



SAPIENZA
UNIVERSITÀ DI ROMA

International Student Guide

Vocabulary

Salve, Ciao	Hi, Hello
Grazie	Thank You
Per favore	Please
Scusa	Excuse me
Arrivederci	Goodbye
Non capisco	I don't understand
Come ti chiami?	What's your name?
Piacere di conoscerti	Nice to meet you
Come stai?	How are you?
Un biglietto per...Per favore	One ticket to... Please
Quanto costa?	How much does it cost?
Lezione	Class
Aula	Classroom
A che ora iniziano le lezioni?	What time do the classes start?
Cacio e Pepe / Gricia	Traditional Roman Pasta
Saltimbocca alla romana	Traditional Roman dish
Grattachecca	Granita
Daje	Very common Roman expression
Zi	"Dude" in Roman
Ao!	Hey you!

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WELCOME TO SAPIENZA!

Sapienza University of Rome is happy to welcome you to our community!

academically and personally. The Sapienza International Office will provide you with guidance and support before, during and after your stay. We look forward to meeting you and helping you to make the most of your time in Rome.

Every year, we receive nearly 7000 students from around the world, along with nearly 1200 incoming and outgoing exchange students. We are proud of the diversity of our student population and look forward to the contribution that you will make to life at Sapienza.

Settling into a different environment and adjusting to new situations can be challenging, but Sapienza provides students with a variety of extra-curricular activities, services and counselling. We truly hope you will enjoy your time at Sapienza and make the most of it both

Sapienza Programmes for International Students:

- Erasmus+
- Erasmus Mundus
- Bilateral Agreements
- Science without Borders
- Visiting Students
- Invest your talent in Italy



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SAPIENZA UNIVERSITY OF ROME

SAPIENZA AT A GLANCE

- 115,000 students
- 63 Departments & 11 Faculties
- More than 300 Degrees Programmes
- 59 libraries
- 20 museums

Sapienza University, which was founded in 1303 by Pope Boniface VIII, is one of the oldest universities in the world and a top performer in international university rankings.

The 115,000 students enrolled at Sapienza can choose from over 300 Degree Programmes (Bachelors, Masters and PhDs) and 200 Professional Master Courses, while the “Scuola Superiore di Studi Avanzati” manages honours programmes.

Sapienza has 11 Faculties, 63 Departments and various research centres that drive high levels of excellence in archaeology, physics and astrophysics, as well as humanities and cultural heritage, environmental studies, nano technology, cellular and gene therapy, design and aerospace. Moreover, students enjoy 59 libraries (two of which are open 24 hours/ day), 20 museums, the Ciao/Hello Student Orientation Office, the SORT Faculty Orientation Office and an Office for Disabled Students.

Throughout the course of the year, Sapienza organises a myriad of cultural, social and sporting activities to encourage students to enjoy life on campus. These include the Sapienza MuSa orchestras, choirs and ensembles; the Theatron - Ancient Theatre Group; Sapienza web radio and wide range of sports facilities. Sapienza’s large student population includes over 30,000 students from outside of the Rome area, ca.

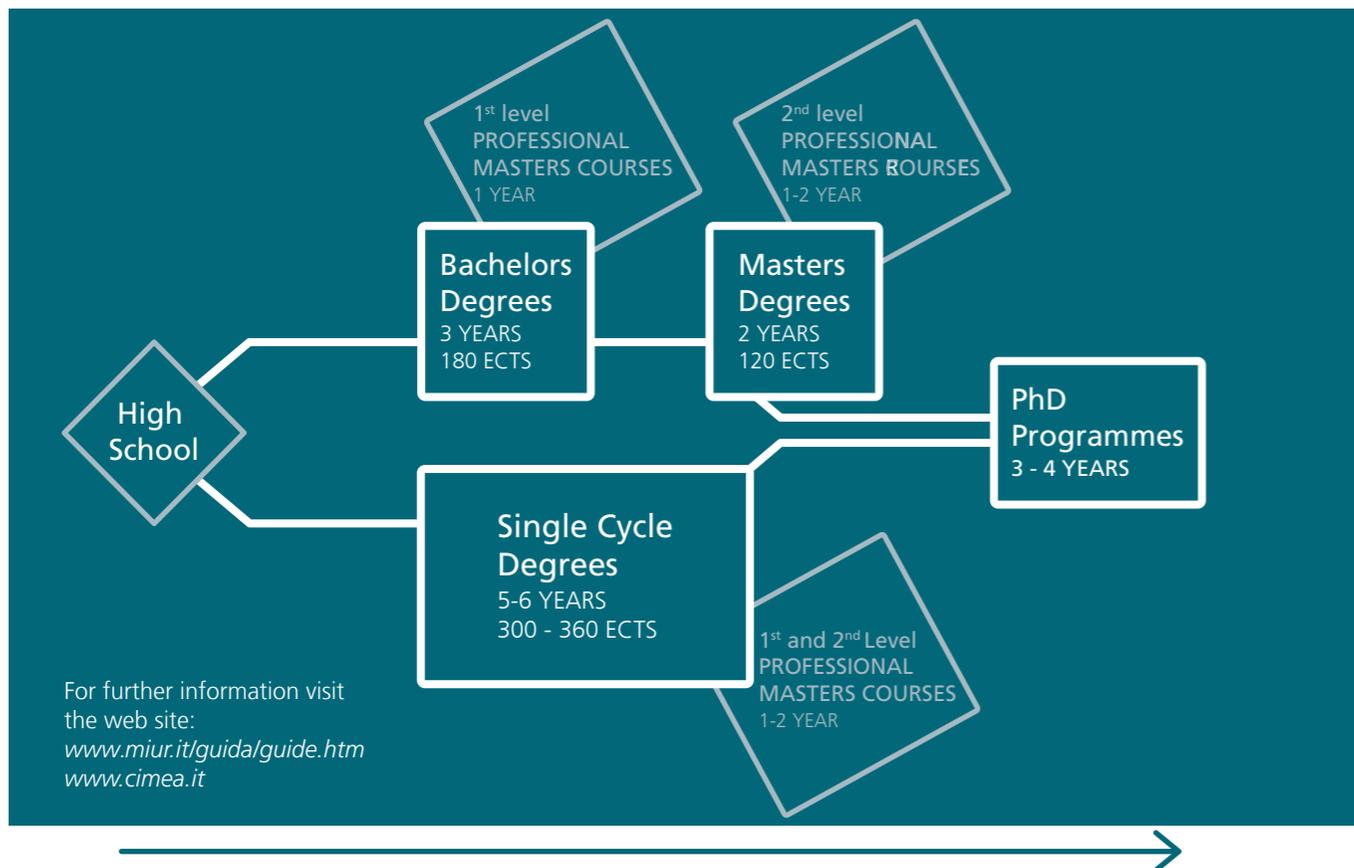
7000 foreign students and 1200 students on mobility programmes. Thanks to its extensive network of universities from around the world, Sapienza provides its students with a wide range of international opportunities, including double-degree programmes, scholarships for writing theses abroad, traineeships in European and non-European countries, and international PhDs.

