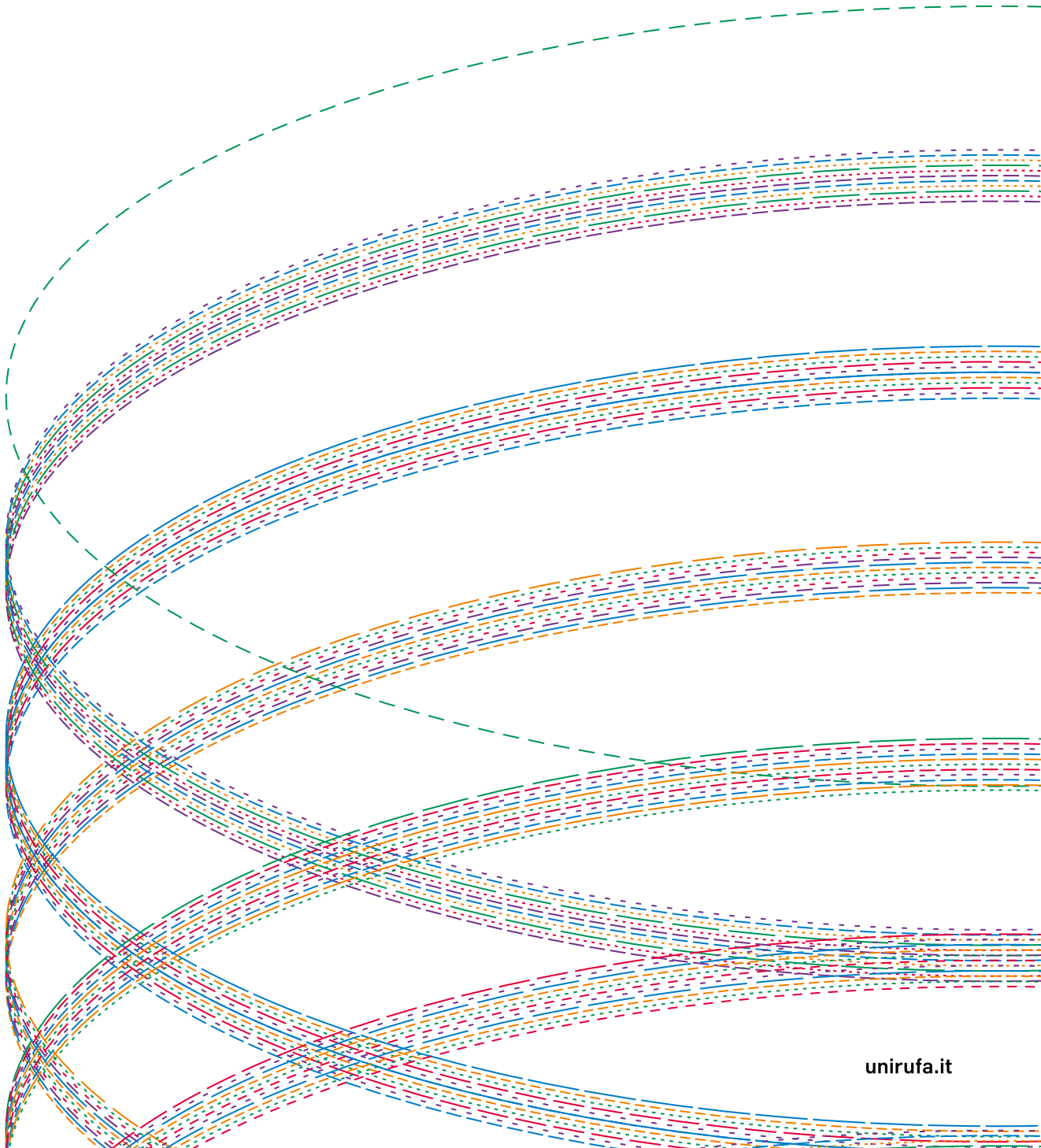
