

GUIDE FOR
**PhD INTERNATIONAL
STUDENTS**

POLITECNICO DI MILANO

INDEX

7	Welcome
9	BEFORE ARRIVING
11	Cost of living
13	Accommodation
14	Visa
15	How to reach Politecnico di Milano
19	BEFORE ENROLMENT
21	Welcome Services and Events
21	Public Transport
23	Mail and Phone Services
24	International Students Office
25	Residence Permit
27	Cost of Residence Permit, 1 st release and renewals
28	Tax Code (<i>Codice Fiscale</i>)
29	Health Insurance
31	How to Open a Bank Account
33	AFTER ENROLMENT
35	What, Where, How, Who
37	Online Services
38	Computer Facilities
38	Privacy Rules
39	Certificates
40	Italian Courses
41	Foreign Language Courses

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41	Learning Tools
42	Politecnico Libraries
43	Bars and Canteen Facilities
44	Student Associations
45	Comitato Universitario Sportivo C.U.S. (University Sports Committee)

49 **USEFUL INFORMATION**

51	Useful Telephone Numbers
53	Follow Politecnico di Milano on social media
54	Map of Milano

— WELCOME

Dear Student,

We hope this handbook will help you learn more about life at Politecnico di Milano.

Please read it carefully before you arrive and keep it ready at hand for future reference during your stay.

Our aim is to provide you with practical information about life as a new PhD international student at Politecnico di Milano and as a new member of the greater community of Milano.

Our international office staff wishes you great success in this challenging study and life experience at Politecnico di Milano. We are glad you have chosen to study with us and we look forward to welcoming you soon. This booklet is for information purposes only. We make every effort to ensure that it is accurate at press time. However, the university shall not be responsible for any errors or omissions.

October 2013

COST OF LIVING

Living costs and spending habits will differ considerably depending on your individual expectations and needs and, of course, on where you live, so it's not easy to give advice that is suitable to everyone. First of all, you will need cash availability for travel, food and other expenses immediately upon arrival in Italy. Consider an amount of about €200-250 cash to cover immediate needs. Carefully plan how and when to exchange your currency to get the best exchange rate.

It is not advisable to bring larger amounts of cash unless you're sure you'll need it.

Before your arrival, plan your budget as carefully as possible and try to figure out if you can meet all the expenses, even considering unexpected and emergency costs. Below is a list of possible future expenses you may face.

Accommodation - €350 - €650 per month

Costs vary depending on the area, the kind of room (single or double) and any programme benefits you may have access to.

Food - €150 - €200 per month

The approximate prices of some basic items are listed below (in euros):

Milk: €1.20/Litre

Bread: €4.00/Kilo

Butter: €1.70/250 gr

Beef: €9.00-19.00/Kilo

Chicken: €8.00-10.00/Kilo

Rice: €1.70-2.50/Kilo

Pasta: €0.80-1.20/Kilo

Mineral water: €0.50-0.80/Litre

Study costs - €40 per month

Social life - €80 per month

Cinema: €7.50

Eating out: €25

Pizza: €10

Fast food menu: €5.50

Happy hour: €8-10

Clubs and bars: €10-20

Concerts: €40-50

Private gym: €40-50/month

University gym: €15-20/month

Travel costs - about €30 per month

Public transport: about €30 per month

Taxi: €15-20 cab fare

Mobile phones - €20 - €30 per month

These costs are approximate and should be used as a guide only.

Upon your arrival, you'll need to buy a mobile phone SIM card, choosing between a prepaid or postpaid card. A wide range of traffic plans provided by Italian companies are available, so choose carefully and check the terms and conditions.

If not included in your mobile device, internet access is available in some cafés, malls, hotels, libraries or Politecnico residence halls, and in each Politecnico Campus.

Many places offer free wi-fi access, so if you have a notebook, laptop or phone device, just ask the password for access or use it directly if a free open connection is available.

Alternatively, you can buy an **internet key** - a USB device that plugs into your laptop. It's not expensive (**between €10 and €30 per month** depending on the number of hours/traffic, plus the price of the key) and can be a good solution in the short-term.

An open wi-fi service is provided by the Municipality of Milano: info.openwifimilano.it. You just have to register, log in and you'll be allowed to surf for free on internet from several sites in the city area.

ACCOMMODATION

Politecnico di Milano offers accommodation both in Milano and nearby each university Campus.

For more information, visit www.residenze.polimi.it. Click on the city you wish to live in to see a list of residences. Some residences are reserved for PhD students, visiting professors or researchers, so in order to check the ones available you're advised to click on "Milano" and then on "Stranieri senza borsa/Without foreign exchange." Here you will find a brief explanation of the accommodation, how to reach it, facilities, closing times, availability and costs.

You are entitled to accommodation at reduced rent if you have DSU benefits (www.polimi.it/en/scholarships) or at full rent per the requirements and conditions explained online.

Please consider that if you are a Master of Science student who has been awarded a gold or platinum scholarship, you will also be assigned a double room in one of the residences, so you don't need to book a place online by yourself. If you arrive on a weekend or late in the evening, you might not be able to receive your accommodation keys. In this case, you should plan an alternative solution beforehand, like spending your first night in a hotel.

