.it)

Helpdesk available in the following days:

Tuesday from 8:30 to 13:30

Thursday from 8:30 to 13:30

For a detailed **map** of **Wi-Fi coverage** please visit:

<http://bit.ly/XKKokX>

## BOCCONI WEBSITE

Bocconi website is the main reference for everyone working and studying at Bocconi.

The website is updated on a daily basis and provides information and updates on all university events, programs and services.

Please visit the international version at: [www.unibocconi.eu](http://www.unibocconi.eu)

## BOCCONI EMAIL

Exchange students are assigned a Bocconi email address upon arrival. Even if exchange students can keep using their personal email address, we suggest that they check their Bocconi email on a regular basis and/or activate the automatic forward of all incoming emails on their personal account.

## M-ID CARD

A special card created for foreign students, to help them make the most of their stay in Milan. Instructions on how to activate your M-ID Card available on the yoU@B Student Diary (check both the Notices and the ISD box).

Detailed information available at: <http://www.studyinmilan.net/>



## OFFICIAL COMMUNICATIONS

Communications concerning classrooms, changes of class schedule, seminars, etc. will be posted on the **yoU@B**.

Sometimes, our office might need to get in touch with students urgently: it is our students' responsibility to **update** the yoU@B agenda with their current telephone number (Italian mobile phone, if available) as well as email address, **check** the agenda frequently and read the received emails on a regular basis.

## MEDICAL ASSISTANCE

A **nursing** service is available at the Pensionato Bocconi (Bocconi Dorm), located in **via Bocconi 12**. The service is open Monday through Friday from **11:00am to 1:00pm** and can be accessed by everyone in the Bocconi Community. Tel. +39 02 5836 3015

For additional details on how to find a **general practitioner** in Milan, how to access **pharmacies**, **emergency rooms** and First Aid services in urgent situations, visit: [www.unibocconi.eu/campuslife](http://www.unibocconi.eu/campuslife) > health, or contact the International Student Desk at : [inexchange@unibocconi.it](mailto:inexchange@unibocconi.it)

## MEAL SERVICES

**Self-service Cafeteria/Canteen:** provides a variety of food. Open for lunch and dinner.

The cost of a complete meal (first course, second course with side dish, bread and fruit OR drink) is around 8 €. A special price is offered to exchange students (41 € for 10 meals). Further details will be included in your Welcome Kit upon arrival.

**Address:** Via Bocconi, 12 (Pensionato, floor -1)

**Opening hours (cafeteria):** Monday-Saturday, 11:45-14:30 and 19:00 - 20:30

**Panino-bar:** offers sandwiches and fast-food. Open for breakfast and lunch.

**Address:** Via Bocconi, 12 (Pensionato, floor -1)

**Opening hours:** Monday-Friday, 8:00-17:00

The cafeteria and the panino-bar are closed on Sundays, holidays and when the service is suspended, according to the academic calendar.

**Coffee Bar:** one of the busiest places at Bocconi, it offers pizza, panini (sandwiches), pasta, snacks and more. Open for breakfast and lunch.

**Address:** Via Sarfatti, 25 (main building, floor -1)

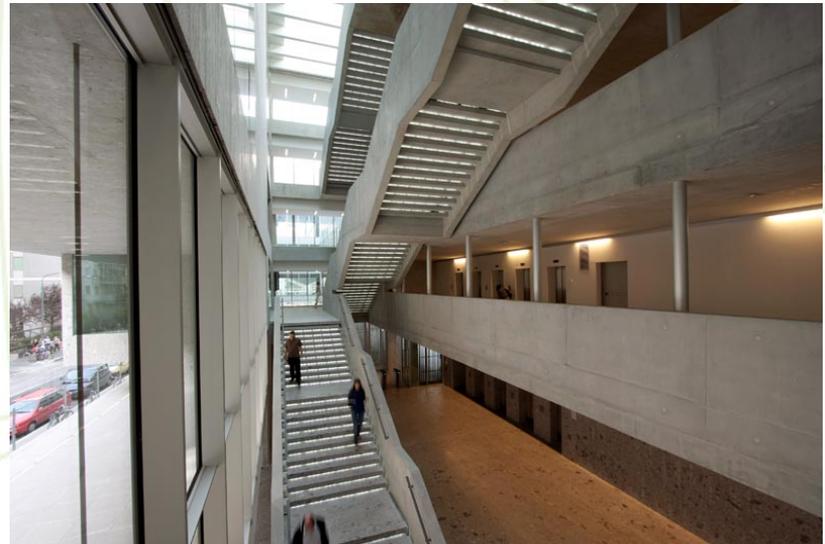
**Opening hours:** Monday-Friday, 8:00-19:00 and Saturday 8:00-15:00

**BBar:** located in the Grafton building, it's open for breakfast, lunch and happy hour.

**Address:** Via Roentgen, 1

**Opening hours:** Monday-Friday, 8:00-19:00

There are also several snack-bars, cafes and restaurants located around the University.



## BOOKSTORE

The **EGEA** bookstore is located next to Bocconi School of Management (SDA) building (Via Bocconi, 8).

**Opening hours:** Monday-Friday, 8:30-19:30 and Saturday: 10:00-19:00

**Info** at: [www.egeaonline.it](http://www.egeaonline.it)

## LIBRARY

Established in 1903, the Bocconi Library is the most comprehensive economics and finance collection in Italy with more than 500.000 volumes and 7.000 periodicals in print. It also provides access to a wide range of electronic resources and a range of quick reference materials. Exchange students have full access to the library, can book group study rooms and can borrow books, free of charge ([lib.unibocconi.it](http://lib.unibocconi.it)).

## LANGUAGE CENTRE

Exchange students can access the multimedia language laboratory which offers up-to-date language teaching tools and multimedia language learning software.

**Address:** Via Gobbi, 5 (3<sup>rd</sup> floor)

**Administrative Office Hours:** Mon-Wed-Fri, 9:00-13:00 and Tue-Thu, 14:00-17:00

**Language Lab Hours:** Mon-Fri, 9:00-19:00 and Saturday, 9:00-12:00

[www.unibocconi.eu/languagecentre](http://www.unibocconi.eu/languagecentre)

## INTERNATIONAL RECRUITMENT SERVICES

The office organizes a series of events and support services to help prospective students familiarize themselves with the university and the educational offer at both undergraduate and graduate levels.

[www.unibocconi.eu/undergraduate](http://www.unibocconi.eu/undergraduate)

[www.unibocconi.eu/graduate](http://www.unibocconi.eu/graduate)

## CAREER SERVICE

Students can access some of the services provided by the Career Service in order to look for internship **opportunities**, get ready for job **interviews** and take advantage of a **personal consulting service**. Further info at [www.cs.unibocconi.eu](http://www.cs.unibocconi.eu). The **Placement Library** supports students when searching internship opportunities. Further info will be given upon arrival.

## CAMPUS LIFE

The office organizes and promotes **cultural, sporting and recreational activities** on campus and around the city. Campus Life activities allow students to enrich their knowledge, discuss issues regarding current events and cultivate new interests.

Info at: [www.unibocconi.eu/campuslife](http://www.unibocconi.eu/campuslife)

In addition, Bocconi Sport Team aims at spreading the passion for sports among students by promoting and coordinating recreational and sport events: [www.unibocconi.eu/pellicani](http://www.unibocconi.eu/pellicani)

Take a **virtual tour** of Bocconi campus at:  
[www.unibocconi.eu/virtualcampus](http://www.unibocconi.eu/virtualcampus)



## THE INTERNATIONAL STUDENT DESK SERVICES

The International Student Desk (ISD) is the Bocconi office committed to **helping incoming exchange students** make the most of their stay on campus.

Arriving in a foreign country and getting used to a new environment can be very challenging. The ISD offers exchange students a series of tailored services and activities to help them acclimate to their new surroundings during the beginning of their program and support them throughout their stay.

### DEDICATED STAFF

A dedicated team is available to assist all incoming exchange students to better adjust to their new lives in Italy, in Milan and at Bocconi.

The ISD also provides a constant update about events organized for the international student body at Bocconi.

### RELOCATION ASSISTANCE

Special information sessions are organized during the orientation program at the beginning of each semester in order to provide **NON-EU** students with necessary information on the **Permit of Stay** application and procedure. The International Student Desk will also provide consulting service and assistance during the application process, in order for the students to complete the procedure.

### HOUSING SUPPORT

Exchange students can apply for accommodation in **Bocconi Residence Halls** through the **ISD Housing Office**.

Please note that Bocconi Residence Halls close during summer and winter breaks.

More details are available at: [www.ir.unibocconi.eu/housingisd](http://www.ir.unibocconi.eu/housingisd)

For further information contact: [housing.isd@unibocconi.it](mailto:housing.isd@unibocconi.it)

### ACADEMIC ADVISING

Academic Advisors are available to help exchange students build their **study plan** and assist them with any academic related matters. The Academic Advisors contacts are available on our website at:

[www.ir.unibocconi.eu/coe](http://www.ir.unibocconi.eu/coe) > Academic Advisors

## WELCOME ACTIVITIES

At the beginning of each semester the International Student desk offers various welcome activities :

- **WELCOME DESK:** set up at the entrance of the **main building**, where full time Bocconi students provide **first hand information** on all aspects of student life, university services and facilities, and life in Milan and Italy in general.
- **BOCCONI WELCOME KIT:** during the **check-in** procedures, the International Student Desk staff will provide incoming exchange students with their Bocconi **student card** and with a **welcome kit** containing useful information about Bocconi and Milan.
- **UNIVERSITY TOURS:** guided tours that will provide you with valuable insight into campus life, the university buildings and facilities.
- **GUIDED TOURS OF MILAN:** exchange students can discover the city of Milan by taking part in one of the guided tours organized before the start of classes. **Three** kind of **itineraries** are available. Registration and detailed programs will be available at the Welcome Desk.
- **WELCOME COCKTAIL:** This is a chance for new incoming exchange students to meet their exchange classmates and the ISD staff in an informal occasion, and network with people at Bocconi and in Milan.

## ORIENTATION PROGRAM

A series of meetings organized at the beginning of each semester, providing useful information on relocation in Milan as well as the International Student Desk services and activities.

