

# *International Student Guide*

*NON E.U.*



*2011/12*

*Fall*

*Semester*

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Università Cattolica del Sacro Cuore  
UCSC International  
Via Carducci, 28/30  
I-20123 Milano  
Tel. +39 02 7234 5801  
Fax +39 02 7234 5806  
International.advisor@unicatt.it



*We're looking forward to welcoming you  
to Milan!*

*Dear international student,*

studying in Milan can be an exciting and challenging experience as well as an opening of your social and cultural horizons!

This guide has been carefully compiled to provide the essential information to prepare your experience at UCSC. You will find critical information about courses, visas, residency permits, housing, student life and practical tips for your stay here in Milan.

Please check regularly the International Student Web Portal: <http://www.ucscinternational.it> in order to remain updated on academic issues concerning your stay.

Further information relevant to your day-to-day experience in Italy will be provided during the orientation session, however this guide should give you a good idea of what to expect upon arrival.

We hope you will make your stay a positive and enriching experience!

The UCSC International Staff



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# Before you leave home...

## Application Form

You can find the application form to fill out on-line:

[http://internationalrelations.unicatt.it/it/international\\_courses/non\\_eu\\_exchange\\_students](http://internationalrelations.unicatt.it/it/international_courses/non_eu_exchange_students)

Note that it also needs to be completed and **signed by your home Institution Advisor**.

## Visa Requirements

Non E.U. Citizens need to request a student visa at the Italian embassy or consulate of their jurisdiction. You will find below the basic application requirements. However, it is important that students verify their consulate's web site for any additional requirements:

- Admission letter issued by host institution
- Passport and Driver's Licence/ID/Residency Card
- Student visa application to be submitted in person
- Proof of enrolment at home institution
- Affidavit of financial support
- Proof of adequate health insurance coverage outside U.S.
- Flight itinerary

**Please bring with you to Italy additional photocopies of every document**

## Travel Insurance

Your health insurance will likely not cover any damage or loss of belongings during travel and stay in Milan. We highly advise you to insure your most precious and expensive belongings such as laptop and other electronics. A travel insurance would also cover any loss of important documents such as passport, credit cards, etc. Your travel insurance may also cover emergency medical expenses and medical evacuation. Do a search and compare the benefits and see how they complement your health insurance abroad.

If you do bring your laptop it is important you insure it against damage or theft. Never leave your belongings unattended anywhere on campus, library, computer lab, etc. Do not mail your laptop as it will be held at customs and will only be released by paying a customs fee.

## Medication

Most medications you can purchase over-the-counter in other countries are available only by prescription in Italy. We suggest that you stock up on any medication you will need during the stay. You may also want to verify the availability of certain drugs in Italy and any custom restrictions for importing medication from outside the E.U., especially antidepressant drugs. You do not want to have your medication confiscated at customs.

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# Before you leave home....

## ...What to bring to Milan



### Useful items:

- Photocopies of important documents (eg. your passport)  
(non EU students will need the copy of every single page of their passport for the PERMIT OF STAY procedures )
- Health insurance (private) and European Health Insurance Card (or EHIC)
- Any medical certificates
- Passport photos

### Keep receipts:

It's a good idea to bring receipts for any electronic equipment that you bring with you, such as laptops., showing when you bought it.

### Clothing:

The weather in Italy can be variable from one day to another and you can experience a noticeable climate change. December to February are the coldest months, but April usually brings nice springy weather. Students on campus generally dress informally but you may want to bring with you something more formal for special events.



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### MEDICAL ASSISTANCE

If you are a national from either a **EU Member State** or an **EEA country** or you are of **Swiss nationality**, you should have a European Health Insurance Card (EHIC, Italian acronym: TEAM) obtained in your home country from your national healthcare authority. The European Health Insurance Card (or EHIC) allows to receive medical treatment in another member state for free, or at a reduced cost. A patient contribution is required for prescriptions, medical examinations, oral and dental care.

**Non European Students:** must take out an International Health Insurance which covers costs related to medical treatment and admission to hospital. This kind of insurance costs about 60 EUR for a period of 6 months and 120 EUR for a period of 12 months.

Nevertheless, in order to avoid problems it is advisable to contact insurance agencies before leaving for Italy.

An insurance policy is compulsory if you apply for a residence permit.

### European Health Insurance Card (or EHIC)



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# Accommodation

According to your exchange program included benefits you will either be automatically placed in UCSC housing or be provided with information about housing options before your arrival.

Please check with your home Institution Advisor what benefits are included in your exchange agreement.

