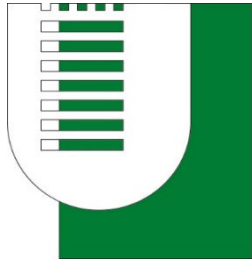


WELCOME

2019-2020

Small guide for
International Students



TOR VERGATA
UNIVERSITY OF ROME

Small guide for International Students

In order to live in Italy, both European and non-European students are required to obtain certain official documents in order to formalize their right of residence. In view of facilitating the procedure, we have arranged the necessary information in this small guide, with the aim of clarifying all the essential steps to do to guarantee a proper stay for yourself.



Sommario

WELCOME POINT	4
WELCOME WEEKS 2019.....	4
ENROLLMENT PROCEDURE	5
FIRST STEPS TO DO IN ITALY	8
FISCAL CODE	8
RESIDENCE PERMIT	8
HEALTH INSURANCE	10
TUITION FEES	11
TUITION FEES FOR NON – EU STUDENTS WITH FOREIGN INCOME WHO WILL ENROLL IN THE A.Y. 2019/20.....	12
<i>Payment Methods</i>	13
SERVICES FOR STUDENTS	13
HEALTH CARE.....	13
SCHOLARSHIPS.....	14
DINING HALL.....	15
UNIVERSITY LANGUAGE CENTRE (CLA)	17
LIBRARY	18
LABS	18
CUS TOR VERGATA.....	19
PLACEMENT.....	19
ACCOMODATIONS.....	20
USEFUL CONTACT	21
HOW TO GET TOR VERGATA?	26
LIVING IN ROME	27
VOCABULARY & KEY WORDS.....	28
NATIONAL HOLIDAYS CALENDAR.....	29

Welcome point

Students who decide to study in Italy often find themselves thrown into a system and a culture very different from those of their own countries; they have to also deal with unfamiliar and sometimes complex bureaucratic procedures.

It was for this reason that Tor Vergata Welcome Office had the idea of offering a reference point for all the initial necessities of your new adventure in Rome and at the University.

Welcome Weeks 2019

The University of Rome Tor Vergata is glad to welcome all the newly enrolled international students **from the 4th to the 20th of September, 2019 from 10.00 a.m. to 2.00 p.m.** and also **from the 9th to the 18th of October 2019 from 10 a.m. to 2 p.m.**

The “Students Welcome” event will take place, from Monday to Friday, at the “WELCOME POINT” Rectorate of the University of Rome Tor Vergata (**via Cracovia n.50, Building B, Floor 0**).

These weeks are dedicated to the welcome and orientation activities for all the incoming students at the University of Rome Tor Vergata.

International students will be supported and tutored in filling the Stay Permit (TWO STAY PERMIT SESSIONS EVERY DAY: at 10.30 am and at 12.30 am), Health Insurance and Pass card for transportation in Rome modules. Also there will be several stands that will grant students information regarding activities and organizations available at the campus of #unitorvergata or in the city of Rome.

Programme 2019

- Tor Vergata University (General information)
- National Health Service (SSN)
- Unicredit Bank (to get information about and/or open a bank account)
- Campus X (for accommodation information)
- Assistance desks of:
 - School of Law
 - School of Economics
 - School of Engineering
 - School of Mathematical, Physical and Natural Sciences
 - School of Medicine and Surgery
 - School of Humanities and Philosophy
- International Students Office
- Erasmus + Office
- CLA (University Language Centre)
- CLICI (Centre for Italian Language and Culture)
- CARIS Commission (Services for students with Disabilities or Specific Learning Difficulties, SLD)
- CUS Tor Vergata (University Sports Centre)
- Agevola (Discounts for Tor Vergata community)

Enrollment Procedure

In the academic year 2019/2020 winner students with NON-EU nationality must enroll from **September 3rd to September 17th**.

The enrollment procedure must be performed following the steps below:

1. Fill-in the evaluation questionnaire on the website "[Quest Test](#)"
2. Save the code of the questionnaire (**CQ**) issued by the system

(Attention: the CQ has a validity of five days from the date of completion of the questionnaire, once expired it has to be filled in again)

3. Connect to [Delphi system](#) and complete the enrolment (here you can find the [Enrolment Guide](#)).

Since you have a FOREIGN DIPLOMA, the system will not allow you to end the procedure, so you have to enter again in the DELPHI and upload all the required documents.

IMPORTANT: During the Welcome Weeks (from September 4th to September 20th), you are strongly encouraged to take advantage of the help of the International Students Office desk which will contribute with its presence to provide you computers and printers in order to speed up your registration and your uploading of all the necessary documents. Remember to bring with you the required documents in original copy.

Here is the list of documents to be uploaded:

1. An original **Copy of the final title** obtained after **at least 12 years** of education, with an official translation in Italian and validated by the Italian competent authorities in the Country of the educational system attended. This validation is not necessary if the certification contains the "Aja Apostille";
2. Original copy of the **Declaration of Value** of the final title issued by the Italian competent authorities.

If you have not requested/obtained yet the Declaration of Value by the Italian Embassy and the translation/legalization of your High school Diploma, you can alternatively refer to the [CIMEA](#) at the in order to obtain the **Statement of Comparability**.

For further information about the service click [here](#) and select "CIMEA - Statement of Comparability".

In cases where the title was obtained after less than 12 years of education, the following documentation must be provided:

Small guide for international students

a) Certification of the partial academic studies accomplished with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".

b) Academic title obtained in a Non-University institution with official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille".

c) Certification of a foundation course released by the Italian secondary school institutions as a complementary title of schooling abroad.

3. Copy of the certificate that states the student has passed the admission test for access to university courses if foreseen and mandatory in your home Country (Selectividad in Spain; Prova geral de Acesso in Portugal; etc.) with an official translation in Italian and validated by Italian competent authorities. This validation is not necessary if the certification contains the "Aja Apostille";
4. Copy of your **Residence Permit** (only for Non-EU students officially resident in Italy);
5. Copy of your **Fiscal Code**;
6. Copy of your **letter of admission**, when required.

Step procedure for the upload:

1. Take note and keep the CTRL and Fiscal Code reported in the Enrolment procedure;
2. Enter Delphi -> Students Section -> Registration -> Point B **"You have already filled out an application"** -> Insert Fiscal Code and CTRL;
3. Upload a PDF file for each document required;
4. The documents uploaded must be provided to the **"International students office"** or the **"Welcome Office"**

After checking the regularity of your documents, the "International Students Office" will contact you via e-mail for the application status and for giving you an appointment.

In the situation in which the documentation is not provided or incomplete, the admission will be invalid.



First steps to do in Italy

Fiscal code

The individual tax number (codice fiscale) is an identification code issued by the Ministry of Finance which is needed in order to open a current account or sign contracts and is issued by the **Tax Agency (Agenzia delle Entrate)**. It can be requested from abroad by both Italians and foreigners through the consular office. The tax number is issued immediately upon application through [Fisconline](#), an on-line service of the Tax Agency, and a card bearing the number is subsequently sent by mail. To request a tax number at a consular office it is necessary to complete a special form and show an identification document. For specific modalities (via fax, mail, etc.) please visit the website of the competent consular office.

In the situation in which you have not obtained it at the Italian Embassy, in Italy it can be requested from your local “**Ufficio delle Entrate**” (Tax office). A complete list of offices in the Lazio region can be found on [this website](#).

The documents requested to get the Italian Fiscal Code are:

- A valid passport with Visa (if required) and a copy of the first page of your passport and Visa
- [The Application Form](#)

For further information, please click [here](#) .

