



GUIDE FOR VISITING PROFESSOR GUESTS AT THE UNIVERSITY OF BRESCIA

Map of Brescia and University offices








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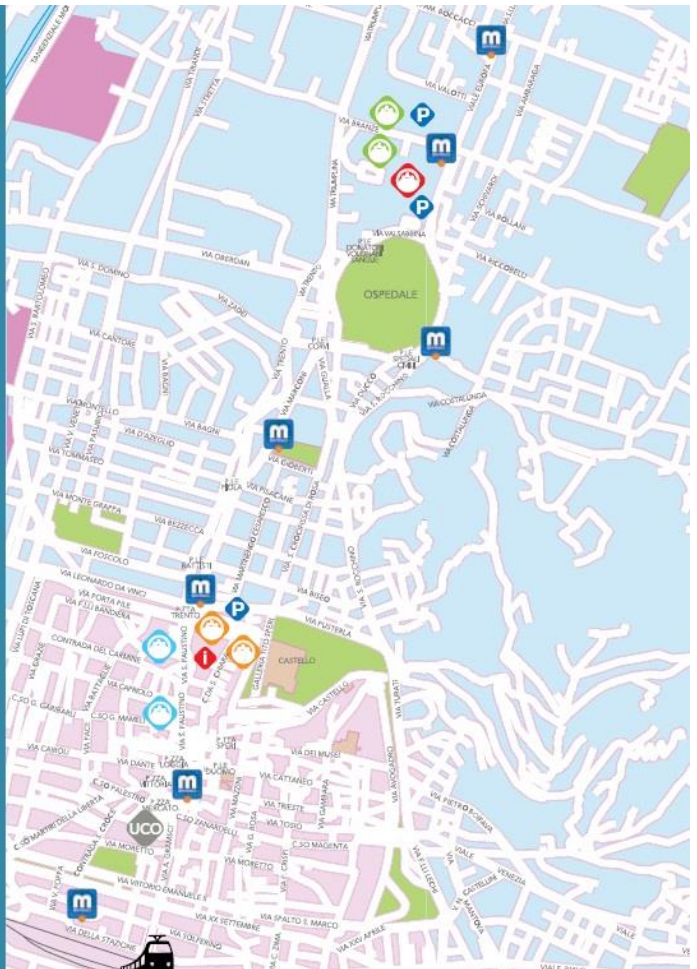
MAP OF BRESCIA

WHERE WE ARE

- 
ECONOMICS AND MANAGEMENT
 Via San Faustino 74 b
 Contrada Santa Chiara 50
- 
LAW
 Via San Faustino 41
 Corso Mameli 27
- 
ENGINEERING
 Via Branze 38 - 43
- 
MEDICINE
 Viale Europa 11
- 
UNIVERSITY CENTRAL OFFICE
 Piazza del Mercato 15
- 
STUDENT SERVICES: secretarial service for Degree and Postgraduate courses
 Via San Faustino 74 b
- 
Free parking:
 ENGINEERING
 Via Branze
 MEDICINE
 Viale Europa


Toll parking:
 ECONOMICS, LAW, INFO
 Fossa Bagni
 UNIVERSITY CENTRAL OFFICE
 Piazza Vittoria
- 
Subway stops
 -  San Faustino
 -  Europa
 -  Vittoria

orientamento@unibs.it
internationalstudents@unibs.it



The map shows the city of Brescia with various streets and landmarks. Key locations are marked with icons corresponding to the legend: Economics and Management (orange), Law (blue), Engineering (green), Medicine (red), UCO (brown), Student Services (red), Free parking (blue P), Toll parking (blue P with red border), and Subway stops (blue M). The map also shows the location of the Ospedale (hospital) and the Castello. The city is surrounded by a river, and the map includes a scale bar and a north arrow.

VISA



EU citizens

If you are a European Union (EU)/European Economic Area (EEA) or Swiss citizen, you are allowed to travel to Italy without any formalities. A valid ID card or passport is required.

