



*Linking Minds Across Cultures*

*Pre-departure Information Handbook  
for US Fulbright Grantees to Italy*

**Academic Year 2011-2012**

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## Part I - The Fulbright Program

### *The Fulbright Program in Italy*

The Fulbright Program, named after United States Senator J. William Fulbright (April 9, 1905 Sumner, Missouri – February 9, 1995 Washington, D.C.), was first established under Public Law 584 during the 79<sup>th</sup> Congress and was designed to *promote peace through the exchange of ideas and culture*. The bill was an amendment to the Surplus Property Act of 1944 and was signed by President Harry S. Truman on August 1, 1946. The Act authorized the Government to use funds accrued from the sale of surplus war property to fund educational exchanges between the United States and other nations.

In Italy, the Program initiated in 1948, with the first agreement between the Italian and the US Government and the foundation of the *Commission for Educational and Cultural Exchange between Italy and the United States*. The program became binational in 1976 and is funded both by the US government and the Italian government, with complementary financial support coming from partner universities, organizations and institutions of both the private and public sector. The *Bureau of Educational and Cultural Affairs* of the *US Department of State* and the *Italian Ministry of Foreign Affairs* coordinate the management of the Program.

Since its beginning, more than 8.000 grantees of both nationalities have benefited from the Program, crossing the Atlantic Ocean in both directions. Many Fulbrighters feature prominently in politics, business, the arts and academia both in the United States and Italy and have contributed to greater mutual understanding in transatlantic relations.

Every year, the Fulbright Commission awards 130/140 grants to Italian and US citizens, graduate students and scholars in every academic rank, to study, conduct research and lecture in the United States and Italy.

The Commission is managed by a Board, formed by twelve members: six Italians and six Americans appointed by their respective governments. Commission staff is composed of nine people led by an Executive Director.

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### ***The role of the Fulbright Grantee***

The role of the Fulbright grantee in a foreign country is to advance the principle that gave life to the program, which is “to promote leadership, learning and empathy between nations”. Fulbrighters promote this goal while pursuing their specific study, research, teaching or professional project through their involvement in their host community. They serve as “cultural ambassadors” who present and share US culture and values while learning about the history and culture of their host countries.

The Fulbright Program has produced several generations of leaders throughout the world in the sciences, the arts, education, literature, business, the media and government. These include heads of state, cabinet ministers, renowned artists in all fields, university presidents, editors, Nobel Prizes, Pulitzer Prizes, CEOs and countless numbers of professors and teachers in all fields.

Fulbright alumni have advanced knowledge in their fields of study, developed networks of scholars around the globe, and contributed to international cooperation and to a greater understanding between the United States and nations around the world.

### ***What it means to be a Fulbrighter***

*Fostering these - leadership, learning, and empathy between cultures - was and remains the purpose of the international scholarship program ... It is a modest program with an immodest aim - the achievement in international affairs of a regime more than civilized, rational and humane than the empty system of power of the past... Senator J. William Fulbright*

Becoming a Fulbrighter means you have joined a very special group of more than 250,000 alumni in approximately 140 countries who, since 1946, have become heads of state, judges, ambassadors, cabinet ministers, CEO's, university presidents, journalists, artists, and especially professors and teachers who have influenced thousands of others. You have been awarded a Fulbright grant not only for your academic and/or professional excellence but because of your leadership potential. While each grantee has a specific teaching, research or professional project to pursue, it is important to recognize that all Fulbrighters ultimately promote mutual understanding and respect between the United States and other nations. In this sense, Fulbrighters are "cultural ambassadors" to their host countries and active and

involved members of their communities upon returning home. Here are some ways to enrich your Fulbright experience:

In the host country, Fulbrighters:

- ❖ Meet as many people as possible in all walks of life by speaking and writing about their countries to interested groups.
- ❖ Participate in a broad range of social and community activities in addition to pursuing their academic or professional objectives.
- ❖ Continue to learn about the history and culture of their host countries.

Upon returning home, Fulbrighters:

- ❖ Speak and write about their Fulbright experience as widely as possible.
- ❖ Support the Fulbright Program in their countries through various activities such as becoming involved with alumni activities, serving on selection committees, and hosting visiting Fulbrighters.

*Becoming a Fulbrighter is a life long commitment*

*J. William Fulbright Foreign Scholarship Board - Washington D.C.*

## ***The Fulbright Community***

The Fulbright community involves Fulbright grantees, alumni and friends through alumni associations in the United States and abroad and through online social media.

US Fulbright alumni are invited to join **The US Fulbright Association** upon their return in the US.

Funded in 1977 with the endorsement of Senator Fulbright, the US Fulbright Alumni Association ([www.fulbright.org](http://www.fulbright.org)), provides opportunities for continued involvement with the Fulbright Program to Fulbright alumni and friends, and conducts a variety of educational and cultural programs serving alumni, visiting Fulbrighters and the local community.



The US Fulbright Association organizes an annual conference on global issues in Washington, D.C. and annually awards the *J William Fulbright Prize for International Understanding* to an individual who has made outstanding contributions toward bringing peoples, cultures, or nations to greater understanding of others. Past recipients of the Fulbright Prize have included Nelson Mandela, Jimmy Carter, William Jefferson Clinton, and Kofi Annan. The Association is headquartered in Washington, D.C. and has 47 chapters throughout the United States.

Alumni and current grantees are also encouraged to participate in online social networks sponsored by the *US Department of State*: State Alumni and ExchangesConnect.



**State Alumni** (<https://alumni.state.gov>) is an online global community for all past and current participants of US government-sponsored exchange programs – including Fulbright Alumni. It grants members access to a variety of research, funding and professional resources and is a

networking tool where photos, blogs, stories and articles documenting programs can be shared.



**ExchangesConnect** (<http://connect.state.gov>) is a growing global community of people interested in cross-cultural dialogue and international exchange. It is open to anyone who wishes to join, and its purpose is to form an online community of individuals dedicated to building bridges among cultures and making a positive contribution to the world. There are several affinity groups within ExchangesConnect, including one for the Fulbright Program.



Grantees are warmly welcome to join The US-Italy Fulbright Commission on Facebook (<http://www.facebook.com/FulbrightCommissionItaly> and <http://www.facebook.com/group.php?gid=2420913604&ref=ts> ) and Twitter (<http://twitter.com/fulbrightitalia>) social networks to share their Fulbright experience, network with alumni and other grantees, follow latest news on the Fulbright Program in Italy, events and cultural activities, and opportunities for study, research and university teaching both in the US and in Italy.

## Part II - Before Leaving the United States

### *Understanding the Terms of your grant*

Prior to coming to Italy, you will receive from the Fulbright Commission, the official documents of your Fulbright grant that include the letter of award and the Grant Authorization and Terms and Conditions of Award. The latter document indicates grant period, host institution, purpose of grant, benefits, rights and responsibilities of the grantee, and grant terms and conditions. Please note that the Grant Authorization is not a contract and that authorized financial benefits are provided to assist you during the period of your grant only. The Grant Authorization should be signed for acceptance by the grantee and returned both to the Commission and to the US agency through which you applied.

Among official documents you will also receive information on the schedule of payment of the grant financial benefits and information on administrative requirements to be fulfilled during grant period.

Please read these documents carefully and bring them with you for your reference during your Fulbright grant. If you have any questions prior to arriving in Italy, please contact the Fulbright Commission.

### *Applying for an Entry Visa to Italy*

#### **Where to Apply**

US Fulbright grantees in all categories (Graduate Students, English Teaching Assistants, and Scholars) must enter Italy with an **Entry Visa for Study purposes (Visto di ingresso per studio)**.

Grantees can apply for a visa for study - study grants (**Visto per studio – Borse di studio**) at the Italian Embassy or Consulate having jurisdiction in the state where they reside. Grantees studying full-time at a University located in a State other than the one in which they reside, should enquire at the local Italian Embassy or Consulate if they can accept their application.

Similarly, grantees residing abroad prior to their departure for Italy should enquire at the Italian Embassy or Consulate where they are temporarily residing about the possibility of applying for the Visa there, without having to return to the US to start the application process.

A complete list of Italian Consulates in the US with their area of jurisdiction as well as information on visa application procedure can be found in the website of the Embassy of Italy in Washington, DC: [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it) (see Information and Services).

#### **When to Apply**

The average time for visa issuance is 15 days and it is advisable to start the visa application procedure at least 1 month in advance of departure for Italy. Please consider that especially during the months of May, June, July, August, September and December the request for visas increase, and visa issuance may take more time. Consider, however, that the application for the visa cannot be made earlier than three months before arrival in Italy.

#### **Visa Types**

Fulbright grantees enter the country with a visa for study purposes. The main types and categories of Visa that are issued for study purposes are indicated below. Each visa type is characterized by different territorial and time validity, number of allowed entries in Italy, and rules concerning transit in the territory of the Schengen area and cross its external borders.

