

# INTERNATIONAL GUIDE

## EXCHANGE STUDENTS REGISTRATION AT UNIVERSITY OF ROMA TRE

Come to the University Mobility Programs Office in via Ostiense 149, ground floor to register (see the map on the home page)

Opening hours: Monday from 10.00 a.m. to 1.00 p.m; thursday from 2.00 to 4.30 p.m.  
(Please use the on-line booking system at the web page: <http://europa.uniroma3.it/progateneo/dotnet/ricevimento/default.aspx>)

### Bring with you

- a proof of your Exchange student status stating the length of your stay;
- a passport size photo;
- your ID card or passport.

At the University Mobility Programs Office you will receive these documents:

- The Exchange Student certificate**, that attests your status of student in Roma Tre;
- **The “Libretto degli studi”**, please note that in the Libretto degli Studi (record of your studies abroad) you have to record your original study plan as well as the courses and examinations you will actually take at Roma Tre. Contact your

subject area Co-ordinator within your first two weeks in Rome.

He or she will advise you on what courses to take and will sign the appropriate Libretto section (Progetto di studio). After attending a whole course ask your teacher to fill in the course section (Programmi effettuati) and register your final exam results (Esami sostenuti).

### BEFORE LEAVING ROME

Come to the Mobility University Programs Office (please respect the opening times) to obtain a **“Certificate of attendance”**, certifying your period of study at Roma Tre (remember to bring your Libretto degli Studi).

You could be required to bring a **Transcript of Records** to your own university. If so, apply for it filling the on line form (<http://host.uniroma3.it/uffici/segreterie/index.php?p=moduli>) and send it to: [segr.stud.titoloestero@uniroma3.it](mailto:segr.stud.titoloestero@uniroma3.it).

### UFFICIO PER L'ATTUAZIONE DEI PROGRAMMI DI MOBILITÀ D'ATENEIO

#### Indirizzo:

Via Ostiense 149  
Ground floor,

#### Tel.:

+39-06-57332325 /2850

#### Fax:

+39-06-57332106

#### E-mail:

[intern.mobility@uniroma3.it](mailto:intern.mobility@uniroma3.it);  
[cspadaro@uniroma3.it](mailto:cspadaro@uniroma3.it)

#### Orario di

#### Ricevimento:

LUNEDÌ 10.00 - 13.00

GIOVEDÌ 14 - 16.30



**THINGS TO DO in ITALY AFTER COMING TO BE REGISTERED BY THE UNIVERSITY MOBILITY PROGRAMS OFFICE c/o Via Ostiense 149 ground floor room 06**

**1) RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)**

For the residence permit European Union and Non European citizens need to go at **post office** and ask for the **free kit**.

European Union citizens may reside in Italy for **three months** without a Residence Permit (Permesso di Soggiorno) from the Italian Police. Explain that to your landlord/landlady if he/she asks you to show it before signing a lease. Bring the following documents:

your ID card/passport;

4 photos;

the E 111 form or another health insurance document

Roma Tre Exchange Student Registration Certificate.

You will be given a provisional card to be used as proof of your application until the actual permit is issued.

**Non EU citizens** are required to apply for a residence permit within **8 working days** since their arrival in Italy. After enrolling at the University of Roma Tre, you have to turn to a postal office with the following documentation:

- A declaration of University of Roma Tre assessing your regular enrolment;
- 4 passports photos;
- A valid identification document/card and a photocopy of it;
- Copy of the health insurance certified by the Italian Consulate or Embassy in your home country – copy of the visa;
- A stamp duty of 14.62 euro (available at all tobacco shops);
- the receipt of payment of the 27,50 Euro pre-labelled bill available at *Poste Italiane* “Sportello Amico”, for the issuing of the electronic residence permit

A residence declaration (recommended) released by your house owner/landlord in Roma.

You will be given a provisional card to be used as a proof of your application until the actual permit is issued.

For more information about visa and residence permit you can call the following numbers: **848.855.888** for information on the status of your application (Service from Monday to Friday, 8 a.m. to 8 p.m. or **800.309.309** for general information.