THE CLOSEST TAX AGENCY TO OUR UNIVERSITY IS ON VIA DI TORRE SPACCATA, 110, 00173, ROMA (RM)

Office Hour: Monday, Wednesday and Friday from 7.50 am to 1.30 pm - Tuesday and Thursday from 7.50 am to 3.30 pm

Email: dp.iroma.utroma5@agenziaentrate.it

Residence Permit

The Italian Immigration Act provides that citizens who are not members of the European Union who intend to stay in Italy for more than three months, require a residence permit **within 8 working days of their arrival in Italy**.

First Application

- **If you are an EU citizen**, you do not require a residence permit as such, but you have to register with your local civil records office in order to obtain the issue of the “*attestazione anagrafica*”.

Small guide for international students

Since you will live in the “Comune di Roma” you can find on the relative [website](#) the [module](#) for the “*Dichiarazione di Residenza*”, that you have to fill in and present to your “**Ufficio Anagrafico del Municipio**” by person or through e-mail, certificate e-mail, fax or recommended letter with these documents in attachment:

1. the passport or identity card
 2. self-certification of enrollment at our University
- **If you are a non-EU citizen**, you can apply for the stay permit at any **Italian Post Office** with the “[Sportello Amico](#)” logo filling in the “*Yellow Kit*”, that you can find in the Post Office. (You can also ask for the kit at the Welcome Office, where someone will help you to fill it in). It has to be submitted to a post office, along with:
 1. photocopy of your passport (only the pages with your personal details and the visa stamp);
 2. documentation stating the chosen course and its duration and the stamp of the Italian diplomatic representation which issued the Visa;
 3. a copy of the receipt of payment of the health insurance (who does not have it, can buy it directly in the Post Office at a cost of 98 euro for one year or 49 euro for 6 month);
 4. a copy of the Italian Fiscal Code;
 5. the Formal admission letter from our University;
 6. the receipt of the payment due for the application for the Electronic Stay Permit. The cost of the Electronic stay permit is of € 30,46, and has to be paid with a “bollettino” in the Post Office. In addition, a 30 euros payment to the postal operator must be made at the time of submission of the application;
 7. one “marca da bollo” of 16 euros, available at any tobacconist’s

The post office will give you an official document (*lettera di convocazione*) with the date of your appointment with the specific branch of the Commissariato or Ufficio Immigrazione where you have to show up. On the day of the appointment, do not forget to bring with you the original documents enclosed in the kit, the post office receipt and 2 passport size photographs.

For further information:

- <https://www.poliziadistato.it/articolo/10619>
- www.portaleimmigrazione.it

Renewal

In order to renew your residence permit you have to fill in the application kit, specifying that it is a renewal. Deliver the kit to any post office displaying the “Sportello amico” logo, along with the following documents:

1. photocopy of your passport (only the pages with your personal details and the visa stamp);
2. a copy of your residence permit;
3. a copy of the documentation demonstrating the availability of adequate financial resources, for example, proof that you hold a scholarship or details of your current account;
4. a certificate of enrolment with exams taken;
5. copy of the receipt of payment of the health insurance.

Please note: It is advisable to begin the renewal procedure 60 days before the expiry date.

Costs

- € 16 for 1 revenue stamp (available at any tobacconist's), which has to be stucked on your residence permit application
- € 30 to be paid at the postal office at the application acceptance
- € 30, 46 to be paid at the postal office for the issue of an electronic Residence Permit.

The full list of documents required for visa application is available on Italian Embassy websites and on the website of the Ministry of Foreign Affairs: (www.esteri.it/MAE/EN).

Health insurance

It is extremely important to have a valid health insurance, as it is also required in order to apply for a residence permit **within 8 days** of your arrival in the country. Perhaps you already have a health insurance, which was taken out in your home country and validated by the diplomatic representation prior to your departure.

If not, the two safest options are:

1. voluntary registration with the Italian **National Health Service – NHS (Servizio Sanitario Nazionale – SSN)**, which gives you the opportunity to choose a doctor (general practitioner), who will deal with health problems free of charge, and prescribe medicines, tests and specialist examinations when necessary. **Registration is valid from 1st January to 31st December.**

To register with the SSN you have to :

- I. Go to a postal office and use a payment slip to make a payment of **149,77 euros** (cost of the service for one solar year) to post office current account n.370007, registered to: Regione Lazio, specifying the following reason for payment "Iscrizione volontaria al SSN" (which means voluntary registration to SSN).
- II. Registering with the local health authority (ASL or Azienda Sanitaria
Locale <http://www.aslromab.it/cittadini/servizi/stranieri/index.php>) office nearest to your residence address (you will find all the addresses on http://www.salute.gov.it/portale/temi/p2_6_11.jsp?lingua=italiano&area=statisticheSSN&menu=vuoto®ione=120) bringing with you:

If you are an EU citizen:

- your payment receipt
- your TEAM/EHIC card or the E106 Model card issued by your country of origin.
- The TEAM/EHIC (European Health Insurance Card) should be requested from the local health authority of your home country prior to departure. In any event, old forms such as the E111 or E128 will still be considered valid.

If you are a non-EU citizen:

- your payment receipt
- Italian fiscal code

- Passport and study Visa
 - your residence permit application receipt
 - self-certification of residence or home
 - self-certification of enrolment to our University
2. the **INA-Assitalia policy**, which only covers emergency health care in public hospitals, is **valid for 6-12 months from the date of purchase. To take out a policy with INA-Assitalia** you have to go to a post office and make a payment of € 98.00 (for one year) or € 49.00 (for six months) to post office current account n. 71270003, registered to: Agenzia Generale di Roma INA-Assitalia, specifying the following reason for payment “Polizza sanitaria studenti stranieri for 6 or 12 months”.

For further information, consult “[Health Care](#)” section on our website and read the booklet “[InformaSalute](#)” made by the Ministry of Health in collaboration with the Ministry of Internal Affairs and with the National Institute for Health, Migration and Poverty, available in multiple languages.

Tuition fees

The University of Rome Tor Vergata has established the University Fees in compliance with the principles of fairness, graduality and progressiveness, in order to guarantee the right to study and reward students' commitment and merit.

There are 3 different class of taxation (Ordinary taxation, Superior taxation and Maximum taxation) based on:

- ISEE-University
- Degree course
- Merit requirement that takes into account the number of obtained CFU and the seniority of enrolment at the degree course

The amount will be based on the ISEE-U (student's family income) and it is from a minimum of € 156 (First installment) to a maximum of € 4250.

International students' family income can only be certified by the Italian Diplomatic Authorities (local Consulate or local Embassy), which students should consult in order to know what documents are needed for such certification. Once the proper documentation is submitted to the Italian Diplomatic Authority, it will provide the student with the certified documents that have to be brought to any CAF Office (Italian Tax Service Centres) after arriving in Rome. The CAF office will deliver to the student the ISEEU module necessary to then determine the student's yearly tuition fee amount.

Once obtained the ISEEU certificate, the student must connect to the Delphi system to verify the correct acquisition and recalculation of the second instalment within the validity period of the certificate.

In case of anomalies, the student is required to report the problem by writing to caf@supporto.uniroma2.it.

ISEEU has to be required within December 16, 2019. Once the student has obtained the ISEEU, (s)he has to authorize the DELPHI system to acquire the value within the validity period of the certificate.

IMPORTANT: In order to not miss the deadline (December 16th, 2019), please consider that the procedure can request a minimum of 10 working days.

