



EMOTION

AN ERASMUS MUNDUS MASTER

HANDBOOK FOR EMOTION STUDENTS (II part)

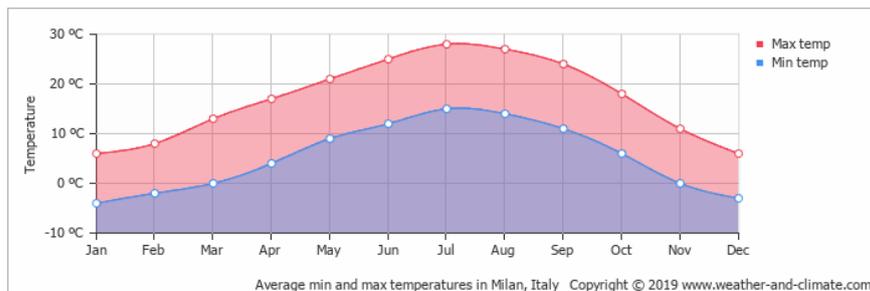
REMEMBER TO BRING WITH YOU:

Packing your bag

- All the original documents mentioned in the first section of the handbook;
- Your health insurance or the european health insurance card (https://en.wikipedia.org/wiki/European_Health_Insurance_Card);
- The Master does not provide laptop computers. You may therefore wish to bring one with you;
- Special prescription medicines. If you require specialized prescription medicines, it is advisable that you take some with you to bridge the period in which you will be able to have them prescribed in Italy;
- For scholarship holders: it is advisable to take with you some money (at least 1.000 euros) to live and face the first expenses (e.g. house deposit) until you receive the fellowship;
- Lab-coat (but you can buy it in Novara, if you prefer).

Weather information to allow you to plan clothing to take with you

- In Novara the weather is relatively cold in the winter and relatively warm in the summer. You might expect some snow in the months between December and February.



- Novara is very close to the lakes (closest lakes are Lake Maggiore and Lake Orta, but Lake Como is also close), to the mountains (where there is also a possibility to ski; both in Piedmont and Lombardy) and to the seaside (mainly in the Liguria Region). There are therefore several opportunities nearby to spend weekends for which special clothing might be necessary. Large historic cities close-by are (from closest to farthest): Milan, Turin and Genoa. A number of small, historic towns are also nearby.
- The Tourist information office of Novara has a website: <https://www.turismonovara.it/en/home>

ARRIVING IN NOVARA:

As mentioned in the previous pages, it is best to arrive in Novara during a weekday. Most shops are closed on Sundays and some services do not operate at the weekends.

By plane

The closest airports to Novara are (from closest to farthest): Milano Malpensa (45'), Milano Linate (1h 30 mins.), Bergamo Orio al Serio (2 h), Torino Caselle (2 h).

There is a direct bus from Milano Malpensa to Novara. From other airports, the best way to reach Novara is to take a shuttle bus or a train from the airport to Milano Centrale Railway Station or to the Torino Porta Susa Station and to continue by train (see below).

From **Milano Malpensa to Novara**: bus (ticket can be purchased on bus at approximately 10 €)

- <https://www.stnnet.it/malpensa/>

From **Milano Malpensa to Milano Centrale**: train or shuttle bus.

- Shuttle buses (50 mins.): <http://www.malpensaexpress.it/en/>; <http://www.malpensashuttle.it/e-index2.php>; <http://www.terravision.eu/>
- Train (35 mins.) <http://www.trenord.it/IT/servizi/direttrici/D029/malpensa---milano-centrale.aspx>; <http://www.orariotrenimalpensa.it/>

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Milano Linate to Milano Centrale**: shuttle.

- <http://www.atm.it/it/AltriServizi/Trasporto/Pagine/airbus.aspx>; <https://orariautobus.it/autobus-milano-linate.html>;

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Bergamo Orio al Serio to Milano Centrale**: shuttle bus

- http://www.orioshuttle.com/_eng/;
- http://www.terravision.eu/italiano/airport_transfer/bus-aeroporto-di-bergamo-milano/
- <http://www.autostradale.it/en/airports/2/3/>

From Milano Centrale take a train to Novara (direction Torino). Please, check the Italian Railways website: <http://www.trenitalia.com/>

From **Torino Caselle to Torino Porta Susa**: bus

- <http://www.sadem.it/en/home.aspx>

From Torino Porta Susa take a train to Novara (direction Milano). Please, check the Italian Railways website: <http://www.trenitalia.com/>

NB: Be careful with Flixbus because it is often leaving you on the highway and there are no connections from there to the city center.

By train

Novara is on the Turin-Milan train line. Trains run, according to the Milan station you choose, either once an hour or twice an hour. If you buy a paper ticket, you must validate your ticket before boarding the train. If you buy an online ticket, this is not necessary. Please, check the Italian Railways website: <http://www.trenitalia.com/>. We have different train companies now in Italy. Regional and interregional trains have a fixed price, while fast trains have offers if you buy them long in advance.

