



UNIVERSITÀ DEGLI STUDI DI BERGAMO

UNIVERSITY OF BERGAMO



ARRIVAL GUIDE

**RESIDENCE PERMIT, HEALTH INSURANCE
SERVICES AND STUDENTS' LIFE**



WISHING YOU A PLEASANT STAY IN BERGAMO!



AFTER YOUR ARRIVAL – RELEVANT INFORMATION:

- ARRIVAL PROCEDURE STEPS:
- Tax Code (*Codice Fiscale*)
- Residence Permit (*Permesso di soggiorno*)
- Health Insurance
- Emergency
- Family Counselling (*Consultorio*)



This guide aims to provide – [to International students, EU and Non-EU students pre-enrolled in MA and BA Degree Courses, PhD foreign students and Marco Polo/Turandot students], information that will be relevant during your studies.

Reading this guide will help you to learn information about the most important documents required to live in Italy as foreign student. Moreover, it provides you information about facilities and life at the University of Bergamo.

international.students@unibg.it

This guide was created by the International Office,
University of Bergamo

Via San Bernardino, 72e (room 3)
24122 Bergamo –Italy

Office Hours: MONDAY and THURSDAY 10.00-12.00
am and 2.00-4.00 pm

<http://en.unibg.it> / <http://www.unibg.it/>
<https://www.facebook.com/UniBergamo>
<https://www.youtube.com/user/UniBgTube>



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ARRIVAL PROCEDURE STEPS

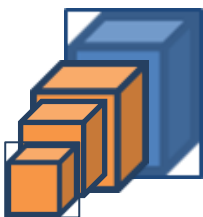
ADMISSION INTERVIEW AND ENROLLMENT AT THE STUDENT OFFICE

- International students have to take the **Admission interview (if you haven't done the skype Interview, you have to do an Interview in Bergamo at your specified Department).**
- Please contact to the Student Office at: studenti.stranieri@unibg.it to finalize the enrolment and to submit your documentation.
- The Student Office will arrange an appointment at the WEBCAM OFFICE in order to get the Photo. You will receive an email with the date. During the same appointment you can subscribe the contract with the bank in order to open a bank account and start the procedure to obtain ENJOY BANK CARD (a reloadable card). Make sure you also provide your **Italian phone number** (In case you change the phone number, please go to the UBI Banca Office and communicate the new one)
- You will get the ENJOY Bank Card within a month, if not, please go to the UBI Banca Office, ground floor Caniana [Unibg Economics Campus]
- You will receive the PIN by post (make sure to give them the correct address in Bergamo in order to get the PIN by post)
- The Enjoy Bank card, developed in cooperation with UBI Banca Popolare, allows students to:
 - o Be recognized within the university and access to university libraries and canteens
 - o Pay university taxes;
 - o Make photocopies in the university Press Centre (in order to benefit from the service, charge your ENJOY Card only by Cash Machines located in the Press Centre);
 - o Receive scholarship credits without any additional cost;
 - o Get discounts in stores supporting the Us Circuit Card;
 - o Use it like any reloadable credit card.

Please contact the bank desk in Via dei Caniana for further details

You can find several UBI BANCA POPOLARE offices in Bergamo

2



CODICE FISCALE (Tax Code)

Non-resident individuals who need to obtain a tax code must get the 'Codice Fiscale' from **AGENZIA DELLE ENTRATE** – if not already issued by the Italian consular authority in their country before departure.

REQUIRED DOCUMENTS:

- a copy of the passport, including the page with the Italian Visa
- a copy of the payment receipt of pre-enrolment fee 52,00 Euro or the enrolment fee 156,00 Euro or copy of the admission letter

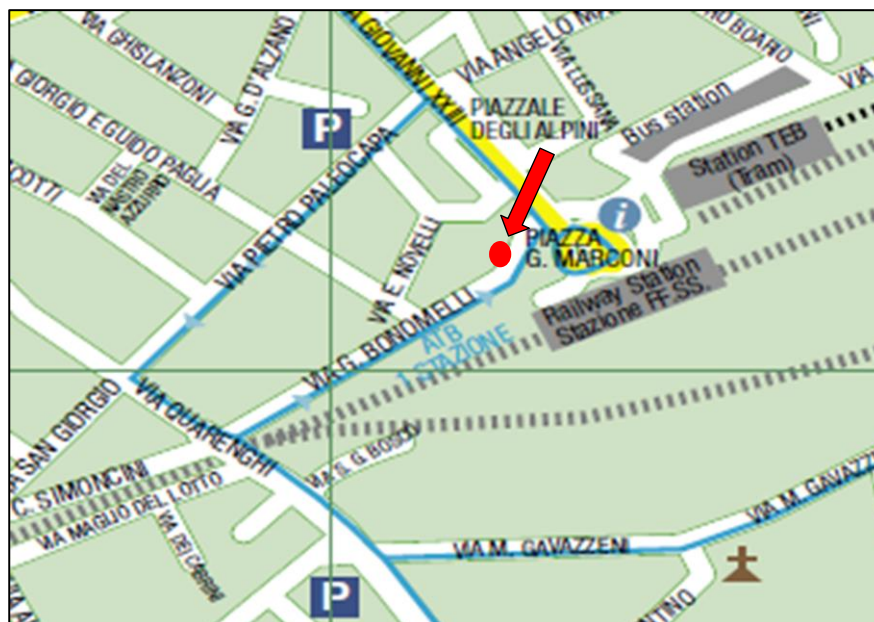


Agenzia delle Entrate di Bergamo:

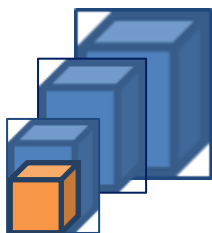
- Via Bonomelli n.1/3 - 24121 - BERGAMO
Tel: 035 2279211 (**near the railway station**)
- Largo Belotti n.3 - 24121 - BERGAMO
Tel: 035 3880111/113 (**in the city centre**)

🕒 Office Hours:

Monday to Friday:
from 8.30 a.m. to 12.30 p.m.
Tuesday and Thursday:
from 2.00 p.m. to 4.00 p.m.