Not submitting the ISEEU to the University will imply for the student the payment based on the maximum amount of their class of taxation (Ordinary, Higher or Maximum).

The second instalment can be paid:

- In two instalment (system default option): 50% within the 31st of March 2020 and the other 50% within the 29th of May 2020.
- In one instalment within the 31st of March 2020 if you selected the option "payment in one instalment" or if the amount of the second instalment is less than € 300.

In case of late payment will be applied a penalty of:

- € 50 for the payment within one month from the expiration
- € 100 for the payment over one month from the expiration

Tuition Fees for Non – EU Students with foreign income who will enroll in the A.Y. 2019/20

Extra-EU students, with a non-Italian citizenship and foreign income, who will enrol to the first year in the a.y. 2019/2020, have to pay an all-inclusive yearly fee based on their country of origin:

- € 500.00 for students coming from developing countries

(Afghanistan; Angola; Bangladesh; Benin; Bhutan; Burkina Faso; Burundi; Cambodia; Central African Republic; Chad; Comoros; Congo Democratic Republic; Djibouti; Eritrea; Ethiopia; Gambia; Guinea; Guinea Bissau; Haiti; Kiribati; Korea Dem. Rep.; Lao People's Democratic Republic; Lesotho; Liberia; Madagascar; Malawi; Mali; Mauritania; Mozambique; Myanmar; Nepal; Niger; Rwanda; Sao Tome & Principe; Senegal; Sierra Leone; Solomon Islands; Somalia; South Sudan; Sudan; Tanzania; Timor-Leste; Togo; Tuvalu; Uganda; Vanuatu; Yemen; Zambia; Zimbabwe).

- € 1,000.00 for all other non-EU students.

This amount can be paid:

- In two installment (system default option): 50% within the 31st of March 2020 and the other 50% within the 29th of May 2020.
- In one installment within the 31st of March 2020 if you selected the option "payment in one installment".

Important: Students winners of the [DiscoLAZIO](#) Scholarship must pay only € 16.00 of duty stamp.

Payment Methods

The University fees can be paid at any "Unicredit Bank" or online through the [Unicredit website](#).

Use exclusively the bulletins generated by the Delphy system. Please use the exact information you find in the bulletin (amount to pay, CTRL, course code and causale) otherwise the system will not be able to validate your payment.

Any other amount, method of payment (for example, using a money transfer) or information (for example, CTRL or Causale, which are wrong) will not be valid and the amount will not be refunded.

If you pay by cash, be aware of the fact that there is a Unicredit Bank in our Campus (Complesso Rettorato, Building C - Via Cracovia snc) which has the following office-hours:

- From Monday to Friday: from 8.30 AM to 4PM (with a break from 1.30PM to 2.30PM);
- Pre Non-working days: from 8.30 AM to 12.30 PM;

Services for students

Health Care



All our students get free various health services offered by the **Policlinico Tor Vergata** (PTV), which is located near the Faculty of Economics. In particular, conventions with the Policlinico concern the prevention and treatment of obesity and eating disorders, free check-ups reserved for blood donors students, consultancy of clinical psychology. For more detailed information: <https://economia.uniroma2.it/ba/business-administration-economics/partnership-with-policlinico-tor-vergata/> .

HEALTH CARE FOR FOREIGN STUDENTS AND STUDENTS RESIDING OUTSIDE LAZIO REGION:

Moreover, the University of Rome Tor Vergata is pleased to announce that a basic health care centre is now available for our foreign students and those coming from other Italian regions except Lazio Region.

The service is free of charge for all Italian students residing outside Lazio, for all European students who have an ENI card number and for students of any nationality enrolled in the Italian National Health Service (SSN/SSR). Support will also be given to those students that want to be enrolled in the National/Regional Health Service.

Examination rooms, located in the Occupational Health Department, will be open on Mondays and Thursdays 14-16 on the second floor of the University Hospital (PTV).

This facility is organized on a walk-in basis, without any appointment. Students may obtain the following services:

- A normal medical examination
- ECG and blood pressure check
- Prescriptions (according to the doctor's examination) of therapies, blood tests, instrumental investigations, specialist examinations
- Health certificates for gym.

Scholarships



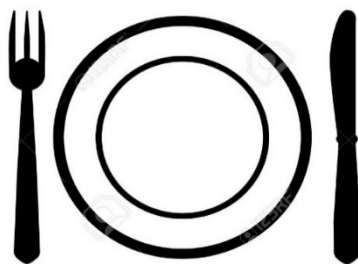
In order to obtain scholarships students can apply to **DiSCo Lazio**, an institution of Regione Lazio (the Region of Lazio), which every year offers a limited number of scholarships based on family income and merit.

Clicking [here](#) you can find the Call for application and the application Guide

Students who have already applied for DiSCo LAZIO Scholarship must finish their application by providing the following documents to the **DiSCo Lazio Office** (Via Cambridge, 115 – 00133 – Roma Mail: studenti.romamet2@laziodisco.it , Front office hour: Monday and Wednesday from 9 am to 12 pm, and Friday from 9 am to 11.45 am) :

- the original of scholarship documents;
- copy of the passport;
- the payment receipt of the tuition fee (first installment – 16 euro);
- copy of the fiscal code;
- the copy of application for stay permit (permesso di soggiorno).

Dining Hall



DiSCo Lazio offers to all Students the possibility to access the university dining halls.

In particular:

- Students who obtained a DiSCo Lazio scholarship and who currently live in Rome (“in sede”) for the a.a 2019/2020 have the right to consume a free daily meal from January 1st 2020 to December 31st 2021 (except to periods in which dining halls are closed).
- Students who are eligible but didn’t obtain a DiSCo Lazio scholarship and who are enrolled in second and subsequent years have the right to consume two free daily meals from January 1st 2020 to December 31st 2021 (except to periods in which dining halls are closed).
- Students who are eligible but did not obtain a DiSCo Lazio scholarship and that are enrolled in the first year have the right to use the service by paying the price of the first category.

WHO CAN ACCESS

All students enrolled at the University of Rome Tor Vergata. Registered students can enjoy their meals in other DiSCo Lazio dining halls in the regional territory that are different from the one related to Tor Vergata.

STEPS TO DO FOR REGISTRATION

In order to use this service, students need to register to the “Ufficio Anagrafe” of the referred Adisu to which they belong or follow the online procedure for the accreditation:

1. send an email to mensa@laziodisu.it with OBJECT only the fiscal code and nothing else.
2. Attach all the specific documents according to the Student’s category :
 - **EU students (but not Italian)**
 1. PDF Copy of ID
 2. Personal photo in JPG format
 3. Signed copy of an autocertification of the family income
 - **Extra EU students**
 1. PDF Copy of ID
 2. Personal photo in JPG format

3. Copy of the Stay Permit
4. Legalisation and translation in Italian of the documents requested from the Italian Embassy in your home country.

- **Foreign students of particularly poor countries**

1. PDF Copy of ID
2. Personal photo in JPG format
3. Copy of the Stay Permit
4. Evaluation of the economic condition based on the documents released from the Italian Embassy in your home country. It needs to certify that the student does not belong to a high-income family.

Possible problems can be reported to menselaziodisu@laziodisu.it

Registration can be carried out anytime during the academic year.

