



SCUOLA
NORMALE
SUPERIORE

Welcome Guide

Main Bureaucratic Fulfilment for foreigners

Faculty of Political and Social Sciences

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EU Citizens

Residence declaration

European citizens only need a personal identification document to travel in Italy. If you plan to stay in Italy for **more than 90 days**, you can contact the Ufficio Anagrafe in Firenze and ask for the “iscrizione anagrafica” in the list of temporary residents. You will then be issued a document stating your residence in Italy. Check here how: [RESIDENZA - Cambio di residenza cittadino comunitario | Comune di Firenze](#).

Codice Fiscale - Tax Identification Code

The **Codice fiscale** is the Italian **tax identification code** and is issued by the **Italian Revenue Agency**: [Individuals - Tax identification number for foreign citizens](#).

It is required for all procedures with Public Administration and Local Authorities in Italy (e.g. any financial transaction, registration at the National Health Service, applying for a residence permit, renting a flat, opening a bank account, buying an Italian mobile phone's SIM card and more).

Once arrived in Italy, submit the application for the Codice Fiscale by email to dp.firenze.utfirenze@agenziaentrate.it, attaching to the request message copies of the following documents:

- the AA4/8 form, filled and signed ([Agenzia delle Entrate - FORMS, modello AA4/8](#));
- your ID/passport;
- the letter stating your position at the SNS (issued by the Servizio alla didattica e supporto alla ricerca del Polo, for PhD students; acceptance letter to SNS, for visiting students/scholars).

The Codice Fiscale will be sent by email.

For any further information, please refer to the Agenzia delle Entrate website: <https://www.agenziaentrate.gov.it/portale/web/english>

Health Care, Insurance Coverage

International students, both from within and outside the EU, that are enrolled at university can register to the National Health Service ([Servizio Sanitario Nazionale - SSN, AUSL](#)) for the duration of their studies. Health care in Italy is provided by the Local Public Health Unit, in Italian Azienda Sanitaria Locale - ASL.

To this regard, EU citizens have 3 options:

- 1. If you don't want to transfer your national health insurance from your country to Italy**, you can use your [European Health Insurance Card \(in Italian: TEAM\)](#) issued by your national health insurance provider. As a general rule, this free card gives you access to medically necessary, state-provided healthcare during your stay in any of the EU countries (including Italy) under the same conditions and at the same cost as people insured in that country;
- 2. If you want to activate your health coverage in Italy:**
 - for stays up to three months: go to the local Service ASL ([Azienda USL in Tuscany-Local services](#)) and show your TEAM card or any other document issued in your country of origin and stating your health coverage status in Italy.
 - for stays longer than three months:
 - Ask the local Municipal "Ufficio Anagrafe" for a certificate of registration in the list of temporary residents in Florence at the ["Sportello Immigrazione" of the Municipality of Florence](#) (you need to book an appointment by phone at those numbers 055.27.67.078 | 055.27.67.079)). In order to get such a certificate you must show your TEAM card or proof of medical coverage in Italy, and a document stating your means of financial support (for SNS students, this document is issued by the Servizio Didattica e Supporto alla Ricerca del Polo);
 - Show the certificate of registration and your TEAM card at the local Servizio ASL.
- 3. If for some reason you don't have any health insurance in your country, you can register with the Italian National Health Service** (Servizio Sanitario Nazionale). To this end, first of all you need the "codice fiscale" (see the relevant [paragraph](#)). Then you must apply for the "volunteer registration" ("iscrizione volontaria") with the Italian National Health Service by writing to: iscrizionivolontarie.firenze@uslcentro.toscana.it and attaching copies of the following:
 - declaration stating that you are not covered in your home country;
 - your "codice fiscale" (see [relevant paragraph](#));
 - your ID/passport;
 - receipt of payment for your registration with the National Health Service (Servizio Sanitario Nazionale – SSN). To this regard, please note that the annual registration fee for students with no dependent family members is € 149,77, to be paid at any post office. **The "voluntary registration" refers to the calendar year (1st January – 31st December) and cannot be split up.** Therefore, for example, if you want to be covered for the rest of 2021 and for 2022, you have to submit two separate applications.
 - form ["Iscrizione Volontaria" \(volunteer registration\)](#), duly filled in. To this regard: you are required to provide the name of a "medico di base"/"medico di medicina generale" (General Practitioner). You can view the list of doctors at the link [Ricerca Medici Cupmet](#): choose one of them working in your city of residence (probably Firenze).
 - letter stating your position at the SNS issued by the Servizio alla didattica e supporto alla

ricerca del Polo (for PhD students) or acceptance letter to SNS (for visiting students/scholars).