FOR INFORMATION

Housing Services

Via Golgi, 42 - Milano

Opening hours: Monday – Friday 9:30 am – 12:30 pm.

E-mail: residenze@polimi.it - Phone: 800022399

If you're looking for private accommodation, AgenziaUni is an agency that brings together flat owners and university students and helps students who are looking for a single or shared rental.

All the services are free of charge, but some are by appointment only.

After registering at www.agenziauni.comune.milano.it, you'll be able to:

- find information on rental offers;

- find accommodation quickly and easily;
- meet other students to share a flat;
- receive assistance in drawing up the rental contract;
- receive all the information necessary about the city.

AgenziaUni

Viale D'Annunzio 15 – Milano

Tel. +39 02 88453435 / 02 88448540, E-mail: PLO.AgenziaUni@comune.milano.it

MM2 S. Agostino, Tram 2 – 14 – 19 – 3 Porta Ticinese, Bus 47 – 59 – 74 P.zza Cantore

Open from Monday to Friday 9:30 – 13:00, Tuesday and Thursday also 14:30 – 16:30

You should aim to secure yourself a flat at least a couple of weeks before courses begin to ensure a stress-free start and to avoid the high cost of hotels.

The best way is to start looking for and scouting outlistings online before you leave, considering important factors like location near the campus or near public transportation, the amount of deposit required, safety of the neighbourhood, the facilities provided, whether the utilities must be paid by you or the landlord.

IN ITALY, THE ELECTRICAL CURRENT IS AC AND THE CYCLE IS 50HZ 220 V. PLUGS HAVE ROUND PRONGS. FOREIGNERS COMING FROM COUNTRIES WHERE A DIFFERENT SYSTEM IS IN USE NEED TO HAVE ADAPTER PLUGS AND, IF NECESSARY, A TRANSFORMER.

VISA

A Visa is a travel document issued by the traveller's country of residence and placed in your passport. It is the key which entitles non-EU citizens to enter Italy, but it does not permit you to reside in Italy; for that you must apply for a residence permit (see page 31).

In order to enrol, non-EU citizens should contact the Italian Embassy/Consulate in their own country of residence within the deadline established every year by the Italian Ministry of Education (Ministero dell'Istruzione dell'Università e della Ricerca - MIUR) and submit the requested "MODELLO A" in order to obtain a student visa. Please visit the Miur website at "Studenti Stranieri" section for deadlines and requirements: www.studiare-in-italia.it/studentistranieri.

The Embassy/Consulate/IIC will issue an entrance visa for study purposes to applicants who have been admitted. Prospective students applying for a student visa will need to provide evidence that they have sufficient funds to study in Italy (about €5,750 for 2013 a.y.).

Do not attempt to enrol with a tourist visa. Only students with a student visa are eligible for enrolment. Please inform PhD International Office if you have any difficulty obtaining a visa or your date of arrival has been delayed.

HOW TO REACH POLITECNICO DI MILANO FROM AIRPORTS AND RAILWAYS

As you're likely to land in Malpensa, Linate or Orio al Serio airport, you can plan how to reach Milano following these suggestions.

Unfortunately there will be no Meet and Greet, but we're sure that if you keep these instructions ready at hand it won't be hard to reach us.

If you land at Linate Airport

- **Air Bus to Centrale Railway Station:**

every 30 minutes from 6:30 am to 11:30 pm. The cost of the ticket is €5.00

www.atmservizi.it/en/airbus_linate_centrale.php

- **Bus no. 73 to Piazza San Babila:**

every 10 minutes from 6:00 am to 1.05 am. The cost of a single fare ticket is €1.50

- **Bus no. X73 Express to Piazza San Babila every 20 minutes**

every 20 minutes from 7:10 am to 7:50 pm, from Monday to Friday. The cost of the ticket is €1.50

If you land at Malpensa Airport

- **Malpensa Express Train to Cadorna Railway Station:**

every 30 minutes from Terminal 1. The cost of the ticket is €11.

You can buy your ticket online here: www.malpensaexpress.it

- **Malpensa Shuttle to Centrale Railway Station:**

every 20 minutes from 5:00 am to 12:15 am from Terminal 1, exit 4.

The cost of the ticket is €10.00

www.malpensashuttle.it

If you land at Orio al Serio Airport

- **Terravision Bus to Centrale Railway Station:**

every 30 minutes from 4:05 am to 1:00 am. The cost of the ticket is €5.00

www.terravision.eu/milan_bergamo.html

- **Orio shuttle to Centrale Railway Station:**

every 30 minutes from 3:00 am to 0:15 am. The cost of the ticket is €5.00

www.orioshuttle.com

Leonardo Campus

Politecnico di Milano, Leonardo Campus is situated within the city limits of Milano.

In order to reach the Campus take the metro 2 –green line – and get off at Piola stop.

Leonardo Campus is a couple of minutes' walking distance from the Piola metro station.

If you wish to get to Registrar's Office get off at Lambrate station. The Registrar's Office is at 5 minutes walking distance.

Bovisa Campus

Bovisa Campus is located in the north-western area of Milano, not far from the city centre.

