



PRACTICAL

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HOW TO ENROL IN THE COURSES TAUGHT AT LUMSA

The students from the countries of the European Union, and from the universities with which LUMSA has bilateral agreements within the framework of the LLP-Erasmus programme, must present themselves on their arrival at the international relations office of LUMSA for the purposes of enrolment and to fill in the form dealing with admission to the courses. (The students belonging to the Erasmus programme are exempt from enrolment fees). *The registration deadlines for Erasmus students are at the end of June (I semester) and the end of November (II semester).*

This is done at the international relations office and the following documents must be presented:

- a) **Declaration by the university to which the student belongs that the student in question is an Erasmus student;**
- b) **Certificate by the student's university that the student in question is enrolled at that university and Transcript of Records.**
- c) **Original Application form (a completed and signed application for registration)**
- d) **Learning agreement signed by the home coordinator.**
- e) **The European health coverage or private health insurance.**
- f) **Passport or identity card (photocopy).**
- g) **Two photographs suitable for such documents.**

Application Deadlines

For information on the application process check the Lumsa Website

http://servizi.lumsa.it/Anagrafica/ApplicationForm.do?jsessionid=BF9CD04178221273EC7AD7FD56A8FD8C?AMB=EXC_PROG

ENROL AT LUMSA UNIVERSITY NON-EU CANDIDATES

1. Non-EU candidates resident abroad must additionally do their pre-enrolment through the Italian authorities (normally the Italian consulate) in the country in which they gained, or are in the process of studying to gain, their academic qualification(s). Candidates must comply with the regulations

and deadlines of the Italian Ministry of Universities and Research (Ministero dell'Università e della Ricerca - <http://www.miur.it/>).

If candidates do not pre-enrol through the Italian consulate abroad, and send the pre-enrolment application form straight to the university, it will be declared null and void as the Italian authorities abroad are the only ones able to process university applications.

For the **master courses**, the curriculum studior gained at your university of origin - must be enclosed, as indicated in the **Lumsa Study Manifesto**.

2. Non-EU citizens with valid stay permit

If you are a non-EU citizen with valid stay permit for Italy (according to the dispositions of the Italian Law no. 286/98, art. 39, 5) you have to follow the same procedure as Italian and EU citizens: by presenting an application for pre-enrolment by the deadline set down by the Lumsa University of Rome. If you have a foreign qualification, you will also have to present a **declaration of value**.

This declaration of value can be obtained from an Italian embassy or consulate in the candidate's home country.

This certificate, which is issued by the Consulate's academic office, confirms that the qualification obtained at secondary school (for admission to undergraduate degree courses) or the university degree (for admission to postgraduate courses) by the candidate would allow him/her to be admitted to higher education in the country in which the qualifications were achieved. If the candidate's certificate/s is/are not written in Italian, an official translation into Italian must be attached to the declaration of value. If the **duration of studies** in the country in which you received the qualification, is less than 12 years, you will need to present a certificate that states you have passed all the exams required:

for the first year of university (in the event the local school system lasts 11 years)

for the first two years of university (**in the event the local school system lasts 10 years**).

3. Non-EU citizens resident abroad

In order to access a degree course at the Lumsa University of Rome non-EU citizens resident abroad must hold the qualifications awarded at the end of secondary education that must have lasted for 12 years, as is the case in Italy. If the school education lasted less than 12 years, then candidates must also present the academic certificates that attest that s/he has passed all the exams required for:

the first year of university (in the event that the local school system lasts only 11 years)

the first two years of university (in the event that the local school system lasts only 10 years).

To pre-enrol at the Lumsa University, it is necessary to:

- **Pre-enrol online** through the LUMSAs' website following the deadlines and requirements of the Faculty. Once the online pre-enrolment has been completed, the form must be printed, signed and sent through the normal postal system to the Student Secretariat together with all the documents that are listed in the Lumsa Study Manifesto.

- **Present the pre-enrolment application to the Italian Representatives** (embassy or consulate) in the candidate's home country, for one course only (it is not possible either to pre-enrol at any other Italian university).

