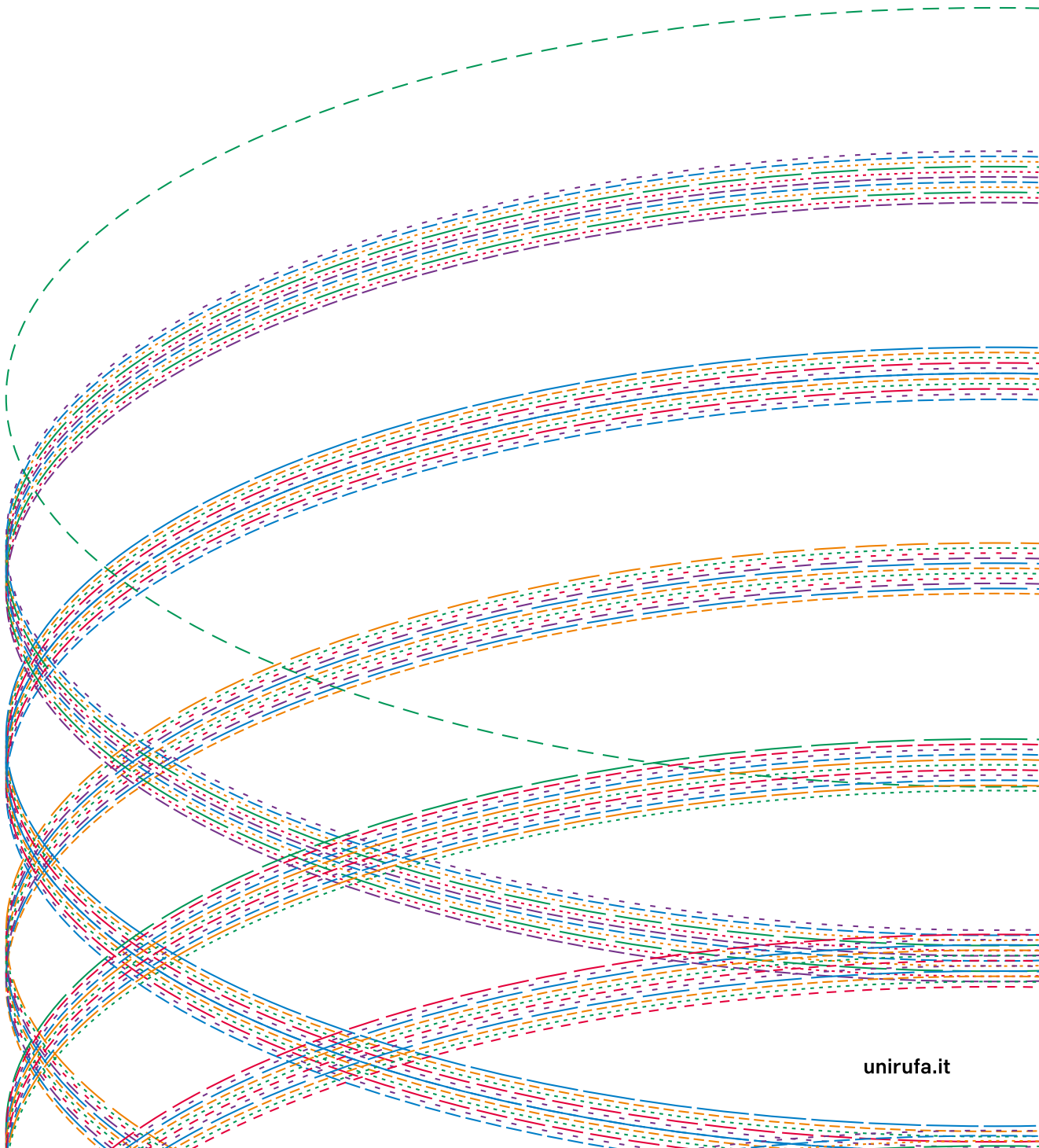
