

Economics and Political Science
Vademecum STUDENTS – UNIMI 2023/24

1.a) ONCE YOU ARRIVE IN MILAN – **EU STUDENTS:**

❖ **Residence Permit** (Permesso di soggiorno):

Not needed, you just need to register to the local “Ufficio Anagrafe” of the city of residence in Italy.

If you live in Milan, you can book an appointment on the website www.comune.milano.it

→ Servizi online → Servizi Anagrafici → Residenza stranieri.

❖ **Tax Code** (Codice Fiscale):

You can *either* request it in your country (asking for it in the Italian Embassy/Consulate) *or* in Milan after your arrival.

The list of offices where you can ask for it in Milan is available here:

- <https://www.agenziaentrate.gov.it/portale/web/english>

- <https://www.agenziaentrate.gov.it/portale/dr-lombardia>

- <https://www.unimi.it/en/international/coming-abroad/residency-documents>

❖ **Health Insurance** (Assicurazione sanitaria): You must have a Health insurance. Your own EHIC works also with the Italian NHS even after 3 months.

❖ **Scholarships:**

You can apply for a scholarship in order to have some funds to better afford your experience at Unimi:

<https://www.unimi.it/en/study/financial-support/international-scholarships>

❖ **UNIMI Accommodation:**

You can also apply for accommodation in one of our facilities:

<https://www.unimi.it/en/study/financial-support/accommodation>

❖ **Taxes:**

In order to both finalize your enrollment and be able to enroll in your exams, you need to pay your tuition fees. The first tranche is the same for everyone (i.e. €156,00), whilst the second-tranche amount depends on your country of origin:

https://www.unimi.it/sites/default/files/regolamenti/Regulations%20on%20tuition%20and%20fees%20waivers%20and%20scholarships%202023-2024_0.pdf

have a look at pages 25-27 if you are an international student

Paying tuition fees: You can pay tuitions by the 31st January of each year via the UniMia page, go to “Fees and payment situation” → online payment service:

<https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them>

1.b) ONCE YOU ARRIVE IN MILAN – NON-EU STUDENTS:

❖ **Residence Permit** (Permesso di soggiorno):

you have to fill in and submit the residence permit application kit. You can ask for the kit at WelcomeDesk, where someone will help you to fill it in. It has to be submitted to a post office displaying the “Sportello amico” logo, along with:

- 1 photocopy of your passport (only the pages with your personal details and the visa stamp)
- documentation stating the chosen course and its duration and the stamp of the Italian diplomatic representation which issued the visa (pre-application form)
- a copy of the receipt of payment of the health insurance.

The post office will give you an official document (lettera di convocazione) with the date of your appointment with the specific branch of the Commissariato or Ufficio Immigrazione where you have to show up. On the day of the appointment, do not forget to bring with you the original documents enclosed in the kit, the post office receipt and 2 passport size photographs

❖ **Tax Code** (Codice Fiscale):

You can *either* request it in your country (asking for it in the Italian Embassy/Consulate) *or* in Milan after your arrival.

The list of offices where you can ask for it in Milan is available here:

- <https://www.agenziaentrate.gov.it/portale/web/english>
- <https://www.agenziaentrate.gov.it/portale/dr-lombardia>
- <https://www.unimi.it/en/international/coming-abroad/residency-documents>

❖ **Health Insurance** (Assicurazione sanitaria): You must have one Health insurance. You will need it also for the Residence permit.

The Italian NHS provides insurance for 700€ a one **calendar** year. In order to have that, you may ask for more information at one ATS. Here you can find the offices in Milan: <https://www.serviziterritoriali-asstmilano.it/servizi/iscrizione-al-servizio-sanitario-regionale-e-scelta-del-medico/>

As an alternative to registering with the SSN, to apply for a residence permit you can demonstrate that you have **private health insurance** valid in Italy.

❖ **Scholarships**:

You can apply for a scholarship in order to have some fund to better afford your experience at Unimi:

<https://www.unimi.it/en/study/financial-support/international-scholarships>

❖ **UNIMI Accommodation**:

You can also apply for accommodation in one of our facilities:

<https://www.unimi.it/en/study/financial-support/accommodation>

❖ **Taxes:**

In order to both finalize your enrollment and be able to enroll in your exams, you need to pay your tuition fees. The first tranche is the same for everyone (i.e. €156,00), whilst the second-tranche amount depends on your country of origin:

https://www.unimi.it/sites/default/files/regolamenti/Regulations%20on%20tuition%20and%20fees%20waivers%20and%20scholarships%202023-2024_0.pdf

have a look at pages 25-27 if you are an international student

Paying tuition fees: You can pay tuitions by the 31st January (the second installment) of each year via the UniMia page, go to “*Fees and payment situation*” → online payment service:

<https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them>

2) YOUR SECRETARIAT FACILITIES AT UNIMI:

Once your study experience in Milan starts, you will have to get familiar with some features of our university system and its services. Here is the list of the most important secretariat facilities you can get in touch with if you need some technical assistance.

