

# INCOMING ERASMUS GUIDE

## PROCEDURES FOR ERASMUS STUDENTS



### Getting ready for your overseas experience!

#### Before leaving:

- Consult the [ECTS Catalogue](#) to select your academic courses and get in touch with the [Italian Erasmus coordinator](#) (otherwise known as CAI) for further information about courses and administrative steps
- Register on the [Alice portal](#)
- Complete and submit the [Application form incoming students](#) in which you will be asked to upload the **Learning Agreement before the mobility** and receive the validation from the [CAI](#)
- Make an [appointment with the International Office to enrol \(choose a date when you will be in Pisa and remember to write it in your planner\)](#)
- Consult the appropriate documents for information about health care

#### Welcome! Upon arrival in Pisa:

- Go to the enrolment appointment on the scheduled date to receive your University booklet and your student card
- Meeting with the [CAI](#) for information about the academic courses and activities
- Register for the mandatory level-assessment test for the free Italian course at [CLI](#)
- Obtain your tax code and register at the [Vital Records Office](#)
- Non-EU students must request a [residency permit](#) within the 8 working days after arrival
- [Download the documents](#) concerning your Erasmus mobility

#### Goodbye! Upon departure from Pisa

- Arrange an appointment in advance within the FIRST [CAI](#) to sign remaining Erasmus documents, return the University booklet and student card (\*remember that you can reclaim any leftover credit)
- Please remember to return any library material you may have borrowed

All information and CAI contact details can be found [here](#)

## ACCOMMODATION



Although there is no accommodation specifically reserved for Erasmus students, it is possible to find your own shared accommodation. These are some useful places to look:

- [DSU](#)
- [Erasmus Student Network, ESN PISA](#)
- [Housinganywhere PISA](#)
- Private housing agency, Facebook pages, bulletin boards for student announcements

## STUDENTS WITH DISABILITIES



At the University of Pisa, the Unit of Services for the Integration of Students with Disabilities (USID) and the Dyslexia and Learning Difficulties Support Unit offer a variety of services and assistance for students with specific support needs.

More information:

[www.unipi.it/special-needs](http://www.unipi.it/special-needs)

[www.unipi.it/counseling-and-assistance](http://www.unipi.it/counseling-and-assistance)

## RESIDENCY PERMIT ONLY NON-EU STUDENTS



If you are a non-EU student and you intend to stay in Italy for longer than 3 months, you must obtain a [residency permit](#) within the first 8 days of your arrival in Italy.

You can only enrol at the University if you have obtained it or with the Post office receipt which declares that you've already applied for it.

More information:

[www.unipi.it/visa-and-residency-permit](http://www.unipi.it/visa-and-residency-permit)

## OBTAINING THE TAX CODE



Requesting a tax code is free and necessary for subscriptions to certain types of contracts and for Italian health care. To request a tax code, visit the office at the [Agenzia delle Entrate](#) in Galleria G. B. Gerace no. 7/15 (opening hours: Mon-Fri 8.30-12.45; Tues-Thurs 14.45-16.45). Make sure you have a valid identity document and a copy of it (ID or passport: only the pages with your personal data)

More information:

[www.unipi.it/tax-code](http://www.unipi.it/tax-code)

## REGISTRATION AT THE VITAL RECORDS OFFICE

If you intend to stay in Italy for longer than 3 months, you must register at the [Vital Records Office](#) of the Comune di Pisa (Via degli Uffizi 1. Mon-Fri 8.30-12.30; Tues and Thurs 14.45-16.45)

## HEALTHCARE AND EMERGENCY



Healthcare is available to all European citizens (belonging to EU and EEA member states) who possess a EHIC card (Emergency Health Insurance Card) or those who register at the Italian National Health Service.

For non-EU nationals, insurance coverage for healthcare or hospitalization is required to obtain an entry visa and/or a residency permit for Italy.

More information:

[www.unipi.it/index.php/insurance](http://www.unipi.it/index.php/insurance)

In case of emergency:

- **A&E Cisanello Hospital**, via Paradisa no.2, H24, Telephone: 050.992300
- **Dial 118** for an ambulance
- **Guardia Medica**: guarantees basic support and advice for emergencies at home that occur during the night and during public holidays (from 8pm-8am on weekdays, from 10am on Saturday to 8am on Monday or the following day if a public holiday).