Specific **information** on the Orientation Program schedule and welcome activities **will be sent by email before the students' arrival** at Bocconi.

## ISD SOCIAL MEDIA

Exchange students can join the International Student Desk **Facebook** Page to be updated about important **news, events**, cultural and leisure **opportunities** going on at Bocconi and in Milan.

The ISD Facebook Profile ([www.facebook.com/isdbocconi](http://www.facebook.com/isdbocconi)) is also a useful way to get in **contact** with the incoming exchange **community** before and during the semester.

Follow us also on YouTube

(<http://www.youtube.com/channel/UCx1a-AyQzrZbiCNogpYSv8g>)

## ITALIAN LANGUAGE COURSES

The International Student Desk (ISD) organizes optional courses in order to help exchange students get familiar with Italian:

- **Italian Language Crash Course** - an intensive course scheduled before the beginning of Bocconi classes. Levels from beginner up to advanced;
- **Italian Language Follow-Up Course** - scheduled throughout the semester for the following levels **only**: Pre-Elementary, Elementary, Pre-Intermediate and Intermediate .

Attendance is mandatory for students taking part in these courses.

The Italian Crash course and the Follow-up courses are optional, **extra-curricular courses**, and therefore will not be included in a student's study plans or official transcripts and credits will not be awarded.

Students who attend a minimum of 75% of the total workload of each course and pass the final test will receive the Italian Language Course Participation Certificate. The certificate of attendance will also include an overall evaluation: pass, fair, good or excellent.

### HOW TO APPLY

Students interested in signing-up for the Italian language courses will have the opportunity to register for the course while filling out their **online application** for the exchange program. Students who register for the Italian language course will need to take an online placement **test** which will determine their appropriate course **level**. There is a time limit for completing the test, and after submitting their tests students will no longer be able to access it. Students will also be required to pre-pay an enrollment **fee online** by credit card.

Students can choose between the following two options:

Italian Crash Course ONLY (40 hours of lesson)

OR

Italian Crash Course + Follow-up Course (40 + 30 hours of lesson). This option is only open to students who enroll in and attend the Italian Crash Course as Beginner, Pre-Elementary, Elementary, Pre-Intermediate.

**Please note:** it will not be possible to register for the Follow-up course only, without registering for the Crash Course.

More information is available at: [www.ir.unibocconi.eu/itacourse](http://www.ir.unibocconi.eu/itacourse)

## HOUSING

### HOUSING ON CAMPUS

Bocconi modern urban campus is located close to the city centre. In the last few years major steps have been taken in the development of its facilities.

In order to make things easier for students/guests staying in Milan for short periods, the International Student Desk offers some housing solutions in **Bocconi Residence Halls**.

You can **apply** for Bocconi housing when filling out the **online** exchange program **application**. In order to reserve a room/bed in Bocconi residence halls you will be required to pay a deposit; if you are not assigned to any of the Bocconi residence halls, your deposit will be refunded upon arrival at Bocconi.

### HOW CAN I PAY MY RENT?

If you are staying in a University Residence you must pay your rent on a **monthly** basis by the end of the previous month.

### HOW CAN I GET A REFUND ON MY HOUSING DEPOSIT?

In order to reserve a place in a Bocconi Dorm you will be required to pay a deposit.

If you are not assigned a place in a Bocconi dorm, your deposit will be refunded upon arrival.

If you are currently staying in a University Residence Hall your deposit will not be returned until the end of the semester (it is held in case of damages).

### HOUSING OFFICE CONTACTS

Housing Office@ISD: [housing.isd@unibocconi.it](mailto:housing.isd@unibocconi.it)  
[www.ir.unibocconi.eu/housingisd](http://www.ir.unibocconi.eu/housingisd)

## HOTEL AND TEMPORARY HOUSING

Due to the growing number of incoming exchange students, Bocconi University has made agreements with some hotels. If you are planning to look for an apartment or apartment-share upon arrival we suggest that you book a room at one of these **short-term accommodations** that are close to Bocconi for at least a couple of days or a week. When booking, ask about weekly rates, special student discounts and offers for Bocconi students. Bocconi does not book rooms at hotels or hostels for students. You will need to **contact the hotels** on your own (see numbers posted on the web). It is best **to make reservations** at a hotel at least **4 weeks in advance**. Please remember to specify that you are an "Exchange Student at Bocconi" if and when you reserve your room with one of the following hotels:

### HOTEL VIGNETTA\*

Via P. Custodi, 2 - 20136 Milano

Tel: +39-02-8375589

Fax: +39-02-8373233

Email: [reception@lavignettahotel.it](mailto:reception@lavignettahotel.it)

For info and reservation visit the [webpage](#)

### HOTEL MINERVA\*\*\*

Corso C. Colombo 15 - 20144 Milano

Tel: +39-02-8375745

Fax: +39-02-8358229

Email: [info@hotelminervamilano.it](mailto:info@hotelminervamilano.it)

For info and reservation visit the [website](#)

### HOTEL PIACENZA\*\*\*

Via Piacenza, 4 - 20135 Milano

Tel: +39-02-5455041

Fax: +39-02-5465269

Email: [info@hotelpiacenza.com](mailto:info@hotelpiacenza.com)

For info and reservation visit the [website](#)

### HOTEL Idea Milano Corso Genova \*\*\*

Via Conca del Naviglio, 20 - 20123 Milano

Tel: +39-02-36604800

Fax: +39-02-49522151

Email: [reservation.milanocorsogenova@ideahotel.it](mailto:reservation.milanocorsogenova@ideahotel.it)

For info and reservation visit the [website](#)

### BEST WESTERN HOTEL MAJOR\*\*\*\*

Viale Isonzo, 2 20135 Milano

Tel. +39-02-55188335

Fax: +39-02-55183140

Email: [major.mi@bestwestern.it](mailto:major.mi@bestwestern.it)

For info and reservation visit the [website](#)

If you are looking for a budget accommodation we suggest you make a reservation at a Hostel:

### Ostello LA CORDATA

Via Burigozzo 11

20122 Milano

Phone: +39-02-5831.4675

Fax: +39-02-5830.3598

[www.ostellolacordata.com](http://www.ostellolacordata.com)

[ostello@lacordata.it](mailto:ostello@lacordata.it), [info@ostellolacordata.com](mailto:info@ostellolacordata.com)

For other hotels you may want to check the following web sites:

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

<http://www.itwg.com/>

<http://www.hostels.com>

<http://www.hostelworld.com>

### Hotel booking centre:

02.58580230 or 02.58580076

## APARTMENT HUNTING

Typically students live in one of the residences we recommend or they find an apartment on their own. If you are interested in finding an apartment by yourself, with Italians or other exchange students, you can find a list of rooms/apartments available on the **notice boards** around the **Bocconi buildings**.

The process of finding an apartment or a room can often be difficult. We recommend that you book a temporary accommodation for at least a couple of days.

Please also have a look at the following websites (most of them are in Italian):

<http://www.agenziauni.comune.milano.it/dccasa-front/servizi-studenti.html?m1=servstud>

<http://www.stanzesingole.it>

[affittistudenti.studenti.it](http://affittistudenti.studenti.it)

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

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

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

<http://www.agenziauni.comune.milano.it/dccasa-front/home.html?m1=home>

<http://www.casaswap.com/>

### AREAS NEAR BOCCONI:

BOCCONI, VIALE BLIGNY, PORTA ROMANA, LODI, CROCCETTA, 24 MAGGIO, PORTA TICINESE, NAVIGLI AND PORTA GENOVA.

## HOW TO GET TO BOCCONI

### FROM THE AIRPORTS

#### LINATE AIRPORT

**By taxi:** takes about 15 minutes and costs approximately € 15.

**Public transport:** take bus 73, get off at stop '5 Giornate' and take tram/bus 9 to stop 'via Bocconi'. The bus/tram ticket costs 1,50 € and you can buy it at any tobacconist's or newsstand inside the airport.

#### MALPENSA AIRPORT

**By taxi:** takes about 50 minutes and costs approximately € 90.

**Public transport:** take the Malpensa Express (12€) train to Cadorna Railway Station, then take subway line 2 (direction Abbiategrasso), get off at stop 'Porta Genova' and take tram/bus 9 to stop 'via Bocconi'. ([www.malpensaexpress.it/en](http://www.malpensaexpress.it/en))

Alternatively, take the Malpensa Shuttle to Central Railway Station, then take subway line 3 (direction San Donato), get off at stop 'Porta Romana' and then take tram 9 to stop 'via Bocconi'.

The shuttle ticket costs 10€. Info at [www.malpensashuttle.it](http://www.malpensashuttle.it) or [www.autostradale.it](http://www.autostradale.it)

#### ORIO AL SERIO AIRPORT

The Orio Shuttle connects Milan Central Railway Station with Milano Orio al Serio (Bergamo) Airport, leaves approximately every half-an-hour and takes about 65 minutes. The ticket costs 5 € (one way) or 9 € (round - trip ticket).

Info at [www.orioshuttle.com](http://www.orioshuttle.com) or [www.autostradale.it](http://www.autostradale.it) or [www.terravision.eu](http://www.terravision.eu)

### FROM THE STATIONS

#### CENTRAL RAILWAY STATION (STAZIONE CENTRALE)

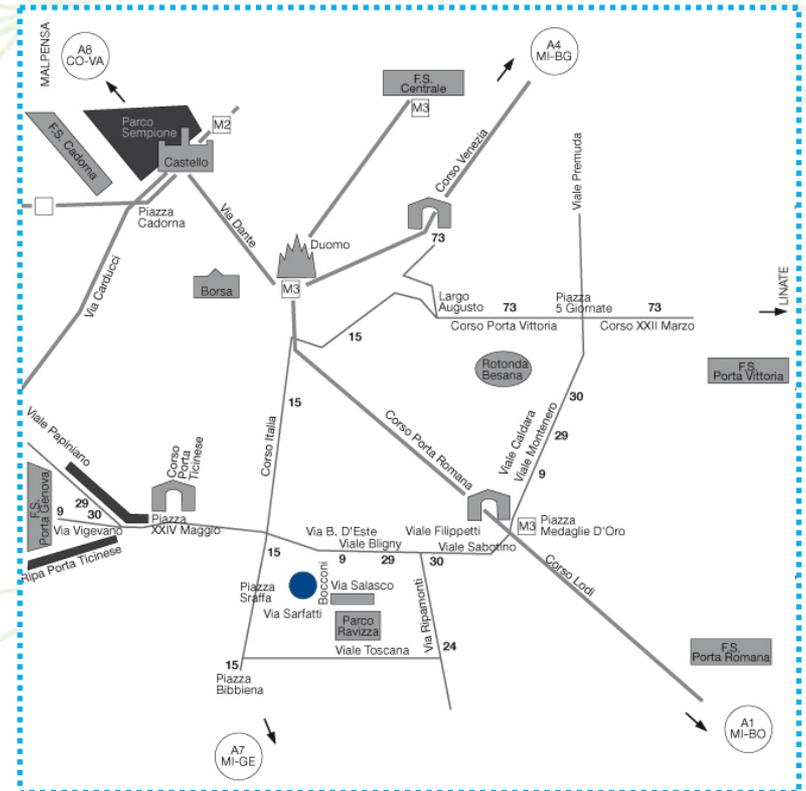
Subway line 3 (direction San Donato), get off at stop 'Porta Romana' and then take tram 9 to stop 'via Bocconi'.