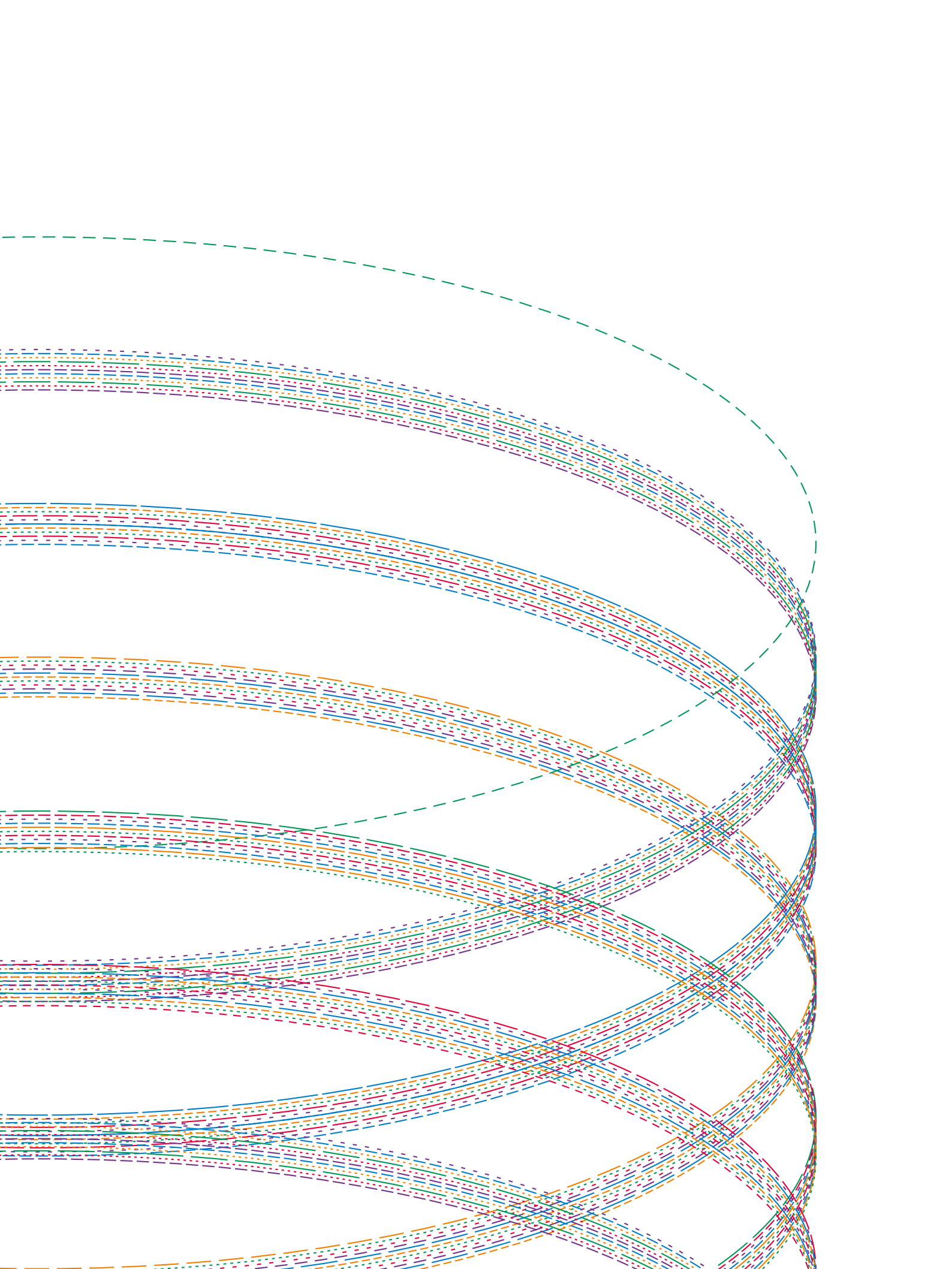


