GUIDE

FOR INTERNATIONAL AND EXCHANGE STUDENTS

Welcome

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.

Contacts

welcome-mantova@polimi.it
exchange-mantova@polimi.it

Piazza d'Arco,3
46100 - Mantova

POLITECNICO MILANO 1863
POLO TERRITORIALE DI MANTOVA

United Nations Educational, Scientific and Cultural Organization

UNESCO Chair in Architectural Preservation and Planning in World Heritage Cities
Politecnico di Milano, Mantova Campus

POLITECNICO DI MILANO

@mantova_campus
polo-mantova.polimi.it

ACCOMMODATION

U|Residence
Via Solferino e San Martino, 32
46100 - Mantova
e-mail: uresidence@unimn.it

The residence is located between the railway station and the Mantova Campus.

Rooms
The rooms are double and have a bathroom. In the common areas there is a study room, relax room, caffee shop and a fitness room.

"ASPEF" Residence
Via Volta, 1-3
46100 - Mantova
e-mail: 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

You can also look for private accommodation at, for instance, www.immobiliare.it/Mantova. We also have a notice board where you can find many announcements for private rooms.

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 Cavallotti, 10 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 Welkome Desk will assist you in organizing your stay. The office provides information concerning: career, permit of stay, health insurance and life in Mantova.

WELCOME DESK
Piazza d'Arco, 3
46100
e-mail: 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 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)

COST OF RESIDENCE PERMIT
• € 16,00 "marca da bollo" (a duty stamp that can be purchased at any tobacco shop)
• € 30,00 to be paid when handing in the Kit at the post office
• € 70,46 the cost of the residence permit for studies

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.

You can refer to the Italian Representative in your Country of residence in order to obtain your tax code.

Or to obtain your codice fiscale go to Agenzia delle Entrate: via Verri, 25 – by bus: bus no. 12 in piazza Sordello to BOMA

You'll need to show your passport or ID card.

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 **W.A.I.** or SSN – the National Health Service. Subscription to the SSN in 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 **W.A.I**, visit **www.waitaly.net**

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 ATS 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.

HOW TO OPEN A BANK ACCOUNT

To open a bank account you must:
- Have a valid ID or Passport
- 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

Banca Popolare di Sondrio
c.so Vittorio Emanuele II, 26
46100 Mantova

opening hours:
Monday – Friday 8.20 – 13.20 and 14.45 – 16.00

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

Exchange Students Desk
Piazza d'Arco, 3
46100 - Mantova
e-mail: exchange-mantova@polimi.it

Internationl Students Welcome Desk
Piazza d'Arco, 3
46100 - Mantova
e-mail: welcome-mantova@polimi.it

DSU: Diritto allo studio provides students with information about:

- Scholarships
- International mobility contributions
- Housing at reduced rate
- Extraordinary contributions

FINANCIAL AID UNIT IS AT YOUR DISPOSAL

Financial Aid Unit – Servizio Diritto allo Studio
Online desk (via Teams)
On Monday and Wednesday from 09:30 a.m. to 12.30 p.m Only by appointment taken through Online Services or App Polimi You can also contact through: chat or mail

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 (Polidesk) by submitting you ID or passport. Once your identification has been processed you can log in with your Politecnico person code and password.

LIBRARY

The Mantova Campus Library provides students with different services:

- Home loan
- Daily loan
- Reading and reference room
- Journals
- Interlibrary loan and document delivery

LIBRARY
Piazza d'Arco, 3
46100 - Mantova
e-mail: biblioteca-mantova@polimi.it

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.

Polimi Sport Mantova is an association responsible in organizing sports activities and events for students with very affordable rates and conditions.

BAR, CANTEENS AND HOTELS AT SPECIAL PRICES FOR STUDENTS

ALBERGO BIANCHI
Piazza Don Leoni
www.albergobianchi.com
phone: +39 0376 326465

HOTEL ITALIA
Piazza Cavallotti 8
www.hotelitaliamantova.com
phone: +39 0376 322609

BAR GAZZETTA
Via Solferino, 5
phone: +39 0376 323645

SAN FRANCESCO
Via Fratelli Bandiera, 49

TIME OUT
Piazza San Francesco, 2
phone: +39 0376 337 193

SELF SERVICE IL PUNTO FAST FOOD
Via Solferino 36
phone: +39 0376 289992

OSTERIA FERNELLI
Via Fernelli, 28/a
phone: +39 339 6979449

TRATTORIA PORTICHETTO
Via Portichetto, 14
phone: +39 0376 1960620

CITTÀ DI MANTOVA

1. Palazzo Ducale
   Castello di San Giorgio
   Museo Archeologico Nazionale
   Basilica di Santa Barbara
2. Duomo
3. Casa di Rigoletto
4. Teatro scientifico Bibiena
5. Biblioteca “Teresiana”
6. Museo storico nazionale dei Vigili del Fuoco
7. Basilica di Sant’Andrea
8. Palazzo della Ragione e Torre dell’orologio
9. Rotonda di San Lorenzo
10. Loggia del grano
11. Palazzo della Camera di commercio
12. Sinagoga Norsa
13. Museo Diocesano
14. Madonna della Vittoria
15. Museo di Palazzo d’Arco
16. Teatro Sociale
17. Museo Numismatico
18. Galleria Museo Valenti Gonzaga
19. Casa della Beata Osanna Andreasi
20. Museo Tazio Nuvolari
21. Casa del Mantegna
22. Tempio di San Sebastiano
23. Palazzo di San Sebastiano
24. Palazzo Te
25. Chiesa di Santa Maria del Gradaro
26. MASTeR

Polo Territoriale di Mantova

- Cycle path
- Bus
- Shuttle Bus
- Taxi
- Railway Station
- Tourist Boats
- Hospital
- Car parking spaces