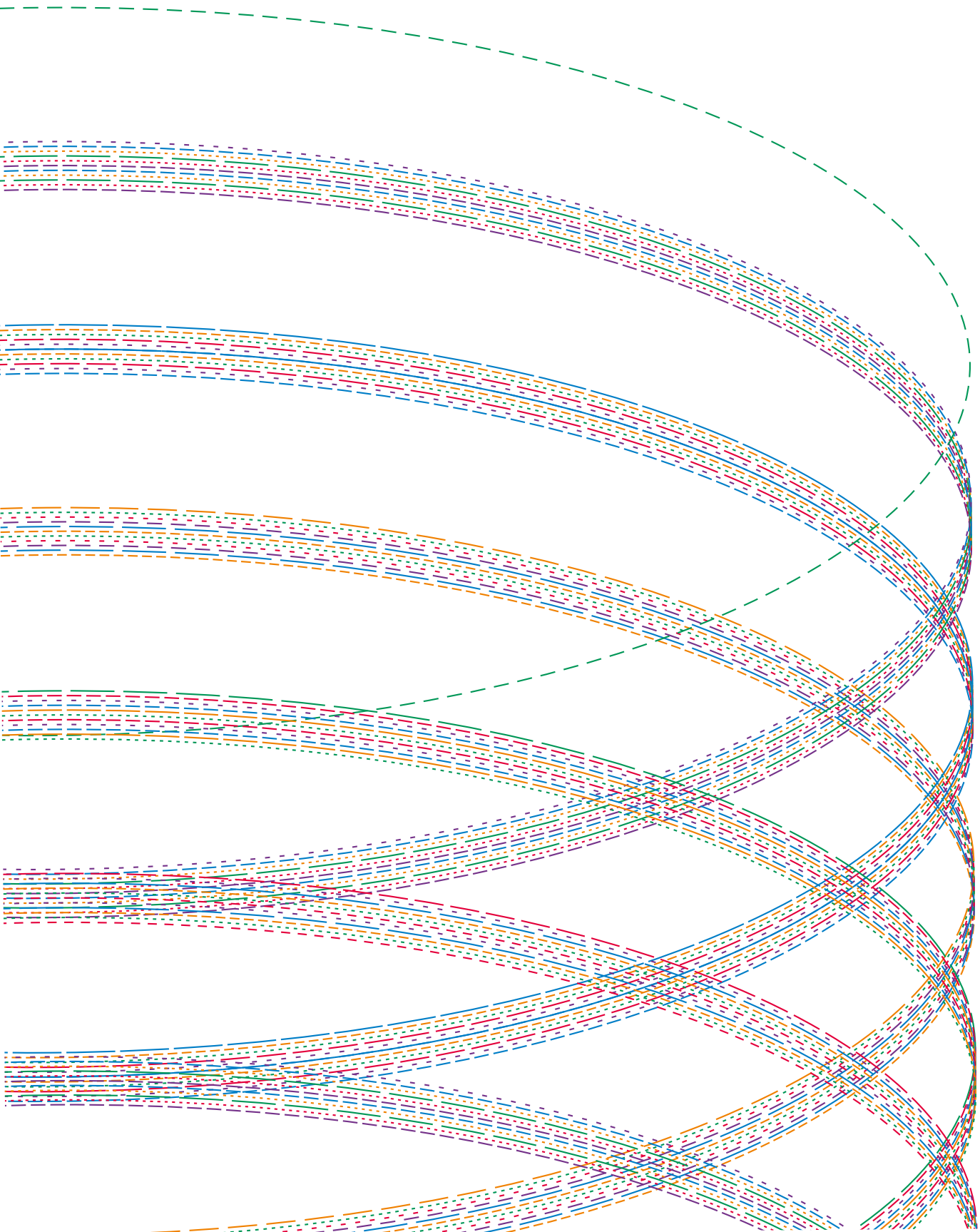


