UNICAMILLUS

Study in Italy

Your step-by-step to-do guide as a non-EU student joining UniCamillus in Rome: from the visa to your first day on campus.

1 Before you leave
Universitaly, visa, documents

2 First 8 days
Residence permit, health cover

3 Settling in
Home, SIM, bank, SPID, discounts

4 UniCamillus
Enrolment, vaccines, contacts

Rules can change from one academic year to the next. Always check the ministerial Procedures in force, the latest UniCamillus call for applications and the official websites listed at the end of this guide.

Your journey at a glance

Follow the line from top to bottom. Each stop is explained in the pages that follow.

1 Before you leave

Get your admission letter

Pass the UniCamillus admission test and keep an eye on your GOMP student portal.

Pre-enrol on Universitaly

Submit one application, as the ministerial Procedures require, and wait for UniCamillus to validate it.

Get your diploma recognised

CIMEA certificates (faster) or Declaration of Value.

Get your codice fiscale

At the consulate before you fly, or at the Questura in Rome.

Apply for your study visa

Type D visa at the Italian embassy or consulate, **by the deadline set in the ministerial Procedures.**

2 First 8 working days

Apply for your residence permit

Post office kit, then fingerprints at the Questura.

Sort your health cover

National Health Service (SSN) or private insurance.

3 Settling in

Home, residency and SPID

Then your Italian SIM card and a bank account.

Save money

ISEE, Lazio DiSCo grants, ATAC student pass.

4 UniCamillus

Complete your enrolment

Documents on GOMP and at the Registrars' Office.

Health checks for students

TB test and Hepatitis B vaccination within 30 days.

Dates to circle

Visa deadline	Last day to apply for the study visa, as set in the ministerial Procedures for your academic year. Your consulate or UniCamillus may set an earlier date.
8 working days	From your arrival in Italy: apply for the residence permit.
Start of the year	Hand in CIMEA certificates or Declaration of Value, visa copy and permit receipt.
30 days	From enrolment: TB test and Hepatitis B vaccination certificate.
Enrolment deadline	Final deadline set in the ministerial Procedures: if you are not enrolled by then, your visa is revoked.
60 days	Before your permit expires: apply to renew it.

Key rules to remember

- The minimum **proof of funds** for the study visa is set in the ministerial Procedures and updated every year.
- Universities can validate only a limited number of pre-enrolments: apply early.
- Fingerprints are taken for national (Type D) visas too.
- Voluntary SSN registration for students costs **€700 per calendar year** (if you have no income other than grants).
- 116117 is the free 24/7 line for non-urgent medical help across Lazio.
- Some SPID providers charge a yearly fee.

1 Before you leave

Everything to do in your home country, in this order.

1.1 Pre-enrol on Universitaly

Under the ministerial Procedures for international students, **Universitaly**, the portal of the Italian Ministry of University and Research (MUR), is the only official, free way to pre-enrol. The Italian embassy or consulate can only process the visa once the university has validated the pre-enrolment.

1. **Create your account**
   Go to **universitaly.it** and register. Use **the same email address as on GOMP**, the UniCamillus student portal: otherwise we cannot match your application.
2. **Type your details exactly as in your passport**
   All names and surnames, in the same order. Leave the Italian tax code blank unless you already have an official one: the code generated by GOMP is not official.
3. **Confirm your email**
   Open the message from **universitaly@cineca.it**, set your password and wait for the confirmation email. Check your spam folder.
4. **Start the pre-enrolment**
   Choose *International students* and then *Pre-enrol now*.
5. **Fill in the course details**
   Institution: **UniCamillus – Saint Camillus International University of Health Sciences**, Rome. Course: exactly as written in your admission letter. Add the Italian embassy or consulate where you will apply for the visa.
6. **Upload your passport and a photo**
   For UniCamillus the valid passport is the only mandatory upload: your academic documents are already on GOMP.
7. **Check the overview and submit**
   You get an email from **no-reply@cineca.it**. UniCamillus checks it within a few days and either validates it or asks you for missing information.