3



Residence Permit (PERMESSO DI SOGGIORNO) for Study Purpose

The request for the Residence Permit must be made **within 8 working days from your arrival date**. It is valid for a maximum of **one year** therefore you need to renew it every year.

STEP 1: COLLECT THE DOCUMENTS for the 'Residence permit KIT' provided at Patronato

All the forms in the 'residence permit KIT' must be filled in. However, as this is a very complicated procedure, you can go to the PATRONATO, an office which provides you with the "residence permit KIT" itself and helps you to fill it in (the service is free of charge).

Before booking any appointment at the Patronato you must collect the following documents:

- Copy of your Tax Code (**Codice Fiscale**)
- Copy of your **Passport** (personal data + VISA + all stamped pages)
- a copy of the payment receipt of pre-enrolment fee 52,00 Euro or the enrolment fee of 156,00 Euro, or copy of the admission letter released by the Student Office and stamped by the Italian Embassy
- Copy of your **Health Insurance Policy (which must be valid in Italy and should cover the whole period of the Permit of Residence)**. Please **check the link to get detailed information regarding health insurance:**
<https://en.unibg.it/study/enrollment/prospective-students-join-us/health-insurance>
- **Declaration of hospitality (issued from your landlord)**
- A special stamp called '**MARCA DA BOLLO**', costs **€ 16,00** (to buy at the Tobacconist)

STEP 2: Arrange an appointment at the PATRONATO, the appointment can also be arranged by the International Office

PATRONATO UIL IMMIGRAZIONE BERGAMO

Via San Bernardino, n. 72/e
Tel. 035 238636 Fax. 035 226678
e-mail: immigrati@uilbergamo.it
☎ Mon-Thurs: 8:30 am - 12:30 pm / 2:30pm - 6,30pm / Wed afternoon closed
Fri: 8:30 am - 12:30 pm / 2:30 pm - 5:30 pm
Only by appointment

PATRONATO ACLI BERGAMO SPORTELLO IMMIGRAZIONE

Via L. Querena, 7
☎ Mon, Tue, Wed.: 8.30 am - 1.30 pm / 2.00 pm - 5.00 pm.
Only by appointment at:
Tel. 035 8031640
or E-mail morena.radavelli@acli.it

CISL BERGAMO

Via G. Carnovali, 88/a
Tel. 035 324111
☎ Mon Fri: 8.30am-12.00pm and 2.30pm-6.30pm





STEP 3: Go to the Post Office

Go to the Post Office with the KIT (without closing the Yellow Envelope called KIT) and pay:

- € 31 (thirty-one euro) for the permit fee
- € 70 (seventy euro) for the application to be sent

You will be then given an **important receipt** (“**RICEVUTA PER CONVOCAZIONE**”) from the Post Office with **the date and time of the first appointment at the Questura/Police Station** for fingerprinting (approximately in four/eight weeks). You always have to keep the receipt with you and show it with your Passport.

IMPORTANT NOTICE:

Please bring a COPY of “ricevuta per convocazione” to the Students’ Office or to the Welcome point in Via dei Caniana.

In the meanwhile,
You can check the status of your Application through the User and ID
password indicated on the Receipt on the following websites:

www.portaleimmigrazione.it

www.poliziadistato.it

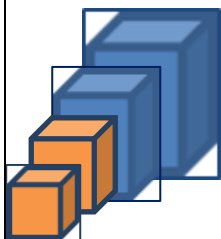
AUTHORIZED POST OFFICES in BERGAMO

Address	Telephone
VIA LOCATELLI, 11 (HEAD OFFICE)	035-4532302
VIA MALJ TABAJANI, 1	035-222433
VIA CORRIDONI, SN	035-3693031
VIA BORGO PALAZZO, 45	035-239607
VIALE GIULIO CESARE, 1	035-239708

🕒 The Head Office in via Locatelli has the longest working hours:

Mon - Fri: 8:20 am - 19:05 pm

Sat: 8:30 am - 12:35 pm



STEP 4: Go to the QUESTURA (Police Headquarter)

On the day indicated on the receipt given at the Post Office, you have to go to the Immigration office of the Questura where you will provide your fingerprints.

DOCUMENTS TO HAND at THE IMMIGRATION OFFICE (Questura)

- **Take all the original documents with you and make copies to leave at the Immigration office**
- ✓ **Your passport in original**
- ✓ **Copy of your passport**
- ✓ **Brown receipt** of the payment of the Permit of residence payment;
- ✓ **White receipt** with the date of the appointment
- ✓ 4 photos – passport size (you can take them in the photo machine at Police Station - 5 euro)
- ✓ The Original and a copy of your updated **Declaration of Hospitality** (if you have submitted in the kit the Declaration of hospitality of the hostel/hotel and have moved to another accommodation, please bring the Declaration of Hospitality of your new accommodation) (if you live in the University Dormitory you can ask for a Statement of Hospitality to the Student Aid Service/ Servizio di diritto allo studio)
- ✓ Certificate of enrolment at the University
- ✓ Original payment receipt of the Health Insurance.
- ✓ Original copy of the scholarship statement issued by Servizio di diritto allo studio
- ✓ Check that the telephone number you gave in the beginning of the process is the same one you use now, in order to receive the SMS notification of the appointment (step 5).

After that you will receive a new **receipt from the Questura** in order to obtain your **electronic Residence Permit** (about 40/60 days later).