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# International students info





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# Welcome to the Rome University of Fine Arts!

Dear student,  
welcome to RUFA and welcome to Rome!

Studying creative arts in an atmosphere that is contaminated by stimuli and ideas of great depth offers invaluable advantages. Rome was the cradle of the Renaissance and even today its historical and artistic heritage is known all over the world. But Rome is also a city that is constantly evolving, where the dynamic and exciting new languages contribute to making it the center of new contemporary trends. The diversity of its museums and galleries is the most evident sign of this. Not only does Rome offer highly prestigious classical art but also stimulating events and initiatives related to new trends that range from art, to music and even to comics.

RUFA has seven buildings in Rome, 6 in the Trieste area and 1 in the San Lorenzo area.

We look forward to welcoming you, but in the meantime, there is bureaucracy to be dealt with quickly in order to start your journey successfully!

**EU STUDENTS:** You will be able to stay in Italy for 3 months before having to register at the registry office in Rome! To be able to register you will need many documents.

**NON-EU STUDENTS:** The Italian consulate in your Country will provide you with a visa to come to Italy, but it is only thanks to the residence permit that you will have the opportunity to stay and study in Italy.

Students must request the residence permit within 8 working days of their arrival! (if impeded by covid-19 measures, please contact the competent offices).

To apply for a residence permit you will need various documents, such as proof of possessing valid health insurance.

Therefore, we suggest that you immediately get these documents so that you can apply for your residence permit as soon as possible.

To complete the application for your residence permit you will be provided with a kit which will explain to you step by step how to fill in the application. This may take some time, so we suggest that you do not wait until the last day to do it.

We know that bureaucracy can be difficult, and it is for this reason that we have created this brochure to support and guide you through this first challenge.



# Tax Registration Number

The tax registration number is an identification tool that is widely used in Italy and useful to open a bank account, request a health insurance card, sign a rental contract, etc.

Students can find further information and book an appointment through the following link:  
<https://www.agenziaentrate.gov.it/portale/riciesta-o-duplicato-codice-fiscale>

Usually student must submit:

- **EU students**

- a valid ID or passport (and a copy).

- **Non-EU students**

- a valid ID or passport (and a copy);
- their visa (and a copy).

If you are given a tax registration number certificate instead of a card, don't worry, it is valid for all of the above-described purposes!



## Eu students

Students who come from an EU/EFTA Country may use the European Card (TEAM card) in the short term, since it provides them with coverage that is limited to services considered medically necessary by a public or joint care provider.

However, Non-Erasmus students who intend to attend a full study cycle at a University in Italy must integrate this type of coverage either with the S1 form (formerly E106), which allows them to apply for the Italian National Health Service and to receive health care (as an Italian citizen would, for the period of time indicated on the form) or with a private health insurance.

Generally it is possible to request the S1 form (ex 106) at the Social Insurance Institution of your Country before coming to Italy. The form must state that the insurance lasts at least one year or for the length of your studies. If your country does not issue this form, you will have to take out a private health insurance which must last for the entire length of your studies and which must cover all risks. For it to be valid in Italy, the insurance company must issue a certificate of compliance that guarantees that the type of insurance they provide complies with the necessary requirements, such as being valid in Italy, length, coverage etc.

You will need a translation into Italian of the health insurance which will be useful when you go to the registry office and when you apply for health care. Having a private health insurance does not give you the right to apply for the National Health Service.

**NB: The S1 form must be requested in your Country before coming to Italy and well in advance!**

Once in Italy you can contact the nearest local health authority (ASL), submit the necessary documents and get further information.

The social insurance institution in your country is a valuable source of information.

Before coming to Italy, contact it to choose the best solution for you! For further information:

[http://bit.ly/Health\\_Insurance\\_Cover](http://bit.ly/Health_Insurance_Cover)

Facsimile S1 form:

[http://bit.ly/Social\\_Security\\_Forms](http://bit.ly/Social_Security_Forms) (ITA)



# Health Insurance

## Non-EU students

To get a residence permit for study periods that are longer than 3 months, all Non-EU students are obliged to have health insurance. For information regarding the type of insurance required you should contact the Italian consulate of your Country.

Some States may have specific agreements with Italy regarding the assistance of their citizens. In this case, the Consulate will have to issue a declaration stating your right to health care that derives from an agreement between Italy and your Country. If not, the Embassy will still be able to advise you on health insurances that students from your Country have used to study in Italy in the past.

If you choose an insurance provided by institutions/companies of your Country, the Embassy will have to issue a statement regarding the validity of that insurance in Italy, its duration and the forms of assistance it provides. The insurance must not have limitations or exceptions regarding the costs established for urgent hospitalization (during the entire time you are covered by this insurance).

On the other hand, if the Embassy suggests that you take out an insurance with institutions in Italy, there are various options from which you can choose:

- National Health Service;
- Private health insurance.