Pre-enrolment or enrolment?

It depends on when you apply: in the **pre-enrolment period** you pre-enrol here; if you apply to a **call near the end of the year**, this may already be your **enrolment** at UniCamillus.

Good to know

The ministerial Procedures allow **one application per academic year**, for one university and one course.

You can stop and log back in later without losing your data. An "authentication problem" message just means you need to log in again.

Heads up

As the ministerial Procedures state, validation by the university does not guarantee a visa: the final decision belongs only to the Italian embassy or consulate.

Places for visa students are limited, so do not leave your pre-enrolment to the last minute.

Need help?

Write to **relations@unicamillus.org**. For free guidance on Universitaly and visas, contact a Uni-Italia centre abroad: **uni-italia.it**

1.2 Get your diploma recognised

Foreign qualifications are not recognised automatically. In line with the ministerial Procedures, UniCamillus accepts either of these two routes. Whichever you choose, add a **legalised translation** of your diploma into Italian or English.

Recommended

CIMEA certificates

The Statement of Comparability and the Statement of Verification, issued by CIMEA, the Italian ENIC-NARIC centre.

- Fully online and faster
- Request them through the UniCamillus–CIMEA agreement page: **unicamillus.org/en/services/cimea**
- For qualifications from countries that signed the Lisbon Recognition Convention, the comparability statement is replaced by the ARDI Statement of Correspondence, free on **ardi.cimea.it**

Alternative

Declaration of Value

The *Dichiarazione di Valore*, issued by the Italian embassy or consulate in the country where you obtained the diploma.

- Requires legalisation first (Apostille or consular legalisation)
- Usually takes longer
- Start early, while you are still in your home country

Deadline: the start of the academic year, at the Registrars' Office. Without these documents you can attend classes but you cannot take exams, and you will be suspended before the winter exam session.

1.3 Get your codice fiscale

Your Italian tax code. You need it to enrol, apply for the residence permit, register for health care, get a SIM card, open a bank account and rent a flat.

Easiest: ask the Italian embassy or consulate before you leave.

In Italy, non-EU students: request it at the **Questura** (Immigration Office of the Police Headquarters) for the area where you live, bringing your passport and visa. For Rome: **questure.poliziadistato.it/it/Roma**.

EU students request it at the Agenzia delle Entrate instead.

Codes generated by online calculators or by GOMP are not official.

Legalisation and translation, explained

Legalisation proves a foreign document is genuine. In countries that signed the Hague Convention it is a single stamp, the *Apostille*; elsewhere it is done by the Italian consulate.

A **legalised translation** is made or certified by the Italian consulate or by a sworn translator.

1.4 Apply for your study visa

According to the ministerial Procedures, non-EU students need a **Type D national visa for study, "university enrolment"**. It is required for any stay longer than 90 days, even for citizens of countries that are visa-free for short trips. The Ministry of Foreign Affairs lets you check each case on **vistoperitalia.esteri.it**.

Where

Italian embassy or consulate

in your country of residence, by appointment (Prenot@mi or the official visa centre)

When

By the ministerial deadline

The deadline is set each year in the ministerial Procedures. Apply as soon as your pre-enrolment is validated: processing can take up to 90 days.

What you get

365 days, multiple entries

As set by the Procedures. Fingerprints are taken at the appointment.

Documents required by the ministerial Procedures

- [ ] Valid passport and passport photos
- [ ] Universitaly summary, validated by UniCamillus
- [ ] Original secondary school diploma
  with CIMEA certificates or Declaration of Value (see 1.2)
- [ ] University entrance exam certificate
  only if your country requires one to enter university
- [ ] Language certificate, at least B2
  for courses taught in English, an English certificate covering all four skills; for courses taught in Italian, the university certifies your Italian level in the pre-enrolment
- [ ] Proof of funds
  at least the yearly amount set in the ministerial Procedures in force
- [ ] Proof of accommodation in Italy
- [ ] Health insurance valid in Italy
- [ ] Visa fee and any extra document the consulate asks for

Proof of funds: what the guidelines say

Under the ministerial Procedures, the money must come from **lawful, traceable sources**, preferably the student's own or their family's (relatives up to the 4th degree). The consulate may check account history and whether the funds match the family's income.