In order to reach the Campus take the metro -red line to Porta Venezia or Cadorna or green line to Porta

Garibaldi or Cadorna or yellow line to Repubblica.

At one of the metro stations listed above catch the *Passante Ferroviario* (or blue line) to Bovisa.

Once you exit Bovisa station:

- Turn right to reach the Engineering Campus, via La Masa 34.
- Turn left to reach the Architecture and Design Campus, via Durando 10.

TAXI

In Italy we're not used to flag a taxi down, so the best thing to do is to go to a taxi stand or call one.

Radio-taxis can be booked by calling: 02 3100 - 02 6767 - 02 8585 - 02 5353 - 02 4040.

Be careful to use only authorized taxicabs, which are usually white and always have a Taxi sign on the roof. Taxicabs are quite expensive, usually fares from these airports are:

From Malpensa €75.00

From Linate €35.00

From Orio al Serio €80.00

Supplementary costs, where applicable, for holidays, luggage and night trips must be added to the initial minimum fare and to the cost of the trip.

WELCOME SERVICES AND EVENTS

Offices working with international students usually organize welcome and orientation events to help students with administrative matters: getting a tax code (*codice fiscale*), applying for a residence permit and a health insurance, paying tuition fees, enrolling, etc.

The events also illustrate the various services you can take advantage of during your studies and organize group activities so that you can get to know other international and Italian students and your future professors. We strongly recommend attending these events in order to receive support and learn more about university life and key procedures like the study plan and academic deadlines. Therefore we invite you to arrive in Milano in time to attend these welcome activities, which are usually held at the end of September.

PUBLIC TRANSPORT

Milano's main public transportation system is run by ATM (*Azienda Trasporti Milanesi*). It consists of buses, trams and an underground metro system. Visit www.atm-mi.it to create personalized itineraries. Simply click on "GiroMilano" and choose your starting point and destination.

An urban network ticket costs **€1.50** and is valid for 90 minutes on all lines included in the urban network of Milano. It can not be used twice on the underground metro and urban rail lines. Once you have left the underground metro station you must have a new ticket for the next metro trip.

All **students under age 27** can purchase a student monthly travel card at a reduced price. Student travel cards are charged onto an electronic card that costs **€10.00** per year and can be purchased in one of the official ATM points located inside the following underground stations: Duomo, Cadorna, Loreto, Centrale, Romolo, Garibaldi (opening hours: from Monday to Saturday 7:45 am to 7:15 pm).

You'll need:

- a passport-sized photo (in colour);
- your matriculation letter, also indicating your date of birth;
- ID;
- tax code (*codice fiscale*).

The card is usually prepared as you wait from January to July: if you request it from September to December, please allow up to 15 days in order to collect it, and keep the receipt of your “*Domanda di rilascio della tessera elettronica*” in order to collect it.

Please check that the word “*STUDENTE*” is written in the lower left-hand corner.

When released the card is empty: it must be activated with your student profile and with the kind of monthly pass chosen. The cost for the Student monthly pass (valid for the Milano area only) is **€17.00**, valid for 1 calendar month, from the 1st to the last day of the month. The student travel card can be used all week, 24 hours a day, on the entire Milano urban area transportation system.

Alternatively, you can choose Extra-Urban (with a zone-based pricing system) or Cumulative travel cards (for travel on both the Milano urban and extra-urban networks, including SITAM and *Trenord/Passante ferroviario*).

- All tickets must be validated at the start of every journey.
- Remember to keep the ticket with you for as long as it is valid.
- Validate your ticket every time you change vehicle on the overground network (bus or tram).
- On the urban railway network of *Trenord* and *Passante Ferroviario* tickets are valid for only one journey.
- Urban tickets are priced at a flat rate. Extra-urban and cumulative tickets are priced progressively depending on the distance travelled between the departure point and the final destination (e.g. a round trip ticket to Rho Fiera is €5.00).

PLEASE BEAR IN MIND THAT IF YOU DON'T FOLLOW THESE RULES, YOU MAY BE CHARGED WITH A FINE RANGING FROM EURO 25 TO EURO 200.

Looking for an eco-friendly, cheap and alternative mode of transportation? Then look no further: Milano boasts an extensive network of bike paths. You can use your own bicycle or rent one. Rent

a bike through ATM's **BikeMi** Bike Sharing service using a daily, weekly or annual pass that can be purchased from the ATM Points Duomo, Cadorna, Loreto, Centrale, Garibaldi and Romolo or online. A map of bicycle collection stations is available at www.bikemi.com. **Bike rental** is available only to persons over 16 and credit card holders. The pass will be delivered directly to your house. ATM offers all cyclists who enjoy travelling around Milano by bike the opportunity to use public transport and take their bike on the underground only at specific time. Annual subscription is €36, weekly subscription is €6, daily subscription is €2.5. Available for free for the first 30 minutes of each use.

If you want to enjoy the nightlife in Milano and make sure you will get home safely, the City of Milano and ATM offer a service running every Saturday and Sunday night, hourly from 2:00 am to 5:10 am. ATM offers fifteen different lines covering areas daily served by M1 M2 M3 subways. Timetables vary for each of the terminals located in the areas with the highest concentration of nightspots.