- **Uniform Schengen Visas (USV) – type C (short stay):** valid in the territories of the whole Schengen area for up to 90 days, for single or multiple entries.
- **National Visas (NV) – type D (long stay):** valid for visits that are longer than 90 days, with one or more entries, in the territory of the Schengen State whose diplomatic representative issued the visa, and to transit through the territory of other Schengen States for a period of not more than five days.
- **Long stay or "national" visas which also have the value of short-term visas – type D+C.**  
N.B. If you plan to stay in Italy for more than 90 days and, while in Italy, you wish/need to visit other Schengen states for more than five days, then you are strongly advised to apply for a D+C visa.

### **Visa Application**

When applying for the visa, the grantee **must inform the Consulate that s/he is a recipient of a Fulbright grant to Italy.** It is recommended that, when applying for the visa, grantees take into consideration the duration of their stay in Italy as well as their travel plans both within and outside the Schengen area. Visa validity must cover the entire length of stay in Italy and will correspond to the duration of the residence permit, which must be requested only for stays that are longer than three months.

To facilitate visa application, the Commission provides the grantee with a letter addressed to the competent Italian diplomatic authority certifying that s/he is recipient of a Fulbright grant, the amount of grant's financial benefits and the duration of stay in Italy. The letter also attests that, during the period of the grant, the grantee is enrolled in the ASPE health care benefit plan (*Accident and Sickness Program for Exchanges*) provided by *US Department of State*, which covers limited medical expenses, including hospitalization.

### **Required Documentation for Visa application**

As a general rule, the documentation required for application for a study VISA includes:

1. The visa application form.
2. A recent passport-style photo.
3. Passport or travel document valid for at least three months after visa expiry date.
4. The letter to the competent Italian diplomatic authority provided to you by the Fulbright Commission in support of your Visa application.
5. A copy of the Grant Authorization that specifies grant's benefits.
6. Declaration of the availability in Italy of appropriate lodgings as well as funds that are necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket.
7. Proof of insurance coverage for medical treatment and hospitalization for the period of your stay in Italy. Proof of insurance coverage is indicated in the Commission's letter of introduction to the Embassy or Consulate.

Source [http://www.esteri.it/visti/home\\_eng.asp](http://www.esteri.it/visti/home_eng.asp) - last access 2 March 2011.

**N.B. Before applying for the entry visa to Italy for study purposes (study-grant) please check with the Italian Embassy or Consulate about the required documentation. The Consulate will give you indication of the documents to be included in your application. We strongly recommend that you receive confirmation of application procedures directly from the Consulate.**

**N.B. Please also be informed that Visa fees are waived for Visas for study and that the passport must be valid at least 3 months beyond the expiration date of the requested visa. To avoid delays we strongly recommend that you renew or apply for a new passport several months prior to your departure from the US.**

**The Italian Diplomatic Authority that issues the visa gives the grantee copy of the submitted documentation. You should bring it with you since it is necessary to present it to the *Questura* (your local police headquarters) in your city of residence in Italy when applying for the residence permit (*permesso di soggiorno*).**

### **Visa for Dependents**

An accompanying dependent is a spouse or a relative (child, parent, and sibling) who is financially dependent on the grantee and will spend at least 80% of the grant period abroad with her/him.

Accompanying dependents should apply for an entry visa for study as well. Please note that the Consulate, before issuing the visa to grantee's dependents, will ask for a bank statement showing evidence that the grantee has adequate funds to maintain his/her dependent(s) (in this respect, please enquire about the required documentation at the Italian Embassy or Consulate). Dependents names will be indicated in the letter in support of your Visa application provided to you by the Fulbright Commission.

### ***Registering your overseas residence online with the US Government***

Before leaving the United States, grantees should register their overseas residence online at <https://travelregistration.state.gov>. Travel registration is a service provided by the US Government to US citizens who are living in a foreign country and allows you to record information about your upcoming trip abroad that the *Department of State* can use to assist you in case of an emergency. US citizens residing abroad also receive routine information from the nearest US Embassy or Consulate while in Italy.

### ***Health and Accident Insurance***

All Fulbright grantees are enrolled in the ASPE health care benefit plan (*Accident and Sickness Program for Exchanges* - <http://usdos.sevencorners.com>), offered by *US Department of State* to participants in USDOS exchange programs. The plan, administered by Seven Corners, covers limited medical expenses during the Fulbright grant period.

Please note that ASPE covers the grantee only for his/her grant period in Italy. Insurance coverage is not provided for dependents of Fulbright grantees and does not apply to the period of stay that exceeds the Fulbright grant, to stopovers and diversionary travel en route to or from place of assignment, nor to any breaks in the assigned grant activity.

The following Health and Accident insurance documentation will be provided to the grantee by the Commission upon arrival in Italy:

- a. Hard copy of ASPE guide, explaining coverage and limitations (downloadable at <http://usdos.sevencorners.com/>);
- b. Your ASPE Identification Card;
- c. Copies of ASPE forms

We strongly suggest that you carefully read the ASPE Guide prior to your departure for Italy and that you keep it as a reference during your stay in Italy. The Guide contains useful information to be read before leaving the US. If you have any questions on your ASPE Health Care Benefit Plan during your stay please contact Seven Corners' Customer Service.

### **ASPE - Accident and Sickness Program for Exchanges**

#### **Website**

- [www.usdos.sevencorners.com](http://www.usdos.sevencorners.com)

#### **Customer Service Available 24/7**

- **1.800.461.0430** - Toll Free from the US
- **+01.317.818.2867** - Call collect from outside the US
- **Write to :**  
ASPE Health Benefits  
Attn: Customer Service  
P.O. BOX 3724  
Carmel, IN 46082-3724
- **Email:** [usdosinfo@sevencorners.com](mailto:usdosinfo@sevencorners.com)

## ***Taxes***

Please be advised that Fulbright grants are subject to US income tax only. Grantees are responsible for checking their tax liability and should refer to their local Internal Revenue Service (IRS) representative or tax professional for tax advice. Please note that neither the Fulbright Commission nor IIE/CIES staff is allowed to give tax advice.

For tax purposes, grantees will receive from the Fulbright Commission a tax statement detailing the amount of funds received during calendar year (from January 1 to December 31).

For more information on grants and taxes:

#### **Internal Revenue Service**

#### **International Tax Assistance**

**Visit:** <http://www.irs.gov>

**Call:** International Taxpayer Assistance

(267) 941-1000 ( note: not "toll-free" )

6:00 am to 11:00 pm (EST) M - F

**Fax:** (267) 941-1055

#### **Write:**

Internal Revenue Service

P.O. Box 920

Bensalem, PA 19020

### ***Travel Arrangements in compliance with the Fly America Act***

Grantees are responsible for making their own travel arrangements and, as recipients of US Government-financed grant including air travel, must comply with the *Fly America Act* and travel round-trip on a US flag air carrier where available. Grantees can also travel on a flight operated in code-sharing between a US and a foreign carrier. In the latter case, the ticket must be issued by the US flag carrier.

Grantees are recommended to buy air travel tickets well in advance of their departure to get convenient fares. Airline companies' websites, student travel agencies that offer student fares or online travel services can be a good place to look at for cheap airline tickets (see below).

#### **Useful websites**

##### **Student Travel Agencies**

- <http://www.statravel.com>
- <http://www.studentuniverse.com>
- <http://www.kayak.com>

##### **Online Travel Services**

- <http://www.travelocity.com>

### ***Some suggestions on what to bring to Italy***

- Adapters/transformer that render your personal appliances compatible with 220V electrical current used in Italy
- Address book
- Batteries
- Business cards
- Camera
- Cash - Approximately 200 Euros
- Clothing: bring clothing for varying weather conditions. Temperature differs across Italy and depending on the season.
- Contact information for credit card companies, hometown banks, etc.
- Contact lens fluid
- Copy of birth certificate
- Copy of your résumé
- Credit cards
- Driver's license or international driver's license
- Extra pair of glasses or extra pairs of contacts
- Family photos
- Favorite recipes

- Four passport sized photos of yourself
- Fulbright grant documents
- Insurance information
- Italian-English dictionary
- Medical and immunization records, dental records
- Notebook and power transformer/converter
- Passport and other IDs
- Photocopies of passport, IDs, other important documents
- Pictures or postcards of your hometown and the US
- Plug converter kit
- Prescription medications for any existing medical conditions as well as a copy of prescriptions
- Prescriptions and an extra pair of eyeglasses or contact lenses
- Small bag for overnight trips
- Small first aid kit
- Small sewing kit
- Some toiletries
- Sunglasses
- Travel alarm clock
- Umbrella
- University transcripts

**Some suggestions on what NOT to bring to Italy:**

- Linens, kitchen supplies, other household items. If your apartment is not furnished, it is usually easier to purchase these items in Italy.
- Small electrical appliances such as hairdryers. They may not work even with plug adaptors, and are easy to purchase in Italy.