- ❖ **Informastudenti:** It is the Students Secretariat dealing with everything technical concerning your career at UniMi. If you have any questions on documents, taxes, and other related issues, you can contact them via the ICT system. Please be as specific as possible in your first email, otherwise they won't be able, most likely, to solve your problems.
In order to be the most specific, you can navigate the dashboard and find the aid section that better fits your needs: a series of most-asked topics is shown to help you to better convey your issue to the most pertinent branch of our Secretariat: <https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti>
- ❖ **EPS official e-mail address:** if you need either some specific information or assistance, you can contact our specific EPS-didactic secretariat by sending an e-mail to: eps@unimi.it .
Please be aware that, if your concerns are neither didactic nor contingent-related, you'd better ask the *Informastudenti* Secretariat.

3) WHEN YOU STUDY AT UNIMI:

- ❖ **UniMia:** It is the main page of services for the students. Here you can register for the exams, pay taxes and follow your grades/career.
<https://cas.unimi.it/login?service=https%3A%2F%2Funimia.unimi.it%2Fportal%2Fserver.pt%2Fcommunity%2Funimia%2F207>
- ❖ **Outlook personal @studenti.unimi.it Email Account:** The mailing system is the main and official means of communication between you and the University.
Please, remember that it is your **duty** to regularly check for emails and messages. You can also download the outlook app from your smartphone.
- ❖ **Microsoft office 365:** At UniMi, you can use, free of charge, Microsoft Office 365 using your @studenti.unimi.it email account.
- ❖ **Italian Grading System:** At UniMi, in the Faculty of Economics and Political Science, grades range between 18 and 30 cum laude. If you score below 18/30, you will be rejected and will have to re-sit the exam. You can find further information in the following PDF file:
<https://efe.cdl.unimi.it/sites/lk07/files/2020-01/Understanding-the-Italian-grading-system.pdf>

Please keep in mind that at EPS, if you score *30 cum laude*, this mark will be converted to 33 when calculating your weighted average.

❖ **Trimesters and exam sessions:**

Please be aware that in order to sit an exam, you need to register for it in advance of 2 weeks through the Unimia page (exams and Student opinion → click on: “Do you want to register or modify registration for an exam?” → follow instructions)

- First session: December/January
- Second session: March/April
- Third session: June/July

❖ **Refuse/accept exam grade:** In Italy you can either accept the grade or refuse it if you dislike it. If you accept the grade of an exam (or you do not refuse it in 10 days) then you are done with it and it will be uploaded and validated on the *UniMia* page. Otherwise, you can reject the grade (through Unimia) and re-sit the exam. It will be like you never sit the first exam and you can resit it as many times as you like.

❖ **Mandatory attendance:** At EPS there is a mandatory attendance rate of at least 50%. Please be aware that, if you do not meet this requirement, you will not be allowed to sit for the exams and you will have to re-attend the course in the subsequent academic year.

❖ If you need a waiver to this requirement, you need to contact both the EPS secretariat (eps@unimi.it) and the Head of the Study program (which you can find it from <https://www.unimi.it/en/education/master-programme/economics-and-political-science-eps> → contacts) and ask for an exemption to the mandatory attendance. Your request will be examined on a case-by-case approach by the Didactic Board.

4) FURTHER INFORMATION:

❖ Hints on non-UniMi accommodation:

- *Milano Abitare* (Living Milan - <https://milanoabitare.org/>) is the website of the City of Milan that helps people in their housing problems. Currently, the webpage is only in Italian.
- *Idealista* is a website in which you can look for a single room or an entire apartment <https://www.idealista.it/en/cerca/affitto-stanze/milano/>
- *immobiliare.it* is a website similar to Idealista. Currently, it is only in Italian. <https://www.immobiliare.it/>
- *Facebook groups*: they are usually called something like “Affitti Milano”. You can look for rooms by using keywords like “affittare milano”. Please be aware that these are not formal ways of looking for accommodations and scams are frequent. Our suggestion is to be always very careful in providing sensible information and money.
- *@studentslivinginmilan* : is an Instagram page born from a research project of the University “Politecnico di Milano” which aims at providing housing orientation to students in Milan, regardless of their University subscription.

❖ UNIMI Canteen: You can find all the UniMi internal canteen services and the workers’ canteens affiliated to UniMi at the link below. In order to get the discount, please be aware that you must show the university ID card to the canteen personnel.

https://www.google.com/maps/d/u/0/viewer?mid=1ud-mUG0T8E_TxU0VL_tip-PwKTJuu_Z&ll=45.463355421803236%2C9.20035630604315&z=16

❖ Airports in Milan:

- **Linate (LIN)** to Milan: Once you have exited the airport controls, you can take the blue subway line to Milan city center. For additional information, please check: https://www.milanolate-airport.com/en/from-to/by-underground?_gl=1*1p4q1er*_up*MQ..*_ga*ODE2NTg2ODc1LjE3MTE4MTE3MTY.*_ga_LXMSXZJ79B*MTcxMTgxMTcxNC4xLjAuMTcxMTgxMTcxNC4wLjAuMA..
- **Malpensa (MXP)** to Milan: Once you have exited the airport controls, you can go downstairs and take the Malpensa Express train which will bring you to Milan Central Station. For additional information, please check: <https://www.malpensaexpress.it/>
- **Milan Bergamo (BGY)**: Once you have exited the airport controls, you can take two equivalent buses: the Terravision bus service from this link (https://www.terravision.eu/airport-transfer/bus-bergamo-airport-milan/?noredirect=en_US) or the *Orio Bus Shuttle* to Milan (<http://www.orioshuttle.com/eng/>)

