

UNIVERSITÀ DEGLI STUDI DI BERGAMO

UNIVERSITY OF BERGAMO



PRE-ARRIVAL INFORMATION GUIDE



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Chapter 1: PRE-ARRIVAL INFORMATION

- Useful contacts at UNIBG
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- What is the best way to travel to Bergamo



Dear prospective students,

This guide aims to provide International students (EU and Non-EU) with pre-arrival information and advice.

Checklists are provided at pages 10-11.

Further details about what to do on once in Bergamo will be provided upon arrival.

international.students@unibg.it

International Office
University of Bergamo
Via San Bernardino 72e
24122 Bergamo -Italy

Office Hours: TUESDAY and THURSDAY 10.00-12.00
and 14.00-16.00

For updated information check also on our University website, www.unibg.it and <http://en.unibg.it/>,
on the Unibg facebook page
and Unibg youtube channel:
<https://www.facebook.com/UniBergamo>
<https://www.youtube.com/user/UniBgTube>



USEFUL INFORMATION AT UNIBG



- PRE-ENROLLMENT
- ENROLLMENT PROCEDURES
- FEES PAYMENT*
- CERTIFICATES
- STUDY PLAN
- ENJOY STUDENT CARD

➤ **SEGRETERIA STUDENTI- STUDENT'S OFFICE**
(all departments, except Engineering)

Room S6,

Via dei Caniana 2, Bergamo

E-mail: studenti.stranieri@unibg.it

Link: <http://www.unibg.it/campus-e-servizi/servizi-gli-studenti/segreteria-studenti>

➤ **SEGRETERIA STUDENTI- STUDENT'S OFFICE (Engineering department)**

Via Einstein 2, DALMINE

Tel: 0352052620 (Mon-Fri 10.30-12.00; Mon and Wed 14.00- 15.00)

E-mail: studenti.stranieri@unibg.it

- CALL FOR UNIVERSITY DORMITORY
- CALL FOR SCHOLARSHIP AND GRANTS
- CANTEENS
- ISEEU

UFFICIO SERVIZIO DIRITTO ALLO STUDIO

(STUDENT AID SERVICE) Via dei Caniana 2,
Bergamo. You can find it in the Law department
Building.

el: 0352052870

E-mail: dirittoallostudio@unibg.it

Link: <http://www.unibg.it/ISU>

The International Office will
provide students information about
the procedure for Tax Code and
Permit of Residence application
international.students@unibg.it



LIVING COSTS - FEES and TAXES (Only for International students-)

LIVING COSTS

TEMPORARY ACCOMMODATION COSTS: HOSTEL between 20-25 euro a day (breakfast included)

ACCOMMODATION COSTS: a single room in a private flat costs around 350 euro/month - A BED IN A SHARED PRIVATE ROOM COSTS AROUND 270 EUR/MONTH
A room in the students Residence costs between 110-200 euro/month according to family income

FOOD COSTS: Buying food from the supermarket is not expensive, as you could spend on average 150 euro/month
In a mid range restaurant, pasta dishes are between 6-12 euro, while main fish or meat courses will normally cost between 8 and 16 euro.
University Canteen: a complete meal cost between 5 and 6 euro
TRANSPORTATION: A monthly bus/tram/metro ticket for students is somewhere between 25 and 35 euro/month.
HEALTH INSURANCE Subscribe a private health insurance policy in their home country, and obtain from the competent Italian Consulate a statement of its validity for Italy. It should be valid for 365 days. This health insurance is compulsory to issue the PERMIT OF RESIDENCE (The travel insurance is not accepted)

PERMIT OF RESIDENCE: For period of study over 90 days : Upon arrival in Italy, Non EU students must apply for Residence Permit (Permesso di soggiorno) within 8 working days from arrival in Italy. The cost is apprx. € 70,00. More details will be provided by the International Office on arrival.