Sapienza provides all international students very convenient flat rate for enrolment.

The main Sapienza campus, which was designed by Marcello Piacentini, opened in 1935. It is located close to the city centre. It is the largest university in Europe - a city within the city - where teaching activities are integrated with laboratories, libraries, museums and a wide range of student facilities and services. Faculties and Departments also pursue their activities in off-campus buildings throughout the city. Sapienza also has two other campuses, outside of Rome, in the Lazio Region.

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THE ITALIAN HIGHER EDUCATION SYSTEM



Please note:
Professional Masters Courses are **not** Masters Degree Programmes (see above)
For further information:
www.miur.it/guidalguide.htm

A Word of Advice:
To enrol as a degree seeking student or request information about Sapienza, we highly recommend you to get in touch with our offices at least six months before the beginning of the academic year. Students may only enrol in the Fall Semester.

Grading System

The Italian university grading system for course exams is based on a 30-point scale (18 and above is considered passing), while a 110-point grading scale is used for the final dissertation (66 is the minimum grade necessary to graduate). The *Cum Laude* is equivalent to *with Honours* and assigned to praise outstanding students for each exam and/or upon completion of their university degree.

Academic Calendar

Academic calendars provide information on the beginning and end of courses, exam sessions, vacations, and national and religious holidays. Typical schedule for Bachelors and Masters Programmes:

Fall Semester

Courses: September - December
Exams: January - February

Spring Semester

Courses: March - May
Exams: June - July

Courses

University courses usually begin in late September/early October (first semester) and in March (second semester), but this may vary slightly from faculty to faculty. The course calendar for every faculty is usually published about one month before the courses begin. Some professors also publish the academic calendar on their faculty or personal web pages, as well as on the office notice boards.

Students do not have to enrol for courses to attend lectures. Once lessons begin, just go to the lecture hall and attend the lesson. (It's a good idea to get to the lesson on time as some classes fill up fast). In fact, attendance is often optional, although some professors may ask you to sign an attendance sheet to keep track of the students who attend lessons regularly. Moreover, the course load may vary slightly depending on whether or not you attend the lessons. Some professors may ask students who do not attend lessons to integrate their course work with an extra or a different textbook to balance the workload for all students. Textbook requirements and related information for each course are listed on the faculty website (Lista dei programmi).

Exams

There are three exam sessions at Sapienza:
- Winter (January and February)
- Summer (June and July)
- Autumn (September)

Faculties publish the exam dates as soon as possible, so check your faculty website or notice board for exact dates and times.

In order to take exams, you must book on-line via the Infostud student portal. You can book an exam on-line from one month to one week before the exam date. Once the exam is booked, remember to print your

receipt, as you will need to present it and have it signed by your professor. Remember to hold on to it as final proof of your exam.

Most exams are oral, although some may also have a written part. Your professor will provide further information on this. During a standard oral exam, the professor or one of his/her assistants will question the student for about 15-30 minutes, depending on the subject matter. If there are too many students on one exam day, the professor may decide to divide the students booked for that day into two or more groups, which means that some students will have to take the exam on another day. If this is necessary, the professor will inform his/her students on the day of the exam or a few days beforehand, if possible.

On the day of the exam, when you are called for the exam by the professor or assistant, you will need to show the receipt of your exam booking and a form of photo ID. After the exam, you will receive a score ranging between 18 and 30 (18 being the minimum passing grade). In order to praise outstanding results, the examiner may add "cum laude" to a maximum score. If you are not satisfied with your exam score, you may refuse it (before it is registered) and take it again on another date for which you will have to re-register as above.

At the end of the exam session, all the results are registered on the



university database and a couple of days later they will be visible on your Infostud portal personal page.

Please note:

If you are an exchange student and you need to leave earlier than a scheduled exam session, you will have to organise this with the professor at the beginning of the semester. Without an official or regular examination, you will not be able to receive your transcript of records.

Contacting Professors

You can contact your professor via his/her email. These are available on the office notice board or on the faculty websites. You can also see your professor during his/her office hours, which are also published on the office notice board or the faculty website.