ADDRESSES AND TIMETABLE

Denominazione	Indirizzo	Tipologia	Giorni di apertura							
			Lun	Mart	Merc	Giov	Ven	Sab	Dom	
De Lollis	Via De Lollis 22 - 00185 Roma	Mensa	11.45 - 13 18.45 - 21	11.45 - 13 18.45 - 21	11.45 - 13 18.45 - 21	11.45 - 13 18.45 - 21	11.45 - 13 18.45 - 21	11.45 - 13 18.45 - 21	11.45 - 15	Chiuso
Sette sale	Via delle Sette Sale, 29 - 00184 Roma	Mensa	11.45 - 14.30	11.45 - 14.30	11.45 - 14.30	11.45 - 14.30	11.45 - 14.30	11.45 - 14.30	Chiuso	Chiuso
Castro laurenziano	Via del Castro Laurenziano, 7/b - 00161 Roma	Mensa	11.30 - 15	11.30 - 15	11.30 - 15	11.30 - 15	11.30 - 15	11.30 - 15	Chiuso	Chiuso
Caffè dei pittori	Via Flaminia, 57/59 - 00196 - Roma	Punto di ristoro	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	Chiuso	Chiuso
Ospedale Sant'Andrea	Via di Grottarossa, 1039 00189 Roma	Punto di ristoro	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15
Lavori in corso	Via Custozza 2 Latina	Punto di ristoro	12 - 14.30	12 - 14.30	12 - 14.30	12 - 14.30	12 - 14.30	12 - 14.30	Chiuso	Chiuso
Cambridge	Via Cambridge 115 - 00133 Roma	Mensa	11,45 - 14,45 18,45 -	11,45 - 14,45 18,45 -	11,45 - 14,45 18,45 -	11,45 - 14,45 18,45 -	11,45 - 14,45 18,45 -	11,45 - 14,45 18,45 -	Chiuso	Chiuso
Vasca navale	Via della Vasca Navale, 79 - 00146 Roma	Mensa	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	12 - 15	Chiuso	Chiuso
Ristorante Vinile	Via Libetta 19 - 00154 Roma	Punto di ristoro	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.	n.d.

COSTS

Prices for meals may vary according to the following scheme:

- **1° group: € 2,20** (First year students who are eligible or winners of a scholarship and students enrolled to courses that require the payment of the first instalment with ISEE up to € 19.469,00)
- **2° group: € 3,00** (Students participating to U.E. programmes: Erasmus, Socrates, PIC ecc. and students enrolled to courses that require the payment of the first instalment with ISEE from € 19.469,01 to € 35.679,00)

- **3° group: € 4,10** (Students enrolled to courses that require the payment of the first instalment with ISEE from € 35.679,01 to € 60.209,00)
- **4° group: € 5,90** (Overseas students and students enrolled to courses that require the payment of the first instalment with ISEE greater than € 60.209,01)
- **5° group: € 7,70** (Students enrolled to courses that require the payment of the first instalment that are not willing to declare the ISEE)

University Language Centre (CLA)

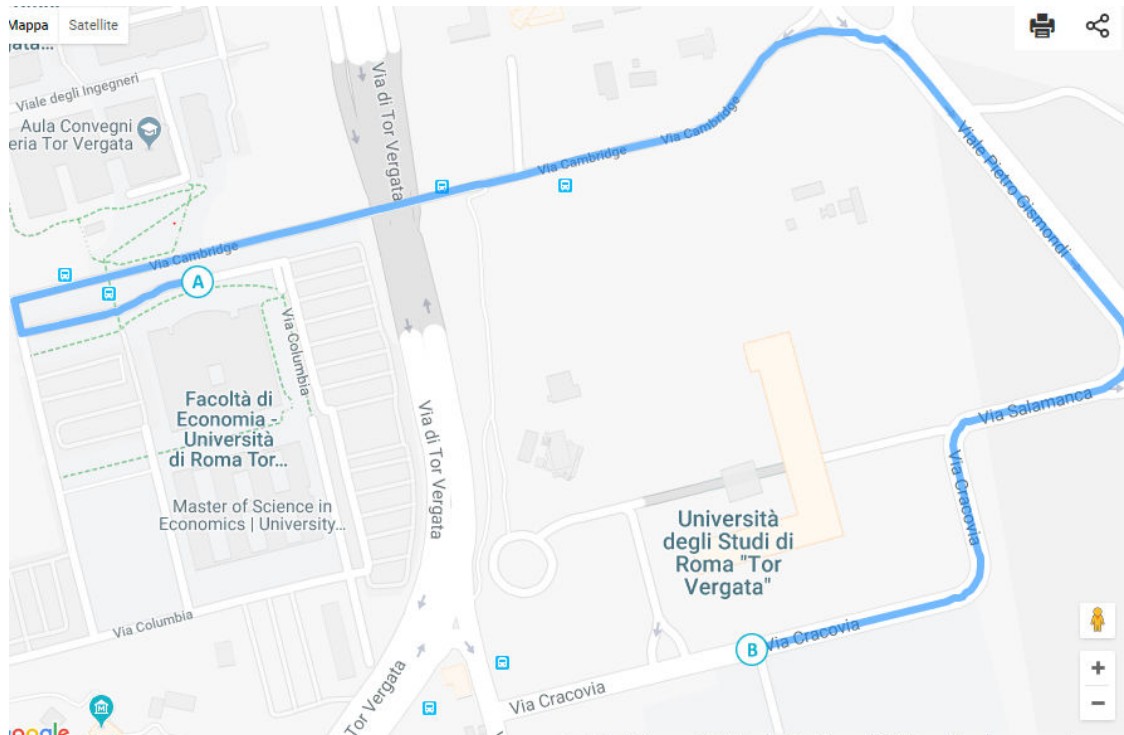
The **University Language Centre (CLA)** supports the teaching and learning of seven foreign languages (English, French, Spanish, German, Russian, Polish and Portuguese), and Chinese. Italian courses as L2 are also offered by the CLICI (Centre for Italian Language and Culture), an independent section of our Language Centre. If you want to learn Italian, you can attend to the language lectures offered by CLICI. The course lasts 60 hours and it is going to be held between October and December. At the end of the course, CLICI will release a certificate for students who have attended at least 70% of lectures and have passed the final examination. The course is free for our students enrolled at University of Rome Tor Vergata.

For further information: <http://clici.uniroma2.it/en/the-clici/>



The CLA caters for curricular language courses for the students enrolled at the University of Rome Tor Vergata as well as for those under EU programmes (Erasmus+). Its activities are based on relevant research in second language acquisition and educational technology. Amongst its main aims, our Language Centre promotes multilingualism by supporting and officially certifying the foreign language competences for personal, academic, and professional purposes.

For further information: <http://cla.uniroma2.it/language-centre-of-the-university-of-rome-tor-vergata/>



Library

The **Library of Economics Vilfredo Pareto**, located at the Ground Floor of Building B.

All information on timetables and services offered by the Library of the Faculty of Economics, are available at: <https://economia.uniroma2.it/biblioteca>

Labs

- The **Language Laboratory** was created and designed to promote self-learning of Italian, English, French, German, Spanish and other languages; it can be used as a support for lectures held in the Faculty but also independently. The material available in the Laboratory includes the most modern and effective foreign language teaching methods, consisting of: language courses on tape and CD-ROM, interactive listening materials, educational videotapes, films in original language, educational software, simplified reading books of various levels, dictionaries and more. There is also a good selection of magazines and newspapers in various languages, many books, role-playing board games and other suitable material to stimulate verbal communication. Course material is available, classified by colour according to their level.

Hours: Monday to Friday from 11 am to 6 pm.

- Three **computer laboratories**, where students can access information services and follow lectures provided for by the Study Plan. The S2 and S4, both in A Building, second floor, equipped with 36 computer stations each, and the “SED” classroom, at the ground floor of Building B, with 16 seats, reserved for all the students.

