Dear student,
the aim of this handbook is to provide you with practical information about life as a new international/exchange student at Mantova Campus.
Please read it carefully before you arrive and keep it ready at hand for reference during your stay.
Our Welcome Desk staff wishes you great success in this new experience.

welcome.mantova@polimi.it
ph. +39 0376 317001
piazza d’Arco, 3
46100 Mantova
ACCOMMODATION

Mantova Campus offers accommodation nearby university Campus.

International students are entitled to accommodation at reduced rent if they have Diritto allo studio (DSU) benefits. Master of Science students who have been awarded a gold or platinum scholarship will be assigned a double room at no cost.

Exchange students cannot apply for DSU scholarships. You can also look for private accommodation at, for instance, www.immobiliare.it/Mantova or other websites. We also have a notice board where you can find many announcements for private rooms.

“A. Palladio” Residence
Piazzale D. Fetti, 9
Borgochiesanuova, Mantova
Phone: +39 0376 320567

The residence is located in the Borgochiesanuova district. It is a residential district offering easy access to the city centre.

Apartments
Single and double rooms in furnished apartments with kitchen and bathroom.

How to reach the residence from Mantova Campus:
Public transport: urban route 9

“ASPEF” Residence
Via Volta, 1-3
Mantova
Email: aspef@aspefmantova.it

The residence is located in the city, near the football stadium. Many shops and services are available in the neighbourhood.

Apartments
Single and double rooms in furnished apartments with kitchen and bathroom.
Reception service, internet point, garages and laundry available.

How to reach the residence from Mantova Campus:
Public transport: urban route CC

HOW TO REACH MANTOVA CAMPUS

FROM AIRPORTS AND RAILWAYS

If you land at Linate Airport
• Air Bus to Centrale Railway Station
• Train to Mantova Railway station
• The University Campus is very close to the railway station (about 10 minutes on foot)

If you land at Malpensa Airport
• Malpensa Shuttle to Centrale Railway Station
• Train to Mantova Railway station
• The University Campus is very close to the railway station (about 10 minutes on foot)

If you land at Verona Airport
• Aerobus to Verona Railway Station
• Train to Mantova Railway station
• The University Campus is very close to the railway station (about 10 minutes on foot)

PUBLIC TRANSPORT

Mantova’s transportation system is run by APAM. To travel by bus you can buy tickets at APAM info point in Piazza Don Leoni (beside the railway station) or at any tobacco shop. Weekly and monthly travel cards are also available. (more information about itineraries, costs and timetable at www.apam.it)

WELCOME DESK

The Welcome Desk will assist you in organizing your stay. The office provides information concerning accommodation, permit stay, health insurance and life in Mantova.

CONTACTS

Email: welcome.mantova@polimi.it
RESIDENCE PERMIT

EU CITIZENS
If you are an EU citizen, you need to register at the Ufficio Anagrafe (Registry Office) of the Municipality of Mantova (address: via Gandolfo, 11 – phone: +39 0376 338618).
You must submit the following documents:
• Passport or ID card
• A matriculation letter issued by Politecnico di Milano
• A health insurance policy

NON EU CITIZENS
If you are a non-EU citizen, within 8 days of your arrival in Italy, you have to complete a so-called “kit” to apply for a residence permit. The kit is available at the Post Office (p.zza Martiri di Belfiore) and must be accompanied by copies of the following documents:
• Passport with visa and personal data page
• Admission letter issued by Politecnico di Milano
• Health insurance policy (if bought abroad it must be validated by the Italian Embassy in your country)

HEALTH INSURANCE
In order to apply for a residence permit, within 8 working days of your arrival in Italy, you must have health insurance valid for Italy. This can be a private insurance purchased in your own country or one purchased in Italy. In Italy, you can purchase your insurance from INA Assitalia or SSN – the National Health Service. Please note that INA Assitalia insurance covers emergency care at the hospital only. Subscription to the SSN is not mandatory, however it is strongly suggested since it entitles you to the same treatment as Italian citizens, including:
• Choice of a general practitioner you can refer to in case of illness
• Free admission to public or certified private hospitals
• Free access to doctors on duty and continuous assistance service (guardia medica)

In order to register for INA Assitalia, you must go to the post office and fill in a blank payment form with the following details:
c/c postale nr.: 71270003
intestato a: Agenzia Generale di Roma INA ASSITALIA, conto 20
causale: polizza sanitaria studenti stranieri da 6 mesi (6 months) or 1 anno (1 year)
euro: 98 (one year), 49 (six months)
Then send copy of the payment receipt and copy of passport to info@insuranceitaly.it.
You’ll receive the original copy of the policy at your home address.