Non-EU citizens

If you are a non-EU/EEA citizen, you need to apply for a visa (commonly referred to in official literature as “entry clearance”) before you leave the country where you live to travel to Italy. You can apply at the Italian Embassy or Consulate nearest to you.

You can apply for three types of visa depending on your personal situation:

- Uniform Schengen Visa (USV): visa valid for access, transit or short stay (up to 90 days) in Italy and in other Schengen countries. The USV issued by diplomatic – consular missions of other Schengen countries, grants entry in Italy.
- National Visa (NV): A long-term entry visa (valid for more than 90 days) which grants access for long stay. It allows the free circulation in the territory of the other Member States for a maximum period of 90 days in any six-month period.
- Visa for scientific research purposes: researchers from third countries selected by either private or public research institutions acknowledged in the official list published by the Ministry for University and Research are entitled to apply for this kind of long-stay visa (more than 90 days). Researchers can obtain the visa only within the framework of a Hosting Agreement made with one of these official research institutions.

Please, visit the following website to find out what you need to enter Italy:

http://www.esteri.it/mae/en/ministero/servizi/stranieri/ingressosoggiornoinitalia/visto_ingresso/



You can also contact us at the following email addresses and telephone numbers:

daniela.cagiada@unibs.it 0302989251

brunella.guatta@unibs.it 0302989252

We will be glad to assist you with this issue.

RESIDENCE PERMIT



If you are a non – EU citizen, you are allowed to stay in Italy for less than 3 months and in this case you don't need to apply for a Residence Permit.

Foreign nationals - that is non-EU citizens - may enter Italy provided that they hold both a valid passport and, if required, an entry visa issued in their country of origin.

As soon as foreign nationals enter Italy they should apply for a **residence permit** based on the same motivations specified on their entry visa.

A residence permit is not required for business, tourism, short visits or study, provided that the stay does not exceed 3 months.

EU citizens do not need a residence permit to stay in Italy.

How to apply for a residence permit within **8 working days** from arrival in Italy:

Collect the Residence permit kit at the Post office nearest to you.

To obtain the **issue** of a residence permit you need:

- the application form;
- your valid passport or any other equivalent travel document bearing an entry visa, if required;
- a photocopy of your passport or another valid travel document bearing an entry visa, if required;
- a recent and identical passport-size photograph;
- a €16,00 electronic revenue stamp;
- documents supporting your request for the type of residence permit you are applying for.

If you are already in Italy and your residence permit is close to its expiry date, you must apply for **renewal** at least:

- 90 days before expiry date if your residence permit is valid for 2 years;
- 60 days before expiry date if your residence permit is valid for 1 year;
- 30 days before expiry date in all other cases.

The validity of your residence permit is the same as that indicated on your visa, i.e.:

- Up to **6 months** for seasonal work or up to **9 months** for seasonal work in the specific sectors requiring this extension;

- Up to **1 year** if you are attending a duly documented study course or a vocational training course;
- Up to **2 years** for self-employment, open-ended employment and family reunification.

If you are planning to come to Italy for short visits, business, tourism or study for a period not exceeding 3 months you are not required to apply for a residence permit.

For any problem you can write an email to: daniela.cagiada@unibs.it or brunella.guatta@unibs.it. We will be glad to answer your questions.



We can assist you with this kind of issues

Telephone numbers are:

dott.ssa Daniela Cagiada 0302989251

dott.ssa Brunella Guatta 0302989252



TAX PAYERS' CODE

In Italy, the tax payer's code identifies a citizen in all dealings, not only of fiscal nature, with the Italian public authorities and other administrations.

The tax payer's code is issued by the Italian Revenue Agency (Agenzia delle Entrate).

To sign a contract in Italy, or open a bank account, you must apply for this code.

You can file your application at one of the following addresses:

- Italian consular offices in your country of residence;
- Any territorial office of the Revenue Agency in Italy;

Upon application, EU/EEA citizens must hold a valid ID card.

Non-EU/EEA citizens must bring a valid passport, a valid visa and a copy of them.