We suggest you mention in the message that you are a Ph.D. student enrolled in (or visiting student/scholar at) the Scuola Normale Superiore/Faculty of Political and Social Sciences, Florence (Classe di scienze politico-sociali, Firenze).

Please note that the registration with the Italian National Health Service **guarantees health coverage only in Italy**.

For general info [Iscrizione al Servizio Sanitario Regione Toscana](#)

Internal PhD students are entitled to ask for reimbursement of the costs for registration with the SSN so always keep the payment receipt. [At this page of our website](#) you may find the reimbursement form.

Extra-EU Citizens

Non-EU Citizens who intend to enter the territory of the Italian Republic for transit or for a long stay up to 90 days need an entry visa, **with the only exception of those citizens whose countries signed special agreements with Italy**. The entry visa is issued by the Italian diplomatic consular office in the applicant's country of origin, pending the fulfillment of a number of prerequisites.

Visa for Study Purposes

Once you are admitted to SNS [check if you need an entry visa](#) and, if you need it, apply for pre-enrolment.

Important! pre-enrolment is only used to obtain a visa and must be carried out exclusively through the [UNIVERSITALY](#) portal.

For A.Y. 2021-22 online pre-enrolments are available only for students wishing to enrol in university courses.

Find out more here <https://www.studiare-in-italia.it/studentistranieri/>

Codice Fiscale - Tax Identification Code

The **Codice fiscale** is the Italian **tax identification code** and is issued by the **Italian Revenue Agency: [Individuals - Tax identification number for foreign citizens](#)**.

It is required for all procedures with Public Administration and Local Authorities in Italy (e.g., any financial transaction, registration at the National Health Service, applying for a residence permit, renting a flat, opening a bank account, buying an Italian mobile phone's SIM card and more).

For non EU/EEA citizens, it is strongly recommended to apply for the Codice fiscale to the Italian consular authorities in their country of residence in due time before departure, once received the confirmation by the Scuola Normale (<https://www.ambasciata.net/1.php?c=Italia>).

Once arrived in Italy, the application for the Codice Fiscale can also be submitted by email to dp.firenze.utfirenze@agenziaentrate.it, attaching to the request message copies of the following documents:

- the AA4/8 form, filled and signed ([Agenzia delle Entrate - FORMS, modello AA4/8](#));
- your ID/passport, along with a valid visa and/or residence permit or the receipt of sending the relevant application;
- a declaration issued by the SNS Servizio alla didattica e supporto alla ricerca del Polo confirming your enrollment and right to a scholarship (for SNS enrolled students) or acceptance letter of your tutor (for visiting students/researchers).

The Codice Fiscale will be sent by email.

For any further information, please refer to the Agenzia delle Entrate website: <https://www.agenziaentrate.gov.it/portale/web/english>

Resident Permit for Study Purposes

Extra-EU students wishing to stay in Italy for **more than three months** must apply for a residence permit **within 8 working days** after their arrival in Italy (the date of arrival is proofed by the stamp applied on your travel document at the EU border).

In order to apply, you need to go to a specific Post Office Desk devoted to immigration processes ("Sportello Amico") and collect a special [kit](#) for non-EU nationals. In Florence, the nearest Sportello Amico to Palazzo Strozzi is in [via Pellicceria 3](#).

In the kit envelope you will find:

- The application form ("MOD. 209 - MODULO 1"), to be filled in capital letters and with a black pen with your personal data and visa details;
- A [postal payment slip](#) to be filled with your personal data and address in Firenze and with the amount of € 70,46.

