

## ERASMUS INCOMING STUDENTS

### BEFORE LEAVING: Application procedures

Erasmus students selected to spend a study period at the Faculty of Mathematical, Physical and Natural Sciences of the University of Florence should send the **Application Form** (Enrolment Form and Learning Agreement) by fax, followed by hard copy by ordinary mail to:

**Ufficio Relazioni Internazionali** – Facoltà di S.M.F.N.  
Plesso Didattico Viale Morgagni 40-44  
50134 Firenze (Italy)  
Fax +39 055 4598930

**Enrolment Form** (p.1 and 2) and **Learning Agreement** (p.3):

All Erasmus incoming students must fill out and sign the Enrolment Form and the Learning Agreement; These forms should also be signed and stamped by the student's Home University, and sent to us by the following deadlines:

First Semester (starting September/October, 2011) deadline: 15 July 2011  
Second Semester (starting February/March, 2012) deadline: 31 January 2012

Detailed information about classes and study schedules are visible in the "Corsi di Laurea" on the Faculty website:

<http://www.scienze.unifi.it/CMpro-v-p-138.html>

Erasmus Delegate of the Faculty, prof.ssa Simonetta Monechi, and Erasmus appointed Advisors from different "Corsi di Laurea" are listed on the following web page: <http://www.unifi.it/upload/sub/DELEGATI.pdf>

Advisors are available to help Erasmus students plan their Learning Agreement.

For further information please contact:

Ufficio Relazioni Internazionali Facoltà di S.M.F.N.

Università degli Studi di Firenze

Plesso Didattico Viale Morgagni 40-44

50134 Firenze

Tel. +39 055 4598760

Fax +39 055 4598930

[socratesmfn@unifi.it](mailto:socratesmfn@unifi.it)

Please see the handbook for Erasmus students 2010/2011:

[http://www.unifi.it/upload/sub/llp/1011/guida\\_erasmus\\_1011.pdf](http://www.unifi.it/upload/sub/llp/1011/guida_erasmus_1011.pdf)

OTHER USEFUL LINKS:

Incoming students: <http://www.unifi.it/CMpro-v-p-2312.html> Polo Scientifico e Tecnologico

ARRIVAL IN FLORENCE

### **First step**

Upon arriving in Florence, Erasmus students should go to:

**Ufficio Relazioni Internazionali Facoltà di S.M.F.N. (Patrizia Maranghi – Elisabetta Saladino)**

Università degli Studi di Firenze

Plesso Didattico Viale Morgagni 40-44 (3rd Floor).

Opening hours: Tue. Wed. and Thur. 9.00 a.m. to 1.00 p.m.

### **This Office will help students with the following:**

- Registering their arrival, place of residence, telephone number, and e-mail while in Florence (students must notify this office of any subsequent changes as soon as they occur).
- Further information about the University of Florence (Faculty of Mathematical, Physical and Natural Sciences) and on classes and schedules can be obtained on request.

### **Second step**

#### **REGISTRATION and Student card (Libretto dello Studente):**

UFFICIO SERVIZI ALLA DIDATTICA, Servizio Socrates e Stranieri, Viale Morgagni n. 48  
(Segreteria Studenti della Facoltà di S.M.F.N.)

Viale Morgagni n. 48 Firenze

Tel. 055 4598736

Fax 055 4598937

Email [socrates.stranieri@polosci.unifi.it](mailto:socrates.stranieri@polosci.unifi.it)

Opening hours: Tue. Wed. and Thur. 9.00 a.m. to 1.00 p.m.

#### **It is mandatory to bring:**

- A copy of the Enrolment Form and Learning Agreement (these forms signed by the Erasmus Faculty Delegate will be given to the students by Patrizia Maranghi or Elisabetta Saladino)
- ID or Passport
- 3 Photos

At the end of the residence period this Office will deliver a certificate of study completion and official transcripts.

### **Third Step**

Students must contact by e-mail their Erasmus Advisor to make an appointment. At the meeting students will obtain the following:

Class Schedules

Revised Learning Agreement

Any and all eventual problems should be brought to the attention of the Erasmus Advisor at this meeting.

Class attendance is MANDATORY. Therefore students must take care to avoid schedule conflicts. If this happens students will be asked to make changes to their Learning Agreement before it can be accepted.

### **Changes in the Learning Agreement (Learning Agreement 2)**

Students who need to change the Learning Agreement must fill out the form "Learning Agreement 2" with the help of their Erasmus Advisor.

