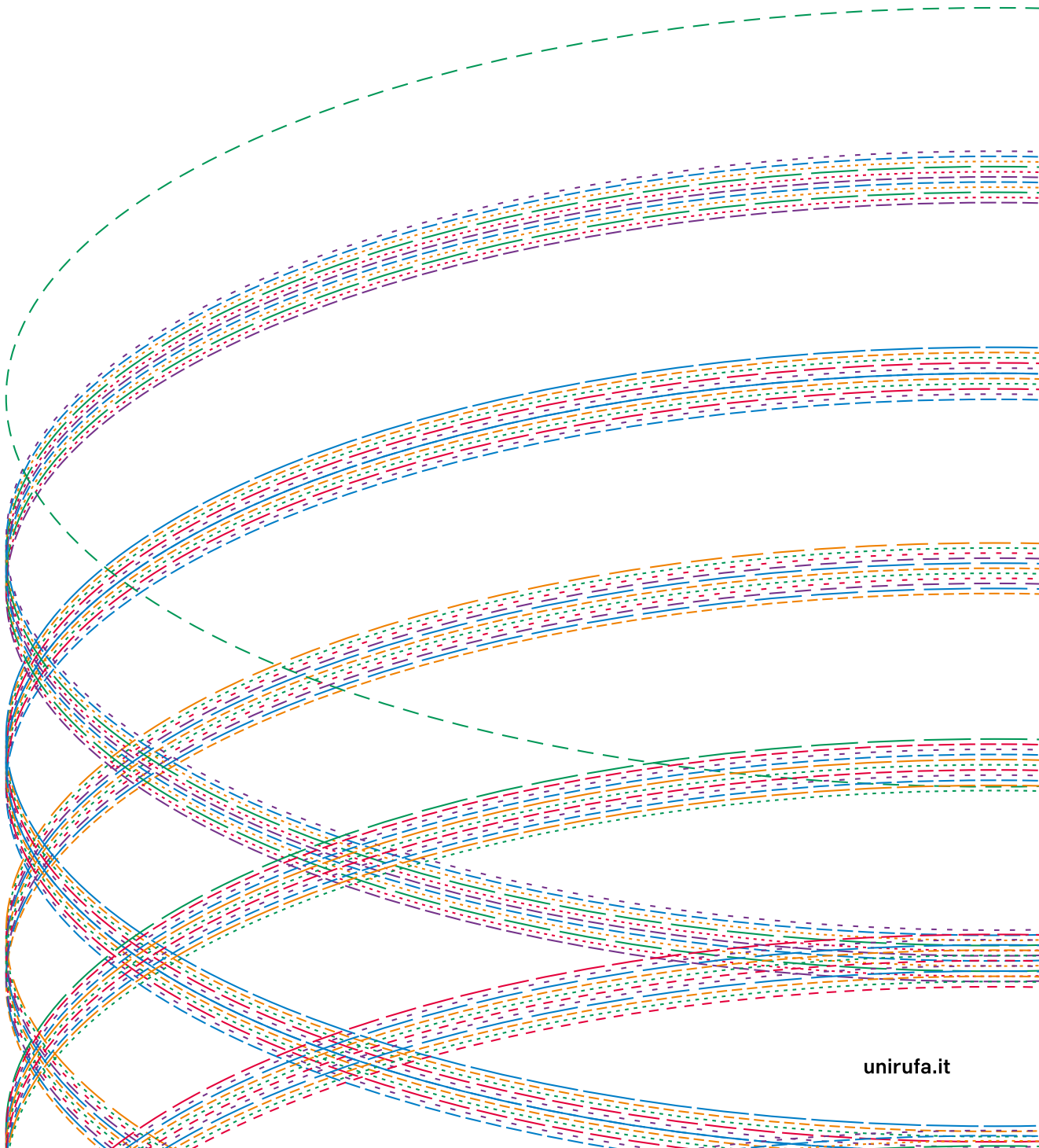