Consider the possibility to download from your application store on your smartphone the **ATM mobile app** to ensure easy and fast public transport use.

If you're planning a weekend out with your new friends and you need a car, just rent one with **GuidaMi**. This is a self-service car rental available in some garages all over Milano 24 hours a day, 365 days a year. You can check if it suits your own needs on preventivoguidami.atm.it.

Car sharing and sustainable mobility are promoted through www.campus-sostenibile.polimi.it

MAIL AND PHONE SERVICE

Poste Italiane is the leading postal service operator in Italy, supplying mail collection and delivery, printed matter and parcels, telegrams, express mail and online services.

Offices are usually open from 8:00 am to 2:00 pm but many, especially in Milano, are open until 7:00 pm. Stamps, even the revenue stamp necessary for the permit of stay or certifications, can be bought not only in post offices, but also at tobacco shops and bars displaying a “**T**” sign. Some services, such as registered mail, are offered mainly by post offices.

Apart from traditional mail services, *Poste Italiane* also offers banking services such as checking

accounts and pre-paid credit cards.

Please check www.posteitaliane.it for more details about all the services offered, office locations and timetables. Look for the “*Sportello Amico*”, a post office that supplies first issue and renewal permit-of-stay kits.

You can contact *Poste Italiane* by calling 803160 or 199.100.160 from your mobile phone.

All phone services are provided by different companies which offer various services and rates depending on the time of the day, the type of call, etc. While most houses have a landline, a mobile phone is a must-have.

Mobile phone services are offered by different companies at various rates. All companies offer prepaid cards (the cheapest option) or contracts.

To sign up with one of the companies you need:

- A valid ID card or passport;
- A tax code (codice fiscale).

It usually takes a few hours to activate your card, but in the meantime you can take advantage of free the internet facilities available around the city.

What about distance communication tools? They are a blessing!

They enable people to connect quickly regardless of where they are, and most of all they are free! With a pc, webcam and headset, you can speak to people all over the world using internet-based communication.

The most common programmes are Skype, Windows Live Messenger, Google Video and Chat, Aol and so on. Find your own, and give it a try!

INTERNATIONAL PhD STUDENTS OFFICE

Before and after your arrival, the International PhD Students Office will support you in organizing your arrival and your stay. The office provides information concerning accommodation, stay permits, health insurance and anything concerning your life in Milano.

FOR INFORMATION

The PhD International Students Office

Via Golgi 42 (Golgi-Clericetti Campus), 2nd floor.

Opening hours: Monday –Friday 9:30 am – 12:30 pm.

E-mail: internationalphd@polimi.it

Phone: +39 02 23999786 Fax: +39 02 23999700

RESIDENCE PERMIT

EU CITIZENS

If you are an EU citizen, you need to register at the *Ufficio Anagrafe* (Registry Office) by booking an appointment on www.comune.milano.it, section “Servizi on line” – “Servizi Anagrafici” – “Residenza Stranieri”. **You must submit the following documents:**

- a passport or ID card;
- a matriculation letter issued by the Politecnico di Milano;
- a photocopy of the documentation certifying the availability of adequate financial resources, about €5,750 (e.g. scholarship certification and bank statement);
- a health insurance policy (see page.35).

You will be asked to fill in a registration form.

NON-EU CITIZENS

If you are a non-EU citizen, within 8 days of your arrival in Italy, you have to complete a so-called “kit” to apply for a residence permit in the city where you’ll be living. The kit is available at all the post offices bearing a “*Sportello Amico*” sign. Please ask your International Students Office/Desk of reference for further information. The kit must be accompanied by copies of the following documents:

- Copy of your passport with visa and personal data page;
- Copy of the admission letter issued by Politecnico di Milano (the duration of your PhD degree programme must be clearly stated!). The letter must be stamped by the Italian Diplomatic/Consular

representative where the entry visa is issued/letter of enrolment issued by the registrar's office;

- A copy of your health insurance policy. Health insurance bought abroad must be validated by the Italian Embassy in your country (if not already in English). You can also buy health insurance upon your arrival in Italy ([see page.35](#)).

At Post Office you'll be given a receipt to be kept and shown in order to testify the request submission. In order to check if your residence permit is ready for collection check www.poliziadistato.it, "Permesso di Soggiorno" section, writing the file number related to your application you received at Post Office: <http://questure.poliziadistato.it/stranieri>

In addition to the notice displayed by this system on the status of your application, you will be informed via SMS about the day, time and place where you can collect your residence permit. Further information about permit of stay release and renewal can be found on: www.portaleimmigrazione.it

When asking for your permit for the first time, please remember to specify that it is not a renewal.

