



Handbook for international students admitted to the 38th Doctorate cycle at the University of Salento



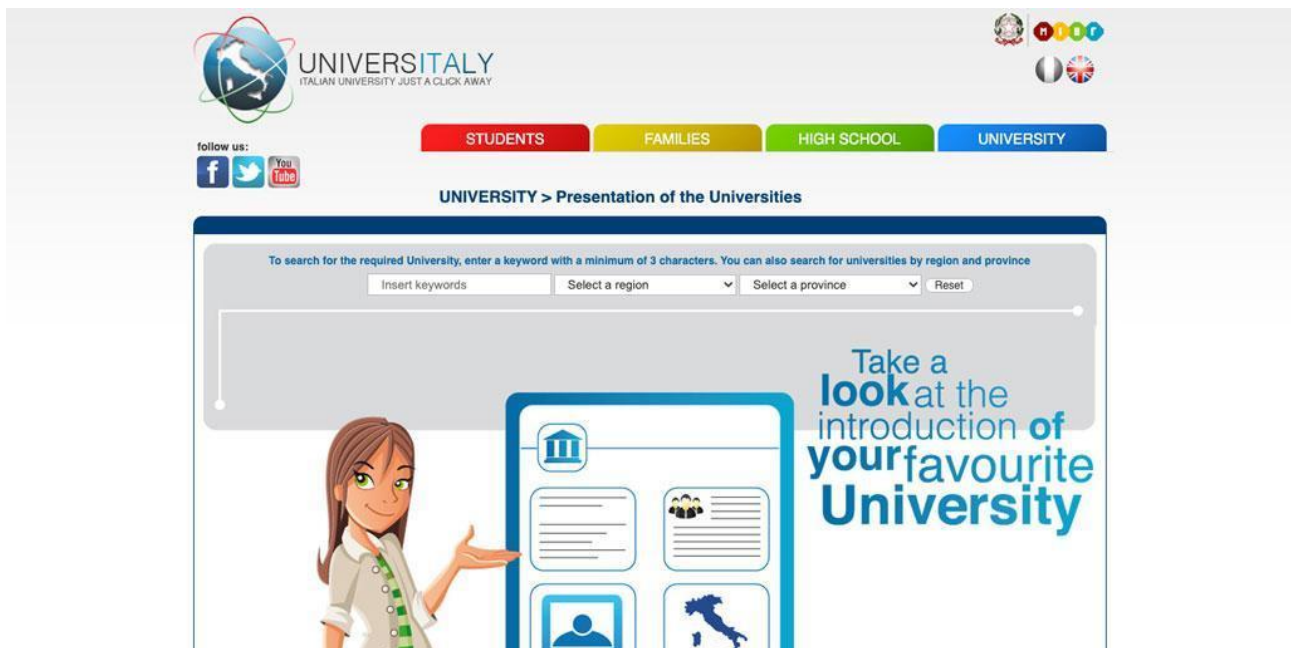
**UNIVERSITÀ
DEL SALENTO**



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VISA TO ENTER ITALY FOR STUDY PURPOSES



Applicants who live abroad and need a visa to enter Italy for study purposes must submit a **pre-enrolment application** through the national **UNIVERSITALY** website - for this purpose you need to visit the UNIVERSITALY portal and create a personal account to fill in the application and upload your personal and study documents before sending it.

The UNIVERSITALY registration system is available at the following webpage:

<https://www.universitaly.it/index.php/registration/firststep> - there you can provide basic personal information and create your personal account. After completing this step you will be asked to log in to the UNIVERSITALY system at the following link: <https://www.universitaly.it/index.php/dashboard> and fill in the pre-registration application form and upload the required documents.

The list of documents to be uploaded in the UNIVERSITALY pre-enrolment application must reflect the list of documents required for participation in the Call for applications published by the Phd Office:

- passport size photo;
- scan of the personal data page of your passport;
- Final certificate of your Master's degree;
- Full transcript of your Master's degree (ToR);
- English language proficiency document;

Detailed instructions on how to register on the Universitaly website can be found in the vademecum to be downloaded at this link: [How to pre-enrol on Universitaly](#).



