GENERAL   PRACTICAL INFORMATION
for foreign students accepted in the Master's of Science Degree Course ("Laurea magistrale") in

COMMUNICATION ENGINEERING

at the University of Parma, Parma Italy,
for the a.y. 2015/16

(Version 1)

International Students and Staff Centre
(at the "Erasmus and International Home")

For any problems related to Residence Permit, finding accomodation in Parma, using websites or filling in forms written in Italian etc. you can contact the International Students and Staff Centre at the "Erasmus and International Home", **Address: Piazzale San Francesco, 3, Parma** (in the centre of town),
Map: https://goo.gl/x5PAo7 , Email: tiziana.cordaro@unipr.it (Ms. Tiziana Cordaro is the Head of Service).
Please note that most of the information relating to "Erasmus students" ("Erasmus" is an EU exchange programme) or to general "exchange students" found all over the University of Parma web site are also valid for all foreign students.

A FAQ list issued by the same office is available here:
http://www.unipr.it/sites/default/files/albo_pretorio/allegatiparagrafo/06-08-2013/foreign_students_in_parma_faqs.pdf

Please note that this office may provide practical help to perform the enrollment online procedure (since most directions written in Italian) but not for any other course-related problems for which you must refer to the Registry Office *(see below in the section "Enrollment Information")*.

How to get the Residence Permit ("Permesso di soggiorno")

Within **8 working days** of the arrival date in Italy the foreign student must request the "Permesso di soggiorno" (Residence Permit) for study purposes.
To do this, you must get the "Residence Permit Kit" ("Kit per il Permesso di Soggiorno"), an envelope with a yellow band containing forms, instructions and a payment slip: it is convenient that you go to the Erasmus and International Home *(see the section above)* where you will find the kit and will also receive help to fill it in, as directions are in Italian.
You can get the kit also at any Post Office offering the service "Sportello amico" ("Friendly help desk"): please ask in any Post Office directions to find the closest office offering the service.

After completing the actions explained in the kit instructions, you must buy a "marca da bollo" for 16 euros (a stamp duty) from any tobacconist shop ("tabaccheria") and attach it to the filled forms in the kit.
The completed kit must be submitted to a Post Office: there you will be asked to show the passport and pay 137 euros (approx.). You will also be given a postal receipt and a letter with details of an appointment date for the "Commissariato" (Police Station) where the Residence Permit will be finally issued.
That **postal receipt** is an important piece of document, as it proves that you is legally in Italy and it replaces the Residence Permit until it is officially issued. The receipt must always accompany the passport.

A convenient Post Office to submit the filled kit is found at this address: Strada Quarta, 6 - Parma (PR).
It is close to Revenue Agency Office where the "Codice fiscale" is issued *(see next section),* so submitting the kit and getting the code can be done at one time.

More details on the Residence Permit are found here:
http://www.unipr.it/sites/default/files/albo_pretorio/allegatiparagrafo/29-05-2014/residence_permit_for_study_purposes.pdf

How to get the Tax Code ("Codice fiscale")

The "Codice Fiscale" (Tax code) is a taxpayer identification code that is used in all interaction with government agencies and public administration in Italy. It is similar to the National Insurance number (NI) in the UK or the Social Security Number (SSN) in the US. It is a 16 alphanumeric digit code.

The "Codice Fiscale" is issued by the "Agenzia delle Entrate" (the Italian Revenue Agency).
To get this important code you must go to the local Revenue Agency office presenting a valid identity card or passport with a valid visa or the Residence Permit or the postal receipt proving that a Residence Permit application has been submitted *(see above)*. At the moment of the request, the Revenue Office issues a certificate of attribution.
The Revenue Agency office in Parma is found at this address: Strada Quarta 6/A, - Parma *(near the Post Office: see previous section)*. Map: http://www.paginegialle.it/parma-pr/imposte-e-tributi/agenzia-entrate

Accomodation and other benefits

The University of Parma, as most Italian universities, is not a residential university i.e. it does not have dormitories or apartments for students, therefore students must search for an accommodation autonomously. However there are various possibilities to find accommodation and the University will provide assistance to the students for finding accommodation in Parma: please contact the Students and Staff Centre at the "Erasmus and International Home" *(see the first section above)* for this kind of help.