The stay permit for study purposes is valid for a maximum of one year. You can apply for its renewal starting from 60 days prior to its expiration and within 30 days after. Any international students with a valid permit of stay is allowed to **work for a maximum of 20 hours** per week and 1,040 hours per year, but remember that in order to obtain a residence permit renewal, **you must pass your exams yearly.**

RESIDENCE PERMIT RENEWAL

If you need to renew your residence permit, you will need to fill out the Kit to apply for a residence permit (form 1 only), which is available at the post office. The Kit must be handed in at the post office together with the following documents:

- copy of a valid passport with visa + copy of the page with personal data and dates of validity and expiration of the document;
- copy of your permit of stay (*permesso di soggiorno*);
- copy of the documentation certifying the availability of adequate financial resources: about €5,600 (e.g., scholarship certification and bank statement);
- transcript of records with proof of 1 exam successfully passed if this is your first renewal and 2 exams successfully passed for each following renewal;
- copy of your health insurance.

COST OF RESIDENCE PERMIT 1ST RELEASE AND RENEWALS

- €16.00 "*marca da bollo*" (a stamp that can be purchased at any tobacco shop bearing a "T" sign out of the shop), to be put on the residence permit application;
- €30.00, to be paid when handing in the Kit at the post office;
- €27.50, to be paid at the post office to obtain an electronic residence permit;
- €80.00, the cost of the residence permit for studies (amount to be added to the €27.50 to obtain the electronic residence permit).

TAX CODE (CODICE FISCALE)

A *codice fiscale* is an alphanumeric code of 16 characters issued for free by the Ministry of Finance to uniquely identify citizens. You need to have your own *codice fiscale* to open a bank account, sign contracts and gain access to public services, including health services. In order to obtain your *codice fiscale* you have to go to the nearest “*Ufficio delle Entrate*” to your place of residence. You can find a complete list of the local offices in Milano on the website www.agenziaentrate.it

Agenzia delle entrate (main office in Milano)

Via della Moscova 2 (yellow line, Turati underground stop).

Opening hours: Monday, Wednesday, Friday from 8:30 am to 1:00 pm;

Tuesday, Thursday from 8:30 am to 3:30 pm (Ticket available from 8:00 am).

E-mail: dp.IMilano.utMilano1@agenziaentrate.it

Phone: +39 02 636791

You must bring your passport. If you are from a non-EU country, you may be asked to show your residence permit receipt.

At the “*Ufficio delle Entrate*” you will be asked to fill in a specific form for the issue of your *codice fiscale*. You’ll need to show your passport or other ID. Please make sure that your name is the same on every form. Keep it in the same order and always use the same surname, if you have more than one.

HEALTH INSURANCE

In order to apply for a residence permit, within 8 working days of your arrival in Italy, you must have health insurance valid for Italy. The residence permit has the same validity as the health insurance. This can be either private insurance underwritten in your home country, or one purchased in Italy.

In Italy, you can purchase your insurance from **INA Assitalia** (€98 for one year, € 49 for 6 months) or **SSN** – the National Health Service (€ 149.77 yearly and valid for one calendar year from 1 January to 31 December). Please note that INA Assitalia insurance covers emergency care at the hospital only.

Subscription to the SSN is not compulsory, however it is strongly suggested since it entitles you to the same treatment as Italian citizens, including:

- choice of a general practitioner who can see you free of charge, prescribe medicine and laboratory tests and refer you to specialists (dentists, orthopaedics, etc.);
- free admission to public or certified private hospitals;
- free access to doctors on duty and continuous assistance service (*guardia medica*).

In order to register with **INA Assitalia**, you must go to the post office and fill in a blank payment bulletin with the following details:

c/c postale n.: 71270003

intestato a: Agenzia Generale di Roma INA ASSITALIA, conto 20

causale: polizza sanitaria studenti stranieri da 6 mesi (for 6 months)/da 12 mesi (for one year)

Euro: 98 (for one year), 49 (for six months)

In order to register with the **NATIONAL HEALTH SERVICE**, you must go to the post office and fill in a blank payment **bulletin** with the following details:

c/c postale n.: 379222

intestato a: Amministrazione P.T. Regione Lombardia

causale: iscrizione volontaria S.s.n

Euro: 149.77

Once you have paid, go to your local ASL office. You can find a list of ASL offices according to district of residence to register with the National Health Service at www.asl.milano.it

If you are a non-EU citizen, in order to register with the National Health Service you must submit:

- the receipt of payment to the National Health Service;
- your tax code (*codice fiscale*);
- your passport;
- your residence permit (receipt);
- certificate of enrolment at Politecnico di Milano.

For details, you can contact the nearest public relations office (*Ufficio Relazioni con il Pubblico*) of any ASL office or visit: www.asl.milano.it

If you are an EU citizen, in order to receive medical assistance from the National Health Service under the same conditions and at the same cost as Italian citizens, you need to have a TEAM card (European Health Insurance Card) in order to receive treatment.

HOW TO OPEN A **BANK** ACCOUNT

Most banks are open from Monday to Friday, from 8:30 am to 1:30 pm and from 3:00 pm to 4:00 pm.

To open a bank account you must:

- be of legal age (at least 18);
- have a valid ID;
- have a tax code (*codice fiscale*);
- not have been declared bankrupt.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the following bank coordinates, which are necessary in order to make an international wire transfer:

- IBAN, International Bank Account Number (also known as Clabe or Aba depending on your country), which is an alphanumeric code identifying your bank account (check char + national bank code + branch number + the account number);
- BIC, Bank Identifier Code/SWIFT, which is necessary to send money worldwide.

