

# INTERNATIONAL POST DOC AND VISITING SCHOLAR GUIDE

2021 EDITION

01

CONTACT DETAILS, ENTRY PROCEDURES,  
HOUSING, HEALTH COVER, MONEY AND BANKING,  
ETC ETC



UNIVERSITÀ  
di **VERONA**



## CONTENTS

.....

- 2** ➞ **PLANNING YOUR STAY IN VERONA**
  - 2** ➞ **ENTRY PROCEDURES, VISAS AND RESIDENCE PERMIT**
  - 6** ➞ **HOUSING**
  - 7** ➞ **HEALTH COVER**
  - 7** ➞ **CODICE FISCALE (Tax identification code)**
  - 8** ➞ **MONEY & BANKING**
  - 8** ➞ **BANK ACCOUNT**
  - 8** ➞ **LEARNING ITALIAN**
  - 8** ➞ **EMERGENCIES AND MEDICAL ASSISTANCE**
  - 8** ➞ **TRAVELLING TO VERONA**
  - 9** ➞ **PHARMACIES**
  - 9** ➞ **CURRENCY**
  - 9** ➞ **OPENING HOURS**
  - 9** ➞ **GLOSSARY OF USEFUL TERMS**
  - ➞ **CONTACT DETAILS**
- .....



## WELCOME TO THE UNIVERSITY OF VERONA

By International Students Union

Dear International researcher,  
Welcome to the University of Verona! We are excited to have you join our community of scholars and look forward to making sure that your stay at Verona is both productive and rewarding.

We are here to support your needs, and you should feel free to contact us at any time.

We are pleased to provide you with this edition of the Handbook for New Fellows. In it, you will find vital information about the University of Verona, the city of Verona, and the local region.

We hope that you will find the enclosed information useful, and we welcome your suggestions for enhancing future editions of this guide.

## PLANNING YOUR STAY IN VERONA

International guests planning to stay in Verona for research purposes may refer to the International Students Union (ISU) of the University of Verona for issues related to the border crossing, arrival

### ENTRY PROCEDURES, VISAS AND RESIDENCE PERMIT

#### EU Researchers: entry procedures Long term stays (> 90 days)

Any researcher coming from any EU Member State or EEA country can be defined as "European". EU member states are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Italy, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom. EEA consists of the EU member states plus Iceland, Liechtenstein, Norway, Switzerland. EU researchers are allowed to travel freely and stay either in Italy or in other European Union countries up to 90 days without any formalities. A valid ID or passport is required

Researchers, who wish to stay in Italy longer than 90 days, have to be registered in the "Schedario della Popolazione Temporanea" (Temporary Residents Card Index) at the Ufficio Anagrafe (Registry Office), submitting these specific documents:

- Passport or valid ID;
- Tax identification code (codice fiscale);
- Work contract or declaration issued by the department on research activities;
- Proof of sufficient financial means (research contract);
- Proof of health insurance (EHIC card or private health policy);
- Rent agreement.

#### Non-EU Researchers: entry procedures

#### Long term Stays (>90 days): Authorisation for scientific research Non-EU and stateless applicants Step 1

In order to obtain a visa for scientific research and, subsequently, a residence permit for scientific purposes, it is essential to have an authorisation (nulla osta) issued by the Italian Government

(except for researchers already resident in Italy, and researchers admitted to other EU member States). The procedure for obtaining a "nulla osta" is carried out by the University of Verona in agreement with SUI (Sportello Unico Immigrazione). Time required: between 30/120 days

#### Step 2

Once the "nulla osta" is ready, you will receive an official communication from the Research Office of the University of Verona asking you to go to the Italian Diplomatic Mission to collect the visa..

#### Step 3

Once in Italy the "Sportello Unico Immigrazione - Immigration Center" will schedule an appointment to start the request for the permit of stay.

Documents required for the procedure

- Passport
- D type visa "ricerca scientifica" issued by the Italian Diplomatic Mission
- Research contract
- The other documents required by the procedure will be provided by the research office of the University

## Permit to stay

### Step 4

After the “Sportello Unico Immigrazione - Immigration Center” procedure, the next step is to submit at the post office the request for the permit of stay at the Post Office.

This procedure costs €30 plus €70,46 or plus €16,00 stamp tax “Marca da Bollo”. The post office will give you a receipt of the payment and the date and time of your appointment at the Main Police Station (“Questura”).

