



USEFUL INFORMATION FOR INCOMING STUDENTS

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1. HOW TO REACH VARESE AND COMO

Varese and Como are easily reached by plane, being close to the Milan Airports of Malpensa and Linate. They are well connected by train to the major European Cities.

Frequent and fast train service connects Como and Varese to Milan daily: estimated time 1 hour and half approx.

Varese and Como are served by two railway lines: Ferrovie Nord Milano, with a station at "Como Lago" and "Varese Nord", and Trenitalia Company whose Como S. Giovanni station is on the international Milan-Chiasso line and Varese is on the Milano- Varese line.

From Linate Airport	Take bus nr. 73 direction Piazza S.Babila, get off at S. Babila stop, take the underground Line 1 (MM1 red line) direction Bisceglie or Molino Dorino, get off at Cadorna stop (fourth stop). To go to Varese: Cadorna F.N. station take the train direction Varese Nord or Laveno Mombello (get off at Varese Nord station). To go to Como: Cadorna F.N. station take the train direction Como Lago station.
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<p>From Malpensa Airport</p>	<p>To go to Varese: By train: "Malpensa Express" of Ferrovie Nord Milano (FNM) take the train direction Milano Cadorna, get off at Saronno station and take the train direction Varese Nord or Laveno Mombello (get off at Varese Nord station).</p> <p>To go to Como: By train: "Malpensa Express" of Ferrovie Nord Milano (FNM) take the train direction Milano Cadorna, get off at Saronno station and take the train direction Como Lago Station (1 hour approx). By bus: Bus SPT (Line C-250) from Milano-Malpensa airport to Como (1 hour approx). Bus AIRPULMANN from Milano-Malpensa airport to Como (1 hour approx.; frequency: every hour).</p>
<p>From Orio al Serio (Bergamo) Airport to Milano</p>	<p>The Orio Shuttle Coach Buses connect Orio al Serio Airport (Bergamo) with Milano Centrale train station in 65 minutes.</p>
<p>By train from Milano</p>	<p>To go to Varese: FROM MILANO CENTRALE STATION At Milano Central Station take the underground Line 2 (MM2 – green line) direction Abbiategrasso, get off at Milano Porta Garibaldi station stop, and, then take a train to Varese. FROM CADORNA F.N. STATION When arriving to Milano Cadorna F.N. station take a train direction Varese Nord or Laveno Mombello (get off at Varese Nord station).</p> <p>To go to Como: FROM MILANO CENTRALE STATION When arriving to Milano Centrale railway Station, take a train to Como. Your train stop is 'Como S.Giovanni'. FROM CADORNA F.N. STATION When arriving to Milano Cadorna F.N. station take a train direction Como Lago Station.</p>
<p>By car from Milano</p>	<p>To go to Varese: To take the motorway A8, exit Varese.</p> <p>To go to Como: From Milano: motorway A9 (autostrada dei Laghi), exit Como Monte Olimpino or Como Nord.</p>

2. ACADEMIC CALENDAR AND HOLIDAYS

Classes may be held in semesters or annually, depending on the Faculties.

Six-month terms:

1st semester:

from mid/last week of September to the end of February

2nd semester:

from mid/last week of February to the end of July.

Lectures usually finish before the end of the term to allow time for the exam period.

Annual classes begin in November and end in mid-May and exams are held on different dates during the academic year.



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Main Holidays:

- Christmas: 2 weeks
- Easter: 1 week in April
- Summer holidays: 25th July - 31st August

3. BEFORE YOUR ARRIVAL

- proceed to compulsory Online application (*see instructions on home page*)
- fill in the 'enrolment to student services' form (*see 'forms' section on home page*)
- if interested, file your request for accommodation at least one month prior to your arrival (*see 'accommodation section' on home page*)
- if interested, apply for the free Italian Language Course for beginners at least one month prior to your arrival or submit your application for EILC - Erasmus Intensive Language Courses to your home institution (*see 'Italian Language Courses' section on home page*)
- print a copy of the 'Transcript of Examinations' form which you will need to bring with you and have it signed by your professor when taking exams at the University of Insubria (*see 'forms' section on home page*)

4. THINGS TO DO ON YOUR ARRIVAL

Report to the International Relations Office

Please go to the International Relations Office in Varese or in Como in order to:

- fill in the form stating the beginning of your Erasmus Period
- provide your contact details in Italy.