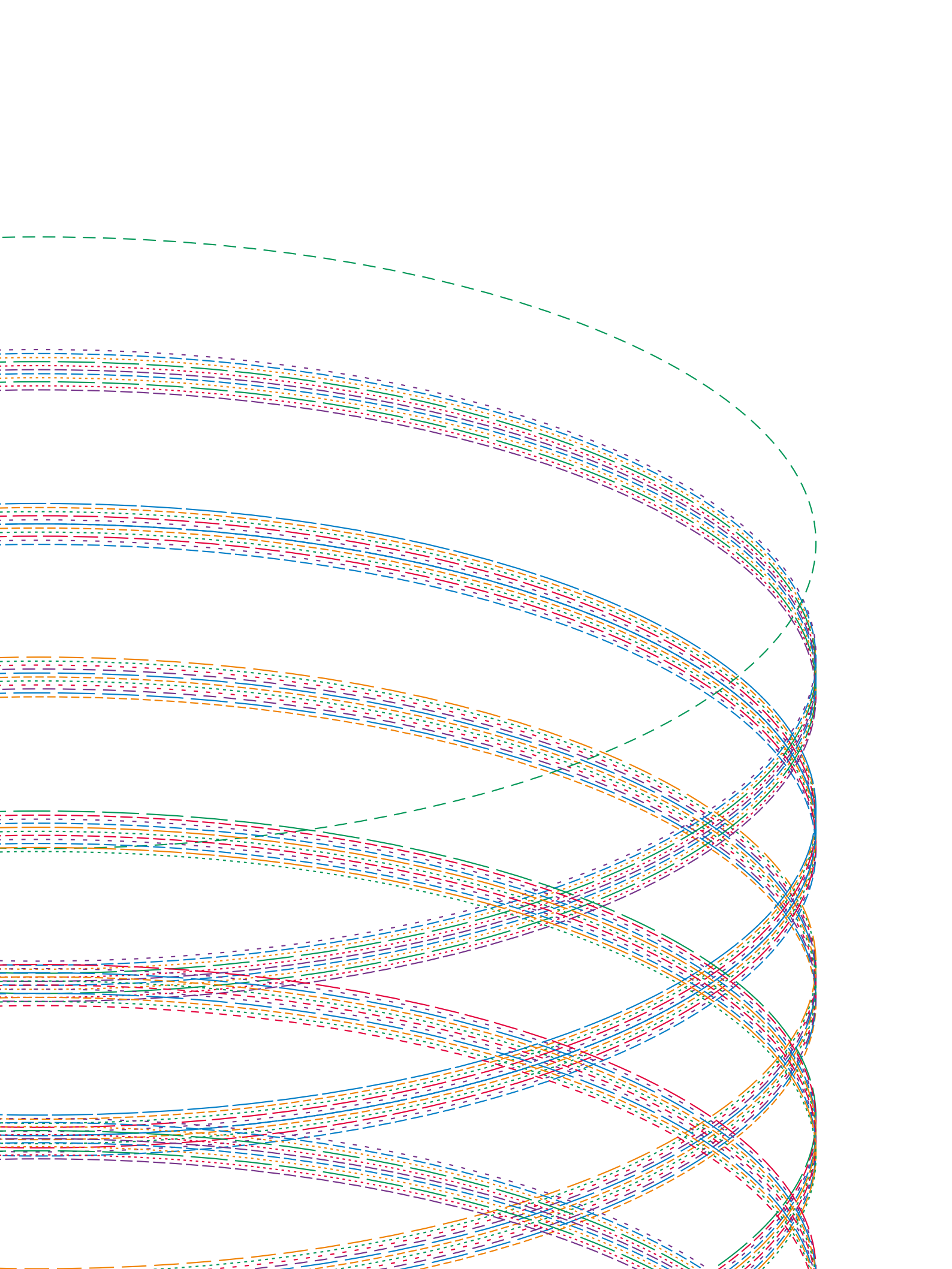