You also have to add to your application the following documents (but **do not close the envelope!**):

- a € 16,00 revenue stamp (*Marca da bollo*: you can buy it at almost any tobacco shop. They usually have a big letter "T" signal outside);
- copy of all passport pages showing personal data, visa, stamps and notes (NOT the blank pages);
- copy of all the documents submitted to the Italian consular office that issued your visa (**in case of first issue of the permit**);
- copy of the expiring residence permit (**in case of renewal**);
- copy of your registration with the Italian National Health Service (SSN) or other health insurance policy; (*see the [relevant paragraph](#)*)
- declaration issued by the SNS Servizio alla didattica e supporto alla ricerca del Polo confirming your enrolment and right to a scholarship (for SNS enrolled students) or acceptance letter of your tutor (for visiting students/researchers);
- proof of your accommodation in Florence.

At the Post office desk you will:

- show your passport;
- sign the application form;
- pay the postal payment slip of € 70,46;
- Post service charge of € 30,00 so that your kit can be sent to the Immigration office (Questura).

You will then receive:

- a postal receipt;
- payment receipt of the postal payment slip of € 70,46.

Make a copy of the receipts to bring with you (needed in case of Police checks) and keep the originals safe! You will need them to pick up the stay permit when ready!

When delivering the kit to the post office desk **you are given an appointment at the Immigration Office (Ufficio Immigrazione)** of the [Police station \(Questura\)](#) for the photo identification (“fotosegnalamento”). This is a **mandatory** appointment, don’t miss it!

You might receive the appointment:

- **at the post office** the moment you submit the kit;
- **by SMS** (more often): also for this reason it is recommended that you have an Italian mobile phone number! *See the correspondent section in this document “[Italian mobile phone number](#)”;*
- **by letter** sent to the address mentioned in the application form (domicile): be sure that you have provided a correct address! It is also important that your name and surname are indicated correctly on the letterbox/door entry phone.

For the first appointment in Questura you need to bring with you:

- the appointment letter received at the Post office stating the date and time you have to be there;
- the postal receipts you got at the Sportello Amico;
- your passport;
- declaration issued by the SNS Servizio alla didattica e supporto alla ricerca del Polo confirming your enrolment and right to a scholarship (for SNS enrolled students) and that you have passed at least one exam (in case of renewal) or acceptance letter of your tutor (for visiting students/researchers);
- 4 passport-size photos;
- health insurance (receipt of payment);
- codice fiscale (italian tax code) (*see the relevant [paragraph](#)*).

Important notes:

- the Police station (Questura) usually does not notify you when your permit is ready. You can track the status of your application for issue/renewal on the [State Police website](#);
- we strongly advise you to apply for the renewal of the residence permit at least 60 days before its expiry date;
- the residence permit cannot be renewed for more than three years beyond the standard duration of the degree programme.

Internal PhD students are entitled to ask for reimbursement of the costs for Residence Permit. [At this web page](#) you will find the reimbursement form.

Health care, Insurance Coverage

Non-EU students in need of an insurance policy valid in Italy may consider the following alternatives:

- **voluntary register with the [Italian National Health Service \(SSN\)](#)** by paying an € 149,77 annual flat-rate fee. Coverage starts from the registration date and expires at the end of the calendar year (December 31) and allows you to choose a family doctor (see below).
- **take out a private health policy** for the duration of your study programme or mobility, covering all risks. [The Welcome Association Italy \(WAI\)](#) offers to extra EU nationals sojourning for study purposes an insurance policy, valid for 6 months (€ 71,00) or 12 months (€ 120,00), that covers the cost for urgent health services and hospitalization in case of accidents or unexpected diseases and, if necessary, repatriation (more info in the insurance policy). To receive this coverage it is necessary to associate online and pay the chosen period fee following the instruction received by mail: the cover starts at 24 of the payment day. This option, available for rather short periods (semesters), is useful in case of short-term stays in Italy or to get provisional insurance coverage until registration at the National Health Service (whose annual validity starts from 1st January).

