

WELCOME TO THE UNIVERSITY OF BERGAMO

Dear International Student,

The University offers support in helping foreign students to apply for residence permit, find accommodation and subscribe a health insurance policy.

Please refer to the office in charge (below) for information regarding enrolment at the University of Bergamo. The Staff will be pleased to arrange an appointment upon arrival.

PhD STUDENTS	selezioni@unibg.it
ERASMUS/EXCHANGE STUDENTS	relint@unibg.it
FOREIGN STUDENTS for Enrolment	studenti.stranieri@unibg.it
POSTGRADUATE STUDENTS (Enrolment to Master Programmes)	master@unibg.it

We Look forward to meeting you at the University of Bergamo !

PRACTICAL INFORMATION

VISA

EU students should have a valid passport or ID card and must apply for residency.

Non EU students must apply for a "Study Visa" prior to departure at an Italian Embassy or Consulate. Students are strongly recommended to start these procedures well in advance of their period abroad.

RESIDENCE PERMIT

EU students do not need the residence permit.

Non EU students must apply for the residency at the Post Office within 8 days of arrival in Italy.

Non EU students must go to Authorised Post Offices (see below) and require "the residence permit kit" complete it and return to the post office to submit the kit. After having handed out the necessary papers, students receive a receipt that must be kept and always shown together with the passport. Students will be later contacted by the police office by means of a registered letter to be identified and have to hand out the original documents.

Authorized Post Office BERGAMO

Ufficio	Indirizzo	CAP	Telefono	Fax
Ufficio PT	VIA BRIGATA BERGAMO, 1	24128	035-4373401	035-261211
Ufficio PT	VIA CLARA MAFFEI, 9	24121	035-4533274	035-248703
Ufficio PT	VIA CORRIDONI, SN	24124	035-3693011	035-3693047
Ufficio PT	VIA GABRIELE ROSA, 23	24125	035-311501	035-318997
Ufficio PT	VIA MANZU', 11	24122	035-217173	035-222443
Ufficio PT	VIA RUGGERI DA STABELLO, 8	24123	035-4170311	035-225180
Ufficio PT	VIA ZANICA, 10/D	24126	035-318276	035-316802
Ufficio PT	VIALE GIULIO CESARE, 1	24124	035-239708	035-231749

TAX CODE - CODICE FISCALE

A Tax code is needed for any payment, to sign a contract to open a bank account, to get a SIM card for your mobile phone etc...

The Tax Code- codice fiscale is issued by:

Agenzia delle Entrate:

- Largo Belotti, 3, - 24121 BERGAMO
Tel: 035/3880 111/113
- Via Bonomelli, 1/3 - 24121 BERGAMO
Tel 035/2279211

Opening Hours : Monday thru Friday - from 8.30 a.m. to 12.30 p.m.
Tuesday and Thursday from 2.30 p.m. to 4.30 p.m.

BANKING

Students can open a bank account or a postal account in Bergamo provided with the Tax Code.

Students can change currency at any bank or post office and withdraw cash from international circuit Automatic Teller Machines (Bancomat).

HEALTH INSURANCE

Health Insurance is **COMPULSORY**.

EU students should be in possession of the European Health Insurance Card (or T.E.A.M. Tessera Europea di Assicurazione Malattia) issued by the Health Institution in your home country.

The EU Health Insurance Card gives access to direct services at the public and private structures of the Italian National Health Service (SSN) which is made up the network of Local Health Units (ASL - Aziende Sanitarie Locali) and hospitals located throughout the territory. Once in Bergamo students, holding a EU Health Insurance Card, will be provided a list of doctors . Students can refer to, free of charge.

Do not forget ! If EU Students do not possess the EU Health Insurance Card, please they have to refer to their National Health Service in order to obtain a specific extension for Italy of the health coverage.

Non EU students, before leaving, are strongly recommended to subscribe a private health insurance policy in their home country, with the equivalent duration to the stay in Italy, and translated by the competent Italian Consulate.