***Pre-departure checklist***

The checklist which follows may assist you with the organization of your departure from the US and arrival in Italy:

- Receive the official documents of your Fulbright grant (the letter of award and Grant Authorization)
- Sign and return your Grant Authorization to the Fulbright Commission and to the US agency through which you applied.
- Obtain or update your passport and the passports of your dependents that will accompany you
- Obtain from the Fulbright Commission the letter in support of your application for a VISA for study purposes.
- Apply for a Visa for study purpose for yourself and any dependents that will accompany you
- Purchase international air tickets on a US flag carrier in compliance with the *Fly America Act*

- Send to the Fulbright Commission the Arrival Dates and Visa Information Form together with copies of the air tickets, passport and visa.
- Purchase a small amount of Euro currency
- Register your overseas residence online at <https://travelregistration.state.gov>
- Read carefully the ASPE Guide
- If you have questions on your tax liability contact IRS or speak with a tax professional
- Contact the Fulbright Commission with any questions you may have

## Part III - Upon Your Arrival in Italy

### *Applying for the residence permit (permesso di soggiorno)*

#### **The residence permit**

The residence permit is the only legal document that legitimizes the stay in the country. It is issued in electronic format on a smart card in which your personal data, photograph and fingerprints are stored in digital format. Its duration corresponds to the length of your visa.

#### **When to apply**

Grantees who will reside in Italy for a period longer than **3 months** must apply for a “Residence Permit for Study Purposes” (*Permesso di Soggiorno per Motivi di Studio*) within **8 days** of the date of arrival in Italy.

To this end, the Commission will provide each grantee with a letter of introduction addressed to the local Questura certifying that s/he is recipient of a Fulbright grant and that s/he is enrolled in the *ASPE* health care benefit plan for the whole grant period.

#### **Where and how to apply**

You can apply for the *residence permit for study purposes* at one of the 5.700 post offices located throughout the country (*Sportello Amico*), where you can receive the kit containing the application form and instructions. To find the office nearest you that has a *sportello amico*, visit: <http://www.poste.it/online/cercaup>

Two types of kits are available:

- Envelope with blue stripes: for EU citizens
- **Envelope with yellow stripes: for non-EU citizens** – (This is the kit you should ask for).

#### **Application acceptance procedures**

In addition to the completed application form, you must also submit the following documentation:

- Your valid passport or any other equivalent travel document bearing the entry visa
- A photocopy of all pages of your passport or another valid travel document bearing the entry visa. All copies must be in A4 format, one sided (no two-side copies allowed)
- 4 recent and identical passport-size photographs
- A €14.62 revenue stamp (*marca da bollo* that you can get at *Tabacchi* - Tobacco shops)
- The following supporting documents:
  - A copy of the Grant Authorization
  - A copy of the letter of introduction for the local Questura provided by the Fulbright Commission
- A copy of receipt of payment of Euro 27.50 (*bollettino postale prestampato*- see definition below) to pay the expenses for the issue of the residence permit on electronic medium.

You will be asked to provide in the application your residential address in Italy and your contact information.

**NB.:**

1. **Bollettino Postale:** Many payments in Italy are made through a “bollettino postale” (literally translated as ‘postal paying-in slip’) accepted in every Italian post office and in many tabacchi. The bollettino postale is a white paper slip that must either be filled out or is

already pre-printed (as in the case of utility bills) and is divided into two parts: one-half is taken by the post office or tabacchi to process the payment, and the other is given as a proof of payment. It is a rather common method of payment in Italy as it is used for a variety of services.

## 2. The envelope containing the application must not be sealed

The application must be sent to the local *Questura* by registered mail (*posta raccomandata*). The cost of the registered mail is Euro 30.00 to be paid at the post office counter upon acceptance of the application. On receiving the application, the post office issues a **registered letter receipt** that proves that you have applied for the permit and indicates the **user ID** and **password** to be used to check the stage of your application on the Immigration web portal (<https://www.portaleimmigrazione.it>). Always keep a photocopy of this receipt with you, as it is proof that you have applied for the permit and you are waiting to receive the document.

### Application cost

The total cost of the application for the permesso di soggiorno is € 72.12:

- € 14.62 for the revenue stamp
- € 27.50 to be paid by a postal transfer (*versamento su conto corrente*) to cover the cost of the electronic permit
- € 30.00 for the registered mail

**N.B. the above information is subject to periodic changes and costs may vary unexpectedly. We recommend that you check the list of documents to be included and the actual cost before submitting the application (visit [www.poliziadistato.it](http://www.poliziadistato.it) or [www.poste.it](http://www.poste.it) ).**

After submitting the application, you will be called for fingerprinting by your local Questura, usually by registered letter and sms message, and you will be then given an appointment to collect your permit. If, for serious reasons, you can't go to the appointment, you might be asked to go in person to re-schedule for another date. Please note that it may take several weeks/months to get your residence permit.

### Residence Permit for dependents

Family dependents should apply for a residence permit as well and submit a separate application except for children under the age of 14 who shall not submit a separate application from that of their parent (or parents).

#### Residence Permit and Visa

##### Useful websites

- [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it) - Embassy of Italy in Washington
- [www.interno.it](http://www.interno.it) – Ministry of the Interior
- [www.poliziadistato.it](http://www.poliziadistato.it)- Polizia di Stato – Italian National Police
- [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) – Immigration Portal
- [www.poste.it](http://www.poste.it) – Poste Italiane

##### Useful Telephone Numbers

- **800.309.309** – toll free number for general information on the residence permit and on municipalities and patronati that provide

assistance for the application. Available 24h a day, in English, Italian, Spanish, French and Arabian.

- **803.160 (\*)** – Poste Italiane number for information about Post Offices where you can apply for a *permesso* (Sportello Amico). Mon – Sat, 8 am – 8 pm.
- **848.855.888** (local rate), for information on the stage of your application. Mon – Fri, 8 am – 8 pm.

### *Obtaining a Codice Fiscale (taxpayer's code number)*

The “Codice Fiscale” is very similar to the US Social Security Number and identifies citizens when dealing with public offices or administration. It is also often required when entering into a contract with utility companies, when opening a bank account or renting an apartment. The only valid “codice fiscale” is issued by the Italian Internal Revenue Service (*Agenzia delle Entrate*). **No other body is authorized to print the code, or to produce programs to calculate the code. In case you buy a mobile phone, do not allow other people or sales clerks to calculate the code for you and do not use free applications that can be found on the web, to produce the code.**

Grantees are recommended to apply for a “Codice Fiscale” upon arrival in Italy. The request for the “Codice Fiscale” can be made at one of the various Local Offices of the Italian Internal Revenue Service (*Ufficio Locale dell’Agenzia delle Entrate*), whose addresses can be found on the web at: [http://www1.agenziaentrate.it/indirizzi/agenzia/uffici\\_locali/](http://www1.agenziaentrate.it/indirizzi/agenzia/uffici_locali/).

In order to obtain a “codice fiscale”, it is sufficient to show either your valid passport or a valid residence permit. The release of the “Codice Fiscale” number is usually immediate.

#### **“Agenzia delle Entrate” Contact Information:**

- Call **848.800.444** to access various services and information. Available Monday through Friday from 9 a.m. to 5 p.m. and on Saturday from 9 a.m. to 1 p.m. (local rate)
- From a mobile phone call **06.96668907** (Charges vary according to mobile companies)
- From abroad call: **+39.06.96668933** (Cost is charged to the caller)
- By SMS Text Messaging to **320.4308444**
- By Web Mail: see <http://www.agenziaentrate.it>

### *Finding Accommodation*

Unless university accommodation is provided as a benefit of the Fulbright grant, grantees are responsible for securing housing for the period they will spend in Italy. The Commission strongly recommends

defining your search for an accommodation upon your arrival in Italy and not from the US, since it is wise to see the apartment and meet the landlord/rental agent in person. When searching for an accommodation through an online website always be careful and protect yourself from possible Internet frauds and crimes.

Italian universities have student services and housing offices that manage university housing facilities and can provide information also on renting student apartments, which are generally more affordable than accommodation on the private market. Common types of university accommodation are university dorms (*residenze universitarie e case dello studente*), university guestrooms (*foresterie* – usually for short stays), and university colleges or residences (*collegi o residenze universitarie*). Admission to university residences is usually based on selection on the basis of the student's financial status and on merit.

#### University Residences – Useful websites

- <http://www.collegiuniversitari.it/collegi.asp> - map of university colleges in Italy
- <http://www.collegiuniversitari.org> - directory of Christian University Colleges in Italy - Italian Episcopal Conference CEI
- [www.fondazionerui.it](http://www.fondazionerui.it) - RUI Foundation (International University Residences)
- [www.camplus.it](http://www.camplus.it) - University Residences in Bologna, Milan, Catania and Turin - CEUR Foundation

Other possible solutions for student accommodation can be a room in a shared apartment or a room in a private home.

If you wish to search for an accommodation autonomously you can:

- Look at rent ads that can be found on bulletin boards at universities and student travel agencies (such as CTS – Centro Turistico Studentesco e Giovanile - [www.cts.it](http://www.cts.it)), at US and European universities and institutions in Italy (for a list of US universities in Italy visit ACUUPI website at [www.aacupi.org](http://www.aacupi.org) - Association of American College and University Programs in Italy) and at international bookshops.
- Look at rent ads that are published on local papers, and on magazines for foreign residents, classified magazines, online services and websites.
- Go to a real estate agency. Please note that real estate agencies charge a fee for their service.
- Rely on word of mouth, personal relationships and network of friends. You may also wish to contact past Fulbrighters who lived in your city of affiliation to receive useful tips about housing. The Fulbright Commission will provide US students with a list of Fulbrighters of the previous academic year and with a document containing information on housing collected from past grantees.