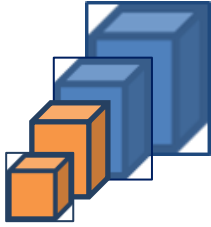
You will receive an SMS from the *Questura* with the date of the appointment to collect it.

DO COPIES OF YOUR IMPORTANT DOCUMENTS AT HOME OR SAVE THEM ON THE PEN DRIVE

Please remember that in order to collect document for your Residence permit, bring - One copy of your passport included visa

- One copy of the passport with only the personal data pages
- One copy of your health insurance
- One copy of your payment of 156, 00 euro
- One copy of your admission letter

You can print out documents
At Press Centre.



YOU WILL RECEIVE A SMS ON YOUR MOBILE with the appointment to pick up the electronic Residence Permit.

You can check the process of your Residence Permit on the following website:

www.poliziadistato.it – login with the **codice assicurata** and **codice istanza** on the white receipt

BE AWARE: While you are waiting for your RESIDENCE PERMIT with the only Receipt of Application that you get from Post Office (that you must always keep with you)

- **You are not allowed to travel outside Italy (unless you have a valid VISA for Schengen Countries)**
- **You are allowed to go back to your home country with a direct flight**



**Address of Police Station Immigration
Office/ Questura:**

Via Alessandro Noli, 26
24124 Bergamo

Let's Recap

Within 8 working days from your arrival date

***PERMESSO DI SOGGIORNO* for Study Purpose**

STEP 1: COLLECT THE DOCUMENTS for the 'Residence permit'

STEP 2 GO TO the *PATRONATO OFFCIE* TO FILL IN THE RESIDENCE PERMIT KIT (YELLOW BAND ENVELOPE)

STEP 3: BRING THE RESIDENCE PERMIT KIT (YELLOW BAND ENVELOPE) to the post office pay the fees and send the residence permit kit. You will receive a receipt (send a copy to international.students@unibg.it)

**STEP 4: Go to the *QUESTURA* (Police Headquarter)
Please check the date on your Receipt
Bring all the originals documents required in the KIT.
Sign the Integration Agreement.
Keep the receipt and wait for the SMS telling you when to collect your electronic Residence Permit.**



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HEALTH INSURANCE



WHAT TO DO IN CASE OF HEALTH PROBLEMS WITH YOUR HEALTH INSURANCE CARD

Make sure you always have your Residence Permit and your Health Insurance Card (*Tessera di assistenza sanitaria*) with you.

For "normal"/"general" medical treatments (e.g. flu, prescriptions, a cold, etc.) you have to go to a general practitioner (in Italian: medico di base) and the visit will be free of charge. In order to choose a GP (medico) check on this link: https://www.ats-bg.it/servizi/anagraficamedica/medici_fase01.aspx

Type "Bergamo" in the "Comune" box.

For specialist treatments (e.g. ultrasound scan, gynecological visit, etc.) go to the general practitioner you have chosen first.

- You will be given a prescription form.
- You should then contact the CUP (Centro Unico Prenotazioni) to book the treatment as follows:
 - phone: you can call 800 638 638. Operators do only speak Italian;
 - go in person at the CUP Desk at **Hospital Papa Giovanni XXIII / Hospital Bolognini (Seriante) / Clinica Castelli / Casa di cura San Francesco / Cliniche Gavazzeni / Casa di cura Beato Palazzolo / Habilita San Marco Bergamo.**



A) Volunteer registration to the *Servizio Sanitario Nazionale* (national health service)

If students would like to have a wider coverage, then they can decide to sign up with the *Sistema Sanitario Nazionale* (SSN) in order to obtain the Health Insurance Card (tessera sanitaria) once the Residence Permit or its receipt (from Post Office) has been issued.

This guarantees full healthcare coverage as provided by the Italian law. Moreover, this ensures that students will receive the same treatment as Italian citizens. The registration lasts a year (from January 1st to December 31st) and is not divisible, regardless of the moment when students register with the National Health Service.



HOW TO GET YOUR HEALTH INSURANCE CARD (*TESSERA SANITARIA*)?

In order to join the SSN and obtain the Health Insurance card you will need the following documents:

- Your passport and a copy of it
- Residence Permit (or the receipt you obtained at the Post Office)
- Certificate attesting your enrolment at University of Bergamo
- Tax code, issued by *Agenzia delle Entrate*;
- Receipt of postal payment of 149,77€ (current postal account: “379222”; addressed to: “AMMINISTRAZIONE P.T. REGIONE LOMBARDIA”; reason for payment: “ISCRIZIONE VOLONTARIA AL S.S.N”).
- Lease contract or “DICHIARAZIONE DI OSPITALITÀ”. The “Declaration of hospitality” is a document stating the address where you live or the copy of the housing contract (ask it to the owner of the apartment or Diritto allo Studio office for those living in students’ Hall).



HOW MUCH DO YOU HAVE TO PAY TO GET the HEALTH INSURANCE CARD (*TESSERA SANITARIA*)?

If you have a stay permit for study purposes, you will pay **149,77 euros**/calendar year.

If you had any income (scholarships are not to be considered as income) in the year before the enrolment (abroad or in Italy) you will have to declare it to the Local Health Board and you will pay accordingly.

(Only PhD students with scholarship don't have to pay the 149,77€ fee).



HOW TO PAY

You have to fill in a payment bulletin and then pay by cash at any Post Office. Payment bulletins are available at any Post Office or at the International Office.



WHERE TO GET THE HEALTH INSURANCE CARD (*TESSERA SANITARIA*)?

In order to get the health Insurance card, students have to address the A.S.L. office (*Azienda Sanitaria Locale*) of Bergamo or the A.S.L. office of their city of residence (Office “Scelta e revoca del medico”).

