

PRACTICAL INFORMATION FOR INTERNATIONAL STUDENTS

BEFORE LEAVING YOUR COUNTRY

National Registration Procedures

VISA REQUIREMENTS

Non European Union Citizens

You are required to apply for a student visa prior to leaving your home country. Applications should be made at your nearest Italian Embassy or Consulate. When you apply, be prepared to submit the following documents in their original form (no photocopies are accepted):

- valid passport
- letter of acceptance at LIUC
- proof of sufficient funds to support your stay in Italy, either through a scholarship or bank documentation.
- private health insurance

NOTE: We advise you to contact the Italian Consular Authorities for further information as requirements are often subject to changes. This process can take one month or more, so please ensure you start procedures early.

European Union Citizens

Citizens of EU countries do not require a student visa to enter Italy. However, if your stay is longer than 3 months, further information will be sent to you by the International Office at LIUC.

RESIDENCE PERMIT

Non European Union Citizens

You will be informed upon arrival (during the Orientation week) about the procedures to be followed. All procedures will be done through the post office in Castellanza. To carry out these procedures you will be helped by the International Office during the Orientation Week.

Students applying for a "Permesso di soggiorno" should prepare the following documents for the Italian authorities:

- photocopy of student visa appearing on your passport
- 4 passport size photographs (scanned photos are not accepted)
- valid passport and two copies of all its pages
- "Marca da bollo" (Italian stamp duty) € 16,00 (to be bought in Italy)
- 1 copy of the declaration of admission to the University (provided by LIUC)
- bank statement or grant document with amount expressed **in Euro** that proves you can support yourself during your study period in Italy (documents accepted are: letter from your parents that they support you financially, a letter from your bank stating that you can support yourself financially) **PLEASE MAKE SURE YOU HAVE THIS LETTER BEFORE LEAVING FOR ITALY**
- valid health insurance with clear coverage explanations if possible in English (period and country of validity).
- 1 copy of housing contract

Please ensure you have original documents as photocopies will not be accepted. This is an additional cost for students as they will have to pay in total around 120euro.

HEALTH INSURANCE

Non EU citizens are required to have some form of private insurance with a consular declaration of validity for Italy.

If you come from an EU country you can use the Italian health service by presenting the International Health card, issued by the health insurance authorities of your country.

Arrival dates and orientation week

ARRIVAL DATES

We recommend international students to arrive **before the start of the Orientation** (Residence accommodation is available from 1st day of the month in the contract). Upon arrival all students should go to the International Office, located in the main courtyard of the University for information on the orientation week.

Office Hours:

10.00-12.00, 13.30-15.30 Monday to Friday
Closed on Tuesday morning and Friday afternoon.

Pick up service:

Ensure that you have sent the arrival form, duly completed, to the International Office by the deadlines stated under "ENROLMENT PROCEDURE" if you wish to be met by a student at the Malpensa International Airport. The student will accompany you to your accommodation. The pick-up service runs Monday to Friday in the week prior to orientation. You will receive an e-mail with the pick up confirmation and more information a couple of days before your arrival (if the international office received your ARRIVAL FORM by the deadline).

ORIENTATION WEEK

First semester: 3 September 2015

Arrival days: 1-2 September 2015

Second semester: 4 February 2016

Arrival days: 1-3 February 2016

All international students should participate in the Orientation Week, organised to act as an introduction to the University and to allow students to meet one another. Students will be given details as to their chosen course of study and their timetable. Library cards and necessary documents will be issued as well as information for studying at LIUC. Police registration procedures will also start.

In addition, the Erasmus Student Network arranges social and cultural activities to allow international students to associate with Italians and essentially keep your calendar busy throughout your semester at LIUC.

Documents required

The following documents must be presented on the first day of the Orientation Week:

- Photocopy of the I.D. card or passport if you have not already sent it together with the application form, non European citizens have to give also a photocopy of the visa appearing on the passport;
- Photocopy of Medical insurance forms, health insurance card or private insurance card with coverage explanations and validity (the insurance must cover the entire period of the exchange);
- 1 identification photograph (**scanned photographs are not accepted**)

LIVING AT LIUC

University offices

Special needs students

The Student Rights office (Diritto allo studio) makes special arrangements for special needs students, please contact Sabrina Belli at dirstud@liuc.it , or inform the International Office of the request.

Opening hours: Monday-Friday 8.45-12.45

Financial support for students

The Student Rights office (Diritto allo studio) offers financial support to full time degree seeking students. For further information please contact Sabrina Belli at dirstud@liuc.it .