Taxi

If you need a taxi (from the airport or the train station to go to your accommodation, for example) the phone number to contact is:

RadioTaxi Novara

+39 0321 691999

<http://www.radiotaxinovara.it/>

Not all taxis in Novara will accept a credit card.

UPON ARRIVAL IN NOVARA:

Help with bureaucratic matters

The Emotion Master and the University provide an office that will help you deal with visa and other issues in your own country. Furthermore, the Emotion Master employs a **facilitator** that will liaise with the welcome office of the university on your arrival to chaperone you on all administrative procedures you need to undertake (e.g. residency permit, bank account). You will be given the phone number of the facilitator with whom you can communicate by WhatsApp. Please note that free wi-fi is not always available in Italy.

As you will read, in many occasions, you need to produce photocopies of your documents. In case of need, you can go to the photocopy shop Sorrentino Grafica & Comunicazione, Via Perrone, 8 / A (once you get the student Smart card you have discounts). You also need to produce passport size photos: all over Novara you can find photo booths where you can take photos at the price of around 5 Euro.

EU citizens with fellowship:

1. The first thing you need to do is the activation of an **Italian phone number**. This is necessary in order to open an Italian bank account. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need, but here you can find some suggestions:

Vodafone Store: Corso Italia, 22G

Tim Store: Corso Italia, 22H

Wind Store: Corso Italia, 13

2. Then, you need to open an **Italian bank account**. This is necessary in order to receive the payment of the fellowship. The facilitator and the Well.com University office will guide you through the procedure. The facilitator will tell you the bank in which to open a bank account and will arrange an appointment for small groups. On that date, you will need to have the Italian fiscal code and the active Italian phone number.
3. EU citizens wishing to stay in Italy for a period exceeding three months should **register with the local Municipal Office (Anagrafe)**. If you register, you become a EU citizen residing abroad, giving you some privileges in Italy (for example registering in the National Health System gives you the possibility to register in the National Health Service and voting rights for EU elections). In parallel, you lose temporarily the same privileges in your home country. If you decide to follow this procedure, it is also likely that you will need to register to your Embassy/Consulate to tell them you are residing abroad. Registering is mandatory if you stay in Italy for over 3 months continuously. Note that this can also be interpreted that if you will go back to your country once in a while (for example during Easter and Christmas holidays) you are not obliged to register.

You must give evidence of having enough financial means (the fellowship if you are a scholarship holder) as well as being covered by a health insurance for the duration of your stay in Italy (AON insurance together with the certificate of conformity in the case of scholarship holders).

In the Municipal Office (*Ufficio Anagrafe, Comune, via Fratelli Rosselli, 1*) you must provide:

- a proof of identity
- a declaration from the university attesting that you are enrolled and that you receive the fellowship (with the amount and the number of your bank account)
- the AON health insurance and the certification of conformity or another insurance
- a filled-out form for the request (provided by Anagrafe office)
- payment of stamp duty and other duties

Once the registration is concluded, it is possible to obtain the certification of registration with the local Anagrafe.

You have to make sure that your name is clearly written on the bell outside your house and even on the mailbox, because after going to the Comune, the police will come out to check if you really live where you have declared. Please note that it will then up to you to communicate to your Embassy/Consulate that you are now living in Italy.

EU citizens without fellowship:

EU citizens wishing to stay in Italy for a period exceeding three months should **register with the local Municipal Office (Anagrafe)**. If you register, you become a EU citizen residing abroad, giving you some privileges in Italy (for example registering in the National Health System gives you the possibility to register in the National Health Service and voting rights for EU elections). In parallel, you lose temporarily the same privileges in your home country. If you decide to follow this procedure, it is also likely that you will need to register to your Embassy/Consulate to tell them you are residing abroad. Registering is mandatory if you stay in Italy for over 3 months continuously. Note that this can also be interpreted that if you will go back to your country once in a while (for example during Easter and Christmas holidays) you are not obliged to register.

You must give evidence of having enough financial means as well as being covered by a health insurance for the duration of your stay in Italy. Regarding this last point you have three possibilities:

- a) You have a private sanitary insurance. It has to cover you from everything and must be valid at least for one year. Moreover, a certification of conformity must be provided by the insurance company.
- b) You have a S1 form (previously named E106). You should ask for it in your Country before coming to Italy.
- c) You enroll in the Italian Health System paying a fee (approx 150€). In order to do it, you have to go to *Azienda Sanitaria Locale (ASL) in Viale Roma, 7*, bringing your Italian tax code, your identity card and a form signed by you attesting that you live in Novara with your current address. The enrolment is valid till the end of each year. If you don't have any particular health issue, we suggest you wait for the month of January, to avoid paying twice in an academic year.