OR,

once in Bergamo, **Non EU Students***, who do not have such a private insurance policy, can **enrol with the Italian National Health Service (SSN)** by paying a yearly fee (please note that is valid until December 31st in which is subscribed) of around € 150/year.

This has to be paid at the Post Office through the postal account n. 379222 of the "Amministrazione P.T. " On the paying slip (bollettino postale) under "causale" (reason for payment) students should write: *iscrizione volontaria al SSN*.

Students have to go to the ASL (see address below) with the following documents in order to choose a general Practitioner :

- receipt of payment of € 149,77.
- Residence Permit or the receipt issued by the post office.
- Tax Code - codice fiscale.
- certificate of enrolment at the University

A.S.L. - Azienda Sanitaria Locale della Provincia di Bergamo
via Borgo Palazzo 130 - Ufficio Scelta e revoca - Building 6/D
tel. +39 035 2270325

Opening Hours: Mon. to Fri. from 8.30 a.m to 1 p.m , and from Mon. to Thurs. from 2 p.m. to 4 p.m.

*Please note that medical treatment without coverage is very expensive.

ACCOMMODATION

University residence:

Every year starting from the beginning of July to the end of August/beginning of September students who will register at the university as degree courses or doctorates can apply for the accommodation at the University Residence even if not yet enrolled at the University.

For further information please visit the web page of the office in charge "Servizio Diritto allo Studio" linking http://www.unibg.it/struttura/struttura.asp?cerca=isu_intro
tel.+390352052870 - fax +390352052887 - email dirittoallostudio@unibg.it

The cost for the accommodation at the University residence is between 110€ and 250 €/month.

address: "Servizio Diritto allo Studio" - via Moroni 255 24127 - Bergamo, Italia

Opening hours: from Monday to Friday 9.30 to 12.00; Monday and Wednesday ore 14.00-15.30

Apartment accommodation:

If you are interested in booking an apartment accommodation (shared with other students) you are kindly invited to send your details: name, surname, date and place of birth, email and telephone number to the email address of the office in charge for your enrolment at the university.

Rents for a standard apartment accommodation, vary between 250 and 350€/month depending on the location of the flats (in the Upper or Lower Town) situated in different areas of Bergamo and the kind of room (single/double room).

For information about apartment accommodation you can contact the University's accommodation service: tel. + 390352052555 - Fax: +39 035 2052 614 E-mail: centro.stampa@unibg.it

Address: Accommodation Service - via dei Caniana 2 - 24127 - Bergamo - Italia

Opening hours: Monday - Friday 9am to 5pm (in August: 9am to 1pm)

Hotels in Bergamo:

For hotel accommodation in Bergamo please visit the web page:

<http://turismo.provincia.bergamo.it/site/index.php/it/hotelbergamo>.

For the first few days, if you need a temporary cheap accommodation, please contact:
Bergamo Youth Hostel, Central Hostelbg.

PRACTICAL INFORMATION AND SUPPORT

The University offers support in helping foreign students to apply for residence permit, find accommodation and subscribe a health insurance policy.

Please contact the office in charge for your enrolment at the university to arrange an appointment with the support staff in advance.

PHD STUDENT

please contact selezioni@unibg.it

ERASMUS/EXCHANGE STUDENT

please contact relint@unibg.it

DEGREE STUDENT

please contact studenti.stranieri@unibg.it

POSTGRADUATE STUDENT

please contact master@unibg.it

About Bergamo

Bergamo is situated in Northern Italy, in the centre of Lombardy, 50 Km from Milan. It has about 120.000 inhabitants and, while being characterised by a very active industrial and financial environment, it is also a very pleasant city, with an old historical part which attracts tourists from all over the world. The surroundings of Bergamo are very diversified: mountains, lakes, and other historical places. Information about Bergamo can be downloaded from: www.apr.bergamo.it. Bergamo can be reached by plane, train or car (it's on the A4 autoroute).