NON-EU CITIZENS RESIDENT ABROAD

Arrival in Italy:

You have been admitted onto the course you have applied for (results will be shown on the relevant rank list), the Italian embassy or consulate will issue a visa for study/university reasons: this will allow you to travel to Italy to sit the Italian-language test (for undergraduate courses), to sit any other tests that are planned and to enrol for the course for which you have pre-enrolled. By law, **within 8 working days of arrival in Italy**, it is necessary to **apply for a permit to stay**: once you have arrived, you should go to the Lumsa University of Rome's Advisory Service, which will provide you with all the information you need to apply for the permit. In order to obtain the permit to stay, you need to have:

application form (can be obtained from a post office);

passport, or equivalent, which is valid with the correct visa, if required, and a photocopy of it;

the documents that you need for the permit to stay for study reasons (enrolment certificate and photocopy of your medical insurance).

In order to apply for a permit to stay, you need to go to a post office, where you can obtain the kit that includes an envelope (with a yellow stripe), two forms and the instruction leaflet. Once you have filled in the form, you need to attach a duty stamp of **€4.62**. A **further €30** has to be paid when you

send the insured envelope and its contents. **Another € 27.50** has to be paid using a post office payment slip for any stay over 90 days. **The procedure costs €72.12 in total.**

Once filled in, the application has to be sent from the same post office that you got it from. The post office will then give you a receipt for the application, which you must keep: this will allow you to track your application through a dedicated website www.portaleimmigrazione.it and you will be able to see when it is ready to pick up from the police station. You will also have to show this receipt if you are required to show identification by the police. The receipt acts as a provisional permit to stay and as such, has certain restrictions compared to the full permit to stay. After having sent your application for the permit to stay, you will receive a letter from the police: in this letter they will let you know when you have to go to the police station. When you go, you need to take 4 passport-sized photos (identical with a light background and with your face and head uncovered) and the list of the documents that might be missing. If it is your first time in Italy, they will take your fingerprints. After a certain period, you will receive your **electronic permit**, which is a credit-card like card with its own microchip and magnetic strip that contain your personal details, your photo and your fingerprints. For further information, you can phone the following freephone number 800.309.309 (where you can get information in English, French, Spanish and Arabic).

You will also have to **apply for an Italian fiscal code** (codice fiscale), which is how citizens identify themselves when dealing with the public administration system.

The tax code issued by the Tax Office (Agenzia delle Entrate) is the only tax code accepted in Italy. All that one needs to do to obtain this tax code is to go to the Tax Office with an identity card; foreigners normally have to present their passport.

To obtain **medical cover** and have access to a **doctor** during their studies, non-EU citizens resident abroad must go to the Azienda Sanitaria Locale (local health authority) with the following documents:

enrolment certificate,
passport,
fiscal code,

permit to stay or receipt that this has been requested, and if the candidate is in receipt of a study grant or scholarship:

confirmation letter that this is the case.

N.B. All the documents listed above can be sent by the student's university to the international relations office of LUMSA at the following address, but this must be done by **30 July** :

**INTERNATIONAL
RELATIONS OFFICE**

Via di Porta Castello 44

00193 ROME

Tel. +39 06 68.422.219

Fax +39 06 68 80 84 58

+39 06 68.422.256

Email: erasmuslumsa@lumsa.it international@lumsa.it
p.tamponi@lumsa.it

Web site: <http://www.lumsa.it>

Opening Hours of the International office:

From Monday to Friday : 10.30-13.30

Tuesday and Thursday : 14.30-17.00

- **Ufficio Periferico delle Entrate** (for the issue of the fiscal code)
Rome -Via Ippolito Nievo, 36
Tel. + 39 06 583191
tram n. **8**
- **Comune di Roma** (for the issue of a permit of stay European students)
Via Luigi Petroselli, 50
Tel. + 39 06 060606
Mon - Fri 8.30 – 13.30
bus **40** stop Piazza Venezia
- **Questura Centrale – Ufficio Stranieri** (for the issue of a permit of stay)
Via Genova, 2
Tel.+39 06- 46863216
Mon - Fri 8.30 – 13.30
bus **40** stop Via Nazionale
- **Questura di Roma – Ufficio Relazioni con il Pubblico** (for the issue of a permit of stay)
Via di S. Vitale, 15
Tel.+39 06- 46863401
Mon - Fri 8 - 20
bus **40** stop Via Nazionale

ACCOMMODATION

The Lumsa International Relations Office and Students Association help all Erasmus students to find different solutions for stay in Rome:

- a) Private flats in which from two to four students can stay at a cost of about 400,00 Euro a head per month;
- b) Accommodation with private families in a single or double room at a cost which varies from 500,00 Euro per person for a single room;
- c) Accommodation in a double room in residence-style apartments located near the university. The cost is about 400,00 Euro per person.