**Their address is:** in via Garibaldi 198, Pisa, tel. 050.959866

## UNIVERSITY DINING HALLS



Erasmus students have access to 5 university dining halls situated around the city for a fixed price of €4.50 for a full meal. You can find the [dining halls](#) at:

Via Martiri 7  
Via Betti  
Via Cammeo 51  
Via Rosellini 6  
Campus Praticelli, Via Berchet 40

To access the dining halls, students must have the student card they received upon enrolment:

- [activate it at the payment office of the dining halls for opening hours](#)
- top up the card at the cash machines inside the dining halls or through the RICARICHIAMOCI service (via text message or online by visiting: [ricarichiamoci.dsu.toscana.it](http://ricarichiamoci.dsu.toscana.it)).

## ITALIAN LANGUAGE COURSE



Erasmus students can benefit from a free Italian Language course at the Centro Linguistico (CL) dell'Università di Pisa. Although these courses are not mandatory, it is strongly advised to take advantage of this opportunity. To sign up, students must:

- register on [CL's website](#) and sign up for a test to assess your language level
- take the test on the selected date
- sign up to the appropriate course

## WIFI NETWORK



Students can connect to the University's Wifi network only after having officially enrolled:

- select the UNIPISA network
- insert the general password: wifi-unipi
- insert your own credentials (the same as those used for the Alice Portal)

The city of Pisa also offers a free unlimited Wifi service.

To sign up, visit the following [website](#)

## STUDY FACILITIES



The University of Pisa provides students with [17 libraries](#) and [5 study rooms](#).

For opening hours and locations, visit:

[www.sba.unipi.it/en](http://www.sba.unipi.it/en)  
[www.unipi.it/sale-studio](http://www.unipi.it/sale-studio)

## BUSES



Pisa is a city where it is easy to move around either by foot or by bike. We also have a local and regional bus service. Students can sign up for reduced rates, the card costs €3. A monthly pass for the inner-city network costs €12.50. If you are interested in signing up, take the following documents to one of the offices at the Pisan Transport Company (CPT):

- ID photo
- photocopy of identity document
- the University booklet
- copy of enrolment receipt (you can download it from the Alice Portal).

For more information, visit the COMPAGNIA PISANA TRASPORTI offices or consult the following [page](#).

If you do not wish to sign up for a subscription, you can buy single tickets from a shop vendor, on-board (in cash and at a higher price) or via text message

([www.pisa.ctnord.it/Biglietto\\_Sms\\_Pisa/P/297](http://www.pisa.ctnord.it/Biglietto_Sms_Pisa/P/297))

## CICLOPI



CicloPi is a bikesharing service available in Pisa with numerous rental stations. Students can get a pass by signing up at the office in Piazza del Duomo 7 (open Mon-Sun 9.30-13.30) or [online](#)

## OTHER MODES OF TRANSPORT



- Trains: [www.trenitalia.com](http://www.trenitalia.com)
- Taxis: [www.cotapi.it](http://www.cotapi.it)
- Taxi number: +39 050.541600

## SPORT IN PISA



The [Centro Sportivo Universitario \(CUS\)](#) offers students the possibility to practise a variety of sports and to sign up for fitness courses. Registration and use of the facilities is free and activities with instructors are at discounted prices.

To sign up:

- fill in the registration form online
- visit the CUS office on Via F. Chiarugi, bringing with you:

- 1) Completed online registration form
- 2) Medical certificate declaring you are fit to participate in non-competitive sport (\*the purchase and possession of this certificate is mandatory in Italy. If you possess a certificate from another country, contact the CUS to verify its validity)
- 3) Certificate of enrolment at the University

More information:

[cuspisa.it](http://cuspisa.it)  
[www.facebook.com/CUSPisa](https://www.facebook.com/CUSPisa)



UNIVERSITÀ DI PISA

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2018/2019



international office

UNIVERSITÀ DI PISA

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