### Step 5

The last step is the appointment at the Main Police Station (“Questura”) where your fingerprints will be taken (the appointment is usually about 3-4 weeks after the date you send off the documents at the Post Office). Documents required to submit at the post office:

- Copy of the passport - front page
- Copy of the visa
- Immigration forms/ work authorization issued by the “Sportello Unico Immigrazione - Immigration Center” office
- Health Insurance
- Research contract

IMPORTANT: the receipts for payment and for sending off the documentation that the post office gives you stand in for the residence permit until it arrives and should, therefore, be kept and shown with your passport should the police stop you. The residence permit is issued about 30 working days after your appointment at the Police Station. IMPORTANT: while you are waiting for your residence permit you are allowed to carry out your research activities.

The duration of the residence permit is the same as the duration of the research project. If the research project is extended then the residence permit can be extended to the same date.

## Visa Sample



## EU stay permit sample



SOURCE: UK Border Agency

## FOR EU

**EU-EEA researchers  
Nationals of European Union  
member states and of  
Iceland, Liechtenstein,  
Norway and Switzerland are  
not only visa-exempt, but  
are legally entitled to enter  
and reside in each other's  
countries, following the  
requirement of the EU's  
freedom of movement  
provisions, the European  
Economic Area Agreement  
and bilateral agreements  
with Switzerland.**



**Once  
in Italy  
Long term  
stays (> 90 days)**

**within 90 days from your  
arrival**

**Registration in the “  
Schedario della popolazione  
Temporanea” ( Temporary  
Residents Card Index ) at the  
Ufficio Anagrafe ( Registry  
Office**

## **FOR NON EU**

### **NON-EU researchers**

**Before leaving your country**  
**Long term stays (> 90 days)**  
**"nulla osta" issued by the**  
**italian Government in**  
**agreement with the**  
**University of Verona**  
**(before leaving your**  
**country)**  
**time required: 30 / 120 days**

**NON-EU researchers**  
**Before leaving your**  
**country**

**Collect the VISA in the**  
**Italian Mission of your**  
**country (D type -**  
**Ricerca Scientifica)**  
**time required : 7 / 10**  
**days**

**Once in Italy**  
**within 8 days from your arrival**  
**Sportello Immigrazione (SUI )**



**within 7 days after SUI go to Post**  
**Office**  
**(submit the application)**



**within 20 days after post office you will be**  
**requested to go to the Police Station**



**Permit to stay ready in 25days**



## **HOUSING**

International Students Union  
Housing Service

The ISU guarantees a housing offer for all exchange students and international researchers. The procedure requires the registration to International Students Union (ISU) portal at

## **HEALTH COVER**

### **EU CITIZENS**

EU citizens

For stays of more than 3 months there are two options:

1) if applicable, you can use form E106 issued by your home country to register with the Verona Health Authority (ULSS). This gives you full access to the Italian Health System plus the right to register with a General Practitioner.

2) if you are not entitled to use form E106 (depending on the rules in your home country), you can opt for private health insurance or Register with the Italian NHS on a voluntary basis by paying a contribution. The contribution is valid for the calendar year. It is neither divisible nor retro-active.

### **Non-EU citizens**

If you have a work visa and have signed a contract with the University of Verona, you have the right to the same health care cover as Italian citizens. This includes:

Health care during pregnancy and maternity  
Health care for minors  
Access to vaccinations  
Preventive treatment, diagnosis and treatment of infective diseases  
In order to be able to use the health system you need to ask for an EHIC card or an STP card. The choice of the card depends on your situation, as explained below. The STP card (STP stands in Italian for "Foreigner on Short Stay") is issued by the Verona Health Authority (USSL) in case you are not a resident. It gives you access to the health care and the right to register with a General Practitioner. The STP card is valid for 6 or 12 months, it is renewable and it is recognised throughout Italy. The EHIC (European Health Insurance Cover) card is issued if you decide to become resident in Italy. The documents required by the Health Authority are:  
Your passport  
The receipts issued by the Post Office attesting the application for a residence permit;  
Your tax identification code (codice fiscale);  
a certificate of residence (for EHIC card applications only)  
ISU can provide a list of General Practitioners who speak English.

Important: the enrollment of non EU-citizens to the national health system will be paid by the hosting department of University of Verona.

## **CODICE FISCALE (Tax identification code)**

The Tax identification code (codice fiscale) number is needed for any payment, to open a bank account, to enrol in the National Health Service, and to sign a house agreement

### **EU researchers**

The ISU office provides EU researchers invited with tax code upon arrival.

### **Non Eu researchers**

Non Eu researchers will receive the tax identification code during the personal appointment in SU office.

## **IDENTIFICATION DOCUMENTS**

You should carry an identification document with you all the time. To cash a check or make a purchase with a credit card you may be asked to show a valid form of identification such as your passport.

## MONEY & BANKING

Living expenses for the average researcher in Verona are estimated at 850 Euros per month. However, expenses vary depending on your own spending habits and your living situation. Please note that the amounts listed are an estimate and expenses will vary according to individual needs.