**NB: Having a health insurance that is valid in Italy is necessary to apply for a residence permit!**

## National Health Service (SSN)

Foreign students can choose to apply for the National Health Service. Thanks to this insurance they can also choose their general practitioner.

The registration fee is of 149.77 € per calendar year (until 31/12/XXXX). You will have to pay the fee again for the following year. You can pay for the current year as well as for next year at the same time. This way, you will be covered during the whole academic year.

To apply for the National Health Service you will need to:

- go to the Post Office;
- fill in an empty postal payment slip and indicate the year which you are applying for;
- pay the registration fee.

The fee has to be transferred to the postal account 370007 held by: Tesoreria Provinciale dello Stato, Regione Lazio; purpose of the payment: "iscrizione al Servizio Sanitario Nazionale anno xxxx (insert year)".

**NB: Remember to make a copy of the receipts and to attach them to your first residence permit application (in the future you will need to attach them to your residence permit renewal application).**



After submitting your residence permit application, you will need to go to the local health authority (ASL) and bring:

- the 149.77 € receipt;
- receipt that proves that you have submitted your residence permit application;
- copy of your residence contract signed at the Prefecture;
- identity document;
- tax registration number;
- self-certification of residence or statement of abode.

We suggest that you also bring a copy of your RUFA enrollment certificate. If you already paid the National Health Service for next year and you have not activated it, remember to go to the local health authority (ASL) at the end of December to set it up. When you go to the local health authority you will receive your "Personal Health Card", which will allow you to receive, either for free or by paying a fee (Ticket), the following services: general medical examinations in the clinics and specialist medical examinations, medical examinations at home, hospitalization, vaccinations, blood tests, x-rays, ultrasound scans, medication, rehabilitation and prosthetic care.

For further information regarding choosing a doctor:

[http://bit.ly/ASL\\_Roma1](http://bit.ly/ASL_Roma1) (ITA)

When you will have gone to the local health authority and chosen your general practitioner, you will be able to go to him/her during his/her opening hours. Registration is valid for one calendar year and only until the Residence Permit is valid. We recommend that you apply at the beginning of the year.

For further information:

[http://bit.ly/Assistenza\\_Sanitaria](http://bit.ly/Assistenza_Sanitaria) (ITA)

## Private Health Insurance

It is also possible to take out private health insurance, which must however be accompanied by a declaration made by the insurer specifying that there are no limitations or exceptions in terms of costs for urgent hospitalization (during the entire time that you are covered by this insurance).

It is important to read the insurance information very well, since some insurances may require you to pay the costs upfront, and only refund your money later on.

These insurances can be convenient since it is possible to choose a 6-month coverage, instead of paying for the entire calendar year (for example with the INA insurance).

When choosing your health insurance please check all of the procedures and limitations in terms of refunds. Remember that the healthcare costs that you may be required to pay upfront may be very high (for example in case of hospitalization).



# Residence Registration for EU Students

EU citizens who decide to stay in Italy for over 3 months have to register at the Registry Office of Rome to get their residence certificate.

EU citizens are citizens of the following EU Member States: Austria, Belgium, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Luxembourg, Holland, Portugal, Spain, Sweden, Cyprus, Malta, Estonia, Latvia, Lithuania, Czech Republic, Slovakia, Poland, Hungary, Slovenia, Romania and Bulgaria. Citizens of Switzerland, of the Republic of San Marino, Andorra, Vatican City and of the states belonging to the European Economic Area, S.S.E. Norway, Iceland and Liechtenstein must follow the same procedures.

For further information:

<http://bit.ly/IscrizioneAnagraficaEU> (ITA)

The registry officer will not accept applications on plain paper in free form, or if the mandatory sections that are marked with an asterisk have not been filled in.

