



UNIVERSITÀ
DEGLI STUDI
FIRENZE

The guide for international students of the University of Florence

**Dear student, it is strongly recommended reading this entire guide carefully and in full.*

Crucial Deadlines:

**It is very important to stick to these timeframes to avoid bureaucratic issues:*

1. Codice Fiscale (Tax Code) - first to receive:

- **Deadline:** *ASAP (As soon as you arrive).*
- **Why:** While there is no strict "3-day law," you cannot sign a housing contract, get a local SIM card, or open a bank account without it. Think of it as your "key" to all other procedures in Italy.

2. Permesso di Soggiorno (Residence Permit):

- **Deadline:** Within 8 working days after your arrival in Italy.
- **Legal requirement:** This is a strict legal requirement.

Note: If you arrived in Italy via another Schengen country (meaning you don't have an Italian stamp in your passport), you must go to the police station (*Questura*) within 8 days of arrival to file

a *Dichiarazione di Presenza* (Declaration of Presence). Otherwise, the stamp you received at your first point of entry into the EU acts as your "start date."

How to get to your city in Italy?



Trenitalia - an app for all trains in Italy. You can use it to check schedules and purchase tickets.



Flixbus - bus tickets for travelling across all of Europe.



Omio - allows you to buy both bus and train tickets, and plan the necessary route.

Roma Termini Railway Station (Rome)

How to get to Roma Termini (Railway Central Station):

1. **Find the Station:** The train station is located inside the airport, right across from **Terminal 3 (T3)**. Just follow the signs that say "**Stazione / Trains**".
2. **Buy a Ticket:** Use the "Trenitalia" app or the red ticket machines at the station.
3. **Choose the Right Train:** To get to **Termini** directly, you must take the **Leonardo Express**. It is a non-stop train (takes 32 minutes, costs €14).
***Important:** Do not take the FL1 regional train unless you need a different station, as it does not stop at Termini.
4. **Validate:** If you bought a paper ticket, stamp it in the green/yellow machines before boarding. If you used the app, click "Check-in" before the train departs.

Station Address: [Via Giovanni Giolitti, 40, Roma](#)



Where to buy a SIM card?

Option 1: At Fiumicino Airport (FCO):

- **TIM Store:** Located within the airport ([Google Maps link](#))
- **Important:** It closes at **20:00 (8:00 PM)**, so please check your arrival time.
- **Note:** This is the only major mobile operator store inside the airport. Other providers (like Vodafone, WindTre, or Iliad) are located only at **Roma Termini** (the main railway station in Rome).



Option 2: At Roma Termini Station:

If you miss the store at the airport or want more options, wait until you arrive at Roma Termini.

- You will find stores for all major providers: TIM, Vodafone, WindTre, and Iliad.

*Tip: You can also use the "Iliad" vending machines (simbox) or official stores on the lower floor (underground) or the platform level. They often have better deals for students.

Payment Details for Iliad:

- Card Only: The Simbox machines do not accept cash. You must have a physical debit/credit card or use contactless payment (Apple Pay/Google Pay).
- Minimum Balance: Make sure you have at least €20 on your card. The total cost is usually around €19.98 (€9.99 for the first month's plan + €9.99 for the SIM card itself).



What to pack?

(Essential Checklist)

1. **Warm home clothes:** Italian apartments can be very cold at night during winter due to high heating costs. Bring warm pajamas and loungewear.
2. **House slippers:** You can bring your own or buy them locally.
3. **A secondary phone or eSIM:** To keep your home country's SIM card active for banking codes and SMS. (If you have an iPhone XR or newer, consider converting your home number to an eSIM).

4. **BLACK PEN:** This is mandatory! All residence permit (Permesso di Soggiorno) forms must be filled out in black ink only.
5. **Personal Medications:** Bring an adequate supply of necessary medicines. In Italy, most effective medications require a local doctor's prescription.
6. **Power of Attorney:** Leave a general power of attorney with a trusted person in your home country (covering government authorities and the embassy).
7. **Contact lenses/Eyecare:** Buy a supply of lenses and solutions in advance, as they can be more expensive or require specific brands in Italy.