#### CADORNA RAILWAY STATION AND GARIBALDI RAILWAY STATION

Subway line 2 (direction Abbiategrasso), get off at stop 'Porta Genova' and take tram/bus 9 to stop 'via Bocconi'.

### BY CAR

From the Tangenziale Ovest (Western Ring road) exit A7 Milano-Genova/Viale Liguria going toward Milan city centre. Turn right at Piazza Belfanti, continue on Viale Liguria and Viale Tibaldi, turn left on via Castelbarco and right on Via Sarfatti.



## SETTLING IN MILAN

### HEALTH INSURANCE

All international students are required to have an appropriate insurance.

In Italy, the National Health Care System is provided by a public health care service (SSN). Only foreign citizens with a valid permit of stay may apply for the service offered by the ASL (local branch of the National Health Care Service).

**EU STUDENTS** in order to receive medical assistance at the SSN (National Healthcare Service) EU students need to have:

- the European Health Insurance Card / “TEAM Card” (“Tessera Sanitaria Europea”) which allows EU citizens to receive **necessary** medical assistance and to be refunded once they come back home

Or

- in order to receive **complete** medical assistance (and benefit from the same services as Italian citizens), EU students can register at the ASL (Azienda Sanitaria Locale) with the European “S1” form that they should obtain from the healthcare institution in their home country PRIOR to their arrival in Italy ([http://ec.europa.eu/index\\_en.htm](http://ec.europa.eu/index_en.htm)).

Or

- adequate and appropriate private insurance

**NON-EU STUDENTS** are strongly recommended to have a health insurance policy with international validity certified by the Italian Diplomatic Representative abroad (before leaving their home country). In order to get the Permit of Stay they are required to purchase a private Health Insurance for the entire duration of their stay in Italy.

As an alternative, non EU-students with no health insurance coverage can purchase INA-ASSITALIA insurance upon arrival in Italy. This insurance will cover only the expenses in the event of emergency treatment and/or urgent hospitalization in Italy.

A second (optional) insurance will be needed in order to receive sanitary assistance in Italy (family doctor/general practitioner): this insurance can be purchased by applying at the ASL (local branch of the National Health Care Service). For further information, visit: [www.ir.unibocconi.eu/inexchange](http://www.ir.unibocconi.eu/inexchange)> Permit of Stay.

### STUDENT VISAS

Non-EU students should apply for a multiple entry study visa at the Italian Embassy/Consulate in their home country (check [www.esteri.it/visti/index\\_eng.asp](http://www.esteri.it/visti/index_eng.asp)) as early as possible. They must apply for and obtain their visa prior to their arrival in Italy. We suggest that students begin their visa application well in advance since it could take some time to obtain.

### PERMIT OF STAY - IMPORTANT, PLEASE READ CAREFULLY

The permit of stay application and procedure are subject to **modifications**: we strongly recommend all international students to **visit** <http://www.poliziadistato.it/articolo/view/10617/> and to visit the ISD office (upon arrival) in order to get up-to-date information.

### NON-EU CITIZENS

Within **8 working days** of their arrival, all non-EU citizens who hold a student visa for Italy must **apply for a permit of stay for study purposes**. The permit of stay is issued by the local Questura – Ufficio Stranieri (Police Station – Immigration Office) of the applicant's place of residence in Italy but the request for the permit of stay (first issue and renewal) must be submitted to an authorized Post Office.

#### WHERE:

All authorized Post Offices in Milan (“Sportello Amico”)

### Step 1: REQUIRED DOCUMENTS FOR POST OFFICE APPLICATION

(Do **NOT** submit **original** documents together with the post office application/kit)

- Completed Post Office Application/Kit – Must complete ‘**Modulo 1**’- ‘Form 1’ of the yellow striped envelope application/kit for NON-EU citizens (available at the Post Office free of charge)
- Photocopy of **Bocconi acceptance letter/declaration** of enrollment (sealed/stamped by the Italian Embassy/Consulate when entry visa was issued)
- Photocopy of your **passport** (personal data page + visa page only) or other equivalent document – you must present the original document when submitting the application at the Post Office
- Photocopy of **insurance** policy or receipt of payment for Italian insurance policy, valid throughout the country and for the entire duration of the study program, for the risk of illness and injury (1)

- Photocopy of **Financial Statement**: document certifying adequate financial resources for the validity period of the residence permit. (**€ 5.818,93 per semester**)

- **'Marca da Bollo'** (Italian stamp: it can be purchased at any Tobacconist's) of **€ 16,00** The 'Marca da Bollo' will need to be placed on the completed permit of stay application.

- **Receipt of payment of € 107,50** paid at the Post Office for the Electronic Permit of Stay (the payment form is included in the Post Office Kit)

**Application Fee: € 30,00** paid at the Post Office when submitting the application

After submitting the documents to the Post Office, the applicant should receive 2 documents:

1. A **'ricevuta'** (mod. 22A, certified letter receipt) with the user ID and password needed to check the state of progress of the application online at [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) – click on 'Area Riservata Stranieri'
2. A **letter** with the appointment date and time at the Police Station, 'Questura', for the final step with the procedure (if this letter is not given to the applicant at the Post Office it will be sent later on as certified mail, 'raccomandata\*', to the applicant's address in Italy).  
\*This does not always happen; frequently check your status at <http://questure.poliziadistato.it/stranieri/> or at [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) for your appointment (using your user ID and password found on your receipt, "ricevuta").

## Step 2: DOCUMENTS REQUIRED AT THE QUESTURA – UFFICIO STRANIERI (Local Police Station – Immigration Office)

- **Passport** or other equivalent document
- Original **Bocconi acceptance letter** / declaration of enrollment sealed by the Italian Embassy /Consulate when the entry visa was issued
- **4** identical passport-size **photographs**
- Original **insurance policy** or receipt of payment for Italian insurance policy, valid throughout the country and for the entire validity period of the permit of stay, for the risk of illness and injury (1)

- An "ad hoc" certificate of enrolment in Bocconi academic program (in Italian, for "Immigration Issues"). This certificate is mandatory **ONLY** for students who - while in Italy - do not live in the city of Milan (and therefore have to apply in the city where they live).

- Those students who declared to live in the city of Milan when filling out the permit of stay application **DO NOT NEED** to bring this "ad hoc" certificate, according to a specific agreement between Bocconi and the Milan Police

- Original Financial Statement: document certifying adequate financial resources for the validity period of the residency permit (**€ 5.818,93 per semester**).

For further information, please visit: [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it), [www.interno.it](http://www.interno.it), [www.poste.it](http://www.poste.it), [www.poliziadistato.it](http://www.poliziadistato.it)  
Toll-free number: 800.309.309 (English available)

Contact Center: 848.855.888 (to verify your application status)

(1) Health Insurance Coverage is required in order to obtain a permit of stay in Italy. If you have a private health insurance policy, you must have a certificate in English specifying the starting and ending dates of the coverage with international validity. If you are not insured, upon your arrival in Italy, you will be able to purchase INA ASSITALIA insurance (please note that this will only cover expenses in the event of emergency treatment and / or urgent hospitalization. For further information call 06-361.1676.

INA ASSITALIA: payment for the Insurance Coverage must be made at the Post Office (ask for a payment form 'bollettino di pagamento'). Fill out the form: Account Number 71270003, addressed to INA-ASSITALIA Agenzia Generale di Roma c. n°82, write your name, last name and address in Italy.

Cost: € 49,00 for 6 month coverage or € 98,00 for 12 month coverage.

## EU CITIZENS

Since January 2007 European Union nationals living in Italy are no longer required to apply for a permit of stay. European Nationals staying in Italy for a period exceeding 90 days must register with the Registry Office/Vital Statistics Office, 'Ufficio Anagrafe' at the city hall where they intend to reside. They must register within 3 months of their arrival in Italy and obtain a residence certificate, 'certificato di residenza'.

## HOW TO APPLY

Applicants must book an appointment online at: [www.comune.milano.it](http://www.comune.milano.it). Follow the path: 'Servizi online' > 'Servizi Anagrafici' > 'Residenza Stranieri' and select the Registry Office

For further information see:

KIT FOR NON-EU CITIZENS ([here](#))

KIT FOR EU CITIZENS ([here](#))

## HOW TO...

### ...REQUEST AN ITALIAN TAX CODE – CODICE FISCALE

The 'Codice Fiscale' (Italian Tax Code) is a personal code (combination of numbers and letters) which identifies each individual person in Italy when dealing with public offices and/or administration. You might need it in case you want to open a bank account in Italy. To obtain a 'Codice Fiscale' you must apply at the 'Agenzia delle Entrate'. There are six in Milan located in different areas; you may apply at any of the following:

#### **AGENZIA DELLE ENTRATE CLOSEST TO BOCCONI UNIVERSITY**

- **Via Moscova, 2** (Central Agency) – Phone number: 02-636791  
Metro: Yellow Line – Stop 'Turati'
- **Via dei Missaglia, 97** (close to Arcobaleno Residence) – Phone number: 02-893075  
Tram: 3 & 15 – Stop "Missaglia Saponaro"
- **Via Abetone, 10** – Phone number: 02-540011  
Bus: 91 – Stop 'Molise'

#### **DOCUMENTS REQUIRED WHEN APPLYING**

- Passport PLUS two photocopies of the personal data/visa information pages
- NON-EU students must show their permit of stay, 'permesso di soggiorno' OR a valid study visa
- Complete green and white form provided at the 'Agenzia delle Entrate'

You should receive your 'Codice Fiscale' at the time of your application.