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International students info





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NB: Please download Adobe PDF Reader for properly reading all the documents linked to this brochure

<https://www.adobe.com/acrobat/pdf-reader.html>



CERERE
PASTIFICIO
SEMOLERA

Welcome to the Rome University of Fine Arts!

Dear student,
welcome to RUFA and welcome to Rome!

Studying creative arts in an atmosphere that is contaminated by stimuli and ideas of great depth offers invaluable advantages. Rome was the cradle of the Renaissance and even today its historical and artistic heritage is known all over the world. But Rome is also a city that is constantly evolving, where the dynamic and exciting new languages contribute to making it the center of new contemporary trends. The diversity of its museums and galleries is the most evident sign of this. Not only does Rome offer highly prestigious classical art but also stimulating events and initiatives related to new trends that range from art, to music and even to comics.

RUFA has seven buildings in Rome, 6 in the Trieste area and 1 in the San Lorenzo area.

We look forward to welcoming you, but in the meantime, there is bureaucracy to be dealt with quickly in order to start your journey successfully!

EU STUDENTS: You will be able to stay in Italy for 3 months before having to register at the registry office in Rome! To be able to register you will need many documents.

NON-EU STUDENTS: The Italian consulate in your Country will provide you with a visa to come to Italy, but it is only thanks to the residence permit that you will have the opportunity to stay and study in Italy.

Students must request the residence permit within 8 working days of their arrival! (if impeded by covid-19 measures, please contact the competent offices)

To apply for a residence permit you will need various documents, such as proof of possessing valid health insurance.

Therefore we suggest that you apply for these documents even before departure, so that you can apply for your residence permit as soon as possible upon arrival.

You can request the residence permit by using a special kit available at various post offices of City.

Below the link where according to the zip code inserted you can look for the closest Post Office where pick up the kit.

https://www.portaleimmigrazione.it/apr_pds_motivi_studio.aspx (ITA)

Please consider the section on the right "Ricerca Strutture", for the research.
This may take some time, so we suggest that you do not wait until the last day to do it.

We know that bureaucracy can be difficult, and it is for this reason that we have created this brochure to provide you with general guidelines during this first challenge.



Tax Registration Number

The tax registration number is an identification tool that is widely used in Italy and useful to open a bank account, request a health insurance card, sign a rental contract, etc.

To request the tax registration number, students will need to fill in the specific form and submit it, together with the documents listed below

- **EU students**

- a valid ID or passport (and a copy).

- **Non-EU students**

- a valid ID or passport (and a copy);
- their visa (and a copy).

All foreign students are advised to apply for the tax code before arriving in Italy through the Italian diplomatic-consular representation in their Country of residence.

Once arrived in Italy you can apply for the official Tax Registration Code by booking an in person appointment in one of the Revenue Agency facilities.

Below the link and a brief presentation with the general guidelines for the application

<https://www.agenziaentrate.gov.it/portale/prenota-un-appuntamento> (ITA)

HOW TO FISCAL CODE

For further information on issuing the tax code, how to fill in the form and contacts, please refer to this section of the Revenue Agency website:

https://www.agenziaentrate.gov.it/portale/schede/istanze/riciesta+ts_cf/modello+e+istruzioni+cf+aa4_8/aa48+inglese

For checking the locations of Revenue Agency facilities in the Rome area you can refer to this link:

https://www.agenziaentrate.gov.it/portale/web/guest/trova-ufficio/-/uffici/uffici_INSTANCE_pOyjnq5jtluP/dove/SF

Health Insurance



Eu students

Students who come from an EU Country have the possibility to temporarily use the European Card (EHIC card or TEAM) issued by their Country which allows them to obtain the necessary medical treatments (eg. emergency care) during a temporary residence in another EU country for study purposes.

It is up to the health care provider to define the types of care that are "necessary" from a medical point of view.

The EHIC card or TEAM does not cover care provided by private health care providers and can only be used for public health care providers. It is important to underline that various specialist health services still require the payment of a "ticket", which covers part of the costs.

