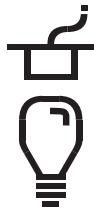


YOUR FIRST DAYS IN SOUTH TYROL

**AN ESSENTIAL GUIDE FOR
INTERNATIONAL STUDENTS
(EU/EEA NATIONALS)**

unibz



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If you are an exchange student or attending unibz as part of an international agreement (e.g. Erasmus+ or Erasmus Mundus, etc), please contact the International Relations as the information in this booklet refers to regularly enrolled students of the University.

EU/EEA STUDENTS

ENROLMENT

After your admission, you have to complete the enrolment procedure which needs to be done online. Make sure you check the deadline for enrolment, which can be found in the respective Study Manifesto of the degree course.

OBTAINING AN ITALIAN INDIVIDUAL TAX NUMBER

The Italian individual tax number is what you need to identify yourself when dealing with Italian public offices and institutions. In order to obtain this tax number, you have to go to the "Agenzia delle Entrate" (Tax Office) with a valid passport or ID card.

You must have obtained your Italian individual tax number in order to enrol at our University (you can also get the number after you have enrolled), to apply for a grant and for all procedures that you need to go through to get health cover in Italy.

Further information can be found on the Tax Office's website (instructions also in English): bit.ly/codicefiscaleunibz

REGISTERING WITH THE LOCAL AUTHORITIES

Italian law states that all EU citizens who wish to stay in another EU state for longer than 90 days must register with the city/town authorities in which they wish to live. This does not mean that you must relinquish your residency in your own country.

In order to register, you must go to the Registry Office (Anagrafe) in the city/town where you are living during your studies (Bolzano, Bressanone or Brunico) with specific documents (passport and others).

You can find out what you need to take by looking on the webpages of the town in question. We also advise you to contact the office that manages this procedure to find out exactly what you need to take with you.

Please be advised that many registry offices will ask you to show them that you have health cover, either with the E106/E109/E37 or S1 certificates or with private health insurance provided by an Italian system or a foreign policy (see next paragraph).

It is not enough to have the European Health Insurance Card (EHIC).

HEALTH COVER

There are three different types of health cover that you can get in Italy, which we will describe below.

However, it is your own national health service that decides which documents to give you and therefore which one you can apply for.

Cover through the E106, E109/E37 or S1 foreign insurance policies:

you have to go to the health authorities in your own country and ask them to issue you one of the policies listed above. These policies will enable you to register for health cover in South Tyrol as if you were an Italian citizen.

With one of these policies:

- you can choose your family doctor/GP,
- you can seek assistance at Accident and Emergency at a hospital and you'll only have to pay the standard price (the so-called "ticket"),
- you can access all planned specialist services,
- you can access all services for preventative medicine,
- you don't have to pay for the services of the duty doctor, if needed,
- finally, if you are a resident: you can access any discounts that may be due to you and any exemptions on the standard prices of medicines or appointments with specialists (the "ticket").

Cover through the European Health Insurance Card (EHIC):

if you have the EHIC that is issued by your country, you have the right to any treatment that is necessary during the time you're studying in Italy.

However, this is a more limited cover and allows people to seek medical care in the country they are staying in without having to return to their own country.

All you have to do is go to the doctor/place that provides the treatment (GP, Accident and Emergency, Out-patient department).

If you go to a GP, you can see him/her for free, but this is on an occasional basis.

The cost of the treatment will then be charged to your own health care provider abroad.

Cover though Italian private health insurance schemes (e.g. INA) or private foreign health insurance, instead of the E 106/E109/E37/S1 policies:

you can also take out private health insurance that will cover you for all accidents you may have and treatment you may need during the time you're studying in Italy. In this case, you will be regarded as a "paying foreign citizen" and as such you do not need to register for the local health service.

If you do NOT have the EHIC, or you do not have health cover in your own country and you do not want to take out private insurance:

the Health Ministry, in an information bulletin from 19 February 2008, has stated that EU citizens – and particularly citizens of new EU countries – who do not have the EHIC, who do not have health cover from their own countries and who do not have private health insurance only have the right to urgent treatment or treatment that cannot be postponed.

If you do not have any type of health cover, it is advisable to stay in a EU country that isn't yours for a maximum of three months only. Further, in this situation, you will not be able to register with the local council for the duration of your studies.

If you are interested in finding out more about this, read:

- EU directive 2004/38/CE on the right to reside and move freely and
- health care (Regulation EEC 1478/71, modified by Regulation EC 631/2004 and Decision 189/2003 which introduced the EHIC).

Further information in all the EU languages can be found on the European Union's website:
http://europa.eu/european-union/life/healthcare_en

Further detailed information is also available from the Local Health Authorities (see useful addresses at the end of this booklet).

OPENING A BANK ACCOUNT

If you want to organise your finances while you are studying here, and to obtain any grants that you may apply for, you'll have to open an Italian bank account. Most banks offer special accounts for students and young people – normally accounts for young people are for people under the age of 26.

We suggest you have a look at the deals being offered by the different banks and open an account at the beginning of the academic year. If you want to open a special account for students, apart from an ID card, you will also have to present a certificate from the University that says you are a student here with us.