A scholarship counts only if it has been **officially awarded**, not just applied for. The same goes for housing: applying for a student residence is not proof of accommodation.

Heads up

- The ministerial Procedures do not allow enrolment with a tourist (Schengen) visa.
- If the visa is denied, UniCamillus does not refund the fees already paid.
- A denial comes with written reasons and can be appealed to the Regional Administrative Court of Lazio (TAR Lazio) within 60 days.
- The status of a visa application can only be checked with the consulate where it was submitted.

1.5 Pack these originals

- [ ] Passport with visa
- [ ] Diploma, CIMEA certificates or Declaration of Value, translation
- [ ] Admission letter and Universitaly summary
- [ ] Health insurance certificate
- [ ] Proof of funds and accommodation
- [ ] Codice fiscale certificate
- [ ] Vaccination records (Hepatitis B)
- [ ] 6–8 passport photos

2 Your first 8 days

Two things to sort out as soon as you land in Rome.

2.1 Apply for your residence permit

8

working days from your arrival to apply for the *permesso di soggiorno per studio*.

The visa only lets you in. The residence permit is the document that makes your stay in Italy legal.

What it costs

Postal payment slip (permit card)	**€70.46**
Post office handling fee	**€30.00**
Revenue stamp (*marca da bollo*)	**€16.00**
Total	**€116.46**

Amounts for permits of up to one year; they can be updated, so check portaleimmigrazione.it. Buy the revenue stamp at a tobacconist (*tabaccheria*).

Free help: *Patronati* (welfare assistance offices) can help you fill in the kit at no cost.

1. **Pick up the kit** — Find your nearest post office

   Ask for the residence permit kit (*kit per il permesso di soggiorno*) at a post office with a *Sportello Amico* desk. It is free.

2. **Fill in the form**

   Follow the instructions for a study permit and stick the €16 revenue stamp on it.

3. **Add photocopies, not originals**

   Passport (all pages), visa with entry stamp, health insurance or SSN receipt, UniCamillus admission letter or enrolment certificate, proof of funds, proof of accommodation, codice fiscale.

4. **Hand it in at the post office**

   Leave the envelope open, show your passport and pay. You get **a receipt** and **the date of your appointment at the Questura**.

5. **Keep the receipt safe**

   Until your card is ready, the receipt proves you are legally in Italy. Bring a copy to the Registrars' Office.

6. **Go to the Questura**

   Bring the originals and passport photos for your fingerprints.

7. **Collect your card**

   It can take a few months. Track it on questure.poliziadistato.it/stranieri and wait for the text message telling you it is ready.

Renewing your permit

Apply **at least 60 days before it expires**, with the same kit. You will need your enrolment certificate and proof of exams passed:

- ☐ At least **1 exam** passed in your first year
- ☐ At least **2 exams** passed in each following year

If you formally withdraw from your studies, your study permit is revoked.

2.2 Declare where you live

Whoever hosts you or rents you a flat must notify the police within **48 hours** of your arrival (*comunicazione di ospitalità* or *cessione di fabbricato*).

Ask your landlord for a copy: it is useful for your permit and for registering your residence.

2.3 Choose your health cover

You need health cover valid in Italy for the whole length of your permit. You have two options.

Option A

National Health Service (SSN)

€700 per calendar year, if you have no income other than grants

- Covers 1 January to 31 December and **cannot be split**: arriving in October still costs €700 for that year.
- Same services as Italian citizens (you pay the usual co-payment, the *ticket*).
- You choose a family doctor (GP) and receive the *Tessera Sanitaria* (health card) by post.
- It does not include the European Health Insurance Card for other EU countries.