Students placed in any of the UCSC accommodation options will be required to pay a refundable housing deposit of € 250

Students automatically placed in UCSC housing will receive a housing assignment in June for the Fall and Full Year placements or in December for the Spring placements.

If you have any questions or particular needs related to accommodations offered please, contact UCSC International.



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**Milano International Living Service (MIL Service)** was founded in 2007 in order to respond to the high demand for housing: every year more and more students come to Milan from all around the world to spend a semester or a whole year studying at one of the prestigious Universities in Milan.

**MIL Service** is a student housing company dedicated to the coordination of all aspects of apartment housing needs. MIL Service allows its customers to focus on their academic life in general, while leaving the housing problems to the service's care!!

The housing typology provided by **MIL Service** makes it possible to fully experience the new international student life by introducing the student to the reality of a real citizen: live MILAN while living IN Milan.

Through a dedicated, team-oriented approach, they are committed to providing every student with the best residential experience.

Its young and professional team is what makes MIL service competitive within the housing markets since they try and understand the students' needs and respond with a quick and concrete solution.

Furthermore as its customers the students can benefit from a high quality and all-inclusive service at a very affordable price: in its housing package students will receive many other services, such as fully furnished apartments, 24/7 internet connection, bi-monthly cleaning, etc.

## MIL SERVICE

[www.milservice.com](http://www.milservice.com)



### PRICES

**ISEP students:** accommodation is included in ISEP benefits

**Overseas students:** semester (5 months)  
Fall 2011 = from 2,500 Euros up to 2,800 Euros according to apartment typology and its location

Full year (10 months) = 5,050

+  
**refundable housing deposit of 250 Euros**

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## Studying at Cattolica

Students attending UCSC may follow two different academic paths depending on whether they take

- ✓ **regular university courses, that is if their proficiency in Italian allows them to, or**
- ✓ **courses taught in English and a Language and Culture course (EASY PROGRAM)**

You should have already selected your area of study and been assigned to either UCSC courses or EASY courses.  
You may not change your mind upon arrival!

### Taking regular courses at UCSC

For regular course information you may consult our on-line ECTS Guide

[http://internationalrelations.unicatt.it/international\\_courses/ucsc\\_regular\\_courses](http://internationalrelations.unicatt.it/international_courses/ucsc_regular_courses)

ECTS GUIDE>LE FACOLTA' >choose the faculty and then click on STRUTTURA DEI CORSI) in order to view the courses scheduled for the academic year 2010/11. The updated Guide will be available as of June 2010

The Guide is available both in Italian and English and lists the complete syllabus of each course. As International students you can take any course within any faculty at any level, Laurea Triennale (undergraduate) and Laurea magistrale (graduate), but

**for a maximum of 60 ECTS (CFU) per year  
and 30 ECTS (CFU) per semester**

**You may also view from the UCSC homepage [www.unicattolica.it](http://www.unicattolica.it)**

Nuova offerta formativa

**>>> LAUREE TRIENNALI, QUADRIENNALI E A CICLO UNICO**

**>>> LAUREE MAGISTRALI**

**Please note that students who will be spending  
only the First semester at UCSC won't be allowed  
to take annual courses.**

**PLEASE NOTE THAT THE FACULTIES OF LAW,POLITICAL SCIENCES  
and SOCIOLOGY HAVE ONLY ANNUAL COURSES AND STUDENTS  
ARE NOT ALLOWED TO TAKE EXAMS  
UNTIL MAY 2012**



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# STUDYING AT CATTOLICA

## Registering for UCSC Courses

You may attend as many courses as you want and within three weeks determine which courses to keep for the rest of the semester. Attending a course does not mean you are required to take the exam. You may take 5 or more courses for example but only take 4 exams. What you need to understand however is that you will not have any proof of attending a course unless you take the exam. You will not get any credit from your home institution if you take a class but drop (or fail) the exam at the end of the semester.

## The Italian Grading System

The Italian Grading System ranges from 18/30 to 30/30. The highest mark is 30/30eLode (with distinction). All the exams under 18/30 are considered as "not passed" and thus are not registered on the final Transcript of Records. 1 ECTS corresponds to 1 CFU (Credito Formativo Universitario).

## Dates for academic year 2011/2012 General schedule

### FALL SEMESTER

**Classes:** End of September/beginning of October - Mid December

**Examination Session:** Beginning of January – End of February

### SPRING SEMESTER

**Classes:** End of February – End of May

**Examination Session:** End of May - End of July

## Dates for academic year 2011/2012


[http://internationalrelations.unicatt.it/it/international\\_courses/ucsc\\_regular\\_courses](http://internationalrelations.unicatt.it/it/international_courses/ucsc_regular_courses)

As of June 2011



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# English Assisted Study (EASU program)

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If your language proficiency in Italian is not sufficient to take regular university courses taught in Italian you may take courses taught in English.