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ARRIVING IN ROME & PRACTICAL INFORMATION

Key words:

Anagrafe is the Registry Office
Comune is the Town Council
Stazione Termini is the main train station in Rome
Agenzia delle Entrate is the agency issuing your tax code

A Word of Advice:

Please make sure you keep the following documents/items with you when travelling (possibly in your hand luggage):

- Passport, travel documents and tickets
- Visa (if necessary)
- Invitation/admission letter from Sapienza
- Medical insurance certificate (if applicable)
- Proof of accommodation (if applicable)
- Other documents for immigration purposes (if applicable)

Warm clothing – winter in Rome can be cold (0-10 degrees)

Any required medication

Address, telephone number and travel instructions to reach your final destination
 Cash (EUROS) to pay for airport transfers and public transport

Travel adaptor.

Arrival in Rome

Visa and Customs

EU citizens don't need a visa to enter Italy. However, if your stay will be longer than three months, you will need to register at the *Anagrafe* of the *Comune* where you live.

Non-EU citizens have to apply for a student visa at the Italian Embassy or Consulate in their home country.

Student visas are free of charge. Please keep in mind that you can only apply for your visa after having received confirmation of your admission to the university.

The following documents are usually required for visa application:

- Visa application form
- Photo (passport size)
- A valid passport (with at least six months validity)
- Proof of economic independence for your stay in Italy: minimum €350 per month for the academic year. Such proof may be a personal bank account, family assets or proof of a scholarship (Erasmus+; Science without Borders; etc.)
- Proof of accommodation in Italy

Some countries also require medical insurance and/or additional documents. The full list of documents required for visa application is available on Italian Embassy websites and on the website of the Ministry of Foreign Affairs:

(www.esteri.it/MAE/EN).

Passport Control

If you are travelling from a Schengen country, there is usually no passport control at the airport (in compliance with the Schengen agreement). If you are travelling from a non-Schengen country, you will undergo a passport and visa check. Please make sure you have all the required documents and keep the invitation letter from Sapienza with you.

Airport Security

You may be stopped and asked additional security questions. If you encounter any problems on arrival or if you have any concerns regarding your passage through immigration/passport control, please ask the Immigration Officer to contact Sapienza International Office by telephone (Tel. 06/49910032 From Monday to Friday, 9:00 am – 5:00 pm).

Getting to Rome from Fiumicino Airport

Train

The Rome Fiumicino “Leonardo da Vinci” Airport (FCO) is connected to the city centre via a direct express train and slower trains on the FR1 Regional Railway line.

Leonardo Express:

- direct train to Termini Station;
- journey time 30 minutes;
- ticket costs €14;
- the train leave the airport every 30 minutes from 6:36 am to 11:36 pm.



FR1 trains:

- (destination Orte/Fara Sabina) make several stops;
 - journey time 30-60 minutes, depending on your destination;
 - tickets cost €8;
 - the service runs from 5:57 am to 11:27 pm with a train leaving every 15 minutes, except on Saturdays and Sundays. Weekend trains run every 30 minutes.
- To reach the airport train station follow the indications in the airport arrivals hall. Train tickets are sold at the station counter and at automated machines. You can pay with cash or by credit card.
- Alternatively, you can buy the tickets on-line: www.trenitalia.it

Bus

- A number of bus companies provide transportation from the airport to the centre of Rome ('Termini' central train station or Piazza Cavour - Vatican Area).
- tickets cost €4-6 one-way and €8/12 return trip;
 - the journey lasts ca. 1 hour, but traffic during peak hours can severely delay the buses.
- Night bus 40N (€4.50)**
- connects the airport with the train stations of Rome Tiburtina and Rome Termini;
 - tickets cost €4.50;
 - buses depart at 1:15 am, 2:15 am, 3:30 am and 5:00 am;
 - tickets are sold on board.

Taxi

- The cost of a taxi ride from Fiumicino Airport to the city centre (within the Aurelian Walls) is €48. Beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi and agreed
- Taxis in Rome are white and they have an identification name and number on the front door.
- Shared Taxi – Door-to-Door Airport Shuttle**
- The Sapienza International Office provides all exchange students and researchers a door-to-door shuttle service at the discounted rate of €18 (Fiumicino Airport to the city centre). The driver will wait for you at the airport arrival hall holding a sign with

A word of advice:

- we highly recommend you to take the train to Rome as it's the fastest and most direct route straight to the city centre;
- beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi.

For further information:

- www.adr.it/pax-fco-treno (train from FCO)
- www.adr.it/pax-fco-autobus (bus from FCO)
- www.adr.it/pax-cia-autobus (bus from CIA)

Key words:

- Anagnina is one of the end of metro line A*
- Linea A is metro that goes from Anagnina to Battistini*

your name. Payment must be made in cash to the driver. E-mail booking is required (airportshuttle@airportshuttle.it).

Getting to Rome from Ciampino Airport

Bus

- Direct bus services from Ciampino to Termini station are provided by several bus companies (SIT, Terravision, Schiaffini);
- tickets can be bought at the airport;
 - tickets cost €4.00/€4.50

Bus and Train

- To get to Rome city centre from Ciampino airport (CIA) you can take a bus (Cotral) at the airport to the Underground (Metro) Line A station in Anagnina;
- tickets cost €1.20;
 - buses leave every 40 minutes from 6:00 am to 10:40 pm.

- From Anagnina, you can take the underground or city buses;
- you can use the same ticket for buses and the underground;
 - the ticket costs € 1.50 (valid for one Metro ride or 75 minutes on all buses).