#### Safety and Security when searching for an Apartment

- ❖ Always see the apartment and meet the landlord/rental agent in person before giving any money to the landlord/rental agent

- ❖ Always ask a friend to come with you when seeing the apartment and meeting the landlord/rental agent
- ❖ Never send money in advance to secure an apartment especially through wire transfers without seeing the apartment and meeting the landlord/rental agent in person (i.e. via Western Union, Moneygram or other wire service)
- ❖ Never send copies of your documents, bank account data, credit cards numbers or other financial information as a guarantee for securing an apartment, in order to protect yourself from identity theft and frauds
- ❖ Be careful of deceptive ads and photos which are aimed at attracting your attention and may hide frauds and crime schemes
- ❖ Do not rent an apartment for longer than you need, since once a contract is signed you are bound to it

**Please see the resources and advice on how to protect yourself from crime and frauds on both US and Italian Police websites:**

- <http://www.fbi.gov> –Federal Bureau of Investigation
- <http://ftc.gov/bcp/consumer.shtm> - Federal Trade Commission, Consumer Information
- <http://www.poliziadistato.it> - Italian National Police
- <http://www.getsafeonline.org> - Advice on online safety
- <http://wiredsafety.org> - Advice on online safety

Short-term lodging can be found at religious accommodation facilities and institutes (i.e. in religious guesthouses – *case per ferie*). For more information, visit [www.nibiru.it](http://www.nibiru.it), the web portal on religious housing facilities.

### **Housing – Useful websites**

#### **Short term accommodation:**

- [www.enit.it](http://www.enit.it) – Italian Tourist Board (see section “Where to sleep”)
- [www.nibiru.it](http://www.nibiru.it) – web portal on religious housing facilities

#### **Independent search:**

- <http://annunci.repubblica.it> - Real Estate search engine on "La Repubblica" newspaper
- <http://sabbaticalhomes.com> - Academic community's resource for home exchanges and home rentals
- <http://trovocasa.corriere.it> - Real Estate search engine on "Corriere della Sera" newspaper

- [www.florenceandabroad.com](http://www.florenceandabroad.com) - Real Estate Agency – for Florence and Tuscany
- [www.gabetti.it](http://www.gabetti.it) - Real Estate Agency located in many Italian cities
- [www.it.halldis.com](http://www.it.halldis.com) - Apartment Rentals in many Italian cities
- [www.mercuriusrelocations.com](http://www.mercuriusrelocations.com) - Real Estate Agency Located in Rome
- [www.tecnocasa.it](http://www.tecnocasa.it) – Real Estate Agency located in many Italian cities

**When exploring online resources please be sure to take security measures against Internet frauds**

Student grantees are advised to contact US Fulbright students of the academic year 2010-2011 to ask for advice and share information in this regard, as well as to contact other current grantees that will reside in the same city.

### **Renting a furnished apartment**

Furnished apartments (*appartamenti arredati*) are rather difficult to find in Italy, especially for periods of less than one year. Rent varies from very expensive in larger cities to moderately expensive in smaller towns. Rates are usually higher for locations closer to the city center and can range from 300 Euros to 1000 Euros a month, depending on the size of the apartment and the area. In university cities, furnished rooms in private homes are also available. (Please note that in rent ads, the apartments should be classified as “uso abitazione” and not as “uso ufficio”).

Furnished apartments sometimes are supplied with linens and cooking utensils. If provided, each item should be carefully checked and its condition noted down. Any item you may need to purchase is available at a reasonable price in department stores or open markets. Prices increase in specialized shops.

As a general rule, the lease must be registered by the landlord, and you will be asked to pay half of the registration charges that amount to 2% of the total amount of the rent. You will probably be asked to pay also a two-month security deposit (*deposito*) to cover possible damages.

### **Utilities and telephone**

Utilities, such as electricity, gas and telephone are not included in the rent and are usually paid by the tenant usually through a *bollettino postale*. Most utility bills are issued every two months. If a telephone is desired, it is advisable to find an apartment that already has one, as the installation fee is high. Electricity costs far more in Italy than in the US, so it is wise to limit the use of electric heaters and other appliances that consume a great deal of electricity.

**A word to the wise:** Insist on being present to record the meter readings for gas and electricity, both when you arrive and when you leave, so that charges you are responsible for will be calculated accurately. Utility companies usually issue itemized bi-monthly statements detailing consumptions.

### **Electrical Equipment**

As in other European countries, electric current in Italy is 220V, 50 Hz. Appliances brought from the US will need a transformer and/or a converter plug adaptor. Computers and printers, unless clearly marked for both 120V and 220V, will also need transformers and/or converters. Plug adaptors for general use and transformers for small appliances can be found in many shops selling electrical items. However, make

sure that the transformers' capacity is suited for the appliance, and ask specific questions when purchasing.

N.B.: Some US appliances, such as stereos and clocks will not operate properly even with a transformer. Consider buying small appliances here.

### **The doorman**

Many apartment buildings still have a doorman (*portiere*), whose responsibilities usually include receiving and distributing mail, signing for packages, building maintenance and various other duties. For a relatively small tip he may be asked to do minor repairs.

### **Waste Recycling**

Waste is generally collected and sorted using dedicated bins located at the curbside, which separate recyclable materials such as glass, metal, plastic or paper, from not recyclable materials. In some Italian cities, especially in old towns, waste is collected through a door to door pickup service. Collection rules may vary from one city to another and from region to region.

### ***Opening a Bank Account***

Fulbright Grantees who will stay in Italy for more than 6 months are encouraged to open a checking account either at a bank or at the Post Office to receive payments in Euro currency related to the grant.

**When you open an Italian bank account, please make sure that it can receive international transfers.** In case you open a "limited" bank account, which accept domestic transfers only (as Prepaid debit cards), please inform us so that we can properly manage the transfer.

Please also be advised that Italian banks charge a monthly fee for keeping the account and usually do not charge any fee to close it. Rates can vary from bank to bank, and grantees are advised to carefully check the bank conditions. Grantees who will reside in Italy for more than six months, will receive from the Commission, a letter of introduction to facilitate the opening of the bank account, upon their arrival in Italy,

To open a bank account you need to present the following documents:

- A valid passport
- A Codice fiscale

As an alternative to opening a bank account, grantees can open a checking account at the Post Office. For more information on "Conto Banco Posta" grantees can visit "Poste Italiane" website <http://www.poste.it/bancoposta/contobancoposta/> or call the toll free number **803160** from 8 a.m. to 8p.m. from Monday to Saturday. Please be advised that the line at the post office can be very long especially in big cities, whereas bank lines are shorter.

### *Arrival checklist*

Things to do on your arrival in Italy:

- Receive from the Fulbright Commission the letter in support of your application for the Residence Permit.
- Receive from the Fulbright Commission your Arrival Package
- Apply for a Residence Permit if you will reside in Italy for a period longer than 3 months. Application must be submitted within 8 days from your arrival in Italy
- Participate in the Orientation Program (only for US Fulbright graduate students and English Teaching Assistants)
- Obtain your Codice Fiscale
- Open a bank account if your stay in Italy is longer than six months
- Secure an accommodation
- Identify a doctor and hospital in case of emergency
- Notify the Fulbright Commission of your Italian Residential address and contact numbers

## Part III – Living in Italy

### *Italian Education System*

#### **Introduction**

The main principles at the basis of the Italian educational system are laid down in the Constitution of the Italian Republic that came into force on January 1st, 1948. According to the Italian Constitution, the Republic guarantees freedom of the Arts and Sciences, which can be freely taught, and promotes the development of culture and of scientific and technical research. The Republic establishes state schools for all branches and grades and recognizes private educational institutions (See articles 9, 33-34).

Italian higher educational system consists of a university sector that includes state and private universities (about one hundred), polytechnics, universities for foreigners, schools of advanced studies and telematic universities, and a non-university sector that comprises National Academies in the Fine Arts, Cinema, Dance and Drama, Music Conservatories, schools and institutes for the education and training of professionals in various fields such as language mediation, design, restoration, military studies, etc.

Universities are organized in faculties that deal with particular subjects and are structured in specialized departments. They are founded on the principle of autonomy, according to which they have the right of establishing their statute and internal regulations. Governing, teaching and research staff at Italian universities include:

#### **Governing staff**

- Rettore (*Rector*)
- Prorettore (*Pro-rector*)
- Preside (*Dean*)
- Direttore del dipartimento (*Department Chair*)

#### **Tenured staff**

- Professore Emerito (*Emeritus Professor*)
- Professore Ordinario (*Full Professor*)
- Professore Associato (*Associate Professor*)
- Ricercatore Confermato (*Researcher with tenure*)

#### **Temporary staff**

- Professore a contratto (*Professor with a non-tenured lectureship*)
- Ricercatore non confermato (*Researcher with no tenure*)
- Assegnista di ricerca (*Research fellow*)

The Ministry of Education, University and Research (MIUR) manages the Italian higher education system together with advisory bodies such as the National University Council (CUN), the Conference of Italian University Rectors (CRUI), the National Council for Higher Artistic and Music Education (CNAM) and the University Student National Council (CNSU).