MEALS

A meal service is offered to all students through a system of arrangements which LUMSA has with restaurants and bars located in the vicinity of the university's buildings. All European Union students have access to this service but must obtain the relevant meal tickets from the special office (*Ufficio Economato*) of the bursary which provides them.

The cost of these meal tickets varies from a minimum of 3,00 Euro to a maximum of 4,00 Euro and will buy a complete meal.

Ufficio Economato

Piazza delle Vaschette, 101

00193 - Roma

Fax +39 06 68422920

E-mail: economato@lumsa.it

Opening Hours :

Monday- Wednesday - Friday from 08.30 to 10.30;

Tuesday from 10.00 to 13.00

Thursday from 14.00 to 17.00

FACILITIES FOR SPECIAL NEEDS STUDENTS

Support and guidance to disabled students at Lumsa University

Specific services in relation to specific needs and different types of disabilities are available a reception service (Ufficio Orientamento –Borgo Sant’ Angelo, 13)

The main activities :

Guidance service of the faculty , special transport for student from residence to university, Student tutor helps disabled students for the transfer into the campus, Teacher tutor helps them in the special learning agreement.

INSURANCE FOR STUDENTS

All students enrolled at the Lumsa University are covered by an accident insurance policy .The Insurance office deals with all issues related to insurance policies.

BENEFITS OFFERED BY LUMSA UNIVERSITY

With the support of ADISU – Lazio Regional Committee- Lumsa University offers at its students different services:

Financial support through grants, exemption from tuition fees and various bands with reduced tuition fees, Accommodation through its special Housing service point, Meal facilities, Part-time jobs, allowances for disabled students.

TRAINING AND INTERNSHIPS

Information for students concerning training and internships offered by the University in cooperation with the organisations with which it has an agreement .

Vocational training experiences in the structures that have an agreement with Lumsa University offer students and graduated students the opportunity of getting to know the working world and to develop the put into practice what they have learned during their academic studies.

Curricular training is aimed at students that have to carry out a period of vocational training to acquire the University credits (CFU) required by the course of study or for the preparation at the end of the degree course of the thesis. In order to take part in a training programme in one of the structures which cooperates with the University, the students has to be authorised by the Training Committee of the Faculty.

AGREEMENTS AND APPRENTICESHIPS

The aims of this service is to promote a relationship between the university, students, graduates and companies interested in creating apprenticeships/work placement. The service is managed by the Stage and Placement office (Programma Fixo) via Di Porta Castello 44.

TUITION FEES

All students have to pay yearly tuition fees, irrespective of their citizenship. More information <http://www.lumsa.it/LUMSA/site/780/Default.aspx>

HEALTH SERVICES FOR INTERNATIONAL STUDENTS

The National Health Service provides a number of free or payment (ticket) services to both Italian and foreign citizens, through public structures or agreements with private structures.

All the students citizens of the European Union in order to be entitled to National Health Assistance should have the new *European Health Insurance Card*.

How to be entitled to health assistance - Health Service registration

Those registered with the National Health Service (SSN = Servizio Sanitario Nazionale) will receive a health card. This document is personal and entitles its holder to health assistance (e.g. medical examinations, laboratory tests, hospital admissions). On registering, the applicant chooses a general

practitioner or pediatrician, the name of whom will appear on the health card. Registering with the National Health Service (SSN) is free of charge. For foreign citizens, the health card has the same duration as the residence permit.

To register with the National Health Service, the citizen must apply to the Health Services District (USL) of the area in which he/she is resident, presenting a personal identity document, residence permit and self-certification of residence.