Before being able to make any transaction, it is necessary to make an initial deposit on your bank account. Traveller's checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports. **Banca Popolare di Sondrio** is the official bank of Politecnico di Milano. It offers students of Politecnico di Milano the possibility to open a bank account at very good conditions.

Banca Popolare di Sondrio (branch no. 21)

in Via Edoardo Bonardi 4, Leonardo Campus

Opening hours: from Monday to Friday, 8:30 am - 13:30 pm and 2:45 pm - 3:45 pm.

Phone: +39 02 2399 3307

Banca Popolare di Sondrio (branch no. 5)

in Via degli Imbriani 54, Bovisa Campus

Opening hours: from Monday to Friday, 8:30 am - 13:30 pm and 2:45 pm - 4:15 pm.

Phone: +39 02 3932 841

WHAT, WHERE, HOW, WHO

THE PhD INTERNATIONAL STUDENTS OFFICE

Via Golgi 42 (Golgi-Clericetti Campus), 2nd floor.

Opening hours: Monday –Friday 9:30 am – 12:30 pm.

E-mail: internationalphd@polimi.it

Phone: +39 02 23999786

Fax: +39 02 23999700

ACCOMMODATION

Area Servizi Residenziali (Housing Services Area)

Via Golgi, 42 - 20133 Milano (Underground Line 2, Lambrate stop)

Opening hours: Monday to Friday, 9:30 am to 12:30 pm

E-mail: residenze@polimi.it

Phone: +39 02 2399 1 (Politecnico switchboard); fax: +39 02 2399 4470

Website: www.residenze.polimi.it

DIRITTO ALLO STUDIO

Scholarships, international mobility contributions, housing at reduced rate, luncheon vouchers, extraordinary contributions:

Via Golgi, 42 - 20133 Milano (Underground Line 2, Lambrate stop)

Opening hours: Monday to Friday, 9:30 am to 12:30 pm

Phone: +39 02 2399 1; fax: +39 02 2399 4471/4472/4473/4474/2268

E-mail: dirittoallostudio@polimi.it

Website: www.polimi.it/en/scholarships

INFOPOINT

Information on offices, services and logistics of the university

Leonardo Campus

Piazza Leonardo da Vinci, 32 - Building 1 “*Rettorato*”

Opening hours: Monday to Friday, 8:30 am to 6:00 pm

Phone : +39 02 2399 2008

E-mail: infopoint@polimi.it

Bovisa Campus

Via Durando, 10 – Building 1

Opening hours: Monday to Friday, 9:00 am to 6:30 pm

Phone: +39 02 2399 5798

E-mail: infopoint@polimi.it

ONLINE SERVICES

Online Services are computer services provided to all Politecnico di Milano students. Access the Online Services on the website www.polimi.it. By entering your **person code** (*codice persona*) and **password** (both provided upon registration via the website), you can check your Politecnico account and access the various files related to your university career.

Through the Online Services you can:

- display and modify your personal data;
- Read the Faq and contact the offices in charge;
- Check messages in your Webmail;
- carry out all the necessary enrolment procedures;
- submit your yearly study plan;

COMPUTER FACILITIES

Both Leonardo and Bovisa Campuses have computer rooms available for students. Access is free for all students. Show your student card, or, if this is not yet available, any valid document proving enrolment. Politecnico students can also access Politecnico di Milano WiFi network. Wi-Fi permits direct access to the university network from aPC, smartphone, or other mobile device. Access is both safe and integrated with Politecnico di Milano Information Systems. In order to access the network, you have to be identified by our Registrar's Office (by submitting your ID or passport). Once your identification has been processed you can log in with your Polimi person code and password.

If any problems occur, even after identification, check www.wifi.polimi.it.

Certified E-Mail (PEC) is a tool that allows you to give an e-mail message the same legal validity as a traditional registered letter with acknowledgment of receipt. The PEC address of Politecnico di Milano is: pecateneo@cert.polimi.it. Please note that the PEC service has legal validity only if both the sender's and the receiver's e-mail addresses are certified.

PRIVACY RULES

Politecnico is not permitted to release information regarding academic progress or attendance to any third party without the student's express consent.

IN ORDER TO COMPLY WITH ITALIAN DATA PROTECTION LAWS, PLEASE REMEMBER TO CONTACT US USING YOUR POLITECNICO WEBMAIL ACCOUNT AND NOT A GENERIC EMAIL ADDRESS.

This will ensure that only someone with a person code and password can access your Online Services

and read your e-mail inbox. If you are not enrolled yet and wish to write us, remember to attach a scan of your passport or ID, together with your person code, if already issued. If these rules are not observed, only general information may be provided in order to protect your privacy.

CERTIFICATES

Any information relating to your academic career can be found on Online Services by logging in with your person code and password.

The PhD International Office release certificates that are subject to the payment of an amount that may vary according to the number of certificates we require.

To obtain a certificate on stamped paper:

- **complete the form requesting** a certificate on stamped paper (available at www.polimi.it/en/forms);
- **buy one revenue stamp** €16.00, to be placed on the form;
- **buy one revenue stamp** €16.00 for each certificate requested.