How to register to Italian National Health Service

For those who apply for or hold a residence permit for study purposes, the registration is subject to the lump sum fee of € 149,77 per year. Registration is based on a calendar year (e.g. from 1 January 2021 to 31 December 2021) and it is not possible to pay reduced quotas for shorter periods.

It is allowed to pay the registration for the current year and also for the entire following calendar year. This possibility enables students to get health coverage for an academic year and it is useful for students who arrive, for example, in September and wish to apply for a residence permit for study purposes valid for one year.

The fee of € 149,77 does not cover any dependent family members.

To register:

1. go to a Post Office, ask for a blank payment slip (“bollettino”) and fill it out, paying attention to the following points:
 - the beneficiary is: Regione Toscana – c/c n° 289504;
 - you must indicate the reference year for the registration with the SSN, for example: contributo iscrizione volontaria SSR anno....;

CONTI CORRENTI POSTALI - Attestazione di versamento	CONTI CORRENTI POSTALI - Ripetuta di versamento	CONTI CORRENTI POSTALI - Ripetuta di Accredito
<p>€ sul C/C n. <input type="text" value="289504"/></p> <p>di Euro <input type="text" value="149,77"/></p> <p>IMPORTO IN LETTERE: <input type="text" value="Regione Toscana"/></p> <p>INTESTATO A: <input type="text" value="Regione Toscana"/></p> <p>CAUSALE: <input type="text" value="CONTRIBUTO S.S.R. ANNO 202X"/></p> <p>ESEGUITO DA: <input type="text" value="Name Surname"/></p> <p>VIA - PIAZZA: <input type="text" value="Street address"/></p> <p>CAP: <input type="text" value="Zip code"/> LOCALITA': <input type="text" value="City"/></p>	<p>€ sul C/C n. <input type="text" value="289504"/></p> <p>di Euro <input type="text" value="149,77"/></p> <p>IMPORTO IN LETTERE: <input type="text" value="Regione Toscana"/></p> <p>INTESTATO A: <input type="text" value="Regione Toscana"/></p> <p>CAUSALE: <input type="text" value="CONTRIBUTO S.S.R. ANNO 202X"/></p> <p>ESEGUITO DA: <input type="text" value="Name Surname"/></p> <p>VIA - PIAZZA: <input type="text" value="Street address"/></p> <p>CAP: <input type="text" value="Zip code"/> LOCALITA': <input type="text" value="City"/></p>	<p>€ sul C/C n. <input type="text" value="289504"/> di Euro <input type="text" value="149,77"/></p> <p>TD 123 IMPORTO IN LETTERE: <input type="text" value="Regione Toscana"/></p> <p>INTESTATO A: <input type="text" value="Regione Toscana"/></p> <p>CAUSALE: <input type="text" value="CONTRIBUTO S.S.R. ANNO 202X"/></p> <p>ESEGUITO DA: <input type="text" value="Name Surname"/></p> <p>VIA - PIAZZA: <input type="text" value="Street address"/></p> <p>CAP: <input type="text" value="Zip code"/> LOCALITA': <input type="text" value="City"/></p> <p>123></p>

2. if you want to register for two consecutive years (eg 2021 and 2022), for each year you have to fill in and pay two separate payment slips;
3. pay the annual lump sum fee of € 149,77 for each year of registration with the SSN at the Post Office and keep the payment receipts;
4. make a copy of the payment receipts and attach them to your application for the first issue or renewal of the residence permit.
5. Write to iscrizionivolontarie.firenze@uslcentro.toscana.it attaching copies of the following documents:
 - o form ["ISCRIZIONE VOLONTARIA AL SERVIZIO SANITARIO NAZIONALE SCHEDE STATISTICHE DI CUI ALL'ART. 10 D.M. 08/10/1986"](#). Please note that in the form you are also required to provide the name of a family doctor/general practitioner (line "Scelta medico"). You can view the list of doctors at the link [Ricerca Medici Cupmet](#): choose one of them, working in your city of residence (probably Firenze);
 - o passport;
 - o codice fiscale (*tax number-see the [relevant paragraph](#)*);
 - o receipt proving the delivery of your kit or your PdS;
 - o receipt of the payment of lump sum fee of 149,77€ for each year of registration;
 - o letter stating your position at the SNS issued by the Servizio alla didattica e supporto alla ricerca del Polo (for PhD students) or acceptance letter to SNS (for visiting students/scholars).