For foreign citizens from outside the European Union currently regularizing their position, thanks to the introduction of legislation covering the emergence of undeclared work, the Lazio Regional Authorities guarantee the same health assistance as that to which foreign citizens already engaged in registered employment activities are entitled. The Health Services of the area of residence issue a temporary (6 months), renewable, health card attesting to registration, valid until the procedure for issuing the residence permit has been completed. Special legislation governs health assistance to foreign citizens staying in Italy on a temporary basis for reasons linked to tourism, study or work, and to Italian citizens resident abroad returning to Italy on a temporary basis, again for reasons linked to tourism, study or work. The legislation governing health assistance for foreign citizens residing temporarily in Italy differ depending on whether they concern:

1. foreign citizens from the EU resident or domiciled in Italy,
2. citizens resident in EU countries or in countries outside of the EU that have signed bilateral agreements with Italy and holders of health insurance policies stipulated in the Countries of residence,
3. foreign citizens residing in Italy on a temporary basis for study or for au pair employment,
4. foreign citizens with residence permit,
5. foreign citizens from countries outside of the European Union with tourist visa,
6. foreign citizens coming to Italy for medical treatment.

Foreign citizens temporarily resident in Italy for reasons connected with study or au pair employment

These citizens can register voluntarily with the National Health Service by paying a contribution. This right is also extended to dependent relatives. Valid for one year. The residence permit and receipt attesting to payment must be presented to the Health Services District.

EU students who are not permanently resident in Italy, have an insurance in their country of residence and have a European health card, so they can benefit from free medical assistance.

Non-EU students must take out a specific insurance policy.

CITY TRANSPORT

Rome has an underground network of two lines (A and B). Underground systems of transport in the form of trams and buses link the various parts of the city and allow easy movement from one area to another.

Rome is also the centre of a train network with high-speed and long route trains which arrive from, and leave for, all the cities of the continent.

Two international airports connect Rome with Europe and the rest of the world. The 'Leonardo da Vinci' airport at Fiumicino is the headquarters of the Italian national airline 'Alitalia'. The airport is 25 km from the centre of Rome and is connected by an underground and underground railway system with various areas of the city. The ticket costs about 10,00 Euro per person. It is also possible to reach Rome from the airport by shuttle bus or by taxi.

Ciampino airport largely deals with incoming and outgoing charter flights from all parts of the Continent. A shuttle bus connects the airport with the underground station of Anagnina (the last stop on line A) which takes passengers to the centre of Rome.

Because LUMSA is in the centre of the city (very close to the Basilica of St. Peter's) it can be reached very easily. Those students arriving at the central railway station of 'Roma Termini' can reach the university by taking bus number 62 or 40 express. Those who arrive at one of the two airports in Rome should take the underground line A which goes directly from Anagnina to Ottaviano (this is the final stop on this line and is very near to the university).

THE COST OF TICKETS

The cost of a normal ticket for the underground and for trams and buses is 1,00 Euro. The cost of a monthly pass ('Metrobus') for university students (up to the age of 26) which allows travel on both underground lines and all trams and buses is 18,00 Euro.

ITALIAN LANGUAGE COURSES FOR FOREIGN STUDENTS

Foreign students who want to study at LUMSA and who come from universities which have bilateral agreements with LUMSA must have a sufficient knowledge of the Italian language. Those students who wish to attend the Italian language course at our university must send a fax to the international relations office by the end of July if the student intends to arrive in September, or by the end of January if the student intends to arrive in February.

Students supported by the Erasmus programme receive free Italian language courses which are organised at two separate levels: beginners, intermediate. These courses are held in the months of September and February of every academic year.

At the end of the course the international relations office gives the student a certificate of attendance.

THE CLIMATE

The climate in Rome is that of the Mediterranean, with hot summers and mild winters. The months of January and February, however, are sometimes cold.

BANKS

Since 2002, the Euro has become in Italy currency, as fifteen countries within the European Union. If you are coming from a country with different currency, please check the exchange currency value before travelling. You should also ask for money transfer and exchange currency expenses at your home bank.

Opening hours for banks are Monday to Friday , mostly 8.30 to 14.00.

Banks will offer you information about the conditions for opening a bank account and whether it is possible to have a youth account.

