



WELCOME!

SURVIVAL GUIDE

EXCHANGE STUDENTS 2016/2017



**POLITECNICO
DI TORINO**





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HOUSING

> Sportello Casa Service

Since Politecnico does not dispose of on-campus accommodation facilities, the Foreign Citizens Office has taken out an agreement with the *Sportello Casa* service.

Sportello Casa is a free service that provides students with information and support for the search of an accommodation in Torino for long terms. *Sportello Casa* is a point of reference both for those who are seeking a housing solution and for those who are offering it.

Offers can be found on the web www.torino.sportellocasapiemonte.it or at the head office:

Sportello Casa

Via Verdi 26/a

From June to October: from Monday to Friday from 9.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m.)

From November to May: from Monday to Friday from 9.00 a.m. to 1.00 p.m.

T +39 011 8138328 F +39 011 8391463

@ torino@sportellocasapiemonte.it

Generally the minimum timeframe for a booking in a hall of residence or in an apartment is 5-6 months.



PLEASE NOTE - We advise you not to contact private agencies as they might have high commissions (usually a non-refundable 2-month rent).

By law, a landlord must provide the tenant with a contract copy stating the rent duration, the amount and when it is payable. You should read through the contract very carefully and be sure that

you have understood all the terms and conditions. The typical rent agreement, in terms of expenditure, involves:

- **a deposit**, usually the equivalent of two/three-month rent (the deposit is refundable at the end of the rental agreement, subject to deductions for any damage or outstanding debts);
- **one-month rent advance payment**.

The rent amount can vary depending on the area, the flat condition (etc.), but you can expect to pay on average about € 250/350 per month for a single room and about € 200/280 per month per person for a twin room. Sometimes all the bills (heating, electricity, water, gas and cleaning) are included in the rent. In other cases the rent can be lower, but you have to add to it the cost of all the utilities. Bills can be paid at the nearest post office or bank by using the fee form that is usually sent by the company via mail (depending on the bill type). Flats are usually completely furnished. Linen and bath-towels are not provided by landlords but usually there are mattresses, pillows and blankets.

> Hostels and Residences

Here you can find all the information you need about hostels for a short stay along with some useful advice for renting an apartment

www.studyintorino.it/information/accomodation/

Please check in which campus your courses will be held before proceeding with the accommodation search



IMMIGRATION PROCEDURES

> *Codice Fiscale* ("Fiscal Code")

The *codice fiscale* ("fiscal code") is the first thing you have to apply for, after arrival. The *codice fiscale* is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth and it is used by the Italian public administration to identify each citizen living in Italy. All European and non-European citizens staying in our country need to have their own. The *codice fiscale* is necessary in order to enrol at Politecnico, to apply for the residence permit, open a bank account, enter into a tenancy agreement, receive a scholarship payment, earn a salary and carry out other procedures or activities. Usually in September the Tax Office service is available in the International Affairs Area. The rest of the year, in order to obtain your Italian "fiscal code" you will have to go to one of the local VAT/Tax Offices (*Uffici Locali dell'Agenzia delle Entrate*), bringing along your passport or identity card. You also have to provide a copy of your passport data page and of the visa page or - if you are European - a copy of your ID card. The application form is available at the Foreign Citizens Office. The *codice fiscale* is issued immediately when you are attended and it is free of charge.

VAT Offices

Corso Bolzano, 30
Via Paolo Veronese, 199/A
Via Sidoli, 35
Via Padova, 78

These offices are open from Monday to Thursday from 9.00 a.m. to 1.15 p.m. and on Mondays, Tuesdays and Wednesdays also from 2.30 to 3.30 p.m. Fridays from 9.00 a.m. to 1.00 p.m. Saturdays closed.

If your *codice fiscale* card is lost or gets stolen, you can apply for a duplicate at the local Tax Office. In September students have to apply for the *codice fiscale* in our International Department where the Tax Office service is available every day.

> European Union Citizens

Citizens from countries that belong to the European Union (since April the 11th, 2007) must not apply for the residence permit. Three months after arrival you have to go to your local Register Office (*Anagrafe*) if you are going to spend more than three months in Italy and apply for a "temporary registration" (*iscrizione all'anagrafe della popolazione temporanea*) by submitting your:

- ID card
- European health card (*TEAM*)
- *codice fiscale*
- enrolment certificate

People with double nationality (Italian or EU + non-EU citizenship) don't have to apply for the residence permit since they have to enter Italy by using their Italian or EU passport. For all administrative procedures both inside and outside Politecnico (registration, enrolment, *codice fiscale* application, *Anagrafe* and Register Office procedures, etc.) you have to use your Italian or European passport which you used for entering Italy.

Anagrafe Centrale

Via Della Consolata, 23

Open from Monday to Thursday
8.15 a.m. - 3.00 p.m.

Friday 8.15 a.m. - 1.50 p.m.

The *CODICE FISCALE* ("fiscal code") is the first thing you have to obtain after arrival





Other *Anagrafe* Offices in Torino:
www.comune.torino.it/guide/anagrafe/

>Residence Permit 1st Application (non-EU Citizens)

Non-EU citizens spending more than 3 months in Italy have to apply for the residence permit within 8 working days after arrival. We remind you that non-EU students with a study residence permit are allowed to work for a maximum of 20 hours a week (totally 1040 hours/year). Non-EU citizens have to submit the residence permit application at any post office where there is a "Sportello Amico" counter. In order to collect the application kit and for support in filling in the application form please go to box office no. 12 in the International Affairs Area, where some cultural mediators will attend you. The total cost for a one-year study residence permit is between € 250 and € 300 (depending on the health insurance type you choose).

You have to gather the following documentation:

Your passport

Passport copies

- 2 photocopies of the page of your passport containing your personal data
- 2 photocopies of the page of your visa for Italy
- 1 photocopy of the passport pages containing stamps/other visas

A € 16,00 duty stamp (marca da bollo)

You have to buy it at the Tobacconist's (*Tabaccheria* shop)

A photocopy of your "codice fiscale" ("fiscal code")

A photocopy of the Politecnico invitation letter

Invitation letter reporting the course in which you are enrolled, stamped by the Italian Consulate/Embassy in your home country - when your visa was issued

"Autocertificazione" (enrolment self-declaration)

Attesting the enrolment in Politecnico di Torino; you can print it from your personal page on *Portale della Didattica* by clicking on *Segreteria online - Certificati - Stampa autocertificazioni - Stampa*

Income proof copy or self-declaration

- photocopy of a scholarship letter if you have it; otherwise,
- a self-declaration on your income (you can fill in a form available at our office desks no. 1 and 2 (*Autocertificazione sui mezzi di sostentamento*))

Health insurance copy

Please check chapter 'Health > Insurance >> Non-EU Citizens' on page 15



We advise you to keep a copy of all your documents and certificates (health insurance card, contract or payment receipt, residence permit, residence permit, renewal receipt, passport/ID card, *codice fiscale*, etc.)

You have to apply for the residence permit within 8 working days after arrival





During the month of September and for a few weeks in February, some cultural mediators are available everyday, from Monday to Friday from 9:00 a.m. to 11:30 a.m.

During the rest of the year, our mediators are on duty twice a week, usually on Tuesdays and Fridays, from 9:00 a.m. to 11:30 a.m.

After filling out the application form with the help of our mediators, the application has to be handed in within a maximum of 2/3 days at any post office where there is a "Sportello Amico" counter.

The postal expenses amount to € 30. You will also have to pay € 110,46 in order to obtain the electronic residence permit card (the paying-in slip is given by the cultural mediators at box office no. 12).

The *Poste Italiane* employer will check your passport (please do not seal the application envelope) and will give you a receipt (*assicurata*) containing a USER ID and a PASSWORD.

Thanks to the USER ID and the PASSWORD found on your postal receipt, you will be able to check the status of your application not only through the Foreign Citizens Office, but also on the following website www.portaleimmigrazione.it (click on the "Area riservata stranieri" icon – bottom right – then enter your PASSWORD and your USER ID).

You can check if your residence permit is ready for collection at this link: www.questure.poliziadistato.it/stranieri by entering your PASSWORD (the one on your postal receipt).

You are advised to check frequently your Politecnico email account (sMATRICOLA@studenti.polito.it) because if we receive a letter from the police about your residence permit, we will contact you on that account.

Please remember to always carry with you the postal receipt and your passport, until your residence permit is issued.

At the post office you will be given an appointment (day and time) for the fingerprinting at the Immigration Office (in corso Verona 4).

On this appointment you will have to bring with you four identical passport photos and all the original documents whose copies were enclosed in the application envelope, including any document that could be missing from your application.

If you are spending more than 1 year in Italy, on this appointment you will have to sign an "integration agreement". From the Ministry information brochure: "[...] *Through the signing of the agreement, foreign nationals undertake to achieve specific integration objectives that shall be fulfilled during the period of validity of the residence permit*":

- acquiring a sufficient knowledge of the Italian language (level A2)*;
- acquiring a sufficient knowledge of civic culture;
- guaranteeing the fulfilment of compulsory education for minors.

[while] the State undertakes to support the integration process of foreign nationals."

Within 90 days from the signing of this Agreement, you have to participate in a training session on civic education and life in Italy.

Please remember to always carry with you the postal receipt and your passport until your residence permit is issued





A list of the schools holding language and civic education courses is available at the Foreign Citizens Office (desks no. 1 and 2). Failure to attend the session on civic education and life in Italy will result in a reduction of fifteen out of the sixteen credits awarded upon signing the agreement.

The integration agreement “credits” do not have to be confused with the exam credits as they have nothing to do with your study career, but rather only with your residence permit.

*the Italian language exam taken at Politecnico is recognised to this purpose - provided that its level is at least an A2.

www.libertaciviliimmigrazione.interno.it/dipim/site/it/documentazione/documenti/politiche_immigrazione_asilo/Accordo_integrazione_e_brochure_tradotti_in_varie_lingue.html



Participation in the training session on civic education is compulsory. It is also mandatory to go and get fingerprinted on the day and at the time indicated in the appointment sheet issued by the post office. The immigration office stops the applications of those students who missed the fingerprinting.

It is strongly recommended to check the status of your application about 3 weeks after the fingerprinting. Usually about one month and a half after the fingerprinting, the residence permit will be ready for collection at the Immigration Office in corso Verona 4.

Please find below the addresses of some post offices with a “Sportello Amico” counter:

Address	Office hours
Via d'Ovidio 8 Politecnico	MONDAY - FRIDAY 8.20 – 1.35 p.m. SATURDAY 8.20 – 12.35 p.m.