Students can also decide to enroll in the Italian National Health Care System or to take out private health insurance. To enroll in the National Health Care System it is necessary to request the S1 Form before departure. Please collect all the info through the National Health Insurance Authority of your country of origin/where you live.

For further information:

http://bit.ly/Health_Insurance_Cover

National contacts:

https://europa.eu/youreurope/citizens/national-contact-points/italy/index_en.htm



Health Insurance

Non-EU students

To study in Italy for a period longer than 3 months, all Non-EU students are obliged to have health insurance. For information regarding the type of insurance required you should contact the Italian consulate of your Country.

Some States may have specific agreements with Italy regarding the assistance of their citizens. In this case, the Consulate will have to issue a declaration stating your right to health care that derives from an agreement between Italy and your Country. If not, the Embassy will still be able to advise you on health insurances that students from your Country have used to study in Italy in the past.

If you choose an insurance provided by institutions/companies of your Country, the Embassy will have to issue a statement regarding the validity of that insurance in Italy, its duration and the forms of assistance it provides. The insurance must not have limitations or exceptions regarding the costs established for urgent hospitalization (during the entire time you are covered by this insurance).

On the other hand, if the Embassy suggests that you take out an insurance with institutions in Italy, there are various options from which you can choose:

- Private health insurance;
- National Health Service.

National Health Service (SSN)

For using Italian national health care service it is necessary to transfer the health care assistance to Italy through the submission of the following document to ASL a local medical facility, there are many in Rome according to the neighborhood:

- Valid residence permit / renewal request (only for extra EU students)
- Identity document
- Tax registration number (Codice Fiscale)
- Self-certification of residence (more details in the section below)
- Certificate attesting the enrollment to RUFA
- Receipt attesting the payment of a forfeiture annual amount to be corresponded via F24 form
- More info below:
<https://www.aslroma1.it/assistenza-sanitaria-ai-cittadini-comunitari#> (ITA)

Health Insurance



When you go to the local health authority you will receive your "Personal Health Card", which will allow you to receive, either for free or by paying a fee (Ticket), various services.

For further information regarding choosing a doctor:

http://bit.ly/ASL_Roma1 (ITA)

When you will have gone to the local health authority and chosen your general practitioner, you will be able to go to him/her during his/her opening hours. Registration is valid for one calendar year and only until the Residence Permit is valid. We recommend that you apply at the beginning of the year.

Private Health Insurance

It is also possible to take out private health insurance, which must however be accompanied by a declaration made by the insurer specifying that there are no limitations or exceptions in terms of costs for urgent hospitalization (during the entire time that you are covered by this insurance).

It is important to read the insurance information very well, since some insurances may require you to pay the costs upfront, and only refund your money later on.

These insurances can be convenient since it is possible to choose a 6-month coverage, instead of paying for the entire calendar year.

When choosing your health insurance please check all of the procedures and limitations in terms of refunds. Remember that the healthcare costs that you may be required to pay upfront may be very high (for example in case of hospitalization).



Residence Registration for EU and Extra EU Students

EU and extra EU who decide to stay in Italy for over 3 months are required to register at the Registry Office of Rome to get their residence certificate.

EU citizens are citizens of the following EU Member States: Austria, Belgium, Denmark, Finland, France, Germany, Great Britain, Greece, Ireland, Luxembourg, Holland, Portugal, Spain, Sweden, Cyprus, Malta, Estonia, Latvia, Lithuania, Czech Republic, Slovakia, Poland, Hungary, Slovenia, Romania and Bulgaria. Citizens of Switzerland, of the Republic of San Marino, Andorra, Vatican City and of the states belonging to the European Economic Area, S.S.E. Norway, Iceland and Liechtenstein must follow the same procedures.