USEFUL ADDRESSES

International Relations Office:

Via di Porta Castello, 44 - 00193 Rome

Tel: +39 06 68.422.219 + +39 06 68.422.975

Fax: +39 06 .68.422.256 + 39 06 68 80 84 58

E-Mail: p.tamponi@lumsa.it; international@lumsa.it

Ufficio Postale Centrale (Central Post Office):

Piazza S.Silvestro Rome

CTS (Student Tourist Centre):

Via Genova 16, - 00184 Roma

Tel. +39 06.47824297/47880476

Corso V. Emanuele II 297, - 00186 Rome

Tel: + 39 06 68.30.78.83

TRANSPORT

Ferrovie dello Stato - Stazione Termini (State Railways Central Station):

Piazza dei Cinquecento, Rome

Tel: +39 06 147 88.80.88

Aeroporto "Leonardo da Vinci" - Fiumicino (Airport 'Leonardo da Vinci' - Fiumicino):

Air Terminal

Tel: + 39 06 65.951

Aeroporto di Ciampino (Ciampino Airport):

Via Appia Nuova

Tel: + 39 06 79.49.41

Alitalia:

Via Bissolati, 20, Rome

Tel: + 39 06 65.62.1

**ATAC - Servizio Trasporti Urbani
(Urban Transport System):**

Via Volturno, 65 (Stazione Termini), Rome

Tel: + 39 06 46.95.

EMERGENCIES

Guardia medica (Medical Guard)

Tel. 06 58.20.10.30

Polizia di Stato (State Police)

Tel. 113 or 06 46.86

Carabinieri (Civil Guard)

Tel. 112

Polizia Municipale (Traffic Police)

Tel. 06 67.69.1

Vigili del Fuoco (the Fire brigade)

Tel. 115

MUSEUMS

Castel Sant'Angelo - Museo Nazionale

Lungotevere Castello, 50

Orario: 9-20

Complesso del Vittoriano

V. S. Pitero in Carcere

Orario: 9,30-19,30

Galleria Borghese

P.le Scipione Borghese, 5

Orario: 9-19

Galleria Nazionale d'Arte Antica

Palazzo Barberini

V. Barberini, 18

Orario: 10-19

Galleria Naz. d'Arte Moderna e Contemporanea

Via delle Belle Arti, 131

Orario: 8,30-19,30

Musei Capitolini:

P.zza del Campidoglio, 1

Orario: 9,30-19

Musei Vaticani:

V.le del Vaticano

Orario: 8,45-15,30

Museo e scavi di Ostia antica

V.le dei Romagnoli, 717

Orario: 9-18

Palazzo delle Esposizioni

V. Nazionale, 194

Orario: 10-21

Scuderie del Quirinale

V: XXIV Maggio, 16

Orario: 10-19

THEATRES AND MUSIC

Teatro Sistina

Via Sistina, 129

Tel: +39 06 48.26.841

Teatro Argentina

Largo di Torre Argentina, 42

Tel: +39 06 68.80.46.01

Teatro Nazionale

Via del Viminale, 51

Tel: +39 06 48.70.614

Auditorium di Santa Cecilia

Via della Conciliazione, 4

Tel: +39 68.80.10.44

Auditorium Roma S.c.a.

Via De Coubertin Pietro

Tel. +39 06 80.70.595

Teatro dell'Opera

Via Firenze, 72

Tel: +39 06 48.16.01

LIBRARIES

Biblioteca LUMSA

Faculty of Humanities:

Via della Traspontina, 21

Faculty of Education Sciences:

P.zza delle Vaschette 100

Faculty of Law:

Via Pompeo Magno 22

Tel. +39 06 684221

Biblioteca Nazionale Centrale

Via Castro Pretorio, 105

tel. +39 06 44.57.635

Biblioteca Universitaria Alessandrina

P.le Aldo Moro, 5

tel. +39 06 44.69.707

Biblioteca Casanatense

Via di S. Ignazio, 52

Tel. +39 06 697.60.31

Istituto Nazionale di Archeologia e Storia dell'Arte

P.za Venezia, 3

tel. +39 06 679.77.39

PATRIARCHAL BASILICAS

Basilica di S.Giovanni in Laterano

Piazza S.Giovanni in Laterano, 4

Opening hours: 8-18

Basilica di S.Pietro in Vaticano

Vatican City

Opening hours: 9-17.30

Basilica di S.Maria Maggiore

Via Liberiana, 27

Opening hours: 8-18

Basilica di S.Paolo Fuori la Mura

Via Ostiense, 186

Opening hours: 8-18

SHOPPING HOURS

The opening hours of shops and commercial centres in Rome are as follows:
09-13/16-20.