- 9. **Clothing:** Do not bring extremely heavy winter gear (like fur coats). A good warm jacket is sufficient.
- 8. **Dental Work:** Complete any necessary dental treatments before you leave; dental care in Italy is very expensive.
- 9. **Backup Bank Cards:** Bring at least two different multi-currency cards. In case one is lost, stolen, or swallowed by an ATM, you need a backup.

* Always have a mix of cash and money on your card.

10. **Minimum Balance:** Keep at least €20 for your SIM card and €125-€150 for health insurance on your card.
11. **Housing Deposit:** It is better to have cash ready for your initial housing deposit.
12. **Legal Documents:** Bring all original certificates and legalized documents from the Embassy. Your high school diploma or Bachelor's degree must be translated and notarized.

DOCUMENTS

For the SIM Card, you will need:

- Your Passport.
- Sufficient funds on your card (approximately €20).

REQUIRED DOCUMENTS FOR PERMESSO DI SOGGIORNO (Residence Permit)

To apply for your permit, you will need to prepare the following (keep the originals and a couple of copies, and put one copy of each in the envelope/KIT):

1. Passport Photos: 4 identical copies (size 3x4 cm).
2. Passport Copy: A copy of the main page (with your personal data).
3. Visa Copy: A copy of the page with your Italian entry visa.
4. Admission Letter: A copy of your university acceptance/enrollment letter.
5. Codice Fiscale: A copy of your Italian Tax Code certificate (see further in the guide where and how to receive it).

6. Health Insurance: A copy of your policy valid for 1 year (12 months - see further in the guide where and how to receive it).
7. Proof of Financial Means: 1 copy of your bank statement + an Italian translation.

**Note:* It is often requested in Florence. It is safer to have it ready.

8. Marca da Bollo: A €16. 00 duty stamp (buy this at any "Tabaccheria" before going to the post office).

Health Insurance Options: Emergency vs. Full Coverage

There are two main ways to get health insurance in Italy. One is purely for your Residence Permit (Permesso di Soggiorno), and the other provides full access to the Italian Healthcare System (SSN).

Option 1: WAI (Welcome Association Italy) - The Budget Option

This is the most popular choice for students because it is fast and cheap.

- **Cost:** Approximately €120-€150 per year.
- **Coverage: Emergency only.** It covers urgent hospitalization and emergency room (Pronto Soccorso) visits.
- **Limitations:** It **does not** allow you to have a personal family doctor (*Medico di Base*) and does not cover standard medical check-ups, specialists, or non-emergency prescriptions.

- **Best for:** Meeting the legal requirements for the Residence Permit at a low cost.

Step-by-step instructions:

1. **Visit the Website:** Go to waitaly.net.
2. **Select the Plan:** Choose the option "**Cittadino Extra UE**" (Non-EU Citizen) and specifically the plan for "**Permesso di Soggiorno**".
3. **Choose the Duration:** Select **12 months** (this is mandatory for the 1-year study permit).
4. **Fill in your details:**
 - **Motive:** Choose "**STUDIO**" (Study).
 - **Start Date:** Set it to the date of your arrival in Italy or the day you are applying.
5. **Payment:** You can pay online using a credit/debit card. The cost is usually between **€120 and €150** per year.
6. **Download and Print:** Once the payment is confirmed, you will receive your policy via email. **Print two copies:** one for the KIT (Residence Permit envelope) and one to keep with you.

Option 2: SSN (Servizio Sanitario Nazionale) - Full Coverage

If you have a chronic condition or prefer to have full medical support, you can register with the Italian National Health Service.