The university sector has recently undergone a substantial reform, approved in 1999 in accordance with the Bologna Declaration, signed by 29 countries on June 19, 1999. The Bologna process aimed at facilitating the convergence of European higher educational systems by creating a European Higher education area, characterized by common degree frameworks and quality standards.

### **Old System (vecchio ordinamento)**

A 13-year compulsory schooling: 5 years of primary school, 3 years of junior high school and 5 years of secondary school. Children entered primary school at 6 and obtained their School Leaving Certificate (Maturità) at 19 years old.

Universities offered: 3-year professionally oriented university diplomas (*Diploma universitario*); 4-6 year degrees (*Diploma di laurea*) and 3-4 year Research Doctorates in a great variety of subjects fields of the Arts, Humanities, Social Sciences and the Sciences; 2-6 year specialization diplomas (*Diplomi di specializzazione*) in the fields of medicine, dentistry, veterinary medicine.

### **Current System (nuovo ordinamento)**

Following the reform, university degrees are organized in a three-cycle sequence.

#### **1) 1st Cycle University Degrees –undergraduate level**

The requirement for admission to a 1<sup>st</sup> cycle degree course (*corso di laurea di primo livello*) is the diploma awarded at the end of secondary school after the school-leaving examination. Entry to undergraduate degree programs can either be restricted or open, and can be sometimes subject to a motivational test or selective examination. Undergraduate degree programs last three years and are characterized by both theoretical and applied studies that aim at providing a solid knowledge of general scientific methods and subject contents as well as professional skills. After completion of the program, students are awarded the degree of “dottore”.

#### **2) 2<sup>nd</sup> Cycle University Degrees**

Two types of degrees are offered in the second cycle: *Corsi di Laurea Specialistica* and first level Master’s Degree Programs (*Corsi di Master Universitario di Primo Livello*). A first level bachelor’s degree (or equivalent) is required for admission. *Laurea specialistica* programs last two years and are characterized by a strong theoretical part and specialized studies in the given subject field that aim at acquiring professional competences. After completion of the *Laurea specialistica*, and the defense of an original dissertation, students are awarded the degree of “Dottore Magistrale”. First Level Master’s Degree last one or more years and can be either academically or more professionally oriented.

Law, Medicine, Dentistry, Pharmacy, Architectural Engineering and Architecture Schools offer 4-6 year Degree Programs that are structured as a unified 1<sup>st</sup> and 2<sup>nd</sup> cycle course of study (*corso di laurea magistrale a ciclo unico*) leading to the degree of *Dottore Magistrale*. Admission is always subject to an entry examination.

#### **3) 3<sup>rd</sup> Cycle University Degrees**

The main degrees of the third cycle, open to graduates of a *Laurea specialistica* or *magistrale*, are:

- 2<sup>nd</sup> level Master’s Degrees (*Master Universitario di 2° livello*) of 1 or more years, either academically or professionally oriented
- 2<sup>nd</sup> level Specialization Diplomas (*Diploma di Specializzazione di 2° livello*), 2-6 year professionally oriented programs in the fields of dentistry, medicine, veterinary medicine, training

to the legal professions and to teaching in secondary schools. Admission is subject to a competitive examination.

- Research Doctorates (*Dottorati di Ricerca*), 3 or more years of training for highly specialized research. Doctoral Programs are open to graduates from the *laurea specialistica/magistrale*, and accept a restricted number of students that are selected through a competitive examination.

### Useful Websites

#### Guide to "Study in Italy"

- <http://www.fulbright.it/en/guide/study-in-italy>

### Foreign Students

Non-EU students are generally admitted to degree programs according to quota systems and require a visa, residence permit, and financial guarantee. Foreign students are also required to pass an Italian language exam.

### Academic Calendar and Tuition

As a general rule, classes start at the end of September/early October and end at the end of May/early June. Exam sessions usually take place in January/February and June/July, with smaller sessions in September and December. Winter break is about two/three weeks starting some days before Christmas and ending on January 6<sup>th</sup>. Easter Break is generally one-week long.

Italian and foreign students pay university tuition based on their income and depending on type of degree program, course level, and subject area.

### Grades and educational credits

Examinations' grades are expressed on a scale of 30/30, 18 being the passing grade. Degree examination is graded on a scale of 110/110, 66/110 being the passing grade. *Cum Laude* is added to the maximum grade (110/110), to indicate a high level of academic distinction.

University educational credits (*crediti formativi universitari - CFU*) measure the attainment of the educational goals in terms of student's workload, curricular activities, class attendance, class work, labs, individual study, stages. Every year a student can devote 1500 hours to studying at the undergraduate or graduate level, which correspond to 60 CFU. The required credits that are necessary to obtain one's degree amount to 180 CFU for the *laurea di primo livello*, 300 CFU for the *laurea specialistica* and 60 CFU for both 1<sup>st</sup> cycle and 2<sup>nd</sup> cycle 1-year Master's Degree Programs.

### Day-care and Schools

Day-care for infants and small children under the age of 3 is provided in Italy by public and private crèches (*asili nido*). Public day nurseries are run by the municipality whereas private ones are run by either religious or private organizations. Application for admission should be made well in advance, usually six months before the starting date of the school year. Selection and charges in public day-care centers are based on parents' income.

Education in public schools is free of charge for both Italian and foreign children, and is compulsory for children between the ages of 6 and 16. The school system in Italy consists of non-compulsory nursery school (*scuola dell'infanzia*), from the age of 3 to 5, followed by primary school for 5 years from the age of 6 to the age of 11 (*scuola primaria o elementare*), first grade secondary school for three years from the age of 11 to the age of 14 (*scuola secondaria di primo grado o scuola media*) and higher secondary school (*scuola secondaria di secondo grado*) for five years from the age 14 to 19. (For more information visit <http://www.istruzione.it> )

Secondary education is offered by high schools (*licei*), art schools (*licei artistici e istituti d'arte*) and institutes that provide a vocational and professional education (*istituti tecnici e professionali*).

*Licei* can have different orientations and emphasize the study of particular subjects such as ancient Greek and Latin (*licei classici*), mathematics, physics, chemistry and natural science (*licei scientifici*), foreign languages (*liceo linguistico*), humanities and social sciences (*liceo delle Scienze Umane*), music and singing (*liceo musicale e coreutico*). Some high schools offer experimental curricula that focus on the social sciences or on classical, linguistic or scientific subjects. Other experimental *licei* provide an international education.

<b>Italian Secondary Education System</b>	High Schools ( <i>Licei</i> )	They can have different orientations and emphasize the study of particular subjects:
		Greek and Latin ( <i>licei classici</i> )
		Maths, Physics, Chemistry and Natural Sciences ( <i>licei scientifici</i> )
		Foreign Languages ( <i>licei linguistici</i> )
		Humanities and Social Sciences (Psychology, Pedagogy, Sociology, Anthropology, History, Law, Economics) ( <i>liceo delle scienze umane</i> )
	Music and Singing ( <i>liceo musicale e coreutico</i> )	
	Art Schools ( <i>Licei Artistici e Istituti d'Arte</i> )	Arts ( <i>visual arts, architecture, audiovisual and multimedia, design, graphics, scenography</i> )
	Institutes providing a vocational and professional education ( <i>Istituti Tecnici e Professionali</i> )	Technical and Vocational Subjects

### The International Baccalaureat

Some Italian schools offer an international educational qualification, the International Baccalaureat, recognized by Italian and foreign universities (for more information visit the International Baccalaureat website at <http://www.ibo.org> )

#### **Daycare and Schools – Useful Websites**

- <http://www.istruzione.it/web/hub> – Ministry of Education
- [www.ibo.org](http://www.ibo.org) - International Baccalaureat
- [http://archivio.pubblica.istruzione.it/anagrafica\\_scuole/statali.shtml](http://archivio.pubblica.istruzione.it/anagrafica_scuole/statali.shtml) - private nursery school listings
- [http://archivio.pubblica.istruzione.it/anagrafica\\_scuole/non\\_statali.shtml](http://archivio.pubblica.istruzione.it/anagrafica_scuole/non_statali.shtml) - public nursery school listings

#### ***Museums and Libraries***

Museums are usually open from 9.00 or 10.00 am to 5.00 pm and in some cases all-day till 8 pm Tuesday – Thursday. Museums generally have longer opening hours on Friday, Saturday and Sunday. Closing day is generally Monday. Hours may vary for small private art galleries.

Budgetary problems keep many libraries (especially in small cities) from remaining open all day long and on Saturdays and Sundays. Libraries are usually closed on holidays.

The Fulbright Commission can provide grantees with ad hoc letters of reference for introductory purposes to libraries, archives and cultural institutions.