CUS Tor Vergata

It is the University Sport Center.

For further information: <http://www.cusromatorvergata.it/>.



Placement



- **Desk Imprese** is an office thought to help students to get in touch with firms, institutions and the broadly the job world.

To get an appointment or to request for information:

School of Economics , University of Rome Tor Vergata, **Ufficio Laureati-Desk Imprese**
Via Columbia, 2 – 00133 Rome, Building B, Floor 1

Email: deskimprese@economia.uniroma2.it

Website: <http://www.deskimprese.it/>

- The **Placement office** at Tor Vergata University of Rome helps students and graduates find their first job. The office plans and supervises the organization of job fairs and other career events on campus. It develops employment opportunities for students and graduates through creating relationship with employers in the work field. The main goal of the Placement Office is to improve career opportunities for Tor Vergata students and Alumni.

Students can find useful information at the following: <http://placement.uniroma2.it/>

- **Student Mobility for Traineeship** is the European Union Program that allows students to access training internships at companies, training and research centres of one of the countries

Small guide for international students

participating in the Program, for the development of full-time apprenticeship activities, recognized as an integral part of the student's study plan (after approval of the degree program at the University to which they belong).

School of Economics, University of Rome Tor Vergata- Via Cracovia n.50 – 00133 Roma (Building D, Ground Floor, room D002)

Phone: +39.06.72592573

Email: traineeship@erasmus.uniroma2.it

Office Hour: Monday and Friday 9 am – 12 pm /
Wednesday: 9 am – 12 pm and 2 pm – 4 pm



Accomodations

Please find in here some residences or accommodation opportunities:

<https://economia.uniroma2.it/ba/business-administration-economics/list-of-residences/>

CampusX is located within the university campus and allows students who live there to reach easily their seat of learning. Either it can accommodate about 1540 people in 17 buildings, in single or double rooms and it has a large number of services intended to deal with the university experience.

To receive information, please send an **email** to info.roma@campusx.it or connect to the **website**: <https://campusx.it/en/roma-2/>

The logo for CAMPUS X features the word 'CAMPUS' in a bold, black, sans-serif font, followed by a large, stylized 'X' in green and yellow.

Useful Contact

BA&E OFFICE

- BSc Coordinator: **Professor Luca Gnan**
Phone: +390672595928
e-mail: luca.gnan@uniroma2.it
Room: P1 S23 (Building B, 1° Floor)
- Admission Office : **Mrs. Flavia Imperatori**
Phone: +39 06 7259 5800
e-mail: students@economia.uniroma2.it
Room: Building B, 1° floor, room n. 1A.12
- Students Front Office (Programme Manager) **Mrs. Silvia Tabuani**
Phone: +39 067259 5800
e-mail: silvia.tabuani@uniroma2.it
Room: Building B, 1° floor, room n. 1A.12
- **Facebook Page :** [@baetorvergata](https://www.facebook.com/baetorvergata)
- **Twitter profile:** [@bae_uniroma2](https://twitter.com/bae_uniroma2)
- **Linkedin page:** <https://it.linkedin.com/company/business-administration-economics>
- **Website :** <https://economia.uniroma2.it/ba/business-administration-economics>

In order to facilitate your website experience in finding all the relevant information you need we have created a useful **website guide** for you that you can consult here:

https://economia.uniroma2.it/public/ba/files/WEBSITE_GUIDE_3_.pdf

- **Delphi system :** <https://delphi.uniroma2.it/totem/jsp/index.jsp?language=EN>

Delphi is a platform in which students can manage their careers. After the enrollment, students will receive a *matricula* and a *password* with which they can access to the system.

In their personal page they can check their payment of taxes, perform the examination booking ,view all the registered examinations and have access to other student services.

International Students Office

University of Rome Tor Vergata - **Via Cracovia 50**, 00133, Rome (Building D – ground floor – room n. 001)

Office Hours: Mon and Fri: 9am – 12pm ; Wed: 9am – 12pm / 2pm – 4pm

e-mail: international.students@uniroma2.it

Welcome office

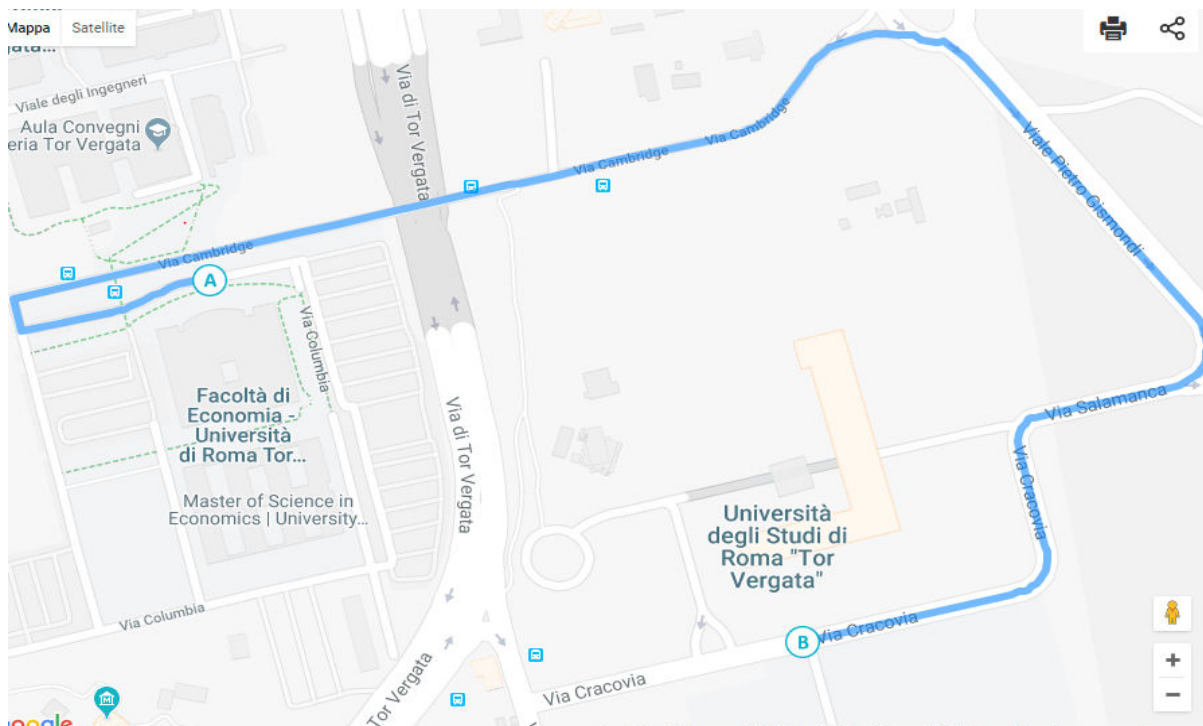
University of Rome Tor Vergata - **Via Cracovia 50**, 00133, Rome (Building C, Floor 1, Room C 1.01)