Once you have submitted your pre-enrolment, the University of Salento will receive your application and perform some checks and verifications.

Then we will validate your application and send it to the Italian diplomatic-consular representation **where you will have to apply for an entry visa for study purposes** - *please note that this procedure is only necessary if you need a visa to enter Italy.*

Once your pre-enrolment application has been validated by us, you will receive an automatic notification (containing instructions on the further steps to be taken at the Italian diplomatic-consular representation of your choice) together with a summary with admission details.

Please be aware that **your UNIVERSITALY pre-enrolment application must be submitted as soon as possible**, in order to avoid any unwanted delays in the procedures for issuing the entry visa and the Dichiarazione di Valore.

Please also keep in mind that it is **your responsibility to request an appointment at the embassy/consulate** to complete your visa application. Check the list of [Italian diplomatic missions](#) abroad.

For general information on the requirements for obtaining a visa, please refer to the [circular \(Part IV: entry visa for study purposes, residence permit and subsequent fulfilments\)](#) on the [Ministry's website](#).

IMPORTANT: The final decision on the issue of a student visa is the exclusive responsibility of the diplomatic-consular mission.

The documentation produced by higher education institutions concerning each visa applicant must be considered as support for the assessment procedures of diplomatic missions and does not automatically lead to the issue of a visa.

Letter of admission and scholarship funding

Information on admission to doctoral courses and scholarship funding (including duration, gross monthly/annual allowances and conditional annual renewal) will be included in your UNIVERSITALY application form at the time of validation and electronic transfer to the Italian diplomatic-consular representation of your choice.



MEDICAL ASSISTANCE

The University of Salento's insurance policy available to students only covers events that occur during university activities (accident and third-party liability), so it will be necessary to activate/purchase a personal health insurance policy with the minimum requirements required by Italian law for emergency situations. An insurance policy is compulsory if you apply for a residence permit.

If you are a citizen of an EU or EEA member state or a Swiss national, you must have a European Health Insurance Card (EHIC) obtained in your home country from your national health authority. The European Health Insurance Card (or EHIC) allows you to receive medical treatment in another Member State free of charge or at a reduced cost.

EU incoming students with EU Health card or Health Certificate can go directly to a general practitioner of their choice. A patient contribution is required for prescriptions, medical examinations, oral and dental care.

Non-EU Students: must take out an international Health Insurance which covers costs related to medical treatment and admission to hospital. This kind of insurance costs about 60 EUR for a period of 6 months and 120 EUR for a period of 12 months. Nevertheless, in order to avoid problems it is advisable to contact insurance agencies before leaving for Italy.

Non-EU students have to purchase a personal health-insurance policy with a consular declaration of validity for Italy. Alternatively they can buy a local health insurance policy to be covered for any medical care on the same basis as an Italian citizen.

In addition to this compulsory minimum health insurance cover, once they arrive in Italy, international students will be able to enrol in the national health system known as the SSN - Servizio Sanitario Nazionale (National Health Service), in order to receive extended health services and be assigned a general practitioner. **Registration with the health service is free of charge for doctoral students enrolled in the INPS *Gestione Separata*.** More information will be provided by the Welcome Office once you arrive in Italy.

FIND ACCOMMODATION

At the moment, the University of Salento is not able to directly offer long-term accommodation in its facilities - for this reason you will have to look for a private accommodation solution in line with your preferences, expectations and financial capacity.

Private Accommodation

We normally advise our students to use the CercoAlloggio service (<https://cercoalloggio.com/#!/city/Lecce> e-mail: lecce@cercoalloggio.com), which has a wide availability of rooms for students.

Alternatively, you can use:

"**HousingAnywhere**" (<https://housinganywhere.com/>)

"**Subito.it**" (<https://www.subito.it>)

Another option, which **we highly recommend**, is to contact the student association ESN, which is committed to helping international students moving to Lecce and will certainly be able to help you find suitable accommodation. If you are interested, please write to lecce@esn.it.