Please note that SNS will reimburse all the expenditures related to the registration with the SSN only for its Ph.D. students. [At this web page](#) you will find the reimbursement form.

Read what the registration with the SSN entitles you to ([voluntary register to the SSN](#) (in Italian only)).

Bank account

Non-EU citizens need the Permesso di Soggiorno to open a bank account, so they might spend many months in Italy without this possibility.

That's why it is crucial for them to **arrive in Italy with a valid foreign bank account** to receive their scholarships since **SNS cannot pay them cash!**

INPS Registration

* Only for PhD students.

Ph.D. grants are subject to social security contributions. Therefore, within the month of November you have to register with the INPS (Istituto Italiano per la Previdenza Sociale, the Italian social welfare institution) under the category “gestione separata”.

This is a mandatory fulfillment and it is necessary, in your interest, to comply with it as soon as possible!

How to register

First of all, you have to request a special personal code (PIN). To this end, the options are:

- Going to an INPS office with a valid ID and your Italian tax code (“codice fiscale”): the easier office for you to reach is located in Viale Belfiore, 28/A.
- Calling the numbers 803164 (toll-free number for landline calls) or 06164164 (only cell phones, telephone charges applied by your service provider). Please note that the INPS Contact Center provides information in various languages, including English, French, German and Arabic;
- Following the on-line procedure which, unfortunately, seems to be only in Italian (<https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online>).

Once you have your PIN, you can proceed with the actual registration as follows:

- You can go to institutions that provide tax assistance and that are linked to Italian trade unions (so-called “Patronati” and “CAAF”) or contact an accountant (the latter option could be quite expensive);
- You can follow the on-line procedure which, again, seems to be only in Italian (<https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online>);
- You can call the INPS Contact Center (details above). Please note that before calling you must log into the INPS site: this first entry will result in an automatic conversion of your 16–40 digit PIN into an 8-digit one that you will need to complete the registration via the INPS Contact Center.

Regardless of the method chosen, we advise foreign students to indicate the address of the SNS/Florence (Scuola Normale Superiore, Palazzo Strozzi, Piazza Strozzi, 50123 - Firenze) as their mailing address to receive any document related to the registration procedure.

Italian courses

For the year 2022, students of the Faculty of Political and Social Sciences will be able to attend an Italian language course at the CLA of the University of Florence. The Normale will cover the cost of one course per academic year only for those who can attend at least 80% of the lessons. The courses will be held online and on-site and, based on the schedule, students entitled will receive further information when available by mail. (<https://www.sns.it/en/corsi-italiano>).

Italian mobile phone number

While you are in Italy, an Italian phone number is useful not only for making regular calls, sending text messages (sms), or surfing the internet at a cheap price, but often for opening a bank account, or for

dealing with public administrations, institutions, service providers (energy, gas, light, internet, etc.), public and private companies (e.g. insurance companies), etc.. Some of the aforementioned prefer to communicate via text messages.

You can get an Italian mobile phone number just by going with your ID/passport to one of the mobile phone company stores (e.g. [Tim](#), [Vodafone](#), [Wind/Tre](#), [Fastweb](#)), which you can find almost anywhere throughout the city, and asking for a sim card. Also Poste Italiane offices and Coop supermarkets offer phone numbers, respectively “[PosteMobile](#)” and “[CoopVoce](#)”. Other cheap choices are [.ho](#) (a sub-brand of Vodafone) and [iliad](#), which sell their SIM cards also online.

Opening a Bank Account in Italy

At the moment the School has no specific agreement with banks. Near Palazzo Strozzi you can find branches of the main Italian and International Bank Institutes: terms and conditions vary from bank to bank. If you decide to open a bank account, an Italian tax code (see above) is needed. We suggest you to contact the banks directly and collect the relevant information, considering that each institute can offer different solutions.