- **Cost:** Approximately **€700** per calendar year (Note: The price increased significantly in 2024).
- **Validity:** It is valid only until **December 31st** of the year you paid, regardless of when you purchased it.
- **Coverage: Full medical access.** You get a personal Family Doctor (*Medico di Base*), access to specialists at a reduced cost (*ticket*), and the same healthcare rights as Italian citizens.
- **How to get it:** You must pay via an F24 form at a bank or post office and then register at the local ASL (*Azienda Sanitaria Locale*) office in your city.
- **Best for:** Students who need or want regular medical care.

How to get your Codice Fiscale (Tax code):

The *Codice Fiscale* is your personal Italian tax identification number. You will need it for many occasions: bank account, housing contract, and etc.

Step 1: Book an Appointment

- Go to the official [Agenzia delle Entrate website](#).
- Book an appointment at the office closest to your city of residence (see the screenshots at the next page).

Booking an appointment at the Agenzia delle Entrate

- Access: <https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action>

The screenshot shows the Agenzia delle Entrate website interface for booking an appointment. Red annotations include circles around the 'Prenotazione' button, the 'Prima richiesta di attribuzione del codice fiscale' checkbox, the 'Ho letto l'informazione' checkbox, the 'Assegno' button, and the 'Luogo' dropdown menu. Red arrows indicate the flow from the initial selection to the 'Effettua la prenotazione' section and then to the data entry fields.

Effettua la prenotazione

Per te stesso Per conto di

Codice fiscale utente:

Per prenotare un appuntamento per una **prima richiesta di attribuzione di codice fiscale**, seleziona la voce di seguito (To make an appointment to request your tax code for the first time please tick the checkbox):

☒ **Prima richiesta di attribuzione del codice fiscale (Request your tax code for the first time)**

La informiamo che i dati personali acquisiti saranno trattati nel rispetto del regolamento UE 679/2016 e del d.lgs. 196/2003, così come modificato dal d.lgs. 101/2018, con modalità idonee a garantirne la riservatezza e la sicurezza ed esclusivamente al fine di consentire la lavorazione della segnalazione inviata. Per l'informazione completa cliccare sul seguente link: [Riferenza sul trattamento dei dati personali](#)

☒ **Ho letto l'informazione**

Assegno **Indietro**

Dati anagrafici

Cognome*:
Nome*:

Informazioni di contatto

Recapito telefonico ed E-mail*

Telefono:
Cellulare:
E-mail:

Prenotazione appuntamenti

Prenotazione **Disdetta**

Assegno **Assegno**

Insert your data

Type: Firenze

CODICE FISCALE, TESSERA SANITARIA, PARTITA IVA - VARIAZIONI

Inserire il luogo dove si vuole prenotare

Luogo:
Firenze (FI) **× Cancell**

Booking an appointment at the Agenzia delle Entrate

Luogo:

Firenze (FI)

✕ Cancella

Select availability

Seleziona data e ora dell'appuntamento

Attenzione: se nella mappa non visualizzi la bandierina in corrispondenza



Legenda

- Giorno non disponibile
- Giorno disponibile

Scegli data

Settembre 2022

Lu	Ma	Me	Gi	Ve	Sa	Do
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Orari disponibili

Info e recapiti

Receive the
confirmation

Insert your
data

Informazioni per l'appuntamento

Motivo di richiesta appuntamento:

Prima richiesta del
Codice Fiscale.

Step 2: Prepare Your Documents

- Bring your **Passport** (Original).
- Bring **1 copy of your Passport** (main identity page).
- Bring **1 copy of your Italian Visa**.
- A **BLACK PEN** (to fill out the form on the spot if needed).

Step 3: At the Office

- **Arrive on time:** Be there exactly at the time indicated in your booking confirmation. It is not necessary to be there too early, but definitely don't be late.
- **Check-in at Reception:** As soon as you arrive, go to the reception desk. Show them your appointment confirmation (you can show the email on your phone or a printout).
- **Get your queue ticket:** The receptionist will give you an electronic queue ticket (a small piece of paper with a number).
- **Watch the screen:** Take a seat in the waiting area. Keep a close eye on the monitors/displays in the room. They will show the number currently being served.