Opening hours: Monday-Friday 8.45-12.45

Student Affairs office

The Student Affairs office (Segreteria Studenti) deals with all administrative procedures for full time degree seeking students, for further information please contact servdidatt@liuc.it .

Opening hours: Monday-Friday 9.00-12.00; Monday and Thursday 14.00-16.30.

Placement office

Exchange and visiting students with good knowledge of Italian may apply for a placement in local companies through the Placement Office (Relazioni Esterne e Placement) during the period of their stay at LIUC. The minimum length for an internship is one month.

For further information please contact Francesca Paleari at fpaleari@liuc.it

Opening hours: Monday-Friday 9.00-15.00

University facilities

Computer services

The University has a PC lab in the library available to students. Printers are available. A smart card (pre-paid card) can be purchased at the library front desk and it can be used for the photocopying machine in the library and for the printers in the PC lab.

There is also a reading room (Sala dei Gelsi) next to the International Office, where there are connection points for lap tops with an Ethernet port or card (10 or 100 Mbit).

The University has also a [WIFI System](#). For further information please contact David Westmore at info.usi@liuc.it.

Opening hours: Monday to Friday from 9.00-19.30.

Library

The "Mario Rostoni" Library has books in Italian and English for study and research at the University. All the material is classified according to the Dewey Decimal System and is placed on open shelves. The library also offers audio and video material, as well as various CD-ROM and on line databanks. The library catalogue can be consulted via computer in the reading rooms. There is a photocopying room in the library building. You can buy a pre-paid card to make your copies.

For further information please contact Laura Ballestra at biblio@liuc.it .

Opening hours: Monday to Friday from 8.30 to 20.00, and Saturday from 9.00 to 13.00.

Chaplaincy

The University has a Roman Catholic Chaplain, Don Michele, who is happy to welcome everyone regardless of belief. He is always available at donmichele@liuc.it .

Opening hours: Monday and Tuesday 10.00-18.00; Wednesday 10.00-14.30; Friday 10.00-18.00

Consultorium

The Consultorium is a group of students, managed by a teacher, who are available for assistance on academic and/or personal matters. For more information contact the teacher in charge, Dipak R. Pant, at consultorium@liuc.it .

Opening hours: Monday 14.00-18.00; Tuesday, Wednesday and Thursday 14.00-16.00

Sports facilities

The University offers a number of sports activities at external centres, such as basketball, football, volleyball, rugby.

Students should bring a medical certificate of good health in English from their own general doctor if they wish to take part in sports activities. Training takes place in centres near the University and is organised by qualified trainers and instructors. The activities are open to all students and beginners are welcome.

For further information please contact Dino Boselli at dboselli@liuc.it.

Opening hours: Monday-Friday 9.00-17.00

The closest fitness club to the University is
Green Club - Castellanza - Viale Rimembranze, 20
Gym, body building, sauna, spinning, squash

Swimming pool (Piscina)
Piscina Manara - Busto Arsizio - Via Manara, 13

Accommodation ON campus - "Residenza Universitaria Carlo Pomini"

The campus has 252 rooms available for students. A small number of single rooms are also available and you may indicate this preference on your application form. Please see [Housing](#) for further information.

Accommodation OFF campus

Students may of course make their own housing arrangements but minimum lease is often one year. We suggest arriving at least one week before the orientation week to look for accommodation. You may of course apply for temporary accommodation on campus (please refer to the information about [Housing](#)). There is a notice board in the University courtyard advertising available accommodation.

Mensa and Bar

There is a bar next to the International Office which is open from 8.00 to 18.00, Monday to Friday. The Campus bar is also open in the evenings and at weekends (please check the opening hours there). The campus has a self-service canteen (Mensa) serving hot dishes every day at midday and in the evening. A full lunch/dinner costs approximately € 6,00.

STUDENT ASSOCIATIONS

Erasmus Student Network

[Erasmus Student Network](#) (ESN Castellanza) is part of the International Erasmus Student Network (IxESEN), a European-wide student organisation, created to support and develop student exchange. ESN is a non-profit organisation and supports the International Office at LIUC for pick up service at Castellanza train station, enrolment procedures and leisure time once the exchange students arrive at LIUC.

Junior Enterprise LIUC (JEL)

What is JEL?