UCSC and IES offer jointly more than 35 courses.

For course descriptions please visit our web site at the following address:

[http://internationalrelations.unicatt.it/it/international\\_courses/studying\\_in\\_english\\_at\\_ucsc](http://internationalrelations.unicatt.it/it/international_courses/studying_in_english_at_ucsc)



## **ATTENTION:**

**the EASY program academic calendar is different from the UCSC calendar.**

English taught courses begin on **September 26, 2011** and the  
last day of exam will be **December 16, 2011**

**while regular UCSC courses start around**  
**the beginning of October (depending on the faculty) and the**  
**period of exams ends in mid February !!!!!**

**Be sure you follow the appropriate calendar upon making travel plans!**

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# Italian Language Course

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## INTENSIVE COURSE

**from 8 to 23 September**

An Intensive Italian Language and Culture Course is offered in September. The course will consist of 50 unit/hours over three weeks for an equivalent of 5 ECTS or 3/4 contact-hour credits. It will include grammar, workshops, outdoor visits, advising and tutoring activities.

## DURING the ACADEMIC SESSION

**from October 10 to December 11**

A 40 Unit/hours course of Italian Language and Culture will be offered **during the semester** for an equivalent of 3 ECTS or 3 contact-hour credits.

For detailed information see the Italian Language Course on the web:

[http://internationalrelations.unicatt.it/it/international\\_courses/italian\\_language\\_and\\_culture\\_course](http://internationalrelations.unicatt.it/it/international_courses/italian_language_and_culture_course)

**as of May 2011**

INTENSIVE ONLY	50 units - 5 ECTS - €375	<b>if you pay by July 8</b>
SEMESTER COURSE ONLY	40 units - 3 ECTS - €275	<b>if you pay by July 8</b>
INTENSIVE + SEMESTER	90 units - 8 ECTS - €550	<b>if you pay by July 8</b>

Please note that if you pay **after JULY 8** prices will be as follows:

INTENSIVE ONLY	50 units - 5 ECTS - €375+ €50 total	€425
SEMESTER COURSE ONLY	40 units - 3 ECTS - €275+ €50 total	€325
INTENSIVE + SEMESTER	90 units - 8 ECTS - €550+ €50 total	€600

As of JUNE 2011  
students will receive an  
email by UCSC  
international with the  
registration procedures



# WELCOME DAY

## PLANNING YOUR TRIP...

For your convenience, the IRO has scheduled **two Orientation Sessions.**

Please make sure your scheduled arrival allows you to attend one of the two sessions:

- **FIRST OPTION:**  
**Spring Semester 6 SEPTEMBER 2011**  
This is HIGHLY RECOMMENDED for those enrolled in the **Intensive Italian Language and Culture Course.**
- **SECOND OPTION:**  
**Spring Semester 20 SEPTEMBER 2011**  
This is HIGHLY RECOMMENDED for those who want to arrive for the beginning of the **Semester Italian Language and Culture Course** and regular UCSC classes.

The first day of benefits will be Monday September 5, 2011.

**Please avoid arriving before that date since the University offices are closed during the weekend.**



All Exchange students are required to attend the Welcome Day. The orientation will provide essential information about the campus, course registration procedures, etc. Furthermore you will meet other international students and learn about International Students Associations.