Asl Bergamo: Via Borgo Palazzo 130 – Building 6 - 24125, Bergamo. Tel. 035/2270335 - 035/2270334



WHAT TO DO WITH YOUR HEALTH INSURANCE CARD (*TESSERA SANITARIA*)

When students sign up they receive a personal healthcare card which gives them the opportunity to go to the General Practitioner (the visit is free of charge). Students have to go and choose a doctor at the ASL offices where the SSN (National Health Service) can be joined.

Applicants can consult a list of locally available doctors here: https://www.ats-bg.it/servizi/anagraficamedica/medici_fase01.aspx

Type “Bergamo” in the “Comune” box. A list of doctors (including the foreign languages they speak) is available at the International Office.

Each doctor has a surgery which guarantees free general medical visits.

Thanks to *Tessera Sanitaria* you have access to several medical services, some of which must be paid for, in the form of a Ticket, including:

- family doctor and home medical visits;
- hospital admissions;
- vaccinations;
- blood tests;
- X-rays
- Dental or Dermatological visits (etc.)

For specialist treatments (e.g. ultrasound scan, gynecological visit, etc.)

go to the general practitioner you have chosen first.

- You will be given a prescription form.

- You should then contact the CUP (Centro Unico Prenotazioni) to book the treatment as follows:

- phone: you can call 800 638 638. Operators do only speak Italian;

- go to the CUP Desk at Hospital Papa Giovanni XXIII / Hospital Bolognini (Seriata) / *Clinica Castelli* / *Casa di cura San Francesco* / *Cliniche Gavazzeni* / *Casa di cura Beato Palazzolo* / *Habilita San Marco Bergamo*.



Please note:

The registration to the SSN does not lapse during the renewal of a residence permit and it is no longer valid if a residence permit is not renewed or if it is revoked.



B) PRIVATE INSURANCE

Students might have already purchased a private health insurance in their home country which is valid in Italy and Schengen's countries. They can also decide to buy a private health insurance in Italy.

? **WHAT TO DO IN CASE OF MEDICAL PROBLEMS IF YOU HAVE A PRIVATE HEALTH INSURANCE**
Go to a general practitioner (in Italian "medico di base") you can choose from a list available here by typing "Bergamo" (or the town you are going to live in) in the 'Comune Ambulatorio' box and by selecting "medico" at <https://www.ats-bg.it/servizi/anagraficamedica/medici fase01.aspx>. Another option is that of going to a private surgery and PAY FOR THE VISIT. At the end of the private visit ask the practitioner to give you an invoice (*fattura*) and according to the agreements of your private insurance you will have the money back.

Remember that private medical visits are very expensive in Italy.

Foreign students who apply for a residence permit can take out a private insurance for example with Ina-Assitalia or Europe Assistance etc.

? **WHAT DOES INA ASSITALIA INSURANCE COVER?**

- **Medical Expenses Reimbursement.** The cover shall reimburse public hospitals' emergency expenses (National Health Service) due to sudden sickness or accident. Without limit in Italy and up to € 30,000.00 in Schengen Treaty's countries.
- **Assistance** – Repatriation due to serious medical conditions.

However, this insurance is very limited and only covers urgent medical assistance (surgical operations and accidents) at the casualty or emergency departments of any hospital.

? **HOW MUCH DOES IT COST?** For 6 months it costs around 71,00€ and for a whole year it costs around 120,00 euro

? **HOW TO PAY?** Post Office Money transfer, Bank Money transfer, credit card or PayPal

? **HOW TO ACTIVATE IT?** Please check the following website: <http://www2.waitaly.net/en/> where you can find further information about

costs, payment and contract.

WHAT TO DO IN CASE OF EMERGENC



- Out of the opening hours of your general practitioner, you can ask for the "SERVIZIO DI CONTINUITA' ASSISTENZIALE" (EX GUARDIA MEDICA) for medical treatments and advice by calling



Or going to BERGAMO, Via Borgo Palazzo, 130 (Padiglione giallo/Yellow pavilion 6D)

- Mon-Fri: 8.00 pm-8.00 am
- Every Sunday and holidays: 24/7
- the day before holidays midweek 10.00-24.00 on the working day after any public holiday

- Actually in Lombardy exists **one single phone number** you can call **for all the emergencies**. This is **112**. You can also download for free the app "Where ARE u" on your mobile phone. This allows you to signal your problem and also, thanks to the GPS, your position will be automatically identified. Emergency calls are free of charge from all phones. Hereby are the specific emergency phone numbers (but you can contact all of them just by calling only 112).

- 112 - Carabinieri
- 113 - Emergency Police Help Number (also ambulance and fire)
- 115 - Fire Department
- 116 - A.C.I. (Italian Automobile Club) road assistance.
- 118 - Serious Medical Emergency



- PRONTO SOCCORSO (casualty wards)

If you go directly to the PAPA GIOVANNI XXIII/Cliniche Galazzeni/Hospital Bolognini (Seriante)/Treviglio hospital's casualty ward ("Pronto Soccorso") you will be given a color code depending on the seriousness of your problem. Admittance will depend on this order, not on the time of arrival. If you have a white code (no pain), you may have to wait for some hours before seeing a doctor. You will be asked to pay a ticket and its amount varies according to the color code:

WHITE Not urgent: 25.00€

GREEN Quite urgent - YELLOW Urgent - RED Priority: FREE OF CHARGE

- **HOW TO REACH THE HOSPITAL:**

BY BUS: The Hospital PAPA GIOVANNI XXIII by bus - ATB line C from PORTA NUOVA.





