

Bocconi

RELOCATION IN MILAN





Welcome to Milan!

Italy's most cosmopolitan and dynamic city, Milan is a capital of commerce, design, fashion and music. It combines history with innovation, business with leisure – it's the perfect city for a well-rounded university experience.

5 REASONS TO LOVE MILAN

1. You're joining a robust community of more than 200,000 students at 8 universities in Italy's best student city, according to QS Best Student Cities 2022.
2. The city hosts around 4,700 multinational companies, providing an ideal starting point for any international career. Milan is also a world design and fashion hub, with Design Week attracting visitors from around the world.
3. Milan's widespread public transportation network and several bike and car sharing services are a testament to the city's progress in smart mobility.
4. The city center is a showcase for Milan's history. Leonardo da Vinci's Last Supper and La Scala opera house are only the most famous among the town's many attractions, and there are concerts and performances of all kinds year-round.
5. With a home base in Milan you'll have easy access to beaches, hiking, biking and skiing. The city boasts excellent transport links with other major Italian and European cities, and three airports connect the city to the entire world.

This handbook is dedicated to incoming international Bocconi students. It includes everything you need to know to settle in to your new home in Milan. You'll find information on:

- [Applying for a Permit of Stay](#)
- [Italian Tax Code \("Codice Fiscale"\)](#)
- [Italian Phone Operators](#)
- [Health and Safety](#)
- [National Healthcare System](#)
- [Covid-19 Regulations](#)
- [Getting Around](#)
- [How to Reach the Campus](#)

All information was verified at the time of publication but may be subject to change. Please always double check online.

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 competent post office. The closest Post Offices (walking distance to Bocconi) are located at:

Via Cordusio 4 (Central Post Office of Milan) – available in 
Hours: Monday-Friday: 8:20am -7:00pm | Saturday 8:20am - 12:35pm
Phone: +39 02.72.48.2126

Viale Sabotino 21/a
Hours: Monday- Friday: 8:20am - 7:05pm | Saturday: 8:20am - 12:35pm

Via Baroni Costantino 11/C
Hours: Monday-Friday: 8:20am - 1:35pm | Saturday 8:20am - 12:35pm

STEP 1

DOCUMENTS REQUIRED 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. Bocconi University makes available a limited number of application kits at the Welcome Info Point during Welcome Days (Via Roentgen 1).

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 insurance policy with international validity, valid throughout the country and for the entire period of validity of the residence permit, for the risk of illness and injury. As 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 may consider purchasing [WAL ITALY](#) insurance (Welcome Association Italy, formerly INA ASSITALIA).

Photocopy of financial statement: document certifying adequate financial resources (approximately **€ 6,080**) 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). This payment slip should be completed with the following address: Via Mercanti 8, 20121 (Milan)*

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 progress of the application online at 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. Students are required to go to the Immigration Office on the date and time specified on the postal receipt. (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, delivered online at www.questure.poliziadistato.it or at www.portaleimmigrazione.it).



*Thanks to an agreement with the Police of Milan, students who write the Via Mercanti, 8, 20121 (Milan) address in the post office application form will have an appointment with the Immigration Office at the Milan's Police Headquarters at Via Montebello 26.

STEP 2 DOCUMENTS REQUIRED AT THE "QUESTURA-IMMIGRATION OFFICE"

Bring originals and photocopies of ALL your documents
IMPORTANT: Do not miss this appointment, since the fast track option is available only once.

Passport or other equivalent document

Original Bocconi acceptance letter/declaration of enrollment (sealed if possible) 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

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

Financial statement: document certifying adequate financial resources for the validity period of the residence permit (approximately € 6,080)

Copy of a **rental contract** or other proof of accommodation

Post office receipt

Receipt of payment of € 70.46 paid at the Post Office for the Electronic Permit of Stay

You can get more information on the Permit of Stay procedure at [this page](#) on our website

Please be aware that, in case you need to reschedule your Permit of Stay appointment at the Questura, you must first notify Bocconi by writing an email to firstpermit.support@unibocconi.it and we will take care of the rescheduling.

It is however extremely **important not to miss your appointment** at the police station, as reschedulings are only granted for proven reasons (i.e. illness) and can entail long waiting times.