For further Information on the procedure you can refer to:

<https://www.comune.roma.it/web/it/scheda-servizi.page?contentId=INF22111&pagina=2> (ITA)

The registry officer will not accept applications on plain paper in free form, or if the mandatory sections that are marked with an asterisk have not been filled in.

The documents you will need to submit are:

1. the completed form
2. valid ID document/passport/residence permit request
3. RUFA – Rome University of Fine Arts certificate of enrolment
4. self-declaration stating the possession of sufficient economic resources so as not to become a burden for the State's social assistance;
5. copy of a health insurance that covers health risks in Italy and that is valid for at least one year, or for the length of the Course. The EHIC/TEAM card is sufficient for the student who requests registration in the temporary population register.

Here a brief guidelines on how to fill it

[DECLARATION OF RESIDENCE APPLICATION FORM](#)

Residence Registration for EU and Extra EU Students



Although registration is free of charge, for both the certificate and the application form students must purchase stamps and pay other municipal taxes.

The main office that deals with registry issues in Rome is:

Registry and Civil Status Services

Via L. Petroselli, 50

Demographic Services Office

(0039) 0669613440 - 0669613430



Residence Permit For Non-Eu Students

Once you arrive in Italy with your visa you will need to apply for a residence permit within 8 working days of your arrival! Since you will need to fill out a form that requires a lot of attention and attach various documents, we suggest that you not to wait until the last day!

Your residence permit application must be forwarded to the responsible Police Headquarters through a residence permit kit that you can find in all post offices. The residence permit kit contains the instructions that explain how to fill in the application.

Once you have finished, you must submit the kit in an open envelope to post offices that have the Sportello Amico service. Students must bring their identity document. If you are applying for a renewal, you must also provide a copy of the expired residence permit and bring your passport with you.

For further information:

<http://bit.ly/PermessediSoggiorno> (ITA)

To get the residence permit you must pay:

- a 16.00 € telematic stamp (revenue stamp) to be attached to the form (it can be purchased at a tobacconist);
- 30.00 € to the Italian post office for sending the registered post;
- a 30.46 € payment slip for the electronic residence permit;
- the fee that you will have to pay to have the residence permit issued (non-refundable in case of refusal) is between 40.00 € and 100.00 € for a residence permit depending on the length;
- a copy (A4 paper size) of all of the additional documentation indicated in the instructions (such as: copy of the RUFA enrolment certificate ~~tamped by the Italian Embassy~~, copy of the health care insurance, registered residency address etc.).

Below a brief guideline for filling out the form

[RESIDENCE PERMIT REQUEST FORM](#)

Residence Permit For Non-Eu Students



After handing in the documentation, you will be given a receipt containing the credentials to the reserved area to find out the progress of the application.

Foreigners who have submitted an application through the post offices will be summoned by the Immigration Office, via registered letter, in this letter there are indicated the date and place in which it is mandatory to report. According to this it is important to insert an address at which you want the registered letter for the summons to the Police Headquarters to be delivered;

At the appointment at the Police Headquarters for photo-signalling and permit release, it is necessary to submit the following documents:

- registered letter for the summon;
- 4 passport-sized photographs with a white background, one of which will be affixed to the residence permit-card;
- passport;
- original documents included in the kit he sent to the post office.

You will have to bring the required documents and the invitation letter the day of the appointment.

The receipt given to you by the Post Office and the received registered letter have a legal validity, so pay high attention to them for the entire period in which you will have to wait for the response from the Police Headquarters.

NB: Remember to hand in a copy of the receipt and the letter stating the appointment at the Police Headquarters to the International Students Office.

The aforementioned receipt and letter, together with your identity document, allows you to continue to legally reside in Italy.

If you intend to travel during this period, please contact the appropriate Embassy / Consulate.

On the receipt there will be two codes that will allow you to check how your application is going. While waiting for the electronic Residence Permit, you can check the status of your application at www.portaleimmigrazione.it/ by accessing the "foreigners" reserved area. Here you will find a dedicated page where you can check the progress of your request by indicating your User ID and password.