FAMILY COUNSELLING / CONSULTORI FAMILIARI

The *ASL Family Counselling (Consultorio Familiare)* is a public service that aims to foster and protect woman's, families and couples' health thanks to many professional doctors:

- Gynecologists,
- Psychologists,
- Midwives,
- Health care assistants,
- Nurses,
- Professional Educators,
- Social Workers (*Assistenti sociali*)



BERGAMO, via Borgo Palazzo, 130 (Padiglione 18A Giallo/ Yellow Pavillion) - Tel. 035/227064





SERVICES AND STUDENTS' LIFE at UNIBG:

- Departments and Public Transports
- CUS Bergamo
- Accommodation
- Canteens
- University Libraries
- *Sportello* Internet and Students' Card
- Language Courses
- Examinations
- Vocational, Traineeship and Placement Work office
- Part-time job - 150 ore
- Services for people with Special Needs
- International office
- Tandem project
- Students Associations and Students Unions

SERVICES and
STUDENT'S LIFE
at UNIBG



Printing Service

- Don't forget to make copies of all the documents before arriving in Italy.
- You can also make copies or print at a reasonable price at the Printing facility of the University.
- Students can also use Self – service photocopiers located at each Press Centre and in the Library with the appropriate pre-paid card (sold at the Centro Stampa)

E-mail: stampa.unibg@alba2011.com ☒

Staff

Office hours:

• **Bergamo, via dei Caniana 2 (ground floor)**

Monday – Friday: 9 a.m. – 7 p.m.

Saturday 9 a.m. – 1 p.m.

info: stampa.unibg@alba2011.com ☒ - tel. [+39 035-2052555](tel:+390352052555)

• **Bergamo, piazzale S. Agostino 2**

Monday – Friday: 10-12.30 a.m.

info: stampasago.unibg@alba2011.com ☒ - tel. [+39 035-205290](tel:+39035205290)

• **Dalmine, viale Marconi 5 (Campus)**

Monday – Friday: 9.30-12 a.m.

info: stampadalmine.unibg@alba2011.com ☒ - tel. [+39 035-2052](tel:+390352052)

DEPARTMENTS

DEPARTMENT OF **LAW**
DIPARTIMENTO DI GIURISPRUDENZA
via G.B. Moroni 255 – Bergamo, Città Bassa

DEPARTMENT OF **MANAGEMENT, ECONOMICS AND QUANTITATIVE METHODS**
DIPARTIMENTO DI SCIENZE AZIENDALI, ECONOMICHE E METODI QUANTITATIVI
via dei Caniana 2 - Bergamo, Città Bassa

DEPARTMENT OF **HUMAN AND SOCIAL SCIENCES**
DIPARTIMENTO DI SCIENZE UMANE E SOCIALI
piazzale S. Agostino 2 – Bergamo, Città Alta

DEPARTMENT OF **LANGUAGES, LITERATURES AND FOREIGN CULTURES**
DIPARTIMENTO DI LINGUE, LETTERATURE E CULTURE STRANIERE
piazza Rosate 2 - 24129 – Bergamo, Città Alta

DEPARTMENT OF **LETTERS, PHILOSOPHY, COMMUNICATION STUDIES**
DIPARTIMENTO DI LETTERE, FILOSOFIA, COMUNICAZIONE
via Pignolo 123 - 24121 – Bergamo, towards Città alta

DEPARTMENTS OF **ENGINEERING**
DIPARTIMENTI DI INGEGNERIA
viale Marconi 5 - 24044 DALMINE – (Km rosso – Stezzano)



GETTING AROUND – PUBLIC TRANSPORT



ATB (Azienda Trasporti Bergamo) operates in the area of Bergamo and the 29 surrounding municipalities offering transport and mobility services to many people every day. With the ATB System you travel in your chosen zones by **bus**, **funicular** and by the T1 Bergamo- Albino **tram** for the duration of your ticket (e.g. 75 minutes). “1 ZONE” tickets are valid for the city. People can buy 2, 3, 4 or 5 zones tickets according to the distance the bus will cover to get them to their destination.

Check here for how to get an annual student bus pass for 200€ as a student at the University of Bergamo:

<http://www.atb.bergamo.it/>

The tables below show the fares and validity times of ATB tickets for the city. Please note that in Italy **tickets must be bought in advance**, before getting on any bus and **must be validated once on board**.



TICKET	1 ZONE	SEASON TICKET	1 Zone	ABBONAMENTI CONVENZIONATI CON L'UNIVERSITA' DEGLI STUDI DI BERGAMO	1 zona
Timed Ticket	1.30 (75 min)	Ordinary weekly pass (Mon-Sun)	11.00	Annuale studenti	200,00
10-trips book of tickets	11.50 (75 min)	Ordinary monthly pass (including holidays)	35.00	Annuale studenti residenti nei Comuni convenzionati*	165,00

For detailed hours and routes check on the [ATB website](#)

There are **hardly any free car parks** in Bergamo. For most of them (light-blue parking lines) people have to pay an hourly tariff (1,80€).

In Bergamo there is a **bike sharing** service called “La BiGi”. After filling in the form and paying the 20€ annual fee, people will be given a card by means of which they can get the bikes available in 22 different locations (ciclostazioni) in Bergamo. The first 45mins ride are for free. Further details are available [here](#).



HOW TO GET TO...?

Città Bassa

- ➡ Department of Law (via Moroni 255)
- ➡ Department of Management, Economics and Quantitative Methods (via dei Caniana 2)
- ➡ International Office (via S. Bernardino 72/e)
- ➡ Canteen, via dei Caniana 2