email: welcome@uniroma2.it

phone: 0039/0672592817- 3234

facebook: torvergata orienta

twitter: @unitorvergata

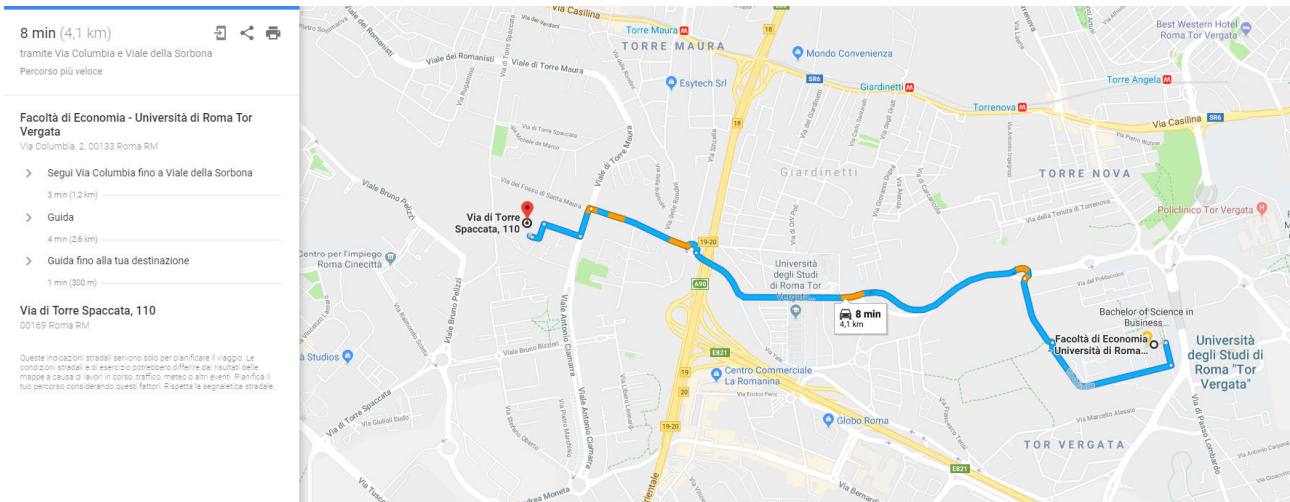


Agenzia delle Entrate

The closest to our university is on **Via di Torre Spaccata, 110**, 00173, Roma

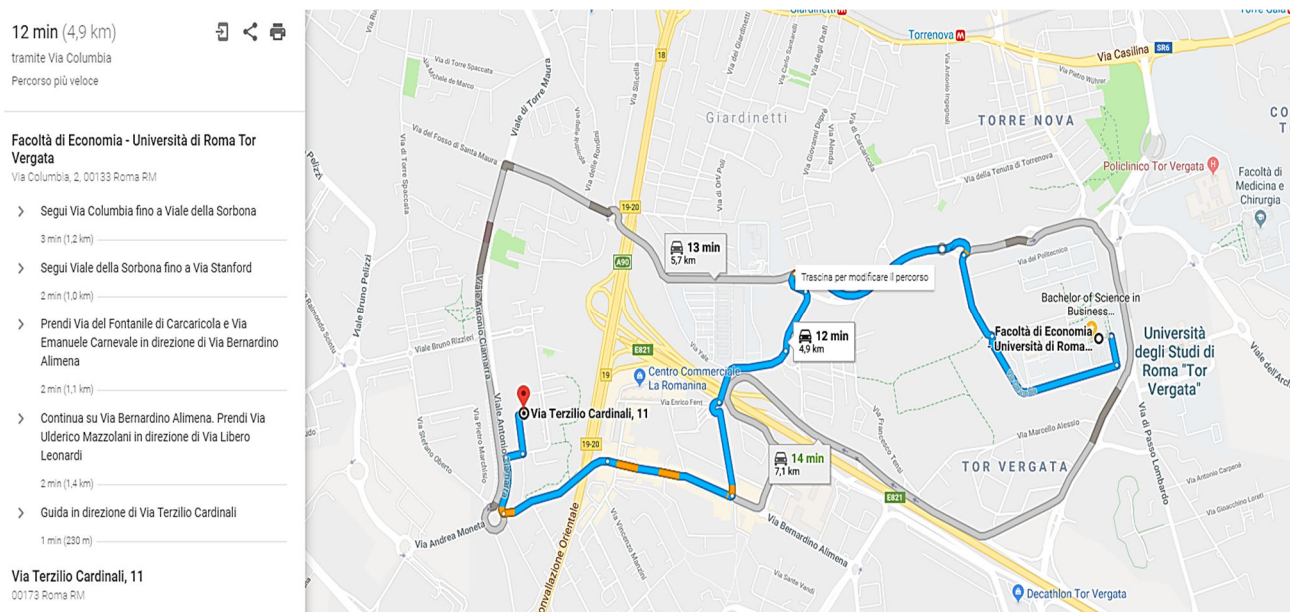
Office Hour: Monday, Wednesday and Friday from 7.50 am to 1.30 pm - Tuesday and Thursday from 7.50 am to 3.30 pm

email: dp.iroma.utroma5@agenziaentrate.it



Postal Office

The closest “Sportello Amico” is in **via Terzilio Cardinali 11**, 00173, Roma, RM (Postal Office)

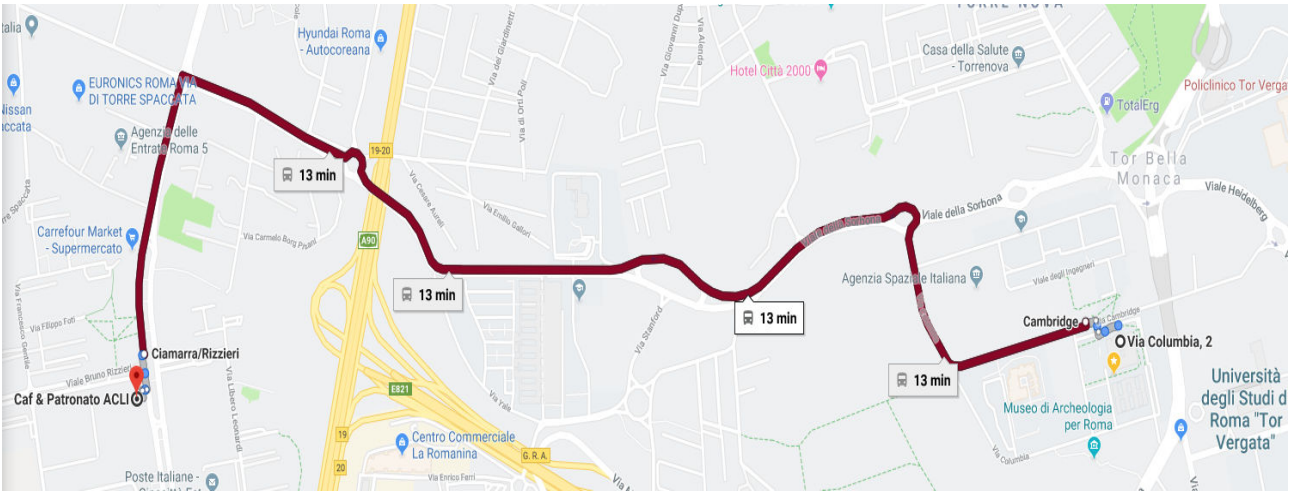


Caf

The “Caf Office” closest to our university is on **viale Antonio Ciamarra 173/D** – 00173, roma, (RM). It can be reached with the bus 20.