Further information: [www.finanze.it](http://www.finanze.it) – [www.agenziaentrate.gov.it](http://www.agenziaentrate.gov.it)  
Contact Center: 848.8000.444 (Mon-Fri 9-17; Sat 9-13).

### ... APPLY FOR THE NATIONAL HEALTH SERVICE

In Italy national healthcare is provided by a public healthcare service (SSN: National Healthcare Service). Only foreign nationals with a valid permit of stay or residence permit may apply for the service. Registration for the SSN is optional.

To register for the ASL (local branch of National Healthcare Service), you must apply at the ASL district registry office allocated to your area of residence in Italy.

#### **ASL offices located near Bocconi:**

- Via Ripamonti, 20 – Phone number: 02-8578.8410
- Corso Italia, 19 – Phone number: 02-8578.8113  
Office hours: Monday – Friday: 8:30 - 12:00 and 13:30 - 15:00  
Website: [www.asl.milano.it](http://www.asl.milano.it)

The healthcare card (tessera sanitaria), issued upon registration gives the following rights to the holder:

- to have a general practitioner or a pediatrician for children
- to be hospitalized free of charge
- to use the hospital's outpatient clinic (ambulatorio) and pharmaceutical services by payment of the 'ticket' (for medicines covered by the SSN, National Healthcare Service)

#### **NON-EU CITIZENS**

Documents required when registering:

- An identity document (ID/Passport)
- Permit of Stay (Permesso di soggiorno)
- Italian Tax Code (Codice Fiscale)
- Declaration/ self-certification of University Enrollment in Italian (printable from a 'punto blu' on campus)
- Payment receipt of € 149,77 for SSN card (valid for one calendar year, i.e. January 1<sup>st</sup> to December 31<sup>st</sup>) to be carried out at the Post Office (1)

## EU CITIZENS

In order to receive medical assistance at the SSN (National Healthcare Service) you need to have:

- the European Health Insurance Card / 'TEAM Card' ('Tessera Sanitaria Europea') which allows EU citizens to receive necessary medical assistance and to be refunded once they come back home

or

- in order to receive complete medical assistance (and benefit from the same services as Italian citizens), you can register at the ASL (Azienda Sanitaria Locale) with the European "S1" form that you should obtain from the healthcare institution you are insured with in your home country PRIOR to your arrival in Italy.

"S1" Form replaces former E109 and E106 form. For detailed info about the "S1 form" and its use browse the web of the European Commission ([http://ec.europa.eu/index\\_en.htm](http://ec.europa.eu/index_en.htm)) S-1 Information about the S1 form and its use.pdf

or

- adequate and appropriate private insurance

or

- health insurance INA Assitalia purchased in Italy at any Post Office

Please verify if the above mentioned rules are effective in your home Country.

Please note that according to the European Union regulations, the European Health Card ("EHIC", referred to as the "TEAM – Tessera europea di assicurazione malattia" in Italy) is not considered a valid means of proof of health coverage for stays of more than 90 days.

(1) Payment for the National Health Service (ASL) can be made at any Post Office: Account number: 379222 of Regione Lombardia addressed to: "Amministrazione P.T. – Contributo Servizio Sanitario Nazionale;" Casuale del pagamento: iscrizione Servizio Sanitario Nazionale. You will be allocated a general practitioner, "medico di base," and your costs for medical examinations, treatments and analyses will be reduced.

## ... OPEN A BANK ACCOUNT

Before leaving, check with your home bank if they have a branch in Italy or any special agreements with an Italian bank.

If you need/would like to open a bank account in Italy, you will need to submit the following documents at the bank of your choice:

- 'Codice Fiscale', Italian Tax Code (see information above)
- An identity document (ID/Passport)

Banca Popolare di Sondrio is located on the University campus (SDA Bocconi Building, Via Bocconi, 8).

**Hours:** Monday - Friday 8.30-13.30 and 14.45-15.45

Banks are open from 8.30-13.30 and from 15.00-16.00 (afternoon opening time may vary by about 15 minutes, depending on the bank). Banks are closed on Saturdays and Sundays. Bancomats (ATMs) are easy to find and operate on the Cirrus network. None will let you take out more than €250 at once.

## ...EXCHANGE MONEY

There are currency-exchange offices at both airports and a couple in Piazza del Duomo.

**American Express** (02 721 04 010; Via Larga 4; 9am-5.30pm Mon-Fri)

**Banca Cesare Ponti:** Piazza del Duomo 19 (phone: 02 72 27 71)  
Hours: Monday-Friday: 8.30-3.30 - 14.45-16.15

## ... GET A MOBILE PHONE/A SIM CARD

Several phone companies operate in Italy. The four major providers in Italy are: Vodafone, TIM, Wind and 3. You can go to any mobile phone store and ask to see their cell phone/mobile plans.

If you are staying for one year or longer we suggest you to ask for a year-long plan ('abbonamento').

If you are staying for less than one year we suggest that you buy a sim card which you pay-as-you-go/top up using rechargeable cards ('carta ricaricabile'). You can purchase rechargeable cards from any Tobacconist's. If you sign up for a plan, make sure you find out how much it costs if you cancel and how many months notice you must give (if any).

### QUESTIONS TO ASK

- How much does it cost to call an Italian number?
- How much does it cost to call your home country? (to call abroad we suggest that you buy an international phone card at any Tobacconist's or newsstand or call using a VOIP software, such as Skype).
- How much does it cost to call/receive calls when outside of Italy? (usually when you use your Italian mobile phone abroad you are charged for incoming calls).
- How much does it cost to send a text message (SMS) and multimedia text messages (MMS) ?
- How much do other services such as Internet access, TV, etc. cost?

### MOBILE COMPANIES

NAME	PHONE	WEB
TIM	119	<a href="http://www.tim.it">www.tim.it</a>
VODAFONE	190	<a href="http://www.vodafone.it">www.vodafone.it</a>
WIND	155	<a href="http://www.wind.it">www.wind.it</a>
3	133	<a href="http://www.tre.it">www.tre.it</a>
POSTE MOBILE	160	<a href="http://www.postemobile.it">www.postemobile.it</a>



## MILAN: A BRIEF OVERVIEW

Bocconi is located in the northern Italian city of Milan. Milan is a metropolitan city of 1.4 million people and often brings to mind Fashion, Finance, Industry, Culture, Glamour, Higher Education, Internationalism and Nightlife. Milan is Italy's hub to Europe, the financial capital of the country and according to experts, the 'Fashion Capital of the World'. In addition, Milan also boasts artistic masterpieces renowned all over the world, such as the 'Duomo', world's fourth-largest church; the 'Cenacolo Vinciano', Leonardo da Vinci's iconic Last Supper; the 'Teatro alla Scala', Milan's famous and fabulous opera house and the 'Castello Sforzesco' which houses a collection of modern museums that are well stocked with impressive antiquities.

Milan is a cosmopolitan, modern and forward-looking city always on the move, with a wide range of available entertainment. Its unique location allows you to reach the Mediterranean, the Alps and Italy's most beautiful lakes (Lago di Como, Lago Maggiore and Lago di Garda) in just a few hours.

### SEASONS IN MILAN

#### FALL (SEPTEMBER- OCTOBER-NOVEMBER)

In September weather can be very pleasant in Milan, with average temperatures between 11°C and 24°C, but changeable at the same time. November is particularly humid and foggy and very often a thick white mist binds the city.

#### WINTER (DECEMBER- JANUARY- FEBRUARY)

Winters in Milan are generally cold, humid and foggy. Occasionally, especially in January, temperature can fall below freezing, getting down to -10°C with some snow.

#### SPRING (MARCH-APRIL-MAY)

Spring usually comes by March with temperatures that climb to 15°C and over. Spring is comfortably cool but it is also the rainy season, therefore the weather can be highly changeable.

#### SUMMER (JUNE-JULY- AUGUST)

Summers in Milan are usually warm and humid: July and August in particular can be very muggy with temperatures which tend to stay around 30°C or more. August is vacation month for the locals and many shops and offices close.

Milan Weather

C°	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
max	5	8	16	20	25	28	32	35	28	23	16	9
min	-5	-2	4	8	12	16	20	22	16	14	4	-2

## GETTING AROUND MILAN

### PUBLIC TRANSPORTATION

Milan public transportation system is managed by Azienda Trasporti Milanesi (**ATM**) and offers 4 underground railway (**metro**) lines, 19 tram lines, 97 bus lines and 3 trolley bus lines. Public transport runs from approximately 6 am until midnight (but there are some buses which run at night). There are also some night or 'notturmo' buses which run from midnight until 6 am.

### TICKETS

- Tickets can be purchased at underground stations, newspaper stands and Tobacconist's.
- A **single ride** ticket costs **1,50 €** and is valid on the entire Milan urban network for 90 minutes from the time of validation; however it is only valid for one ride on the metro.
- The **City Travel Card** is very convenient. The **monthly pass** is an electronic card which can be recharged every month. It allows students to travel limitless on the whole Milan urban network, the rail link, the urban sections of the State Railways, the Northern Railways, the interurban ATM and consortium lines.

## COST

Students **younger than 26**:

- 10 € Initial Fee
- 22 € per month for limitless ticket

Students **older than 26**:

- 10 € Initial Fee
- 35 € per month for limitless ticket

## APPLICATION

- 1 passport-size photograph
- Complete Application form found at ATM Main Offices/Points: Duomo, Cadorna, Centrale, Garibaldi, Loreto, and Romolo. Hours: Mondays through Saturdays, 07:45-19:15
- Must submit application form at the **ATM Office/Point** located in the underground **Duomo Metro Station**

## TERMS OF USE

The card must be **recharged monthly** at any ATM Point, tobacconist or newsstand.

Cards must be accompanied by the monthly **receipt**.

More information and maps: [www.atm-mi.it/en](http://www.atm-mi.it/en)

## RADIOBUS DI QUARTIERE

Radiobus is an ATM service which picks up the client and takes him to his destination. A **reservation** is required.

