

The new student's guide to the Tor Vergata School of medicine

1) Request for a 'Libretto':

-First of all, what Libretto is? It's a document where the prof sign and write your mark after the exam. (So it's necessary to bring it for your exams).

-Where can I ask for it? : In the **secretary office for medical students** (Segreteria studenti) in the entrance for building D.

-what do you have to bring for making it? 1 picture of yourself.

2) Making the Permesso di Soggiorno (For non EU)

-First you have to go for **Poste Italiane** (<http://www.poste.it/online/cercaup/>) with the service that called '**Sportello Amico**' (Make sure to check before going, you can do it online). There you have to ask for permesso di soggiorno kit. (It's free).

-Second: fill the documents in the kit using the English guide in this You Tube link <https://www.youtube.com/watch?v=ZNTiET-5Kaw>

-Third: go again to the **Poste Italiane** with all of the kit and give it to them. (Pay attention to put all the documents that are necessary inside the envelope of the kit)

-Fourth: you have to pay (around 120 euro) in the Poste Italiane and then you will get a **receipt** which you have to **save** very carefully. In addition you will get a date and address where you will have to be present for an appointment.

-Fifth: Then you will have to go for a police station to take the permesso di soggiorno card. You can get updated about the specific police station and see if your permesso is ready by the web using your personal password in the receipt: <http://questure.poliziadistato.it/stranieri/> . The time that it's takes is around 1-2 months.

3) Making ISEEU and ISEE:

What is ISEEU/ISEE? It's a number that indicate your economy situation. According to this value the amount of the second and third university payments will be decided.

How to get this ? You will have to fill the document in page 36 in the **bando**: http://www.laziodisu.it/default.asp?doc_id=5883 and signature it by your country consult. Then you will have to arrange an appointment with the CAAF (Income tax office) that will calculate your ISEE value according to the document mentioned above. Then you will see your value in the TOTEM system in 2-3 weeks after.

For making an appointment with CAF you will have to send email for: cafstudenti@gmail.com

4) Making a yearly public transportation card for students:

-ATAC Roma is a big firm of public transportation in Rome which includes the Metro and Buses. In the link below you have details (In Italian) about special offering for students who has **Italian Residency**.

(Choose 'Annuale Giovani e <http://www.atac.roma.it/page.asp?p=229&i=14> Studenti)

How to make it and what does it gives you?

-This is a card for 365 days of unlimited use.

-The price is decided by the level of you ISEE

ISEE	TARIFFA ABBONAMENTO
Fino a € 10.000,00	€ 130,00
Da € 10.000,01 a € 15.000,00	€ 140,00
Da € 15.000,01 a € 20.000	€ 150,00

-You have to fill this form first <http://www.atac.roma.it/files/doc.asp?r=2003>

-Then go to a station where you can buy this card. In this link there is a list of station where you can find it (The closest to our university is **Anagnina**) :

<http://www.atac.roma.it/page.asp?p=21&i=14&b=689&bp=229>

-In order to buy this card you will have to bring : One photo of yourself, Copy of your passport, or some identity card, and your ISEE papers.

***Students who don't have Italian residency can make a yearly card that costs 250 Euro.**

5) Making the Codice Fiscale (Card):

The Codice Fiscale is a personal code that identifies each person within the Italian State. For example: you need it to open a bank account. To obtain it you need to go for “**Agenzia delle Entrate**” with a valid identity document (ex: passport, permesso, visa). Don't forget to bring with you a **copy** of the valid identity that you choose to present. It is usually issued immediately if not, you will get it by mail.

The closest office to our faculty is (you can arrive there by bus 20 from the faculty of medicine):

Tel: 06/231771

Fax: 06/50763658

Address: VIA DI TORRE SPACCATA 110 - 00173 ROMA

Email: DP.IIROMA.UTROMA5@AGENZIAENTRATE.IT

Monday and Friday:

7:45 – 13:30

Tuesday, Wednesday and Thursday:

7:45 – 15:30

6) Library:

The open hours of the library are: Monday- Friday 8:15-18:30.

In the entrance to the library you can get a locker where you can put your stuff by giving the library workers one of your identity documents.

The library is in second and third floors.

Link to the library web (In Italian) - <http://biomedica.biblio.uniroma2.it>

7) Using the Wi-Fi of the Tor Vergata:

You can use your **Matricola number** and **personal password** for entering the Wi-Fi of Tor-Vergata, which is available in the university area.

8)How to make Health insurance

You need to find out which local health authority (*Azienda Sanitaria Locale* or ASL) administers the area where you live. There are eight ASL offices (http://www.malatidireni.it/asl_lazio.htm) covering Rome's metropolitan area (ASL A — ASL H). Their official websites usually list a tab called *distretti* (districts) in their navigation bar or sidebar menu. If you click on that, you'll get an overview of the areas in Rome covered by the respective ASL office.

To begin the registration process, go to the nearest ASL center and bring along the following documents:

- your ID (e.g. valid passport or travel document)
- tax number (*codice fiscale*)
- residence permit (or proof that you have applied for one)
- Proof of address (e.g. residence certificate, rental contract, etc.)

After completing the necessary forms, you will receive your health card (*tesserino sanitario personale*) and be assigned a general practitioner (*medico di base*). If you are not content with your original GP, you can look for a new family doctor whenever you want.

***ASL is valid from the date that you made it until the end of the year (until 31.12), so it's better to make it in January and it will be valid for one year.**

***It's costs around 150 euro.**

9)How to open a bank account :

If you need to open a bank account you can do it at UNICREDIT Bank branches located on campus and within the University Hospital with the following documents:

- Residence permit;

- Italian Fiscal Code;
- Certificate of university enrolment at Tor Vergata;
- Identity document or passport.

10. Italian phone numbers

In Italy there are 4 phone companies:

- **Vodafone**
- **Tim**
- **Wind**
- **3**

You can buy rechargeable cards or you can get a year-long contract.

11. Emergency numbers:

118 medical

115 Fire Department

113 Police

Totem system :

<http://delphi.uniroma2.it/totem/jsp/homeStudenti.jsp?language=EN>

6)Registration for exams :

For each exam you will have to register first in Totem. The procedure is simple. The only emphasize is to pay attention that you are register on time because there are limitation of dates.

7)Payments of university fees by Totem and Unicredit web :

* First you need to get the information about your payment from Totem .Then you will have to put this details in the link and proceed with the payment procedure:

<https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag>

AT the end you will get to your email **AUTH Code** that you will have to put in the Totem system for the confirmation of the payment.