- Alternatively, you can catch the bus from the airport to Ciampino railway station;
- tickets cost €1.50
- from there you can board a train to Termini station;
- tickets cost €1.30;
 - journey time 15-20 minutes.

Taxi

The cost of a taxi ride from Ciampino to the city centre (within the Aurelian Walls) is €30. Beware of taxi drivers trying to overcharge you. All costs should be clearly indicated and available inside of the taxi. Also **make sure you are taking a Rome Taxi Cab** and not a Ciampino Taxi Cab, as the latter will be far more expensive.

Residence Permit

All **non-EU citizens** who intend to stay in Italy for longer than 3 months must apply for a residence permit within 8 working days from their arrival in Italy.

Please note:

- 1• This does not apply to students from a European Union member state (or EU equivalent states);
- 2• If you lose your residence permit you will have to reapply following the instructions below.

How to Apply

Pick up a residence permit kit at any post office. There is one on the main campus by the Viale Regina Elena entrance or you can go to the main post office branches either at Piazza San Silvestro or Piazza Bologna (10 minute walk from the main campus). Complete the application form using a **black pen** and attach photocopies of the required documents along with a tax revenue stamp (ask for a €16 *marca da bollo* at any tobacconist). Instructions are included in the Residence Permit Kit; however, if you

are unsure or have any difficulties, you can ask for assistance at our International Office or at the HELLO office.

Alternatively, you can make an appointment with *Patronato Labor*, an Italian government office established to assist people with their Residence Permit applications. To find locations and opening hours visit: www.patronatolabor.it

Once you have completed your application form, you need to present it at the post office.

On filling your application, you will have to pay €107.50 – 227.50 (for the Residence Permit procedure) and an extra €30 (for the postal service), using a pre-printed form you will find inside the kit.

Please note:

prices for the residence permit procedure vary according to the duration of the requested stay: €107.50 – for periods of stay over 3 months and less than or equivalent to 1 year; €127.50 – for periods of stay over 1 year and less than or equivalent to 2 years; €227.50 – for periods of stay over 2 years.

The post office will give you a receipt for your application, which is your proof of having applied for the residence permit and also indicates the date/time/place of your appointment with the Immigration Office (Police).

You will have to go to the appointment to complete the application for your residence permit. For the

first appointment, you must bring 4 passport-sized ID photos with a white background, one of which will be attached to your residence permit.

Tax Code

The *Codice Fiscale* is an alphanumeric code based on your first name, family name and date and place of birth. It is used by the public administration to identify citizens living in Italy.

Everyone living in Italy must have one. The *Codice Fiscale* is also necessary to apply for a residence permit, to open a bank account, to sign a rent agreement, to obtain a canteen card and for many other procedures/activities.

Applying for a Tax Code

You will be able to apply for your tax code directly on campus during the Welcome Week or Day that is organised for incoming students. Alternatively, should you not be able to attend the welcome event, you can apply at the Agenzia delle Entrate (Via Ippolito Nievo 36) when you arrive in Rome. Office Hours: Mon-Fri 8:45 – 12:45 Tues/Wed/Thurs also 2:15-3:35 pm
The office is located about 500m from the Trastevere train station and can be reached with tram n. 8 or bus no. 3 or 780, getting off at the Piazza Ippolito Nievo stop.

Healthcare

EU citizens can take advantage of the Italian National Health Service.

A Word of Advice:

always keep the postal receipt of your residence permit with you.

Even better: make also a photocopy to be sure you keep a track of it! It serves as a formal proof that you have applied for a residence permit and it will also allow you to travel within the Schengen Area while you are waiting for your official residence permit card.

Key words:

Permesso di soggiorno is the residence permit

Poste Italiane are the Italian Post Offices

Marca da bollo is the Tax stamp

Codice Fiscale is the Tax code

Pronto soccorso is the Emergency room

For further information:

- about residence permit

www.poliziadistato.it

www.portaleimmigrazione.it

- about tax code

www1.agenziaentrate.gov.it/inglese/



Please remember to request an E106 (S1) Form in your country before leaving for Italy.

Your private health insurance (where applicable) should cover your medical needs for the entire period you are in Italy. If your private insurance only covers medical care for a 3-month period, you can register with the Italian National Health Service (NHS) from the 91st day onwards.

The **Italian NHS** will provide you with the same care as any Italian citizen.

This includes:

- Free access to a general physician
- Free access to first aid hospital services
- Access to day-hospitals
- Access to surgical procedures in all

public structures

· Access to blood tests and other analyses, examinations and specialist visits for which you have to pay a reduced fee (ticket).

Registering with the Italian NHS

Registration with the NHS requires payment of an annual tax of €149.77. You can make the payment at any post office to “Amministrazione P.T. – contributo Servizio Sanitario Nazionale”, C/C number 370007.

You must also specify the reason for your payment: “iscrizione volontaria al Servizio Sanitario Nazionale”.

To use the NHS, visit a Local Health Unit (ASL) in your area of residence (municipalità) with your NHS tax payment receipt and you will be

able to select your general physician from a list of doctors in your area of residence.

Documents required for registering with the Italian NHS:

- Certificate of residence, municipal application receipt or self-certification;
- Valid Identity Card and/or Passport;
- Tax identification code (codice fiscale);
- Name of the selected general physician;
- Payment of €149.77 at the Postal Office to account no. 370007;
- Certificate of enrolment in a legally recognised university (or self-certification).



Emergency Health Issues

For emergencies: call **118**, the medical emergency toll-free number or go to a hospital first aid centre. (pronto soccorso).