PRE-REGISTRATION FEE – ENROLLMENT FEES

Prospective students should take into account the following costs:

- Fees:
 - **Enrollment fee + regional fee:** 156,00 €
to be paid in September 2019
 - **First Installment:** 400,00€, according to the student's family income
 - **Second installment:** from 0,00€ to 1700,00€, according to the student's family income





HEALTH INSURANCE FOR INCOMING STUDENTS

EU STUDENTS

1. EU students should have a **valid passport**.
2. EU students should bring with them the **European Health Insurance Card**.

On arrival in Italy,

- If you need to see a “medico di base” (General Practitioner), you can check on the [doctors and clinics](https://www.ats-bg.it/servizi/anagraficamedica/medici_fase01.aspx) closer to where you live:
https://www.ats-bg.it/servizi/anagraficamedica/medici_fase01.aspx
Just type the name of the town you live in in the “Comune Ambulatorio” box and select “Medico” (not “Pediatria”).

Comune ambulatorio

Nominativo

In case of emergency: number 035 3535 and then speak to a doctor on duty (“ex guardia medica”), or go to: BERGAMO, Via Borgo Palazzo, 130 (Padiglione giallo 6D).

NON-EU STUDENTS

1. Non-EU students should have already applied for a ‘**Study Visa**’ prior to departure at an Italian Embassy or Consulate in their own country.
- 2 If you take out a **private insurance** in your country, please remember that, in order to be valid in Italy for obtaining the residence permit, it needs to have the following requirements:

- It has to be taken out in the holder’s name (in western characters)
- It has to be written in Italian (or in English, French, Spanish)
- validity in the Schengen Area/Italy
- it states the exact coverage period (1 year; notice that the duration of the residence permit will be connected to the duration of the insurance)
- it must clearly written the type of coverage for the medical expenses and it must have € 30.000 ceiling (expressed/converted in Euros)
- The whole document has to be endorsed and stamped by the Italian Embassy/Consulate in your country

On arrival in Italy, Students may purchase a health insurance policy **with the Italian National Health Service**, going to the office in charge:
Asl Bergamo: Via Borgo Palazzo 130 – Building 6 - 24125, Bergamo.
Tel. 035/2270335 - 035/2270334. Please see:

<https://en.unibg.it/study/enrollment/prospective-students-join-us/health-insurance>

or a **private Insurance** <http://www2.waitaly.net/en/>

More information will follow in the arrival guide we will provide you at your arrival.

* Please note that:

- medical treatment without coverage is very expensive!
- **travel insurances for non-ue students usually only cover medical emergencies** and are valid for a limited period of time only.

** Please let the International office know if you have any problem and the staff will do its best to help you

CODICE FISCALE

International students also have to **apply for** the *Codice Fiscale*, the Italian **Tax Identification Code** used in all interactions with government agencies and public administration in Italy. It is a unique identity code similar to the National Insurance number in the UK or the Social Security Number in the US.

- Why do you need a *Codice Fiscale*?

It is needed when:

- opening a bank or postal account
- signing any housing contract
- signing contracts with utility companies (mobile phones, gas, electricity, water, Internet, etc.)
- taking up employment of any kind

➔ How to apply?

Citizens living abroad may apply for it at the Italian consular authorities in their country of residence before coming to Italy.

Alternatively then, students can apply for it once in Italy.

In Italy, the *Codice Fiscale* is issued by the *Agenzia delle Entrate* (the Italian Revenue Agency) of the Ministry of Economy and Finance of Italy.

It is a card with the unique 16 alphanumeric digit code.

More details are provided in the arrival guide we will provide you later.

CALL FOR SCHOLARSHIP AND UNIVERSITY HALL OF RESIDENCE

SCHOLARSHIP: Competition Notice for the allocation of University Grants, International Mobility Grants and Degree Prizes for student pre-enrolled and enrolled in the University of Bergamo AY 2019/ 2020

APPLICATION ON LINE: www.unibg.it/isu (opening approximately in July 2019)

➔ Please read carefully the **Competition Notice** (www.unibg.it/isu)

DEADLINE: 30th September 2019, 12.00 p.m. (midday)

OFFICE IN CHARGE: SERVIZIO DIRITTO ALLO STUDIO (<https://helpdesk.unibg.it/helpdesksegrestud/login.php>)

RANKING: November 2019

PAYMENTS: The first installment of scholarship will be paid to beneficiary students without accommodation place in the University Hall of Residence by bank transfer by the 31st December 2019. The second installment will be paid starting from June 2020 (according to the requirements indicated in the application).