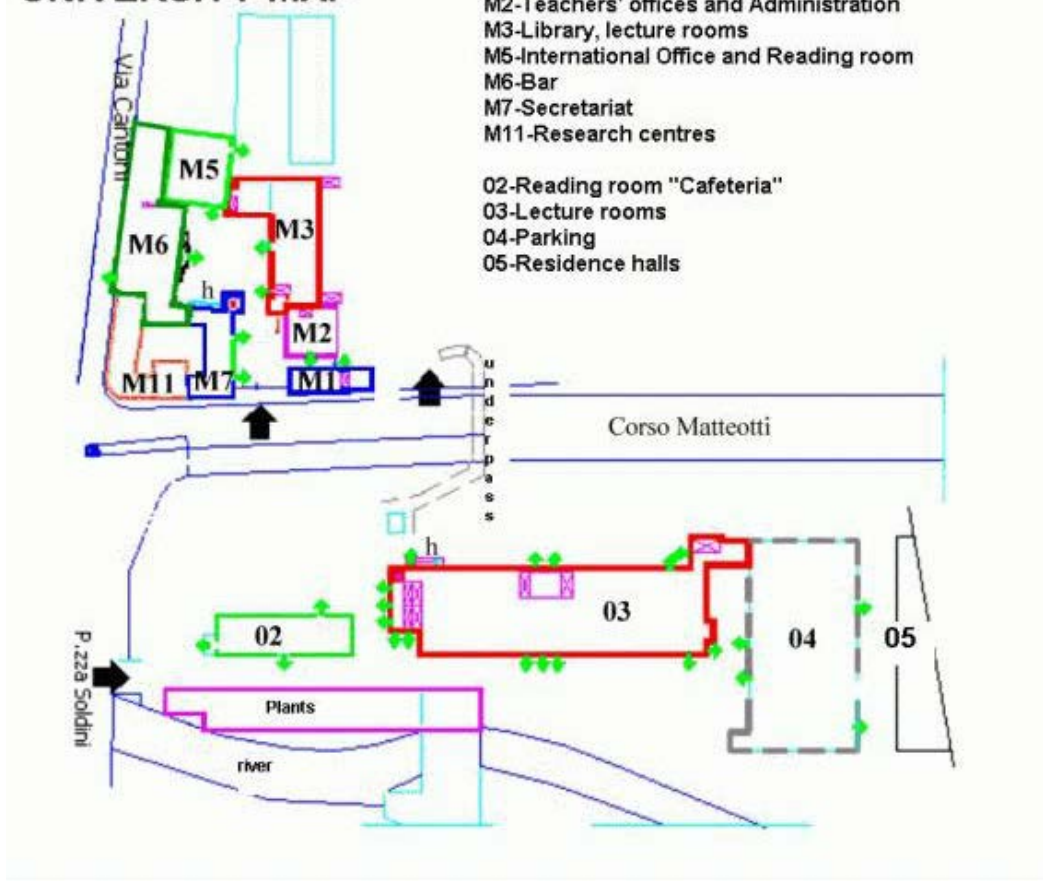
Junior Enterprise LIUC (JEL), founded in May 1995, is a non-profit organisation supplying consulting services to businesses and institutions. It is composed of soon-to-be graduates of the Carlo Cattaneo University who share the desire to mature professional skills by participating in consulting projects which will complement the theoretical knowledge developed in university.

JEL is a member of CIJE, the Italian Confederation of Junior Enterprises, and is directly connected to a European Network (JADE) which includes 315 associations of the same kind. For this reason JEL can offer services on an international scale.

JEL consultants work in teams in order to optimise resources and individual abilities. Each team has a project leader who is also the contact person for collaboration with international Junior Enterprises.

For further information contact JEL LIUC at jel@stud.liuc.it

UNIVERSITY MAP



LIVING IN CASTELLANZA

Trasport

You can walk just about anywhere in [Castellanza](#), but to visit the surroundings cities you will need to use public transport (bus or train) bikes or cars.

Cars and car rental

If you have your own car, you are advised to bring it as it will make getting around much easier. At the University there is a large parking area where you can leave your car night and day. In Italy, students are used to going out by car, especially here in Castellanza where there is no night-bus service and public transport stops running quite early (20.37 last train and 0.00 last bus from Milan).

If you decide to hire a car in Italy remember to bring your driving license (for European citizens) or your international driving license (for Non Europeans).

The nearest pick up points are at Malpensa Airport and Busto Arsizio (Piazza Solaro, 6).