Request your Tax Code

All Italian citizens have a personal Tax Code. When you are in Italy, your tax code is necessary to enter a rent agreement, open a bank account or, if you wish to have a part-time job, to enter a labour contract. In order to obtain your tax code you are required to submit an identity document.

Apply for your Codice Fiscale (Tax Code) in:

Varese, Agenzia delle Entrate, Via Frattini 1, tel: 0332-298411
Como, Agenzia delle Entrate, Viale Cavallotti 6, tel: 031-33781.

(for further information see the Italian Tax Code section in this website)

Register at the Register Office (for EU citizens) or apply for a residence permit (non EU citizens)

Students from EU countries (and also Switzerland, Norway, Iceland and Liechtenstein)

Students from EU countries staying in Italy more than 3 months should register at the Register Office ("Anagrafe") in the city council.

In Varese: Comune di Varese, Ufficio Anagrafe, Via Sacco 5, tel: 0332-255225/219

In Como: Comune di Como, Ufficio Anagrafe, Via Vittorio Emanuele 97, tel: 031-2521



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You will be requested the following documents:

- passport
- tax code
- medical insurance
- Erasmus certificate
- exact address in Italy

Students from non EU countries

Students from non EU countries should apply for a Residence Permit within 8 working days from their arrival in Italy.

From December 2006 all applications must be made through the Post Office (administrative expenses: Euro 30,00). The Post Office provides a kit with all necessary forms for the residence permit request. You will need to submit personally, together with your passport, the following documents:

- photocopy of ALL pages of passport, including blank pages;
- a photocopy of credit card or statement of account, certifying sufficient funds.
- Erasmus certificate;
- certificate from the University of Insubria, stating the beginning of the stay;
- government stamp for EUR 14,62 ("marca da bollo" – available at tobacconist's shop)
- receipt of payment of € 27,50 for the electronic procedure
- the filled in application form;
- photocopy of health insurance:
 - if you have coverage from your own country, be sure that it covers the whole duration of your expected stay in Italy;
 - if you don't have any coverage, you can purchase insurance in Italy:
INA ASSITALIA - Bank account C/C n. 712 70 003
Ag. Gen. Roma "Conto 20"
Via del Tritone 181 00187 Roma
Reason for payment ("CAUSALE"): Polizza Sanitaria studente straniero 6 mesi/12 mesi
Amount due ("IMPORTO"): 6 months = 49,00 Euro/12 months = 98,00 Euro.
- The Post Office will give you back a receipt that must be kept with the passport.
Police Headquarters ("Questura") will send a registered letter asking you to go to their offices to be fingerprinted and to bring any other required document, such as 4 identical passport size photos.

Finally, you will be requested to collect your permit.

On <http://www.portaleimmigrazione.it> ("Area riservata STRANIERI", insert userID and Password/postal receipt) you can check at any time the state of your application and the requests advanced by Police Headquarters ("Questura") as well.

Withdraw your Health Care Certificate (Libretto Sanitario)

Students from UE /EEA Countries have to register at the Local Health Care Offices to be allowed access to the services provided by the National Health Care System: medical treatment and admission to hospital.

Varese: Azienda Sanitaria Locale – Viale Monterosa 28, tel: 0332-828405

Como: Azienda Sanitaria Locale – Via Pessina 6, tel: 031-370111

The Health Care Certificate is issued upon presentation of an identity document and your European Health Insurance Card (form E111) to the offices 'Scelta e Revoca' of the above mentioned Local Health Care Offices. After registering, you will be able to choose a doctor from the general practitioners available. This doctor will then be your reference point for any problem concerning your health. Visits to private approved specialists and dentists are not covered.

The Health Care Certificate is not necessary for those students having a private insurance. In order to make use of it, however, you will have to make it duly translated into Italian by the official translator of an Italian consulate.



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AT THE END OF YOUR STUDY PERIOD

At the end of the period of study at the University of Insubria and before returning to your home country, you shall report to the International Relations Office in order to obtain a certificate stating the end of your study period.

The 'transcript of records' certificate will be sent to the International Office of your University.