TOP INTERNATIONAL STUDENT'S SCHOLARSHIP A.Y. 2019-2020 - application now open, deadline 1st October 2019 10:00 a.m. (CET). In order to apply you need also the GRE test (Revised General Test)

OFFICE IN CHARGE: INTERNATIONAL STUDENT OFFICE (<https://en.unibg.it/study/enrollment/fees-grants-and-scholarships>)

UNIVERSITY HALLS OF RESIDENCE: Competition Notice for Admission to the Accommodation Service for students pre-enrolled and enrolled in the University of Bergamo AY 2019 /2020

APPLICATION ON LINE: <https://www.unibg.it/servizi/luoghi/alloggi> (opening approximately in July 2019)

DEADLINE: 5th September 2019, 12.00 p.m. (midday)

OFFICE IN CHARGE: SERVIZIO DIRITTO ALLO STUDIO (<https://helpdesk.unibg.it/helpdesksegrestud/login.php>)

COST: A room in the University hall of Residence costs between 110-200 euro/month according to family income. Scholarship beneficiaries have right to free accommodation.

DEPOSIT: You are required to pay 300,00 € deposit in order to enter in your room

HOW TO PAY DEPOSIT: you can pay deposit by bank transfer with the payment details that will be given by Servizio Diritto allo Studio

RANKING: Mid-September 2019

ALLOCATION OF THE ROOM: After the publication of the Accommodation Ranking, beneficiary students have to accept or refuse the accommodation place by sending an email to residenze.accettazione@unibg.it and by attaching the documentation listed in the Notice (www.unibg.it/isu > bandi e graduatorie). Then they will receive a conformation email. The participation in the competition does not assure the availability of the accommodation place.



FAMILY INCOME AND PROPERTY CERTIFICATION

Foreign students must prepare the following documents issued by the competent authorities in their home country. Submit the documentation to the Italian Embassy/Consulate to have it translated into Italian and validated.

- Certification of household composition with surname, name, gender, date of birth, place of birth and degree of kinship for every family member;
- Income for the calendar year 2018 for each family member;
- Family owned buildings for residential use on the 31st of December 2018, with indication of the square meters (they will be valued € 500,00 per square meter). In case of no building owned, you should produce a certificate stating that there is no possession for each member aged 18 years or over.
- Family assets owned at the 31st of December 2018, y family members in 2018 (securities, dividends, shareholdings, etc.)

IMPORTANT

To apply for financial benefits, students enrolled at UNIBG must obtain the "ISEEU Parificato", a certification released from the Authorized Fiscal Assistance Centre (called CAAF in Italy), providing to the CAAF the above mentioned documents.

The CAAF in charge for this year is the CAAF CGIL, located in Bergamo, Garibaldi Street, 3.

You can take an appointment going there or by calling the number 800 990 730.

If you are not in Italy yet, you can also ask for ISEEU Parificato by e-mail at the following address: paola.innocenti@cgil.lombardia.it

For any further information related to the ISEEU certification you can ask to the tax office opening a ticket

<https://helpdesk.unibg.it/helpdesksegrestud/login.php>

An ISEEU (Indicator of the economic situation for University purposes) estimates the economic situation of families.

It takes into account income, properties (i.e. houses, shares, assets, dividends) and the composition of the family. (These certificates must be issued by the competent Authority in your home country)

Students will find further details on the following webpages www.unibg.it/isu and www.unibg.it/tassestudenti



ACCOMMODATION: general information

One of the most important things to arrange before beginning your study experience at the University of Bergamo is where you are going to live. You have to **decide in advance which type of accommodation you want and BOOK IT.**

Please check the following information:

You can participate to the Competition Notice for Admission for students enrolled in the University of Bergamo AY 2019/2020 (see pag.7) **PLEASE be aware: students will NOT enter the room in the Hall of residence immediately after the range publication. The room will be available between 15 and 30 October 2019. Book a temporary accommodation! (check page 14)**

Students will not enter they room immediately after they arrival in Bergamo.