Radiobus runs from 22.00 to 2.00 at night and operates within a few areas.

## MAKE A RESERVATION

- Call 02.4803.4803 any day from 13.00 to 2.00;
- Indicate: day, time and location of pick up, number of people (and any disabilities), reference telephone number for possible problems. The reservation can be made starting on **1pm** of the same day of the appointment.

## COST

You can use the Radiobus by purchasing an **ordinary ATM ticket**. Info at:

[http://www.atm-mi.it/it/ViaggiaConNoi/Pagina/radiobus\\_quartiere.aspx](http://www.atm-mi.it/it/ViaggiaConNoi/Pagina/radiobus_quartiere.aspx)

## BICYCLE

Milan has over 70 kilometres of bicycle lanes spread across the city. The longest single ride is 24 kilometres. There are over 4700 parking spaces for bicycles and most of them are in the city centre. You can also travel with your bike on some metro and rail lines during predetermined times. Each train can carry a maximum of 4 bicycles. Some hotels in Milan provide their guests with bicycles and there is an increasing number of shops renting bicycles.

## RENT A BIKE

### AWS

Via Ponte Seveso 33

Tel.: +390267072145

Web: [www.awsbici.com](http://www.awsbici.com)

### ROSSIGNOLI

C.so Garibaldi 71

tel. 02/804960

Web: [www.rossignoli.eu](http://www.rossignoli.eu)

## BIKE SHARING

**BikeMi** is Milan's new easy, practical and ecological bike sharing service. Designed to promote user mobility, BikeMi is not just a simple bike rental service but a real public bicycle transport system to be used for short trips supplemented by the traditional transport vehicles. **Subscription** to the service can be **annual** (36,00 euro), **weekly** (6,00 euro) or **daily** (2,50 euro), payable by **credit card ONLY**. Access the service:

- Online at [www.bikemi.com](http://www.bikemi.com)
- At every of the following ATM points
  - Duomo (M1-M3)
  - Cadorna (M1-M2)
  - Centrale FS (M2-M3)
  - Garibaldi (M2)
  - Loreto (M1-M2)
  - Romolo (M2)

Calling the ATM toll-free number 800 80 81 81 (from Italy) from 7:30-19:30.

## RENT A CAR

In order to rent a car you need:

- a driving license (valid for at least 2 years)
- a credit card

Students **younger than 21 cannot rent** a car.

### List of Companies at Linate Airport (BUS 73)

AUTOEUROPA	<a href="http://www.autoeuropa.it">www.autoeuropa.it</a>	02/70208154
AVIS	<a href="http://www.avisautonoleggio.it">www.avisautonoleggio.it</a>	02/715123
EASYCAR	<a href="http://www.easycar.it">www.easycar.it</a>	02/36575811
EUROPCAR	<a href="http://www.europcar.it">www.europcar.it</a>	02/76110258
HERTZ	<a href="http://www.hertz.it">www.hertz.it</a>	02/70200256
MAGGIORE	<a href="http://www.maggiore.it">www.maggiore.it</a>	02/717210
SIXT	<a href="http://www.sixt.it">www.sixt.it</a>	02/70200268
TARGARENT	<a href="http://www.targarent.it">www.targarent.it</a>	02/7560806
THRIFTY	<a href="http://www.italybycar.it">www.italybycar.it</a>	02/70100150
LOCAUTO	<a href="http://www.locautorent.com">www.locautorent.com</a>	02/70200238

Visit the car rental company website if you want to rent a car from another location in the city.

## DRIVING AND PARKING IN MILAN

In case of a car breakdown, dial tel. **803-116** at the nearest telephone box; the nearest Automobile Club of Italy (ACI) will be notified to come to your aid.

**Milan Congestion Charge Zone (Area C)** is a recently implemented system that requires drivers to buy a **ticket** in order to access the area surrounding the city centre. The system is enforced by cameras at 43 electric gates.

There are **parking restrictions** in the city centre. Parking is allowed only in **white** (free of charge) or in **blue** (paid by the hour) lined parking spaces. Areas marked by **yellow** lines are for residents only.

Parking in **blue lined spaces**: in the city center you can park in the areas marked by blue lines. You will need a '**Sosta Milano**' card which you can buy at any Tobacconist's. You need to scratch the month ('mese'), date ('giorno'), time in hours ('ora') and minutes ('minuti') and then display it on your dashboard. You may find a parking attendant in a green or yellow vest to help you out. Prices and regulations depend on area, day of the week (Sunday and Holidays are less expensive and less restrictive), time (in most areas, parking is free after midnight). Read signs limiting parking carefully.

### Parking near Bocconi:

[www.parkingonline.it/regioni/lombardia/milano/viabocconib.htm](http://www.parkingonline.it/regioni/lombardia/milano/viabocconib.htm)

### Municipal Police Headquarter

Car Removal Office

Tel. 02.77270280 – 02.77270281 (24hrs daily).

## TAXICABS

Milan cabs are white and they have an identification number. Since fares are subject to change you should carefully read the notices placed inside the vehicle. It is advisable to book your cab ahead of time for early in the morning or late at night departures. When you call a cab the operator will tell you the minutes you will have to wait for the cab to arrive. Make sure you listen to this number as you will be charged for this time. It usually takes about 5 to 10 minutes for a cab to arrive, depending on the time of the day and traffic. Late night, Sunday and extra-luggage surcharges are applied.

If you take a taxi to Malpensa, make sure that it has the sticker 'Taxi autorizzato per il servizio aeroportuale Lombardo' on the windshield. This means its taximeter is adjusted for this route and that you pay the displayed fare. Taxis from **Malpensa** to Milan have a set fee of **€85**. Other taxis without the sticker may double the fare. A few taxis accept credit cards. If in doubt of the price, ask the driver for an estimate before getting in.

### For booking:

- Radio Taxi 02 8585
- Taxiblu 02 4040
- Yellow Taxi Multiservice 02 6969

## AIRPORTS

Milan has three airports ([www.seamilano.it](http://www.seamilano.it))

### MILANO LINATE

**Airport Code:** LIN

**Distance from city centre:** 7Km

**How to reach it:**

- bus service from the right-hand side of the Central Station.  
Running time: every 30 min. Info: Starfly tel. 02 71 71 06;
- Airbus Linate-Centrale ATM: every 30 min, info at :  
<http://www.atm-mi.it/en/AltriServizi/Trasporto/Pages/airbus.aspx>
- Public transport: bus 73 from Corso Europa ,Metro 1 (red line) - San Babila Station (running time: 20 min, info: ATM 800 80 81 81)

### MILANO MALPENSA

**Airport Code:** MXP

**Distance from city centre:** 45Km

**How to reach it:**

- bus service from the right-hand side of the Central Station (running time: 60 min, info at [www.autostradale.it](http://www.autostradale.it) or [www.airpullman.com](http://www.airpullman.com)). Tickets can be bought on the bus.
- Malpensa Express train service from Ferrovie Nord, (Metro 1-red, 2-green: Cadorna F.N.-Triennale stop) (running time: 40 min, info at [www.malpensaexpress.it](http://www.malpensaexpress.it) )

### BERGAMO ORIO AL SERIO

**Airport Code:** BGY (Info: SEA Tel 02 232323)

**Distance from city centre:** 50Km

**How to reach it:** bus service from the right-hand side of the Central Station (running time: 60 min, info at [www.autostradale.it](http://www.autostradale.it) or [www.orioshuttle.com](http://www.orioshuttle.com) or [www.terravision.eu](http://www.terravision.eu)). Tickets can be bought on the bus.

## BUSES

Milan has a good bus line network. Here is a list of the main operators:

**AUTOSTRADALE VIAGGI:** Buses to Italian tourist destinations depart from: Garibaldi Station/Piazza Freud (Metro 2 - green, Garibaldi stop)  
Contacts: tel. 02 33 91 07 94/ 02 300 891, [www.autostradale.it](http://www.autostradale.it)

**S.T.I.E.:** buses to North-West Milan. Departure from: Via Paleocapa, 1 (Metro 1 – red/2 - green, Cadorna FN Triennale stop)  
Contacts: tel. 02 342312, [www.gruppolarodi.it](http://www.gruppolarodi.it)

## ZANI VIAGGI

Buses to tourist resorts (Puglia, Calabria, Toscana, Veneto, spa resorts)

Departure from: Foro Bonaparte, 76 (Metro 1 - red, Cairoli stop)

Contacts: tel. 02 867131, [www.zaniviaggi.it](http://www.zaniviaggi.it)

## TRAINS

### STATE RAILWAYS

**Trenitalia**-Ferrovie dello Stato (State Railways) is the national railway transport service and has several stations in Milan. Main stations are:

- Stazione **Centrale** (Metro line 2 - green, 3 yellow: Centrale FS stop)
- Stazione **Garibaldi** (Metro line 2-green: P.ta Garibaldi FS stop)
- Stazione **Lambrate** (Metro line 2-green: Lambrate FS stop)
- Stazione **Porta Genova** (Metro line 2-green: P.ta Genova FS stop)
- Stazione **Rogoredo** (Metro line 3-yellow: Rogoredo FS stop)

We suggest you to purchase your ticket at the ticket offices/automatic ticket machines in the stations (or at any travel agency) as 'on-board tickets' are subject to a surcharge.

Remember also to **validate** your **ticket** by stamping it at the little yellow machines which are usually located at the track platform or around the stations before the train departure (if you have a round trip ticket you have to validate it before each trip). You are supposed to use the ticket within 6 hours from validation. Expired or not validated tickets are subject to fines/surcharges.

If you **forget** to **validate** your ticket (or you just could not do that for any reason i.e. validating machines out of order) you can avoid the surcharge by **contacting** immediately the **capotreno**, who is the Trenitalia 'on board' representative authorized to validate your ticket manually. For general info, fares, timetables, online booking, visit: [www.trenitalia.com](http://www.trenitalia.com)

### TRENORD MILANO

Trenord is mostly a commuter rail and serves some of Milan's neighbouring cities such as Como and Varese as well as the large part of the northern Lombardy region. The main Trenord station is **Cadorna**, located in the homonymous square in the city centre. The station is served by Metro 1 (red ) and 2 (green).