As an additional option, you may consider the accommodation solution offered to international students by **ADISU Puglia**, a regional agency, independent from the university, that provides services to students of higher education institutions located in the Apulian regional area. In this regard, a **long-term accommodation** service is offered to **international exchange/mobility students** - for more details on this opportunity visit the following webpage: <https://w3.adisupuglia.it/lunga-permanenza/>

If before your arrival you have not found a solution, **you can book a temporary accommodation** through the following websites:

"**AirBnB**" (<https://www.airbnb.com/>)

"**Booking.com**" (<https://www.booking.com/>)

THE BEST AREAS TO LIVE IN

In Lecce you can get almost anywhere on foot or by bicycle. However, if the campus where your classes are held is outside the city (Campus Ecotekne via per Monteroni, Lecce), it is advisable to find accommodation in an area close to the bus line. The bus line to the campus is the No 27. Keep these tips in mind when choosing your accommodation (the following information does not apply to students whose PhD location is Mesagne - Brindisi):

- 1) These districts are close to the bus line to the university, are not far from the centre and are located in a very popular student area.**

- Idria



- Rudiae
- San Pio
- Santa Rosa

2) These are the most central districts in Lecce

- Centro Storico
- Zona Ariosto
- Mazzini
- San Lazzaro

3) This district is close to the bus line, but not close to the centre

- Casermette

4) These districts represent a very large area and not all accommodation is close to the bus stop or the centre

- Leuca
- Stazione

5) This is a village very close to the University Campus Ecotekne (you can get there by bike), but it is not Lecce.

- Monteroni

Students whose PhD course is based at the Brindisi campus (Mesagne – Brindisi) can contact the ISBEM Institute to check the availability of accommodation (<https://www.isbem.it/> - isbem@isbem.it).

REGIONAL TAX

The **ADISU regional fee** must be paid by international doctoral students during the registration process to be completed on the studenti.unisalento.it website - for this purpose you can use one of the different payment methods (credit card or bank transfer).

The final amount to be paid for the regional fee is calculated according to an **ISEE parameter** - this indicator is determined on the basis of your income and family assets which must be attested by official documents issued by the competent authorities of your country: you can simply go ahead and pay the maximum amount (Euro 160) unless you want to challenge the complexity of this task;





INPS ENROLLMENT - *GESTIONE SEPARATA INPS*

Beneficiaries of the grants or allowances are obliged to register with the Gestione Separata, from the year 2003, and are recipients of all the provisions concerning the contributions and pensions of the Gestione Separata. **INPS system enrollment (Gestione separata INPS)** can be completed online **before arriving in Italy** with the support of the Unisalento Welcome Office (welcome.office@unisalento.it) [Application details](#).

ITALIAN BANK ACCOUNT

An Italian bank account can only be opened on arrival in Italy and after obtaining a valid residence permit.

Alternatively, to speed up the scholarship payment process, you may consider opening an **online bank account in euro currency** (SEPA - Single Euro Payment Area) using one of the many services available online; contact welcome.office@unisalento.it for more information.

PHD STARTING DATE

The start date for doctoral activities is scheduled for the **1st of December 2022**, unless otherwise specified by the individual coordinators of the doctoral programme - the PhD scholarship provision should start accordingly.

However, there are two exceptions:

1) in the event of any changes in the ranking list - due to the withdrawal of some candidates and the subsequent selection of new winners - which could take place after the start of the course, the starting date of the PhD will be **after the 1st of December 2022** and will be decided by the PhD Coordinator;

International students residing abroad will exceptionally be allowed to **start their PhD activities online**, in order to guarantee them the time necessary to complete all the necessary bureaucratic paperwork before their departure for Italy: pre-registration on the University website, visa application, declaration of value, request for a tax code, enrolment in the "Gestione separata INPS", opening of an online bank account and searching for accommodation.



The reason for this concession is that the timeframe for the completion of some of these operations is even longer than normal due to the Covid-19 emergency.

ITALIAN TAX CODE - *CODICE FISCALE*

The Codice Fiscale (tax code) is a personal code made up of letters and numbers, which uniquely identifies individuals within the Italian State, particularly from a fiscal and administrative point of view; it is not an identity document, but allows information to be exchanged between different administrations.