Via Alfieri 10 Piazza San Carlo (Centre of Torino)	MONDAY - FRIDAY 8.20 a.m. – 7.05 p.m. SATURDAY 8.20 a.m. – 12.35 p.m.
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It is also possible to get free assistance for the residence permit application at any of the following aid offices (*patronati*) in Torino:

Name	Contacts
CGIL - INCA	Via Pedrotti, 5 - Torino T 011/2442399 Monday, Tuesday, Thursday and Friday 2.30 p.m. – 6.00 p.m. Wednesday: closed Telephone booking required.
ACLI - Centro per Immigrati Torino Social Point Spazio in Movimento	Via dei Quartieri, 6/L T 011/7650499 Monday 9.00 a.m. – 12.00 p.m. 2.00 p.m. – 4.00 p.m. Tuesday, Wednesday and Thursday 9.00 a.m. – 12.00 p.m. Friday: telephone booking required. Chinese and Albanian mediators.
ACLI - SPORTELLO IMMIGRAZIONE	Corso Palermo, 116/a T 011/2474356 Tuesday, Thursday and Friday 9.00 a.m. – 12.00 p.m.
INAC - CIA	Via San Francesco da Paola, 22 T 011/5628892 Tuesday 9.00 a.m. – 1.00 p.m. 2.00 p.m. – 5.00 p.m. Wednesday 2.00 a.m. – 5.00 Friday 9.00 a.m. – 1.00 p.m.





CIA INAC

Via Onorato Vigliani, 123

T 0116164201

Telephone booking
preferred

From Monday to Friday

9.00 a.m. - 1.00 p.m.

2.00 p.m. - 5.00 p.m.

UIL - ITAL

Via Bologna, 9

T 011/2417103

F 011/2417123

From Monday to Friday

9.00 a.m. - 1.00 p.m.

2.00 p.m. - 4.00 p.m.

Via Bologna, 11

T 011/2417121

F 011/2417123

From Monday to Friday

9.00 a.m. - 12.00 p.m.

2.30 p.m. - 5.00 p.m.

USB

Corso Tassoni, 37/B inner
courtyard

T 011/655454

From Monday to Friday

9.30 a.m. - 1.30 p.m.

Wednesday also

1.30 p.m. - 5.30 p.m.

Afternoon: telephone
booking required

SIAM MCL

Via Pietro Micca, 21

Piazza Solferino, 9

T 011/543483

Telephone booking required

CITTÀ DI TORINO - SERVIZIO STRANIERI E NOMADI

Via Bologna 51

T 01101120095

01101120088

Monday, Wednesday,

Thursday, Friday

9.00 a.m. - 12.30 p.m.

Tuesday 2.00 p.m. - 5.00 p.m.

> Residence Permit Renewal

You can renew your residence permit no earlier than 30 days before its expiration.

By law you have to apply for the renewal before its expiry. Also for the renewal, in order to collect the application "kit" and for support in filling out the application form, please go to box office no. 12 in the International Affairs Area, where our cultural mediators will prepare the application form for you.

Mediators are on duty twice a week, usually on Tuesday and Friday, from 9.00 to 11.30 a.m.

IMPORTANT: in September mediators are on duty every day, only for the new students who apply for the first residence permit. Students who need to renew it can do it at Politecnico until the end of July or starting from October.

For information on the requirements for the residence permit renewal application please report to the Foreign Citizens Office, desks no. 1 and 2.



If you are holding the postal receipt for the residence permit renewal you can leave and re-enter Italy, provided that:

- you are holding a valid passport, the postal receipt and the expiring/expired original residence permit;
- the travel does not include stopovers in other Schengen countries.

Also in this case, if you are travelling abroad in the Schengen Area or to other countries, you are recommended to verify with the embassy/consulate of your destination if you need a visa for entering that country, depending on your citizenship and your current domicile. Before starting a journey and buying a ticket, please enquire with the Foreign Citizens Office.



>Residence Permit Sample Payment Forms

Generali Italia Insurance Paying-in Slip (12 Months: € 98,00)

C/UNI CORRENTI POSTALI - Ricevuta di Versamento		C/UNI CORRENTI POSTALI - Ricevuta di Accredito	
BancaPosta		BancaPosta	
€ sul C/C n. 71270003	di Euro 98,00	€ sul C/C n. 71270003	di Euro 98,00
IMPORTO IN LETTERE NOVANTOTTO/00		TD 123	IMPORTO IN LETTERE NOVANTOTTO/00
RIBASSATO A LE ASSICURAZIONI D'ITALIA Ag. GEN. DI ROMA CONTO 37		INTESSATO A LE ASSICURAZIONI D'ITALIA Ag. GEN. DI ROMA	
OGGETTO ROMA		OGGETTO ROMA	
CAUSA: PAGAMENTO POLIZZA INA-ASSITALIA PER RILASCIO PERMESSO DI SOGGIORNO		CAUSA: PAGAMENTO POLIZZA ASSICURATIVA PER IL RILASCIO DEL PERMESSO DI SOGGIORNO	
ESIGURO DA YOUR NAME AND FAMILY NAME		ESIGURO DA YOUR NAME AND FAMILY NAME	
VIA/PAZZA ADDRESS		VIA/PAZZA ADDRESS	
CAP COUNTRY		CAP COUNTRY	
BOLLO DELL'UFFICIO POSTALE		BOLLO DELL'UFFICIO POSTALE	
		123>	

Residence Permit Fee Paying-in Slip (Study Residence Permit: € 110,46)

C/UNI CORRENTI POSTALI - Ricevuta di Versamento		C/UNI CORRENTI POSTALI - Ricevuta di Accredito	
BancaPosta		BancaPosta	
€ sul C/C n. 67422402	di Euro 110,46	€ sul C/C n. 67422402	di Euro 110,46
IMPORTO IN LETTERE CENTODIECI/46		TD 074	IMPORTO IN LETTERE CENTODIECI/46
RIBASSATO A CENTODIECI/46		INTESSATO A CENTODIECI/46	
OGGETTO ROMA		OGGETTO ROMA	
CAUSA: PAGAMENTO POLIZZA INA-ASSITALIA PER RILASCIO PERMESSO DI SOGGIORNO		CAUSA: PAGAMENTO POLIZZA ASSICURATIVA PER IL RILASCIO DEL PERMESSO DI SOGGIORNO	
ESIGURO DA NAME SURNAME ADDRESS, CITY		ESIGURO DA NAME SURNAME ADDRESS, CITY	
VIA/PAZZA ADDRESS, CITY		VIA/PAZZA ADDRESS, CITY	
CAP COUNTRY		CAP COUNTRY	
BOLLO DELL'UFFICIO POSTALE		BOLLO DELL'UFFICIO POSTALE	
		111046>	

Before starting a journey and buying a ticket, please ask the Foreign Citizens Office for information



HEALTH

>Hospitals

There are many hospitals in Torino that are open 24 hours a day, with Emergency Rooms providing assistance in urgent cases. You may have to pay a fee ("ticket") for the tests that are less urgent (starting from € 25 for a code white). If you are moved from an Emergency Room to a public hospital, you will not have to pay for the hospitalisation expenses.

Public hospital Emergency Rooms
(*Pronto Soccorso*) in Torino:

Hospital	Address
<u>MOLINETTE</u> (San Giovanni Battista)	Corso Bramante, 88/90
<u>MAURIZIANO</u>	Largo Turati, 62
<u>SAN GIOVANNI BOSCO</u>	Piazza del Donatore di Sangue, 3
<u>MARTINI</u>	Via Tofane, 71
<u>SANT'ANNA</u> (Gynaecology)	Corso Spezia, 60
<u>CTO</u> (Traumatology)	Via Zuretti, 29
<u>OSPEDALE OFTALMICO</u> (Ophthalmology)	Via Juvarra, 19
<u>AMEDEO DI SAVOIA</u> (Infectious diseases)	Corso Svizzera, 164

>Insurance

The health insurance is necessary in order for you to get medical assistance and also for the residence permit.

>>Non-EU Citizens

The immigration law requires you to take out a health insurance during your stay in Italy.

If you have a *private insurance* that has been taken out in your country, please remember that - in order to be valid in Italy for the residence permit - it needs to have the following requirements:

- your name (in western characters)
- validity in the Schengen Area
- written in Italian (or in English/French/Spanish)
- the exact coverage period (no less than 6 months / maximum 1 year)
- the type of coverage for medical expenses

Please notice that the duration of the residence permit will be connected to the duration of the insurance);

minimum ceiling: € 30.000 (expressed or converted in Euro)

The whole document has to be endorsed and stamped by the Italian Embassy or Consulate in your country.

Otherwise you can take out a *Generali Italia* Insurance policy, making the payment at any post office on the company account by means of a paying-in slip (c/c no. 71270003 to "*Generali Italia SPA*" - see the sample on page 13). At present, the price is € 49 (*quarantanove Euro*) for a six-month coverage and € 98 (*novantotto Euro*) for a twelve-month coverage. This insurance only covers urgent medical assistance (surgery and accidents) in the Emergency Room (*Pronto Soccorso*) of any hospital.

After buying it, you are strongly advised to request a copy of the *Generali Italia* health insurance contract.



You can obtain further information about this at the Foreign Citizens Office.

It is also possible to enrol in the Italian National Health Service (*Servizio Sanitario Nazionale / S.S.N.*). The price for a health card for students (*tessera sanitaria*) is € 149,77 per calendar year - that is, it will be valid until December the 31st of the year you bought it. In order to subscribe, first you have to pay € 149,77 at any post office or bank by filling in the "F24" payment form (**modello F24** - see the sample on page 14).

After submitting your residence permit application, you have to go to the ASL office in the district where you live (ASL are the local administrative and operative facilities of the National Health Service) and subscribe.

Documentation to be showed to the ASL employees:

- *modello F24* payment receipt
- passport / ID card
- residence permit and/or postal receipt if you have just applied for it
- Politecnico enrolment self-declaration
- *codice fiscale*

Please note that you can apply for the *tessera sanitaria* at any medical office belonging to the relevant ASL in the area where you live (choose an office either within ASL 01 or ASL 02 territory).

The Italian National Health Service public coverage provides full health assistance - including the possibility to choose a family doctor. In the Italian health system, the family doctor provides general or first-level health assistance, i.e., health care outside the hospital, hence including medical treatment in case of ordinary diseases or no-emergency health problems and prescribes medicines and tests.

The Italian National Health Service card for non-EU citizens is not valid in other EU countries.