For updated timetable, visit: [www.trenord.it](http://www.trenord.it)

## EMERGENCY NUMBERS

**European Emergency Number** Tel. 112

**Ambulance** tel. 118

**Police** tel. 113

**Carabinieri** tel. 112

**Fire Department** tel. 115

**Road Assistance** tel. 116

**City Hall** tel. 02 02 02

**ATM (Public Transportation)** tel. 800 808 181

**Antidote Centre** tel. 02 66 10 10 29

**Burns Centre** tel. 02 64 44 23 81

**Pharmacies Hotline** tel. 800 801 185

**Pharmacy 24/7** tel. 02 66 909 35 (Central Station)

**Emergency Medical Center** (at night and on holidays) tel. 02 34 567

**Drug Hotline** tel. 800 458 854

**Sexual Violence First Aid** tel. 02 55 03 24 89

**Lost-property Office** tel. 02 88 45 39 00

**Social Service** tel. 02 88 46 30 00

**Info for Disabled People** tel. 02 55 01 75 64

**SEA Airports** tel. 02 23 23 23

**Flights (arrivals/departures)** tel. 02 74 85 22 00

**Baggage Room LINATE** tel. 02 71 66 59

**Baggage Room MALPENSA** tel. 02 58 02 98 (terminal 1)

**Baggage Room MALPENSA** tel. 02 74 85 42 15 (terminal 2)

**Emergency Roadside Service** tel. 803116 / [www.aci.it](http://www.aci.it)

**Municipal Police Headquarter (Car Removal Office)** Tel. 02 77.27.232.

### LOST OR STOLEN CARDS:

**American Express:** 06 72 90 03 47

**Diners:** 800.39.39.39 (toll free)

**Cartasì:** 800 15 16 16 (toll free). Once you have blocked your card, you must show up at the Police to file a loss/theft report.

You should also inform your bank.

**MasterCard:** 800 870 866 (toll free)

**Visa:** 800-819-014 (toll free)

## PUBLIC HOSPITALS

NAME (and specialization)	Address	Phone	Website
<b>Niguarda Ca' Granda</b> (cardiology, neurology, orthopaedics, ophthalmology, oncology, rheumatology, urology, poison antidote centre, first aid for burn injuries)	Piazza Ospedale Maggiore, 3 - 20162 Milano	02.64441	<a href="http://www.ospedaleniguarda.it">www.ospedaleniguarda.it</a>
<b>San Carlo Borromeo</b> (allergology, endoscopy, hematology, surgery, traumatology, urology, orthopaedics, radiology, emergency room)	Via Pio II, 3 - 20153 Milano	02.40221	<a href="http://www.sancarlo.mi.it">www.sancarlo.mi.it</a>
<b>San Paolo</b> (andrology, dermatology, endoscopy, physiotherapy, otolaryngology, oncology, orthopaedics, psychiatry)	Via Di Rudini, 8 - 20142 Milano	02.81841	<a href="http://www.ao-sanpaolo.it">www.ao-sanpaolo.it</a>
<b>Mangiagalli</b> (obstetrics, gynaecology, radiology, sexual violence first aid)	Via della Commenda, 12 20122 - Milano	02.7992252	<a href="http://www.policlinico.mi.it">www.policlinico.mi.it</a>
<b>Vittore Buzzi</b> (orthopaedics, traumatology, dermatology, neurology, ophthalmology, odontostomatology)	Via Castelvetro, 22 - 20154 Milano	02.57995359	<a href="http://www.ospedaledebambini.it">www.ospedaledebambini.it</a>
<b>Fatebenefratelli</b> - Ophthalmic Emergency Care (cardiology, plastic surgery, dialysis, nephrology, neurosurgery, oncology, urology, otolaryngology)	C.so di Porta Nuova, 23 - 20121 Milano	02.63631	<a href="http://www.fbf.milano.it">www.fbf.milano.it</a>
<b>Luigi Sacco</b> (angiology, pneumology, bronchoscopy, allergology, study of diabetes, psychiatry, gastroenterology, radiology)	Via G.B. Grassi, 74 - 20157 Milano	02.39041	<a href="http://www.hsacco.it">www.hsacco.it</a>
<b>Ospedale Maggiore di Milano</b> (medulla transplant, dermatology, ophthalmology)	Via F. Sforza, 28 - 20122 MILANO	02.55031	<a href="http://www.policlinico.mi.it">www.policlinico.mi.it</a>
<b>National Cancer Centre</b> (radiology, intensive therapy, endoscopy, surgery)	Via G. Venezian, 1 - 20133 Milano	02.23901	<a href="http://www.istitutotumori.mi.it">www.istitutotumori.mi.it</a>
<b>Carlo Besta</b> (neurology, neurosurgery, neuroradiology)	Via Celoria, 11 - 20133 Milano	02.23941	<a href="http://www.istituto-besta.it">www.istituto-besta.it</a>
<b>Gaetano Pini</b> - Orthopaedics Emergency Care (orthopaedics, traumatology, shoulder surgery)	P.za Cardinal Ferrari, 1 - 20122 Milano	02.582961	<a href="http://www.gpini.it">www.gpini.it</a>

## CONSULATES MANCA CANADA DA VERIFICARE IN ROSSO

### ALBANIA

Piazza Duomo, 17 - 20121 Milano  
Tel. 02-86467423 Fax 02-86995396

### ALGERIA

Via Rovello 11 - 20121 Milano  
Tel. 02-72080603 Fax 02-72080595

### ARGENTINA

Via Agnello 2 - 20121 Milano  
Tel. 02-77729420 Fax 02-77729444

### ARMENIA

Via Teodosio 7 - 20131 Milano  
Tel. 02-70600741 Fax 02-70633900

### AUSTRALIA

Via Borgogna 2 - 20122 Milano  
Tel. 02-777041 Fax 02-77704242

### AUSTRIA

P.za del Liberty, 8/4 - 20121 Milano  
Tel. 02-783743 Fax 02-783625

### CANADA

Piazza Cavour 3 - 20121 Milan  
Tel. 02.62694238 Fax.02.29013600

### BANGLADESH

Via Giambellino, 7 - 20146 Milano  
Tel 0287068580 Fax 0248950035

### BELGIUM

Corso Magenta 10 - 20123 Milano  
Tel. 0229062062

### BELIZE

Via Milano 20 - 20015 S.Lorenzo di  
Parabiago (MI)  
Tel. 0331-495364 Fax 0331-493850

### BOLIVIA

Onorario Viale Elvezia 10 - 20154  
Milano  
Tel. e Fax 02-3319127

### BOSNIA - HERZEGOVINA

Via L. Galvani 21 - 20124 Milano  
Tel. 02-6692826 Fax 0266984688

### BRAZIL

Corso Europa 12 - 20122 Milano  
Tel. 02-7771071 Fax 02-76015628

### BULGARIA

Via Bonaventura Cavalieri, 4 - 20121  
Milano  
Tel. 02-29060173 Fax 02-62690067

### BURKINA FASO

Corso Italia 8 - 20122 Milano  
Tel. 02-89012905

### CZECH REPUBLIC

Via G. B. Morgagni 20 - 20129 Milano  
Tel. 02-87158281 Fax 02-700559618

### CHILE

Via Ricasoli 2 - 20121 Milano  
Tel. 0276016070 Fax 0276016067

### CHINA

Via Benaco, 4 - 20139 Milano  
Tel. 025693869 Fax 025694131

### CYPRUS

Via P. Sottocorno 15 - 20129 Milano  
Tel. Fax 02-45483557  
Tel. Fax 02-45483557