For example, if you need two certificates, you'll need to buy three revenue stamps: one for the form and one for each certificate requested.

If your tuition fees haven't been paid, you won't be allowed to obtain any certificates and the exams you've passed won't be registered until you have settled your tuition fees.

Because it is not possible to pay the revenue stamp duties from abroad, please don't forget to request all of the necessary certificates before you leave Italy and once you have finished your studies. If you do leave the country, you'll need to delegate a friend or a colleague living in Italy to make the request on your behalf.

In this case, and every time you need someone to hand in a request that you cannot submit in person, you will need to fill in a delegation form (available at www.polimi.it/en/forms), enclosing a photocopy of your ID. The delegated person must also provide his/her ID.

Certificates are available in Italian and English.

ITALIAN COURSES

MILANO LEONARDO AND MILANO BOVISA CAMPUSES

Politecnico di Milano offers **Italian language courses** free of charge to its international students (exchange or degree course students) regularly enrolled.

Classes are held each semester at Milano Leonardo and Milano Bovisa Campuses.

Levels offered: beginner, elementary, pre-intermediate. Classes are about 40/50 hours per course (twice or three times a week, late in the afternoon and on Saturday morning). In order to attend the courses students have to register themselves through the Online Services private page, under the key 'language courses catalogue'. After registration, students must take a mandatory test to determine their level. Registrations are usually open in September (for the first semester courses) and in February (for the second semester courses). More info: italian-courses@polimi.it

COMO, LECCO AND MANTOVA CAMPUSES

Italian language courses for international students are also organized at the Como, Lecco and Mantova Campuses. A free intensive Italian language course is usually offered at Como Campus in the first two weeks of September. Students are usually asked to apply between mid-June and mid-July. Various levels are offered: elementary, pre-intermediate and intermediate.

Como Campus

E-mail: studesk3@como.polimi.it

Mantova Campus

Intensive language course in October

E-mail: studesk7@polimi.it

Lecco Campus

For more information: welcome.lecco@polimi.it

FOREIGN LANGUAGE COURSES

Every year, Politecnico di Milano organizes **beginner** foreign language courses for its students. Currently, **French, Portuguese, Spanish** and **German** courses are offered.

The 30-hour courses are held in **June** and **July** at Leonardo and Bovisa Campuses.

The courses will be activated with a minimum of 15 participants. Students are requested to give a contribution, which is usually around €100 depending on the number of participants.

Classes take place three times a week late in the afternoon, usually after 6:00 pm.

A certification of attendance is issued on request to those who have attended at least 26 hours.

FOR INFORMATION

Please write to linguestraniere@polimi.it for further information and to receive the link to register within the deadlines.

LEARNING TOOLS

BeeP is the new portal for network activities designed for students and professors. Login with your Polimi credentials (person code and password) and enjoy it!

You can share documents, links and images, interact with virtual classrooms following revision lessons and ask professors questions, discuss topics on the forum and organize appointments.

Beep.metid.polimi.it also provides a "**Help chat**" available from Monday to Friday from 9:00 am to 6:00 pm, email: beep.metid@polimi.it.

POLITECNICO LIBRARIES

University Library Services provide students with a network of libraries for research and study on different university campuses:

ULS Leonardo: includes the university's two historic libraries, such as the Central Engineering Library and the Central Architecture Library.

ULS Bovisa: includes the Durando Campus Library for the Schools of Architecture and Design and the Bovisa Engineerings Library.

TeDOC – Thesis and Documentation Service: includes a collection of graduate theses from the School of Architecture and Society, provides planning materials such as current and historic maps, urban and territorial plans and specialized databases. www.tedoc.polimi.it

To access University Library System services, users must be registered and authorized in the university login system.

OUR SERVICES AT THE CAMPUSES

Books loan

You can borrow up to 5 books from different libraries.

Inter-system loan

You can borrow up to 5 books from any SBA library. In order to facilitate the usability of the services from the decentralized campuses, it is possible to use the inter-system loan.

Consultation

You can consult all the material of the libraries at the various campuses.

Online services

- **SEARCH:** with a single interface you can search many resources at the same time and find books and e-book, journals and e-journals, articles, cartography, theses, ...
- The Online University Catalogue (**OPAC**) allows you to search the documents available and catalogued in the University Libraries. Once you have logged in, you can access the Personal Area services (loan requests, reservations, renewals, reader status display and other specific functions).

You can access your Personal Area also using the mobile APP POLIMI Library, available for iPhone and Android phones.

- **e-journals and databases:** online consultation of various databases and more than 6000 e-journals;
- **e-books collection:** more than 9000 electronic books on Engineering and Architecture;
- **interlibrary loan and documents delivery;**
- the online reference service **Chiedi alla tua biblioteca** available 24 hours a day and provides feedback within the next 24 hours.

All these services are available both on the IP net of the University and at home, through proxy service. You will find all the necessary information at: www.biblio.polimi.it.

BARS AND CANTEEN FACILITIES

A number of bars with canteen facilities, where cold lunches and hot meals are served, are located both at Leonardo and Bovisa Campuses.