In order to register for the NATIONAL HEALTH SERVICE, you must go to the post office and fill in a blank payment form with the following details:
c/c postale nr.: 379222
intestato a: Amministrazione P.T. Regione Lombardia
causale: iscrizione volontaria S.s.n.
euro: 149,77
Once you have paid, go to the ASL office in via Trento, 6 – 1st floor – “scelta e revoca” office.
If you are a non-EU citizen, you must submit:
• Payment receipt
• Tax code (codice fiscale)
• Passport
• Residence permit (receipt)
• Certificate of enrollment at Politecnico di Milano
Please note that the residence permit has the same validity in time as the health insurance.

TAX CODE (CODICE FISCALE)
A codice fiscale is a code issued for free by the Ministry of Finance to identify citizens.
You need to have the codice fiscale to open a bank account, sign contracts and gain access to public services, including health services.
Your fiscal code is available in your online services.
HOW TO OPEN A BANK ACCOUNT

To open a bank account you must:
• Have a valid ID
• Have a tax code (codice fiscale)

After signing the contract, the bank will give you information about terms and conditions of its services.

Banca Popolare di Sondrio is the official bank of Politecnico di Milano; it offers students the possibility to open a bank account at very good conditions.

Banca Popolare di Sondrio
p.zza Broletto, 7
46100 Mantova
Opening hours: Monday – Friday 8.20 – 13.20 and 14.45 – 16.00
Contacts:
Phone: +39 0376 288139

Banca Popolare di Sondrio
c.so Vittorio Emanuele II, 154
46100 Mantova
opening hours: Monday – Friday 8.20 – 13.20 and 14.45 – 16.00
Contacts:
Phone: +39 0376 326095

WHO, WHAT, WHERE

Welcome desk and Exchange-Students Office provide international and exchange students with information about:
• Enrollment
• Tuition fees
• Certificates
• Study plan
• Exams
• Internship
• Accommodation
• Permit of stay
• Health insurance
• Tax code

Exchange Students Desk
p.zza d’Arco, 3
46100 Mantova
Contacts:
Email: exchange-mantova@polimi.it

International Students Welcome Desk
p.zza d’Arco, 3
46100 Mantova
Contacts:
Email: welcome.mantova@polimi.it

DSU – Diritto allo studio office provides students with information about:
• Scholarships
• International mobility contributions
• Housing at reduced rate
• Extraordinary contributions

Via Golgi, 42
20133 Milan (underground line 2 – Lambrate stop)
Contacts:
Website: http://www.polimi.it/en/students/contact-polimi/diritto-allo-studio/

ONLINE SERVICES

By entering your person code (codice persona) and password you can access your Politecnico account and the files concerning your university career.

Please note that registration for exam sessions through Online Services is mandatory.

Politecnico students can access politecnico di Milano WiFi network. WiFi allows direct access to the university network from a pc, smartphone, or other mobile device.

To access the network you have to be identified by our Registrar’s Office by submitting your ID or passport. Once your identification has been processed you can log in with your Politecnico person code and password.

ITALIAN LANGUAGE COURSES

Italian language courses for exchange and international students start at the beginning of October and March.

STUDENT ASSOCIATION

The Student association organizes cultural and sport events open to all students and offers help to international students as for university and city life.

• STARC www.starcmantova.com

POLIMI SPORT

Sports activities in public universities in Milan and in our campuses are mainly organized by CUS Milano (University sports Committee), in agreement with Politecnico di Milano Sports Committee. CUS members can take part in sports courses or participate in organized competitions.

Via Scarsellini, 2
46100 Mantova
Contacts:
Email: centrosportivo.mn@polimi.it
Bars, Canteens and Hotels at Special Prices for Students

Some canteens and hotels are affiliated with the Campus Mantova of Politecnico di Milano and therefore offer special prices for students:

1. **ALBERGO BIANCHI**  
P.za Don Leoni  
www.albergobianchi.com

2. **HOTEL ITALIA**  
Piazza Cavallotti 8  
www.hotelitaliamantova.com

1. **SELF SERVICE IL PUNTO FAST FOOD**  
Via Solferino 36

2. **TIME OUT**  
Piazza San Francesco  
Phone: +39 0376 337 193

3. **OSTERIA FERNELLI**  
Via Fernelli, 28/a  
Phone: +39 0376 1962190

4. **TRATTORIA PORTICHEITO**  
Via Portichetto, 14  
Phone: +39 0376 1960620

Campus Life

**Print Centre**

Services:  
- Photocopies: in black and white and colour; A3/A4 formats.  
- Digital prints: in A3/A4 format, black and white and colour.  
- Plotting: in A2/A1/A0/custom formats, max height 90 cm from PLT files (only CAD format allowed), from PDF and image format files.  
- Buring: free if you bring a blank CD or DVD.  
- Binding: with back and spiral A4/A3 format.  
- Graduation thesis printing and binding: A4/A3 format and plotting with special offers for graduation candidates.  

