

# International Doctoral Program in Global Health, Humanitarian Aid and Disaster Medicine

PhD legal and practical booklet

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## TABLE OF CONTENTS

<b>I. WELCOME TO NOVARA:</b> .....	<b>3</b>
<b>1. HOW TO REACH NOVARA</b> .....	<b>3</b>
<b>2. WHERE TO STAY IN NOVARA</b> .....	<b>3</b>
A. APARTMENTS: .....	3
B. UNIVERSITY RESIDENCES:.....	4
<b>II. PRACTICAL LEGAL INFORMATION:</b> .....	<b>4</b>
<b>1. IMMIGRATION PROCEDURES IN A GLANCE:</b> .....	<b>4</b>
A. EU CITIZENS: .....	4
B. NON-EU CITIZENS: .....	5
<b>2. OTHER PROCEDURES (GOOD TO KNOW)</b> .....	<b>6</b>
A. OBTAINING A FISCAL CODE: .....	6
B. REGISTERING IN THE NATIONAL PENSION INSTITUTE (INPS) .....	7
C. REGISTERING IN THE NATIONAL HEALTHCARE SYSTEM (SSN):.....	7
D. OBTAINING AN ITALIAN IDENTITY CARD: .....	7



## **I. Welcome to Novara:**

Novara is a small city with a bit more than 100,000 inhabitants located 50 km from Milan and 95 km from Turin. It is an important crossroads for commercial traffic along the routes from Milan to Turin and from Genoa to Switzerland. It is built on ancient foundations while enjoying a modern, industrial, commercial, and metropolitan feel.

With its 7,200 students Novara is the largest UPO campus (the other campuses are located in Vercelli and Alessandria) and hosts the headquarters of four departments.

### **1. How to reach Novara**

If you arrive by plane at Malpensa Airport you can take STN Bus, which leaves both from Terminal 1 and Terminal 2 (approximately every 2 hours from 8.00 till 21.00) and it takes about 1 Hour to reach the Novara Train Station. The cost of the trip amounts to around 10€ and has to be paid on board by cash. Another option is to reach Milan Central Station with the Malpensa Express Train and from there take a regional train to Novara Train Station (final destination: Turin).

You can also take a taxi just outside both Terminals and the cost of the trip is about 60€ (we suggest you ask the price to the taxi driver before leaving).

If you arrive by plane at Milano Linate Airport, you will have to reach Milan Train Station and then take a train to Novara (final destination: Turin).

### **2. Where to stay in Novara**

#### **a. Apartments:**

Many landlords offer private accommodation (rooms or apartments). Here are some websites that you can check for offers:



- <https://novara.bakeca.it/annunci/offro-casa/>
- <https://www.immobiliare.it/>

As finding an apartment from remote is not easy at all, we suggest that you consider finding a place for a short stay (e.g. through Airbnb) and then search for a long-term apartment once here.

#### **b. University Residences:**

The majority of university residences are not managed by UPO, but by EDISU (Ente per il Diritto allo Studio Universitario). You can check all the options in the EDISU website (<https://www.edisu.piemonte.it/en>).

Edisu has two halls of residence in Novara: Castalia, located in Campus Perrone (82 beds) and Perrone, situated nearby (25 beds). Places are available subject to an annual competition, but some rooms can be reserved for temporary periods.

## **II. Practical legal information:**

The following portion of this booklet is dedicated to helping you perform necessary tasks such as obtaining a fiscal code, opening a bank account, or registering with the National Healthcare System.

### **1. Immigration procedures at a glance:**

#### **a. EU citizens:**

EU citizens wishing to stay in Italy for a period exceeding three months should register with the local Anagrafe (General Register Office) for the district they reside in.

You must give evidence of having sufficient financial means to support yourself, as well as being covered by a health insurance policy for the duration of your stay in Italy.



**b. Non-EU citizens:**

Within 8 days of arrival, you must apply for a Permit to Stay for study purposes. The local Questura (Central Police Station) for your place of residence in Italy will issue the Permit to Stay, but the process will be initialized at the Post Office. You can ask for assistance to the UPO international students office: [stranieri@uniupo.it](mailto:stranieri@uniupo.it); [international@uniupo.it](mailto:international@uniupo.it).

Here below we summarize the main steps of the process. Please consider that this may vary, so before proceeding check with the international student office or the local authorities.

Step 1: At the Post Office

You need:

- Two photocopies of your valid passport (with the visa, if required for your country)
- Photocopy of your Codice Fiscale (tax code)
- Photocopy of the certificate, issued by the University, attesting that you are here for study and specifying the duration of your stay
- Photocopy of the document certifying that you have sufficient financial means to support yourself. You can submit a bank account statement or evidence of having been awarded a grant for the whole study period
- Photocopy of the health insurance policy covering the entire period of validity of the stay permit
- A 16 Euro Marca da Bollo (Italian stamp duty)
- Photocopy of the host declaration or, if not available, of a document proving your address in Italy (domicile)

With all these documents, you must make your application at a Sportello Amico (Post office booth). You will pay:

- 70.46 Euros for Permits to Stay lasting from three months up to one year
- 30 Euros for the application process

You will receive a letter with the date of your appointment at the Questura.



## Step 2: At the Questura

You need to bring with you:

- Your passport
- 4 identical passport-size photographs
- Original document of the health insurance policy, valid throughout Italy and for the entire period of validity of the Permit to Stay
- Codice Fiscale (Italian tax code)
- Certificate, issued by the Università del Piemonte Orientale, attesting that you are here for study and specifying the duration of your stay
- Document certifying that you have sufficient financial means to support yourself
- Receipt issued by the Post Office
- Original host declaration (an official form should be provided by the local Questura)

For further information, feel free to write to: [stranieri@uniupo.it](mailto:stranieri@uniupo.it);  
[international@uniupo.it](mailto:international@uniupo.it)

## **2. Other procedures (good to know)**

### **a. Obtaining a Fiscal Code:**

A fiscal code (*Codice fiscale*) is an alphanumeric code of 16 characters issued free by the Ministry of Finance to uniquely identify citizens. You need to have your own *codice fiscale* to open a bank account, sign contracts and gain access to public services, including health services. The fiscal code for non-EU citizens can only be obtained after your visa is issued and only after the start date. Once the visa is obtained, please contact our admin coordinators for assistance in requesting the fiscal code. Please be aware that it may take some time to receive it.



### **b. Registering in the National Pension Institute (INPS)**

Registration to the National Pension Institute (INPS) is necessary to process social security contributions. All PhD Candidates are required to register, following these steps:

- Fill in a PIN Request Form
- Go to an INPS Office and submit the completed form (bring your passport).
- After a few days, login the INPS site and activate your PIN (you will be asked to change your PIN upon access).

### **c. Registering in the National Healthcare System (SSN):**

After receiving a permit of stay and the residency as well, you can register at the National Healthcare System (*Servizio Sanitario Nazionale*; SSN), SSN guarantees medical treatment to EU citizens and non-EU citizens who are registered.

### **d. Obtaining an Italian Identity Card:**

There are two ways to obtain an Italian identity card:

- By personally applying online. You will have to visit the *Comune* once or twice, but this method takes less time.
- By applying via post. This method is simpler but takes more time.