HOW TO REACH BERGAMO

A) Your best option is to fly directly to Bergamo. The **ORIO AL SERIO Airport** is approx 5 km from the city centre (website: www.orioaeroporto.it). A **Shuttle Bus Service (Bus 1C)** <http://www.atb.bergamo.it/airportbus> is available every 15 minutes and tickets can be bought at the airport (€ 1,70 for a single ticket into town). You can also get a **taxi** (Radio TAXI 035/4519090) for approx €13-16.

B) If you arrive to Milan MALPENSA AIRPORT (www.sea-aeroportoimilano.it/en)

1) From Malpensa Airport to Bergamo by bus

Bus company: ORIOSHUTTLE (Autoservizi Locatelli) <http://www.orioshuttle.com/?a=2&arg=0&l=e>

Departure from: Terminal 1 and 2

Timetable: <http://www.orioshuttle.com/?a=1&arg=0&l=e>

For information: orio@orioshuttle.com

Costs: 18€ (one way) 30€ (round trip)

Ticket: http://ticketonline.orioshuttle.com/_eng/pagine/welcome.cfm

2) From Malpensa Airport to Milano Central Railway Station by bus

Bus companies: Malpensa Bus Express - Stie - Caronte

Departure from: Terminal 1-exit 6-stop 3

Timetable: Every day: from 06.00 a.m. to 22.10 p.m. a bus every hour at 10',30',50'.

From 23.00 to 0.30 a bus every hour at 30'.

For information:

MALPENSA BUS EXPRESS tel +39 02.33910794 www.malpensashuttle.it;

STIE +39 0331.519000; CARONTE +39 02.2407954

2a) From Milan Central Railway Station to Bergamo by train

it costs 6,25 € and it takes about 1 hour (www.trenitalia.com).

2b) From Milan Central Railway Station to Bergamo by bus

Nordesttrasporti line z301 to Bergamo Bus Station (near Bergamo Railway Station).

The last bus to Bergamo Bus Station is at 0.08. To download the timetable, please see link the web page <http://www.nordesttrasporti.it/orari.htm>

C) If you arrive to Milan LINATE AIRPORT www.sea-aeroportoimilano.it/en

1) From Linate Airport (Milan) to Central Railway Station (Milan)

You can catch, out of the arrival floor, the STARFLY BUS (Tel.: 02.5858.7237) - Timetable: from 6.10 a.m. to 7.40 a.m. every 30 min.; from 8.00 a.m. to 11.00 a.m. every 20 min; from 11.30 a.m. to 15.00 p.m. every 30 min; from 15.20 p.m. to 19.00 p.m. every 20 min; from 19.30 p.m. to 23.30 p.m. every 30 min. Holiday day from 6.30 a.m. to 22.00 p.m. every 30 minutes.

It brings you directly at Central Station of Milan.

Otherwise you can get a taxi to Milan Central Railway Station (about 20.00€).

2) From Milan Central Railway Station to Bergamo by train

it costs 6,25 € and it takes about 1 hour (www.trenitalia.com).

From Milan Central Railway Station to Bergamo by bus

Nordesttrasporti line z301 to Bergamo Bus Station (near Bergamo Railway Station).

The last bus to Bergamo Bus Station is at 0.08. To download the timetable, please see link the web page <http://www.nordesttrasporti.it/orari.htm>

For further information regarding how to reach Bergamo, please link the web page: http://www.unibg.it/struttura/en_struttura.asp?cerca=en_comearrivare

University Facilities and Services

Location

- Economics and Business Administration; Law; Administrative Services: **Città Bassa**
- Rector's office; Educational Studies; Foreign Languages and Literatures; Human Sciences: **Città Alta** (the old part of the town)
- Engineering: **Dalmine**

Students' office - Segreteria studenti

Bergamo - via dei Caniana 2 - Monday to Friday 10-12; Monday 14-15.30; Wednesday 17-18.30

For students in the Faculties of **Economics and Business Administration**, **Educational Studies**, **Foreign Languages and Literatures**, **Human Sciences**, **Law**.