Please note that the University of Bergamo has three campuses, located in town and in its industrial outskirts:

- Campus of Economics and Law (in the City of Bergamo)
- Campus of Humanities (in the "*Upper town*")
- Campuses of Engineering (in Dalmine, an industrial area in the outskirts of Bergamo, and inside the Science Park "*Kilometro Rosso*").

See also: <http://en.unibg.it/life-unibg/campuses>

You can book a private room through the University [Accommodation Office](#) (see pag. 11)

Please note: Students will not enter they room immediately after they arrival in Bergamo, book a temporary accommodation! (check page 12)

- You can book a private room/flat through a real estate agency or a web site (see pag. 12)

HOW MUCH DOES A ROOM IN THE UNIVERSITY HALL OF RESIDENCES COST?

The cost of a single room is between 110€ and 200€/month per room according to the family income. Free Wifi service provided.

HOW CAN STUDENTS GET THE ALLOCATION OF A ROOM IN THE UNIVERSITY OF HALL?

Students must submit their application for the University Hall of Residence [on-line](#). The deadline is indicated in the Competition Announcement and the service can be accessed by typing in their Username and Password.

Please read carefully the [Competition Announcement](#) (*Bando servizio abitativo*)– “contest for Admission to the Accommodation Service for Students enrolled in the University of Bergamo”.



WHERE ARE THE UNIVERSITY HALL OF RESIDENCES? Which facilities do they offer?

- **Bergamo Residence – via Caboto 12** is comprised of apartments and the general running will be in the hands of the students; the following, however, will be the responsibility of the university: • Provision of electricity, water and gas; • Maintenance of fittings (normally on report); • Provision of bed linen (weekly); washing of soft furnishings at the end of the stay; • Normal cleaning of the whole building at the end and of the communal areas at Christmas and Easter; 12 • Garden maintenance • Television licence • Wireless internet connection The Residence provides three cooking areas, washing machines and dryers.
- **Bergamo Residence – via Garibaldi 3/F**, comprised of single rooms with bathroom and an internet room, guarantees a door service in the mornings, cleaning of the communal areas, maintenance and weekly provision of bed linen. The cleaning of the room and bathroom is left to the resident. There is a local laundrette/laundry near the residence as well as a place to leave bicycles. Also guaranteed is a nightly Catering service from Monday to Friday with the same procedure and costs as exist in the other university canteens. A local kitchen is open during the period of suspension of the catering service.
- **Dalmine Residence – via Verdi 72**, comprised of double rooms with a bathroom with internal internet connection, guarantees a porter service in the mornings, cleaning of the communal spaces, maintenance and the weekly provision of bed linen. The cleaning of the room and bathroom is left to the residents. There is a local laundrette/laundry near the residence. Also guaranteed is a nightly Catering service from Monday to Friday with the same procedure and costs as exist in the other university canteens. A local kitchen is open during the period of suspension of the catering service. The Student Aid Service periodically verifies hygiene conditions of the rooms and the state of the fittings and reserves the right, if the students do not provide it directly, to have the place cleaned the bathrooms sanitized by a professional service, billing the costs to the residents of the room concerned.



How can a student book a private room through the UNIBG accommodation service?

The Accommodation Service assists Exchange Students, and Students (Italians and Foreigners) enrolled at Bergamo University (Degree Courses and Phd Programs), in finding accommodation in private apartments and in signing the relevant contracts.

The Service is free of charge.

Before applying, please make sure you have first completed the pre-enrollment/enrollment procedure. You may then complete the [form](#) in order to request your [password](#) and to view available rooms.

The accommodation service will send to students all useful information by email.

You will not receive the key of the room until you have completed all payments and documentation in full.

Please note:

A deposit fee is required

Rents should be paid to the owners at the beginning of each month.

The contract registration fee is approximately €80.00.