IMPORTANT: before paying through the F24 form, you are suggested to ask the Foreign Citizens Office for detailed information.

Lastly, if you have a document proving your right to health assistance on the basis of treaties and bilateral agreements signed by Italy and your home country (issued by the Italian Embassy or Consulate in your country), you can benefit from the health services stated in the agreement. For more information, you can apply to the ASL in the area where you live.

Non-EU Erasmus+ students holding the project health insurance, can contact the insurance company (you can find the emergency contacts in the policy), in order to find out where to go and what to do for any health problem or in case of an emergency. In particular, depending on your health problem and on the insurance company, you might be asked either to pay in advance and then to apply for a reimbursement of the treatment expenses, or not to pay at all.

If you have a form proving the right to health assistance on the basis of *treaties and bilateral agreements* between Italy and your home country – an authorization issued by the Italian Embassy or Consulate in your home country – you can use the health services provided for by the agreement.

Please check with your embassy/consulate if you are entitled to be covered and if the NHS service membership for you is payment.

Countries: Argentina, Australia, Brazil, Capo Verde, Vatican State and Holy See, former Yugoslavia (Macedonia, Serbia, Montenegro, Bosnia-Herzegovina).





For more information please refer to the ASL (medical office) in the district where you live. For the ASL addresses and further information: Foreign Citizens Office.

http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=594&area=Assistenza%20sanitaria&menu=paesi

>>EU Citizens Spending more than 3 Months in Italy

If you are from a European Union member country and you hold the *TEAM* card or the E106 Form (statement for the original European Health Card issued by your home country), you can have the same services as Italian citizens, within the National Health Service (SSN). The assistance of a family doctor (*medico di base / medico di famiglia*) is guaranteed if you have an identity card and the original European Health Card (*TEAM*) or a substitutive statement (*Modello E106*). In this case you can go directly to a family doctor affiliated with the National Health Service, both for ordinary health problems and/or to ask for prescriptions for medicines or specific examinations.

The ASL (Local Health Authority) will request the reimbursement to the competent foreign institution, according to the rules of the National Health Service of your home country.

You can obtain more information at the ASL office in the area where you live.

The list of doctors is available at any ASL or at any Chemist's.

>>EU Citizens Residing in a non-EU Country

If you have the citizenship of a EU country, but you never lived there and therefore you are not holding a *TEAM* card or a substitutive statement (*Modello E106*), you will have to pay for enrolling in the National health Service, just like non-EU students.

>>EU Citizens Spending less than 3 Months in Italy

If you are a European Union student spending a short term in Italy, you can get emergency health assistance at the emergency unit (*Pronto Soccorso*) of any hospital.

Here is a list of the A.S.L. offices in Torino:

ASL TO 1

Via San Secondo, 29 bis
From Monday to Friday from 8.00 a.m.

Via Gorizia, 114
From Monday to Friday from 8.00 a.m.

Via Monginevro, 130
From Monday to Friday from 8.00 a.m.

Via Farinelli, 25
From Monday to Friday from 8.00 a.m.

Corso Corsica, 55
From Monday to Friday from 8.00 a.m.

ASL TO 2

Via Pacchiotti, 4
from Monday to Friday / 8.00 a.m. – 2.30 p.m.

Via del Ridotto, 3/9
Mon/Wed/Fri 8.00 a.m. – 2.30 p.m.
Tue/Thu 8.00 a.m. – 3.30 p.m.

Lungo Dora Savona 24
from Monday to Friday / 8.00 a.m. – 2.30 p.m.

Corso Toscana, 108
Mon/Tue/Thu 8.00 a.m. – 2.30 p.m.
Wed/Fri 8.00 a.m. – 3.30 p.m.





SERVICES

>Banking and Post Offices

Italian banks usually apply a € 5 charge for any foreign currency exchange transaction. An Exchange Bureau can also be found at the main entrance of Porta Nuova Railway Station. We recommend you not to carry all your cash with you. Please watch out for pickpockets on buses and in crowded places. If withdrawing money from cashpoints with non-Italian credit/debit cards (ATM) proves to be too expensive (please check with your bank in your home country that the PIN number is the same), we advise you to open a new bank account as soon as you arrive to Italy.

In order to open a bank account you will need:

- your ID card (or passport: non-EU students)
- residence permit or the postal receipt (non-EU students)
- enrolment self-declaration
- “fiscal code” (*codice fiscale*)
- permanent address in Italy
- Italian mobile phone number

Please be reminded that, although most Italian banks do not usually charge any fees for closing an account, some still do, even though the account has just been opened.

In any case, please remember to close your Italian bank account before leaving Italy, in order to avoid additional charges or interests.

Remember that every bank or post office account in Italy is subject to a tax (called *imposta sostitutiva di bollo*). Hence, before signing any contract or agreement, please be advised to visit an ample enough choice of banks or check their websites, in order to find out more about the possible charges of an account and the relevant terms and conditions.

Payments within the Italian territory can be settled through ATM cards (*bancomat*), credit cards (Visa, American Express, Master Card, etc.) and cheques. Debt and credit cards are usually accepted in hotels, restaurants, railway stations, shops and supermarkets.

There is a bank inside the Politecnico main Campus. The entrance is located in via Enrico d'Ovidio, near “*Bar Pizza*” on the south wing of the building.

Online banking can make you save money in operating costs.

Another banking option is to open a current account called “*Conto Banco Posta*” at any post office. For enquiries on the conditions and terms please refer to: www.poste.it/bancoposta/

In order to open a *Banco Posta* account please go to the nearest post office with:

- a copy of your ID card or passport
- non-EU students: your residence permit or the postal receipt
- a copy of your *codice fiscale*

There is a post office in the Politecnico building on the ground floor, beside the bank (in via Enrico D'ovidio 8).

Most post offices in Torino are open from Monday to Friday from 8.20 a.m. to 13.35 p.m. and on Saturdays from 8.20 to 12.35. Some are open until 7 p.m.

Other post offices in Torino:
www.poste.it/online/cercaup/





>Telephone Services

>>PHONE CARDS

In order to use public telephones, you need a telephone card (or coins for coin-operated telephones). Telephone cards are available inside the Politecnico di Torino Engineering school at the "Polincontri" box office or they can be bought at any newsagents' or *Tabaccheria* shop (where stamps, bus tickets and postcards are sold).

>>MOBILE PHONES

Since making all your calls in the roaming mode is quite expensive, we suggest you to buy a new pre-paid Italian SIM card. The GSM network operators in Italy are: Auchan Mobile, Carrefour UnoMobile, CoopVoce, ERG Mobile, Fastweb, MTV Mobile, Noverca, Poste Mobile, 3, Tim, Tiscali-mobile, Vodafone, Wind.

After choosing the operator you prefer, you can go to one of its telephone shops and sign the contract, or purchase it online.

In order to buy a SIM card, you need to provide:

- a double-sided photocopy of your Italian *codice fiscale*
- a photocopy of your ID card or passport data page.

It only takes a few minutes to obtain a new telephone number.

**You are recommended to
buy an Italian SIM card
as soon as possible**

>Food

Any kind of food can be purchased at supermarkets. Please find here a list of the supermarkets available in Torino: www.paginegialle.it/ricerca/supermercati/Torino

As an alternative to supermarkets, in Torino you can find many marketplaces. Among the most popular ones you can find: "**Porta Palazzo**" which is the biggest and most international marketplace in Torino; the "**Balôn**" (held on the second Sunday of each month) is a flea market and it gets its name from the area at the back of *Porta Palazzo*.

Apart from *Porta Palazzo* and *Balôn*, Turin hosts a number of fairs and marketplaces of all sizes all year round, located in corso Racconigi, Santa Rita, corso Palestro, corso Brunelleschi, Crocetta (via Cristoforo Colombo), Piazza Benefica and many others.

>Sports Facilities

CUS Torino (Centro Universitario Sportivo) organises several fitness and sports activities for students and academics.

Special events are organised for foreign students and special conditions apply to them.

Please note that *CUS* will ask for a health certificate for practicing any kind of non-competitive sports activity (*certificato medico per attività sportiva non agonistica*). In order to obtain it, please go to your Italian ASL doctor or ask directly the *CUS* secretariat in via Braccini no.1. A non-competitive health certificate for Erasmus+ and foreign students costs € 28.

Reservation is compulsory by going to the *CUS* office in via Braccini 1, which is open from Monday to Friday from 9 to 7.00 p.m. When you submit the health certificate, the *CUS* staff will give you the *CUS* card - free of charge for students.





C.U.S.

Via Braccini 1 (near Corso Mediterraneo)
T 011.388307 / 011.337221
Open Monday to Friday 9.00 a.m. to 7.00 p.m.

Via Panetti 30

T 0116057106 / 6056231
(take bus 14 from Corso Re Umberto
or number 34 from via Nizza).

✉ www.custorino.it
@ segreteria@custorino.it
@ erasmus@custorino.it

Otherwise you can apply for the
certificate also at:

SUISM - Centro Servizi

Centro di Medicina Preventiva e dello Sport dell'Università degli Studi di Torino

Piazza Bernini 12, Torino
T 011.7764708

Doctors are on duty every day from Monday
to Friday and reservation is required by calling
the number above (8.30 a.m. to 7.30 p.m.).

Discount fee for CUS card holders: € 15.

>Laundrettes

In Torino there are some coin-operated
laundrettes that are open 7 days a week
from 8.00 a.m. to 10.00 p.m. In the Yellow
Pages website www.paginegialle.it,
under the heading "LAVANDERIE SELF
SERVICE" you can find the list and
addresses of the laundrettes in Torino.

>Tools for Industrial Models

Should you need the necessary material
for industrial models, please look for the
hobby shops by entering "bricolage
e fai da te" in the yellow pages search
engine: www.paginegialle.it

>Leisure

City Council website providing useful
information and orientation for students

in Torino about available facilities,
transportation in and around Torino,
accommodation, leisure and lots more:

www.studyintorino.it

City Council tourist information website
on cultural events taking place in
Torino and around the Piemonte region:
www.comune.torino.it/promozione/
(in Italian).

Torino City tourism information website
on the territory (how to get there,
where to sleep, what to do and
tailor-made information for everyone):

www.turismotorino.org

www.inpiemonteintorino.it/web/en

www.piemonteitalia.eu/

www.piemonteoutdoor.it/web/en/

Torino and Piemonte Museum card:

www.abbonamentomusei.it/pages/

[Abbonamento Musei](http://www.abbonamentomusei.it/pages/Abbonamento_Musei) (in Italian).