For further information on how to submit the form:

[http://bit.ly/Ischr\\_Anagrafica\\_Comunitari](http://bit.ly/Ischr_Anagrafica_Comunitari)

To register you can also book an appointment online (to book, you must have a tax registration number):

<https://tupassi.it/>

**NB: try to book an appointment as soon as you arrive in Italy. The waiting lists are long!**

The documents you will need to submit are:

- 1 - an Identity document that is valid to travel abroad or your passport;
- 2 - RUFA – Rome University of Fine Arts certificate of enrolment;
- 3 - demonstrate that you have sufficient economic resources (regardless of the sources) so to not represent a financial burden for the Italian public care;

The availability of economic resources requirement can also be documented through a self-declaration (in pursuance of art. 46 of the Presidential Decree 445/2000), that indicates the source of licit income and any other element that may be useful in case of an inspection (for example data related to a postal and/or bank current account and a copy of a credit card that may be used in Italy-eg Maestro circuit). The benchmark for defining the required income is the social allowance;

- 4 - copy of a health insurance that covers health risks in Italy and that is valid for at least one year, or copy of the S1 form (Ex 106) issued by your Country.

# Residence Registration for EU Students



Students must bring both the original documents and a copy: the copy will be kept by the office, while the original ones will be given back to you.

If the student goes personally with all of the necessary documents, the registration is immediate. Otherwise, if the application is sent by ordinary mail or online, the registration will take up to 2 days from the date in which the request is received. The residence will be calculated from the date in which the student submitted the request.

Although registration is free of charge, for both the certificate and the application form students must purchase stamps and pay other municipal taxes.

Cost of the service:

- two 16.00 € stamps which you can buy at a tobacconist;
- two 0.52 € stamps, which you can buy at the cash register of the Town Hall.

The main office that deals with registry issues in Rome is:

Registry and Civil Status Services

Via L. Petroselli, 50

Demographic Services Office

(0039) 0669613440 - 0669613430

Information for Non-EU students who wish to have their residence in Rome is available here:

[http://bit.ly/IscrizioneAnagrafica\\_extraEU](http://bit.ly/IscrizioneAnagrafica_extraEU) (ITA)



# Residence Permit For Non-Eu Students

Once you arrive in Italy with your visa you will need to apply for a residence permit within 8 days of your arrival! Since you will need to fill out a form that requires a lot of attention and attach various documents, we suggest that you not to wait until the last day!

Your residence permit application must be forwarded to the responsible Police Headquarters through a residence permit kit that you can find in all post offices. The residence permit kit contains the instructions that explain how to fill in the application.

Once you have finished, you must submit the kit in an open envelop to post offices that have the Sportello Amico service. Students must bring their identity document. If you are applying for a renewal, you must also provide a copy of the expired residence permit and bring your passport with you.

For further information:

<http://bit.ly/PermessedoSoggiorno> (ITA)

The following documents must be attached to the residence permit kit:

- passport copies (A4 paper size). Only the pages that contain your personal data and the entry/exit stamps (two copies of the page with the visa);
- receipt of the postal slip related to the payment of the fee due to request the Electronic Residence Permit. To pay the fee and the electronic residence permit you must use only one current account slip that you can find in all post offices;
- a copy (A4 paper size) of all of the additional documentation indicated in the instructions (such as: copy of the RUFA enrolment certificate stamped by the Italian Embassy, copy of the health care insurance, registered residency address etc.);
- 4 passport photo.

To get the residence permit you must pay:

- a 16.00 € telematic stamp (revenue stamp) to be attached to the form (it can be purchased at a tobacconist);
- 30.00 € to the Italian post office for sending the registered post;
- a 30.46 € payment slip for the electronic residence permit.

The fee that you will have to pay to have the residence permit issued (non-refundable in case of refusal) is between 40.00 € and 100.00 € for a residence permit depending on the length.

# Residence Permit For Non-Eu Students



After handing in the documentation, you will be given a letter indicating the date, time and place of the appointment at the Police Headquarters (photo-signalling and permit release). You will have to bring the original documents and the invitation letter the day of the appointment.

Once you have sent the kit, you will be given a receipt of the registered residence permit kit which is valid and will replace the residence permit for the entire period in which you will have to wait for the response from the Police Headquarters.

**NB: Remember to hand in a copy of the receipt and the letter stating the appointment at the Police Headquarters to the International Students Office.**

The receipt, together with your identity document, allows you to continue to legally reside in Italy.

On the receipt there will be two codes that will allow you to check how your application is going. While waiting for the electronic Residence Permit, you can check the status of your application at [www.portaleimmigrazione.it/](http://www.portaleimmigrazione.it/) by accessing the “foreigners” reserved area. Here you will find a dedicated page where you can check the progress of your request by indicating your User ID and password.

