



Università  
Bocconi  
MILANO

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# Bocconi

## RELOCATION IN MILAN



Information was verified at the time of printing but may be subject to change.  
Please always double check online.

**Bocconi.** Knowledge that matters.

# APPLYING FOR A PERMIT OF STAY

## NON-EU CITIZENS

**Within 8 working days of their arrival, all non-EU** citizens who hold a valid student visa for Italy **must apply for a permit of stay for study purposes** ("Permesso di soggiorno per motivi di studio"). The permit of stay is issued by the local Police Station ("Questura-Ufficio Stranieri") of the applicant's place of residence in Italy, however the applicant must submit his/her application at a qualified post office.

The nearest qualified post offices to Bocconi (within walking distance and with English, Spanish and Chinese speaking staff) are:

- **Via Cordusio 4** (Central Post Office of Milan)  
Hours: Monday-Friday 8:20am-7:05pm  
Saturday 8:20am-12:35pm  
Tel. +39 0272482126
- **Corso Italia 16**  
Hours: Monday-Friday 8:30am-1:30pm  
Saturday 8:30am-12:30pm  
Tel. +39 02804336

### STEP 1:

#### Required documents for post office application:

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

- **Completed post office application/kit**  
- make sure to complete "Modulo 1" (Form 1) of the yellow striped envelope application/kit for non-EU citizens. This

is 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 the pages containing the personal data and student visa page of the passport** or other equivalent document. You must show 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 period of validity of the residence permit, for the risk of illness and injury <sup>1</sup>
- **Photocopy of financial statement:** document certifying adequate financial resources (approximately **€ 5,889**) for the validity period of the residence permit (e.g. provide the most recent bank statement or a bank letter of financial good standing)
- **"Marca da bollo"** (Italian tax stamp: 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 € 70.46** 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 application

<sup>1</sup> **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, you might consider purchasing **WAI ITALY** insurance (Welcome Association Italy, formerly INA ASSITALIA).

For further information, see: <http://www2.waitaly.net/en/> or call call +39 06-361.1676

You will be required to register in order to receive a username and be allowed to pay the fee: **€ 71.00 for 6 months** of coverage or **€ 120.00 for 12 months** of coverage.

This insurance can also be purchased prior your arrival in Italy. Payment can be completed online (credit card, PayPal), via bank transfer or in person at an Italian post office. Please read the terms and conditions carefully.

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 progress of the application online at [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) (click on "Area Riservata Stranieri"). Make an **extra copy** of your "ricevuta" and keep it in a safe place.
2. A **letter with the appointment date and time at the Police Station** ("Questura") for the final step of 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")<sup>2</sup> to the applicant's address in Italy).

#### STEP 2:

**Documents required at the "Questura-Ufficio Stranieri"** (Local Police Station - Immigration Office)

**Bring originals and photocopies of ALL your documents:**

- **Passport** or other equivalent document
- **Original Bocconi acceptance letter/declaration of enrollment** with a seal from the Italian Embassy/Consulate when the entry visa was issued
- **2 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<sup>1</sup>
- An **"ad hoc" certificate of enrollment in a 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). Students who declared they 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 residence permit (approximately **€ 5,889**)

**For further information, please visit:**  
[www.portaleimmigrazione.it](http://www.portaleimmigrazione.it)  
[www.interno.gov.it](http://www.interno.gov.it)  
[www.poste.it](http://www.poste.it)  
[www.poliziadistato.it](http://www.poliziadistato.it)  
**Call toll free: 800309309**  
**(English available)**  
**Contact Center: 848855888**  
**(to verify your application status)**

## EU CITIZENS

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/wps/portal/ist/en/information\\_advice/certificates\\_and\\_documents](http://www.comune.milano.it/wps/portal/ist/en/information_advice/certificates_and_documents)

Offices:

- Via Larga 12 (Central Registry Office)
- Via Boifava 17
- Via Paravia 26
- Viale Ungheria 29
- Via Oglia 18
- Via Quarenghi 21
- Via Sansovino 9
- Piazzale Stovani 3

- Viale Tibaldi 41 (**closest** Registry Office if you live near Bocconi University – tram number 15 toward Rozzano)
  - Viale Legioni Romane 54
  - Via Passerini 5
  - Piazzale Accursio 5
  - Via Padova 118
  - Largo De Benedetti 1
- Office Hours: Monday-Friday 8:30am-12:30pm; 2:30-3:30pm (always double-check opening times and possible changes in the process, available by appointment only)
- The **required documents** are:
- **Identity Card or passport PLUS photocopy**
  - **Bocconi acceptance letter/proof of enrollment** in an academic program
  - **Financial statement:** document certifying adequate financial resources for the validity period of the residence permit (approximately **€ 5,889**)