As reported in the course website (http://ingegneria.unipr.it/communication-eng) for accomodation and various other benefits (e.g. grants, scholarships) students shall refer to ER-GO (www.er-go.it), a Regional Body that manages this matter in agreement with our University. An English version of the site is available from the ER-GO home page. A list of ER-GO responsibilities is here:
https://www.er-go.it/fileadmin/include/faq/index.php?s=3&t=3&lang=EN
A "direct line" to ER-GO is found here: https://www.er-go.it/scrivici/index.php?lang=en

To apply for accomodation and other benefits a call is issued every July. Information on the last issued call is available here:
http://www.ergo.it/fileadmin/user_upload/mvm/BANDI_2015_2016/GUIDE_TO_APPLICATION_A.A.2015-2016.pdf.

Other accomodation opportunities are listed here: http://en.unipr.it/living-parma/accommodation
Information for temporary accomodation (hotels and youth hostels) can be found here (this page is from the City of Parma Tourist Service):
http://www.turismo.comune.parma.it/en/thematic-channels/hotels-and-restaurants/where-to-stay?set_language=en

Academic calendar

The academic year is divided into two periods of classes separated by periods for exams.

Here is the calendar for a.y. 2015/16:

	From	**To**
First period (Fall term)	September 28, 2015	January 8, 2016
Christmas holidays	December 24, 2015	January 06, 2016
Second period (Spring term)	February 29, 2016	June 10, 2016
Easter holidays	March 24, 2016	March 29, 2016

Classes start on September 28, 2015

Place where classes are held

All classes and other academic activities of the course in Communication Engineering are held on Campus, here (Google maps):
http://www.dii.unipr.it/it/dipartimento/come-raggiungerci/campus-google-map
The Campus, officially named "Parco Area delle Scienze", is located just outside the limits of the town, six kilometers south of the town centre and is reached by a bus service (no. 7 or 21) in 15 mins from the town centre.

Enrollment information

Non-EU prospective students who applied and received an email or a letter of acceptance from the Chairman of the Master's of Science Degree in Communication Engineering Programme Commettee at the University of Parma are accepted as students of that course. If they got their pre-enrollment from an Italian Embassy/Consulate they can enroll with no need of further actions by the University.

The enrollment procedure is the same for all the courses of the University of Parma and is almost entirely online. However, since some of the online procedure directions are in Italian, students enrolling in Communication Engineering (taught in English) may find it more convenient to go directly to the Erasmus and International Home *(see first section above)* where they will be helped to perform the online procedure, then go to the Registry Office (Office name: "Segreteria Studenti di Ingegneria e Architettura". Address: Parco Area delle Scienze, 23 - Campus universitario – Parma. Phone: +39 0521 905111, Fax +39 0521 906051, e-mail: seging@unipr.it) to hand the documents listed below.
Note that before going to the Registry Office for enrollment, it is necessary to apply for the Residence Permit ("Permesso di soggiorno") and to get the Tax Code ("Codice Fiscale"), as explained above.

The step for enrollment following the online procedure is the payment of the first instalment of the tuition fee (see: http://ingegneria.unipr.it/communication-eng > Admission fees). The payment can be done in any bank using a special form (MAV) printed at the end of the online enrollment procedure or issued by the Registry Office or by using one of the major international Credit Cards.

After the payment, the student shall hand in to the Registry Office:
- all the documents issued by the Embassy/Consulate
- one photocopy of passport
- two passport-sized ID photos (if not uploaded in the online procedure)
- the receipt issued by a Post Office as proof of submission of student's application for Residence Permit (*see above)*
- the "Codice Fiscale" (Tax Code: *see above*)

The enrollment procedure should be performed not later than September 30, 2015, however delays are accepted for special reasons (late arrival due to visa problems, etc,).

As written above, classes start on September 28, but students can attend classes even if their enrollment procedure is not yet complete. Attendance of all the lectures, including the first ones, is **strongly** recommended.

[5H29]