Politecnico has a multi-ethnic
choir composed of about 100
Italian and foreign students.
Its name is **POLETNICO!**

If you have some singing skills
and wish to join it you can write
to this email address:

policoro.polincontri@polito.it

>Events

Turin and Piedmont hold various
events and festivals throughout the
year. There is something different
every week so look out for the events
and enjoy your stay in Torino!

For further information, please visit:

www.comune.torino.it/infogio/

[welcome.htm](http://www.comune.torino.it/infogio/welcome.htm) (in Italian)

[www.comune.torino.it/torinoplus/](http://www.comune.torino.it/torinoplus/english/)
[english/](http://www.comune.torino.it/torinoplus/english/)

"**Torinosette**" magazine is a useful
tool to find information on exhibitions,
cinemas, theatres, concerts, festivals
and nightclubbing. It is published
every Friday as a section of *La Stampa*
newspaper (in Italian):

www.lastampa.it/torinosette

(in Italian)





TRAVELLING

>Public Transport

GTT is the local transport company (<http://www.gtt.to.it/cms/en/>).

You can buy single, weekly, monthly, yearly bus tickets.

Single ticket: the ordinary urban ticket costs € 1,50. It is valid for 90 minutes from the first validation on urban lines and on city lines of the GTT suburban lines. It is also valid for a metro trip within the 90-minute validity. The ticket is non-transferable and can only be validated once (in a 90-minute stretch).

Weekly ticket: the weekly ticket (*settimanale urbano*) costs € 12 and it is valid from Monday to Sunday. It must be validated the first time you get on the bus. Since it is a personal ticket it is necessary to have an ID card or your passport with you.

Student monthly and yearly bus tickets can be purchased by students up to 25 years of age.

Monthly ticket for students: it is called "Abbonamento Mensile Studenti" and it costs € 21 (for the Torino urban area). You can buy it at any *Tabaccheria* shop or GTT office. This ticket is valid for one month and you have to validate it only once: either on the first day of the month or starting from the 28th day of the previous month. You can use this ticket on any bus, tram, underground in the city of Torino. Please remember to always bring along the following documents too:

- self-declaration (autocertificazione) attesting your enrolment at Politecnico, which can be printed in any computer room (LAIB)
- your Politecnico student card

Yearly ticket: it is called *abbonamento annuale studenti*. The 10-month student bus ticket costs € 175; the 12-month student bus ticket costs € 200.

You can buy and upload the yearly ticket on your student smart card starting from the 29th of August at the GTT office located in corso Francia, 6 (Torino).

The yearly ticket can be charged on the student card. The weekly, monthly and yearly ticket can also be charged on a Pyou Card or a Bip Card.

Pyou Card: you can collect it if you are under 29 years old. The Pyou Card is an electronic card for youngsters where you can charge the weekly or monthly bus ticket and that also allows you to get discounts for participating in cultural events around Torino and in Piemonte. The Pyou Card can be collected by showing your ID and the "fiscal code" at the *Informagiovani* office, which is located in via Garibaldi 25. Opening times:

Monday, Wednesday, Thursday, Friday from 1.00 to .00 p.m.

Tuesday from 10.00 a.m. to 3.00 p.m.

Further information available on

www.pyocard.it

Bip Card: if you are over 29 or if you don't want to collect the Pyou Card, in order to charge the weekly, monthly or yearly bus ticket you must have the GTT Bip Card. It is an electronic card that can be collected at any GTT office (the Torino public transport company). More information is available on: <http://bip.piemonte.it/> (in Italian).

The cost of the Bip Card is € 5; for collecting the card it is necessary to have the ID and a photo (passport size).

If you are over 26 you have various options to choose from for purchasing a bus ticket. For detailed information on the fares please visit the GTT website:

<http://www.gtt.to.it/cms/en/fares>

At the following link you can buy the Bip Card online: you have to choose the card type and you have to register in order to buy it (payment by credit card): <https://ecommerce.gtt.to.it/page1?so=opu2w&link=oln49w.redirect&nav=page1.0> (in Italian).





The new version of the "GTT Mobile" App for smartphones and tablets is available in English, French and Spanish, free of charge.

The new app provides real-time information through an interactive map on bus stops, bus and tram departure times as well as a route planner.

For further information you can contact the GTT Company or go directly to their offices: www.gtt.to.it/cms/dialoga#centri (in Italian).

>Bike Sharing

The Torino bike sharing service is available 24 hours a day. You can pick up and return a city bike at any of the 116 stations located around Torino where you can find availability.

You can subscribe online and obtain a personal electronic card for the annual (€ 25), weekly (€ 8) or daily (€ 5) memberships. Other options: 4FORYOU (€ 8: up to 4 hours/day) and 8FORYOU (€ 13: 8 hours/day) to be used within 48 hours).

Public-liability insurance cost: € 5 per year. The card is not transferable. The use of the bike is free if you return it within 30 minutes and it is available (payment) for up to 4 hours a day.

The bicycle can be used only in the city area (not outside Torino).

The traffic laws and driving rules also have to be observed by bikers.

You are advised to follow cycle ways whenever possible. The use of a bicycle helmet is always recommended.

Online subscriptions:

www.tobike.it/frmAbbonati.aspx

Please visit this Web site to find out more about the cycle tracks in Torino and our region:

www.piste-ciclabili.com/provincia-torino (cycle tracks and itineraries) (route planner)

>Shuttles

From the bus terminal located in corso Vittorio Emanuele II, 131/H, buses to other European cities are available.

There are also bus connections to Milano Malpensa airport.

For more information please visit:

www.autostazionetorino.it/

>Railway

Trenitalia is the main train company in Italy: www.trenitalia.com

Italo is an Italian railway company operating with high-speed trains on three main routes: www.italotreno.it

>Car Parking

Only the staff is allowed to the car parks of Politecnico where parking is strictly controlled. Payment parking where you see the blue lines are almost everywhere in Torino, except for suburban areas (white lines represent toll-free parking).

Costs are on display on the payment machines and on street signs - from € 1.30 to 2.50 per hour, depending on the district:

www.gtt.to.it/cms/parcheggi

There are special weekly and monthly charges (*vouchers*). Parking vouchers can be bought at the Politecnico "Polincontri" box office or at Newsagents' or *Tabaccheria* shops (selling also stamps, postcards and the like).

>Taxi

Pronto Taxi - tel. 011.5737

www.prontotaxi5737.it

Radio Taxi - T 011.5730 / 011.3399

From Porta Nuova to Caselle Airport you may expect to spend approximately € 40/50.








MAPS









MAP OF THE MAIN CAMPUS



LEGEND


-  Building
-  Parking
-  Cover parking

Offices

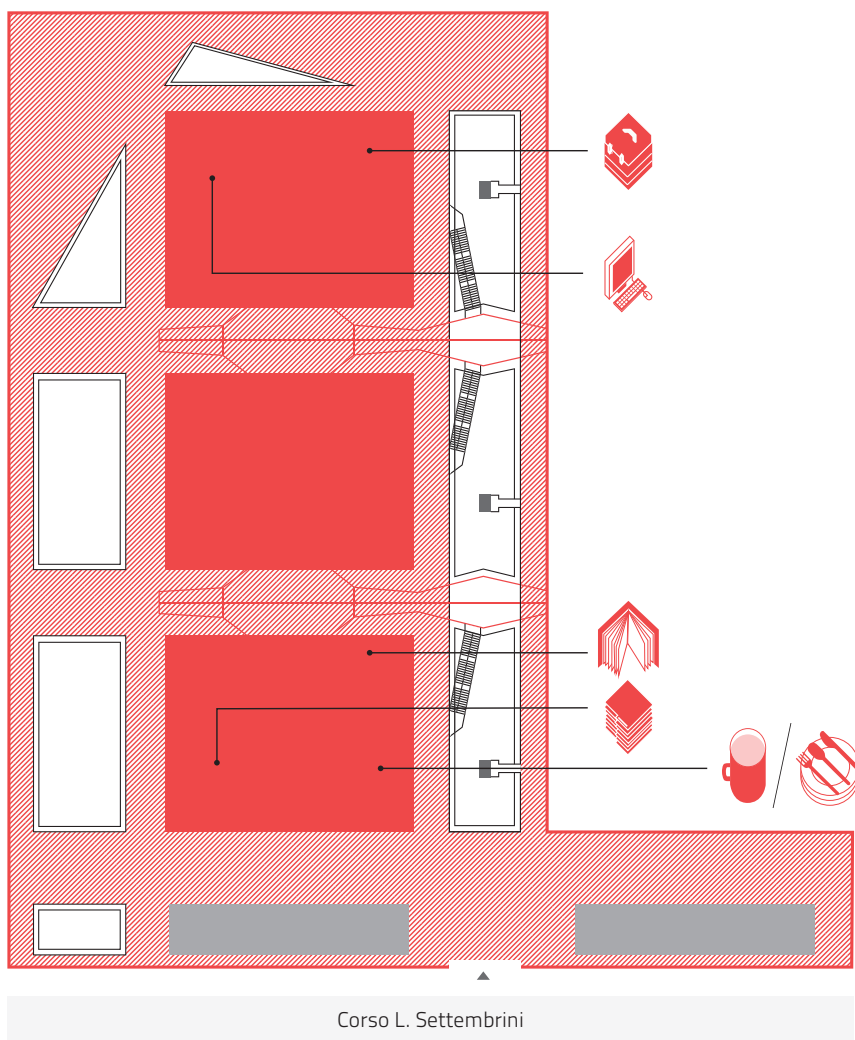
- 1  Foreign Citizens Office
- 2  Incoming Mobility Office
- 3  Registrar's Office
Segreteria Studenti
- 4  Stage & Job Placement Office
(*Ufficio Stage & Job*)
- 5  CLA
Language Center (downstairs)
- 6  Orientation Office
(*Ufficio Orientamento e Tutorato*)

In order to find the maps of the main sites of Polito (rooms, laboratories, Registrar's office, Departments...), you can visit this link:
www.polito.it/ateneo/sedi/mappe/index.php?lang=en








Services

- 7  Bookshop
- 8  Printing Service (downstairs)
(*centro stampa*)
- 9  Porter's Lodge
(*portineria*)
- 10  Polincontri and CUS Shops
- 11  Cafeteria
(*bar*)
- 12  Bank
- 13  Post Office
- 14  Medical Service
(*infermeria*)
- 15  Student Canteen
- 16  Students' Associations
- 17  Library
-  Study Room

MAP OF THE MIRAFIORI CAMPUS



LEGEND

 Parking	 Models lab	 Study room	 Bar (Cafeteria)
 Garden	 Computer lab (first floor)	 Registrar's Office	 Student canteen
 Building			

@POLITO

FACILITIES

>Campuses

The Politecnico di Torino is made up of various teaching centres, in addition to the central headquarters of corso Duca degli Abruzzi 24.