Important tip: Don't get distracted - if you miss your number, you might have to start the whole process over!

- **Finalize:** Once your number appears on the screen, look for the counter (sportello) number displayed next to it. Go to that counter and present your documents. They will issue your *Codice Fiscale* certificate on the spot.

! IMPORTANT:

NEVER give away your original passport. Only show it for verification.

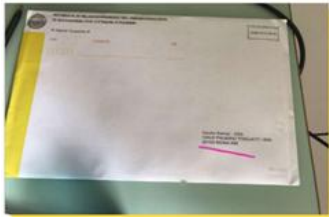
Keep the document they give you safe and do not leave the original of this document anywhere. This certificate is your official *Codice Fiscale*. You will need it throughout your stay in Italy, so make several copies and keep a digital scan on your phone.

PERMESSO DI SOGGIORNO (Residence Permit)

PERMESSO DI SOGGIORNO

Step 1. Go to a post office (Poste Italiane) and ask for the **KIT per il permesso di soggiorno (studenti)**.

Not every post office has the kits in stock, so don't worry - if they don't have it, just try another branch.



Step 2. Go to a tobacco shop (tabaccheria) and buy a duty stamp for €16, called a **marca da bollo**. Make sure to check the price: it must be exactly **16 euros**.

Do not stick it anywhere yet - just keep it with you.

Step 3. There will be 2 questionnaires in the envelope, you only need **Modulo 1**. Fill out the form as it is shown below.

MINISTERO DELL'INTERNO
Al Signor Questore di **City**
(Della Provincia) **Abbreviation of the province**

MOD. 203
MODULO 1

Do not stick the stamp yourself

2. SEZIONE 1 - DATI DELLA RICHIESTA

5. COGNOME ¹⁶ Surname

6. NOME ¹⁶ Name

8. PROVINCIA DI DOMICILIO ¹⁶ **Abbreviation of the province**

9. CITTÀ DI DOMICILIO ¹⁶ City

10. INGRESSO ¹⁶ ☒ 13. DELIBERA ¹⁶ ☒

14. PERMESSO DI SOGGIORNO ¹⁶ ☒

15. CARTA DI SOGGIORNO ¹⁶ ☒

16. CODICE TIPOLOGIA PERMESSO ¹⁶ **2 4**

17. CODICE TIPOLOGIA PERMESSO ¹⁶ **2 4**

18. ASSICURAMENTO FOTTE CARTA SOGGIORNO STRANIERI ¹⁶ ☒

19. NUMERO PERMESSO - CARTA DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO ¹⁶

20. CODICE TIPOLOGIA CARTA/PERMESSO DI SOGGIORNO IN POSSESSO O DI RIFERIMENTO ¹⁶

21. DATA DI SCADENZA DEL PERMESSO ¹⁶

info about the previous permesso (if it is not the first time)