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# UPON ARRIVAL

## How to Get Around Milan?

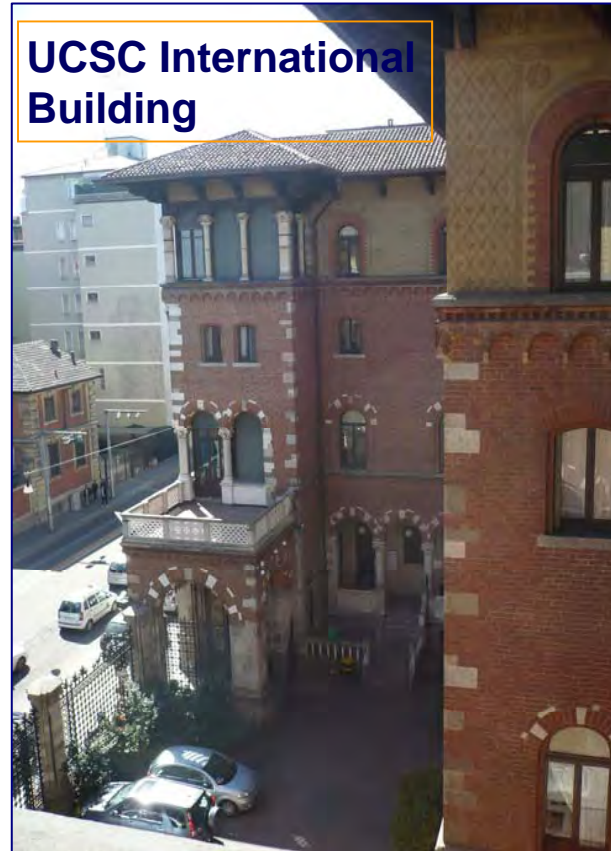
**From Milan Malpensa Airport:** The Malpensa Express train (see: [www.Malpensaexpress.it](http://www.Malpensaexpress.it)) connects the airport to the city centre, Cadorna Station. It circulates every 30 minutes in either directions. Travel time is about 40 minutes; cost: 11 €

**From Linate Airport:** Two buses connect Linate airport to downtown Milan. Bus #73 (city bus) will drop you off at S. Babila square behind the Duomo; cost: €1. There is also the Airbus that stops next to Central Station that connects both the green and yellow metro lines  
<http://www.orariautobus.it/autobus-milano-linate.html>

**From Orio Al Serio (BG) Airport:** this airport is quite far from Milan but it's connected to Downtown Milan by two buses, which drop you off at Central Station; cost: from 8 to 9 €. Please see: [www.orioshuttle.com](http://www.orioshuttle.com)

**From Central Station:** the station is connected to our campus by the underground system. Get on the green line direction Abbiategrasso and get off at Sant'Ambrogio.

UCSC International Building



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# Transport in Milan

## Underground system

The **metropolitana** (MM) has 3 primary lines, red green and yellow. Tickets are purchased either at the underground stations or at tobacco/news shops almost everywhere in town. Tickets cost €1 each and are valid for 75 minutes for the underground, buses and trams. If you first use surface transport and transfer to the underground, you will need to re-stamp your ticket, but you cannot enter twice in the underground with the same ticket even within the 75 minutes.



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# Transport in Milan



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## Bus and Tram

A wide network of buses and trams covers the entire city. It will allow you to access all major downtown attractions within 30 minutes. Buses #50, #58 and #94 stop near the University and take you easily to the city centre.

Students can purchase the monthly transportation pass at 17 Euro.

The necessary information will be provided by IRO upon arrival.

For further details on the Milan public transportation system consult

[www.atm-mi.it](http://www.atm-mi.it)



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# Residency permit requirements

Within eight (8) days of your arrival in Italy you are required to submit the application for a Residency Permit (PERMESSO DI SOGGIORNO).

You will thus need to present the following documents:

- An Application Form which you will be given by IRO upon arrival
- Passport and photocopy of every single page (PLEASE MAKE COPIES BEFORE ARRIVAL AND BRING THEM WITH YOU!)
- 4 recent and identical passport-size photographs
- VISA documentation and any letter issued and stamped by the Consulate (make additional photocopies)
- A certificate of enrolment issued by UCSC (provided upon arrival)
- Photocopy of health insurance coverage
- A revenue stamp (MARCA DA BOLLO) of €14,62 to purchase upon arrival.

**The residency permit administrative costs will be a total of €58, 50**

**A special orientation session will be organized to assist you in completing the Residency Permit application.**



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# Student Life

As you may have already heard being an Exchange student is not only an academic but at the same time an enjoyable, social and fun experience! Students associations are going to welcome you in September during orientation. As a matter of fact adapting to a different culture can be a bit hard and the most normal reaction for someone who has moved to new surroundings; therefore **ESEG** and **ESN** will be most happy to help you to find your way around and make your stay in Milan unforgettable!



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# Living in Milan

**Population: 3 million**

**Area: 1,980 sq km (765 sq mi) greater Milan**

Milan is a sprawling metropolis, but most of its attractions are concentrated in the city centre, between the Duomo (cathedral) and the Castello Sforzesco. The Duomo is the best place to begin exploring the city and is within strolling distance of dozens of historic sites.

