

# UNIVERSITY OF L'AQUILA

International Relations Office



UNIVERSITY  
OF L'AQUILA

## WELCOME GUIDE

INFORMATION FOR INCOMING STUDENTS



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## **Pre-departure:**

- Documents to prepare
- Accommodation
- Visa and health insurance
- The best way to travel to L'Aquila
- When to arrive and what to bring
- Pre-departure check list for NON-EU Students

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## **During your stay:**

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- Departments at UNIVAQ
- Academic calendar
- Public transport service
- Canteen cards
- Exams
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## **At the end of your mobility period:**

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## Pre-departure

### Documents to prepare:

To complete the application procedure, please remember you will have to collect the following documents and bring them to the International office at your arrival:

- a copy of health insurance
- a copy of valid passport
- one passport-size photo
- fiscal code (at your arrival)
- Italian bank account number (at your arrival)

### Accommodation

If you want to live in a private at, we advise you to book a temporary accommodation before your arrival and look for another place when you arrive at L'Aquila.

You can be supported by our student association Aquilasmus



<http://www.esnlaquila.it/it/node/102>

If you need their help, please, fill in the housing form (<http://bit.ly/housingaq2019>) so they can have all the info to help you.

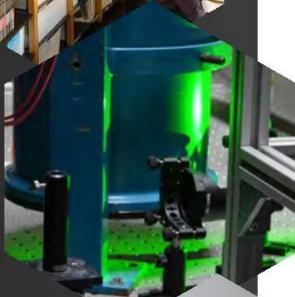
### Visa and health insurance for NON-EU Incoming students:

- VISA - Non EU students must apply for a 'Study Visa' at an Italian Embassy or Consulate.

***Remember the procedure takes time!***



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■ Non EU students must apply for the residence permit (**Permesso di soggiorno**) within 8 days of arrival in Italy. Forms are available at the post offices in L'Aquila. The international office will help you to fill in the documents.

■ **HEALTH INSURANCE** - Non EU students have to subscribe a private health insurance policy in their home country, **since the medical treatment without it is very expensive!**

### **Which is THE BEST WAY to travel to L'Aquila?**

L'Aquila is situated about 100 kms far from Rome.

■ From **Fiumicino Airport**, you can take a **Gaspari Bus** or **Flixbus** that will take you directly to L'Aquila (**Hotel Amiternum bus stop**).

■ Otherwise, once you get to Rome, you can take a bus from **Roma - Stazione Tiburtina** (you can choose **TUA, Flixbus o Gaspari Bus**) that will take you to **Hotel Amiternum / L'Aquila Terminal Bus**.

**PLEASE NOTE THAT PICK-UP SERVICE IS NOT PROVIDED!**

### **WHEN TO ARRIVE AND WHAT TO BRING**

Students are strongly advised to arrive at least one week before courses start. This will give you sufficient time to enroll at the University of L'Aquila, organize your stay and study, apply for residence permit, complete the accommodation procedure and open the bank account.

At your arrival remember you shall:

■ apply for "codice fiscale" in Agenzia delle Entrate;

- open an Italian bank account (pre-paid card with IBAN suggested);
- make copies of all important documents (i.e. ID, passports, visa etc);
- apply for the residence permit.

## After your arrival

### NOT forget the following steps:

1 The first thing you have to do after your arrival is to complete your registration. Come and visit the International office as soon as possible since the start date of the mobility period shall be the first day that the participant needs to be present at the receiving organization.

### International Relations Office

*Address* piazza Santa Margherita 2, 67100 L'Aquila

*Web site* [http://www.univaq.it/en/section.php?id=283&lang\\_s=en](http://www.univaq.it/en/section.php?id=283&lang_s=en)

*Office opening hours* Monday-Wednesday-Friday: 9:30-11:30  
Tuesday: 14:00-17:00

*Head of the Office* Fausta Ludovici [fausta.ludovici@univaq.it](mailto:fausta.ludovici@univaq.it)  
0039 0862432762 - 0039 3351503727

*Responsible for non EU incoming students – ICM* Alessandra Imperatori  
[alessandra.imperatori@univaq.it](mailto:alessandra.imperatori@univaq.it)  
0039 0862 432769

*Email for non EU incoming students – ICM* [credit.mobility@strutture.univaq.it](mailto:credit.mobility@strutture.univaq.it)

### Take:

- valid passport;
- health insurance documents;
- a passport size photo; boarding passes and flight ticket.