FOR FURTHER INFORMATION, PLEASE VISIT:

www.portaleimmigrazione.it

www.poste.it

www.interno.gov.it

www.poliziadistato.it

Contact Center: 800200309 (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").

DECLARATION OF TEMPORARY RESIDENCY

All foreigners staying more than 90 days in the city and up to one year should enlist as temporary residents in Milan. You can find the procedure at this link on [YESMilano website](#)

RESIDENCY IN MILAN AS STUDENTS

If you will be staying in Milan for a medium/long-term period, you can apply for Residence and have access to a series of benefits. The full procedure is explained [here](#)

YESMILANO ONE-STOP SHOP

You can book a meeting with the YESMilano One-stop-shop to support you with different administrative procedures, also related to Residency. [More information online](#)



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)

We inform you that non-resident individuals who need to obtain the tax identification number can apply for it to the Italian consular authorities in the country of residence.

In addition to this procedure and thanks to an agreement between the Agency and Bocconi if you are an international BSc or MSc student and you do not have an Italian tax code, you can request a “Codice Fiscale” online. Instructions on how to request your tax code will be emailed to all regularly enrolled BSc and MSc students during the summer (please check the email you used when applying to Bocconi through MyApplication).

DOCUMENTS REQUIRED FOR OPENING A BANK ACCOUNT

To be submitted at the bank of your choice

- **Italian Tax Code (“Codice Fiscale”)**, see information above
- **an identity document** (ID/passport)
- **certificate of enrollment at the University** (can be printed at a Punto Blu kiosk on campus);
- non-EU Students are also required to show their **permit of stay** or **receipt**.

Please be aware that **your student ID card** is also a refillable debit card created through a collaboration between Banca Popolare di Sondrio and Bocconi University and it allows users to make payments or withdrawals in Italy and abroad, as well as place payments for purchases on the internet.

Though not connected to a checking account, the card has an **IBAN code** which allows wire transfers to be completed and received.

More details on how to pick up and activate the student ID card as a debit card will be communicated through your yoU@B Student Diary.

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](#)
- [WindTre](#)
- [Iliad](#)
- [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

PREVENTION AND ON CAMPUS SUPPORT

Considering the daily presence of over 15,000 people on campus, a Croce Bianca ambulance with two health workers is available Monday-Friday (9:30am to 5:30pm) to provide first aid and prompt interventions in the event of a health emergency (accident/illness)

Tel. +39 02.5836.2121.

In all the common areas around campus students can find automatic dispensers with photocell sensors, providing liquid hand sanitizer 24/7.

A free [Individual Counseling service](#) is available to tackle difficult situations as well as to develop personal skills. 

Campus Doctor Piazza Sraffa 11

First-level internal medicine service, for medical examinations and providing medications and prescriptions (however, it will NOT issue prescriptions covered by the National Health Service). Open: Monday, Wednesday and Friday, 9:00AM - 2:00PM. Reservations required by calling +39 02 03009152 or writing an email to ambulatorio.bocconi@mc.humanitas.it.

Detailed timelines, procedures and contact information is available in the yoU@B Diary

HEALTHCARE SERVICES

To support students who may have health issues during their stay on campus, Bocconi has developed agreements with various healthcare facilities.

A list of the available agreements can be found on our [website](#)

EMERGENCY MEDICAL SERVICE

If you need a physician at night or during **public holidays**, you can call the [Emergency Medical Service](#) at the number **116117**.

This service is available:

- every day overnight from 8:00pm to 8:00am
- 24/7 on pre-holidays, holidays, Saturdays and Sundays.

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.

SALUTILE Pronto Soccorso is a free app from the Lombardy Region to find the closest ERs, check the number of people queuing and the crowding index.