Take **bus number 5 A/B**

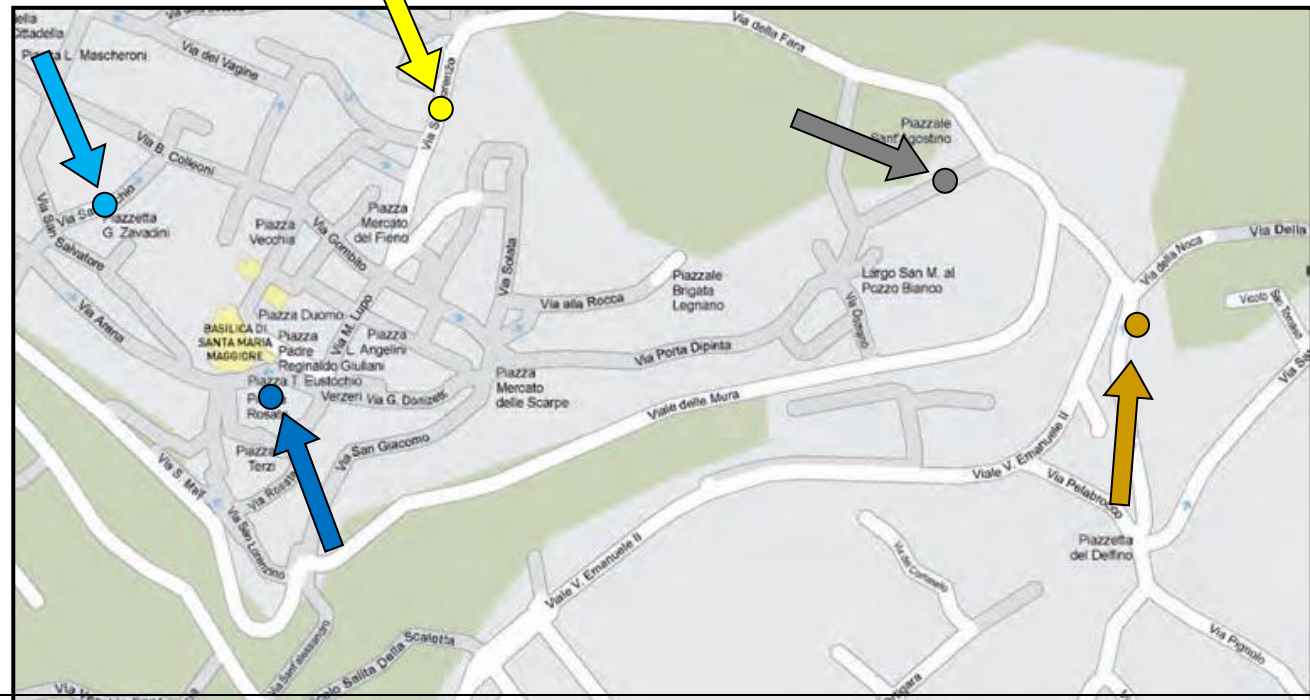
Every 15 min it leaves from Porta Nuova, reaches Zambonate, **Moroni and dei Caniana**

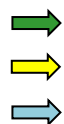


Città Alta

- ➡ The Department of Human and Social Sciences (S. Agostino 2)
- ➡ Department of Languages, Foreign Literatures and Communication Studies (piazza Rosate 2)
- ➡ Via Salvecchio (some classes for the Department of Languages are held there)
- ➡ Via San Lorenzo (canteen)
- ➡ Department of Letters and Philosophy (via Pignolo 123)

Take **bus number 1 A/B/ C or funicolare**, otherwise take a 30 min **walk** in a wonderful surrounding landscape



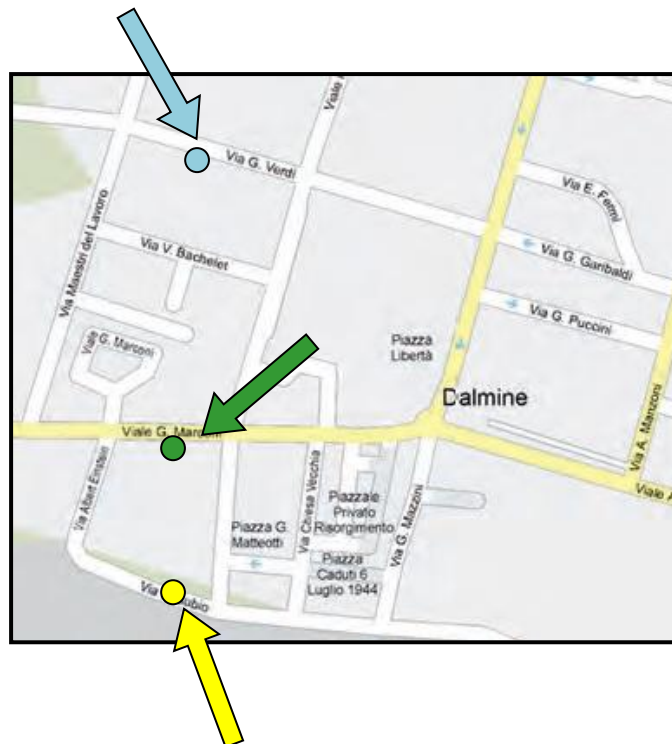


Dalmine (**Bus n.5 or 10**)

Department of Engineering-viale Marconi 5

Canteen- via Pasubio 7

C.U.S. - via Verdi 56



C.U.S. – University Sports Centre

The **C.U.S.** (Centro Universitario Sportivo) organises and advertises sporting activities and events for the University of Bergamo. It is set in Dalmine. Students can practice sports and exercise. Some excellent sports equipment is available for them to use.

It has 14,000 sqm of space, 4,000 of which indoors, with 2 playing fields (soccer, basketball, volleyball ...), 2 gyms where to practice fitness, aerobics, personal defence and martial arts, and changing areas (including sauna and Turkish Bath).

Check on this link: <http://en.unibg.it/life-unibg/students-life/sport-unibg>

For info on opening hours, activities, how to get there etc.:

[CUS BERGAMO WEBSITE:](http://www.cusbergamo.it/)
<http://www.cusbergamo.it/>

Address: via Verdi 56 24044 -
Dalmine (BG)

Tel:035 2052328 / 035
372819

E-mail: cus@unibg.it

UNIVERSITY CANTEENS

The University of Bergamo offers students low-cost full meals with a varied menu. Canteens are open at lunch-time from **Monday to Friday from 12 pm (noon) till 2 pm.**

Canteens are located in each department:

- via S. Lorenzo 11 - Bergamo, Upper town (Foreign Languages and Literatures, Educational Studies, Humanities)
- via dei Caniana 2 - Bergamo (Economics and Law)
- via Pasubio 7 - Dalmine (Engineering).