If you wish, you can also benefit from the assistance of Patronages and various associations that, in agreement with the Ministry of the Interior, can fill out the forms for you for free. You just need to go to one of these offices - the complete list can be found on the [immigrazione.it](http://immigrazione.it) website. They will have the forms and will be able to fill them in and print them. However, you will still have to send the application through the post office following the procedures described above.

Please remember that you must submit the request to renew your residence permit at least 60 days before the expiry date. To do so you must send the postal kit, attach a copy of your passport, a copy of the expired residence permit, a copy of the documentation certifying that you possess adequate financial resources, a copy of your private health insurance (or National Health Service), and a copy of a certificate that attests that you have passed at least one exam or two exams if it is not your first academic year.



# How To Reach Us

RUFA has 7 offices in the heart of Rome, 6 in the Trieste area and 1 in the San Lorenzo area.

## Main Campus (Trieste area)

### From Termini station

Take the B1 subway line towards Jonio and get off at the Sant'Agnese Annibaliano stop.

From this stop you can walk for 15 minutes, or 7 minutes by taking the bus number 89 and getting off at the Trieste/Gorizia stop.

The cost of a metrobus ticket is 1.50 €.

### From the airport

- Fiumicino:

The fastest train connecting Fiumicino to Termini station is the Leonardo Express train, which costs 14.00 € and takes about half an hour: [http://bit.ly/Leonardo\\_Express](http://bit.ly/Leonardo_Express)

You can also take one of the various buses that are located outside of the airport. Tickets can be purchased online or at the airport for about 6.00 €. The length of the journey is 55 minutes.

- Ciampino:

To get to Termini you can take one of the several buses that are located just outside the airport. Tickets can be purchased online or at the airport for about 5.00 €. The length of the journey is 40 minutes.

You can also take the Atral bus that connects the airport with the subway (A line, Anagnina station) in 20 minutes. In this case, the cost of the trip is 1.20 €. For further information: [http://bit.ly/Atral\\_Lazio](http://bit.ly/Atral_Lazio)

## PASTIFICIO CERERE campus (San Lorenzo area)

### From Termini central station:

Take bus 71 and get off at the Turati/Fanti stop.

Or take the metro line B or B1, get off at Policlinico and then take tram 3 or 19 and get off at the Reti stop.

# Getting Around Rome



## Metrebus system

The single ticket for the subway (metro), bus and tram costs 1.50 € and is valid for 100 minutes. It can be purchased at the metro/bus stations or tobacconists.

NB: You cannot access the subway once you pass the exit turnstiles, even if the 100 minutes have not passed yet.

You can also take out a monthly or annual subscription.

Individual non-transferable monthly subscription: 35.00 €, valid for the calendar month written on the ticket or on the top-up receipt for an unlimited number of trips in the Roma Capitale area.

Transferable monthly subscription: 53.00 €, valid for the calendar month written on the top-up receipt for an unlimited number of trips in the Roma Capitale area.

Yearly subscription 250.00 € valid for 365 days from the top-up date written on the receipt.

There is also a Yearly Youth and Student subscription that is valid for 365 days from the top-up date written on the receipt for an unlimited number of trips in the Roma Capitale area. To get it, however, students must meet specific requirements.

For further information: [http://bit.ly/Atac\\_Roma](http://bit.ly/Atac_Roma)

## Muoversiaroma.it

A useful tool to keep up to date with public and private transportation in Rome is Muoversiaroma: [http://bit.ly/Muoversi\\_Roma](http://bit.ly/Muoversi_Roma)

This website offers the relevant news of the week and information regarding: restricted traffic area times, news on public transport, traffic and roads, parking, bus waiting times and travel times of some road sections monitored by the Utt (Urban travel times) system, bike sharing stations and bikes available. You can also calculate a route by bus or foot and find a ticket sales point.

## Carsharing

To use the various carsharing services there is an app called Free2Move. Through this app you can select a vehicle and compare the distance of the cars from where you are, the prices and features. Carsharing services in Rome are provided by: Carsharing Roma, car2go, enjoy e Share'n Go.