5. THE ITALIAN HIGHER EDUCATION SYSTEM

corsi di studio <i>degree-courses</i>	titoli accademici <i>degrees</i>	CFU <i>credits earned</i>	anni <i>years</i>
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1° ciclo 1st cycle - undergraduate studies/students

Corso di Laurea - CL Laurea degree course	Laurea-L 1st degree / Laurea degree	180	3
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2° ciclo

2nd cycle - graduate studies/students

Corso di Laurea Specialistica-CLS 2nd (Laurea) degree course	Laurea Specialistica-LS 2nd degree (2nd Laurea)	120	2
Corso di Specializzazione di 1° livello-CS1 1st (level) Specialisation degree course	Diploma di Specializzazione di 1° livello -DS1 1st (level) Specialisation degree	120-180	2-3
Corso di Master Universitario di 1° livello-CMU1 1st (level) University Master degree course	Master Universitario di 1° livello MU1 1st (level) University Master degree	60+	1+

3° ciclo

3rd cycle - postgraduate studies/students

Corso di Dottorato di Ricerca-CDR Research Doctorate programme	Dottorato di Ricerca-DR Research Doctorate degree		3+
Corso di Specializzazione di 2° livello-CS2 2nd (level) Specialisation degree course	Diploma di Specializzazione di 2° livello-DS2 2nd (level) Specialisation degree	60-300	1-5
Corso di Master Universitario di 2° livello-CMU2 2nd (level) University Master degree course	Master Universitario di 2° livello -MU2 2nd (level) University Master degree	60+	1+

In conformity to the 1999 reform, Italian university studies are organised on 3 cycles.

I. First cycle

Undergraduate studies consist in Corsi di Laurea-CL (1st degree courses) aimed at guaranteeing undergraduate students an adequate command of general scientific methods and contents as well as specific professional skills.

General access requirement is the Italian school leaving qualification (Diploma di Superamento dell'Esame di Stato conclusivo dei corsi di Istruzione Secondaria Superiore), awarded on passing the relevant state examinations, after completion of 13 years of global schooling; also foreign comparable qualifications may be accepted. Admission to individual degree courses may be subject to specific course requirements.

First degree courses last 3 years. The Laurea-L (1st degree) is awarded to undergraduates who have earned 180 credits.



II. Second cycle

Graduate studies include

- 1) Corsi di Laurea Specialistica-CLS;
- 2) Corsi di Specializzazione di 1° livello-CS1;
- 3) Corsi di Master Universitario di 1° livello-CMU1.

CLS are aimed at providing graduates with an advanced level of education for the exercise of a highly qualified activity in specific areas. Access to CLS is by the Italian 1st degree (L) or a foreign comparable degree; length is 2 years.

The final degree, Laurea Specialistica-LS (2nd degree), is awarded to graduates who have earned a global amount of 300 credits, including those of the 1st degree that have been recognised for access to the CLS (max. 180); besides, the drawing up of an original dissertation is also compulsory. A limited number of CLS regulated by specific EU directives (CLS in dentistry, human medicine, veterinary medicine, pharmacy, architecture) share the following different features: access is by the Italian school leaving diploma or a foreign comparable qualification; admission is always subject to entrance exams; length is 5 years (human medicine takes 6 years).

CS1 are devised to provide the knowledge and abilities needed for the practice of highly qualifying professions; they may be established exclusively in application of specific Italian laws or EU directives. Access is by a Laurea (1st degree) or a foreign comparable degree; admission is subject to the passing of a competitive examination; course length varies between 2 and 3 years. The final degree, called Diploma di Specializzazione di 1° livello-DS1 (1st level specialisation degree) is conferred to graduates who have earned 300-360 credits globally, including those of the 1st degree that have been recognised for access to the CS1.

CMU1 consist in advanced scientific courses or higher continuing education studies, open to the holders of a Laurea-L or a foreign comparable degree; admission may be subject to additional conditions. Course length is min. 1 year. The degree as Master Universitario di 1° livello-MU1 (1st level university master) is awarded to graduates who have earned 60 credits at least. III.

III. Third cycle

Postgraduate studies consist of the following typologies of degree courses:

- 1) Corsi di Dottorato di Ricerca-CDR (research doctorate programmes);
- 2) Corsi di Specializzazione di 2° livello-CS2 (2nd level specialisation courses);
- 3) Corsi di Master Universitario di 2° livello-CMU2 (2nd level university master degree courses).

CDR aim at training postgraduates for very advanced scientific research or for professional appointments of the highest consequence; they envisage the use of suitable teaching methodologies such as updated technologies, study periods abroad, stages in specialistic research centres.

Access is by an Italian 2nd degree (LS) or a foreign comparable degree; admission is subject to the passing of very competitive exams; official length is min. 3 years; the drawing up of an original dissertation is necessary for the awarding of the 3rd degree called Dottorato di Ricerca-DR (research doctorate).