You will be assigned a colour code (white, yellow, green, red) based on how serious your condition is. Patients are treated based on these codes, not in order of arrival.

Please note:

if you are assigned a white code, the wait may be very long.

Remember to take your health care card (tessera sanitaria) and residence permit with you.

Other Health Issues

For minor health problems (flu, cold, etc.) you should see your general

practitioner. Visits to a GP are free, as long as you are registered with the NHS (see above).

Always bring your residence permit and health care card with you.

For specialist visits (gynaecologist, dentist, etc.) your general practitioner will provide you with a referral called a "ticket". You then need to book an appointment through the dedicated CUP Call Centre (Tel. 80 33 33). You will need to provide the operator with your personal details, including your tax identification code and other information specified on the ticket.

Be sure to get a booking number from the operator before you hang up. Always bring your residence permit and health care card with you

to the medical appointment.

Public Transport

Metrebus, Rome's public transport system, integrates a variety of different transport services: underground/tube, urban trains, buses and trams.

There are several different types of Metrebus tickets that can be bought at ticket offices, newsagents, tobacconists and automatic machines in stations. You should not board on the public transport without a ticket. Please remember that you must always validate your ticket at the beginning of your journey and when transferring onto the metro (your

Key words:

Metro is the underground

Treno metropolitano is the local train

Linea B is the metro that goes from

Laurentina to Rebibbia/Jonio

For further information and real time news:

<http://www.atac.roma.it>

A word of advice:

Rome is a large, hectic city with lots of traffic, especially during peak hours. The best way to reach the main university campus is with the subway line "B" getting off at the Policlinico stop. It's just a few minutes walk from there to the campus.

ticket must be re-stamped within 100 minutes from the first validation stamp and is then valid until the end of your journey on the metro). It is only valid for one metro journey, but you can take more than one bus. You must keep your ticket with you while travelling on public transport and be ready to show it, on request, to ticket inspectors.

Types of Tickets

BIT - Integrated Time Ticket:

- costs € 1.50 and lasts 100 minutes from the initial validation;
- only one metro or train journey is permitted.

Daily Pass:

- costs €6 and is valid until midnight of the validation day for an unrestricted number of journeys.

Monthly Pass:

- costs €35 and lasts for the calendar month, as printed on the pass, for one person for an unrestricted number of journeys;
- you can buy a monthly pass from any tobacconist and news agency up to the fifth day of each calendar month;
- starting on the sixth day of each month, the pass can only be purchased from ticket offices and ATAC sales points;
- the holder must complete the pass with his/her personal details. Holders must show their pass along with some form of ID to ticket inspectors.

Annual Pass:

- costs €250 and is valid for 365 days

from the date stamped on the pass;

- it can be purchased at any ATAC ticket office by filling out the forms and attaching a passport photograph.

Need help figuring out your route?

Use the ATAC wizard:

viaggiacon.atac.roma.it

Taxi

Taxis in Rome are white. They have an identification name and number on the front door and all have meters. They can be easily found in every part of the city at special taxi stops or you can call one of the numerous radio-taxi companies at: 06 3570, 06 6645, 06 8822, 06 4157, 06 4994 or 06 5551.

University Affiliated Accommodation

Sapienza University does not have student housing per se, but offers a series of affiliated housing agreements and recommendations for finding housing. The Sapienza website provides constantly updated information on housing opportunities, rental agencies, etc.

Private Accommodation

On average, prices for a private room in a shared apartment range from €350 to € 550 (or higher) per month. Please note that you will also be required to pay a 1-3 month deposit when you sign a contract. Always demand a signed receipt of payment, if it is not given to you.

Rome is a large city and students live

in many different neighbourhoods, depending on their university faculty, costs, etc. While Sapienza has a main campus (Città Universitaria) in the Rome city centre (by the Roma Termini train station), many Faculties have buildings in different parts of the city... after all, Sapienza is Europe's largest university! To find our more about the location of your Faculty, have a look at the map at the end of this document !

Banking

You can open a bank account at any bank in Italy by presenting the following documents:

- Tax identification code (codice fiscale);
- Passport and Visa;
- Letter of invitation/acceptance by host university (where applicable).

You can also choose to open a BancoPosta account at Poste Italiane (Italian Post Office). Unicredit bank and Poste Italiane have a branch at the Sapienza University main campus.

Telephone and Emergency Numbers

Italy's international phone code is +39.

There are many mobile phone providers in Italy including: Tim, Vodafone, Wind, 3, Postemobile, etc. We advise you compare services and costs before choosing one. The

same is valid for mobile Internet connections. You may also be able to buy a pre-paid phone card for international calls in your home country before arriving in Italy.

Emergency numbers (toll-free):

- 112 Carabinieri (military police)
- 113 Police
- 115 Fire Brigade
- 116 Car Rescue Service
- 118 Emergency Medical Care.

Costs of Living in Rome

Rome is not a cheap city, but it is much cheaper than many other European cities and there are plenty of reasonably priced and low-cost alternatives for students.

Food is great and generally inexpensive, especially if you shop at a supermarket or local market stalls. Eating out, movies and other leisure activities are, again, less expensive than many other European capitals. A meal at a restaurant will vary depending on where and what you wish to have, but a pizza and a beer in a pizzeria costs about €10-12, unless of course you are in the heart of the tourist city centre!

Public transportation in the city is also relatively cheap - €1.50 per journey - and much cheaper if you invest in a monthly or yearly pass.

Trains are also far cheaper than in other European cities.