### COLOMBIA

Via Tivoli 3 - 20121 Milano  
Tel. 02-72003872 Fax 02-801189

### IVORY COAST

Via PierFrancesco Mola 46 - 20156  
Milano  
Tel./Fax. 02/66984895

### COSTA RICA

Via Giulini, 5 - 20123 Milano  
Tel. e Fax. 0286454585

### CROATIA

Piazzale Cadorna 15 - 20123 Milano  
Tel. 028051772 Fax 028051541

### CUBA

Via Pirelli 30 - 20124 Milano  
Tel. 02-866166 Fax 02-8054826

### DENMARK

Via Lodovico Ariosto, 30 - 20145  
Milano  
Tel. 0248012007 Fax 024812445

### DOMINICAN REPUBLIC

Corso Buenos Aires 64- 20124 Milano  
Tel. 02-20240965 Fax 02-29516180

### ECUADOR

Via Vittor Pisani 9 - 20124 Milano  
Tel. 02-36601821 Fax 02-36601814

### EGYPT

Via Porpora 26 - 20121 Milano  
Tel. 02 29510352 Fax. 0229518194

### EL SALVADOR

Via Montenero 11 - 20135 Milano  
Tel. 0255017890 Fax 0255017898

### ERITREA

Via Temperanza 4/6 - 20127 Milano  
Tel. 02-2617519 Fax 02-2824834

### ESTONIA

Via Cosimo del Fante 10 - 20122  
Milano  
Tel. 02-58325411 Fax 02-58435105

### ETHIOPIA

Via Leopardi 28 - 20123 Milano  
Tel. 02-4390143 - Fax 02-4390488

### FINLAND

Foro Buonaparte 53 - 20121 Milano  
Tel. 02 3191071 Fax 02 34932439

### FRANCE

Via della Moscova 12 - 20121 Milano  
Tel. 026559141 Fax 0265591344

### GAMBIA

Via Fontana 4 - 20122 Milano  
Tel. 0254116012 Fax 0255180514

### GERMANY

Via Solferino 40 - 20121 Milano  
Tel. 026231101 Fax 026554213

### GHANA

Via Plinio, 39 - 20129 Milano  
Tel. 0229532961 Fax 0245490814

### GREECE

Viale Beatrice d'Este 1 - 20122 Milano  
Tel. 02653775 Fax 0229000833

### GUATEMALA

Vicolo Calsca 2 - 20123 Milano  
Tel. 0289400454 Fax 0289403034

### HAITI

Piazza Duomo 19 - 20121 Milano  
Tel. 0286464016 Fax 02804255

### HONDURAS

Via Circo 7 - 20123 Milano  
Tel. 02-40705417 Fax 02-40705777

### HUNGARY

Via Fieno 3 - 20123 MILANO  
Tel: 02-726009 Fax: 02-7209250

### INDIA

Via Larga 16 - 20122 Milano  
Tel. 028057691 Fax 0272002226

### IRAN

Via Diaz 6 - 20123 Milano  
Tel. 028052615 Fax 0272001189

### IRELAND

Piazza San Pietro in Gessate 2 - 20122  
Milano  
Tel. 0255187569 Fax 0255187570

### ICELAND

Via A. Maffei 1 - 20135 Milano  
Tel. 02/55195387 Fax. 02/55190223

### JAPAN

Via Cesare Mangili 2/a - 20121 Milano  
Tel. 026241141 Fax 026597201

### JORDAN

Via Fieno 3 - 20123 Milano  
Tel. 028692903 Fax 028692850

### KAZAKHSTAN

Corso Venezia 5 - 20121 Milano  
Tel. 02-51628244 Fax 02-51621693

### KUWAIT

Via Turati 40 - 20124 Milano  
Tel. 02-29062982 Fax 02-29062976

### LATVIA

Piazza Bertarelli, 1 - 20122 Milano  
Tel. 02-48100085 Fax 02-48026805

## CONSULATES

**LEBANON**

Via Larga 26 - 20122 Milano  
Tel. 028061341 Fax 0272000468

**LIBYA**

Via Baracchini 7 - 20123 Milano  
Tel. 0286464285 Fax 02-80500393

**LITHUANIA**

Via Ausonio 4 - 20123 Milano  
Tel. 02-89415959 - Fax 02-39811563

**LUXEMBOURG**

Corso Europa, 2 - 20122 Milano  
Tel. 02-7636931 Fax 02-76369345

**MALI**

Viale Certosa 92 – 20156 Milano  
Tel/Fax 02-3272687

**MALAYSIA**

Piazza Missori 3 - 20123 Milano  
Tel. 02-6691839 Fax 02-6702872

**MALTA**

Via C. Battisti 15 - 20122 Milano  
Tel. 02-55016526 Fax 02-94943635

**MOROCCO**

Via Martignoni, 10 - 20124 Milano  
Tel. 0266806919 Fax 0266825086

**MAURITIUS**

Piazza Velasca 5 - 20122 Milano  
Tel. 02-8055051 Fax 02-86992496

**MEXICO**

Foro Buonaparte 55 – 20121 Milano  
Tel. 02-76002310 Fax 02-76021949

**MONGOLIA**

Via Boccaccio, 9 – 20123 Milano  
Tel. 02 48012556

**MONACO**

Via Aurelio Saffi 34 - 20123 Milano  
Tel. 0248012038 Fax. 0248519101

**MOZAMBIQUE**

Galleria del Corso 11 - 20122 Milano  
Tel. 02-76421200 Fax 02-76025773

**NAMIBIA**

Via Mauro Marchi 30 – 20124 Milano  
Tel. 02-804041 Fax 02-67493658

**NICARAGUA**

Corso Europa 14 - 20122 Milano  
Tel. 02-70006978 Fax 02-73952348

**NIGER**

Via San Damiano, 9 20122Milano  
Tel. 0289367161 e Fax 0289367162

**NORWAY**

Piazza Castello 20 - 20121 Milano  
Tel. 02801137 Fax 02862874

**NEW ZEALAND**

Via Terraggio 17 – 20122 Milano  
Tel. 02-48012544 Fax 02-48012577

**THE NETHERLANDS**

Via G. Donizetti 20 - 20122 Milano  
Tel. 024855841 Fax 0248558452-3

**PAKISTAN**

Via Lunigiana 23 - 20125 Milano  
Tel. 02-66703271 Fax. 02-67479076

**PANAMA**

Via Boschetti 1 - 20121 Milano  
Tel. 0276005220 Fax 02-780903

**PARAGUAY**

Via Soperga 14/A - 20127 Milano  
Tel. 02-40741136 Fax 02-97387122

**PERU**

Via R. Bracco 1 - 20159 Milano  
Tel. 02-69004577 Fax 02-66855755

**PHILIPPINES**

Via Stromboli 1 - 20144 Milano  
Tel. 02-43980383 Fax 02-43911229

**POLAND**

Corso Vercelli 56 - 20145 Milano  
Tel. 02-48018978 Fax 02-48020345

**PORTUGAL**

Via Colonna 5 - 20122 Milano  
Tel. 02-5455553 Fax 02-55180986

**REPUBLIC OF KOREA (SOUTH KOREA)**

Piazza Repubblica 11/A – 20124 Milano  
Tel 02-29062641 Fax 02-62911704

**ROMANIA**

Via Gignese 2 - 20100 Milano  
Tel. 0240074018 Fax 0240074023

**RWANDA**

Via Sammartin 47 – 20125 Milano  
Tel/ Fax. 02-45499100

**RUSSIA**

Via Sant'Aquilino 3 - 20148 Milano  
Tel. 0248705912 Fax 0240090741

**SAN MARINO**

Via San Martino 12/A – 20100 Milano  
Tel. 02-583831 Fax 02-58300590

**SENEGAL**

Via Legioni Romane - 20135 Milano  
Tel. 02-41540073 Fax 02-41549843

**SERBIA**

Via Pantano, 2 - 20144 Milano  
Tel. 02 72095466 Fax. 02 48010426

**SEYCHELLES**

Via Caldesi 6 - 20161 Milano  
Tel. 02-66223522 Fax 02-66224412

**SIERRA LEONE**

Via Caldara 18 - 20122 Milano  
Tel. 02-87387200 Fax 02-87387219

**SLOVAKIA**

Piazzale Lugano, 9 - 20158 Milano  
Tel. 0239325866 Fax 0239325867

**SLOVENIA**

Via S.Senatore 5 – 20122 Milano  
Tel./Fax. 02-4817646

**SOUTH AFRICA**

Vicolo S. Giovanni sul Muro, 4 - 20121 Milano.  
Tel. 02-809030 Fax 0272011063

**SPAIN**

Via Fatebenefratelli 26 - 20121 Milano  
Tel. 026328831 Fax 026571043

**SYRIA**

Corso Sempione 23 – 20143 Milano  
Tel. 02-34690216 Fax 02-34531592

**UNITED STATES**

Via Principe Amedeo 2/10 - 20121 Milano  
Tel. 02290351 Fax 0229001165

**SWEDEN**

Via Agnello 8 - 20121 Milano  
Tel. 02-86915266 Fax 02-86910211

**SWITZERLAND**

Via Palestro 2 - 20121 Milano  
Tel 027779161 Fax 0276014296

**THAILAND**

Viale Berengario 15 - 20149 Milano  
Tel. 024988439 Fax 02460299

**TUNISIA**

Viale Marche 37 -20125 Milano  
Tel. 025463499 Fax 02 54100400

**TURKEY**

Via Larga 19 - 20122 Milano  
Tel 02-5827201 Fax. 02-58212081

**UKRAINE**

Via Ludovico di Breme 11 -20156 Milano.  
Tel. 0286995789 Fax. 0286984863

**UNITED KINGDOM AND NORTHERN IRELAND**

Via S. Paolo 7 - 20121 Milano  
Tel. 02723001 Fax 0286465081

**URUGUAY**

Piazza A. Diaz 6 - 20123 Milano  
Tel. 028056786 Fax 0286464977

**VENEZUELA**

Corso Europa 5 - 20122 Milano  
Tel. 0276006293 Fax 0276002170

## LIVING IN MILAN

### MAIL

Post offices are marked with a 'Poste Italiane' (or PT) sign (blue text on a yellow background). The Central Post Office in via Cordusio, 4 is open Mondays through Fridays 8.00-19.00 and Saturdays 8.30 through 12.00, and is closed on Sundays.

Other post offices are located all around the city and they generally open in the morning, Mon-Fri 8.00-14.00, Sat 9.30-13.00.

You can purchase stamps at any Tobacconist's (T sign). Prices change often; it is a good idea to check on the Poste Italiane website [www.poste.it/en/](http://www.poste.it/en/) (in English) or ask the tobacconist/postal officer. Red post boxes are usually located outside post offices and tabacchi shops. They have two slots:

- 1) 'Per la Città' (city mail)
- 2) 'Per tutte le altre destinazioni' (all the other domestic and international destinations)

For important letters, documents, etc. we recommend that you use a certified postage system that gives you a traceable receipt (posta raccomandata). Italian first day covers and other philatelic products are sold at the Central Philately Office (Via Cordusio, 4).

### Main Couriers

**UPS** Tel. 02-30303039, info at [www.ups.com](http://www.ups.com) (in English)

**TNT** Tel 199 803 868, info at [www.tnt.it](http://www.tnt.it) (in Italian)

**DHL** Tel. 199 199 345, info at [www.dhl.it](http://www.dhl.it) (in English)

**Bartolini**, info at [www.bartolini.it](http://www.bartolini.it) (in English)

### LOST AND FOUND OFFICE

Lost items are stored at Milan lost and found office for **1 year**. To reclaim their items, customers should show up at the desk with a valid **ID** or with a written **proxy note** from the owner and pay a storage **charge** calculated on the basis of the object's value. We advise those wishing to reclaim lost items to provide **proof of purchase** where possible or a detailed **description** of the object

## EXPATRIATE ORGANIZATIONS & INTERNATIONAL EVENTS

**American Business Luncheon** created by and for members of the (north) American community living and working in Milano.

Today the American Business Luncheon is open to all those who are interested in or have business dealings with North America and North American companies.

Luncheons are held once a month ([info@americanbusinessgroup.org](mailto:info@americanbusinessgroup.org))

**Aperonet** is a social networking group where foreigners and Italians meet without a fixed schedule in the evening at various places in Milan. Check at [www.aperonet.jimdo.com](http://www.aperonet.jimdo.com). For info write to [aperitivonet@gmail.com](mailto:aperitivonet@gmail.com)

**Association Milan Accueil** helps French and French-speaking people who have moved to Milan. It organizes meetings, social, sport and hobby events. It publishes the bi-monthly "Tam Tam". Tel: 02.4871.2519 Mail: [milano.accueil@fastwebnet.it](mailto:milano.accueil@fastwebnet.it)

**Benvenuto Club Of Milan** is a club of English speaking women of many nationalities. They meet monthly to support women who moved into the Milan area. They have an extensive program of special activities, visits and volunteer work.