Office hour: Monday- Friday: 9 am – 1 pm / 2 pm – 6 pm

E-mail: infocafroma@cafciisllazio.it



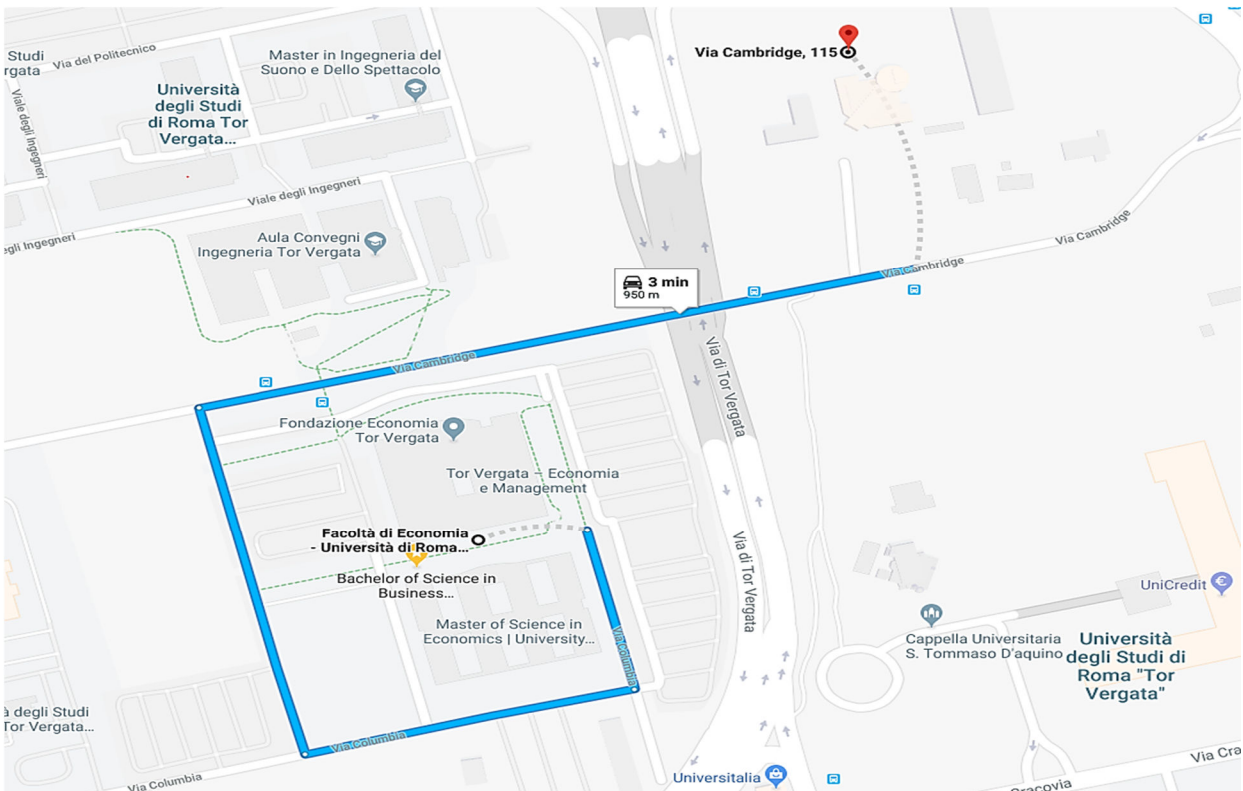
DiSCo Lazio

Via Cambridge 115, 00133, Rome

Office Hours: Monday and Wednesday 9.00 - 12.00 ; 15.00 - 16.00 - Friday 9.00 - 11.45)

Phone: 06 49701

E-mail: studenti.romamet2@laziodisco.it



Students' Administrative Office

School of Economics (via Columbia, 2 - Building B, Ground Floor)

E-mail: segreteria-studenti@economia.uniroma2.it

Office Hours: Monday and Friday 9-12 a.m.; Wednesday 9-12 a.m. and 2-4 p.m.

Erasmus Office

The Erasmus+ Office of the **School of Economics** is located at Building B, Ground Floor.

For any inquiries, get in touch with **Dr. Susanna Petrini**, Erasmus+ Office Head.

She may be reached through the following contact information:

Phone: +39.06.72595507-5752-5560

E-mail: petrini@economia.uniroma2.it

or with

Dr. Simona De Angelis, Mobility Assistant

Phone: +39.06 7259 5752

E-mail: simona.de.angelis@uniroma2.it



Overseas (Study Abroad) Office

Address: Università di Roma Tor Vergata - Via Cracovia 50, 00133 Roma (Building D – Floor 0 – Room 002)

Office Hours: Monday, Friday 9 am – 12 pm / Wednesday 9 am– 12 pm and 2 pm – 4 pm

Email: students.exchange@international.uniroma2.it

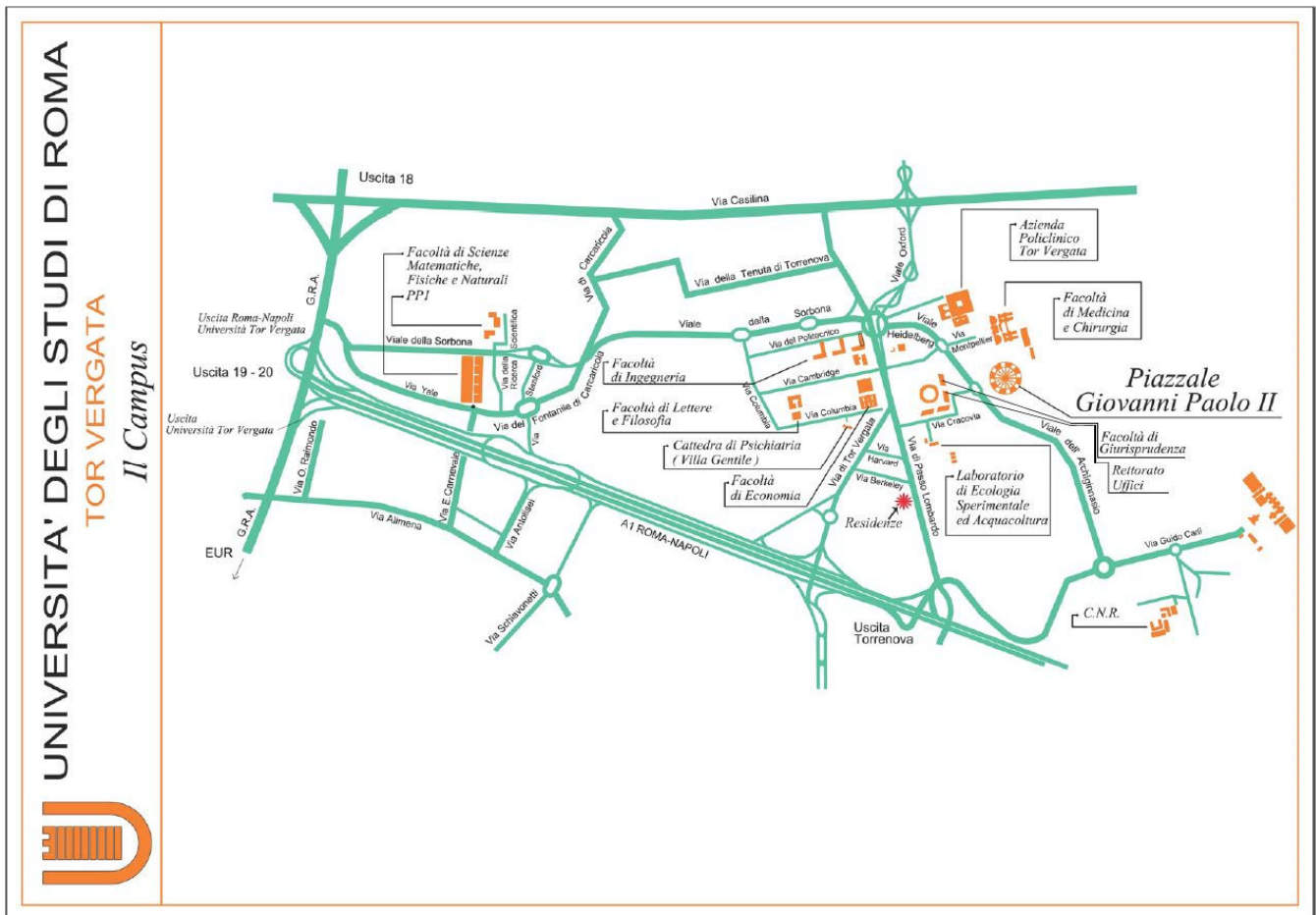
For any inquiries, get in touch with **Mrs Chiara Montanari**

Phone: +39 06 7259 3509

Email: chiara.montanari@uniroma2.it



How to get Tor Vergata?