Moreover, you can take advantage

For further information:

www.numbeo.com/cost-of-living/city_result.jsp?country=Italy&city=Rome



of a large range of student offers and discounts available at clubs, museums, sporting events, etc. Your greatest expense will be housing, depending on which area of Rome you choose.

Please note:

the cost of renting an apartment described in the link below refers to the cost of the entire apartment, whereas 3-4 or more students usually share an apartment.)

On average, you will need at least €800-900/month to live in Rome. Although you only need proof of about €500/month to apply for your student VISA, please be warned that this is not enough to live in Rome.

A word of advice:

- 1 · Do not make any advance payments from abroad. Make sure to meet with the person who is providing the accommodation when you arrive in Rome before making any payments and if you have any doubts do not hesitate to contact the Welcome Office for advice. To obtain a visa, you may require proof of accommodation (a receipt or letter attesting your accommodation). If this is the case, temporary accommodation at a hostel or bed and breakfast will provide you with the necessary proof without having to spend large amounts of money from abroad.
- 2 · Unfortunately, due to the high demand for student housing in Rome, some landlords take advantage of the enormous influx of students by trying to rent their properties to students without an official rental contract. Clearly, this

leaves the tenant unprotected and is illegal under Italian law. Bill no. 23/2011 has made it easier to report dishonest landlords and force them to provide you with a legal contract.

- 3 · Like any major city, Rome has its problems. Although it's a relatively secure city in terms of personal safety, you should pay special attention to your purse, wallet and other personal belongings when you are on public transport (buses, subway, trains, etc.). If you take a Taxi, make sure that the driver activates the meter and only charges you for correct supplements. These are all be listed and detailed in Italian and English on laminated posters on the back seats of all taxis. Should you lose or have your wallet stolen, you must go to a Police station or Carabinieri to file a declaration. Also don't forget to block your ATM card with your bank and any credit cards via phone or web.



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LIFE ON CAMPUS

Key words:

Matricola is the students enrolment identification number

Mensa is the Italian word for canteens

The on-line library catalogue is available at:
<http://opac.uniroma1.it/>

Sapienza International Student Welcome Week

To help you settle in at Sapienza, we run a Welcome Week in September fully dedicated to international students. We will help you find your way around, settle in, learn about your courses and faculty and make new friends. Detailed information on the Welcome week agenda and activities will be sent to you 2-3 weeks prior to your arrival.

Sapienza Student Card

The Sapienza International Office provides all students with a student card that will enable you to take advantage of special discounts, etc.

Campus Wi-Fi

You can use the campus Wi-Fi by selecting "Sapienza" from the available wireless networks. International students can access the network by using their enrolment identification number (matricola) as a username and their Infostud password.

Libraries

International students have access to all Sapienza libraries upon presentation of a photo ID and their student card. Each library has different regulations, so please consult the library staff for details on how to borrow books; in general, however, a photo ID and a student card or number are required.

The on-line library catalogue is available at: <http://opac.uniroma1.it/>
 If you have been a resident of Rome for more than three months, you can

become a member of Rome's public library network: Biblioteche di Roma. Membership allows you to access all of Rome's public libraries from which you can borrow books, DVDs, use the Internet and enjoy the vast private study areas. In order to apply for membership, you must show your proof of residence in Rome, proof of enrolment and photo ID.

University Canteens

University Canteens
 To eat at the university canteens, you have to apply for a canteen card. Please refer to the specific section of your programme (Erasmus+; Erasmus Mundus; etc.) for further information.

Laziodisu

Via Cesare De Lollis 22, 00185 Roma
 T (+39) 06 4970283-4
 Office hours: Mon - Fri 9:00 am - 2:00 pm

Central Canteen

Via De Lollis 22
 Mon - Fri 11:45 am - 3:00 pm and
 6:45 pm - 9:00 pm
 Sat 11:45 am - 3:00 pm

Faculty of Economics

Via del Castro Laurenziano, 9
 Mon - Sat 11:30 am - 3:00 pm
 Sun 11:45 am - 3:00 pm

Casal Bertone - Via De Dominicis

Mon - Sat 11:45 am - 3:00 pm and
 6:45 - 9:00 pm

Civis

Viale del Ministero degli Affari Esteri, 6
 Mon - Sat 12:00 am - 3:00 pm and 7:00 - 9:00 pm

Faculty of Engineering

Via delle Sette Sale, 19
 Mon - Fri 11:45 am - 2:30 pm



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STUDENT SERVICES

HELLO - International Student Help Desk

Piazzale Aldo Moro 5, Rectorate (Aula Magna Colonnade)
 Office hours: Monday – Friday 9:30 am to 5:00 pm
 FB: Hello Sapienza – Study in Rome
 E-mail: hello@uniroma1.it

INFOSTUD - The Student Information System

Infostud, which is accessible from the student section of the Sapienza website, is the main tool to manage administrative procedures for students, including: registration, booking exams, viewing completed exams, printing forms and certificates such as the university fee paying slip, degree records with completed exams, enrolment certificates, etc. Infostud allows students to print certificates and documents with the University digital stamp of certification.

Exchange students can use InfoStud for exam registration only. The results of the exams taken during the stay at Sapienza will be included in the official Transcript of Records issued by Sapienza International Office or the Faculty (Erasmus+ students).