The tax code is indispensable for accessing the services of public bodies (e.g. to enrol at university and in the National Health Service), for signing contracts (e.g. for work or rent), for opening a bank account, but also for buying a phone card.

To obtain your tax code, you can **apply to the Italian Embassy or Consulate in your country of residence before arriving in Italy**, through the consular office. This procedure **is highly recommended** in order to shorten the time needed to issue the Codice Fiscale and thus be able to access the above-mentioned services immediately upon arrival in Italy.

Scholarship winners may alternatively **apply for the tax code through the Welcome Office** by filling in the editable application form AA4/8 according to the example shown below:

- [Form AA4/8 - editable pdf.](#)
- https://drive.google.com/file/d/1bpMFdXnVcs_BHkIleWypvTNuzKMXOpqB/view?usp=sharing

AIRPORT INFORMATION

The closest airports are in Brindisi and Bari, which now have direct flights to an increasingly large number of European destinations. Please check the Puglian airport website for flight possibilities (www.aeroportidipuglia.it).

If you are coming from further afield you can fly to one of Italy's international airports, such as Rome Fiumicino, Milano Malpensa or Venice, and from there you can fly direct to Brindisi airport, which is 35-minutes by bus from Lecce, or to Bari, which is connected by train (under 2 hours) to Lecce.



From Brindisi (airport code BDS) the bus service (navetta) will take you directly to Lecce's main bus station (ticket price: 7 euros). NB: the timetable changes a number of times during the year, so please check the validity.

As an alternative you can book a shuttle bus service (20 euros) which will take you directly to your accommodation/hotel (<https://www.airshuttle.it/>).

A Taxi service is also available but will cost you about 55 euros if booked in advance – and more if you pick it up at the airport.

From Bari (airport code, confusingly, BRI) there is both a bus and a train link to Bari train station (ticket price: 5 euros), less than 15 minutes by train and about 30 minutes by bus. There are then at least hourly fast Intercity Freccie trains (€18-€25) to Lecce throughout the day and night, as well as a number of slower, but cheaper (€9), regionali. Tickets can be bought on the internet, often at greatly reduced prices if organized in advance.

RESIDENCE PERMIT

International students, including PhD students, from non-EU countries **must apply for a residence permit within 8 working days from their first entry into Italy.**

When entering Italy, a foreign citizen in possession of a visa for study purposes must submit an application for a residence permit to the local police headquarters (*Questura*) using the kit available at post offices or at the Welcome Office.

Check the Welcome Office guide "[How to apply for the first issue of the residence permit for study](#)". The Welcome Office student tutors can also help you to fill in the kit online.

After completing the residence permit kit, you will have to go to the post office to send it. The Post Office will directly fix an appointment for the "photo identification" procedure and to check the suitability of your documentation. After the photo identification, you will be issued with a code with which you can check the status of your application.

Documents required to apply for a residence permit for study purposes

- Residence permit application kit which can be collected free of charge from post offices or (if available) from the Welcome Office
- Photocopy of the pages of your passport where your data and the stamps placed at the borders are present.
- Photocopy of the certificate proving enrolment in the course of study to be followed





- Photocopy of your tax code, if you have one

Costs for issuing/renewing a residence permit

- 16 euros stamp duty (stamp duty can be purchased at any tobacconist's)
- 70.46 euro contribution towards the cost of the electronic residence permit for up to 1 year (pre-marked postal giro slip)
- 30 euro fee for the acceptance of the application for the issue/renewal of the residence permit

EU students staying in Italy for more than 3 months must apply to the Anagrafe (Register Office) of the Municipality for registration in the registry office and for the issue of a residence certificate.

FINAL ADVICE

In order to support you in the best way possible, we would kindly ask you to provide us with feedback about the progress status of your visa application along with a planned date for your arrival in Lecce - in this regard you may find useful **pre-departure and arrival information** by visiting our international students portal at the following link: <https://international.unisalento.it/>

In case you need further assistance or have specific issues not addressed within the above portal please do not hesitate to contact our Welcome Office (email: welcome.office@unisalento.it).

This document has been produced by the joint work of the Masters and Doctorates Office (Ufficio Master e Dottorati) and of the Welcome Office.