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All exchange students have to **get 'codice fiscale'** in Agenzia delle Entrate VIA FILOMUSI GUELFU - PALAZZO UFFICI FINANZIARI E DEL TESORO, L'AQUILA - opening hours: from Monday to Friday 8.30-12.30; Tuesday and Thursday 14.30-16.30. **Codice fiscale is necessary for the accommodation contract and for the bank account.**

Students have to open an Italian bank account (pre-paid card with IBAN is suggested).

**PERMESSO DI SOGGIORNO: Only NON EU Students** must apply for the **Residence Permit/ 'Permesso di soggiorno'** within 8 days of their arrival. The residence permit is compulsory if you stay more than three months. The documents required to be included in the application (form to be collected at the post office) are:

- invitation letter issued by the International Office;
- a copy of the whole passport, showing entry visa;
- a copy of the private health insurance policy.

After filling the forms in, students have to :

- buy a duty stamp/marca da bollo € 16,00 at the tobacconist's;
- pay € 30,46 for the electronic permit;
- pay a fee of € 40,00;
- pay € 30,00 for the registered mail.

The Post office will deliver you a receipt with the date and time of the appointment at the **Questura** in L'Aquila.

**Address:** Via Strinella, 1 - 67100 L'Aquila (AQ)



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## During your stay

Should you have any question regarding ECTS, courses etc., learning agreement, do not hesitate to contact your Erasmus Coordinator at your department:

[http://www.univaq.it/en/section.php?id=8&lang\\_s=en](http://www.univaq.it/en/section.php?id=8&lang_s=en)

Please remember that learning agreement can be changed in a month after your arrival:

### University Erasmus Coordinators

<i>Department of Civil, Construction-Architectural and Environmental Engineering</i>	Prof. Donato Di Ludovico <a href="mailto:donato.diludovico@univaq.it">donato.diludovico@univaq.it</a>
<i>Department of Information Engineering, Computer Science and Mathematics</i>	Prof. Monica Nesi <a href="mailto:monica.nesi@univaq.it">monica.nesi@univaq.it</a>
<i>Department of Industrial and Information Engineering and Economics</i>	Prof. Michele Anatone <a href="mailto:michele.anatone@univaq.it">michele.anatone@univaq.it</a>
<i>Department of Life, Health and Environmental Sciences</i>	Prof. Maria Adelaide Continenza <a href="mailto:mariaadelaide.continenza@univaq.it">mariaadelaide.continenza@univaq.it</a>
<i>Dept. of Biotechnological and Applied Clinical Sciences</i>	Prof. Antonio Di Giulio <a href="mailto:antonio.digiulio@univaq.it">antonio.digiulio@univaq.it</a>
<i>Department of Physical and Chemical Sciences</i>	Prof. Zourab Berejiani <a href="mailto:zourab.berejiani@univaq.it">zourab.berejiani@univaq.it</a>
<i>Department of Human Studies</i>	Prof. Barbara Maria Vogt <a href="mailto:barbaramaria.vogt@univaq.it">barbaramaria.vogt@univaq.it</a>

### MOREOVER

**Course Catalogue** allows an easy and fast search in the academic programmes offered by the University and is available at:

[https://www.univaq.it/en/section.php?id=1977&lang\\_s=en](https://www.univaq.it/en/section.php?id=1977&lang_s=en)

Click on the year of enrolment of each study course to get full details (general info, admission requirements, tuition fees, deadlines, curricula, study material and objectives) and the study plan (select "courses").



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## General Information

*Academic calendar* The academic year begins on 1st October and ends on 30th September of the following year.