Buses

A one-way ticket to Milan costs just over 2 Euros, and a ride to the nearer towns will cost you less than 1.50 Euro. Tickets can be bought at the bar next to the University and at the Castellanza train station. A timetable is shown at the bus stop next to the University, but you can also get a copy from the ESN office or refer to the bus company web site: www.stie.it (click on the timetable 102 BUSTO A. - CASTELLANZA - LEGNANO - MILANO DR ANDATA E RITORNO)

Bus service from Castellanza

to Gallarate, Busto Arsizio, Legnano

Within 10 Kms. from Castellanza there are three bigger towns called Busto Arsizio, Legnano, Gallarate.

They have more shops, shopping centres, bars and restaurants than Castellanza and they are linked to Milan by FS (Ferrovie dello Stato), the train line that from Milan spreads all over Italy and Europe. Some of the trains end up at Milan Porta Garibaldi Station, just a few go directly to Stazione Centrale, the train Milan hub.

Should you catch a train from any of the above towns to any city you want to visit please, access web site www.trenitalia.it and pay attention to the Milan station you need to make the change.

Porta Garibaldi Station is just two subway stops far from Stazione Centrale (green line: Porta Garibaldi, Gioia, Stazione Centrale).

Tickets available at Caffè del Corso (opening hours 7.30 – 19.30) close to the bus stop. You can purchase either one way (BIGLIETTO DI SOLA ANDATA) or return tickets (BIGLIETTO ANDATA E RITORNO).

Verify bus stop with the ticket agent.

Note: ask the timetable to Caffè del corso as not everywhere you can find the timetable at the bus stop; verify frequency. On Sundays busses are much less.

Bus stop to Busto and Gallarate: from outside the campus entrance take the big stairs up to Corso Matteotti.

Bus stop to Legnano and Milan: from outside the campus entrance take the small stairs and cross the road.

A blue signage with a black bus indicates for the bus stop.

Walking keeps you fit!

Legnano town centre and FS station is approximately a couple of kilometres away.

Leaving the main university building, turn right and keep going straight up to the traffic lights. Cross the road and walk straight (via Castellanza, Via Garibaldi) for approx. one kilometre. You will end up in Corso Italia. On the left you will find the city centre, on the right you will see a warrior bronze statue 500 metres away; just behind it there is the FS station.

Please ask for the maps of the towns to the international office.

Bikes and motorinos

Bicycles can be bought second hand for around 50 Euros in nearby towns. Motorinos are also sold second hand, but are quite expensive (about 700 Euros for a relatively good one). If you are interested in buying one of the above modes of transport we suggest you contact ESN members and they will assist you in finding the best possible offer.

Trains

The most common means used by students to go to Milan is the train. Ten minutes' walk from the University there is the "Ferrovie Nord Milano" Station, where you can take a train every hour. The last stop is Milano-Cadorna station, very close to the Sforza Castle, the main pedestrian shopping area of Milan and the Duomo (Cathedral) which you can easily reach either on foot or by taking the red metro line.

A return ticket to Milan costs 7.80 Euros, however with the purchase of the Euro<26 card students are entitled to discounted tickets.

For further information on timetable and prices please refer to: www.ferrovienord.it

Subway in Milan (METROPOLITANA MILANO) MM

The subway lines are three, identified by their different colours: RED for line 1, GREEN for line 2 and YELLOW for line 3.

Trains pass approximately every ten minutes. Night service ends at 12.30A.M.

Ticket cost is eur.1,00

Ticket is valid on the whole Milan urban network for 75 minutes from validation but allows only one journey on the subway.

Oneday travelcard is available for eur.3,00

Twoday travelcard for eur.5,50

Tickets can be purchased at authorised selling points and in some stations from vending machines accepting both coins and banknotes.

MAP OF SUBWAY IN MILAN:

and convert currency, travel and Euro cheques for a maximum daily total of € 300 (€ 5 transaction charge).
If you wish to open a bank account in Italy, you will need a fiscal code (one of the documents you have to send together with the applications form), your ID card or passport and at least € 1600 deposit in order to receive a bankcard.

The ATM (Automatic Teller Machine) in Italy is known as Bancomat. There are many to be found in Castellanza near the University, but unfortunately the Bancomat located at the campus does not accept international cards.

Opening hours: Monday-Friday 8.20-13.20 – 14.35-15.30

Other banks

Banks are open from 08.00/08.30 to 13.00 and 14.30/15.00-16.00 from Monday to Friday.