Information on canteens and canteen price list:
<http://en.unibg.it/life-unibg/services/canteens>



UNIVERSITY LIBRARIES

The University of Bergamo's three libraries are the service points of a single library system. Your department's library is the first and most important place where you can find a suitable place for studying.

Humanities Library
 P.le S. Agostino 2 - 24129 BERGAMO
Desk tel: 035-2052977 e-mail: bibuma-desk@unibg.it
Reference Services and Interlibrary Loans
 tel: 035-2052981 e-mail: bibuma-ill@unibg.it

Economics and Law Library:
 Via dei Caniana, 2 - 24127 BERGAMO
Desk tel: 035-2052527 e-mail: bibeco-desk@unibg.it
Reference Services and Interlibrary Loans
 tel: 035-2052532 e-mail: bibeco-ill@unibg.it

Engineering Library:
 Via Pasubio - 24044 DALMINE (BG)
Desk tel: 035 -2052304 email: bibing-desk@unibg.it
Reference Services and Interlibrary Loans
 tel: 035-2052331 e-mail: bibing-ill@unibg.it

Opening Hours

Humanities Library:
 Monday - Friday 8:30-22:00 Saturday 8:30-12:30
Economics and Law Library:
 Monday - Friday 8:30-19:30 Saturday 8:30-12:30
Engineering Library:
 Monday - Friday 8:30-19:00

Even from home!

All the electronic resources of journals, databases and further info are accessible through the Internet on the Servizi Bibliotecari homepage: <http://servizibibliotecari.unibg.it/eng/index.htm>





Near the International office, in via San Bernardino, there is the public library Biblioteca Tiraboschi.

Reading rooms offer quiet, comfortable study conditions. Books and journals are mostly freely available on open shelving for immediate use, and can also be taken out on loan or partly photocopied. **Numerous connection points for students own lap-top computers** allow on-line access to further resources. There are also **computer clusters in each Department**.

ONLINE DIDACTIC SERVICES: SPORTELLO INTERNET

Through *Sportello Internet* students can organize some of the activities related to their university career, entering a restricted-access web area. Unibg students can autonomously:

- monitor their career (libretto - record book);
- register for exams;
- organize their study plan if needed;
- check, accept and, when possible, refuse a mark;
- print certificates (for instance, enrolment, degree, fee payment, record book, etc.);
- update their personal data (address, telephone number, etc.).
- Find internship/placement opportunities in Italy.

Access from www.unibg.it > **SPORTELLO INTERNET**

ENJOY UNIBG CARD



All the students enrolled at the University of Bergamo will be provided with the Enjoy Unibg card.

This card

- gives access to the University libraries and canteens;
- can be used to pay University fees and to receive grants without any additional cost;
- make photocopies in the Centro Stampa – check on <https://en.unibg.it/services-facilities/life-at-unibg/print-services>;
- have discounts in the shops of the US circuit.

Not only is it a students' card but also it allows students to activate banking optional services for free.

LANGUAGE COURSES

CENTRE OF ITALIAN FOR FOREIGNERS

Every academic year the Centre organizes free Italian language courses for UNIBG International students:

- **Levels – A1 (Beginner), A2 (elementary)**

General courses

Beginners, 60 hours, (October--May)
2 face-to-face classes per week (2 hours)

Special courses

The Course is aimed at improving communication skills in every day's life situation and in your academic lifetime (talking with other students and professor at University, writing emails, filling in forms).

Location

Bergamo (Campus of Humanities-Upper Town), Dalmine (Campus of Engineering)

Enrollment

<https://forms.gle/ARuk9EMHkqFAYxQcA>

Website: www.unibg.it/cis

Email: infocis@unibg.it

Address: via Salvecchio, 19- Bergamo – (Città Alta)

Tel: +39 0352052407



CCL (CENTRO COMPETENZA LINGUE)

The Centre offers the following services:

- language courses with audio-cassettes, phonetics courses, exercises and mock tests (dictation, summarising, translation) grammar books, dictionaries, etc.
- multimedia language courses, exercises and tests on computer, CD-ROM about culture, Internet connection
- satellite TV channels (viewing must be booked), original language films (with glossary and script transcription), videos and documentaries, television recordings
- Music CDs (the video library currently holds more than 1,000 titles).

During the academic year, students may consult the **tutors** (language undergraduates or graduates) as regards the choice of materials as well as any language problems. Tutors can be contacted on the phone (+39 035 2052225) or via e-mail: tutorcla@unibg.it

Office hours: Monday to
Friday 9.00 a.m. - 7.00 p.m.

Address: via Salvecchio 19
24129 - Bergamo – (Città Alta)

tel.: +39 035 2052225

Head: Prof. Giuliano Bernini



EXAMINATIONS

Just a general introduction about taking exams in Italy...

- When the exams calendars will be available on the UNIBG website, you will see that, in Italy, there are so called “**appelli d’esame**”. They refer to the dates set by your Department in which you can take the final exams. Usually (except for written languages exams - only one appello), there are at least two “appelli d’esame” and therefore, you can choose, among the available dates, the one in which you would like to take your exams.
- ➔ This means that you can organise your exams session, but it is better to think about it carefully and plan it in advance. Some departments like Engineering have mid-term smaller exams (“prova in itinere”). The lecturer will point it out at the beginning of the course.
- At the University of Bergamo **you must register on your “Sportello Internet” to take exams**. You can register for the exams **until 5 days before** the exam date.
- Exams can be either written or oral, or both, depending on the lecturer’s choice. If not specified by the lecturer, check it on the course page and on the exams calendar (“appello scritto”/“appello orale”).