Residence Permit For Non-Eu Students



If you wish, you can also benefit from the assistance of Patronages and various associations that, in agreement with the Ministry of the Interior, can fill out the forms for you for free. You just need to go to one of these offices - the complete list can be found on the immigrazione.it website. They will have the forms and will be able to fill them in and print them. However, you will still have to send the application through the post office following the procedures described above.

Please remember that you must submit the request to renew your residence permit at least 60 days before the expiry date. To do so you must send the postal kit, attach a copy of your passport, a copy of the expired residence permit, a copy of the documentation certifying that you possess adequate financial resources, a copy of your private health insurance (or National Health Service), a copy of a certificate that attests that you have passed at least one exam or two exams if it is not your first academic year etc.



How To Reach Us

RUFA has 8 offices in Rome, 6 in Trieste district, 1 in San Lorenzo and 1 in Garbatella.

MAIN Campus (Trieste area - Via Benaco 2)

From Termini station

Take the B1 subway line towards Jonio and get off at the Sant'Agnese Annibaliano stop.

From this stop you can walk for 15 minutes, or 7 minutes by taking the bus number 89 and getting off at the Trieste/Gorizia stop.

The cost of a metrobus ticket is 1.50 €.

From the airport

- Fiumicino:

The fastest train connecting Fiumicino to Termini station is the Leonardo Express train, which costs 14.00 € and takes about half an hour: http://bit.ly/Leonardo_Express

You can also take one of the various buses that are located outside of the airport. Tickets can be purchased online or at the airport for about 6.00 €. The length of the journey is 55 minutes.

- Ciampino:

To get to Termini you can take one of the several buses that are located just outside the airport. Tickets can be purchased online or at the airport for about 5.00 €. The length of the journey is 40 minutes.

You can also take the Atral bus that connects the airport with the subway (A line, Anagnina station) in 20 minutes. In this case, the cost of the trip is 1.20 €. For further information:

http://bit.ly/Atral_Lazio

PASTIFICIO CERERE campus (San Lorenzo area - Via degli Ausoni 7)

From Termini central station:

Take bus 71 and get off at the Turati/Fanti stop.

Or take the metro line B or B1, get off at Policlinico and then take tram 3 or 19 and get off at the Reti stop.

LIBETTA campus (Garbatella area - Via G. Libetta 7)

From Termini central station:

Take the B1 subway line towards Laurentina and get off at the Garbatella stop. From this stop you can walk for 15 minutes

Getting Around Rome



Metrebus system

The single ticket for the subway (metro), bus and tram costs 1.50 € and is valid for 100 minutes. It can be purchased at the metro/bus stations or tobacconists.

NB: You cannot access the subway once you pass the exit turnstiles, even if the 100 minutes have not passed yet.

You can also take out a monthly or annual subscription.

Individual non-transferable monthly subscription: 35.00 €, valid for the calendar month written on the ticket or on the top-up receipt for an unlimited number of trips in the Roma Capitale area.

Transferable monthly subscription: 53.00 €, valid for the calendar month written on the top-up receipt for an unlimited number of trips in the Roma Capitale area.

Yearly subscription 250.00 € valid for 365 days from the top-up date written on the receipt.

Below a brief guideline for filling out the related form

[YEARLY METREBUS CARD APPLICATION FORM](#)

this has to be submitted together with a copy of valid ID and the receipt attesting the request of the residence permit (only for extra EU students)

There is also a Yearly Youth and Student subscription that is valid for 365 days from the top-up date written on the receipt for an unlimited number of trips in the Roma Capitale area. To get it, however, students must meet specific requirements.

For further information: <https://www.atac.roma.it/en/tickets-and-passes>

Muoversiaroma.it

A useful tool to keep up to date with public and private transportation in Rome is Muoversiaroma: http://bit.ly/Muoversi_Roma

This website offers the relevant news of the week and information regarding: restricted traffic area times, news on public transport, traffic and roads, parking, bus waiting times and travel times of some road sections monitored by the Utt (Urban travel times) system, bike sharing stations and bikes available. You can also calculate a route by bus or foot and find a ticket sales point.