A list of Italian Libraries by region is available at:

<http://www.biblio.polito.it/it/documentazione/biblioit.html>

#### ***Emergencies and Medical Assistance***

As a general rule, 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 the seriousness of their health condition, which is represented by a “color code”. This color code is assigned to patients by a specialized nurse at the reception. Emergency medical service is usually free of charge or provided upon payment of a limited fee.

Outpatient treatment (*cura ambulatoriale*) and hospitalization (*ospedalizzazione*) are provided at both public and private hospitals. Public hospitals are operated by the National Health Service and can be overcrowded in large cities. Generally, non emergency services are subject to a fee. Private hospitals and clinics are usually less crowded than public hospitals, but generally charge higher fees.

In case you need to see a doctor, you have been recommended hospitalization or need urgent care, you can refer to the US Embassy Guide on Doctors and Hospitals at <http://italy.usembassy.gov/acs/professionals/doctors/doctors-main.html> , where you will find a list of English-speaking medical practitioners and hospitals (<http://italy.usembassy.gov/acs/professionals/doctors/doctors-main.html>) in every consular district.

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.

### **Pharmacies**

Pharmacies can be recognized 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. As a general rule, they are not allowed to dispense prescription drugs to patients without the doctor's authorization.

If you take prescription drugs on a regular basis, it is advisable to take an adequate supply with you to cover the first months of your stay and ask your doctor in the US for the generic name of the medicine as brands' names may vary from country to country.

### **Voluntary Additional Insurance**

Grantees who plan to stay in Italy beyond/before their grant period, must secure a supplemental insurance for the period exceeding the Fulbright grant. Proof of this additional insurance might be requested when applying for the residence permit.

Grantees who are accompanied by family dependents during their Fulbright grant in Italy must purchase for them, at their own expenses, a health and accident insurance coverage.

Please note that in the past some Police Headquarters, "Questure", especially in cities in Northern Italy requested a complementary insurance to supplement the ASPE health care benefit plan.

In that case, grantees are advised to take out the INA ASSITALIA policy for students from outside the EU covering emergencies and hospitalization at public hospitals. The insurance policy is valid also for study travels within the EU for a maximum coverage of Euro 30.000 (Polizza per studenti extra-comunitari). This policy is offered to students who either have applied for or already obtained the residence permit.

As of April 2011, the cost of the policy for 0-6 months coverage is Euro 49.00, for 6 months – one year coverage is Euro 98.00. Insurance cost can be paid at the post office by postal giro account (*conto corrente postale* n. 71270003 addressed to "Ina Assitalia – Agenzia Generale di Roma" (Description: Causale: Polizza sanitaria per studenti extra-comunitari. Indicate your name, last name and address in Italy. Send copy of the paid postal slip to the Insurance Company).

Always check the actual cost before paying the form. For more information, call:

**INA ASSITALIA** – Agenzia Generale di Roma S/12  
Via Cesare Fracassini, 13 a – 00196 Roma  
Tel: 06-3210214; 06/3611676 - Fax: 06/3613626  
E-mail: [s12@ag-roma.gruppoina.it](mailto:s12@ag-roma.gruppoina.it)  
Website: [www.inaassitalia.it](http://www.inaassitalia.it)

### **Identification Documents**

You should carry an identification document with you at all times. 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**

Euro coins and banknotes entered circulation in Italy on January 1<sup>st</sup> 2002. The Euro is divided into 100 cents. Notes are in denominations of € 500, € 200, € 100, € 50, € 20, € 10 and € 5. Coins are in denominations of € 2, € 1 and 50, 20, 10, 5, 2 and 1 cent (s).

Foreign currency can be changed 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 throughout Italy as a secure means of payment.

Take usual precautions when withdrawing cash from ATM's by keeping your PIN out of sight. Do not use ATMs alone if it is late at night. Memorize your cards' PIN and do not write it down or keep it together with your cards.

Money can also be sent or received from the US via Western Union. Some branches are open seven days a week. For more information visit: [www.westernunion.com](http://www.westernunion.com).

Banks are usually open Monday through Friday from 8:30 a.m. to 1:30 p.m. and from 2:30 p.m. to 4:00 p.m. Hours may vary in some cities. Banks are usually closed on Saturday, Sunday and holidays throughout the country.

## **Money Transfer**

If you need to have somebody at home send you money while in Italy, a wire transfer is the recommended method. It is safe and relatively fast (average time 7 days). You should ask both your US and Italian bank for necessary information.

## **Safety and Security**

Always take usual security precautions:

- Always park your car or wait for public transport in a well-lighted area
- Before opening the front door, always ask who it is
- Beware of pickpockets and gypsy girls with babies or young children who sometimes try to attract the attention of foreigners to rob them
- Beware of phishing and other Internet frauds
- Do not accept a ride or an invitation from a stranger
- Do not carry with you large amounts of cash
- Do not leave your bag, purse, notebook, camera or other valuables unattended
- Do not show money or valuables in public
- Lock doors and windows when you leave home

Report any theft or loss immediately to the police. If you lose your passport, inform immediately the US Embassy or Consulate. The US Embassy and Consulates offer telephone advice on how to report a crime.

### **Emergency Telephone Numbers**

**112** – **Carabinieri** (military and judicial police for emergency assistance in case of a crime) - [www.carabinieri.it](http://www.carabinieri.it)

**113** – **National Police** – *Polizia di Stato* (Security Police) -

[www.poliziadistato.it](http://www.poliziadistato.it)  
**115** – Firemen - [www.vigilfuoco.it](http://www.vigilfuoco.it)  
**118** – Ambulance and emergency medical care - [www.118italia.net](http://www.118italia.net)  
**117** – Financial Police – *Guardia di Finanza* - [www.gdf.it](http://www.gdf.it)

#### **Safety and Security – Useful websites**

- [www.commissariatodips.it](http://www.commissariatodips.it) – Italian online police station
- [http://www.gdf.it/GdF\\_per\\_il\\_cittadino/Consigli\\_Utili/index.html](http://www.gdf.it/GdF_per_il_cittadino/Consigli_Utili/index.html) - Useful tips and advice from the Italian Financial Police on various subjects such as renting an apartment, phishing and other Internet frauds, sales, travelling, lotteries, counterfeiting, deceptive advertising, means of payments, sale receipts.

## *Transportation and travel*

### **Italian Railways (Ferrovie dello Stato)**

In Italy, travelling by train generally requires some planning in advance. Unless the grantee is travelling only a very short distance, it is strongly recommended that a reservation be made, and whenever possible, well in advance especially during holiday periods and summer months. Reservations are subject to a small supplemental fee.

Reservations can be made and tickets purchased at the train stations, at most travel agencies, online at <http://www.trenitalia.com>. Ticket offices in big train stations are usually very crowded, but most vending machines are easy to use, with instructions available also in English. Do not forget to validate your ticket before getting on the train. Electronic validation machines are usually located close to the tracks and are yellow-coloured.

The *Green Card* is available for young people from 12 to under 26-year-old. It costs 40 euro and allows young people to benefit from discounts of 10% off first and second class fares on all national trains, including wagon lits and couchettes and up to 25% off when travelling around Europe. The card is valid one year.

### **City Bus Transport**

Bus Service is available in almost every city and village, but punctuality and frequency will vary greatly. Single tickets, books of 10 tickets or monthly passes (*tessera*) can be purchased in advance at ticket kiosks or ticket machines and in some bars, newsstands and tobacco shops. Bus tickets are usually valid for 75 minutes and cover various means of public transport, including trams and the subway.

Single tickets must be validated when boarding and retained. Holders of monthly pass must validate the ticket once and retain it for the whole month. Passengers should get on the bus by the front or back doors and get off through the middle door.

Some big cities also have a tram service.

### **Subway (Metropolitana)**

Milan, Rome and Naples have extensive subway systems that are fast, efficient and reasonably-priced. Tickets can be purchased in advance at tobacco shops (*tabacchi*) and at subway stations.

### **Bus Service outside Major cities**

Italy has a vast network of coaches (*pullman*) that serve every region. The Regional, provincial and municipal public transport also serve small towns and villages that are not connected by the railway. The terminal (*capolinea*) of local buses is usually near the train station, or in the city center.

### **Driving**

Foreign (non-EU) citizens must have an International Driving Permit (IDP) in order to drive private motor vehicles in Italy. This document is issued in the same country in which the driver's original license was released. It provides a translation of your driver's license and doesn't substitute for your original driver's license, but complements it.

In the US, it is issued by the American Automobile Association (<http://www.aaa.com>), and by the National Automobile Club (<http://thenac.com>).

### **Taxis (*tassì or taxi*)**

Taxis can be found at clearly marked taxi stands and can be hailed in the streets or called by telephone. All authorized taxis are equipped with a meter. Do not trust people who approach you at stations, airports or tourist sites: they are often illegal and are notorious for overcharging.

At the airports, ask the charge for transportation before getting into the taxi: check the meter first, and then ask the driver to see the price list. Surcharges can include: service at night (additional charge from 10:00 p.m. to 7:00 a.m.), Sundays, holidays and baggage.

Telephone numbers of taxi companies and lists of taxi stands can be found in the yellow pages.