- **Proof of health insurance coverage:**
  - 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

#### OR

- adequate and appropriate private health insurance covering all healthcare expenses from your home country (**officially translated into Italian**)<sup>3</sup>
- **WAI ITALY** Italian health insurance (former INA ASSITALIA) for EU students.<sup>4</sup>

Please note that according to European Union regulations, the European Health Card is **not** a valid means to prove your Health Coverage for stays longer than 90 days.

<sup>2</sup> This does not always happen; frequently check your status at [questure.poliziadistato.it/stranieri/?mime=1&lang=EN](http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN) or at [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) for your appointment (using your user ID and password found on your receipt - "ricevuta").

<sup>3</sup> Private health insurance held by EU nationals should meet the following requirements:

- Be valid throughout Italy
- Provide comprehensive coverage of health risks
- Have a clear indication of the starting and expirations dates
- Indicate the procedures to be followed in order to claim a reimbursement (i.e. address, contact person, phone and fax numbers, email address)
- The private health insurance policy must be officially translated into Italian by the Insurance Company or by a Notary Service.

<sup>4</sup> **Health insurance** is required in order to register with the **Registry Office** of an Italian City Hall. If you are not insured, you may consider purchasing **WAI ITALY** insurance (Welcome Association Italy, formerly INA ASSITALIA) for **EU students**.

Please see: [www2.waitaly.net/en/](http://www2.waitaly.net/en/) or call +39 06-36.11.676. You will be required to register in order to receive a **username** and be allowed to pay the fee: **€ 142.00 for 6 months** of coverage or **€ 202.00 for 12 months** of coverage. This insurance can also be purchased **prior** your arrival in Italy. Payment can be completed **online** (credit card, PayPal), via bank transfer or in person at an Italian post office. Please read the terms and conditions carefully. Once you have received the "Insurance Coverage Conditions" you can go to the Registry Office mentioned above.

# ITALIAN TAX CODE ("CODICE FISCALE")

The "**Codice Fiscale**" is an alphanumeric code of 16 characters issued for free by the Revenue Agency to identify Italian citizens and foreign residents.

You need to have your own "Codice Fiscale" to:

- open a bank account
- sign any contract (rental, phone line, etc.)
- register at the National Healthcare Service (SSN)

# ITALIAN BANK ACCOUNT

As a general rule, if you need/would like to open a bank account in Italy, you will need to present the following documents at the bank of your choice:

- Italian Tax Code ("Codice Fiscale"), see information above
- an identity document (ID/passport)

# ITALIAN PHONE OPERATORS

Bocconi provides Wi-Fi throughout the campus, along with a long list of applications. Students can activate their individual devices through the yoU@B Student Diary.

For **mobile phones**, the main carriers are Tim, Vodafone, Wind, 3 Italia and PosteMobile. Most of the operators have shops close to Bocconi, where you can get further information. They all offer both

contract and pay-as-you-go cards. Pay-as-you-go is available for everyone and may be a good short-term solution upon arrival in Italy. In order to sign a contract, you will be asked for your "codice fiscale" and you may need an Italian bank account. Some shops may also accept credit cards. Switching between carriers is usually easy (do verify beforehand) and normally you will get to keep your number too.

# HEALTH AND SAFETY

## HEALTHCARE SERVICES

Free nursing service at Bocconi (Mondays through Fridays from 9:00am to 1:00pm, no appointment required)

## EMERGENCY MEDICAL SERVICE

If you need a physician at **night** or during **public holidays**, you can call the **Emergency Medical Service** at the number **+39 0234567**.

This service, called "Guardia Medica", is available:

- every day overnight from 8:00pm to 8:00am
- 24/7 on Saturday, Sunday and national holidays.

## EMERGENCY ROOMS ("PRONTO SOCCORSO")

For all emergencies, call the European **emergency number 112**. This is a toll-free number that can be called from pay phones, without the use of a phone card or money. You can also go to an emergency room at the local hospitals, where primary assistance is provided in urgent and emergency cases. Priority is given according to the seriousness of the emergencies.

