



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Orientation meeting

Oct. 6th, 2026

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Orientation Tutor

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Use of MOODLE UniFi

What is it?

- Official University of Florence e-learning platform
- Study materials (slides, readings, ...)

Login:

- UniFi credentials
- Guest

Finding your courses:

1. Degree courses (Corsi di laurea)
2. Current academic year (Anno accademico 2026/2027)
3. Master's degree in Economics and Development (Corso di laurea magistrale in Economics and Development)
4. Type the course name in the search bar or scroll the list.

Accessing the materials:

- UniFi credentials → direct access or enrollment password
- Guest Access → guest password provided by the professor.
- Missing the password? Ask the professor during the next lecture or send them an email!

[Moodle website](#)
[Cerca chi - search instructors](#)

Study plan

Rules & Deadlines

➤ **Online submission:** via the GCS platform.

➤ **Once per academic year:** autumn or spring session. ➡

autumn session (Oct. 26 - Nov. 21, 2026)

spring session (Mar. 26 - Apr. 21, 2027)

➤ Select exams for both years.

➤ Editable again in the second year.

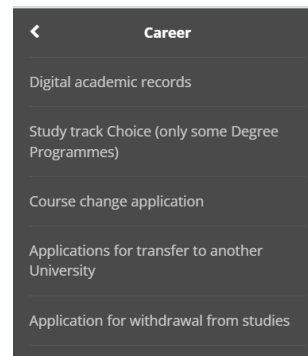
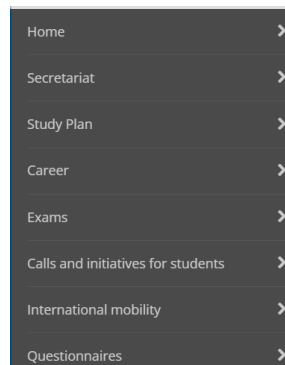
[Study plan webpage](#)

Use of GCS

- **Login:** UniFI credentials
- **Tuition & Fees:** check the exact amount and payment deadlines (fees are proportional to your ISEE). Deadline first payment → Nov. 6th 2026
- **Exam Management:**
 - exam sessions (Appelli)
 - register to your exams
 - check exam results (accept or reject)

Process	Status	Activity
Fees	● payable	view
Career Plan	● not editable	
Available exam sessions (the number relates to the exams in the digital academic records with open booking. You can consult the rest of the available exam sessions from the menu at the top right - exams - exam session)	● 0 available exam sessions	
Exam sessions booked	● 0 exams booked	

- **Filling out your study plan:**
 - “Study plan” (Piano carriera) in the main menu
- OR
- “Career” (Carriera) → “Digital academic records” (Libretto).
Digital Academic Record: your digital booklet showing your exams, ECTS credits, grades...



Student Card: UniFi Canteens

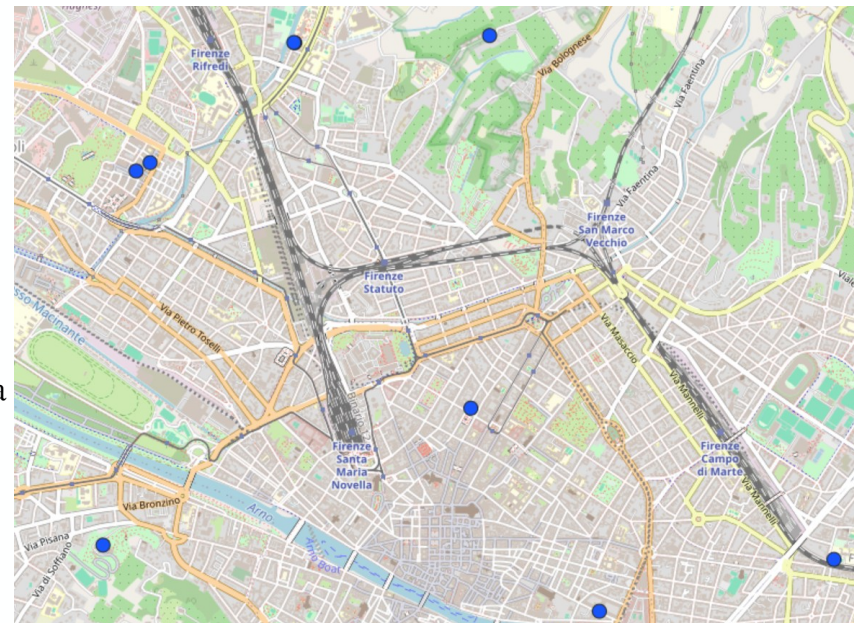


After you have completed the enrollment process.