For further information:

Carsharing Roma: [http://bit.ly/Roma\\_Mobilita](http://bit.ly/Roma_Mobilita)

Car2go: [http://bit.ly/Car2go\\_Roma](http://bit.ly/Car2go_Roma)

Enjoy: [http://bit.ly/Enjoy\\_Roma](http://bit.ly/Enjoy_Roma)

Share'n Go: [http://bit.ly/Sharengo\\_Roma](http://bit.ly/Sharengo_Roma) (green option)

## Scooter sharing

ZigZag: [http://bit.ly/ZigZag\\_Roma](http://bit.ly/ZigZag_Roma)



# Housing

Regarding accommodation services, RUFA has agreements with:

## - **Camplus College**

It is a large and innovative student house, located in the north-east area of the city, in the historic district of Pietralata, which has recently become one of the most vibrant districts in the capital, thanks to the redevelopment of ancient buildings by young designers and artists. Its proximity to the subway enables students to easily reach the main Universities and Rome's Central National Library. The rooms have a telephone, internet connection, heating and air conditioning.

There are also spaces and services for studying, university life and free time: each student has the right to an unlimited use of the common spaces such as the kitchen, study lounge, conference room, recreation room, cinema room, music room and gym.

SCHOLARSHIPS FOR RUFA STUDENTS: 3 1.000 € scholarships for RUFA students, based on merit.

For further information on how to win a scholarship:

[http://bit.ly/Housing\\_RUFA](http://bit.ly/Housing_RUFA)

It is also possible to look for housing solutions on various online platforms and magazines.

For more information:

[http://bit.ly/Informa\\_Giovani](http://bit.ly/Informa_Giovani) (ITA)

The cost of a room for rent varies between 350 € and 450 € per month, depending on the area and the willingness of the student to share the room with other tenants.

# Services And Useful Information



## Mobile Phone

To subscribe a mobile phone contract or purchase a SIM card, you need your tax registration number and a valid identity document.

The main operators include:

TIM: [www.tim.it](http://www.tim.it)

Vodafone: [www.190.it](http://www.190.it)

Wind: [www.wind.it](http://www.wind.it)

Iliad: <https://www.iliad.it/>

Tre: <https://www.tre.it/>

## Internet

To subscribe a contract you need your tax registration number and a valid identity document.

The main companies include:

Telecom Italia: [www.telecomitalia.it](http://www.telecomitalia.it)

Fastweb: customer service [www.fastweb.it](http://www.fastweb.it)

Infostrada: customer service [www.infostrada.it](http://www.infostrada.it)

Tiscali: [www.casa.tiscali.it](http://www.casa.tiscali.it)

## Opening a bank account

### NON-EU:

To be able to open a bank account generally Non-EU students must already be residents in Rome.

Some banks offer non-resident students the possibility of opening a bank account.

Despite the possibility of receiving a discount on the cost of the account, the costs still remain high.

It should be noted that Non-EU students who intend to open this type of account are generally also required to submit a reference from their bank. Students are advised to inquire about the most convenient solution to use before their departure.

### EU:

In order to open an online bank account or a prepaid card generally the EU student must already have a rental contract in Rome.

A possible solution is offered by the Unicredit bank, which offers EU students the opportunity of getting the "Genius card" by submitting the following documents:

- tax registration number;
- passport;
- RUFA certificate of enrolment;
- rental contract.

For further information regarding the Genius Card: [http://bit.ly/Unicredit\\_IT](http://bit.ly/Unicredit_IT)



# Services And Useful Information

## Emergency numbers

In Rome, the following number can be used for emergencies: 112

For further information:

[http://bit.ly/Regione\\_Lazio](http://bit.ly/Regione_Lazio)