Main Campus - Corso Duca (Corso Duca degli Abruzzi, 24)
The main campus houses the Politecnico governing and administrative bodies, as well as its secretarial headquarters.

Mirafiori Campus

(corso Settembrini, 178)

It is located between corso Orbassano and corso Settembrini and hosts the Industrial Design and Visual Communication and Automotive Engineering degree courses.

Valentino Castle Campus

(viale Mattioli, 39)

This historical and artistic building, that was first created as a residence for the Royal House of the Savoy, belonged to the *Regia Scuola di Applicazione per gli Ingegneri* since 1859 and is now an important part of the Politecnico.

It hosts some courses at the Master of Science level in Architecture.

You can reach the *Valentino* Castle by tram/bus 9, 16 or 34.

Boggio Campus

(via Boggio, 71/A)

This is a branch of Politecnico for both engineering and architecture students; it is situated near the central headquarters. You can reach the Boggio Campus by tram/bus 15, 16, 33, 33/, 42.

More information:

www.polito.it/ateneo/sedi/?lang=en

>Student Canteens

EDISU Piemonte (the Regional Authority for the Right to Higher Education) runs several canteens where you can have a meal near the main campuses where courses are held. In the university restaurants *Castelfidardo*, *Gallieri*, *Olimpia* and *Principe Amedeo* it is possible to have gluten-free meals.

In order to book a gluten-free meal, you have to download the proper booking form from this website: www.edisu.piemonte.it/en/servizi/ristorazione/university-canteens/gluten-free

You can have both lunch and dinner in the student canteens. All the students participating in exchange programmes (Erasmus+, Double Degree, Bilateral Agreement) benefit from the lowest fees. Your Politecnico student ID will allow you to eat at the student canteens.



IMPORTANT: should you extend your stay at Politecnico in the frame of an exchange programme, ask the Incoming Mobility Office about how to recharge your student card for keeping the lowest canteen fee.

For further information concerning the EDISU canteens: www.edisu.piemonte.it/en/servizi/food-services/university-canteens. These are the student canteens in Torino:

Address

Via B. Gallieri, 30 – the closest one to Castello del Valentino Campus

Via Principe Amedeo, 48 – the closest one to the Università degli Studi di Torino

Corso Castelfidardo 30/A – this is the closest one to the main Campus, with another entrance from via Pier Carlo Boggio 59, ex Fonderie

Via Paolo Borsellino, 42 – University restaurant "Taberna 1"

Lungo Dora Siena, 102/B (Olimpia)



These are the student cafeterias in Torino in the Politecnico di Torino facilities (no smoking areas):

- **Bar Katia and Bar Ambrogio**
main campus
- **Bar Smad** – campus, via Pier Carlo Boggio 53
- **MixTO** – campus, corso Castelfidardo 34/A bar-and-grill, open on Sunday (5 p.m. – 1 a.m.), Monday to Saturday (7 a.m. – 7 p.m.).
Lounge bar: Thursday to Saturday (8 p.m. to 1 a.m.).
Free wi-fi, summer open-air section
- **Bar Alpozzi** – Architecture Departments, Castello del Valentino, viale Mattioli 39
- **Pic-nic area** – in the campus courtyard, beside the Segreteria Studenti-Cittadella Politecnica.

>Computer Labs

Computer labs are available for students in all Politecnico sites. Students can check online the “LAIBs” availability and find more information on this website: https://didattica.polito.it/laboratori_en.html

>Polito Wi-Fi

In order to access the Polito Wi-Fi wireless LAN network you need a Politecnico email address. Each Politecnico student has an email address related to the matriculation number (*sMATRICOLA@studenti.polito.it*). For example, if your matriculation number is 123456, your email address will be: *s123456@studenti.polito.it*

You just need to use your email address and password to access the wireless network. Your first password is your date of birth (day/month/year); you will immediately be asked to enter a new password. Wi-Fi coverage: <http://wifi.polito.it/mappe/>

For assistance, please refer to *Informazione e assistenza per gli studenti*. Monday to Friday 9-13 T 011 564 7965 or send an email to Wi-Fi@studenti.polito.it

>Study Rooms

You can get access to the study rooms thanks to your STUDENT I.D. CARD. Study rooms are located around the main campus and will allow you to study between the classes or in the evening in a quiet and comfortable environment. All study rooms are provided with a newspaper reading room, photocopiers and vending machines and have facilities for disabled students.

Study rooms in Torino

[Murazzi
student zone](http://www.murazzistudentzone.it/)

<http://www.murazzistudentzone.it/>

[EDISU
study rooms](http://www.edisu.piemonte.it/en/services/study-halls-and-other-services/study-halls)

<http://www.edisu.piemonte.it/en/services/study-halls-and-other-services/study-halls>

[Politecnico
study rooms](https://didattica.polito.it/sale_studio_en.html)

https://didattica.polito.it/sale_studio_en.html





>Bookshops

In the Politecnico central headquarters in corso Duca degli Abruzzi 24 you can find:

- **CLUT** (Engineering): 5% up to 20% discount on books on becoming a member – € 2,60 (www.clut.it)
- **CLUS** (Architecture)
- **CUSL** (Engineering)

There are also many second-hand bookshops near the Politecnico and Turin Universities.

>Faxes and Photocopies

>>SENDING A FAX

Personal faxes can be sent from Polincontri box office (inside Politecnico), from any copy shop or from the tobacconists (tabaccherie) that own a fax machine (the price depends on the time/destination of the message).

>>PHOTOCOPIES

We would like to inform you that, according to Italian Law, it is forbidden to make photocopies of entire books, only 15% is allowed.

Please note that there is a “*Centro Stampa*” in all Politecnico facilities. There are card-operated photocopy machines; these prepaid cards can be purchased and charged at any *Centro Stampa*. The fees are displayed by each machine (the price of self-service copies depends on the size of the sheet of paper). There are many copy shops in corso Einaudi or next to the Università di Torino (via Sant'Ottavio 20).

Centro Stampa

Main Politecnico site in Corso Duca degli Abruzzi
Open from Monday to Friday
from 8.30 a.m. to 7.00 p.m.

Inside the Valentino Castle
Open from Monday to Friday
from 8.30 a.m. to 7.00 p.m.

>Libraries

In order to facilitate your access to university books and other educational work, EDISU Piemonte (the regional authority for the right to higher education) set up and runs two libraries. All students enrolled in the Universities of Piedmont can gain admission to this service by taking along the student card. This service is free. Books may be borrowed from Politecnico central libraries or from Department libraries.

EDISU International Library

Via Sant'Ottavio, 8

➤ <http://www.edisu.piemonte.it/en/services/study-halls-and-other-services/international-library/international-library>

EDISU Loan Service (University Books)

Via Michelangelo Buonarroti, 17 bis

➤ <http://www.edisu.piemonte.it/en/servizi/study-halls-and-other-services/textbooks-loan-service>

Politecnico Central and Departmental Libraries

➤ <http://www.biblio.polito.it/en/>

>Politecnico Medical Service

You can find a full-time professional nurse at the Politecnico Medical Service (*Infermeria*). At the *Infermeria* you can only get assistance in an emergency situation, not for ordinary medical treatment.

Infermeria Location

ground floor (next to Bar Katia)
in the main building

Monday to Friday from 8.00 a.m. to 6.00 p.m.

T 011090.7943

@ infermeria@polito.it

Please find at this link some information on the facilities within our campuses:
http://international.polito.it/practical-information/campus_facilities





> Polincontri Association

Polincontri (Associazione per la cultura, lo sport, il tempo libero) is an association whose offices are located on the ground floor in the main corridor from corso Einaudi (the *Polincontri* box office is next to Bar Katia). Members have discounts in many shops, libraries and sport facilities, free access to many clubs and discounts when buying tickets for cinemas, theatres and concerts. Other special events are organised by *Polincontri*. For further information call 011.090.7926 or visit the home page: www.polincontri.polito.it/

> Student Associations

Students interested in the University life gather in students' associations and organize cultural, theatrical, recreational and sports activities. Associations, along with student representations elected in the government body of the University, have at their disposal some facilities where they can carry on their activities. These facilities are located in A. Sobrero square, inside the headquarters of corso Duca degli Abruzzi, 24.

Students' associations of the Politecnico di Torino <https://didattica.polito.it/associazioni/index.html>:

- AESA Torino (Aerospace Engineering Students' Association) aesa@studenti.polito.it
- AMENTE - Rivista Universitaria Indipendente amente@studenti.polito.it
- Association des Etudiants Camerounais de Turin <http://www.aect-cameroun.it> aect@studenti.polito.it
- B.E.S.T. - Board of European Students in Technology best@studenti.polito.it
- CSSA - Associazione degli studenti e studiosi Cinesi del Politecnico di Torino CSSA@studenti.polito.it
- COMITATO INTERNAZIONALISTA del Politecnico di Torino CIP@studenti.polito.it
- Dunamis Pocket Polito DUNAMIS@studenti.polito.it
- Erasmus+ TORINO Erasmus+@studenti.polito.it
- INGEGNERIA SENZA FRONTIERE isf@studenti.polito.it <http://isf.polito.it/>
- IRANIAN STUDENTS' Association of Politecnico di Torino iraniansstudents@studenti.polito.it
- J.E.To.P. - Junior Enterprise Torino Politecnico jetop@studenti.polito.it
- LAVORI IN CORSO lavori_incorso@studenti.polito.it
- Organization of Pakistani Students (O.P.S.) OPS@studenti.polito.it
- POLIMOVIE INTERNATIONAL CLUB polimovie@studenti.polito.it
- PoliTO Alumni Society Pakistan (PASP) PASP@studenti.polito.it
- R.U.N. (Rete Universitaria Nazionale) RUN@studenti.polito.it
- SPE Studenti Chapter Augusta Taurinorum SPE_Torino@studenti.polito.it
- WEBINGEGNERIA webingegneria@studenti.polito.it
- SOFARAE ASSALAM SOFARAE_ASSALAM@studenti.polito.it

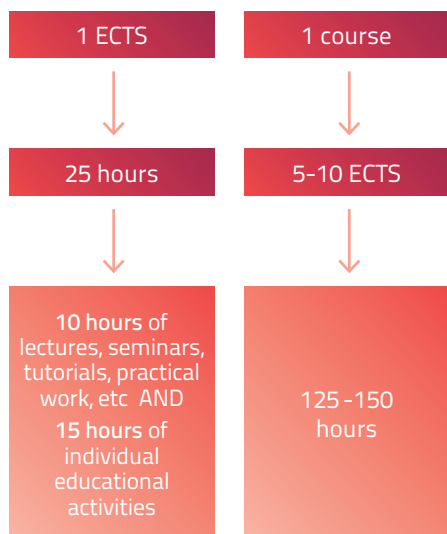


EDUCATION

>Credit system

The university reform has introduced a system of university credits (Crediti Formativi Universitari) for the first time in Italy. The main characteristics of the system are as follows:

- The credits represent the student's total workload (class time, individual study, exam preparation, practical work etc.) and one credit is equivalent to 25 hours. The average full-time workload for one academic year is 60 credits which is equivalent to 1.500 hours. Universities may opt for an increase or decrease in this total workload of a maximum 20% (1.200-1.800 hours), but they must justify this change.
- The amount of time reserved for individual learning or other individual educational and training activities must not be lower than 50%, except for the courses that include practical or laboratory work.
- Credits are earned once the student has passed the assessment for each course or activity.