BARS AT LEONARDO CAMPUS

- Bar **MyChef@POLIMI** located in P.zza Leonardo da Vinci, 32 (Building 2, floor -1). Open from Monday to Friday, from 7:30 am to 6:00 pm;
- **A self-service** located in P.zza Leonardo da Vinci, 32 (Building 2, floor -1). Open from Monday to Friday, from 12:00 pm to 2:30 pm;
- **A canteen (mensa)** located in Viale Romagna, 62 (*Casa dello Studente* Building). Open from Monday to Sunday, from 12:00 pm to 2:00 pm and from 7:00 pm to 9:00 pm.

BARS AT BOVISA CAMPUS

- Bar **“La Rossa”** located in Via Durando, 10 (Building 5, ground floor). Open from Monday to Friday, from 8:00 am to 8:00 pm;
- **Canteen (mensa) “Pellegrini”** located in Via La Masa, 34 (Building 24, ground floor).

Open from Monday to Friday, from 8:00 am to 4:30 pm;

- **Bar “Da Vinci”** located in Via Lambruschini, 4 (Building 27, ground floor).

Open from Monday to Friday, from 8:00 am to 8:00 pm, Saturday from 8:30 am to 2:00 pm;

- **A self-Service** located in Via Lambruschini, 4 (Building 27, ground floor).

Open from Monday to Friday, from 11:30 am to 2:30 pm.

STUDENT ASSOCIATIONS

A number of Student Associations organize both cultural and sports activities open to all students. Students registered in these associations get discounts in many bookshops, photocopy centres, phone cards, cinemas, cafés, etc. Many associations also help international students find accommodation.

ESN

Leonardo Campus - Via Ampère 10, 20133 Milano

Phone: +39 02 2399 2676 - E-mail: esn@polimi.it - Website: www.esn.polimi.it

Bovisa Campus Via Durando 10, 20148 Milano

Phone: +39 02 2399 7114 - E-mail: esn.bovisa@polimi.it - Website: www.esn.polimi.it

ESEG CAMPUS LEONARDO

Piazza Leonardo da Vinci 32, c/o Educafe

Phone: +39 399 77 81165

E-mail: esegpolitecnico@eseg.it - Website: www.eseg.it

BEST MILANO

Via U.B. Secondo 3, 20133 Milano

Phone: +39 02 23 99 26 65

E-mail: milano@best.eu.org - Website: www.bestmilano.it

FOLKS

E-mail: folksmi@gmail.com - Website: www.folksmilano.org

COMITATO UNIVERSITARIO **SPORTIVO** C.U.S. (UNIVERSITY SPORTS COMMITTEE)

Sports activities in public universities in Milano and at our campuses are mainly organized by *CUS Milano (University Sports Committee)*, the local representative of CUSI (*Comitato Universitario Sportivo Italiano* – Italian University Sports Committee), in agreement with Politecnico di Milano Sports Committee.

CUS Milano personnel can be found during lesson periods at the kiosk next to the vehicle entrance to the Bassini Campus of Politecnico di Milano in Via Golgi, while part-time students work for CUS at the Bovisa Campus, in via Durando, in via Cosenz and in via Lambruschini.

Sports activities in campuses outside Milano are supervised by CUS instructors and a notice board with the latest sports news hangs in the C.O.S. of the School of Architecture in the Leonardo Campus.

The following must be submitted to the CUS Point for enrolment if you wish to register for all the sport activities provided (upon payment of € 15, including insurance):

- enrolment form (issued directly at the CUS Point);
- certificate of good health issued by a doctor or photocopy of a medical certificate for competitive sports activity;
- 1 passport-size photo.

C.U.S. members can either take part in sports courses or participate in the organized competitions.

INFORMATION ABOUT C.U.S. ACTIVITIES, ENROLMENT AND COST

In order to get more information on C.U.S. sports activities, enrolment and fees, you can reach the various C.U.S. points:

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C.U.S. office at “Campus Giurati”

Via Golgi, at the corner of Via Pascal (in front of the Department of Electronics and Information)

Opening hours: Monday to Friday, 10:00 am – 3:30 pm

E-mail: cittastudi@cusmilano.net

Phone: +39 0223996341

website at www.cusmilano.it
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Centro Universitario Sportivo – C.U.S. Milano

Circonvallazione Idroscalo 11, Segrate (Milano)

Opening hours: Monday to Friday, 10:00 am – 6:30 pm

Phone: +39.02.7021141

E-mail: segreteria@cusmilano.net

website at www.cusmilano.it
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Politecnico di Milano Sports Committee organizes soccer and skiing tournaments for Politecnico Campuses, is responsible for the official teams (which compete even at international level) and promotes new activities, often in cooperation with C.U.S. Milano and relying on funds from the Consiglio degli Studenti (Student Council).

FOLLOW POLITECNICO DI MILANO ON **SOCIAL MEDIA**

JOIN OUR COMMUNITY ON:



www.facebook.com/polimi



www.twitter.com/polimi
www.twitter.com/polimi_zh



www.youtube.com/polimi
www.youtube.com/polinternational

www.polimi.it/itunes