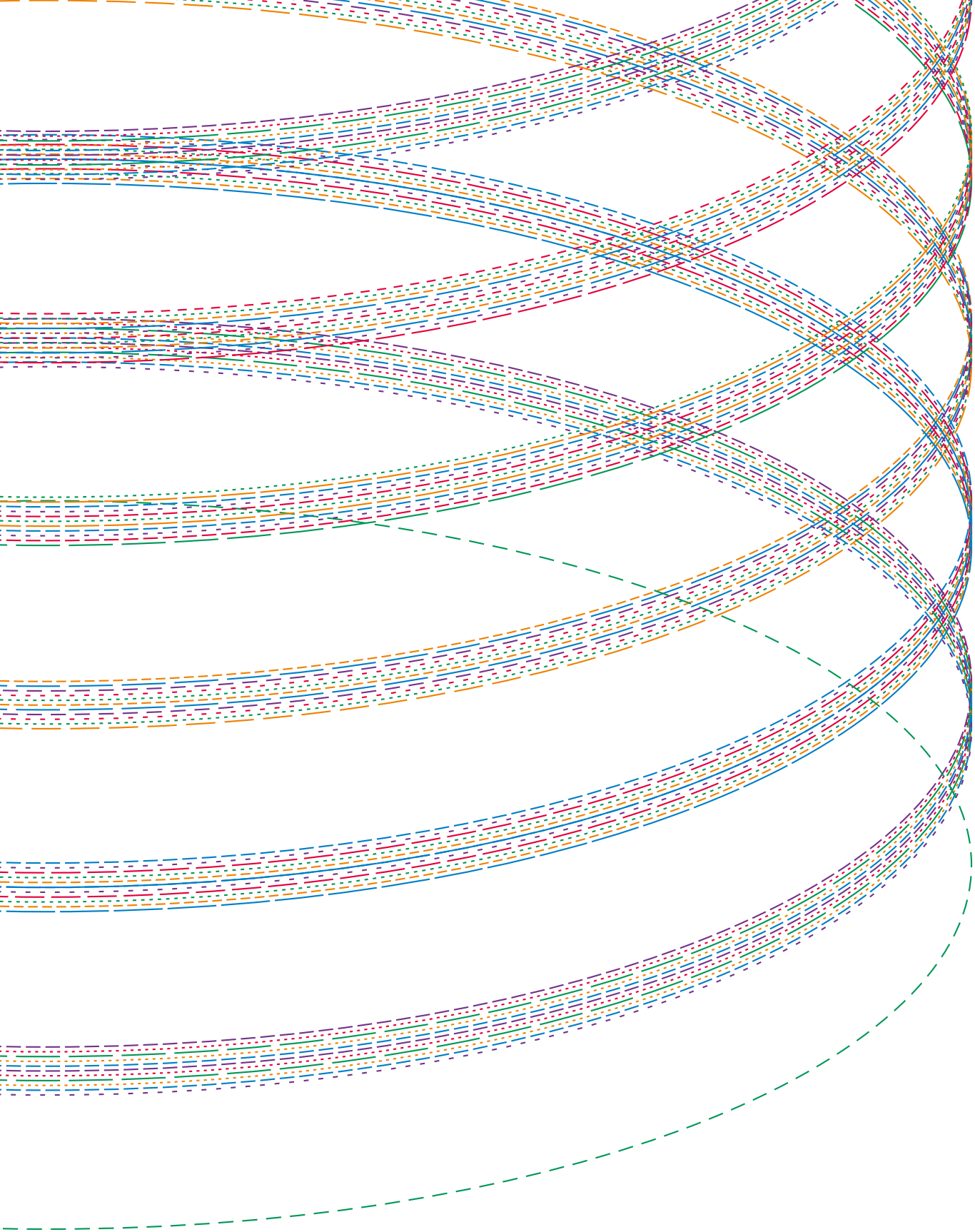
## National holidays

- All Saints' Day 1<sup>st</sup> of November
- Feast of the Immaculate Conception 8<sup>th</sup> of December
- Christmas 25<sup>th</sup> of December
- Saint Stephen's Day 26<sup>th</sup> of December
- New Year's Day 1<sup>st</sup> of January
- Epiphany 6<sup>th</sup> of January
- Easter and Easter Monday (usually in April)
- Liberation Day 25<sup>th</sup> of April
- Labor Day 1<sup>st</sup> of May
- Republic Day 2<sup>nd</sup> of June
- Feast of Saint Peter and Paul 29<sup>th</sup> of June (Holiday in Rome, Patron Saint)
- Assumption of Mary 15<sup>th</sup> of August

The Academy does not take responsibility for the contents of this brochure.

The information provided in this guide is not legally binding and cannot replace indications received by the Offices responsible for these procedures.

The brochure has been drafted in January 2020.



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aderente  
**aiap**  
associazione italiana design  
della comunicazione visiva

**ADIMEMBER**



Design Emanuele Cappelletti