Cash machine for main international credit cards:

BANCA INTESA 8.20-13.20 – 14.45-16.05

Corso Matteotti, 16 - Castellanza
tel. 0331 481162

BANCA POPOLARE DI SONDRIO 8.20-13.20 – 14.30-15.30

Corso Matteotti, 2 - Castellanza
tel. 0331 502934

BANCA SAN PAOLO IMI 8.20-13.20 – 14.35-16.00

Corso Matteotti, 16/b - Castellanza
tel. 0331 501240

Cash machine for Carta Sì only

BANCA DI LEGNANO 8.20-13.20 – 14.30-15.30

Via Veneto, 19 - Castellanza
tel. 0331 506311

NO cash machine for international cards

Credit cards

Main credit cards (American Express, Visa, Diners Club, Mastercard) are accepted almost anywhere.

In case of loss of your credit card you must report to police and call the special telephone numbers you can get calling your bank or refer to any of the above banks to get information.

General Information

Cost of living

Living expenses for international students in LIUC are estimated at € 750-1000 per month (including rent) on average. Of course, expenses vary depending on your own spending habits and lifestyle, so please make sure you have enough funds to support your stay through grants, scholarships or private means.

Some prices:

Milk: €1,30 a litre

Bread: € 2 a kilo

Newspaper: € 1

McDonald: Big Mac Menu € 6,50

Pizza in restaurant: € 6

Cinema: € 7,50

Lunch on Campus: € 6

Train return ticket to Milan: € 5,20

Cappuccino: € 1,20

Small Beer: € 1,55

Coca-Cola: € 1,14

Post Office

In Castellanza the post office is located two minutes walk from the University area (via Bernocchi,1). Office hours are 08.30-19.00 from Monday to Friday and 08.30-12.30 on Saturdays.

MEDICAL FACILITIES

Clinic/Hospital

The closest hospital for emergencies is called "Istituto Clinico Mater Domini" and it is within walking distance from the University and is located in Via Bettinelli (phone: 0331 476111 or 482934) . The student must produce health insurance papers and ID card or passport. If the condition is not classified as an emergency the student will be asked to pay €25 for the consultation. Otherwise emergencies are free of charge.

General doctors

The medical centre (Centro Medico) is located in Via Vittorio Veneto, 27 close to the University. The student will find specialists who receive by appointment only. To fix an appointment the student has to call 0331 504 879 from 8.00 to 12.00 and has to bring health insurance papers to the centre. European Union citizens are not required to pay (if holding the European insurance card) for general visits, Non-European Union citizens will be required to pay up to a maximum of € 30.

Students should ask for receipts so that the expenses can be claimed from their health insurance company.

All visits with specialists have to be paid, only in a few cases the visit is free of charge.

Pharmacy

Close to the University (on Via Veneto 27/A) there is a pharmacy that is open Monday to Saturday from 8.30 to 12.30 and from 15.30 to 19.30.

Entertainment

Cinema

Italian cinemas show movies dubbed in Italian and without subtitles. In Castellanza there is a small movie theatre where a cineforum takes place once a week. It is called "Cinema Teatro di Via Dante" I located in via Dante Alighieri, 5.

Not far from Castellanza there is a new shopping centre with many clothing shops, an amusement centre and a large multiplex cinema with over ten rooms. Some films are shown in the original language. A ticket costs approximately € 7,50, but there are peak times and days in which discounts are available.

More information: www.medusacinema.it (select "Cerro Maggiore")

Three cinemas in Milan show films in the original version more information on the website www.hellomilano.it

Eating out

Even on a budget you can experience the best of Italian cuisine. In the city of Milan and Varese you can find a large variety of restaurants and pizzerias where you can enjoy a wide range of excellent dishes.

Nearby the university, there are several restaurants and two of them are known for specialising in the typical food for the province, which is definitely worth a try!

500 metres away (opposite the university car park entrance)

IL VECCHIO VOMERO: pub, pizzeria and restaurant

Just outside the campus main entrance you find:

UPTOWN: bar and cocktail lounge

Corso Matteotti (leaving the main university building on the left)

MARI PIZZA: pizza take away and delivery tel. 0331.481195

RISTORANTE BAR GARDENIA: restaurant and bar

Corso Matteotti (leaving the main university building on the right)

CAFFE' DEL CORSO opening hours 7.30 – 19.30: snack bar, bus tickets, cigarettes

Via Roma (next to the post office)

CRAZY BAR opening hours 8.00 – 19.30 / 21.00 – 2.00