❖ Trenord season tickets:

If you live outside the Metropolitan City of Milan, you will need to use Trenord rail services. In order to buy a season ticket (monthly/annual pass) you can either follow

the instructions at this link (<https://www.trenord.it/en/tickets/travel-titles/season-tickets/>) or go to a ticket office listed here (<https://www.trenord.it/en/tickets/where-to-buy/ticket-offices-and-resale/>). Keep in mind that the pass is valid from the first to the last day of the selected month – that is, if you buy it on February the 14th it will be valid for *only 15 days* (until February the 28th). The same reasoning goes for the annual pass.

If you buy the “Io Viaggio in Lombardia” pass, you can ride every public transportation system (except for very special ones, like Malpensa Express or high speed railway) anywhere in the Region of Lombardy. For instance, you can take the train from Pavia to Milan and then, use subways, tram lines and buses in Milan. The same reasoning goes for every city in Lombardy.

❖ **ATM (Milan Public Transport):**

Here you can find any information about the public transport in Milan.

<https://www.atm.it/en/Pages/default.aspx>

You should consider buying either a monthly or an annual pass.

If you are up to 27 years old, you can either buy:

- the **monthly pass** for 22€/month. Keep in mind that the pass is valid from the first to the last day of the selected month – that is, if you buy it on February the 14th it will be valid for *only 15 days* (until February the 28th).

- the **annual pass** for 200€/12 months. Keep in mind that the pass is valid from the first day of the first month to the last day of the last month – that is, if you buy it on February the 27th it will be *de facto* valid for *slightly more* than eleven months (until January, the 31st).

To buy a pass, you will need to: sign in ATM with a personal login account, and then buy and require a transport card.

Your pass will then be applied to that card and you will eventually need to validate it at a *totem* (in the metro stations) to start using it. Further information here:

<https://www.atm.it/it/ViaggiaConNoi/Abbonamenti/Pagine/Doveabbonarsi.aspx>

Keep in mind that these passes are valid on any metro, tram and bus line; however, such validity is applied *only in the Comune di Milano (Zone M1)*. That is, if you need to go to some places outside the M1 area (e.g. Rho, Milano Forum Assago, etc), you will need to buy either a travel extension or a single ticket.

❖ **Trenitalia Welfare Plus:**

Our University sealed an agreement with the Italian Railways (*Trenitalia*) to offer UniMi students a permanent 20% discount on bullet trains. In order to enjoy this reduction, you need to sign in the *Cartafreccia* program (the Italian Tax Code is required!):

<https://www.lefreccie.it/Channels.Website.WEB/?programSelected=2#/user-new-registration?programSelected=2>

Once you sign in, you have to associate your *Cartafreccia ID* to the *UniMi Welfare Plus* programme: a pdf instruction form has already been sent via e-mail to your personal @studenti.unimi.it email address.

❖ **Sim Card:**

You can have different SIM cards. There are different providers (Tim, Vodafone, Ho. mobile, Wind tre, etc...) but a very used and cost-efficient one is Iliad which provides low-cost internet and phone calls and the price is fixed forever (it doesn't adjust to inflation). you can find more information [Offerte mobile, fibra e smartphone - iliad](#)

❖ **Bank Account:**

You can activate the university badge as a bank account via this webpage (currently it is only in Italian language, however you can go to the office and ask for English) <https://www.intesasanpaolo.com/it/persone-e-famiglie/prodotti/carte/carte-prepagate/carta-la-statale.html> and university information are listed here (<https://www.unimi.it/en/study/student-services/carta-la-statale-badge>)

You can always open a bank account in any Italian bank, however you will need to have all your personal documents (passport, tax code, residence permit, etc...). You can also use apps like Revolut, Wise, and similar ones which are easier to use and have advantages on the exchange rates. However, pay attention that some Italian banks, due to Italian legislation, signal these apps/foreign bank accounts as scams or similar things. Hence, you will need to provide extra evidence when you make a transfer from the Italian bank account to the Revolut/Wise account.

5) FURTHER HEALTH INFORMATION (FOR ITALIANS ONLY):

If you are an Italian student resident in another region, you are allowed to select your own doctor in Lombardy without having to renounce your personal doctor in your home region. Here you can find some useful information:

<https://www.unimi.it/en/study/student-services/rights-health-and-well-being/health-and-safety/offsite-healthcare>

6) CONTACTS:

For any additional information: you can email eps@unimi.it !

You can also contact EPS student's tutor via email:

Lorenzo Forti: lorenzo.forti@studenti.unimi.it
Lorenzo Colombo: lorenzo.colombo22@studenti.unimi.it