The documentation must also prove the legitimacy of the presence of the subject in Italy.

The tax payer's code is issued immediately and it is free of charge.

The International Relations and Mobility Unity can provide you with your tax payer's code before your travel to Italy.

As soon as you receive your visa, please contact: daniela.cagiada@unibs.it and brunella.guatta@unibs.it.

You will have to send us the application form filled with your data that you find at the link attached below with a scanned copy of your passport and your visa.

<http://www.agenziaentrate.gov.it/wps/file/Nsilib/Nsi/Home/CosaDeviFare/Richiedere/Codice+fiscale+e+tessera+sanitaria/Richiesta+TS+CF/Modello+editabile+AA4+8/modello+editabile+AA4+8/AA4-8+ita.pdf>



We will manage to obtain your tax payer's code.
You can contact us at the following email address:



daniela.cagiada@unibs.it tel.0302989251

brunella.guatta@unibs.it tel.0302989252

MEDICAL INSURANCE AND NATIONAL HEALTH SERVICE



EU citizens:

You are entitled through your local health authority to obtain the European Health Insurance Card (EHIC), which facilitates access to emergency and medical treatment that may become necessary during a temporary stay (less than 3 months) in another EU country.

For a period longer than 3 months, the registration with the Italian National Service (SSN) is compulsory for teachers with a work contract.

Application must be submitted at the Local Health Authorities (Azienda Sanitaria Locale – ASL) according to the area of residence.

There are no fees and the Italian Health Insurance Card (Tessera Sanitaria) will be issued immediately and free of charge by the ASL. It will cover the same period of the teacher's contract.

The Italian Health Insurance Card, which includes the tax payer's code issued by the Italian Revenue Agency, is strictly personal and allows the holder to obtain health services in the European Union countries.

Registration with the Italian National Health Service (SSN) guarantees:

- consultation with general practitioners (including paediatricians); however, payment of a small fee (ticket) for visits and medical examinations with specialists is required;
- hospitalisation;
- access to day hospitals in specialized medical departments (dermatology, ophthalmology, etc.);
- pharmaceutical assistance (prescriptions and refunds on purchase);
- access to blood tests and other analyses.

Non-EU citizens:

The application for a visa and residence permit requires evidence of the ability to cover health risks. These resources can be:

The purchase of a private health insurance policy in your home country also valid in Italy. Before leaving, it is compulsory to have a copy of the policy endorsed by an Italian Embassy or Consulate;

The purchase of a private insurance policy issued by a national insurance company.

Registration with the Italian National Health Service can be done by submitting the application at a Local Health Authority (ASL).



You can ask the “International Relations and Mobility Unit” to assist you in this issue.

Dott.ssa Daniela Cagiada - daniela.cagiada@unibs.it tel.0302989251

Dott.ssa Brunella Guatta – brunella.guatta@unibs.it tel.0302989252





ITALIAN TAX SYSTEM

The Italian tax system is managed by the Italian Inland Revenue at national level while taxes are levied at national, regional and municipal level and can be grouped into two main categories:

Direct taxes such as on personal income (known as IRPEF – Imposta sul Reddito delle Persone Fisiche), on the income of enterprises (IRES – Imposta sul Reddito delle Società) and on regional productive activities (IRAP – Imposta Regionale sulle Attività Produttive);

Indirect taxes such as on goods, services or imports (IVA – Imposta sul Valore Aggiunto, equivalent to VAT), on real estate (IMU – Imposta Municipale sugli Immobili).

Along with the main taxes, which are applied at national level, there are also local taxes, (e.g. TASI – Tax on indivisible services).

Tax year runs from 1st January to 31st December;

All workers are subject to taxation of their income or other benefits.

The amount of taxes to be paid varies according to the type and duration of the work contract. In general, income tax is deducted at source by employers on the basis of the estimated annual income. Tax balance due is calculated at the end of each year.

In general, the tax basis depends on the type of contract (work contract, fellowship and so on)



BILATERAL AGREEMENTS AGAINST DOUBLE TAXATION

If you have your permanent residence in a country that signed an agreement against double taxation with Italy you are allowed to request to pay taxes in your country of residence.