ABO+: TRAVELLING AROUND SOUTH TYROL

The abo+ is your own personal travel card which can be used for a whole year on all the public transport in South Tyrol and for the train as far as Trento.

If you are enrolled at unibz and by 31 December you are still under 27 years of age, you can apply for the abo+ for only €150 a year.

You have to apply online before 31 December each year.

Information, forms and further information is available from:

[www.sii.bz.it/it/Titoli di viaggio > Alto Adige Pass abo+.](http://www.sii.bz.it/it/Titoli-di-viaggio/Alto-Adige-Pass-abo+)

STUDY GRANTS FROM THE AUTONOMOUS PROVINCE OF BOZEN - BOLZANO

The School and University Welfare Office of the Autonomous Province of Bozen - Bolzano provides grants for students.

The grants given are ordinary grants, extraordinary grants, grants for special merit and grants for postgraduate training.

If you are interested in applying for a grant and would like more information, we suggest you contact them. You can arrange an appointment to see whether you have the prerequisites to apply.

If you are awarded a grant or are eligible to receive a grant from the Autonomous Province of Bozen-Bolzano, the university fees that you paid for that academic year will be reimbursed. The South Tyrolean Student Association (sh. asus) can help you to fill in the grant application form during its opening hours (see end of the brochure).

Applications for grants can only be made online through the e-government service.

To this purpose you must use the so called "Carta provinciale dei Servizi" (provincial services card). If you don't have it, you have the opportunity to create a provisional account and validate it then at the Province.

THE “CARTA DEI SERVIZI”

The “Carta dei servizi” is a smart card (health insurance card) granting you access to the services of the local public administration in South Tyrol.

If you have a European Health Insurance Card provided with a microchip, you can apply for its activation.

Do not forget to apply for its activation in time, otherwise you might miss the application deadline for a study grant from the Autonomous Province of Bozen-Bolzano.

Where can I activate the “Carta dei Servizi”?

To activate your smart card, you have to apply at the local registry office, where you registered and where you are living during your studies.

Bring your smart card and your ID card or passport.

Within 14 days after the application you will receive PIN and PUC codes to activate your card permanently and access the online e-government services.

As an alternative to grants provided by the Autonomous Province of Bozen-Bolzano there are grants available for Austrian and German students, which are listed below.

STUDY GRANTS FOR AUSTRIAN STUDENTS

If you are an Austrian student, you can apply, for a grant from the Austrian “Studienbeihilfenbehörde” organisation (www.stipendium.at) to finance your studies abroad.

Further information is available from the website of the “Studienbeihilfenbehörde” (in German).

STUDY GRANTS FOR GERMAN STUDENTS

If you are a German student, you can apply for a grant made available by the German Ministry of Education (Bundesministerium für Bildung und Forschung), to finance your studies if the entire course is being done abroad.

For further information, check out the Ministry’s website (in German): www.auslandsbafoeg.de.

SERVICES AND USEFUL ADRESSES



unibz Services

Advisory Service

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 100
Fax: +39 0471 012 109
e-mail: info@unibz.it

Infopoint Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00

Infopoint Brixen-Bressanone (A2.12): on request

Student Secretariat Bozen-Bolzano

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 200
Fax: +39 0471 012 209
e-mail: student.secretariat@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00

Student Secretariat Brixen-Bressanone

Regensburger Allee 16 - viale Ratisbona, 16
39042 Brixen-Bressanone
Tel.: +39 0472 012 200
Fax: +39 0472 012 209
e-mail: student.secretariatBX@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00

Language Centre

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 400
Fax: +39 0471 012 409
e-mail: language.centre@unibz.it

Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Wed, Fri 10:00 - 12:30
Tue, Thu 14:00 - 16:00

Infopoint Brixen-Bressanone (A2.12): on request

International Relations

Universitätsplatz 1 - piazza Università, 1
39100 Bozen-Bolzano
Tel.: +39 0471 012 500
Fax: +39 0471 012 509
e-mail: international.relations@unibz.it

Infopoint Bozen-Bolzano:

Universitätsplatz 1 - piazza Università, 1
Tue, Thu 10:00 - 12:30
Mon 14:00 - 16:00

Brixen-Bressanone and Bruneck-Brunico: on request

Secretariat

Faculty of Economics and Management

Universitätsplatz 1 - piazzetta Università, 1
39031 Bruneck-Brunico
Tel.: +39 0474 013 600
Fax: +39 0474 013 609
e-mail: sport-event@unibz.it or
tourism@unibz.it

Opening hours:

Mon, Wed, Fri 10:00 - 12:00
Tue, Thu 14:00 - 16:00



Local Services

STUDY GRANTS / STUDENT HALLS

Office for the Right to Study Autonomous Province of South Tyrol

A.-Hofer-Straße 18 - via Andreas Hofer, 18
39100 Bozen-Bolzano
Tel.: +39 0471 412 941 – 412 926
Fax: +39 0471 412 949
e-mail: bildungsfoerderung@provinz.bz.it
www.provinz.bz.it/bildungsfoerderung

Opening hours:

Mon, Tue, Wed, Fri 09:00 - 12:00
Thu 08:30 - 13:00 and 14:00 - 17:30

ADVICE ABOUT STUDY GRANTS

Südtiroler HochschülerInnenschaft (sh.asus) Associazione universitaria sudtirolese

Kapuzinergasse 2 - via Cappuccini, 2
39100 Bozen-Bolzano
Tel.: +39 0471 974 614
e-mail: bz@asus.sh
www.asus.sh

Opening hours:

Mon - Thu 09:00 - 12:30 and 14:00 - 17:00
Fri 09:00 - 12:30

ITALIAN TAX NUMBER

Agentur der Einnahmen - Agenzia delle Entrate

Bozen-Bolzano

G. Ambrosoli-Platz 24 - piazza G. Ambrosoli, 24
39100 Bozen-Bolzano
Tel.: +39 0471 194 5111

Opening hours:

Mon, Thu 8:30 – 15:30
Tue, Wed, Fri 8:30 - 13:00
(August: 8:30 - 13:00)

Brixen-Bressanone

Vittorio-Veneto-Str. 67 - via Vittorio Veneto, 67
39042 Brixen-Bressanone
Tel. +39 0472 824 611

Opening hours:

Mon - Fri 8:15 – 13:00
Wed also 14:00 - 15:30
(August: 8:15 - 13:00)

Bruneck-Brunico

Graben 7 - Bastioni, 7
39031 Bruneck-Brunico
Tel. +39 0474 572 411

Opening hours:

Mon - Fri 8:15 – 13:00
Mon also 14:00 - 15:30
(August: 8:15 - 13:00)

 Do not forget to check the opening hours of the local services online or by telephone!

Services and useful addresses

HEALTH COVER

Information and Enrolment in the Local Sanitary System

Health Authorities

www.asdaa.it

Bozen-Bolzano

W.-A.-Loew-Cadonna-Platz 12 -
piazza W. A. Loew Cadonna, 12
39100 Bozen-Bolzano
Tel. +39 0471 909 113 - +39 0471 909 191
e-mail: distretto-amm.bolzano@sabes.it

Opening hours:

Mon - Fri 8:00 – 12:30
Thu also 14:00 – 15:30

Brixen-Bressanone

Romstraße 5 - via Roma, 5
390472 Brixen-Bressanone
Tel. +39 0472 813 645

Opening hours:

Mon 8:00 – 12:00
Tue, Wed 9:00 – 12:00
Thu 10:00 – 18:00
Fr 8:00 – 11:00

Bruneck-Brunico

Paternsteig 3 - vicolo dei Frati, 3
39031 Bruneck-Brunico
Tel.: +39 0474 586 506

Opening hours:

Mon - Fri 8:00 – 12:45
Mon also 13:45 – 16:00

REGISTERING WITH THE LOCAL AUTHORITIES

Ämter für demographische Dienste - Uffici Anagrafe

Bozen-Bolzano

Vintlerstraße 16 - via Vintola, 16
39100 Bozen-Bolzano
Tel. +39 0471 997 155

Opening hours:

Mon - Fri 8:30 – 13:00

Brixen-Bressanone

Issuing office counter:
Maria Hueber Pl. 5 - Piazza Maria Hueber,
5
39042 Brixen-Bressanone
Tel. +39 0472 062 000

Opening hours:

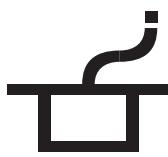
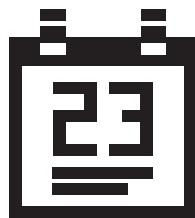
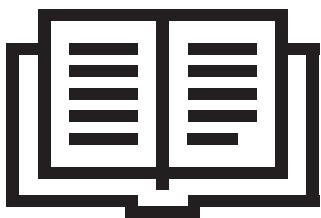
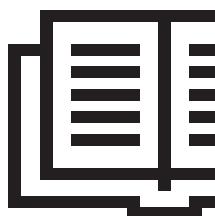
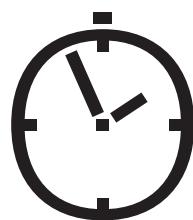
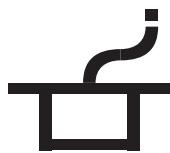
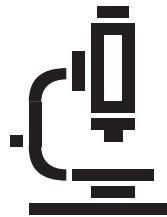
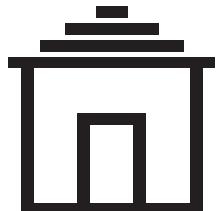
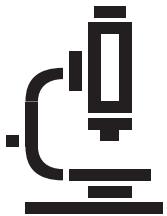
Mon - Thu 8:30 – 12:30 and 14.30 – 17:00
Fri 8:30 – 12:30

Bruneck-Brunico

Rathausplatz 1 - Piazza Municipio, 1
39031 Bruneck-Brunico
Tel. +39 0474 545 205

Opening hours:

Mon - Fri 8:30 -12:30



Free University of Bozen - Bolzano
Advisory Service
Universitätsplatz 1 - Piazza Università 1
I - 39100 Bozen - Bolzano

www.unibz.it