University Canteens:

- meal prices are discounted based on your ISEE bracket
- pay for meals using the **MyDSU App**
- top up your digital canteen account using PayPal or a credit card
- payment through physical debit or credit card are allowed only in specific canteens → Calamandrei, **Caponnetto**, Sant'Apollonia, Santa Marta and Sesto Fiorentino canteens
- **NO cash**



UniFi canteens

UniFi canteen map

Student Card: UniFi Library System



Use the Student Card to:

- enter
- borrow books

from any university library (not only from the Social Science Library here at Novoli).



The 1st time you access, you have to activate the student card at the library desk.



Study rooms are also available: designed for both individual and group study

- building D14 at Novoli Campus
- opened also on Sunday



For card delivery issues, loss, theft, or damage, contact:
cartastudente@unifi.it

[UniFi Libraries](#)

[UniFi Study Rooms](#)

ISEE and University fees

What is it?

- ISEE Parificato: economic indicator for EU and non-EU international students.
It defines your tuition fee bracket, canteen and public transportation discounts.

The Installment System

- The total annual cost is divided into two installments.

? Late ISEE? No problem:

- enroll by paying the standard **1st Installment**
- submit the ISEE later



The **2nd Installment** will be adjusted
based on your ISEE bracket

If your total annual cost is lower than the
1st installment you already paid, UniFI will
refund the difference!

Important Support Offices

International Desk

- The main UniFI office for help with enrollment, foreign qualifications, and academic credentials.
- **Email:** internationaldesk@unifi.it
- **Call Center:** +39 055 0986499
Monday to Friday: 9 a.m. – 6 p.m.
Saturday: 9 a.m. – 12 midday
- **Where?**
Morgagni Campus: ground floor, viale Morgagni, 44, Florence
Tuesday and Wednesday: 9.30 a.m. – 1 p.m.
In-person access is by appointment only via the Ufirst service.

UniFi Include Desk

- **Sportello PER-Università:** support for non-EU students to fill out the Residence Permit (Permesso di Soggiorno)
- **Email:** unifiinclude.accoglienzaextraue@unifi.it
- **Phone Number:** +39 055 2759005
- **Where? Novoli Campus:** building D1, room 03, via delle Pandette, 32 – Florence
Only by appointment via the Ufirst service.

[UniFi Offices](#)
[UniFi Include](#)

Public Transportation discount

What is included?

- Unlimited travel on urban buses, tramway and urban regional trains in Florence.
It is valid for 10 months from October 1st to July 31st.

➤ The Cost

- **50€** : if your ISEE Parificato is below 36,151€
OR
- **65€** :Base rate without ISEE or above the threshold

How to buy it:

1. Wait ~10 days after paying your 1st university installment.
2. Register on the **shop.at-bus.it** website.
3. Select the pass titled «Firenze Urbano» and purchase it digitally.

! You can buy it from Sept. 21 to Nov. 30

[Public transport](#)

UniFi Language Center (CLA)

- **“Access” courses:** Italian courses, 100% free for international students enrolled in a UNIFI degree program.
- **Different proficiencies:** from A1 for absolute beginners, up to A2, B1, and B2 levels.
- **Structure:** 30 hours in total, divided into 10 sessions of 3 hours each.
- **Placement online interview:** an online interview is required to find your exact level before classes start.
- **Beginners:** absolute beginners (A1) can skip the test and enroll directly.
- **How to register:** online or writing an email to infoitaliano@cla.unifi.it

[CLA information](#)
[How to enroll](#)
[Italian courses](#)



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Thanks for your attention!

Contact our Orientation Tutors:

 tutor@economia.unifi.it

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