Carsharing

To use the various carsharing services there is an app called Free2Move. Through this app you can select a vehicle and compare the distance of the cars from where you are, the prices and features.

Carsharing services in Rome are provided by: Carsharing Roma, car2go, enjoy e Share'n Go.

For further information:

Carsharing Roma: http://bit.ly/Roma_Mobilita

Enjoy: http://bit.ly/Enjoy_Roma

Scooter and bike sharing

Lime: <https://www.li.me/en-uy>

Bird: <https://www.bird.co/>



Housing

Regarding accommodation services, RUFA has agreements with:

- **Spotahome**

RUFA became a partner of the platform Spotahome, operating throughout Europe and specialising in medium- and long-term accommodation.

Spotahome will allow you to rent verified houses online in the city where your RUFA headquarter is located, so you can save time, energy and money, and start your career at the Academy as easily as possible.

Bookings are 100% secure thanks to the Fraud Protection booking system: the first payment is made via Spotahome and transferred to the owner 48 hours after check-in. The search and booking process of your new home can take place at 100% online.

RUFA students can obtain a significant discount on the booking fee. To take advantage of the discount, simply access the section dedicated to RUFA students through the button below, the promotion will be automatically applied at the time of payment. Here it is the link to register as RUFA students:

<https://rufa.spotahome.com/it>

To get in touch with the customer service dedicated to RUFA students, please contact the e-mail

address rufa@spotahome.com

Otherwise, contact the Spotahome team via whatsapp at **+39 3791468503 (whatsapp only)**.

Services And Useful Information



Mobile Phone

To subscribe a mobile phone contract or purchase a SIM card, you need your tax registration number and a valid identity document.

The main operators include:

TIM: www.tim.it

Vodafone: <https://privati.vodafone.it/>

Wind: www.wind.it

Iliad: <https://www.iliad.it/>

Internet

To subscribe a contract you need your tax registration number and a valid identity document.

The main companies include:

TIM: www.tim.it

Fastweb: customer service www.fastweb.it

Infostrada: customer service www.infostrada.it

Tiscali: www.casa.tiscali.it

Opening a bank account

NON-EU:

To be able to open a bank account generally Non-EU students must already be residents in Rome.

Some banks offer non-resident students the possibility of opening a bank account.

Despite the possibility of receiving a discount on the cost of the account, the costs still remain high. It should be noted that Non-EU students who intend to open this type of account are generally also required to submit a reference from their bank. Students are advised to inquire about the most convenient solution to use before their departure.

EU:

In order to open an online bank account or a prepaid card generally the EU student must already have a rental contract in Rome.



Services And Useful Information

Emergency numbers

In Rome, the following number can be used for emergencies: 112

For further information:

http://bit.ly/Regione_Lazio

National holidays

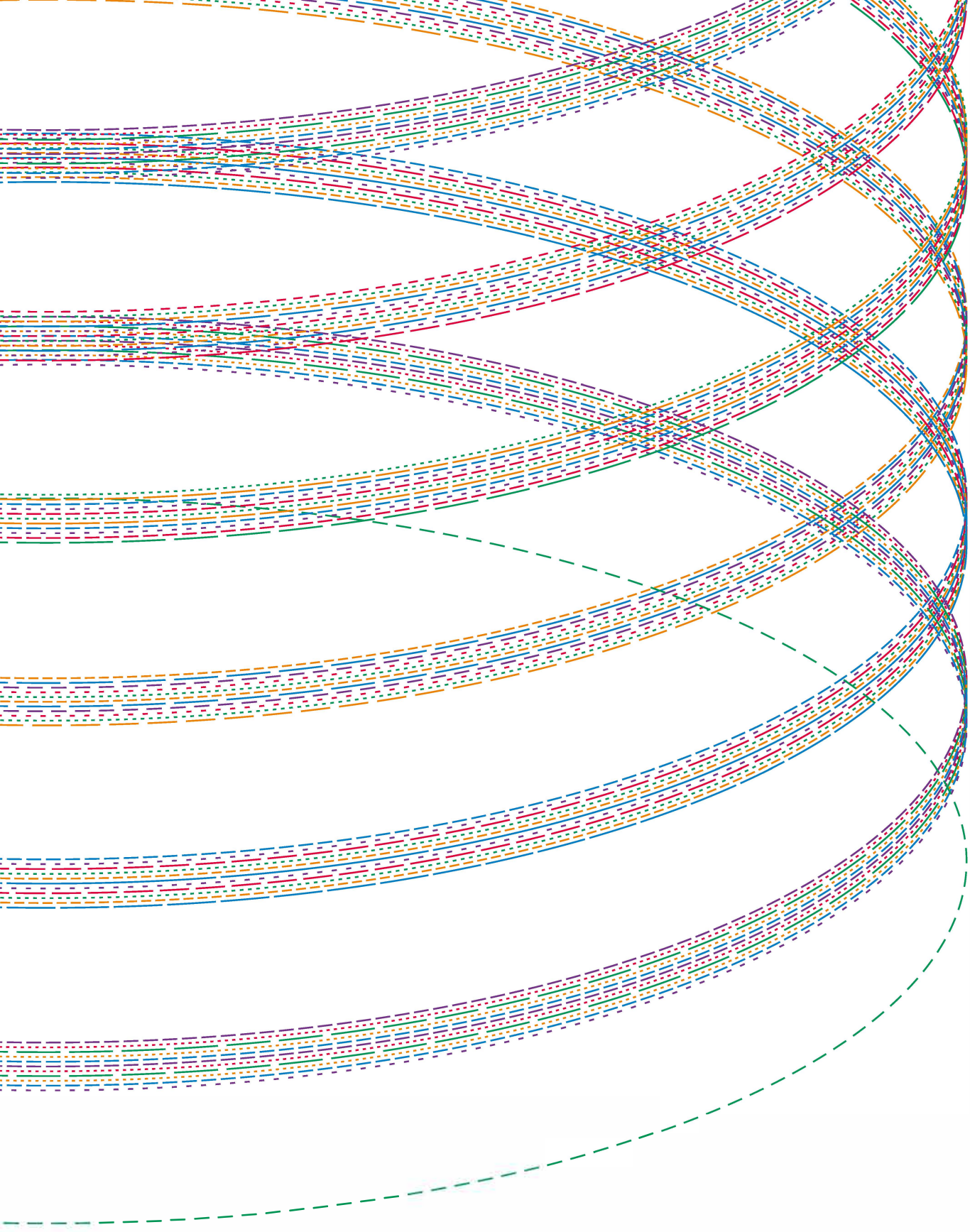
- All Saints' Day 1st of November
- Feast of the Immaculate Conception 8th of December
- Christmas 25th of December
- Saint Stephen's Day 26th of December
- New Year's Day 1st of January
- Epiphany 6th of January
- Easter and Easter Monday (usually in April)
- Liberation Day 25th of April
- Labor Day 1st of May
- Republic Day 2nd of June
- Feast of Saint Peter and Paul 29th of June (Holiday in Rome, Patron Saint)
- Assumption of Mary 15th of August

All the info provided are general guidelines and we suggest you in any case to contact the relevant facilities in charge of supporting the internationals who want to move to Italy (CAF/Patronati).

For more info on it and for any kind of further clarifications you can ask the International Students Office (international.students@unirufa.it)

The Academy does not take responsibility for the contents of this brochure.

The information provided in this guide is not legally binding and cannot replace indications received by the Offices responsible for these procedures.



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FA**

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aderente
aiap
associazione italiana design
della comunicazione visiva

ADMEMBER



Design: Emanuele Coppelli