*Holydays*

- 1st November (All Saints Day)
- 8th December (Immaculate Conception)
- from the 23rd of December through the 6th of January
- from the Thursday before Easter Sunday through the following Tuesday
- 6th April (Day of Mourning in memory of the 6th April 2009 earthquake victims)
- 25th April (Liberation) 1st May (Labour Day)
- 2nd June (Anniversary of the Italian Republic)
- 10th June (St. Massimo – Patron Saint of L'Aquila)



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# The Departments of the University of L'Aquila

<http://www.univaq.it/en/section.php?id=8>



**Biotechnological and Applied Clinical Sciences**  
Via Vetoio (Coppito 2), 67100 Coppito (AQ)  
<http://discab.univaq.it>



**Civil, Construction-Architectural and  
Environmental Engineering**  
Via Giovanni Gronchi 18 - Zona industriale di Pile,  
67100 L'Aquila  
<http://diceaa.univaq.it/>



**Human Studies**  
Viale Nizza 14, 67100 L'Aquila  
<http://scienzeumane.univaq.it/>



**Industrial and Information Engineering and  
Economics**  
Via Giovanni Gronchi 18 - Zona industriale di Pile,  
67100 L'Aquila  
<http://diiie.univaq.it>



**Information Engineering, Computer Science and  
Mathematics**  
Via Vetoio (Coppito 1), 67100 Coppito (AQ)  
<http://www.disim.univaq.it/>



**Life, Health and Environmental Sciences**  
Piazzale Salvatore Tommasi 1, 67100 Coppito (AQ)  
<http://mesva.univaq.it/>



**Physical and Chemical Sciences**  
Via Vetoio (Coppito 1), 67100 Coppito (AQ)  
<http://www.dsfc.univaq.it/it/>



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## Public transport

The public transport service is offered by AMA. You can buy the tickets in bars, tobacconists' and newspaper agents.

(<http://www.ama.laquila.it/it/acquistare-biglietti-ama.html>)

The following kind of tickets are available:

- **Biglietto orario** - € 1,20 – valid for 120 min.
- **Biglietto giornaliero** - € 2,70 – valid for 24h.
- **Biglietto in vettura** - € 1,60 to be purchased on board, it is the same as Biglietto orario.
- **Carnet** - € 13,20 – 12 tickets “biglietto orario”.
- **Travel cards:** for the different types please check the following link:

<http://www.ama.laquila.it/it/titoli-viaggio-ama.html#comunale>

**Timetable** is available here:

<http://www.ama.laquila.it/it/linee-orari-ama.html>

## University Student's card

After finalizing the enrolment procedure, you will receive the student book which is the official document you can use to demonstrate your student status, to register your exams successfully passed, to access the university libraries etc.

## Canteen card

The international office will provide you with the card for the university canteens.

## Exams

In order to take an exam included in your learning agreement, you have to register in Segreteria Virtuale with the password provided by the international office. Please do not forget that you can take exams only for the courses scheduled in the period you are enrolled at the University of L'Aquila and approved in your learning agreement.



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## Libraries

The University Library System is a network of five library units which offer support for teaching and research activities carried out within the University of L'Aquila. The five library units are organized and distributed as follows:

### **Polo Centro**

Humanities Library  
Economics Library

### **Polo Coppito**

Sciences Library  
Medical Library

### **Polo Roio**

Engineering Library

**For opening hours:**

[http://www.univaq.it/en/section.php?id=302&lang\\_s=en](http://www.univaq.it/en/section.php?id=302&lang_s=en)

## Linguistic centre

Italian language courses are offered at levels A1– A2- B1 (3 ECTS). Are you interested in practicing and discovering other languages and cultures? Go to Tandem and meet Italian and International students! You will also receive 2 ECTS for this activity. Fill in the form to participate: <https://urly.it/3m71>

## At the end of your mobility period

1. Do not forget to fill in the report online received by email
2. Come to the International office
3. Take your student book, received at the time of the enrolment, to the International office



Transcript of records and the certificate of attendance will be sent to your university.



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## **CONTACTS**

**Ufficio Relazioni Internazionali  
Palazzo Camponeschi, piazza Santa  
Margherita 2, 67100 L'Aquila**

**Tel: +39 0862 432769**

**E-mail:**

**[credit.mobility@univaq.it](mailto:credit.mobility@univaq.it)**