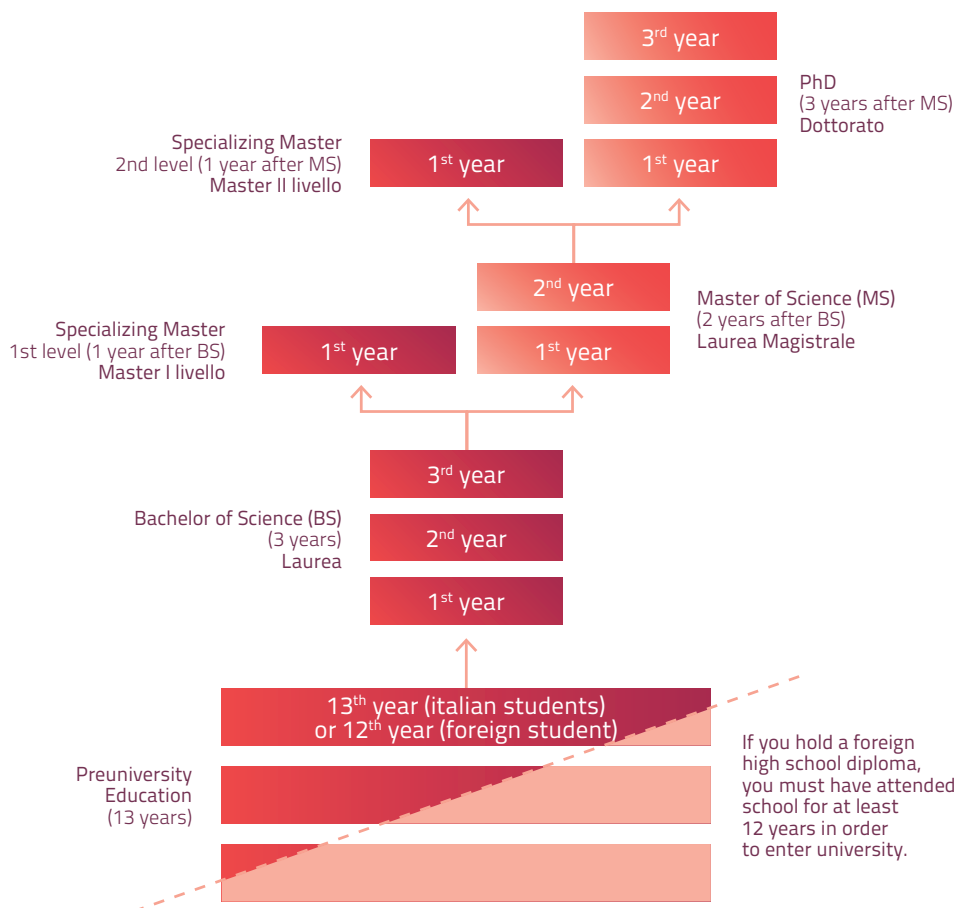
>Grades

At the Politecnico di Torino, and in the Italian universities in general, grades of individual exams are expressed in fractions of 30. The maximum grade obtainable is 30/30, while the minimum required to pass a given exam is 18/30. Exceptionally brilliant candidates might be awarded with a 30 "con lode" (cum laude), and marked 30-L.

At the end of the Laurea (3 years - Bachelor of Science) and of the Laurea Magistrale (Master of Science) two year curriculum, the student is required to present a final project before an official commission and a final grade, based on both the average of the previous academic results of the individual exams and on the evaluation of the final project, is awarded to the student. The final grade is expressed as a fraction of 110. The maximum grade is 110, while the minimum is 66 out of 110. Exceptionally brilliant candidates might be awarded of 110 "con lode" (cum laude). The Italian system does not foresee a specific final mark for the thesis.

>Exams' rules

While sitting for an exam it's forbidden to use personal materials such as: papers, notebooks, notes, calculators or other electronic devices including mobile phones which should remain turned off during the whole time the exam takes place. Interacting with other candidates during the exam is not only forbidden but also self-defeating, because in most exams questions are different for each student. In order to guarantee all students a perfect uniformity in the exam conditions, the exam will be cancelled for those who do not follow the instructions or behave in any way that may disturb the exam. Besides, there is a specific Disciplinary Board that imposes disciplinary



measures to those that do not follow the above rules.

IT IS ALSO FORBIDDEN TO APPEAR AS SOMEONE ELSE IN THE EXAMS. The final grade of an exam has to be accepted or refused by the students. Whether you accept or refuse the grade, you must inform the Professor or it will not be possible to begin the process of registration.

DOCUMENTS

> Transcript of records, declarations of stay and certificates

Students in the frame of an exchange programme can download the following documents by the personal Polito page (*Segreteria OnLine - INCOMING STUDENTS*):





- Declaration of Stay with courses in English
- Declaration of Stay with courses in Italian
- Declaration of Stay without courses in English
- Declaration of Stay without courses in Italian
- Learning Agreement
- Transcript of records (printable only at the end of the exchange period)

For use at public administrations in Italy, you can print or save self-declaration forms through *Segreteria OnLine - Certificati*. Please note that private parties could accept self-declaration and contact Politecnico afterwards for confirmation.

For degree students (Double, Joint or Full degree) at the end of studies, Politecnico releases the "Diploma Supplement" (the first copy is free of charge) in Italian and English which is given in association with the diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder http://ec.europa.eu/education/lifelong-learning-policy/ds_en.htm

>Documents' legalization

The authentication attests the legal quality of the public official who has signed a document as well as the authenticity of the signature.

Documents issued by Foreign Authorities (Autorità Estere) are legalized in order to be recognized by the Italian Authorities and, vice versa, Italian documents are legalized in order to be valid abroad.

The authentication procedure is done at once: the office checks if the signature on the document to legalise has been deposited in a register kept by the *Prefettura* (Prefecture).

Prefettura (Prefecture)

Piazza Castello, 199

Open to public on Tuesdays and Thursdays from 9:00 a.m. to 1:00 p.m.

T 011 55891 / 011 5589442 F 011 5589518

@ prefettura.torino@interno.it

➤ <http://www.prefettura.it/torino/contenuti/15122.htm>

TOOLS

>The Smart Card (Tessera studenti)

The Smart Card is an I.D. card that gives you free access to the main library of Politecnico, the computer labs (LAIB), Departments and other facilities. It is also useful to obtain discounts in several places such as , museums, cinemas, buses etc. Further information about the Smart Card: https://didattica.polito.it/pdf/smart_card_info_2013_en.pdf

In order to obtain it, you have to complete your enrollment procedure on line and then reserve an appointment in the Registrar's office Cittadella (Segreteria Studenti). The Student I.D. card will be immediately issued.

If you lose your Smart Card you should go to the Registrar's office Cittadella to take another one. You will be able to get a copy that will cost € 11.

You are required to input your address and mobile in Italy on *Segreteria OnLine* - *Aggiornamento indirizzo* within one month from your arrival





>Portale della Didattica and Segreteria OnLine

The Portale della Didattica is an important tool that can be used for a number of purposes. Through it, you can reserve an exam or look at your learning agreement, check the registered grades, pay the tuition fees (if it is due) and print your documents. You can access there through your Polito username (*sMATRICOLA*) and password (*DD/MM/YYYY*), after that you are enrolled. You have to change the password after you login for the first time. As soon as you are settled in Turin, you are required to input your address, telephone and/or mobile number otherwise your career will be blocked. The data you will provide can be used by any office at the Politecnico di Torino, professors and your Academic Advisor for any urgent communication.

>Polito email account

Each exchange student will be given an e-mail address that must be used to contact the Incoming Mobility Office, the Foreign Citizens Office or any other office at the Politecnico di Torino, the Academic Advisor or any other professor. You can have access to your Polito email account by logging in your personal page of Portale della Didattica.

The password of your Polito account (*sMATRICOLA@studenti.polito.it*) is your birth date (*DD/MM/YYYY*). You can change it after you login for the first time. You can also forward your personal e-mail address by logging in your page of Portale della Didattica, so that you will receive your Polito messages into your personal e-mail address.



@ACADEMICS

AT YOUR ARRIVAL

>Registration

You are strongly required to attend the Welcome Orientation meeting organized by the staff of the Incoming Mobility office. After the meeting you should go to the *Agenzia delle Entrate* to get your Fiscal Code. Then you have to bring your passport and your fiscal code to the Incoming Mobility office who will allow you to make the Enrollment procedure on your Apply page. You will reserve an appointment at the Registrar's office Cittadella (Segreteria Studenti) to receive your Smart Card.

>Learning Agreement

In order to define your Learning Agreement you are required to meet your Polito Academic Advisor. You can reserve a meeting with him from your Apply page or contact him/her by email. If you are coming for the full a.y. you must load the courses for the whole year. Deadlines to load online all courses defined with your Academic Advisor for the Fall/Spring semester or the whole academic year are: between September 19th to October 19th (Fall semester) and February 20th to March 20th (Spring semester). The Learning Agreement is a binding document and should only be changed if suggested by the Academic Advisor, in case of timetable clashes or unexpected course cancellations.