Or visit the following Internet sites:

- <http://www.poste.it/azienda/ufficipostali/eli2/soggiorno>
- <http://www.portaleimmigrazione.it>
- <http://www.poliziadistato.it/pds/cittadino/stranieri/stranieri.htm>
- <http://questure.poliziadistato.it/roma.nsf>
- <http://www.esteri.it>

**2) TAX NUMBER (CODICE FISCALE)**

The tax number is important if you want the CANTEEN CARD and eat in our canteens or if you want to open a bank account. Go to Via Ippolito Nievo, 36 - 00153 Tel. 06 583191 – Fax 06 5812277; e-mail: [ul.romal@agenziaentrate.it](mailto:ul.romal@agenziaentrate.it) (Trastevere - Linea B Piramide stop and then take the tram n° 3 during these opening hours:

MONDAY-to FRIDAY from .9.00 am to 1.00 am

TUESDAY-THURSDAY from 9.00 am to 1.00 pm & from 2.15 pm to 3.35 pm

**3) CANTEEN CARD (TESSERA MENSA)**

When you have the tax number go to ADISU Via della Vasca Navale 79 (Linea B Marconi stop), tel. 06 55340729/40 during these opening hours:

FROM MONDAY TO FRIDAY 9.00 am -1.00 pm

Web-site: <http://adisuniroma3.it>

**4) HEALTH INSURANCE (ASSISTENZA SANITARIA)**

**EU students** are required to have the E111 or any equivalent form to benefit from the health service cover, while **non-EU students** must show evidence of a certified health insurance cover ( it is recommended to have a copy certified by the Italian Consulate or Embassy). ASL (Aziende Sanitarie Locali) provide health services and are located all around the city (Circoscrizioni). You may register at your area ASL with tesserino STP “Servizi Sanitari per Stranieri Temporaneamente Presenti”, which entitles you to register with a family doctor and to undergo medical tests. To register bring:

your ID card/passport;

the E 111 form;

Roma Tre Exchange student registration certificate.

However you do not need to have registered to be admitted to the Casualty Department. There they will ask you for an identity document and for your E 128 form.

There is a Pronto Soccorso (Casualty Department) is available in every hospital. Guardia Medica Permanente, Tel. 06.570600, provides an emergency home service.

If you have private health insurance follow its instructions.

For further information about health services for foreign people in Rome, you can consult the web page:

<http://www.regione.lazio.it/sanita/assistenza/stranieri/stranieri.shtml>.

## Italian Language Courses

On-line enrolment at the Language Centre web site:

<http://www.cla.uniroma3.it/Foreign-L2StudentiStranieriEN.aspx>

Please, respect the deadlines for each course.

**CLA - University Language Centre (Via Ostiense 131/L, 7 piano, corridoio a destra dopo l'ascensore)**

The Centre also offers training Courses to Italian and International students

## University Computers

The University offers a free Internet service for all students. The access to the service can be ruled in specific ways in each Faculty. You are kindly suggested to ask for these rules as soon as you arrive.

**Piazza Telematica**, "Portale dello Studente"

The University wants to make more and more simple the life of the student in the Academic organization. These are some services you can do:

- Administrative matters;
- Insert or updating your personal data;
- Check for your student career;
- Book your examinations;

**Piazza Telematica Address:**

Via Ostiense, 133 - 00154 Roma

e-mail: [piazzatelematica@uniroma3.it](mailto:piazzatelematica@uniroma3.it)

**By phone:**

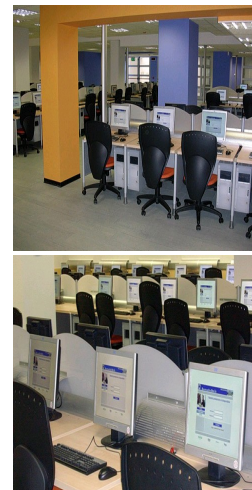
06 57332841

**Counter:**

Monday-Friday 9 am – 7 pm (Full time)

**Website:**

<http://host.uniroma3.it/laboratori/piazzatelematica/>



## University Canteens

University canteens (*mense*) provide very low cost meals. It is much cheaper to eat there than to prepare a meal at home. Canteens are popular gathering places for Erasmus and Italian students alike. University canteens are subsidised and are run by **Laziodisu** (*Azienda Regionale per il Diritto allo Studio Universitario*), the Regional Agency for the Right to University Study, which handles student services.