CS2 are devised to provide postgraduates with knowledge and abilities as requested in the practice of highly qualifying professions; they may be established exclusively in application of specific Italian laws or EU directives. Access is by an LS (2nd degree) or by a foreign comparable degree; admission is subject to the passing of a competitive examination; course length is normally 1 year, except for all CS2 of the health sector which may take up to max. 5 years.

CMU2 consist in advanced scientific courses or higher continuing education studies, open to the holders of



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an LS or a foreign comparable degree; admission may be subject to additional conditions. Studies take min. 1 year. The degree (Master Universitario di 2° livello-MU2) is awarded to postgraduates who have earned min. 60 credits.

Classes of Degree Courses: educational contents of individual degree courses are autonomously determined by universities. Individual institutions, however, when establishing a CL or a CLS, have to adopt a few general requirements fixed at national level in relation to groups (classi*) of similar degree courses; such national requirements may not bind more than the 2/3 of each curriculum.

* Degree courses sharing the same educational objectives and the same fundamental types of teaching-learning activities are organised in groups called "classi di appartenenza" (classes of degree courses).

University Educational Credits: degree courses are structured in credits (crediti formativi universitari). A university credit corresponds to 25 hours of work per student, time for personal study included. The average annual workload of a full time student is conventionally set at 60 credits.

Grades (courses):

Individual courses are graded on a scale from 18 to 30:

average 18

satisfactory 18-23

good 24-26

very good 27-28

excellent 29-30

outstanding 30 cum laude

Grades (final degree)

The maximum final university degree grade is 110/110. For exceptional students degrees may be awarded cum laude.

Academic titles: the *Laurea* confers the title "*Dottore*", the *Laurea specialistica/magistrale* that of *Dottore magistrale*, the *Dottorato di ricerca* that of "*Dottore di ricerca*".

Joint degrees: Italian universities may establish degree courses in cooperation with foreign partner universities; on completion of integrated curricula joint or double/multiple degrees are awarded.

6. LIVING IN ITALY

Climate

In Varese and Como the climate is quite similar, namely: cold and humid weather in Autumn and Winter, mild and often rainy Spring, sunny and warm Summer. Heavy clothes are useful in Autumn and Winter when temperature ranges from some degrees below 0°C to not more than 10°C.

Banks

You may open a bank account with any bank upon presentation of your identity document, tax code and in some cases also of your residence permit. Banks are open from Monday to Friday, 9:00 a.m. – 1:30 p.m. and 2:30 p.m. – 4:00 pm.

Electricity

Electricity in Italy is 220 volts, 50 cycles alternating current (AC). Plugs have two round pins.



Emergency Numbers

- 12 Phone Directory Assistance
- 112 for Carabinieri service
- 113 for Emergency Police Help
- 115 for the Fire Department
- 116 for the ACI (Italian Automobile Club) for road side assistance
- 118 for Medical emergencies

Cost of living

City bus ticket	€ 1
Café:	hamburger, sandwich, approx. € 4
	slice of pizza
	mineral water € 1,50
	soft drink € 3
	beer € 4
	cappuccino € 1,50
Budget restaurant:	pizza + drink € 12
	Complete meal from € 25
Newspaper	€ 1
Cinema	€ 7
Concerts	from € 20
Petrol	approx. € 1,35 per liter
Mobile phone card	€ 50

Public Festivities

The following are national holidays. Most offices, banks and many stores close on these days.

- January 1 [New Year's Day]
- January 6 [Epiphany]
- The Monday following Easter Day
- April 25 [Liberation Day]
- May 1 [Labour Day]
- May 8 – only in Varese [S. Vittore, patron Saint]
- June 2 [Republic Day]
- August 15 [August Holiday, feast of the Assumption]
- August 31 – only in Como [S. Abbondio, patron Saint]
- November 1 [All Saints' Day]
- December 8 [Immaculate Conception]
- December 25 [Christmas Day]
- December 26 [Boxing Day]



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Consulates

There are neither Embassies nor Consulates in Varese and Como. However, most Consulates and Embassies have an office in Milan.