N.B.: Fixed rates are usually applied for rides with a fixed route to and from the airports.

In big cities, suburban taxi rates are usually higher than urban rates. In Rome for example, there are two standard Taxi rates: Tariffa 1 for city rides within Rome beltway (*Grande Raccordo Anulare or G.R.A.*) and Tariffa 2, which is more expensive, for rides outside the G.R.A. Always check on the meter that the right rate is being applied.

Strikes (*scioperi*) and other work stoppages occur frequently in the transport sector (national airlines, airports, trains and bus lines). A *sciopero* is generally announced in advance and is of short duration.

## **Telephone Information**

### **Public phones**

Most public phones accept only phone cards that can be purchased in various Euro denominations from tobacco shops and newsstands.

### **Telephone directories**

To search for a telephone number, a post code and both local and international telephone codes you can consult online white pages at <http://www.paginebianche.it> .

### **Direct-dialing calls**

To make an international call, dial **00** followed by country code, area code and number. The country code to dial direct the US is **001**. The country code to dial direct Italy from abroad is **0039**.

### Long distance collect calls

To make long distance collect calls dial **170**. This service is available Monday to Friday from 8.00 am to 10.30 pm and is provided by Telecom Italia, one of the main Italian TLC companies.

### Mobile phones (*telefoni cellulari*)

Having a mobile phone during your stay in Italy can be very useful and it is advisable to either bring with you from the US an unlocked mobile phone that works on the European GSM standard or buy one while in Italy.

The major Italian mobile telephone companies are Telecom Italia Mobile (TIM), Vodafone Italia, Wind and H3G (Tre). Mobile phones can be purchased at any consumer electronics store or mobile telephone stores. Prices range from 40 Euro (for a dual band phone) to 100 Euro and up (for a 3 or 4band phone with access to Internet and multimedia services).

Mobile phones in Italy work on GSM band 900 or 1800. Another standard that is coming into widespread use is UMTS, which provides wide-band multimedia and Internet services.

Mobile phones can be either locked or unlocked. Locked mobile phones can only be used with the SIM card of the TLC service provider that is built in the phone. Unlocked mobile phones are sold without the SIM card and can be used with any TLC company.

To use an unlocked mobile phone with no built-in SIM card, you can buy a rechargeable SIM card from one of the main Italian mobile companies mentioned above. To buy a SIM card you will need a *codice fiscale* and an ID card. Remember that in case you have not obtained your *codice fiscale* yet, when you buy the SIM card, you should not allow sales clerks to calculate the *codice fiscale* for you or use free applications that can be found on the web, to produce the code. The only valid *codice fiscale* is issued by the Italian Internal Revenue Service (*Agenzia delle Entrate*). See *Obtaining a Codice Fiscale* for more information on this issue.

Phone credit can be added directly to the SIM card with pre-paid cards in denominations €5, €10, €25 and up. Pre-paid cards of phone credit can be purchased at tobacco shops, and in bars and newsstands. You can recharge your card also electronically at ATMs, and in some bars and tobacco shops.

Locked mobile phones have a built-in SIM card and are usually sold either at a reduced priced or given for free by subscribing to a long-term monthly plan of at least 1-2 years. TLC companies offer many plans' options and cellular phones' models.

Mobile phones can usually be rent out for short-term periods also at airports.

#### Useful websites

- [www.telefonino.net](http://www.telefonino.net) – web portal on mobile phones
- [http://www.slowtrav.com/europe/cell\\_phones.htm](http://www.slowtrav.com/europe/cell_phones.htm) - a useful guide on mobile phones in Europe

### Telephone Directories

- <http://www.paginebianche.it> – white pages
- <http://www.paginegialle.it> - yellow pages

### Major Mobile Phone Companies

- TIM – Telecom Italia Mobile - visit [www.tim.it](http://www.tim.it) or call **119**
- Vodafone Italia - [www.190.it](http://www.190.it) or call **190**
- Wind – visit [www.wind.it](http://www.wind.it) or call **155**
- H3G (Tre) – visit [www.tre.it](http://www.tre.it) or call **133**

### *Internet*

Post offices are identified by a PT sign and deal with mail and bank services. They are generally open from 8.30 am to 7.00 pm Monday – Friday. They are usually open on Saturday morning. Opening hours may vary in small towns.

## ***Post Office and Mail***

Post offices are identified by a PT sign and deal with mail and bank services. They are generally open from 8.30 am to 7.00 pm Monday – Friday. They are usually open on Saturday morning. Opening hours may vary in small towns.

It may take as long as 6-7 working days for airmail letter to reach the addressee in the US via first-class mail (*posta prioritaria*). Stamps can be bought either at the post office or at tobacco shops.

The standard postage for national mailing via *posta prioritaria* is 60 Euro cents. For postal rates check [www.poste.it](http://www.poste.it) or call toll-free Customer Service number **803 160**.

Red mailboxes are located at Post Offices entrance and on many streets and carry a sign on which collection times are indicated. Mail is delivered Monday through Saturday.

Italian zip code is usually composed of 5 digits.

Incoming packages are opened and checked at the customs and they can be held until proof of safe content is given.

## **Express Mail Services**

In Italy, there are many express carriers (*corrieri espresso*) that operate mail and packages delivery services both nationally and internationally. Carriers usually offer special collection and delivery services on Saturdays.

### **Major Express Couriers**

- DHL - **199 199 345** - [www.dhl.it](http://www.dhl.it)
- FedEx Italia - **199.151.119**- [www.fedex.com/it/](http://www.fedex.com/it/)
- SDA – **199-113366** - [www.sda.it](http://www.sda.it)
- UPS - **02-30 30 30 39**- [www.ups.com](http://www.ups.com)
- TNT Global Express - **199 803 868** - [www.tnt.it](http://www.tnt.it)
- Mail Boxes ETC. - **local numbers** - [www.mbe.it](http://www.mbe.it)

## **Vatican Post Office (Rome)**

Vatican postal services have a reputation for delivering outgoing mail faster and more efficiently than the Italian postal system. Vatican City postal facilities are available to the public. Vatican postage differs from the Italian one (for more information visit: [http://www.vaticanstate.va/IT/Servizi/Poste\\_Vaticane](http://www.vaticanstate.va/IT/Servizi/Poste_Vaticane)).

## ***Leisure Time***

### **Cinema and Theatres**

Most movie theaters in Italy offer 4 showings: around 4 pm, around 6pm, around 8 pm and around 10 pm. Bigger movie theaters such as multiplex and megaplex also have later shows. Tickets cost 5-6 € during the week and 7-8 € in the weekends, although you might find higher prices in bigger movie theaters. Movie theaters in big cities usually also offer movies in the original language.

Italian cities offer a selection of both bigger and smaller theatres. The theatrical season lasts from September/October to June.

#### **Movies - Useful websites**

- [www.mymovies.it](http://www.mymovies.it)
- <http://trovacinema.repubblica.it/>
- <http://www.comingsoon.it/>
- <http://www.35mm.it/>
- <http://www.cinematografo.it/>

#### **Film Festivals**

- <http://www.labiennale.org/it/cinema> - Mostra Internazionale d'Arte Cinematografica di Venezia
- <http://www.romacinemafest.it> - Festival Internazionale del Film di Roma
- <http://www.torinofilmfest.org> - Torino Film Festival
- <http://www.wuz.it/directory-dvd/festival-cinematografici/a1.html#Festival+in+Italia> - Directory of Film Festivals in Italy

### **Shopping Hours**

Most shops in big cities and in tourist areas open at 9 or 10 a.m. and close at 8 p.m., sometimes with a one hour break for lunch, from Monday to Saturday. Shops in the outskirts or in small towns have a longer lunch break, usually from 1- 1:30 p.m. to 4:30-5 p.m.