In order to fill in the electronic Learning Agreement follow the steps:

1. Go on Polito website www.polito.it, Login and select "STUDENTS"
--> Portale della didattica
2. enter in your personal page of Portale della didattica with your Username and your password
Username= Smatricola (ex:s123456)
Password= your birthdate (ddmmyyyy)
3. click on Segreteria OnLine
4. select Incoming Students - Define your Learning Agreement in order to start filling in your Learning Agreement
5. in order to load the course name, click on ALTRI and put the course name in CERCA DESCRIZIONE or the course code in CERCA CODICE
6. when the course name or code appears, click on AGGIUNGI and RITORNA VIDEATA INIZIALE
7. confirm the courses, clicking on OK at the end of the procedure. This question will appear at the end: "Do you want to send your L.A. to the Advisor for the approval?" "YES/NO

If you click on YES, the learning agreement is ready for the approval of your Academic Advisor. If it will be approved, you will be able to read the status "APPROVED" in your page. If it will be rejected, the Professor will have to justify his decision, unlock the study plan and let you modify it, according to his suggestions. In this case you will find this message: "Your learning agreement has NOT been approved. Please modify and submit the learning agreement again to your Polito Academic Advisor". L.A. cannot be changed when status is "pending approval". You are advised to visit the Politecnico web-site for the academic offer (https://didattica.polito.it/pls/portal30/gap.a_mds.init_new?p_a_acc=2016) and then look at the

timetable http://www.swas.polito.it/dotnet/orari_lezione_pub/. While filling in the Learning Agreement for the Fall/Spring semester or for the whole academic year 2016/17, the Erasmus+ and Bilateral Agreement students should remember that:

1. it is not possible to do extra work for the exams in order to obtain extra credits;
2. if you choose laboratories, internships or even single courses having as final grade "passed or not passed" (IDONEITÀ or SUPERATO) you cannot obtain a grade in /30. If it is required to present such grade in /30 to your Home Institution, another course should be chosen instead of those graded as "passed or not passed";
3. it is not possible to take final exams in the University of origin or abroad;
4. if you are Erasmus+ or Bilateral Agreement student (not Double Degree) your final thesis does not have to be added to the electronic Learning Agreement. You must contact the Incoming Mobility Office in order to get the "Thesis Evaluation Form"
5. You cannot choose:
 - distance learning courses (corsi a distanza);
 - courses from the first year of Bachelor's degree;
 - free elective courses of the first and third year of Bachelor level;
 - language courses other than the italian (for further information read the Guidelines in your Apply page)
6. you cannot attend/pass the exam of one module if the course is composed by 2.



If the course you are attending expects more than one professor, pay attention to attend it with the correct one, considering the alphabetical order!





Double degree students: in order to get the degree (Master of Science) you are required to pass all the exams for a minimum of 90 credits (60 courses + 30 thesis) in 18 months. According to the agreements, students from the Universidad Central de Venezuela, Universidade de São Paulo, Pontificia Universidad Javeriana, Universidad de Antioquia, Universidade de Brasilia are required to pass all the exams for a minimum of 120 credits (90 credits + 30 thesis) in a period of 24 months. The Academic Advisor will help you in defining the Learning agreement on the basis of the compulsory subjects necessary to get the degree and the gaps of the previous academic career.

For any doubt about the length or the structure of the Double Degree Programme contact the Incoming Mobility Office incoming.students@polito.it

>Learning Italian

CLA (Language Centre) at the Politecnico di Torino offers all international students Italian language courses free of charge. For further information about Italian language courses (levels, calendars, final marks...), you can visit the CLA website: <http://didattica.polito.it/cla/>

Double degree students enrolled to a Bachelor or Master of Science degree have to attend the Italian language course and pass the exam (except all the Double Degree students who will spend only one semester at Polito like Nanotech students, etc.).

The Italian language is considered an "extra-subject": this means that the course does not count for the achievement of the total number of credits required to graduate. "Italian Language" or "Lingua Italiana" exams should be listed in your study plan according to the following rules for each specific case:

1. DOUBLE/JOINT/FULL DEGREE STUDENTS enrolled on a degree course entirely taught in English must attend Italian language A2.
2. DOUBLE/JOINT/FULL DEGREE STUDENTS enrolled on a degree course entirely taught in Italian must attend Italian Language B1.

Italian certification: as entry requirements Politecnico di Torino accepts proficiency certificates in Italian issued by assessment authorities acknowledged by the Ministry of Foreign Affairs and the Ministry of Education:

1. Università degli studi di Roma Tre;
2. Università per stranieri di Perugia;
3. Università per stranieri di Siena;
4. Università per stranieri non statale e legalmente riconosciuta "Dante Alighieri" di Reggio Calabria;
5. Società Dante Alighieri (PLIDA).

Politecnico also accepts Italian embassies and "Istituti di cultura italiana" certifying the conclusion of courses which require a final examination (certificates of attendance will not be accepted) and that state the level of proficiency attained through the course. You must hand in your certificate at the Registrar's office, who will register the certificate in your career.

>English language

Exchange students (not Double Degree) cannot attend the English language courses.



BE CAREFUL: if you enroll to the IELTS exam by mistake you will have to pay € 120!

Double Degree students must pass IELTS exam before the graduation with a minimum score of 5.0 (5.5 if you are enrolled in Automotive engineering) or to possess accepted certification





(<https://didattica.polito.it/cla/en/certificates>) at an equivalent level.

Master degree students who want to apply for the IELTS exam in Politecnico, need to pay € 100 at the Segreteria Studenti-Cittadella.

Bachelor degree students are exempted from the payment if they pass the exam at first attempt.

English language is considered as "extra-subject": it means it does not contribute to the credits required to obtain the Bachelor or Master of Science degree.

It is compulsory to pass the IELTS exam before submitting the DEGREE REQUEST/domanda di laurea (check the deadlines in the academic calendar).

>Extension of stay

If you want to extend your stay, the Incoming Mobility Office needs to receive an official communication by your home University.

Erasmus+ students: if you arrive on September follow the rule here below. If you arrive on February and you want to extend your stay for fall semester of the following a.y. you must be selected again by your home University.

>Graduation

Double Degree students: about 6 or 7 months before graduating, you should find a Thesis Supervisor and discuss about the topic and the title of the thesis. Once you define it please remember to fill in the "Richiesta di ammissione all'esame finale" (Thesis Request), available on Portale della Didattica - Tesi.

Pay attention: the thesis must be loaded to your study plan before filling in the thesis request (you don't have to load more than 130 ECTS to your Master of Science study plan).

According to the deadlines scheduled in Manifesto degli Studi of your program (<https://didattica.polito.it/segreteria/esamefinale/it/>), about 1 month before your graduation don't forget to fill in the degree request, entering on *Segreteria OnLine - Laurea ed esame finale* and filling in these 3 forms:

- Richiesta conferma conclusione tesi
- Almalaurea
- Domanda di ammissione all'esame finale (here you have to pay the graduation fees - about 93 Euros).

Except for French students it is not possible to work on the Thesis in the student's home country (or student's home institution), but, in agreement with the Supervisor, you are allowed to prepare the thesis in a different country or in any other University, company or institution in Italy. Even if the thesis will be prepared somewhere else, IT IS COMPULSORY TO HAVE A POLITECNICO SUPERVISOR.

It is also possible to apply for "Contributo tesi fuori sede" (scholarship for thesis abroad), for further info: Outgoing Mobility Office mobilita.studenti@polito.it

In order to obtain the Diploma ("pergamena di laurea"), in case the agreement with your home University does not foresee that you attend the graduation ceremony, remember to fill in the form to send the diploma in your home country (shipment fees are about 15 Euros + stamps).

**Deadline to complete
the electronic LA:**
FALL SEMESTER
19/09 - 19/10
SPRING SEMESTER
20/02 - 20/03





Please remember to ship the original of your thesis to the Registrar's office after your graduation or it will not be possible to request any degree certificate to the Incoming Mobility office or to the Registrar's office.

>Internship information

If you wish to activate the internship you need to:

- come to the Incoming Mobility office and ask to add the Stage to your study plan (pay attention that you cannot load more than 130 ECTS on the Master of Science level).
- visit the web page <http://stagejob.polito.it/en/home> and read the instructions to fill in the PROGETTO FORMATIVO of your study course;
- present your PROGETTO FORMATIVO and hand it in to the Ufficio Stage&Job at least 7 days before the starting date of your internship. Then the Ufficio Stage&Job will give you the "Internship booklet" (LIBRETTO DI TIROCINIO). You will have to register your daily attendance.

You will be assigned a TUTORE AZIENDALE by the hosting Company, with whom you will cooperate during the internship. The rules to choose your TUTORE ACCADEMICO depend on your Department; check them on the Stage&Job website.

- hand in the LIBRETTO DI TIROCINIO, signed both from you and your tutors, to the Ufficio Stage&Job within 15 days AFTER the end of the internship period;
- inform the Ufficio Stage&Job about any change regarding your internship (for example in case of extension or suspension, etc). You will have to fill in the relative form, at least 7 days before the variation:
<http://stagejob.polito.it/en/home>

- read your course instruction on Stage&Job website in order to register your internship.

>Part-Time jobs (only for double degree students)

In the official web site of Politecnico, you can find, usually in April/May, announcements for part-time jobs at the International Affairs Area Offices here: <https://didattica.polito.it/tasse/collaborazioni.html>

AT YOUR DEPARTURE

At the end of your study period at Politecnico di Torino, two or three days before leaving, don't forget to visit the Incoming Mobility Office to inform us about your departure date and to be sure that there are no academic matters left unsettled. You will be able to print/save your final Transcript of Records from your personal page of Portale della Didattica (once that all your grades will be registered) ONLY by going to the Incoming Mobility Office before you leave. Another of the fundamental steps to finish the check out procedures is also the compilation of the "customer satisfaction" questionnaire (an email will be sent in your Polito email account a few days before leaving).

**Fill in the
customer
satisfaction
questionnaire
before your
departure**





PRACTICAL-INFO

> Tuition fees

Students in the frame of an exchange programme are exempted from paying tuition fees and other expenses unless it is stated differently in the Bilateral Agreement.

Where the agreement between the Politecnico di Torino and your University states that exchange students pay tuition fees only at the home university, you will be charged € 160,86 for access to facilities and services such as:

- the regional fee for university right to study (140,00 Euros)
- accident insurance premium (3,53 Euros)
- the SIAE contribution (1,33 Euros)
- the tax stamp (16,00 Euros)

If you are required to pay these fees, you can do it:

- with credit card directly at the Segreteria Studenti (with a bank charge of 1%) or from your personal page of Portale della Didattica;
- with ATM card directly at the Segreteria Studenti;
- with the payment slip (please fill it in with the information written in the next page and your personal data) at the Post Office (show the receipt to the officer).