Milan is the city of fashion and design and Italy's business powerhouse



Castello Sforzesco



DUOMO

## SOME HINTS ON SAFETY:

Milan is a large city inhabited by all sorts of individuals. You will likely be and feel very safe in and immediately around campus and the downtown area. There are just a few places we would recommend that you be careful and most particularly attentive to your belongings. Most stations, Central Station, Cadorna, Lambrate, etc., are target areas for thieves and pickpockets. Make sure your backpack is properly closed; your money and ID documents are inaccessible or invisible to anybody. You may want to keep your passport, credit cards, etc., separate from your cash. If you take your passport and other sensitive documents, we suggest you keep them in a money belt on you and not in your purse, backpack, etc.

Remember that it is not a good idea to be out alone at night and take precautions:

- Walk in well-lit, busy areas and travel home in a group or in a taxi
- If you are travelling by bus avoid isolated bus stops, especially after dark.
- On an empty bus sit near the driver
- Avoid the area around train stations late at night

**Emergency numbers:**

**113 Police**

**118 Ambulance**

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# Living in Milan

## MONEY MATTERS

You may keep your bank account at home and use your visa check card at any BANCOMAT around the city. Attention: ATM in Milan does not stand for ATM cash dispenser but *Azienda Trasporti Milanesi*. When withdrawing money from a Bancomat be attentive to the people around you. We advise you use Bancomats that are inside banks and not those right off the street. Unless necessary do not use Bancomats inside or near stations.

if you wish to open a bank account or rent an apartment you will need a CODICE FISCALE (Tax Code).

This card is issued by the Ufficio Unico delle Entrate - Via della Moscova 1, under presentation of a valid identity document and a copy of your Visa if you are not an E.U. student.

Accommodation (not including meals)*	From 2700 to 3900 €
Food**	From 750 to 1000 €
Personal expenses	From 200 to 400 € per month
Books	200 €
Local Transportation	102 €

\* Depending on the area, the kind of room (single or double) and eventual program benefits the cost may vary  
\*\* University provides you with a badge which allows students to eat in the cafeteria a full lunch for 3,50 €  
The average cost for a sandwich close to campus is 5 €



### Average price for:

- \*Pizza + Beer : € 15
- \*Cinema ticket: € 7,50
- \*Ice Cream: € 3
- \*Sandwich € 5

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# Living in Milan

## MAIL

To locate a post office look for the yellow and blue PT sign. For mailing cost information consult the Italian Post web site: [www.poste.it](http://www.poste.it). You may have heard that the Italian postal service is unreliable, well, it is. If you need to mail sensitive materials we would advise you send them by recommended mail, courier, or through express mail services, such as DHL, UPS or FedEx. Receiving packages from US via priority mail can cost a lot in terms of taxes. Postal & customs taxes are very high depending on the weight and the value of the package's content. Please note that if you are going to get packages delivered to our office this is the procedure you are required to follow:

- 1) inform us that you are expecting a package at our office and the estimate delivery date.
- 2) since our office is not authorized to keep cash money you are kindly requested to leave us the amount you are supposed to pay at least a couple of days before the foreseen delivery date.

Please note that if you don't respect this procedure, **IRO will not accept the package and it will be sent back to the central post office (close to Linate Airport).**

## TELEPHONE:

The most convenient way to keep in touch with your new Italian friends and family back home is the cell phone. You can purchase an unlocked GSM phone back home and get an Italian SIM card at cell phone providers such as TIM, Vodafone or Wind. Only triband and quadband phones will work in Europe. Check with your home cell phone service provider to find out if your current cell phone, once unlocked, can support a foreign SIM card. Once in Italy, you may look into signing up for a plan or simply get pre-paid/rechargeable service. If you do not have a GSM phone purchased at home you may also buy one at reasonable cost once in Italy.



## USEFUL LINKS:

A key to Milan:

[http://users.libero.it/kiwi.milano/mi\\_engli.htm](http://users.libero.it/kiwi.milano/mi_engli.htm)

Tuttocitta': [www.tuttocitta.it](http://www.tuttocitta.it)

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# UCSC International

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UCSC International give support and advice to all international students at the University and helps you have a happy and successful time in Milan.

Incoming student advisors run a daily drop-in service where students are welcome to come in to ask for information and advice on things like:

- VISA/Permit of stay
- Course registration
- Cultural adaptation and homesickness
- Anything else that is worrying you

Should you have any problem or inquiry, please don't hesitate to contact the Incoming Student Advisor:

[international.advisor@unicatt.it](mailto:international.advisor@unicatt.it)



**Università Cattolica del Sacro Cuore**  
**UCSC International**  
**Via Carducci, 28/30**  
**I-20123 Milano**  
**Tel. +39 02 7234 5801**  
**Fax +39 02 7234 5806**