In the Municipal Office (*Ufficio Anagrafe, Comune, via Fratelli Rosselli, 1*) you must provide:

- a proof of identity
- a declaration from the university attesting that you are enrolled
- a self-declaration signed by you in which you declare that you have enough financial means to leave in Italy for one year (at least 5.954 euros per year). You have to specify the origin of your finances and any other element useful to demonstrate it (e.g. credit card number, bank account)
- the health insurance and the certification of conformity or the certification of enrolment to the Italian Health System, the modello 106, or the certification of enrolment in the Italian Health System
- a filled-out form for the request (provided by Anagrafe office)
- payment of stamp duty and other duties

Once the registration is concluded, it is possible to obtain the certification of registration with the local Anagrafe.

You have to make sure that your name is clearly written on the bell outside your house and even on the mailbox, because after going to the Comune, the police will come out to check if you really live where you have declared. Please note that it will then up to you to communicate to your Embassy/Consulate that you are now living in Italy.

Non-EU citizens with fellowship:

At this stage, you should already have an **Italian fiscal code**. This is necessary for the next steps. If you do not have one, let us know and we will help you.

1. The first thing you need to do is the activation of an **Italian phone number**. This is necessary in order to open an Italian bank account. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). An Italian phone number will also allow you not to use roaming for internet, as this may be very expensive for non-European providers. For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need. Our suggestions are:

- *Vodafone Store: Corso Italia, 22G*
- *Tim Store: Corso Italia, 22H*
- *Wind Store: Corso Italia, 13*

2. Then, you need to open an **Italian bank account**. This is necessary in order to receive the payment of the fellowship. Not all banks open a bank account for foreigners without a residence permit and for this reason the facilitator and the Well.com University office will guide you through the procedure. The facilitator will tell you the bank in which to open a bank account and will arrange an appointment for small groups. On that date, you will need to have the Italian fiscal code and the active Italian phone number.
3. Within eight days of arrival, you must apply for a **stay permit for study purposes** and in order to do so, you need Italian fiscal code, Italian mobile number and an address in Novara.

Step 1: Well.com Office or Patronato

If you arrive within the scheduled week, we will organize appointments with the Well.com Office to collect your documents and proceed with the request of the permit on your behalf. When the documentation will be ready (usually in a few days and within the 8 days) we will call you and come with you at the post office. The only thing you will need is your passport and a credit card, or 120 € cash.

In case you wish to arrive in advance, please inform us. Advance arrivals do not ensure the Well.com Office availability but, if planned in advance, help may be provided. Unfortunately, in Italy you may find a significant number of public offices in which officers do not speak English and therefore the facilitator and the Well.com resource are there to help you in all these matters.

In order to request the permit of stay for study reasons you need to get an appointment to a patronato Office (we suggest INAS CISL in via dei Caccia 7/A) and bring the following documents:

- photocopy of your valid passport
- photocopy of the visa
- photocopy of your Fiscal Code
- photocopy of certificate, issued by the University, attesting that you are here for study and the duration of your stay
- photocopy of the document certifying that you have enough financial means. You can submit an attestation of the University that certifies that you have been granted a scholarship for the whole study period
- photocopy of the health insurance valid for the entire period of validity of the stay permit (AON insurance provided by the Emotion program)
- a 16 Euros Marca da Bollo (Italian stamp duty) – that you can buy at the tobacconist
- photocopy of your house contract or the host declaration

Patronato Office will then release you an envelope with all your document that you need to send at the post office within 8 days from your arrival.

Step 2: At the Post Office

At the Post Office you will pay:

- 70.46 Euros for stay permits lasting from three months up to one year
- 30 Euros for sending the application

At the Post Office you will get a small receipt and a letter with the date of your appointment at the Questura (usually a couple of weeks after). These two documents are super important because they are your temporary permit of stay. You

need to keep them always with you. We suggest you do a copy of it that you will always bring with you. If you lose the original, you must pay in order to have another one.

Step 3: At the Questura

The Questura is in *Largo Palatucci, Novara*. You must go to Ufficio Immigrazione. The Questura will issue the stay permit.

On the date of the appointment you must take with you:

- your passport
- 4 identical passport size photographs
- original document of the health insurance policy, valid throughout Italy and for the entire period of validity of the stay permit (AON insurance)
- Italian fiscal code
- certificate of enrollment (“promemoria di immatricolazione”), issued by the Università del Piemonte Orientale, attesting that you are here for study and the duration of your stay
- admission letter provided by the Master that states the amount of the scholarship
- receipt issued by the Post Office
- original host declaration (an official form is collected at Well.com Office)

After around one month you will receive a text message on your phone with the date of the appointment to get the residence permit.

Non-EU citizens without fellowship:

At this stage, you should already have an **Italian fiscal code**. This is necessary for the next steps. If you do not have one, let us know and we will help you.