### The nearest ERs are:

- Fatebenefratelli - Via Castelfidardo 14, Tel. +39 0263632442
- Ospedale Maggiore Policlinico - Via F. Sforza 28/35, Tel. +39 0255036686
- San Giuseppe - Via San Vittore 12, Tel. +39 0285994532 / 4533 / 4534
- San Paolo - Via Di Rudini 8, Tel. +39 028184250 / 318

For orthopedic and trauma ER care, the nearest hospital is:

- Ospedale Gaetano Pini - Piazza Cardinal Ferrari 2, Tel. +39 0258296286

For obstetrics and gynecology ER and

sexual violence first aid go to:

- Ospedale Maggiore Policlinico IRCCS, Clinica Mangiagalli  
Via della Commenda 12,  
Tel. +39 0255032213/3103

Cardiology ER care is provided by:

- Centro Cardiologico Monzino  
Via Parea 4, Tel. +39 0258002399

The Poison Control Center and the Burn Center are both at:

- Ospedale Niguarda Cà Granda  
Piazza Ospedale Maggiore 3  
(respectively Tel. +39 0266101029  
and Tel. +39 0264442625 / 2443)

For dermatological ER care, Ospedale Maggiore offers a specialized service:

- Ospedale Maggiore Policlinico IRCCS, Clinica Dermatologica 1 Via Pace 9,  
Tel. +39 02 55035112/13

## NIGHT PHARMACIES

If you are looking for a pharmacy nearby after the regular opening hours, you can check the following options:

Farmacia Beretta  
Viale Bligny, 47  
Tel. +39 02 5831 5686  
Hours: Monday- Friday 8:00am-9:00pm  
Saturday: 9:00am-9:00pm  
Sunday: 9:00am-8:00pm  
Farmacia Ferrarini  
Piazza Cinque Giornate, 6  
Tel. +39 02 5519 4867  
Hours: Monday: 3:00pm-midnight  
Tuesday: Sunday 24/7

Farmacia Ticinese  
Corso S. Gottardo, 1  
Tel. +39 02 8940 3433  
Hours: Monday-Saturday: 8:00am-1:00am  
Sunday: 8:00pm-1:00am



Farmacia Stazione Porta Genova  
Piazzale Stazione Genova, 5/3  
Tel. +39 02 5810 1634  
Hours: 24/7

Farmacia Comunale N.70  
Viale Famagosta, 36  
Metro: Famagosta  
Tel. +39 02 813 2470  
Hours: 24/7

Farmacia Ambreck  
Via Antonio Stradivari, 1  
Metro: Loreto  
Tel. +39 02 2952 6966  
Hours: 24/7

Farmacia Boccaccio  
Via Giovanni Boccaccio, 26  
Metro: Conciliazione  
Tel. +39 02 469 5281  
Hours: 24/7

Farmacia Santa Teresa  
Corso Magenta, 96  
Metro: Conciliazione  
Tel. +39 02 4800 6772  
Hours: 24/7

you should obtain from the healthcare institution you are insured with in your home country **PRIOR** to your arrival in Italy.

For detailed info about the "S1" Form and its use see [ec.europa.eu/social/main.jsp?catId=559](https://ec.europa.eu/social/main.jsp?catId=559)

**OR**

– adequate and appropriate private insurance

**OR**

– subscription to the private health insurance policy in Italy called "WAI ITALY" (Welcome Association Italy, formerly INA ASSITALIA) for EU students<sup>6</sup>

Verify if the above mentioned rules are effective in your home country.

Please note that according to the European Union regulations, the European Health Insurance 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.

The ATS (local branch of National Healthcare Service, **formerly called ASL**) office closest to Bocconi is:

– Corso Italia 19 - Tel. : +39 0285788113  
Hours: Monday-Friday: 8:30am-12:00pm and 1:30-3:00pm  
Tuesday only: 8:30am-3:00pm  
[www.ats-milano.it](http://www.ats-milano.it)

## NATIONAL HEALTHCARE SYSTEM

In Italy, national healthcare is provided by a **public healthcare service** (SSN National Healthcare Service). Registration to the SSN is optional and entitles you to choose a general practitioner (also called "family doctor") who will help you obtain prescriptions for medications and specialist services.

The **healthcare card**, "tessera sanitaria," issued upon registration gives the following rights to the carrier:

- 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 a "ticket" (for medicine covered by the SSN National Healthcare Service).