The nearest ERs are:

- Fatebenefratelli - Via Castelfidardo 14, Tel. +39 02 63632442
- Ospedale Maggiore Policlinico - Via S. Barnaba 8, Tel. +39 02 5503.6686 
- San Giuseppe - Via San Vittore 12, Tel. +39 02 85991 (switchboard)

- San Paolo - Via Di Rudini 8, Tel. +39 0 28184250 / 318

Orthopedic and trauma ER:

- Ospedale Gaetano Pini - Piazza Cardinal Ferrari 2, Tel. +39 02 58296248

Obstetrics and gynecology ER and sexual violence first aid:

- Ospedale Maggiore Policlinico IRCCS, Clinica Mangiagalli Via della Commenda 12, Tel. +39 02 55032252/3103

Cardiology ER:

- Centro Cardiologico Monzino, Via Elio Vittorini 12, Tel. +39 02 58002399

The Poison Control Center and the Burn Center:

- Ospedale Niguarda Cà Granda Piazza Ospedale Maggiore 3 (respectively Tel. +39 02 66101029 and Tel. +39 02 64442625/2443)

Dermatological ER:

- Ospedale Maggiore Policlinico IRCCS, Clinica Dermatologica 1 Via Pace 9, Tel. +39 02 55031

PHARMACIES NEARBY

You can call the toll-free number 800.801185, available 24/7, for information on pharmacies and their opening hours.

Farmacia Calatafimi - Piazzale di Porta Lodovica 2; tel. +39 02 58310347; Hours: Monday-Saturday: 8:00AM - 8:00PM, Saturday: 9:30AM - 7:30PM

Farmacia Beretta Viale Bligny 47 - Tel. +39 02 5831 5686

Hours: Every day 8:00 AM - 9:00 PM, Sundays: 9 AM - 8 PM - Languages: 

Farmacia Ticinese Corso S. Gottardo, 1 - Tel. +39 02 8940 3433

Hours: Monday-Saturday: 8:00 AM - 10:00 PM / Sunday: 4 PM - 10:00 PM

Languages: 

Farmacia Stazione Porta Genova Piazzale Stazione Genova, 5/3

Tel. +39 02 5810 1634

Hours: Every day 24/7 - Languages: 

National Healthcare System

In Italy, national healthcare is provided by a **public and free 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” (a relatively small contribution).

Students, according to whether they are EU or NON EU passport holders, follow different procedures to have access and register to the NHS, also according to the length of their stay.

A step by step guide on how to register for the NHS depending on your country of origin and length of stay, can be found at

<https://www.yesmilano.it/en/articles/national-health-service-students-step-step>

and <https://www.yesmilano.it/en/study/enjoy-public-healthcare-milano>



HEALTHCARE COVERAGE OPTIONS FOR NON-EU CITIZENS

- Receipt of payment for the SSN card (valid for one calendar year, i.e. 1 January to 31 December).
- If you have a private health insurance policy, you can provide a certificate in English specifying the starting and ending dates of the coverage with international validity.
- If you are not insured, students often consider purchasing WAI ITALY insurance (Welcome Association Italy, formerly INA ASSITALIA). For further information, see: <https://www.waitaly.net/en/>.

The ATS (local branch of National Healthcare Service) office closest to Bocconi is:
Corso Italia 19 - Tel.: +39 0285788113
Hours: Monday-Friday: 8:30am-12:00pm and 1:00pm-2:30pm
Tuesday only: 8:30am-2:30pm
or
Via Rugabella 4/6
Monday-Friday: 7:30am-4:00 pm
phone +39 02 57993910
www.ats-milano.it

Please note that students with specific queries related to their documents should refer to the closest ATS office once they arrive in Milan.

Covid-19 Regulations

To find out more about [visa procedures](#), vaccinations, Covid testing and quarantine regulations, the best option is to check with the Italian authorities in your home country according to your estimated day of arrival.

The [Latest Administrative Updates](#) and [FAQs for Covid regulations](#) are updated regularly by YesMilano, official partner of the Milan municipality. Bocconi publishes important updates on Covid 19 measures applied at the University [here](#).

Getting Around



PUBLIC TRANSPORTATION

Public transportation in Milan is managed by Azienda Trasporti Milanesi (ATM). Public transport runs from approximately 6:00am-12:30am; however there are some night ("sostitutiva") 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

- **Bus lines 56, 70, 73 and every metro station accept payments with NFC cards, ApplePay, SamsungPay and any other NFC device where an enabled card has been installed.**
- It is also possible to purchase tickets through the ATM app "ATM Milano"
- Milan's public transport network is divided into areas. The standard urban ticket costs € 2.00, covers areas Mi1-Mi3, and is valid for 90 minutes after it is validated.