How: pay the contribution as instructed by your local health authority (ASL), then register at the ASL with passport, permit or receipt, codice fiscale, enrolment certificate and a self-declaration of your address.

Option B

Private insurance

Accepted if it:

- is valid in Italy for the whole stay;
- covers urgent hospital care with no limits or exclusions;
- for insurance issued in Italy, comes with the insurer's declaration confirming this.

If your country has a health agreement with Italy, a consular declaration can also be accepted.

With private insurance you do not get an SSN family doctor: you usually pay and then claim the costs back.

Arriving in autumn? Some students cover the first months with private insurance and register with the SSN from January. Compare prices before you decide.

2.4 When you need a doctor

Know where to go before you need it. In a real emergency, always call **112**.

Your family doctor (GP)

With SSN registration you choose a *medico di base* at your ASL. Visits are free. Your GP also writes prescriptions, sick notes and referrals for specialist visits and tests.

Bring: ID, codice fiscale, residence permit or receipt, and the name or regional code of the doctor you want.

116117: non-urgent medical help

Free, available 24/7, multilingual. Call for medical advice, to reach the out-of-hours doctor (*continuità assistenziale*, formerly *guardia medica*) at night and at weekends, or when you are unsure whether to go to A&E.

Find your local health authority

Rome is covered by three ASLs, assigned by your home address: **ASL Roma 1**, **ASL Roma 2** and **ASL Roma 3**. Not sure which is yours? Call the city information line **06 0606**.

aslroma1.it aslroma2.it aslroma3.it

Family counselling centres

The *consultori familiari* are free and open to everyone, with no prescription needed: gynaecologists, midwives, psychologists and social workers for sexual, reproductive and mental health and well-being. Find one on **salutelazio.it**.

3 Settling in Rome

Home, phone, bank and the digital keys to Italian services.

3.1 Find a place to live

UniCamillus is at **Via di Sant'Alessandro 20**, in north-east Rome. By public transport, take **Metro line B** to the **Rebibbia** terminus, then bus **040, 041 or 043** (**how to reach the campus**). Many students live along Metro line B or in nearby districts such as Settecamini and Casal Monastero. Rooms near central stations (Bologna, Policlinico, Tiburtina) mean a longer commute: check your door-to-door route on the **ATAC** website or app before you sign.

Where to search: Spotahome, with a discount for UniCamillus students (promo code in the Benefits section of the UniCamillus WebApp, see **unicamillus.org/en/students/benefits**), **idealista.it**, **immobiliare.it**.

Before you pay anything

- [ ] Visit the place or have a live video tour
- [ ] Get a written contract, registered with the Agenzia delle Entrate
- [ ] Deposit of no more than 3 months' rent
- [ ] Ask for the police declaration (2.2)

3.2 Residency, ID card, SPID

These three steps unlock Italian public services online, such as your health records and the ISEE. Do them in this order.

1. **Register your residence (*residenza anagrafica*)**

   With **Roma Capitale**: online, by certified email (PEC), by registered mail or at your Municipio registry office. The local police will check that you live at the address.

2. **Get the Italian electronic ID card (CIE)**

   Book it at your Municipio with your residence permit (**cartaidentita.interno.gov.it**). For non-EU citizens it is not a travel document.

3. **Activate SPID, or use your CIE directly**

   Choose an identity provider on **spid.gov.it** and identify yourself with your CIE. Some providers are free, others charge a yearly fee (Poste Italiane, for example). The CieID app works as a digital identity too.

3.3 Get an Italian SIM

You need your **passport and codice fiscale**. Providers include TIM, Vodafone, WindTre, Iliad, Kena, ho. Mobile, Fastweb, PosteMobile and Lyca Mobile, all with prepaid offers.