1. The first thing you need to do is the activation of an **Italian phone number**. The main phone companies in Italy are: TIM, Vodafone and Wind. Which is the best company will highly depend on seasonal offers (in case of TIM see for example: <https://www.tim.it/tim-international>). An Italian phone number will also allow you not to use roaming for internet, as this may be very expensive for non-European providers. For the phone number you will need the Italian fiscal code, an Italian address and an ID card. The facilitator will help you if you need help. Our suggestions are:
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If you arrive within the scheduled week, we will organize appointments with Well.com Office to collect your documents and proceed with the request of the permit on your behalf. When the documentation will be ready (usually in a few days and within the 8 days) we will call you and come with you at the post office. The only thing you will need is your passport and a credit card, or 120 € cash.

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In order to request the permit of stay for study reasons you need to get an appointment to a patronato Office (we suggest INAS CISL in via dei Caccia 7/A) and bring the following documents:

- photocopy of your valid passport
- photocopy of the visa
- photocopy of your Fiscal Code
- photocopy of certificate, issued by the University, attesting that you are here for study and the duration of your stay
- photocopy of the document certifying that you have enough financial means to live in Italy for one year (at least 5.954 euros per year). You have to have supporting documentation relating to prove the presence of these finances (e.g. bank account, even abroad)
- photocopy of your private health insurance valid for the entire period of validity of the stay permit
- a 16 Euros Marca da Bollo (Italian stamp duty) – that you can buy at the tobacconist
- photocopy of your house contract or the host declaration

Patronato Office will then release you an envelope with all your document that you need to send at the post office within 8 days from your arrival.

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- 70.46 Euros for stay permits lasting from three months up to one year
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At the Post Office you will get a small receipt and a letter with the date of your appointment at the Questura (usually a couple of weeks after). These two documents are super important because they are your temporary permit of stay. You need to keep them always with you. We suggest you do a copy of it that you will always bring with you. If you lose the original, you must pay in order to have another one.

Step 3: At the Questura

The Questura is in *Largo Palatucci, Novara*. You must go to Ufficio Immigrazione. The Questura will issue the stay permit.

On the date of the appointment you must take with you:

- your passport
- 4 identical passport size photographs
- a document certifying that you have enough financial means to live in Italy for one year (at least 5.954 euros per year). You must specify the origin of your finances and any other element useful to demonstrate it (bank account, even abroad)
- original document of the private health insurance policy, valid throughout Italy and for the entire period of validity of the stay permit
- Italian fiscal code
- certificate of enrollment (“promemoria di immatricolazione”), issued by the Università del Piemonte Orientale, attesting that you are here for study and the duration of your stay
- receipt issued by the Post Office
- original host declaration (an official form is collected at Well.com Office)

After around one month you will receive a text message on your phone with the date of the appointment to get the residence permit.

Enrollment:

A pre-enrollment will be done at Università del Piemonte Orientale in Largo Donegani, 2 once we have received the form and the documents specified in the Admission Letter.

For the final enrolment, you should take all the documents sent by e-mail and the residence permit receipt issued by the Post Office (for extra-EU students) to the University Offices.

An enrolment number and an email account are automatically given to you. The email address must be validated online before you can use it. Email accounts remain valid for the duration of your studies.

Smart card:

After your enrolment, you will also receive the Smartcard that you can use to eat in the University canteens and in other specific restaurants and bars. With the student card provided to students by the regional student services meals will be paid at a significantly subsidized rate (approximately 3 euros for a full meal).

In order to activate it, you need to go to the EDISU office located in *Via Passalacqua 11* (check office hours once here) with a document of identity and the Smartcard. The facilitator will help in this.

The card must be charged with money at the Tabaccheria, Corso Trieste, 34 near the university, or at the copyshop in via Perrone 8/A. You can also charge it at the Mensa universitaria Perrone. The maximum charge is 30 Euro.

The University has in Novara a central canteen that is located in the city center:

Mensa universitaria Perrone
Via Perrone 22
Monday-Friday: 12-2.30 pm/7.00-8.30 pm

and another canteen that is located in the Department of Pharmaceutical Sciences where the courses will be held:

Mensa Fondazione Novara e Sviluppo:
Via Bovio 6

In front of the University there is a bar where you can use the canteen card, named Green House.

For other bars and restaurants where you can use the card, see:

<https://www.edisu.piemonte.it/it/servizi/ristorazione/servizio-alternativo-alle-mense/servizio-alternativo-novara>

Contacts:

Alice Colombo (Well.com Office): alice.colombo@uniupo.it (for residence permit issues and general issues that may occur you during your stay, not related to your studies)

Chiara Gabellieri: chiara.gabellieri@uniupo.it (for enrollment issues and certificates from University)

Facilitator (for practical matters such as bank account, phone number, etc.)