SOrT – Orientation and Tutoring Service

Piazzale Aldo Moro 5, Palazzo delle Segreterie, Stairwell A, 4th floor
 Office hours: Mon/Wed/Fri - 8:30 to 12:00 am; Tues/Thurs 2:30 – 4:30 pm
 Tel. (+39) 06 4991 2794
 Fax (+39) 06 4991 2748
 E-mail: servizio.orientamento@uniroma1.it

SOUL – Career Placement Office

Via de Lollis, 22 - 00185 Roma
 Office hours: Mon - Fri 10:30 – 12:30 am/2:30 – 4:30 pm
 Tel. (+39) 06 4970 7507
 Fax. (+39) 06 497 0367
www.jobssoul.it
 E-mail: info@jobssoul.it

Public Relations Office

Piazzale Aldo Moro 5, Rectorate Building
 Office hours: Mon/Wed/Fri 9:00-12:00 am; Tues/Thurs 2:30 - 4:30 pm
 Tel. (+39) 06 4991 4180/4181
 E-mail: urp@uniroma1.it

Students with Special Needs Office

Piazzale Aldo Moro 5, Rectorate (Aula Magna Colonnade)
 Office hours: Mon-Fri 9:00 am – 5:00 pm
 Tel. (+39) 800-410-960
 E-mail: sportello@uniroma1.it

POPS Psychosocial Orientation and Promotion for Disabled Students

Via Cesare De Lollis, 20 00185 Rome
 Office hours: Tuesday 10 am -1 pm; Thursday 4 – 7 pm
 E-mail: gruppopops@gmail.com; sportello@uniroma1.it

Laziodisu Services for Students with Special Needs

Via Cesare De Lollis, 20 00185 Roma
 Office hours: Mon-Fri 9:30 am – 1:30 pm and 3:00 pm – 6:00 pm
 Tel. (+39) 06/ 497 0255/256/310



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COUNSELLING SERVICES



Psychological Counselling Centre

Office hours: Mon 9 am - 2 pm, Tues 2 - 7 pm, Wed/Thurs 9 am - 7 pm.

Tel. (+39) 06 4970 7662

Mail: counselling.psicologico@laziodisu.it

The Psychotherapy Clinic

Villa Tiburtina - Via Casal dei Pazzi, 16
Rome

Tel. (+39) 06 4080 0589

Fax (+39) 06 407 0447

E-mail: fattivivo@uniroma1.it

This service is free.

"Dacci un segno! .. possiamo darti una mano!" Psychological Counselling Service

Azienda Ospedaliera Sant'Andrea - SORT desk, Room 125 - Level 3

Office Hours: Mon - Fri 10:00 am - 3:00 pm

Tel. (+39) 06 3377 5383.

E-mail: unicounseling@gmail.com

www.sapienzacounseling.com

Gong - Nutritional and Gastronomic Education

Piazzale Aldo Moro 5, 00185 Rome

Sanarelli Building - Department of Science and Public Health

Tel. (+39) 06 4991 4669

UNITAB - Anti Smoking Awareness Office

Piazzale Aldo Moro 5, 00185 Rome

Sanarelli Building - Department of Public Health and Infective Diseases

E-mail: info@unitab.it

<http://www.unitab.it/>



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LEISURE & FREE TIME

Main Italian Public Holidays

January 1: *New Year's Day*

January 6: *Epiphany*

March-April: *Easter Monday*

April 25: *Liberation Day*

May 1: *Labour Day*

June 2: *Anniversary of the Republic*

June 29: *St. Peter and St. Paul (only in Rome)*

August 15: *Ferragosto*

November 1: *All Saints' Day*

December 8: *Immaculate Conception*

December 25: *Christmas Day*

December 26: *St Stephen's Day*

To help international students get the most out of everyday life at Sapienza there are a number of student groups, clubs and organisations keen to involve new international members. These include:

CUS Sapienza Sports Facilities

See Sapienza website

Music at Sapienza (MuSa) Orchestras

- Classical MuSa (orchestra and chamber music);
 - MuSa Jazz (bands and solo musicians);
 - MuSa Choir (vocalist groups devoted to polyphonic and choral music).
- Tel. (+39) 06 4991 0656
FB: MuSa –Musica Sapienza

University Concert Institution (IUC)

Lungotevere Flaminio 50, 00196 Rome
Office hours: Mon - Fri 10:00 am – 1:00 pm/2:00 – 5:00 pm (on concert days: 10 -12 am)
Tel: (+39) 06 36 100 51–2; Fax (+39) 06 36 001 511

E-mail: botteghino@istituzioneuniversitariadeiconcerti.it

FB: Istituzione Universitaria Concerti
www.concertiuc.it

Three types of memberships are available: full season (€44), Calliope (€22 - concerts on Saturday afternoons) and Minerva (€22 - concerts on Tuesdays evenings).

Franco Maria Saraceni Student Choir

www.corosaraceni.org

Email: posta@corosaraceni.org

Tel. (+39) 06 3201 150

Theatron – Ancient Theatre at Sapienza

Piazzale Aldo Moro, 5 - 00185 Rome
Tel. (+39) 06 4991 0656 Fax (+39) 06 4969 0360

E-mail: theatron@uniroma1.it

FB: Theatron – Teatro Antico Alla Sapienza

CTA - Sapienza Theatre Centre

Phone: (+39) 06 4991 4108

Student Organisations and Associations

Sapienza "in Movimento" Student Association

www.sapienzainmovimento.it

E-mail: sapienzainmovimento@gmail.com

Erasmus Student Network – Sapienza

www.esn-roma.it

Student discounts are available for a wide range of products and services, as well as sports and cultural activities, both on and off campus.

Religion

Rome is a large, multi-ethnic city that caters to followers of many different religions.