You are exempted from paying the "extra-Politecnico" fees if you come from:

- Pontificia Universidad Católica de Valparaíso
- Universidad de las Americas-PUEBLA
- Instituto Tecnológico y de Estudios Superiores de Monterrey - ITESM

If you forget to pay these expenses, some late payment interest will be added as penalty.

> Safety rules

Do not carry your passport with you (a copy will be sufficient). If you are a Non-EU citizen, bring always with you at least a copy of the residence permit or of the postal receipt of the residence permit application.

Do not keep your credit card in your wallet, keep it in a different place.

Look out for pickpockets on trams and buses.

Remember, even at the Politecnico, to keep an eye on your bags, backpacks, mobile phone and laptop.

GTT (city transports)

lost & found office

Via Meucci, 4 / T 011 4430753
Mon/Wed/Thu 9.00 - 12.00 a.m.

POLITECNICO DI TORINO

lost & found office

Portineria / Corso Duca degli Abruzzi, 24
T 011 0906666

Emergency numbers

PHONE CALL FREE OF CHARGE

Fire	115
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Ambulance	118
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Emergency First Aid treatment at home	0115747
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Carabinieri / Polizia	112
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>Academic glossary

Anno accademico	Academic year: the academic year starts from October and ends on September of the following year. The year is organised in didactic terms "periodi didattici"
Anticipo (soldi)	To pay in advance
Assicurazione medica	Health insurance
Autocertificazione	Self-declaration
Bollettino postale	Payment slip/ postal slip
Borsa di studio	Scholarship
Carico didattico	Study plan: the list of the courses that the student follow during the year
Certificato	Certificate
Certificato di iscrizione	Enrollment certificate
Codice fiscale	Fiscal code
Corso di laurea	Bachelor of Science program
Corso di laurea magistrale	Master of Science program
Credito	Credit: it represents the student's total workload (class time, individual study, exam preparation, practical work etc.). One credit is equivalent to 25 hours. The average full-time workload per academic year is usually 60 credits (equivalent to 1500 hours)

Dati personali	Personal data
Debito formativo	Extra credit to be attained
Dichiarazione di valore	Declaration of value
Dipartimento	Department
Diploma - laurea	Graduation certificate
Diploma di maturità	High school diploma
Documento	Document
Documento di identità	I.D. card
Dottorato	PhD program
Esame di profitto	Exam: credits are earned once the student has passed the exam of each course or activity. Grades of individual exams are expressed in fractions of 30
Matricola (numero)	Registration number or student number
Modulo	Form
Nulla osta per ricerca scientifica	Scientific research visa authorization
Passaporto	Passport
Patrimonio	Property
Periodo didattico	Period (fall/spring semester) in the academic year during which the students follow the courses and sit for the exams





			
Permesso di soggiorno	Residence permit	Segreteria studenti	Registrar's office
Produrre/ mostrare documenti	Show/submit documents	Specializzazione - corso	Specializing program
Rata	Installment	Stage	Internship
Reddito familiare	Household income	Statino	A document the student must hand in to the professor on the day of the exam
Ricevuta del rinnovo di permesso	Residence permit renewal receipt	Tasse d'iscrizione	Tuition fees
Ricongiungimento familiare	Family reunion	Tessera studenti	Student card
Riduzione tasse	Fees reduction	Test di ammissione	Entrance test
Rinnovo del permesso di soggiorno	Residence permit renewal	Titolo accademico	Degree
Scadere/ scadenza	Expire/deadline	Ufficio postale	Post Office
Segreteria didattica	Educational Secretariat: the student can refer to them to get information about courses and administrative procedures	Ufficio immigrazione	Immigration Office
		Voto	Mark





Glossary

Can you help me?	Può aiutarmi?
Do you speak English?	Parla inglese?
I don't understand	Non capisco
I don't know	Non lo so
Hello	Ciao
Good Morning	Buon giorno
Good Evening	Buon pomeriggio
Good Night	Buona notte
Goodbye	Arrivederci
Please	Per favore
Thank you	Grazie
I am sorry	Mi dispiace
Excuse me	Mi scusi
I am hungry	Ho fame
I am thirsty	Ho sete
I am tired	Sono stanco
I am lost	Mi sono perso
How are you?	Come va?
Good, thank you	Bene, grazie
Not good	Non troppo bene
What's your name?	Come ti chiami?
My name is ___	Mi chiamo ___
Where are you from?	Da dove vieni?
I am from ___	Vengo da ___
How old are you?	Quanti anni hai?
Where is ___	Dov'è ___





The toilet?	Il bagno?
The town centre?	Il centro?
The train station?	La stazione?
The airport?	L'aeroporto?
The bank?	La banca?
The hotel?	L'hotel?
The youth hostel?	L'ostello?
The hospital?	L'ospedale?
The police station?	La polizia?
The embassy?	L'ambasciata?
How much is a ticket to ___?	Quanto costa un biglietto per___?
Where does this bus train go?	Dove va questo autobus treno?
Does this bus train stop at ___?	Questo bus treno si ferma a ___?
Turn left	Gira a sinistra
Turn right	Gira a destra
Straight ahead	Sempre dritto
Go back	Torna indietro
Stop	Fermati
I need to go to ___	Devo andare a ___
How much to go to ___	Quanto costa fino a ___
I would like to order ___	Vorrei ___
The check please !	Il conto per favore !
Can I pay with a credit card?	Posso pagare con la carta di credito?
Master of science	Laurea specialistica
Fiscal code	Codice fiscale
Graduation certificate	Diploma – laurea





DEADLINES & HOLIDAYS



2016/2017 Academic Calendar

Engineering and Architecture programs

1st term lectures
start on September 29th 2016
end on January 21st 2017

1st term exam session
start on January 23rd 2017
end on March 4th 2017

2nd term lectures
start on March 6th 2017
end on June 17th 2017

2nd term exam session
start on June 19th 2017
end on July 28th 2017

List of our public Holidays

National days

April 25th
May 1st
June 2nd
June 24th
August 15th
November 1st
December 8th

Christmas Holidays

From December 22nd 2016
to January 8th 2017

Easter Holidays

From April 13th 2017
to 19th 2017

ACADEMIC CALENDAR

(calendario accademico)

<https://didattica.polito.it/guida/2017/en/>

https://didattica.polito.it/guida/2016/en/11/82/class_attendance

LECTURES TIMETABLE

(orario lezioni)

http://www.swas.polito.it/dotnet/orari_lezione_pub/default.aspx

EXAM RESERVATION

(prenotazione appelli)

<http://didattica.polito.it/pls/portal30/esami.visu.form>



Students who are going to attend courses and sit for the exams are required to stay at Politecnico until the end of the exam session, as the marks will be only registered during the exam session.

The Incoming Mobility Office won't be responsible for any problem linked to the transcription of records in case the students do not follow the correct procedure. Indeed, the Incoming Mobility Office will not deal with Professors in case will arise problems about the registration of the marks. It is the students' duty to check before his departure that no academic matters will be left unsettled.





POLITO CONTACTS

You can contact these offices by telephone or e-mail:

International Affairs Area INCOMING Mobility Office

Corso Duca degli Abruzzi, 24
10129 Torino Italia

T +39 011 090 8654 F +39 011 090 8656

@ incoming.students@polito.it

↗ <http://international.polito.it/en/>

The INCOMING Mobility Office deals with all the academic issues of your stay at the Politecnico di Torino: Welcome Orientation Meetings, students' selection, registration, choice of courses, on line Learning Agreement, contact with partner Universities, documents' issue (Transcript of Records, Learning Agreement, Declaration of stay). You can find us at the desks no. 6-7 of the International Affairs Area. Along with academic issues, you will have to deal with practical matters, which should not be neglected during your stay at Politecnico, in order to spend your studies in the best way.

International Affairs Area Foreign Citizens Office

T +39 011 090 8695 F +39 011 090 8699

@ foreign.citizens@polito.it

↗ http://international.polito.it/practical_information

The Foreign Citizens Office is in charge of providing the necessary support for your orientation and integration at Politecnico and in the surrounding environment. You can find us at desks no. 1 and 2 of the International Affairs Area. We will help you deal with various services on the territory and practical matters (visa and residence permit, health insurance, *codice fiscale*, accommodation, sports and leisure activities).



Language Centre C.L.A. (Centro Linguistico d'Ateneo)

Corso Duca degli Abruzzi, 24
10129 Torino Italia

@ cla.ingegneria@polito.it

@ cla.architettura@polito.it

↗ <https://didattica.polito.it/cla/en/presentazione.html>

Registrar's Office (Segreteria Studenti)

Corso Duca degli Abruzzi, 24
10129 Torino Italia

at Cittadella Politecnica – ground floor

The info desks at Registrar's Office are open from Monday to Friday from 8:30 to 12:00 a.m.

Call center service available every day (from Monday to Friday) from 1:30 to 3:30 p.m. at the phone number 011 090 6254

↗ https://didattica.polito.it/segreteria/contatta/it/Segreteria_generale.html

Stage & Job office

Corso Duca degli Abruzzi, 24
10129 Torino Italia

at Cittadella Politecnica – ground floor

T 011 090 5789 F 011 090 6295

@ stage.job@polito.it

The info desks at the Stage & Job Office are open on Tuesday and Thursday from 9:30 to 12:30 a.m.

Telephone assistance: Tuesday and Thursday from 2:00 to 4:00 p.m.

The info desks at International Affairs Area are open MON/TUE/THU/FRI from 9.00 to 11.30 a.m. The info desks are closed to public on WEDNESDAYS





CHECK LIST

ARRIVAL

- ◇ Welcome Orientation Meeting
- ◇ Codice fiscale ("*fiscal code*")
- ◇ Residence permit
(only non-EU students)
- ◇ On-Line enrollment
and Student card
- ◇ Reserve a Meeting with
your Academic Advisor
- ◇ Fill in your learning agreement
- ◇ Registration at *Anagrafe*
(Municipality Office:
for EU students)

DEPARTURE

- ◇ Before buying any travel ticket,
go to the Foreign Citizens Office
and ask if and where you are
allowed to travel
- ◇ Fill in the Customer Satisfaction
questionnaire on your Portale
della Didattica page
(**COMPULSORY**)
- ◇ Pay your flat last rent
and all the utilities
- ◇ Close your bank account
- ◇ Return to the libraries any
borrowed books, DVDs or CDs
- ◇ **DON'T FORGET!**
Go to the Incoming Mobility
Office in order to close your
career at Polito





NOTES



Lined area for taking notes, consisting of multiple horizontal lines.





NOTES



Lined area for taking notes, consisting of multiple horizontal lines.