### Currency and Taxes

The currency in Italy is the EURO.

There is 22% consumer tax (IVA) on all goods and services sold in Italy. In stores, this consumer tax is always included in the price (incl. 'IVA').

Tips are automatically included in all bills so it is uncommon to tip in Italy.

### Budget and sample prices

Living expenses on average per month

Accommodation/rent:

250 single room (bills not included)

(Private accommodation)

+ two month's deposit are used in lease contracts.

Food and daily expenses:

Transportation (monthly ticket): 27 Euros

Sample prices

Milk: / litre 1.2 Euros

Bread: 2.7 Euros loaf

Butter: 1.3

Cheese: 4.7 Euros

600g Beef: 9 Euros

400g Chicken: 5 Euros

Eggs: 1.3 Euros / half dozen

Rice: 2.1 Euros / kg

Newspaper: 1.2 Euros

Wine: 3 Euros bottle

Beer: 1.5 Euros 33cl

Cinema: 7 Euros

### Debit and Credit Cards

All major credit cards such as VISA, MasterCard, American Express, Euro Card and Diner's Club are widely accepted in large stores, international chains and cash machines. Smaller stores, cafés and University canteens may not accept a foreign card so having a Italian bank account will help. In order to use a bank card in Italy, whether charging to the card directly or withdrawing money from a cash dispenser, you need to have a pincode in order to use it. If your bank card only has the magnetic strip or you usually sign in order to use the card, you will only be able to use it in Italy if you have a pincode. Before your arrival in Italy, contact your bank/credit card company if necessary.

Also, be aware of transaction fees if using a foreign card.

Travellers Cheques It is really easy to convert travellers cheques in Italy but it might be an expensive option as there is a substantial fee for cashing them. Most international researchers only use travellers cheques to open a Italian bank account as personal cheques are not accepted in Italy.

### BANK ACCOUNT

#### Italian Bank Account

In the city centre there are several banks open from 8.30 am to 12.30 am and from 2.30 pm to 4.00 pm approximately. There are many ATMs 24 hours a day - 7 days a week.

All banks require a Tax identification code (codice fiscale) number to open a bank account. Once you have opened an Italian bank account, you will be able to have your rent as other similar payments debited from your account automatically -. You can also then handle your finances via internet banking, which is the most common and cheapest way to bank in Italy. To open a bank account you will receive the necessary support by the International Students Union (ISU).



## LEARNING ITALIAN

The University of Verona in collaboration with The University Languages Centre (Centro Linguistico di Ateneo - CLA- Viale dell'Università, 4 – 37129

Verona- Web:

<http://fermi.univr.it/cla/>

Email:

[segreteria.cla@ateneo.univr.it](mailto:segreteria.cla@ateneo.univr.it))

provides all the Faculties with language-teaching services in Italian as a foreign language, allowing students to achieve the levels CEFR: A1, A2, B1, B2, C1.

Opening hours:

- Offices open from Monday to

- Friday 10.30 -13.00, 15-16.30

- PC Laboratories open from

- Monday to Friday 8.00-17.45

- Testing Office open from

- Monday to Thursday 9.00 – 12.00

## EMERGENCIES AND MEDICAL ASSISTANCE

Generally, emergency treatment is provided at public hospitals at the Emergency Department (Pronto Soccorso) to patients that have been seriously injured in an accident or have been suddenly taken ill and require an urgent medical treatment.

Access to this service is given to patients according to a priority order defined by seriousness of their health condition which is represented by a “colour code”

This colour code is assigned by a specialised nurse at the reception. Emergency medical service is usually free of charge or is provided upon payment of a limited fee.

To call an ambulance or to receive first-aid assistance, dial emergency number 118; this service is usually free of charge and available 24 hours a day both on working days and holidays.

## TRAVELLING TO VERONA

Depending on where you are travelling from, the most common ways of reaching

### Arriving by Plane

Verona "Valerio Catullo" Airport is 11 km far from the city centre. A shuttle bus service is provided by ATV. It runs every 20 minutes, leaving from the airport to the railway station "Verona Porta Nuova", which is 1,5 Km far from the city centre ([www.aeroporto.verona.it](http://www.aeroporto.verona.it)).

The ticket can be bought on board (6 Euros). You can get to the city centre also by taxi located outside the arrival hall and a trip costs about 20,00 € and takes about 15-20 minutes.

If you arrive in Milano Malpensa the journey to get to Verona might take 3 hours by train. If you arrive in Venice (Marco Polo Airport) it might take up 2 hours to get to Verona.

