

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



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, coffee 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.

HOW TO REACH MANTOVA CAMPUS

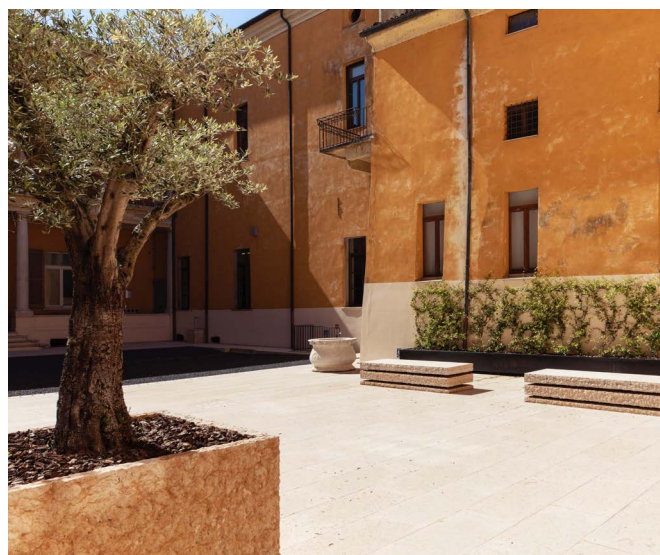
FROM AIRPORTS AND RAILWAYS

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 or "apam mobil +" App).

WELCOME DESK

The Welcome Desk will assist you in organizing your stay. The office provides information concerning: career and life in Mantova.



WELCOME DESK

Piazza d'Arco, 3
46100 - Mantova
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 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 **W.A.I.**, visit **www.waitaly.net**

In order to register for the NATIONAL HEALTH SERVICE (from 1st January to 31st December), 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: 700

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
- Degree
- Accommodation

Exchange Students Desk

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

International 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 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.

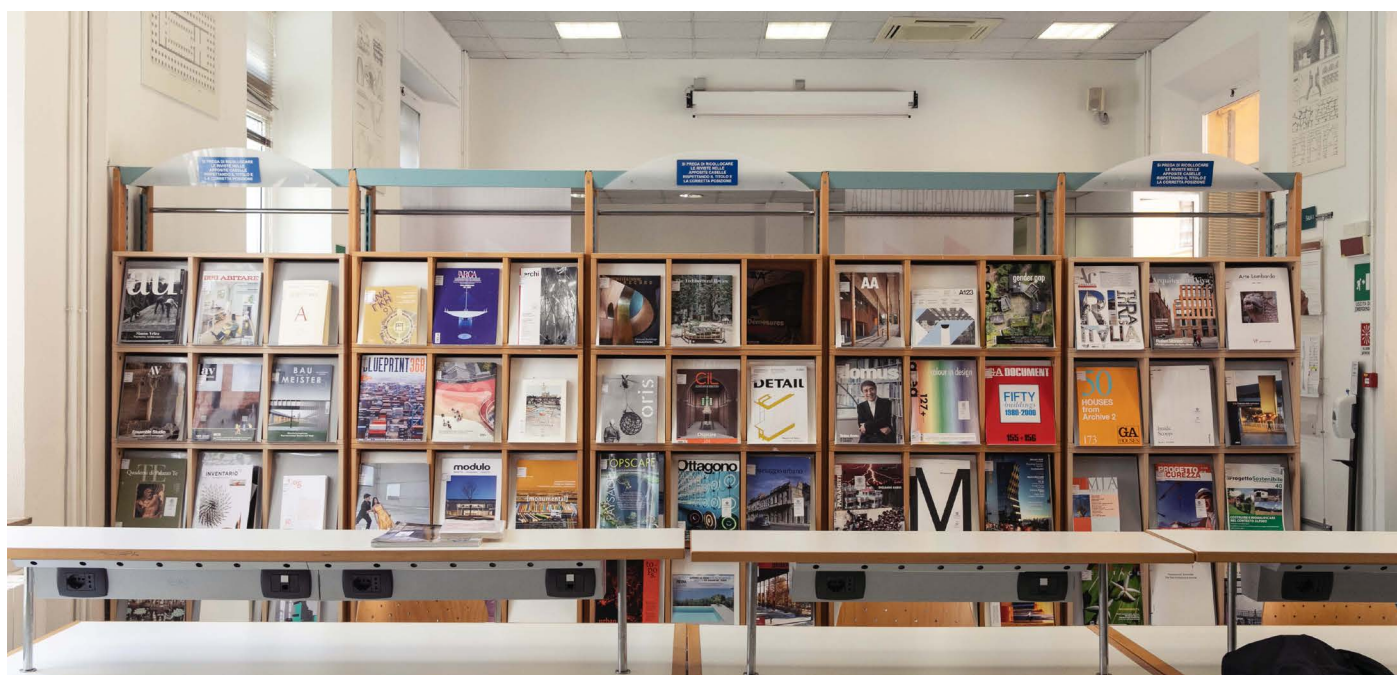
LIBRARY

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 STAZIONE

Piazza Don Leoni, 24
info@albergobianchi.com
phone: +39 0376 326465

HOTEL MANTEGNA STAZIONE

Piazza Don Leoni, 25/27
info@hotelmantegnastazione.it
phone: +39 0376 322329

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

OSTERIA AL GALLO

Via Fernelli, 28/a
phone: +39 328 2437111

TRATTORIA PORTICHETTO

Via Portichetto, 14
phone: +39 0376 1960620



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| <ul style="list-style-type: none"> 1 Palazzo Ducale 2 Castello di San Giorgio 3 Museo Archeologico Nazionale 4 Basilica di Santa Barbara 5 Duomo 6 Casa di Rigoletto 7 Teatro scientifico Bibiena 8 Biblioteca "Teresiana" 9 Museo storico nazionale dei Vigili del Fuoco 10 Basilica di Sant'Andrea 11 Palazzo della Ragione e Torre dell'orologio 12 Rotonda di San Lorenzo 13 Loggia del grano | <ul style="list-style-type: none"> 14 Palazzo della Camera di commercio 15 Sinagoga Norsa 16 Museo Diocesano 17 Madonna della Vittoria 18 Museo di Palazzo d'Arco 19 Teatro Sociale 20 Museo Numismatico 21 Galleria Museo Valenti Gonzaga 22 Casa della Beata Osanna Andreasi 23 Museo Tazio Nuvolari 24 Casa del Mantegna 25 Tempio di San Sebastiano | <ul style="list-style-type: none"> 26 Palazzo di San Sebastiano 27 Palazzo Te 28 Chiesa di Santa Maria del Gradaro 29 MASTeR <hr/> <ul style="list-style-type: none"> 30 Polo Territoriale di Mantova <hr/> <ul style="list-style-type: none"> 31 Cycle path 32 Bus 33 Shuttle Bus 34 Taxi 35 Railway Station 36 Tourist Boats 37 Hospital 38 Car parking spaces |
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