3.4 Open a bank account

Usually needed: passport, codice fiscale, residence permit or receipt, and your address in Italy. Many banks offer low-cost accounts for under-30s. Some online banks require an Italian ID card, so compare the conditions.

Important: add your Italian number on GOMP

As soon as you have an Italian SIM, you **must** add your Italian phone number on **GOMP** (**Personal data > Contacts**) and keep it easy to reach: it is the number the University uses to contact you.

3.5 Save money as a student

Most discounts depend on the **ISEE**, the indicator of your family's economic situation. Students whose family lives and earns abroad use the **ISEE Universitario Parificato (ISEEUP)**.

Get your ISEE

For the **ISEEUP**, go **in person** to a **CAF** (tax assistance centre) affiliated with Lazio DiSCo: you must sign it there. It is free.

Find one: **list of affiliated CAFs**.

You will need documents on your family's income and assets from your home country: collect them months in advance.

Lazio DiSCo

The regional agency for the right to study offers grants, student housing and canteen meals based on ISEE and merit, and can cover the SSN fee for international grant winners, as set in each call.

The call for applications is published once a year, before the academic year starts: visit **laziodisco.it**.

ATAC student pass

Annual pass for Rome buses, trams and metro, valid 365 days:

ISEE up to €10,000	**€130**
up to €15,000	**€140**
up to €20,000	**€150**
Standard annual pass	**€250**

For students under 26 residing in Rome, or holding a DiSCo grant or room. Buy it at ATAC ticket offices with a Metrebus Card. Fares can change: check atac.roma.it.

Why residency matters

Many benefits, including the reduced ATAC pass, require **residence in Rome**. Registering your residence early (3.2) also makes it easier to get the ID card, SPID and your health card at the right address.

4 Welcome to UniCamillus

Your enrolment, step by step, and who to ask.

4.1 Welcome Day

The International Office (**international.students@unicamillus.org**) welcomes you on a day organised just for new students: student regulations, Italian and English language courses, daily life in Rome. You receive all the details before you arrive.

4.2 Complete your enrolment

Online on GOMP, by the deadline in your call

- [ ] Enrolment application to the Rector and acceptance of the Code of Ethics
- [ ] Student Contract
- [ ] Digital photo and valid ID document
- [ ] Privacy notice
- [ ] First tuition instalment
  amount set in your course's Tuition Fees Regulation for the academic year
- [ ] €16 stamp duty and Lazio regional tax
  paid only through GOMP (PagoPA or CBILL)
- [ ] Digital signature of the enrolment receipt
  with SPID or CIE, or with the OTP procedure on GOMP if you do not have an Italian ID yet

At the Registrars' Office, by the start of the year

- [ ] CIMEA certificates or Declaration of Value, with legalised translation into Italian or English
- [ ] Copy of your study visa
- [ ] Residence permit application receipt

Within 30 days of enrolment

- [ ] Tuberculin skin test (Mantoux)
  at a National Health Service facility
- [ ] Hepatitis B vaccination certificate

Without these you cannot attend classes or placements. Check the final deadline in your call.

Your admission stays conditional until you hand everything in

- No study visa by the start of the year: you cannot access the University.
- Visa but no CIMEA certificates or Declaration of Value: you can attend, but you cannot take exams, and you are suspended before the winter exam session.

Request your student badge: without it you cannot enter the University

All enrolled students must request their badge through the **UniCamillus WebApp**, as explained in the email the Student Registrar's Office (Segreteria Studenti) sends after enrolment.

4.3 Learn Italian

Even if your course is taught in English, Italian makes daily life and clinical placements much easier. The **UniCamillus Language Centre (UCLC)** runs Italian courses for students: see **unicamillus.org/en/university/uclc-the-unicamillus-language-centre**.

4.4 Emergency numbers

112

All emergencies

Police, ambulance, fire brigade. Free from any phone, also without credit. In Rome, 113, 115 and 118 are routed here too.