• By Car:

From Naples: Motorway A1- Roma-Napoli, exit 19-20 of G.R.A. Torrenova (via di Passo Lombardo), follow directions to Università Tor Vergata – School of Economics.

From the GRA: exit 19-20 Torrenova, following Romanina, 2° Università directions. Take via Vittorio Ragusa, turn left to via Mario Pastore, turn right to via Stanford (follow directions to Schools).

From Rome city center or Castelli Romani: take Via Tuscolana, then Via di Tor Vergata, follow directions to Università Tor Vergata – Faculty of Economics.

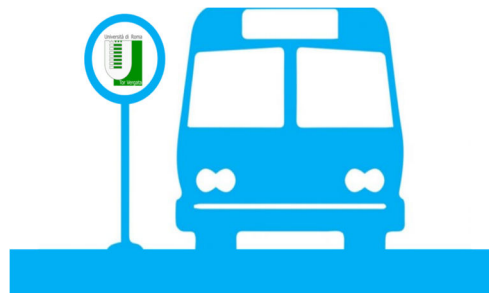
• By Metro A + Bus 20 Express:

Line A to the ANAGNINA stop, then Bus 20 express (Direction: via Cambellotti - Tor Bella Monaca) until the eighth stop - via Cambridge, Faculty of Economics.

- **Bus shuttle:**

Starting from September there will be a bus shuttle that links several areas around the Faculty with the University. We suggest you to check frequently the website of the University for any news concerning this: <http://web.uniroma2.it/>

More information can be requested by sending an e-mail to mobility@uniroma2.it.



Living in Rome

Public Transports

Travel around Rome can be quite hard without the right amount of patience and organization using the public transportation system, with its trams, buses and underground network. All the information you need can be found on the website of the city's transport company, **ATAC** (<http://www.atac.roma.it/index.asp?lingua=ENG>).

An ATAC urban ticket costs **€ 1,50** and is valid for **100 minutes** on all urban lines, though it can be used for only one journey on the underground.

As a student, you can buy specially priced monthly travel passes, which are valid for the entire urban or extra-urban network (**the urban monthly pass costs € 35**).

Moreover, it is convenient to buy the annual pass for Students, valid for 365 days from the moment of purchase. You can consult the offers on <http://www.atac.roma.it/page.asp?p=229>.

We suggest you also to download the public transit guide **MOOVIT**, available for Android and App Store, which is an useful tool for going around the city that gives real-time solutions and suggests the best routes.

Cars and trains

Those who cannot live without a car should take a look at the **Car Sharing** website: <https://enjoy.eni.com/it/roma/home>.

You will discover that hiring a car, even for just a few hours, is not as expensive as you may think. For travelling outside of the city, useful websites include those of:

- **Flixbus** (<https://www.flixbus.it/>)
- **Trenitalia** (www.trenitalia.com)
- **Italo** (<https://www.italotreno.it/en>)

- **The airports of Fiumicino** (www.adr.it/) and **Ciampino** (<http://www.adr.it/ciampino>).

If, on the other hand, you wish to travel around Europe, you will find all the information you need on the European Youth Portal (<http://europa.eu/youth/en>).

If you are travelling by car or on foot and require directions, you can consult the **TuttoCittà** (<https://www.tuttocitta.it/mappa/roma>) or **ViaMichelin** (www.viamichelin.co.uk/) websites.

Leisure and useful links

Rome is a beautiful, but quite of a complex city to live in.

In this website students can find some guidelines and tips for making their stay more enjoyable: <https://www.romeing.it/rome-for-students/>.

Other information can be discovered here:

- <http://www.turismoroma.it/?lang=en>
- <https://www.romeinformation.it/roma-ufficio-turistico-roma-punto-informazioni/>.

A lot of general information – which also concerns **Italian customs and lifestyle** – can be found at www.universitaly.it/index.php/ website run by the **Ministry of Universities and Research (MIUR)**.

Emergencies

Almost every city hospital has a Casualty Department for medical emergencies.

If it is impossible for you to reach the nearest hospital you can call **112**, the emergency telephone number.

If you find yourself in danger or have urgent need of protection you can dial the same number to contact the **State Police** (www.poliziadistato.it), or the **Carabinieri** (www.carabinieri.it) or, in the event of a fire, the **Fire Brigade** (www.vigilfuoco.it).

For bureaucratic matters concerning residence permits you can consult the website of **Roman's Police headquarters or Questura**. (<http://questure.poliziadistato.it/en/Roma>).

Vocabulary & Key Words

Hi, Hello

Good Morning

Good Afternoon

Good Evening

Good Night

Have a good day!

Goodbye

Thank you

Please

Ciao, Salve

Buon Giorno

Buon Pomeriggio

Buona Sera

Buona Notte

Buona giornata!

Arrivederci

Grazie

Per favore

I'm sorry	Scusi/mi dispiace
I don't understand	Non ho capito
What is your name?	Come ti chiami?
My name is...	Mi chiamo...
Nice to meet you	Piacere di conoscerti
How are you?	Come stai?
I'm fine, thank you	Sto bene, grazie
Do you speak English?	Parli inglese?
Could you speak more slowly?	Può parlare più lentamente?
I only speak a little Italian	So soltanto un po' di italiano
How much does it cost?	Quanto costa?
I would like a ticket for...	Vorrei un biglietto per...
Registry Office	Anagrafe
Residence permit	Permesso di soggiorno
Tax stamp	Marca da bollo
Tax code	Codice Fiscale
Health insurance	Assicurazione Sanitaria
Tobacco shop	Tabaccaio

National Holidays Calendar



January 1: New Year's Day	Capodanno
January 6: Epiphany	Epifania
March-April: Easter; Easter Monday	Pasqua ; Pasquetta
April 25: Liberation Day	Festa della Liberazione
May 1: Labour Day	Festa dei lavoratori
June 2: Anniversary of the Republic	Festa della Repubblica
June 29: St. Peter and St. Paul (only in Rome)	Santi Pietro e Paolo
August 15: Ferragosto	Ferragosto
November 1: All Saints' Day	Ognissanti
December 8: Immaculate Conception	Festa dell'Immacolata concezione
December 25: Christmas Day	Natale
December 26: St Stephen's Day	Santo Stefano

In general, the Italian system recognizes holiday periods on August during Summer and mid-December/mid- January during Winter. In particular, you would notice that shops and offices are closed in August, especially in the week around August 15th .

SUMMER HOLIDAYS:

- The University will be closed from August 10th to August 18th.
- BAE Office will be closed from August 10th to August 25th

KEEP CALM and ENJOY YOUR SUMMER!



WE ARE WAITING FOR YOU!