Write to: accommodation.service@unibg.it

UniBG – via Moroni, 255 - 24127 BERGAMO
Tel. +39035 2052511 / Fax. +39035 2052614

Office Hours:

Mon-Wed-Fri 10.00-12.30 am /Tue-Thu 2.30-5.00 pm

Check the following webpage: <https://en.unibg.it/services->



TEMPORARY ACCOMODATION

Before leaving your country it is highly recommended to book a room in a hostel, hotel, B&B in Bergamo for 4-7 days!

Nuovo Ostello della Gioventù di Bergamo: <http://www.ostellodibergamo.it/>

Via G. Ferraris, 1 - 24123 Bergamo

Telephone number: +39 035 361724 / +39 035 343038

The Hostel offers hospitality in single, twin, triple, five or six-bedded rooms with private bathroom (breakfast included).

CENTRALHOSTELBG <https://www.centralhostelbg.com/>

via Ghislanzoni 30 (Città Bassa) (tel.: + 39 035 211359)

SAN SISTO HOSTEL <http://www.sansistohostel.com/page.asp?cat=184&desc=hospitality>

The Hostel offers hospitality in single, twin, triple or five-bedded rooms with private bathroom (breakfast included).

The Hostel offers two apartments with bathroom and kitchen too.

Strada S. Sisto Vecchio, 23 - 24126 Bergamo

Email: info@sansistohostel.com

CASA DEL GIOVANE : <http://patronatosanvincenzo.it/casa-del-giovane-2/> The Residence offers hospitality to students and young workers. It offers double and single rooms with private bathroom – Canteen and Food Bar Casa Gavazzeni – Bergamo

Email: casadelgiovane@patronatosanvincenzo.it

Student can check the following webpages:

www.easystanza.it

www.homeaway.it

www.airbnb.it

www.kijiji.it



WHAT IS THE BEST WAY TO TRAVEL TO BERGAMO



IMPORTANT NOTICE:

Adequate amount of cash to sort out the initial payments at least 800€ (remember that you will have to pay immediately for the Residence Permit – “Permesso di Soggiorno”, 100,00 €, health insurance, about 150,00 €, enrolment fee 156,00 €, temporary accommodation, transport and dinner).

Please be informed that, in case you will get the scholarship, the first installment will be paid only by the 31st December 2019

When to arrive

We advise...

- International students (EU and Non-EU students pre-enrolled in MA and BA Degree Courses) **to get to Bergamo a few days before the Admission interview.**
- International students (EU and Non-EU students pre-enrolled in MA and BA Degree Courses) who have already taken the admission interview via skype **a few day before the beginning of the academic year.**
- See [Academic Calendars](#)



PLEASE be aware:

students will NOT enter the room in the Hall of residence immediately after the range publication.

Students will not enter their private room immediately after they arrival in Bergamo.

Therefore: before leaving your country it is highly recommended to arrange a [temporary accommodation](#) in Bergamo for 4-7 days!



HOW TO REACH BERGAMO

Bergamo is situated in the North of Italy. It is in the centre of Lombardy, about 60 km from Milan.

It can be reached by:

- **AIR**;
- **TRAIN** (check on the [National Railroad website](#) and look for Bergamo);
- **CAR** (Autostrada A4 Torino-Venezia, uscita Bergamo).

→ ORIO AL SERIO Airport

Probably the best option for you is to fly directly to Bergamo. The [ORIO AL SERIO Airport](#) is approximately 5 km from the city centre and 45 km from Milan. It is connected to many Italian and European destinations, and is known for its large number of low-cost airlines.

- A Shuttle Bus Service (**Bus 1C**) is available every 30 minutes and tickets can be bought at the airport (€2.30 for a single ticket into town).
- You can also get a taxi (Radio TAXI 035/4519090) for approximately €16- 20.