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, and the interurban ATM and consortium lines. For students up to under 28 years of age the cost is € 22.00 per month (plus a € 10.00 initial fee).



DOCUMENTS REQUIRED TO GET A TRAVEL CARD, VALID 4 YEARS

At an ATM Point, tabacchi or newsstand

- 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



BIKE/ELECTRIC SCOOTER SHARING

There are several companies in Milan that allow users to share bikes, scooters or electric scooters. They allow you to pick up at one location, then return it at another.

For more information

<https://www.yesmilano.it/en/articles/kick-scooter-bike-motorscooter-sharing-rental>



CAR SHARING

Another simple way to get around Milan is a car sharing service. 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 license is valid.

- [ShareNow](#)
- [Enjoy](#)
- [E-Vai](#)
- [Ubeego](#)
- [LeasysGo!](#)



How to Reach the Campus

FROM LINATE AIRPORT

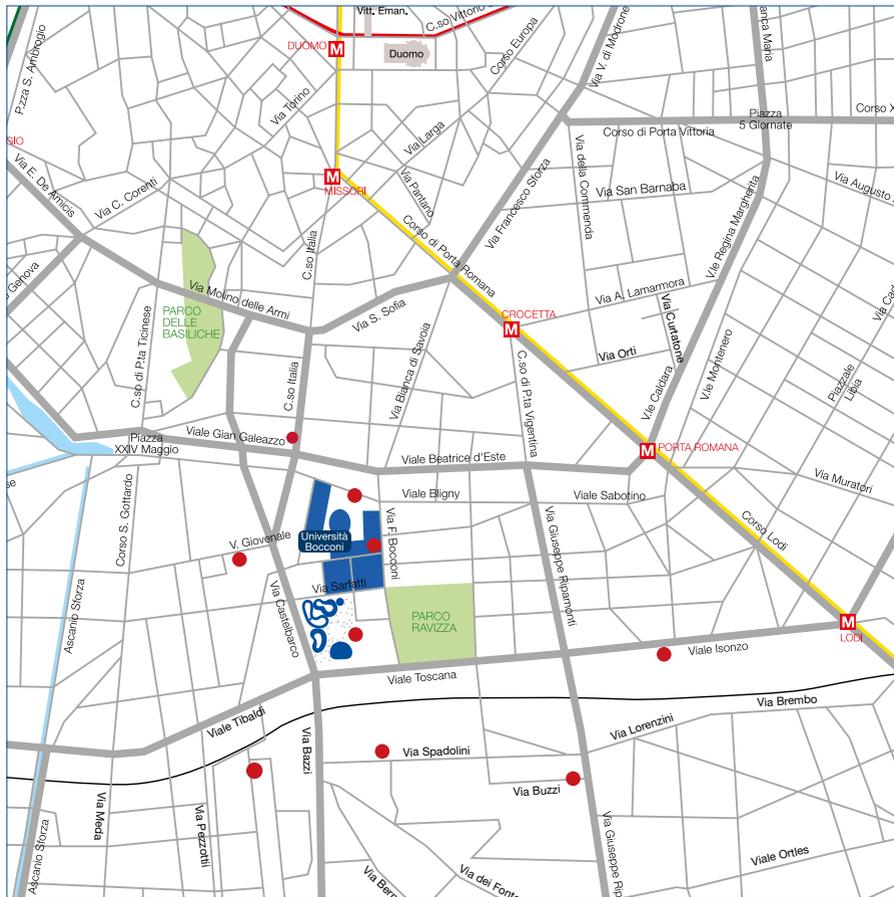
Bus 73: stop at Piazza 5 Giornate
+ tram 9 (direction Porta Genova): stop at Porta Lodovica

FROM STAZIONE CENTRALE

MM 3 (direction San Donato): stop at Missori + tram 15 (direction Rozzano): stop at Porta Lodovica

FROM STAZIONE CADORNA

(Malpensa Express Terminal)
MM1 (direction Sesto FS): stop at Duomo + tram 15 (direction Rozzano): stop at Porta Lodovica



■ Campus Buildings ● University Residence Halls