Handouts of the various programmes.  
The Print Centre you can purchase 5 euro prepaid cards mandatory for photocopying (can also be used in the Campus library). The cards do not expire.

p.zza d’Arco, 3  
46100 Mantova

Contacts:  
Email: poliprint-mantova@polimi.it

**Modelling Laboratory**

The Mantua Campus Modelling Laboratory is a service available to all students duly enrolled at the Politecnico di Milano for the creation of architectural models using manual tools and professional equipment.

Services:  
The following are available free of charge: cutters, set squares, glues, brushes, scissors, hammers, nails, plaster, spatulas, chisels, adhesive tapes and everything necessary for the creation of any type of model. The equipment can be used only and exclusively inside the Modelling Laboratory and to use it outside of the same (but on Campus) requires the student must deposit a document. The second room, adjacent to the first, is the work area for students. Inside there are tables for the preparation, processing and assembly of models and material cutting equipment. Students can leave their models in custody only for the period of time necessary for their effective implementation. On completion, students must remove their models and leave the work area tidy. The Modelling Laboratory is open to all students on the days and at the times indicated and no access authorisation is required from professors. Being a Campus service for all students, application of the basic rules of good manners and responsibility is required.

Via Scarsellini, 2  
46100 Mantova

Contacts:  
Email: modellistica.mantova@polimi.it

**Library**

The Mantova Campus Library provides students with different services:  
- Home loan  
- Daily loan  
- Reading and reference room  
- Journals  
- Interlibrary loan and document delivery

p. zza d’Arco, 3  
46100 Mantova

Contacts:  
Email: biblioteca_mantova@biblio.polimi.it
In the last week of September, Mantova Campus will organize a Welcome Day where you can meet our student association and get useful information about your staying in Mantova (you will also be supported in filling in the permit of stay kit, health insurance, etc.)

**WELCOME DAY**

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**ALBERGO BIANCHI**
P.zza Don Leoni
www.albergobianchi.com

**HOTEL ITALIA**
Piazza Cavallotti 8
www.hotelitaliamantova.com

**SELF SERVICE**
**IL PUNTO FAST FOOD**
Via Solferino 36

**TIME OUT**
Piazza San Francesco
Phone: +39 0376 337 193

**OSTERIA FERNELLI**
Via Fermelli, 28/a
Phone: +39 0376 1962190

**TRATTORIA PORTICHETTO**
Via Portichetto, 14
Phone: +39 0376 1960620

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**key**

1. Palazzo Ducale, Castello di San Giorgio e Basilica di Santa Barbara
2. Museo Archeologico Nazionale
3. Duomo
4. Casa del Rigoletto
5. Accademia Nazionale Virgiliana
6. Teatro Scientifico del Bibiena
7. Biblioteca Comunale Teresa
8. Museo Storico Nazionale dei Vigili del Fuoco
9. Palazzo della Camera di Commercio
10. Rotonda di San Lorenzo
11. Palazzo della Ragione e Torre dell’ Orologio
12. Basilica di Sant’Andrea
13. Madonna della Vittoria
14. Museo Diocesano Francesco Gonzaga
15. Palazzo D’Arco
16. Teatro Sociale
17. Casa di Giulio Romano
18. Casa del Mantegna
19. Tempio di San Sebastiano
20. Palazzo di San Sebastiano
21. Palazzo Te
22. Chiesa di Santa Maria del Grado

**Hospital**

1. Polo territoriale di Mantova/
   1. A.Palladio Residence
   2. ASPEF Residence

**Police Headquarters**

2. ALBERGO BIANCHI
   P.zza Don Leoni
   www.albergobianchi.com

**ASL Office**

3. HOTEL ITALIA
   Piazza Cavallotti 8
   www.hotelitaliamantova.com

**Post Office**

4. SELF SERVICE
   IL PUNTO FAST FOOD
   Via Solferino 36

**Baratta Library**

5. TIME OUT
   Piazza San Francesco
   Phone: +39 0376 337 193

**State Archive**

6. OSTERIA FERNELLI
   Via Fermelli, 28/a
   Phone: +39 0376 1962190

**Agency delle Entrate**

7. TRATTORIA PORTICHETTO
   Via Portichetto, 14
   Phone: +39 0376 1960620

**Registry Office**

8. News

9. Hotel

10. Map

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