The "Learning Agreement 2" must be presented to the:

Ufficio Relazioni Internazionali – Facoltà di Scienze, Matematiche, Fisiche e Naturali

Plesso Didattico del Viale Morgagni 40-44 – III piano

(Tel. +39 055 4598760 - Fax +39 055 4598930 – [socratesmfn@unifi-it](mailto:socratesmfn@unifi-it))

This Office will send the documents to the student's Home Institution.

The final "Learning Agreement 2" will be available at the Ufficio Relazioni Internazionali Facoltà di S.M.F.N. after being signed and stamped.

### **Residence permit:**

E.U. students, students from Switzerland and EEA (European Economic Area) and students from Norway, Iceland and Liechtenstein are NO LONGER REQUIRED to obtain a residence permit. If the duration of their stay is less than THREE months no formalities are required. For longer periods it is necessary to apply for a permit from the Register Office of the Municipality where the student lives.

Non – EU students must apply for the residence permit within 8 days from arrival. The residence permit kit is available at Post Offices and City Halls.

Post Offices have a free kit ("yellow kit") to be filled with the instructions written on it. This form, once filled, should be given to the Post Office with the addition of 30 Euros (up to 90 days) or more if the period of residence is longer (usually ca. 27,50 Euros).

Please make sure to bring the additional material:

- Passport and a photocopy of the passport to be left with the Post Office employee; the photocopy must be in A4 format. An equivalent form of ID can be used (for acceptable forms of ID see tab. 4 of the kit).
- Photocopy of the letter certifying your attendance in the Erasmus, stamped and signed by the Italian Consulate in your country.
- Proof of injury and health insurance admissible in Italy. The insurance must be valid for the entire period of residence in Italy;
- "Marca da bollo" € 14,62 (buy it at the tobacconist);

When giving the filled kit to the Post Office, please make sure that the envelope is open. PLEASE do not forget to request a receipt.

When your residence permit is ready, you will be contacted by the Immigration Office.

The "Sportello Unico Comunale Immigrazione" (S.U.C.I.) of the Comune di Firenze will give you free assistance in filling the kit. You can find this Office in Via Pietrapiana, 53 – Firenze (ground floor, next to the Post Office) Tel. 055/2769604 – 055/2769632; Fax 055/2769602; e-mail: [immigr@comune.firenze.it](mailto:immigr@comune.firenze.it).

**Opening hours:** Monday to Friday from 9 am to 12.30 am; Tuesday, Wednesday and Thursday from 9 am to 12 am; Tuesday and Thursday from 2.30 pm to 5.30 pm.

PLEASE NOTE: in order to see an employee at the immigration office you must go to the S.U.C.I. at 8:00 a.m. and take a number; only 50 numbers are distributed each morning.

If you miss the morning turn or prefer to go in the afternoon, numbers are distributed again at 12:45 p.m.

For further information on residence permit procedures, documents, and taxes please contact:

### **Portale Immigrazione**

- Call Center 800 309 309 (for general information) 24 hours a day
- Toll Free number 803 160 (information on certified Post Offices), Mon. to Sat. 8:00 a.m. – 8:00 p.m.

- [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it)

**Useful links:**

Poste Italiane (Italian Postal Center) [www.posteitaliane.it](http://www.posteitaliane.it)

Ministero dell'Interno (Ministry of Interior) [www.interno.it](http://www.interno.it)

Polizia di Stato (State Police) [www.poliziadistato.it](http://www.poliziadistato.it)

Associazione Nazionale Comuni Italiani (Association of Italian City Halls) [www.anci.it](http://www.anci.it)

Immigrazione oggi (immigration today) [www.immigrazioneoggi.it](http://www.immigrazioneoggi.it)

**Health Insurance and Residence Permit**

For detailed information about Health Insurance, see p. 56 of the Handbook for Erasmus Students.

Non E.U. students need to take out an insurance policy to get a residence permit.

Non EU students (and students who do not have complete health cover in their Home country) are informed that if they need medical treatment, the Azienda Sanitaria Locale (Local Health Authority), will require to purchase its insurance (even if they have already their own policy) at a cost of about 144 euros. Students can get information at any ASL (Local Health Authority) "Presidio" (office).

**Extended study period**

Erasmus students attending the University of Florence may ask for an extension that should not exceed the date of September 30<sup>th</sup>. The request must be done within one month before the end of the original period. The request must be addressed to the Ufficio Relazioni Internazionali Facoltà di S.M.F.N. - Plesso Didattico del Viale Morgagni 40-44 – III floor (Tel. +39 055 4598760 - Fax +39 055 4598930 – [socratesmf@unifi-it](mailto:socratesmf@unifi-it))

The request of the extended period will be sent to the Student's Home Institution; after the approval of the latter, the student will be informed by the University of Florence Office.