AUSTRIA P.zza del Liberty, 8/4 - 20121 Milano Tel. 02783743 02783545 Fax 02783625	BELGIO Via F. Turati, 12 - 20121 Milano Tel. 0229062062 Fax 026575457
BULGARIA Via Cavalieri Bonaventura 4 - 20121 Milano Tel. 0229060173 0229012225 Fax 0262690067 0229019495	CIPRO Consolato Onorario Foro Bonaparte 12- 20123 Milano Tel.e Fax 0272003872
DANIMARCA Via Lodovico Ariosto, 30 - 20145 Milano Tel. 0248012007 Fax 024812445	ESTONIA Consolato Onorario Galleria Passarella 2 - 20122 Milano Tel. 0276006804 Fax 0276409201
FINLANDIA Via F. Ferruccio 2 - 20145 Milano Tel. 023191071 Fax 0234538166	FRANCIA Via della Moscova 12 - 20121 Milano Tel. 026559141 Fax 0265591344
GERMANIA Via Solferino 40 - 20121 Milano Tel. 026231101 Fax 026554213	GRECIA Via Turati 6 - 20121 Milano Tel. 02653775/026598624 Fax 0229000833
IRLANDA Piazza San Pietro in Gessate 2 - 20122 Milano Tel. 0255187569/0255187641/ Fax 0255187570	ISLANDA Consolato Onorario Via A. Maffei 1 - 20135 Milano Tel. 02/55195387 Fax. 02/55190223
LETTONIA Consolato Onorario Piazza Bertarelli, 1 - 20122 Milano Tel. 0248100085 - Fax 0248026805	LITUANIA Consolato Onorario Via Boccaccio 27 - 20123 Milano Tel. 0245409686 - Fax 0248008774
LUSSEMBURGO Consolato Onorario Via Borgogna, 2 - 20122 Milano Tel. 0277791923 Fax 02784002	MALTA Consolato Onorario Via V. Gioberti 2 - 20123 Milano Tel. 0248013656 Fax 0294943635
NORVEGIA Consolato Onorario Piazza Castello 20 - 20121 Milano Tel. 02801137 Fax 02862874	PAESI BASSI Via San Vittore 45 - 20123 Milano Tel. 024855841 Fax 0248558452-3
POLONIA Corso Vercelli 56 - 20145 Milano Tel. 0248018978/0248019084/0248019312 Fax 0248020345	PORTOGALLO Via Vittor Pisani 31 - 20124 Milano Tel. 0266984104/0266986480 Fax 0266985230
REGNO UNITO Via San Paolo, 7 - 20121 Milano Tel. 02723001 Fax 0286465081	REPUBBLICA CECA Via G. B. Morgagni 20 - 20129 Milano Tel. 0229403007 0229403051 Fax 0229404401
ROMANIA Via Gignese 2 - 20100 Milano Tel. 0240074018 Fax 0240074023	SLOVACCHIA Via Fabio Filzi, 25/1 - 20100 Milano Tel. 0322235511 Fax 032245946
SPAGNA Via Fatebenefratelli 26 - 20121 Milano Tel. 026328831/026571849 Fax 026571043	SVEZIA Via Buonarroti, 39 - 20145 Milano Tel. 0243911713 Fax 0248519663
TURCHIA Via San Barnaba, 30 - 20122 Milano Tel 025513370/0255182358 Fax. 0255181811	UNGHERIA Consolato - Via Gasparotto 1 - 20124 Milano Tel. 0267382924 Fax 0267381555



Useful links

<http://www.cusdeilaghi.it/> University Sport Association

<http://www.ferroviedellostato.it/> Italian Railways

www.lenord.it Regional Railways

http://www.malpensaexpress.it/website/malpensa_express/en/home/index.php Malpensa airport shuttle train

<http://www.sea-aeroportimilano.it/en/> Malpensa and Linate airports

<http://www.sacbo.it/Airpor/portalProcess.jsp> Orio al Serio airport

<http://www.orioshuttle.com/?a=&arg=&l=e> shuttle bus from Milan Central Station to Bergamo airport

<http://www.atm-mi.it/ATM/eng/> public transport system in Milan

http://www.trasporti.regione.lombardia.it/trl_index.htm local transport in Lombardia region

<http://www.fnmautoservizi.it/> regional buses

<http://www.funandbus.it/default.asp?pag=linee> urban transport in Como

<http://www.navigazioneilaghi.it/> boat services on Como, Garda and Maggiore Lakes

<http://www.astrogeo.va.it/meteo.htm> meteo in Varese

<http://www.arpalombardia.it/meteo/bollettini/bolmet.htm> meteo in Lombardia region

http://www.lakecomo.com/eng/index_eng.asp Como province tourism board

<http://www.vareselandoftourism.it/en/index2.html> Varese province tourism board

http://www.tuttocitta.it/tcolnew/index_tcol.html# Italian city maps

<http://caffeerasmus.indire.it/index.php> the Erasmus students community

www.paginegialle.it Italian yellow pages

www.paginebianche.it Italian white pages