116117

Non-urgent medical help

Advice and out-of-hours doctor, 24/7.

06 0606

Rome city information

Offices, transport, documents. Also in English.

Hospital emergency departments (*Pronto soccorso*) are open to everyone, insured or not. Patients are seen by urgency, not by arrival time. Bring your passport, permit or receipt and your health card or insurance details.

Where ARE U, the official free app of the 112 emergency number, sends your exact location to the operators and lets you call silently or chat if you cannot speak. Download it before you need it: **112.gov.it**

4.5 Lost or stolen items

1. **Block your cards**

   Call your bank's emergency number straight away.

2. **Report it to the police**

   File a report (*denuncia*) at any Polizia di Stato or Carabinieri station, with a list of what was lost or stolen. You can start it online and sign it in person.

3. **Replace your documents**

   Passport: contact your embassy with a copy of the report. Residence permit: report, then a new post office kit for a duplicate.

The **Polizia di Stato** is the state police; the **Carabinieri** are the national military police. Both can take your report. Bring your passport or another ID document and keep a copy of the report for insurance claims.

4.6 Who to contact at UniCamillus

Admissions and Universitaly

relations@unicamillus.org

Enrolment support

office@unicamillus.org

International students

international.students@unicamillus.org

General information

+39 06 40 06 40

info@unicamillus.org

Campus

Via di Sant'Alessandro 20

00131 Rome

Write from the email address you used on GOMP and always include your full name and course.

Useful links

UNICAMILLUS: LINKS AND CONTACTS

UniCamillus
unicamillus.org

Admission calls
unicamillus.org/en/services/admission-calls

CIMEA certificates via UniCamillus
unicamillus.org/en/services/cimea

UniCamillus Language Centre (UCLC)
unicamillus.org/en/university/uclc

GOMP student portal
unicamillus-studenti.gomp.it

International students
unicamillus.org/en/services/international-students

Housing discounts (UniCamillus benefits)
unicamillus.org/en/students/benefits

Campus and how to get there
unicamillus.org/en/campus/rome

EMAIL

Admissions and Universitaly
relations@unicamillus.org

International students
international.students@unicamillus.org

Student badge
badge@unicamillus.org

Enrolment support
office@unicamillus.org

General information
info@unicamillus.org

Technical support
supporto.tecnico@unicamillus.org

OTHER USEFUL LINKS AND CONTACTS

Universitaly, international students
universitaly.it/studenti-stranieri

Visa for Italy (Ministry of Foreign Affairs)
vistoperitalia.esteri.it

ARDI, automatic recognition
ardi.cimea.it

Residence permit status
questure.poliziadistato.it/stranieri

Find a post office (Poste Italiane)
poste.it/cerca

Health card (Tessera Sanitaria)
sistemats1.sanita.finanze.it

ASL Roma 1, 2, 3
aslroma1.it aslroma2.it aslroma3.it

Electronic ID card (CIE)
cartaidentita.interno.gov.it

ISEEUP: CAFs affiliated with Lazio DiSCo
laziodisco.it, list of affiliated CAFs (PDF)

ATAC, Rome public transport
atac.roma.it

Study in Italy, ministerial Procedures (MUR)
universitaly.it/en/studenti-stranieri

Visa appointments
prenotami.esteri.it

Uni-Italia, free guidance abroad
uni-italia.it

Immigration portal (post office kit)
portaleimmigrazione.it

Questura di Roma (codice fiscale, permits)
questure.poliziadistato.it/it/Roma

Lazio health services and counselling centres
salutelazio.it

Roma Capitale (residency)
comune.roma.it

SPID
spid.gov.it

Lazio DiSCo
laziodisco.it

Where ARE U, 112 emergency app
112.gov.it

About this guide

This guide summarises the rules set out in the MUR "Procedures for the entry, stay and enrolment of international students" and in the UniCamillus calls for applications. It is for information only: the ministerial Procedures in force for your academic year, the official calls and the websites above always prevail.