For further information about canteens and costs please visit the following webpage:

<http://www.adisu.uniroma3.it/>

[servizio\\_di\\_ristorazioneFRONT.htm](http://www.adisu.uniroma3.it/servizio_di_ristorazioneFRONT.htm)

To get a University Canteen Card (*Tessera Mensa*) students must submit their application to ADISU, via Cesare De Lollis 20, from Mondays to Thursday, 9am – 3pm., and Friday, 9am-12am. For the Exchange Students, the University Canteen Card is also issued by the Roma Tre Adisu Office, Via della Vasca Navale 79/81 (Line B Marconi stop); open from Monday to Friday, from 9 am to 1 pm.

Requisite documents for the issuance of the University Canteen Card.:

- The Exchange Certificate (only for Exchange students who apply at Roma Tre Adisu Office)
- the ADISU form duly filled in
- the student's Tax Number (Codice Fiscale)
- a proof of the enrolment at Roma Tre.

Roma Tre canteens are located in:

- Via Vasca Navale, 79
- Via Libetta 18 , "45 giri"

Students of the Faculties of Architecture and Education can go to five canteens of "La Sapienza" University.

"La Sapienza" canteens are located in:

- Via del Castro Laurenziano, 9
- Via Cesare De Lollis, 20
- Via D. De Dominicis, 13
- Via delle Sette Sale, 29

University canteens are open from Monday to Saturday, from January to July. They are closed Saturday nights and holidays. Opening hours: lunch from 12 a.m. to 3 p.m

### **CANTEEN CARD (TESSERA MENSA)**

When you have the tax number go to ADISU Via della Vasca Navale 79 (Linea B Marconi stop)

Web-site: <http://adisu.uniroma3.it>

The Agency for the University Study Right – Roma Tre Office (*Laziodisu*), deals with scholarship grants, accommodation, transports, canteens, cultural aids, honour loans, etc.

For further information:

**Laziodisu Address:**

Via della Vasca Navale, 79 - Roma  
segreteria@adisu.uniroma3.it

**By phone:** 06 55340729 / 40

**By fax:** 06 5593852

**Counter:** Monday – Friday 9 am – 1 pm

[www.adisu.uniroma3.it](http://www.adisu.uniroma3.it)

## LIBRARIES IN UNIVERSITY ROMA TRE

(HTTP://HOST.UNIROMA3.IT/BIBLIOTECHE/INDEX.PHP)

### Arts Area Libraries

#### The Enrico Mattiello Architecture Section (ARC) - Facoltà di Architettura

Phone+39 06 57339612/613/657

Fax+39 06 57339656-

mail**[bib\\_arc@uniroma3.it](mailto:bib_arc@uniroma3.it)**

Opening hours: Mondays to Fridays from 9.00 a.m. till 7.30 p.m.

Address: Via Madonna dei Monti, 40 - 00184 Rome

#### The Enrico Mattiello Architecture Section (ARC) - Facoltà di Architettura

("Ex Mattatoio" premises)

Phone+39 06 57339701

Fax+39 06 57339702

E-mail**[bib\\_arc@uniroma3.it](mailto:bib_arc@uniroma3.it)**

Opening hours: Mondays to Fridays from 9.00 a.m. till 5.00 p.m.

Address: Via Aldo Manuzio, 72 - 00153 Rome

#### The Lino Miccichè Entertainment Section (CLS)

Phone+39 57334042/224/331/332

Fax+39 06 57334330

E-mail**[bib\\_cls@uniroma3.it](mailto:bib_cls@uniroma3.it)**

Opening hours: Mondays to Fridays from 9.00 a.m. till 6.00 p.m.