Contact the Newcomers Director at: 338.969.1563 or [newcomersbenvenuto@yahoo.com](mailto:newcomersbenvenuto@yahoo.com)

**The British Chamber of Commerce for Italy** is the focal point of the British business community in Milan and other major Italian cities. Activities in Milan include a monthly lunch – an ideal networking opportunity – on the last Thursday of the month, seminars, tax and legal round tables, as well as an interesting social calendar (wine trips, golf outings, etc). Info at [www.britchamitaly.com](http://www.britchamitaly.com) or 02-877798.

**Eurocircle** was founded in 1999 in NY. Its goal is to enable expatriated professionals to meet, to express themselves, network, socialize, and find information about the city to which they have moved. Milan's EuroCircle organizes a monthly happy hour and dinner in the city center for expatriates from all over the world. Contact [milan@eurocircle.com](mailto:milan@eurocircle.com) and state 'Membership to EuroCircle' in subject line. Info at [www.eurocircle.com](http://www.eurocircle.com)

**Club Finlandia Milano** tel. 3450366087  
[club.finlandia@gmail.com](mailto:club.finlandia@gmail.com), [www.clubfinlandia.com](http://www.clubfinlandia.com)

**Ellenic Culture Centre** tel. 3356658489 [www.centroellenicodicultura.it](http://www.centroellenicodicultura.it),  
[info@centroellenicodicultura.it](mailto:info@centroellenicodicultura.it)

**Partyamo** was created by Steven Walthew for international people. It organizes social events which bring together everyone staying in Milan: picnics in the park, ceilidhs, aperitivi, Sunday brunches, day trips and more. See the website [www.partyamo.com](http://www.partyamo.com) for details and enrolment form.

**Toastmasters** is a bilingual club for improving public speaking abilities: holds twice-monthly meetings on Tuesdays. Info at [info@milanoeasy.toastmasters.it](mailto:info@milanoeasy.toastmasters.it)

**Old Fashion Café** organizes the International Place, a party dedicated to the international community of Milan. Every Wednesday music, buffet, drinks and disco focused on a different country. More info at: ([www.oldfashion.it](http://www.oldfashion.it), tel. 02-8056231).

**Palo Alto** is a lounge bar that organizes International Aperitivo, every Wednesday at 8 p.m. Corso di Porta Romana 106 – 20122 MILANO; Tel. 3393190062 – 0258314122.

**Carlsberg** in cooperation with Associazione Passport organizes every week Aperitivos aimed at practising English, Spanish, French, German, Japanese and Italian. An opportunity of improving your language skills while meeting new people in a relaxing environment. Tel.3392859123

## MUSEUMS AND SIGHTSEEING

### CENACOLO VINCIANO

Piazza Santa Maria delle Grazie, 2 (corso Magenta) - Tel. 02 92800360,  
[www.cenacolovinciano.net](http://www.cenacolovinciano.net)

### PINACOTECA DI BRERA

Via Brera, 28 - Tel. 02/722631 - [www.brera.beniculturali.it](http://www.brera.beniculturali.it)

### MUSEO DEL NOVECENTO

Piazza del Duomo 14 – Tel. 02-43353522 - [www.museodelnovecento.org](http://www.museodelnovecento.org)

### MUSEO DELLA SCIENZA E DELLA TECNOLOGIA “Leonardo da Vinci”

Via S. Vittore, 21 - Tel. 02/485551 - [www.museoscienza.org](http://www.museoscienza.org)

### PINACOTECA AMBROSIANA - BIBLIOTECA AMBROSIANA

Piazza Pio XI, 2 - Tel. 02/806921 - [www.ambrosiana.eu](http://www.ambrosiana.eu)

### MUSEO DEL DUOMO DI MILANO

Via Arcivescovado 1 – Tel. 02-72022656 - [www.duomomilano.it](http://www.duomomilano.it)

### TRIENNALE BOVISA

Viale Alemagna 6 – Tel. 02-724341 - [www.triennale.org](http://www.triennale.org)

### MUSEO POLDI PEZZOLI

Via Manzoni, 12 - Tel. 02/794889 - [www.museopoldipezzoli.it](http://www.museopoldipezzoli.it)

### MUSEO BAGATTI VALSECCHI

Via Santo Spirito, 10/ Via Gesù, 5 - Tel. 02/76006132 -

[www.museobagattivalsecchi.org](http://www.museobagattivalsecchi.org)

### MUSEO DIOCESANO

Corso di Porta Ticinese, 95 - Tel. 02/89420019 - [www.museodiocesano.it](http://www.museodiocesano.it)

### MUSEO SANT’EUSTORGIO

Piazza S. Eustorgio, 3 - Tel. 02/89402671 - [www.santeustorgio.it](http://www.santeustorgio.it)

### MUSEO CASA MANZONI

Via Morone, 1 - Tel. 02/86460403 - [www.casadelmanzoni.mi.it](http://www.casadelmanzoni.mi.it)

### BIBLIOTECA NAZIONALE BRAIDENSE

Via Brera, 28 - Tel. 02/86460907 - [www.braidense.it](http://www.braidense.it)

### FONDAZIONE ANTONIO MAZZOTTA

Foro Bonaparte, 50 - Tel. 02/878197 - [www.mazzotta.it](http://www.mazzotta.it)

### BIBLIOTECA DI VIA SENATO

Via Senato, 14 - Tel. 02/76215318 - [www.bibliotecadiviasenato.it](http://www.bibliotecadiviasenato.it)

### SPAZIO OBERDAN

Via Vittorio Veneto, 2 - Tel. 02/77406316 [www.cinetecamilano.it](http://www.cinetecamilano.it)

### MUSEO POPOLI E CULTURE

Via Bianchi Mosé, 94 - Tel. 02/438221 [www.pimemilano.com](http://www.pimemilano.com)

### MUSEO TEATRALE ALLA SCALA

Largo Ghiringhelli 1 - P.zza Scala, [www.teatroallascala.org](http://www.teatroallascala.org)

### ARCHIVIO DI STATO

Via Senato, 10 - Tel. 02/7742161 - <http://www.archivi.beniculturali.it>

### MEAZZA STADIUM (SAN SIRO) & MUSEUM

Via Piccolomini, 5 - Tel. 02 4042432 [www.sansiro.net](http://www.sansiro.net)

[www.acmilan.com](http://www.acmilan.com) (AC Milan); [www.inter.it](http://www.inter.it) (FC Internazionale)

## ESTIMATED COSTS

<b>Housing (per month)</b>	<p>Single room in Bocconi dorm: 600-800 €</p> <p>Private single room: 600-800 €</p> <p>Private double room: 500-600 €</p> <p>Flat: 800-1200 €</p>
<b>Transports</b>	<p>Electronic card: 10 € (first issue)</p> <p>Monthly pass for students under 26: 22€</p> <p>Monthly pass for students over 26: 35 €</p> <p>Single ride ticket: 1,50 €</p> <p>Daily ticket: 4,50 €</p> <p>Bike sharing: 2,50 € per day - 6 € per week - 36 € per year</p>
<b>Permit of Stay</b>	107,50 € + 16 € for the revenue stamp
<b>Health insurance (INA Assitalia)</b>	<p>6 months: 49 €</p> <p>1 year: 98 €</p>
<b>Italian Courses</b>	<p>Crash Course: 160€ + 20€ (Textbook)</p> <p>Follow-Up Course: 130€ + 20€ (Textbook)</p>
<b>Meals</b>	<p>Italian breakfast: 2-3 € (espresso coffee or cappuccino + croissant)</p> <p>Brunch: 20-30 €</p> <p>Bocconi canteen: 4 €</p> <p>Lunch at cafes: 10 €</p> <p>McDonald's menu: 6-9 €</p> <p>Ice cream: 1,50-5 €</p> <p>Dinner at restaurant: 30-50 €</p> <p>Dinner at pizzeria: 15-30 €</p>
<b>Entertainment</b>	<p>Aperitivo/Happy hour: 5-10 €</p> <p>Cinema: 7-13 €</p> <p>Pub: 4-8 €</p> <p>Disco: 10-30 €</p> <p>Concerts: 15-100 €</p>
<b>Bocconi Gym</b>	100 € (5-month subscription)
<b>Cell phone</b>	<p>Sim card: 10 €</p> <p>Mobile phone: 30-600 €</p>
<b>Daily newspaper</b>	1-2 €
<b>Pack of cigarettes</b>	2,10-5,60 €

## USEFUL LINKS

Official Milan Website: <http://www.comune.milano.it/>

## CITY GUIDES

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

[www.aboutmilan.com/the-city-of-milan.html](http://www.aboutmilan.com/the-city-of-milan.html)

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

[www.milanometropoli.com](http://www.milanometropoli.com)

[www.easymilano.it/eng/](http://www.easymilano.it/eng/)

[www.timeout.com/milan/](http://www.timeout.com/milan/)

[www.milan.world-guides.com/](http://www.milan.world-guides.com/)

## ONLINE NEWSPAPERS

[www.corriere.it/english/?fr=tc01](http://www.corriere.it/english/?fr=tc01) (English version of the most popular Italian newspaper)

[www.ansa.it/web/notizie/rubriche/english/english.shtml](http://www.ansa.it/web/notizie/rubriche/english/english.shtml)  
(news in English)

## NIGHTLIFE AND ENTERTAINMENT

[www.milanodabere.it](http://www.milanodabere.it); [www.milanotonight.it](http://www.milanotonight.it)  
(nightlife)

[www.mymovies.it/cinema/milano/](http://www.mymovies.it/cinema/milano/)  
(cinemas)

[www.fieramilano.it](http://www.fieramilano.it)  
(Milan's trade fair district website)



# WELCOME

## TO

Università Bocconi

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dipartimenti →  
centri di ricerca →

CONTACTS  
INTERNATIONAL STUDENT DESK

[inexchange@unibocconi.it](mailto:inexchange@unibocconi.it)  
[www.ir.unibocconi.eu/inexchange](http://www.ir.unibocconi.eu/inexchange)

Tel. +39 02 5836 2236/2250  
Fax: +39 02 5836 2204

skype: isd.bocconi

Facebook:

<https://www.facebook.com/isdbocconi>