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International students info





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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 apply for these documents even before departure, so that you can apply for your residence permit as soon as possible upon arrival.

You can request the residence permit by using a special kit available at various post offices of City. 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 provide you with general guidelines during 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.

To request the tax registration number, students will need to fill in the specific form and 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).

All foreign students are advised to apply for the tax code before arriving in Italy through the Italian diplomatic-consular representation in their Country of residence.

For further information on issuing the tax code, please refer to the Revenue Agency website:

https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richiesta-ts_cf/come-si-chiede-il-codice-fiscale

Further information and contacts are available at the following website:

https://www.agenziaentrate.gov.it/portale/web/guest/uffici9/-/uffici/uffici_INSTANCE_Mdy8zE1APOEj/dettagliouffT/TJQ/cr/913/iur/TJQ



Eu students

Students who come from an EU Country have the possibility to temporarily use the European Card (EHIC card) issued by their Country which allows them to obtain the necessary medical treatments (eg. emergency care) during a temporary residence in another EU country for study purposes. It is up to the health care provider to define the types of care that are “necessary” from a medical point of view.

The EHIC card does not cover care provided by private health care providers and can only be used for public health care providers.

Students can also decide to enroll in the Italian National Health Care System or to take out private health insurance. To enroll in the National Health Care System it is necessary to request the S1 Form (ex 106) before departure, or to pay an enrollment fee. It is important to underline that various specialist health services still require the payment of a “ticket”, which covers part of the costs.

For further information:

http://bit.ly/Health_Insurance_Cover

https://europa.eu/youreurope/citizens/health/when-living-abroad/health-insurance-cover/faq/index_it.htm

National contacts:

https://europa.eu/youreurope/citizens/national-contact-points/italy/index_en.htm



Health Insurance

Non-EU students

To study in Italy for a period 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:

- Private health insurance;
- National Health Service.

National Health Service (SSN)

Foreign students who have a residence permit 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).

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;
- valid residence permit or renewal request;
- 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. 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), various services.

For further information regarding choosing a doctor:

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:

https://bit.ly/RUFA_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.

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 are required 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

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 - self-declaration stating the possession of sufficient economic resources so as not to become a burden for the State's social assistance;
- 4 - copy of a health insurance that covers health risks in Italy and that is valid for at least one year, or for the length of the Course. The EHIC card is sufficient for the student who requests registration in the temporary population register.

Residence Registration for EU Students



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

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



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 working 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/PermessoDiSoggiorno> (ITA)

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;
- 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.).

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 required 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. If you intend to travel during this period, please contact the appropriate Embassy / Consulate.

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/ 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 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), 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 etc.



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

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

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

Muoversiaroma.it

A useful tool to keep up to date with public and private transportation in Rome is Muoversiaroma: 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

Car2go: http://bit.ly/Car2go_Roma

Enjoy: http://bit.ly/Enjoy_Roma

Scooter sharing

ZigZag: 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

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

For more information:

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

Vodafone: www.190.it

Wind: www.wind.it

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

Internet

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

The main companies include:

TIM: www.tim.it

Fastweb: customer service www.fastweb.it

Infostrada: customer service www.infostrada.it

Tiscali: 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



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

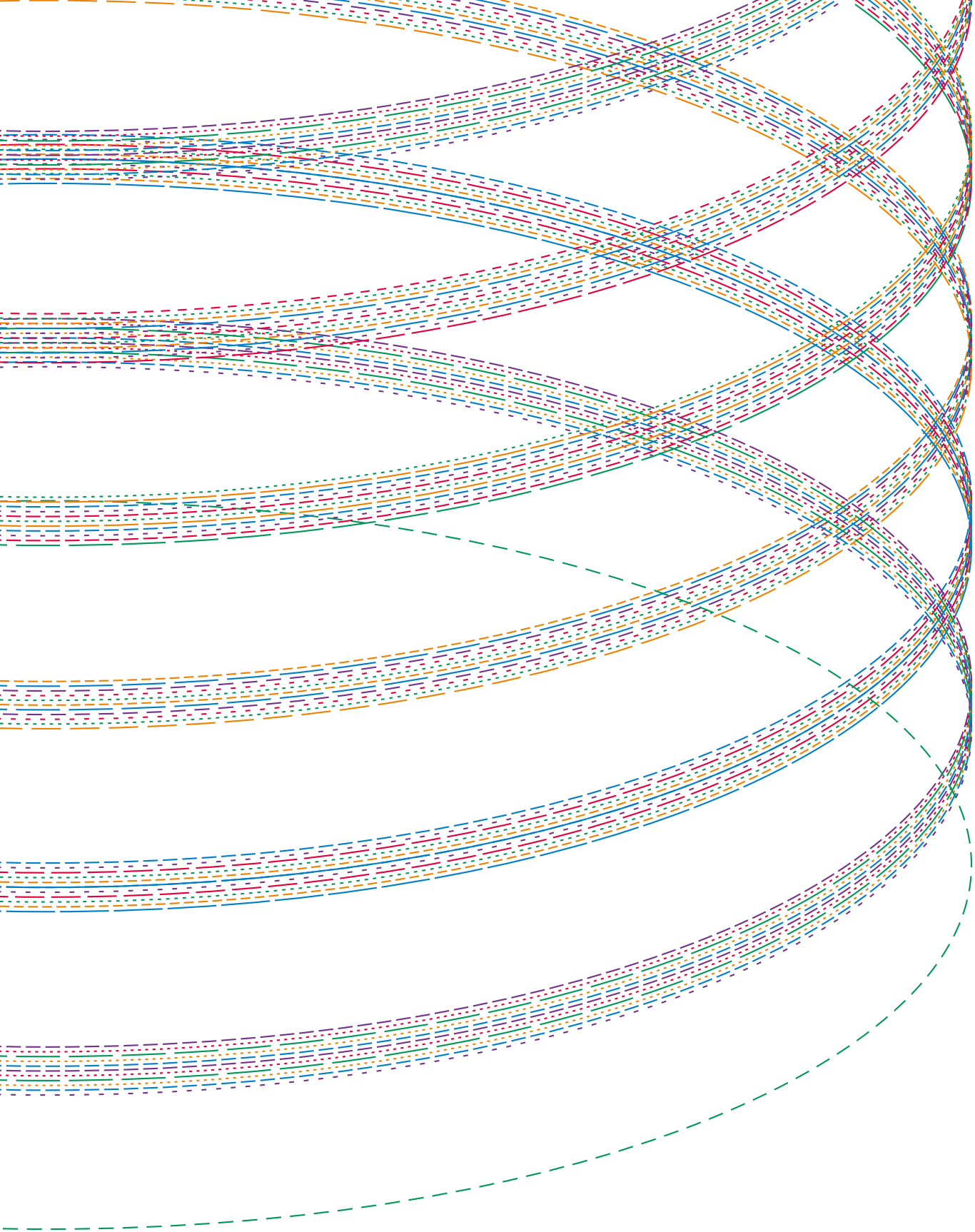
National holidays

- All Saints' Day 1st of November
- Feast of the Immaculate Conception 8th of December
- Christmas 25th of December
- Saint Stephen's Day 26th of December
- New Year's Day 1st of January
- Epiphany 6th of January
- Easter and Easter Monday (usually in April)
- Liberation Day 25th of April
- Labor Day 1st of May
- Republic Day 2nd of June
- Feast of Saint Peter and Paul 29th of June (Holiday in Rome, Patron Saint)
- Assumption of Mary 15th 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 updated in July 2021.



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