MILANO LINATE Airport

If you cannot find a flight to Bergamo airport, we advise you to get a flight to [MILANO LINATE Airport](#), located 7 km from Milan city centre (not Milano Malpensa which is 45 km from Milan). You will then need to go from Linate airport to Milan “Stazione Centrale” to get a train to Bergamo (we suggest you go to Milano Lambrate Station, which is a shorter ride). In order to do so:

- either buy a bus ticket for STAZIONE CENTRALE at the [STARFLY](#) near Arrivals
- or take a taxi at the arrivals.

Apprx. price from the airport to Milano city centre: 30,00€.

MILANO MALPENSA Airport

If your flight arrives at [MILANO MALPENSA Airport](#), the journey time to get to Bergamo is quite a bit longer:

- the best option is to take the [ORIO SHUTTLE](#) which goes from Malpensa to Orio al Serio Airport, or directly to the centre of Bergamo (Via Furetti 17).
One ticket costs 18€, 16€ if bought on-line, and the journey takes 2 hours.
There are seven daily runs from Monday to Friday, three daily runs on Saturday and holydays.
- Otherwise, you can take the [Malpensa Shuttle AIR PULLMAN](#) to Milan "[Stazione Centrale](#)". Departures are every 20 minutes from Terminal 1. It stops at Terminal 2 as well. A ticket costs €10.
- From Milano Stazione centrale to Orio al Serio airport (ORIO SHUTTLE) a ticket costs 5,00€.
- Another – less convenient – solution (too many connections involved), is to take the [Malpensa Express Train](#) that leaves every 30 minutes (terminal 1- Floor 1) to Milano **Cadorna Railway Station** (Underground Red/ Green Line). Then, from there, the underground either to Lambrate Railway Station or to Milano Stazione Centrale, before getting a train to Bergamo.

Taxis are quite expensive. You can get one at the Arrivals (approximately €90,00 to go to Milano Stazione Centrale).

You can plan your journey on [Muoversi in Lombardia](#) (www.muoversi.regione.lombardia.it)

We wish you a safe
journey to Bergamo and
look forward to
welcoming you here!



FOR NON-EU STUDENTS



- ☐ Send an email and arrange an appointment with the **student office** (studenti.stranieri@unibg.it)
- ☐ Take a valid **Passport** including a valid Visa (make a copy)
- ☐ Arrange a **medical insurance** if you are staying in Italy for more than 90 days (make a copy)
- ☐ Secure adequate **accommodation** (to avoid time consuming house searching)
- ☐ Take 4 **passport-sized photos** (for documents to be issued in Italy)
- ☐ take the **admission letter** (make a copy)
- ☐ Other documents necessary for the enrolment at UNIBG (“transcript of records, declaration of value”), both original and copies
- ☐ Take any document which may be helpful when opening a **bank account**
- ☐ **Family income and property certification** issued by the competent authorities of your country (make a copy)
- ☐ Codice Fiscale (Tax Code) (IF AVAILABLE)
- ☐ **Adequate amount of cash to sort out the initial payments at least € 800 (eighthundredred euro) (remember that the Residence Permit - “Permesso di Soggiorno” is worth € 100 (one hundred); the health insurance about €150,00, the enrolment fee € 156,00 and you will have to pay\ for the temporary accommodation, the transport and dinner)**
- ☐ Copy of documentation certifying the availability of adequate financial resources (e.g. scholarship certification, print out a bank account) to issue the Residence permit – you will find more information our INFORMATION POINT in Bergamo University



ITALIAN LANGUAGE AND CULTURE COURSES

Every year the University of Bergamo offers semester courses of Italian language and culture.

The general courses consist of two two-hour classes a week during the semester. Classes will then be formed according to the different levels, from A1 to C2.

The first semester course will be held from 3rd October 2019 to 17th January 2020.

Students are obliged to take an ASSESMENT/ENTRY TEST .

The course is strongly recommended in order to better integrate and make your stay in Italy more pleasant and easier.

Ask for more information at infocis@unibg.it and at the University Information Point on your arrival





On your arrival

please go to the University Information Point,

Economic Campus – Via dei Caniana,2 – Bergamo

And also book an appointment with the student office

(e-mail: studenti.stranieri@unibg.it)

See you soon in Bergamo! We will be glad to welcome you!

International Office Staff