You must provide proof of the actual payment of the taxes in your country of residence.

For doing that, please find the form D to be filled by the tax authority of your country at the following address:

[http://www.agenziaentrate.gov.it/wps/file/Nsilib/Nsi/Documentazione/Fiscalita+internazionale/Modulistica+fiscale+internazionale+\(provvedimento+del+10+luglio+2013\)/Cover+page+forms+ABCDEF/COVER+PAGE_ABCDEF.pdf](http://www.agenziaentrate.gov.it/wps/file/Nsilib/Nsi/Documentazione/Fiscalita+internazionale/Modulistica+fiscale+internazionale+(provvedimento+del+10+luglio+2013)/Cover+page+forms+ABCDEF/COVER+PAGE_ABCDEF.pdf)

Please bear in mind you need to have three original copies of this document:

- One is for you
- One is for the tax authority of your country (the tax administration of the country of residence)
- One is for the office of the University of Brescia that will wage you.

INCOME TAX RETURN

Taxpayers can do a tax return (dichiarazione dei redditi) each year by the end of April in order to claim their income and tax deductible expenses (i.e. medical and particular educational expenses, health insurance, etc.) using the 730 Form (Modulo 730).

ACCOMODATION

At the following address you can find University residences:

<http://www.unibs.it/servizi/servizi-studenti/residenze-e-alloggi>

RESIDENCE CONTRADA POZZO DELL'OLMO, 22

Located in the heart of the historical centre of Brescia, recently renovated, this Residence is used as guesthouse for visitors of the University of Brescia.

It consists of 10 apartments with kitchen, bedroom, bathroom and small living room.

We can book for you this and other accommodation offered from our University, located next to the department of Engineering or Medicine or in the centre of Brescia.

We can also provide you with accommodation at the "Collegio Universitario Luigi Lucchini", shown at the following page.

Please, contact us.

For any problem you can write an email to : daniela.cagiada@unibs.it or brunella.guatta@unibs.it and we will be glad to answer to your questions.

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THE RESIDENCE

The Collegio Universitario Luigi Lucchini di Brescia is a modern hall of residence, centre of excellence for the training of university students, who will be admitted after a careful selection process based on merit and motivation.

With a specific cultural programme complementary to their academic training, together with the experience of community life in college, the residents will be able to develop and improve their personal, intellectual and professional skills.

It is supported and managed by a Foundation established for this purpose and its founder members are the Università degli Studi di Brescia and Fondazione Lucchini.

There is support from the world of finance and business, science and technology, culture and society for the cultural and academic training offered by the Collegio.

THE TRAINING AND CULTURAL PROJECT

The training and cultural project of the Collegio, aimed at developing its students' talent and enhancing their aspirations, is based on the values of individual responsibility and respect for others. The cultural activities offered are: training courses, forums, language courses, laboratories, meetings with guest speakers, interdisciplinary projects, concerts, theatre and guided visits.

THE BUILDING AND ITS SERVICES

The new building has accommodation for 54 students in single and twin-bedded rooms.

There are: library and study rooms equipped for group work, an auditorium, a common laundry room for student use with washing machines and dryers, wireless internet connections throughout the building, communal kitchen, cafeteria and recreation room, music room, internal car park. Special prices are offered for use of swimming pool and sporting equipment on the nearby campus.

ADMISSION REQUIREMENTS

Students from Italy and other countries may apply for admission. Applications are welcome from those who:

intend to enrol in a first-year degree course at the Università degli Studi di Brescia, having passed the school leaving exam (e.g. maturità, A level) with a mark of at least 85/100 or equivalent;

are currently students at the Università degli Studi di Brescia on a degree course (laurea triennale, magistrale) and, at the time of application have all their curriculum and exams up-to-date, as stipulated in their study plan. Their average mark must be 27/30 or more.

Every year a certain number of places can be reserved for those enrolled on a post-graduate or master's degree course, or visiting students.