21. SEZIONE 2 - DATI SULL'ISTANZA COMPLETATA ¹⁶

22. INDICARE QUALI MODULI SONO STATI COMPLETATI ¹⁶ **0 1**

23. MODULO 2 ¹⁶ ☒

24. MODULO 3 ¹⁶ ☐

25. INDICARE IL NUMERO TOTAL ¹⁶ **number of pages**

26. DATA ¹⁶

27. CHIAMARE RILASCIATA DAL ¹⁶

28. DATA ¹⁶

29. FIRMA ¹⁶

date of the request **signature**



MINISTERO DELL'INTERNO

Carta bianca
 Spazio per mettere a firma

MOD. 209
 MODULO 1

1. SCRIVERE IN STAMPATELLO CON PENNA NERA

30. SEZIONE 3 - DATI ANAGRAFICI

31. CODICE FISCALE (DNE IN POSSESSO) Codice Fiscale

31. STATO CIVILE ⁽¹⁾ A - single B - married

35. CODICE STATO NASCITA ⁽²⁾ XXXX

36. CODICE STATO CITTADINANZA ⁽³⁾ XXXX

37. RIFUGIATO ⁽⁴⁾ SI ☐ NO ☒

38. CITTA' DI NASCITA city of birth

Date of birth DD / MM / AAAA

NATIA IL ⁽⁵⁾ DD / MM / AAAA

Sex M F

35. code of the of the birth country 36 code of the citizenship country

31. SEZIONE 4 - DATI DOCUMENTO DI IDENTITA'

40. PASSAPORTO ⁽¹⁾ ☒ XXXX

41. ALTRO TIPO DI DOCUMENTO ⁽²⁾ XXXX

42. SPECIFICARE ALTRO TIPO DI DOCUMENTO ⁽³⁾ XXXX

43. ALTRO XXXX

44. NUMERO passport number

45. VALDO SINO AL DD / MM / AAAA

46. RILASCIATO DA ⁽⁴⁾ 01

passport number

passport expiry date

47. SEZIONE 5 - DATI VISTO ⁽¹⁾

48. DATA DI INGRESSO IN ITALIA DD / MM / YYYY

49. FRONTIERA airport name

50. NUMERO VISTO ⁽²⁾ visa number

52. INGRESSO SINGOLO ⁽³⁾ ☐ XXXX

53. INGRESSO MULTIPLO ⁽⁴⁾ ☒ XXXX

54. ANNOTAZIONI / MOTIVO DEL VISTO DI INGRESSO ⁽⁵⁾ STUDIO

55. DURATA DEL VISTO ⁽⁶⁾ how many days the visa was given for

56. VALLO DAL ⁽⁷⁾ DD / MM / YYYY

date of the entrance to Italy

51. TIPO VISTO ⁽⁸⁾ D

57. SINO AL ⁽⁹⁾ DD / MM / YYYY

visa start date visa end date

[illegible]

Step 4. Take out a piece of paper from the envelope (the same as on the photo).

Fill the form as it is shown in the example below. Instead of Via Mario Del Monaco 4 - right down your address. Instead of 20157 - your postcode.

FORMA COPIATA PER IL RILASCIO DEL PERMESSO DI SOGGIORNO ELETTRONICO

MEF - DIPARTIMENTO DEL TESORO VERS. DOVUTO RILASCIO

CODICE BAN 67422402

80 46

ottanta/46

name and surname

VIA MARIO DEL MONACO 4

20157 MILANO

510983814692364000

000067422402< 674>

Trams and buses



For getting around Florence (and throughout Tuscany), the main operator is **Autolinee Toscane**.

1. The "at bus" App You should download the official "at bus" app. It is essential for navigating the city.

It allows you to:

- View bus and tram schedules in real-time.
- Check routes and bus stops.
- Purchase tickets online.

Important: For travel within the city limits, always select the **FIRENZE URBANO** rate.

Buying Physical Tickets If you prefer not to use the app, you can buy paper tickets at any **Tabaccheria** (tobacco shop).



- *Critical:* Once you board the bus or tram, you **MUST validate** (stamp) your ticket using the machines inside the vehicle. An unvalidated ticket is considered invalid, and ticket inspectors can issue a heavy fine (approx. €43+).

2. Student Pass (Abbonamento Studenti) If you plan to use public transport frequently (more than 2-3 times a day), buying single tickets will be expensive.

- **When to buy:** At the end of summer/early autumn (usually September-October), *Autolinee Toscane* launches a special promotion for students. During this period, you can purchase an annual or semester pass at a significantly discounted rate.
- **How to apply:** This is done through your personal account on the at-bus.it website. You will need to register, provide a photo, and your university enrollment certificate (*Certificato di iscrizione*).

- **Useful tips:**

Keep an eye on the "at bus" website starting in late August, as the "window" for these discounted passes opens then. It can save you hundreds of euros a year.

- **"Check your zones":** If you live in the suburbs (e.g., Sesto Fiorentino or Scandicci), the *FIRENZE URBANO* rate may not apply—you might need a zone-based ticket (*Extraurbano*). Always check the zones in the app to ensure you buy the correct ticket.