### ***Offices of the United States Department of State***

The United States Mission in Italy comprises the American Embassy in Rome and the Consulates General in Milan, Florence, and Naples. Up-dated information on services for American citizens living in Italy can be found at: <http://italy.usembassy.gov/>

Addresses of the American Embassy and the US Consulates in Italy:

#### **US DIPLOMATIC MISSION TO ITALY - ROME**

Via Vittorio Veneto 121 - 00187 ROMA  
Telephone (switchboard): (+39) 06.46741  
Fax (+39) 06-488.2672

#### **US Citizen Services**

Monday through Friday 8:30 AM-12:30 PM (walk-in)  
For general inquiries, please call: (+39) 06.4674.2420/2421 between 3:00 and 5:00 PM

Or e-mail: [uscitizensrome@state.gov](mailto:uscitizensrome@state.gov)  
<http://italy.usembassy.gov/>

**CONSULATE GENERAL - MILAN**

Via Principe Amedeo, 2/10 - 20121 MILANO  
Telephone (switchboard): (+39) 02.290.351  
Fax (+39) 02.2900.1165

**US Citizen Services**

Monday through Friday 8:30 AM-12:00 PM  
For general inquiries, please call: (+39) 02.2903.5333 between 2:00 and 4:00 PM  
Or e-mail: [uscitizensmilan@state.gov](mailto:uscitizensmilan@state.gov)

[www.milan.usconsulate.gov](http://www.milan.usconsulate.gov)

**CONSULATE GENERAL - FLORENCE**

Lungarno Vespucci, 38 - 50123 FIRENZE  
Telephone (switchboard): (+39) 055.266.951  
Fax (+39) 055.284.088

**US Citizen Services**

Monday through Friday 8:30 AM-12:30 PM  
For general inquiries, please call: (+39) 055.266.951 between 2:00 and 4:00 PM

Or e-mail: [uscitizensflorence@state.gov](mailto:uscitizensflorence@state.gov)

[www.florence.usconsulate.gov](http://www.florence.usconsulate.gov)

**CONSULATE GENERAL - NAPLES**

Mailing address:  
Piazza della Repubblica - 80122 NAPOLI  
Telephone (switchboard): (+39) 081.583.8111  
Fax (+39) 081.7611.869

**US Citizen Services**

Monday through Friday 8:00 AM-12:00 PM  
For general inquiries, please call: (+39) 081.583.8220 between 2:00 and 4:00 PM

Or e-mail: [uscitizensnaples@state.gov](mailto:uscitizensnaples@state.gov)

<http://naples.usconsulate.gov/>

## *Holidays*

All offices including the Fulbright Commission in Rome, schools, and shops will be closed on the following dates:

### **2011**

- January 1 - New Year's Day – *Capodanno, Primo dell'Anno*
- January 6 – Epiphany – *Epifania*
- March 17 - 150th Anniversary of Italian Unification - *150mo Anniversario dell'Unità d'Italia*
- April 24 - Easter Day – *Pasqua di Resurrezione*
- April 25- Easter Monday – *Lunedì dell'Angelo*
- April 25 - Anniversary of Italian Liberation – *Anniversario della Liberazione*
- May 1 - Labor Day (Europe) – *Festa del Lavoro*
- June 2 - Italian Republic Celebration Day – *Festa della Repubblica*
- August 15 – Assumption Day - *Ferragosto*

## 2011

- November 1 - All Saints - *Ognissanti*
- December 8 – Ascension Day – *L’Immacolata Concezione*
- December 25 - Christmas - *Natale*
- December 26 – Boxing Day - *Santo Stefano*

US Embassy, American Consulates and the Fulbright Commission also celebrate:

- Independence Day - July 4th, 2011 and 2012
- Thanksgiving Day - November 24, 2011 – The fourth Thursday of November

The following American holidays are observed by the US Embassy and Consulates but not by the Commission:

- Labor Day - September 5, 2011 (first Monday in September)
- Columbus Day - October 10, 2011 (the Monday nearest October 12)
- Veteran’s Day - November 11, 2011
- Martin Luther King Day - January 17 2011 (third Monday in January)
- President’s Day - February 21, 2011 (third Monday in February)
- Memorial Day - May 30, 2011 (the Monday nearest May 30)

## **Part IV - Information for Grantees**

### ***Orientation Program for US graduate students and Mid-Year Meeting***

Fulbright grantees in the Graduate Student category and English Teaching Assistants are required to participate in a two-day Orientation program organized by the Fulbright Commission in Rome during the month of October.

In winter, usually in February, the Fulbright Commission organizes a Fulbright Meeting for US graduate students. The objective of the mid-year meeting is to enable grantees to review their study and research projects carried out at Italian universities and report on their progress.

### ***Enrichment Seminars in Brussels and Berlin for US graduate students***

During the academic year, US Fulbright grantees in the graduate student category residing in Europe, are invited to participate in the Enrichment Seminars organized by the Belgian Fulbright Commission and by the German Fulbright Commission.

The Brussels Seminar, open to Fulbright grantees in the graduate student category residing in Europe, is organized every year in Late February/Early March, and focuses on issues related to the European Union and NATO.

The Berlin Seminar, organized in the months of March/April is an opportunity for US Fulbright graduate students and scholars in Germany and Europe to get together, share experiences and discuss problems and achievements of the past semester. The meeting includes lectures, guided tours to historical sites, to museums and terminates with a concert with the participation of Fulbright musicians.

Participants in the two seminars are chosen by the Commission among the group of graduate students on the basis of a competitive selection. Information on the two seminars will be available in the fall.

### ***Fulbright Inter-country Program for US Scholars***

During their Fulbright grant, Fulbright Scholars in Italy can be invited from other Italian or European universities to take part in academic meetings, conferences, seminars, lectures and other program-related activities under the auspices of the Fulbright Inter-Country Program.

Information on the Fulbright Inter-country Program is available on the Fulbright website at <http://www.fulbright.it/it/fulbright-universitas/risorse-per-universita/programma-intercountry>.

### ***Termination of the Fulbright grant***

#### **Extensions - Renewals**

Unfortunately, the Commission's budget does not make any provision for extensions or renewals of grants.

#### **Mid – Term and final reports**

The *US Department of State and Bureau of Educational and Cultural Affairs* in collaboration with the *Institute of International Education* in New York requires that grantees in the Graduate Student category complete mid-term and final reports on the academic and practical aspects of the grant experience.

After submission of the final report, grantees will receive payment of the second half travel allowance. Detailed instructions on the procedures and deadlines for submission of on-line reports will be given to Fulbright grantees in the Graduate Student category during the Orientation Program.

The *US Department of State, Bureau of Educational and Cultural Affairs* in collaboration with the *Council of International Exchange of Scholars* in Washington requires that grantees in the Distinguished Lecturer, Lecturer and Research Scholar Categories complete final reports at the end of the grant period. CIES will provide grantees with the necessary information during the grant period.

## Appendix

### *Useful Conversions*

#### **Metric Conversions**

1 inch	⇒	2.54 cm
1 foot	⇒	.3048 m
1 mile	⇒	1.60934 km
1 ounce	⇒	28.35 gram
1 pound	⇒	453.59 gram
1 pint	⇒	.4732 liters
1 cup	⇒	.2366 liters

#### **Temperature Conversions**

Fahrenheit to Celsius:  
(degrees F-32) x .555  
Celsius to Fahrenheit:  
(degrees C x 1.8) + 32  
Useful Celsius Temperatures:  
Boiling point of water ⇒ 100° C  
Normal body temperature ⇒ 37° C  
Room temperature ⇒ 21° C

### *Useful Links*

#### **Italian Institutions**

- [www.quirinale.it](http://www.quirinale.it) - Italian Presidency of the Republic
- <http://www.senato.it/istituzione/29375/articolato.htm> - Constitution of the Italian Republic
- [www.governo.it](http://www.governo.it) - Italian Government
- [www.italia.gov.it](http://www.italia.gov.it) - Italian civil service
- [www.camera.it](http://www.camera.it) - Italian Chamber of Deputies
- [www.senato.it](http://www.senato.it) - Senate of the Italian Republic
- [www.cortecostituzionale.it](http://www.cortecostituzionale.it) - Italian Constitutional Court
- [www.esteri.it/mae/it](http://www.esteri.it/mae/it) - Ministry of Foreign Affairs
- [www.istruzione.it/web/hub](http://www.istruzione.it/web/hub) - Ministry of Education, Universities and Research
- [www.europa.eu/index\\_it.htm](http://www.europa.eu/index_it.htm) - European Union

#### **Italian Library System and other Cultural Resources**

- [www.biblio.polito.it/it/documentazione/biblioit.html](http://www.biblio.polito.it/it/documentazione/biblioit.html) - Database of Italian Libraries
- [www.internetculturale.it](http://www.internetculturale.it) - Italian Digital Library Portal and Cultural - Tourist Network
- [www.beniculturali.it](http://www.beniculturali.it) - Ministry of National Heritage and Culture
- [www.museionline.it](http://www.museionline.it) - Web Portal on Italian Museums
- [www.culturaitalia.it](http://www.culturaitalia.it) - Web portal on Italian Culture from Italian Ministry of Cultural Heritage

## Travel

- [www.enit.it](http://www.enit.it) - Italian Government Tourist Board
- [www.cts.it](http://www.cts.it) - Centro Turistico Studentesco e Giovanile
- [www.italia.it](http://www.italia.it) - Italian Tourism Official Website - Ministry of Tourism
- [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1146.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1146.html) - Italy page on Travel.State.Gov
- [www.lonelyplanet.com/italy](http://www.lonelyplanet.com/italy) - Italy Travel Information and Travel Guide - Lonely Planet

## *Guidebooks and books on Italy*

- Blue Guide Concise Italy 2009, Somerset Books – London.
- Eyewitness Travel Italy, 2011, DK – Dorling Kindersley.
- Fodor's Italy 2010, Fodor's Travel Publications.
- Gli italiani. Virtù e vizi di un popolo, Luigi Barzini , 2008, BUR.
- Italy, Michelin 2010.
- Let's Go Italy 2009, St. Martin's Press.
- Lonely Planet Italy 2010, Lonely Planet Publications.
- Rick Steve's Italy 2011, Avalon Travel Publishing.
- The Rough Guide to Italy, 2009, Rough Guides.



Commissione per gli Scambi Culturali  
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