Dalmine - via Einstein 2 - Monday to Friday 10-12; Monday 14-15.30; Wednesday 16-17.30

For students in the Faculty of **Engineering**

Canteens - Mense universitarie

Canteens are open to students between 12 p.m. and 2 p.m. from Monday to Friday.

Addresses:

via S. Lorenzo 11 - Bergamo (Città Alta)

via dei Caniana 2 - Bergamo (Città Bassa)

via Pasubio 7 - Dalmine

Photocopying and Printing Facilities - Centro stampa

Opening hours: Monday - Friday 9.00 a.m. - 5.00 p.m.

Addresses:

Bergamo, via dei Caniana 2 (ground floor - tel. 035/2052555)

Bergamo, via Salvecchio 19 (ground floor - tel. 035/2052222)

Bergamo, piazzale S. Agostino 2 (tel. 035/2052906)

Dalmine, viale Marconi 5 (Campus - tel. 035/2052079)

University Libraries - Biblioteche

The University of Bergamo Library Services supply back-up for all teaching activities, for study and research, making its resources and assistance available to satisfy the information needs of all its users. Each Faculty has its own library, organised to satisfy the primary study and research needs of its students. Reading rooms offer quiet, comfortable study conditions, books and journals are mostly freely

available on open shelving for immediate use, and can also be taken out on loan or photocopied. Numerous connection points for students' own lap-top computers allow on-line access to further resources.

All libraries are open from: Monday to Friday, 8.30 a.m. 7.30 p.m. (Engineering 7.00 p.m.) and (except for Engineering) Saturday 8.30 a.m. - 12.30 p.m.

- **Faculty of Economics and Business Administration and Faculty of Law Library**
address: via dei Caniana 2 - 24127 Bergamo
tel.: +39 035 2052527 (Desk) - +39 035 2052 531/534 (Office)
- **Faculties of Educational Studies, Foreign Languages and Literatures and Human Sciences Library**
address: piazzale S. Agostino 2 - 24129 Bergamo
tel.: +39 035 2052977 (Desk) - + 39 035 2052 978/981 (Office)
- **Faculty of Engineering Library**
address: viale Einstein 2 - 24044 Dalmine (BG)
tel.: + 39 035 - 2052304 (Desk) - +39 035 - 052331/632 (Office)

Services for Special Needs Students - Ufficio servizi ai disabili

Address: via dei Caniana 2 - stanza S5 - piano terra 24127 - Bergamo

Tel.: +39 035 2052595 **Fax:** +39 035 2052836

E-mail: servizi.disabili@unibg.it

Opening hours: Mon 9-12 Wed 14-00-17.00

CUS - University Sports Centre - Centro universitario sportivo

Address: via Verdi 56 24044 - Dalmine (BG)

Tel.: +39 035 2052 328 / 035 372 819

E-mail: cus@unibg.it

Opening hours: Monday-Friday 9.00 a.m. - 11.00 p.m.; Saturday and Sunday 10.00 a.m. - 5.00 p.m. - July and August Saturday: 10.00 a.m. - 3.00 p.m.; Sunday closed)

[How to reach us](#)

ITALIAN LANGUAGE AND CULTURE

For further information please contact :

CIS Centre for Italian for Foreigners

Università degli Studi di Bergamo

Piazza Rosate 2 - 24129 BERGAMO (Italia)

Tel. e fax: ++39-035-2052407

Website <http://www.unibg.it/cis>

E-mail: infocis@unibg.it

Opening hours: Monday, Wednesday 9 - 12; Tuesday, Wednesday, Thursday 2 p.m. to 5 p.m.