▪ How to register for exams?

www.unibg.it > SPORTELLLO INTERNET



Login > Nome Utente – Password - OK

> Esami > Choose the exam and click on for the “appello” you want to take the exam on> Register > Procedi

Make sure you have completed the online questionnaires, for each course unit, to provide feedback on the teaching method, Professor, activities etc. Your registration to the exam will not be finalised until the questionnaire is not completed (green icon).

For general Timetable regarding Lesson Schedules and Room no. Please check in the link below:

<https://logistica.unibg.it/PortaleStudenti/index.php?view=home& lang=it>



VOCATIONAL, TRAINEESHIP AND WORK PLACEMENT OFFICE

INTERNSHIPS IN ITALY and ABROAD

In order to find out about Internships, see the Vocational, Traineeship and Work Placement office page at

<https://en.unibg.it/study/attendance/internships>

Moreover, students willing to carry out an internship can find some opportunities by logging in their Sportello Internet> Tirocinio e Placement > Opportunità; and by checking on the EUROMONDO webpage

Offices: Via San Bernardino 72/e – 2nd Floor - Bergamo

Vocational Guidance:
orientamento@unibg.it

Traineeships:
tirocini@unibg.it
tel +39 035 2052 275
Work Placement:
placement@unibg.it

PART-TIME JOB at UNIBG (150 ORE)

All the students enrolled at the University of Bergamo have the opportunity to carry out **paid part-time working activities**.

The calls for such part-time jobs are published annually, usually in June and July. The final shortlists are usually approved at the end of each year and are valid for the full subsequent year:

<https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>

The duration of the contract cannot exceed the maximum of 150 euro. The hourly pay is of € 7.75

More information available here in Italian:

<https://www.unibg.it/servizi/opportunita-oltre-studio/150-ore>

Services for people with Special Needs

Many services are offered to students with a disability including:

- exemption from payment of fees – write to ufficio.tasse@unibg.it
- psycho-pedagogic counselling
- individual tutoring and didactic services

Check on <https://en.unibg.it/study/attendance/learning-disabilities-and-special-needs>

Via dei Caniana, 2 - room S5 – Ground Floor - 24127 Bergamo

Tel: 035 2052595

servizi.disabili@unibg.it

Office opening times: Mon 9-12 / Wed 14-17



INTERNATIONAL OFFICE

ERASMUS+ TRAINEESHIP PROGRAMME

Check on this webpage:

<https://www.unibg.it/internazionale/andare-allestero/erasmus>

Email: giovanna.della-cioppa@unibg.it

TANDEM PROJECT

It is a free way of intercultural learning with a full autonomy of time and place. Students of different mother tongues practise and improve their competences in pairs. If you want to be in touch with Italian students in order to practice your Italian, you can join the TANDEM project.

The project provides all the University students with the opportunity to meet with native speakers from all around the world and to put their knowledge into practise.

For further information please contact the international office:
International.students@unibg.it

STUDENTS' ASSOCIATIONS and STUDENT'S UNIONS



AEGEE

A.E.G.E.E. (Association des Etats Généraux des Etudiants de l'Europe - European Students Forum) is an apolitical, non-sectorian, non-profit student association.

Its aim is to:

- promote integration between Italian students and foreign exchange students who study in Bergamo
- promote European cooperation and integration into university life
- organize trips and recreational activities (weekends in the mountains, skiing, rafting, excursions in the countryside), cultural exchanges, summer university programs abroad
- in particular, the AEGEE offers foreign exchange students logistical support upon arrival and during their stay. It also collaborates with the International Relations Office in organising guided tours of the city and a mentoring service.

CHECK ON THEIR WEBPAGE AND FACEBOOK PAGE!

<http://www.aegeebergamo.eu/en/>

<https://www.facebook.com/aegee.bergamo?fref=ts>

EMAILS TO: info@aegeebergamo.eu



ESN Bergamo:



ESN students are willing to help foreign students to settle in Bergamo and to know the Italian culture at its best. They help foreign students to know each other and to integrate with Italian students. ESN Bergamo also organizes parties and trips all over Italy. Moreover, they are committed with serious programs such as Social Erasmus and Exchange Ability.

They are all volunteers and work to spread the European culture and to understand different ways of thinking.

CHECK ON THEIR WEBPAGE AND FACEBOOK PAGE!

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

<https://www.facebook.com/esn.bergamo?fref=ts>

EMAILS TO: bergamo@esn.it

Check also on <https://en.unibg.it/services-facilities/life-at-unibg> to find information and links to the several students unions in Bergamo.

DIDATIC SUPPORT

The Tutors Provide Information about Admission Interview, Course Planning, Study Plan, Schedule, Exams, Workshops and Summer Schools.

- August: You can send your Question by email to the following assigned Tutors/Responsible for study plans
- September/October: You can send an email and arrange an appointment and meet personally them.



CLINICAL PSYCHOLOGY:
Prof. Simone Gori simone.gori@unibg.it

PLANNING AND MANAGEMENT OF TOURISM SYSTEM {PMTS}
Dott. Noa Benvenisty: noa.benvenisty@tutor.unibg.it

INTERNATIONAL MANAGEMENT, ENTERPRENEUSHIP{IMEF}
Dott. Emanuele Villa emanuele.villa@unibg.it

MANAGEMENT ENGINEERIG {MAEN}
Dott. Mattia Cattaneo mattia.cattaneo@unibg.it

BUSINESS ADMINISTRATION PROFESSIONAL AND MANAGERIAL
ACCOUNTING {AGG}
To be defined

ECONOMICS AND DATA ANALYSIS
Prof. Annalisa Cristini annalisa.cristini@unibg.it

ENGINEERING FOR HEALTH
To be defined