**AT THE END OF THE ERASMUS PERIOD AND BEFORE LEAVING**

Before departure the student ID has to be returned to:

UFFICIO SERVIZI ALLA DIDATTICA, Servizio Socrates e Stranieri, Viale Morgagni n. 48 (Segreteria Studenti della Facoltà di S.M.F.N.)

Tel. 055 4598736

Fax 055 4598937

[socrates.stranieri@polosci.unifi.it](mailto:socrates.stranieri@polosci.unifi.it)

Mon, Wed, Fri 9:00 a.m. to 1:00 p.m.

Students have to apply for a certificate attesting the attendance period at the University of Florence and the classes passed. For this purpose, **ONLY IF THE STUDENT TAKES REGULAR EXAMS**, upon returning the student ID to the desk of the Servizio Socrates Stranieri, please bring a **MARCA DA BOLLO DA € 14,62** (you can buy it at the tobacconist)

**GENERAL INFORMATION**

**Eramus Days**

Some social events will be organised by the Erasmus Faculty Delegate and individual Degree Course Advisors.

These events are designed to inform students about class organisation, exam procedures, cultural events and any other information which may help enhance the student's experience in Florence.

Students are required to attend these events and unjustified absences will not be accepted.

### **Italian Language Courses**

The Centro Linguistico di Ateneo (University Language Centre) offers Italian language classes for Erasmus students who have at least a basic knowledge of Italian.

Incoming students are therefore strongly advised to learn a basic Italian before arriving in Florence. Although we do not require students to exhibit any formal certification, we would stress that courses taught in Italian can only profitably be followed by students whose knowledge of Italian corresponds at least to B1 level. At the moment courses and exams are usually held in Italian.

Incoming students are informed that the University of Florence and its Language Centre (CLA) will not offer any courses in elementary (A1) Italian. All language courses will start from the A2 level.

For information about the scheduling of Italian language courses please contact the Centro Linguistico di Ateneo (web page <http://www.unifi.it/itacla/CMpro-l-s-13.html>)

The first course is free. Subsequent courses cost 36 euros (B1) and 52 euros (B2 or above).

### **Accommodation**

For information about student accommodation please contact:

DSU Toscana – Servizio sviluppo programmi abitativi

Viale Gramsci 36 – 50132 Firenze – 055 2261314

email: [casa.fi@dsu.toscana.it](mailto:casa.fi@dsu.toscana.it)

DSU Toscana provides free information and guidance to students for finding accommodation in Florence and its suburbs. It also provides information on rental contracts.

The “Informagiovani” service run by the Comune di Firenze offers assistance in finding accommodations and advice regarding rental contract laws:

#### **Informagiovani**

Vicolo Santa Maria Maggiore, 1 Firenze

055 292851 - [sportellostudenti@comune.fi.it](mailto:sportellostudenti@comune.fi.it)

Mon. Wed. Fri. 2:00 to 6:00 p.m.

Tue. Thur. 10:00 a.m. to -1:00 p.m.

Upon their arrival students may stay at a Youth Hostel up to 5 days.

Youth Hostel addresses can be found in the Handbook for Erasmus Students p. 54

Local Newspapers advertise rentals; notices of room rentals are also posted on boards at the main entrances of University Departments, Classrooms, and Laboratories.

### **University Cafeterias (Mense universitarie)**

All Erasmus students may use cafeteria facilities provided by DSU Toscana.

In Florence, there are several cafeterias near the main University buildings; these cafeterias offer lunch and dinner at a fixed price of about 2,50 €. In order to use these facilities, students must apply to DSU Toscana for a Cafeteria Card by showing their ID and a University enrolment certificate.

For Cafeteria Card requests:

Mon. Wed. Fri. 9:00 a.m. to 1 p.m.;

Tue. Thur. 3:00 p.m. to 5:00 p.m.

Viale Morgagni, 51 – 055 2261325

Via Miele, 3 – 055 2261356

A list of the main Cafeteria facilities are available in the Handbook for Erasmus Students p. 50

**Sport Activities (Centro Universitario Sportivo, CUS)**

Erasmus students will have an access to all the sports events organised by CUS.

For further information please see the Handbook for Erasmus students p. 51.