### Arriving by Train

"Verona Porta Nuova" railway station is 1,5 km far from the city centre. A public shuttle service is provided by ATV buses leaving from the railway station to the city centre (n. 11-12-13-21-22-23-41-62). To reach the University of Verona "S. Francesco - Area" you can catch either bus 11, 12, 13, 51. Get off at the first stop in Via San Paolo (near Chiesa di San Paolo) take Via dell'Artigliere, go straight on as far as Viale dell'Università: Tickets, valid within 90 minutes from the validation, can be bought at tabacconists for € 1,30 or for € 1,50 on board.

## PHARMACIES

Pharmacies can be recognised by a sign with a red or green cross outside the shop. Most pharmacies keep normal shop hours, but some are open 24 hours a day. A rotation system is used for night service and holidays. A closed pharmacy usually displays in its window a list of the nearest open pharmacies in the area. Pharmacists usually give advice on the proper use and side effects of medications and sell both over the counter medicines and prescription drugs. They are not allowed to dispense prescription drugs to patients without the doctors' authorisations

## CURRENCY

Euro coins and banknotes entered circulation in Italy on January 2001. The Euro is divided into 100 cents. Notes are in denominations of Euro 500, 200, 100, 50, 20, 10 and 5. Coins are in denominations of Euro 2, 1, and 50, 20, 10, 5, 2 and 1 cent (s). Foreign currency can be charged at any bank, post office and at currency exchange offices (Uffici di Cambio) usually located in the city center and in main railway stations and airports.

Cash can be withdrawn at automated teller machines (Bancomat) Debit cards (Carte Bancomat), credit cards (Carte di Credito) and prepaid cards (Carte Prepagate) are widely used in Italy and they are a secure means of payment. Banks are usually open from Monday to Friday from 8.30 a.m. to 1 p.m. and from 2.30 p.m. to 4.00 p.m. and they are closed on Saturday, Sunday and during the feast days.

## OPENING HOURS

Offices

Monday - Friday 9.00 am/1.00 pm - 2.00 pm/6.30 pm.

Shops

Monday - 4.00 am/7.30 pm.

Tuesday - Saturday 9.00 am/12.30 pm - 4.00 pm/7.30 pm.

Supermarkets

Monday - Sunday 8.30 am/12.30 pm - 3.30 pm/7.30 pm.

In the city centre, shops and supermarkets usually stay open from 8.30 am to 7.30 pm or later and on Saturday

## GLOSSARY OF USEFUL TERMS

- Schedario della Popolazione Temporanea (Temporary Residents Index)
- Ufficio Anagrafe (Registry Office) Registers all the residents of the Community.

- Codice Fiscale (Tax identification Code) A tax identification number used in all interaction with government agencies and public administration in Italy.
- EHIC (European Health Insurance Card)
- "Nulla osta" means "no impediment". The exact meaning seems context-dependent, but it is a sort of clearance given by local authorities in Italy.
- Sportello Unico Immigrazione (Immigration Centre) Provides information, assistance and orientation for any legal aspect for foreigners during their stay in Verona.
- Marca da bollo (Stamp) a stamp for use as evidence of payment of a tax
- Questura (Main Police Station) Lungadige Antonio Galtarossa, 11
- ULSS/ Unità locale socio sanitaria (Verona Health Authority)
- CLA/ Centro Linguistico di Ateneo University Language centre of the University
- ATV/Azienda Transporti Verona Transport Agency Verona

## CONTACT DETAILS

### International Scholars should refer to

UNIVR Welcome Office

ADDRESS

Via S. Francesco, 22

37129 Verona

Telephone +39 -

045/8028286

Fax +39 - 045/8028411

international@ateneo.univr.it

WEB: [www.univr.it](http://www.univr.it)

Office Hours:

Monday to Friday 9:00-13:00

### Post doc should refer to

dr. Elena Cordioli

Via S. Francesco, 22

37129 Verona

Telephone +39 -

045/8028204

[elena.cordioli@univr.it](mailto:elena.cordioli@univr.it)

### ISU Housing/ Immigration and external procedures

dr. Igor Fracaro

Telephone/Fax +39 - 045

8003198

Email: [accommodation@isu-services.it](mailto:accommodation@isu-services.it)

dr. Andres F. Maldonado de' Gabriel

Telephone/Fax

+39 - 045 8003198

For emergencies:

+39 -3939722386

[andres@isu-services.it](mailto:andres@isu-services.it)

ADDRESS - Via Campofiore,  
17 Verona

Email: [verona@isu-services.it](mailto:verona@isu-services.it)

WEB and PORTAL:

[www.isu-services.it](http://www.isu-services.it)

Monday to Friday 9:30 - 13:00