If you are a **non-EU citizen** the following documents are required when registering:

- Permit of stay ("permesso di soggiorno") OR receipt from post office

- Italian Tax Code ("Codice Fiscale")
- Self-certification of university enrollment in Italian (printable from a Punto Blu on Bocconi campus)
- Receipt of payment of € 149.77 for the SSN card (valid for one calendar year, i.e. 1 January to 31 December) to be carried out at the post office<sup>5</sup>.

If you are an **EU citizen**, in order to receive medical assistance at the SSN (National Healthcare Service), you are required to have one of the following:

- the European Health Insurance Card/ "**TEAM Card**" ("Tessera Europea di Assicurazione Malattia") 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 ATS (formerly called ASL) with the European "**S1**" form that

<sup>5</sup> Payment for the National Healthcare Service (ATS - formerly called ASL) can be made at any post office: Account number: 379222 of Regione Lombardia addressed to: "Amministrazione P.T. - Contributo Servizio Sanitario Nazionale;" Causale del pagamento (reason for payment): "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.

<sup>6</sup> If you are not insured, upon your arrival in Italy, you might consider purchasing WAI ITALY (Welcome Association Italy, former INA ASSITALIA) for EU students. Please see: [www2.waitaly.net/en](http://www2.waitaly.net/en) or call call +39 06-361.1676. You will be required to register in order to receive a username and be allowed to pay the fee: € 142.00 for 6 months of coverage or € 202.00 for 12 months of coverage. Payment can be completed online (credit card, PayPal), via bank transfer or in person at an Italian post office. Please read the terms and conditions carefully.

## GETTING AROUND

### PUBLIC TRANSPORTATION

Public transportation in Milan is managed by Azienda Trasporti Milanese (ATM). Public transport runs from approximately 6:00am-12:30am; however there are some night ("notturno") buses. Please note that "ATM Points" are the Milan Public Transport offices and do not refer to cash/bank machines, which are called "bancomat" in Italian.

### Tickets

- Tickets are **not** on sale on vehicles. They can be purchased at underground

stations, newspaper stands and "tabacchi" (tobacconist shops marked with a "T" sign outside).

- A single ride ticket costs € 1.50 and is valid on the entire Milan urban network for 90 minutes from the time of validation; it is only valid for one ride on the subway but can be matched with a tram or bus ride within the 90 minute timespan.
- Tickets to reach suburban subway stations (e.g. Pero and Rho Fiera and Milanofiori Assago) are more expensive.

## Student monthly pass

The student monthly pass is an electronic card which can be recharged every month. It allows students unlimited travel on the whole Milan urban network, the rail link, the urban sections of the state railways, the Trenord railways, and the interurban ATM and consortium lines. For students up to 26 years of age the cost is € 22.00 per month for an unlimited ticket (plus a € 10.00 initial fee).

In order to get your travel card, you have to go to one of the ATM Points, tabacchi or newsstands (check on the website) with:

- 1 passport-size photograph
- your ID card/passport or "Codice Fiscale"
- completed application form found at ATM Points/main offices.

The card must be recharged monthly at any ATM Point, tabacchi or newsstand, or online. Cards must be accompanied by the monthly receipt.

[www.atm.it/en](http://www.atm.it/en)

## BIKEMI

BikeMi is Milan's easy, practical and ecological bike sharing service. BikeMi stations are located in strategic points all over the city and around the university area. This allows all registered users to pick up a bike, ride it and leave it at the station closest to your destination.

You can choose a daily, weekly or annual membership. The service requires registration on the website or on the mobile site (or at an ATM Point) and a non-prepaid Visa/Mastercard credit card.

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

## CAR SHARING

Another simple way to get around Milan is a car sharing service: find the car nearest to you, drive, park it and leave it. All you are charged are the minutes of travel: fuel and parking are both included. You can also enter the Area C (congestion charge area) for free.

Each company has specific costs and rules so please check on the websites below for more details. In general, you have to be at least 18 to register and you need a driving license (if you are an EU citizen) or an international driving license (if you are a non-EU citizen), your ID card/passport and a credit card. Check with each company if your driving licence is valid.

[www.car2go.com/IT/en/](http://www.car2go.com/IT/en/)

[www.enjoy.eni.com/en/milano/home](http://www.enjoy.eni.com/en/milano/home)

[www.e-vai.com](http://www.e-vai.com)

[www.drive-now.com/it/en/milan/](http://www.drive-now.com/it/en/milan/)

[www.ubeeqo.com/en/carsharing-milan](http://www.ubeeqo.com/en/carsharing-milan)