A listing of the major places of worship in Rome is available at: tavolointerreligioso.org/luoghi-di-culto-a-roma/



CONTACTS

FOR GENERAL INFORMATION ON STUDYING AT SAPIENZA:

Hello – International Student Help Desk

Rectorate Building Colonnade

E-mail: hello@uniroma1.it

FOR INFORMATION ON ENROLLING AT SAPIENZA:

International Admissions Office

Palazzo Servizi Generali

Stairwell C - Second Floor

E-mail: settoretitolostraniero@uniroma1.it

Sapienza Programmes for International Students:

- Erasmus+
- Erasmus Mundus
- Bilateral Agreements
- Science without Borders
- Visiting Students
- Invest your talent in Italy

FOR INFORMATION ON STUDENT EXCHANGE PROGRAMMES:

FB: Sapienza Exchange Students

Erasmus+ EU

Office hours:

Mon/Wed/Fri 9:00 – 12:00 am

E-mail: erasmusincoming@uniroma1.it

Erasmus+ Extra EU

E-mail: erasmusworld@uniroma1.it

Student Exchange on bilateral agreements

E-mail: intstudex@uniroma1.it

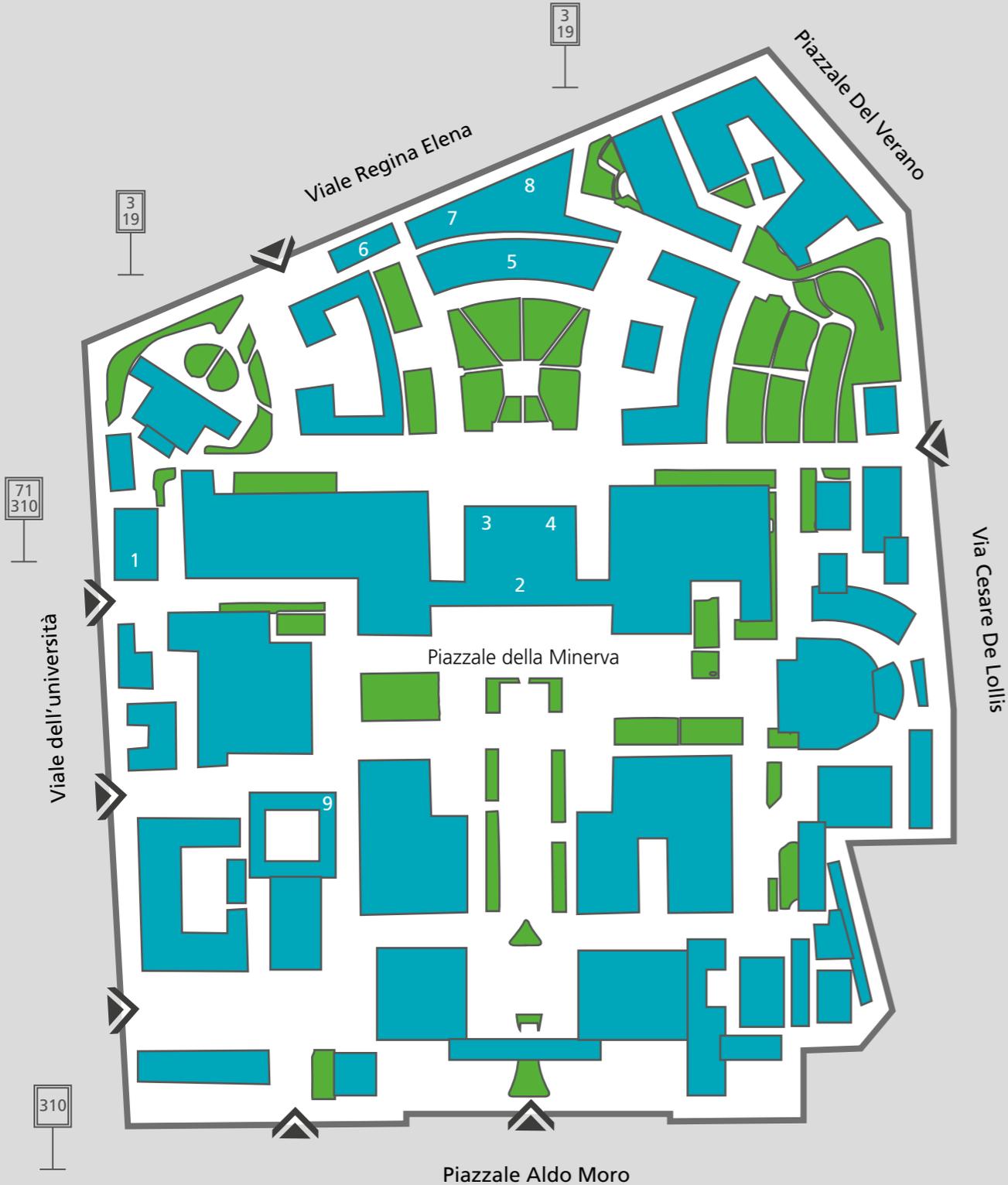
Science without Borders

Office hours:

Mon-Fri 10:00 am – 1:00 pm

E-mail: csfsapienza@uniroma1.it

Map of the campus



- 1 - ARI International Office
- 2 - Rectorate Building
- 3 - CIAO - Welcome office for Sapienza's students
- 4 - HELLO - Welcome office for international students
- 5 - Admissions office
- 6 - Coffee Bar
- 7 - Post Office
- 8 - Bank
- 9 - PhD office

Sapienza International Office
CU007 – Palazzina Tuminelli (second floor)
Viale dell'Università 36

www.uniroma1.it
recruitment@uniroma1.it