Address: Via Ostiense 139 - 00154 Rome

#### The Luigi Grassi History of Art Section (SAA)

Phone+39 06 57332980/982/983

Fax+39 0657332981

E-mail: **[saa@uniroma3.it](mailto:saa@uniroma3.it)**

Opening hours: Mondays to Fridays from 9.00 a.m. till 6.00 p.m.

Address: Piazza della Repubblica, 10 - 00185 Rome

### Legal-Economical Area Libraries

#### Legal Section [GPO] - Biblioteca Facoltà di Giurisprudenza

Address: Via Ostiense 161 00154 Roma

Phone 06 57332242/2288

Fax: 0657332287

Opening time: Mon.-Fri. 9am-7.30 pm.

Loan and Distribution: Mon.-Fri. 9am-6pm.

E-mail: **[bib\\_gjur@uniroma3.it](mailto:bib_gjur@uniroma3.it)**

#### Economy Section [ECN] - Biblioteca Facoltà di Econo- mia

Address: Via Silvio D'Amico 77 - 00145 Roma

Phone 06 5735783/5782

- Fax: 06 57335791

**[bib\\_eco@uniroma3.it](mailto:bib_eco@uniroma3.it)**

opening hours: Mon.-Fri. 9am-7.30pm.

### Historical-Political-Social Area Libraries

#### Biblioteca Facoltà Scienze Politiche

Via Chiabrera, 199 - 00146 Roma

Phone 06 57335340/5341

Fax: 06 57335342

Opening time: Mon.-Fri. 9am-7.15 pm.

E-mail: **[bib.pol@uniroma3.it](mailto:bib.pol@uniroma3.it)**

### Scientific-Technological Area Libraries

#### Main Branch [MAR]

Address: Via della Vasca Navale, 79

Phone: 06 5733 3361; 5733 3362

Fax: 06 5733 3358

Opening time: Mon.-thurs 9am-9pm./ fri:9am-7.30pm

Loan and Distribution: Mon.-thurs 9am-7.30pm/fri:9am-07.15pm

E-mail: **[sct@uniroma3.it](mailto:sct@uniroma3.it)**

#### Mathematics and Geological Sciences.

Address: Largo S.Leonardo Murialdo 1

Phone 06 57338213-245 Fax: 06 57338214

Opening time: Mon.-fri:9am-5pm

E-mail: **[bib.torri@uniroma3.it](mailto:bib.torri@uniroma3.it)**

### Humanistic Area Libraries

#### Main Branch - Biblioteca dalla Facoltà di Lettere e Filo- sofia "Giorgio Petrocchi"

Address: Via Ostiense, 236 - 00144 Roma

Phone 06 57338360/464

Fax 06 57338333

Opening time: Study Room: Mon.-Fri. 9am-7.30pm.

Loan and Distribution: Mon.-Fri. 9am-1pm e 3pm-5pm.

E-mail: **[uma@uniroma3.it](mailto:uma@uniroma3.it)**

#### The Angelo Broccoli Education Sciences Section (EDU)

via Milazzo 11 B - 00185 Roma

Phone 06 57339372 Fax: 06 57339295

Opening time - Study Room: Mon.-Fri. 9am-7.30pm

#### The Guillaume Apollinaire Centre of Italo-French Studies Library

Address: Piazza Campitelli, 3 - 00186 Roma

Phone 06 57334401/02 Fax 06657334403

Opening time: Mon-Fri. 9.30 a.m.-7.30 p.m.

E-mail: **[fra@uniroma3.it](mailto:fra@uniroma3.it)**

## Accommodation

Some lodgings for the first days ***Ostello della Gioventù (Youth Hostel)***

Viale delle Olimpiadi, 61 – Roma

By phone 06 3236267-06 2242571-06 3242573

webpage: <http://www.hostelbooking.com>

***CTS— agency that has an arrangement with the University (free support for foreign Exchange students)***

Via degli Ausoni, 5

Tel. +39.06.4450141

Fax: +39.06.4455262

E-mail: [erasmus@cts.it](mailto:erasmus@cts.it)/ MR. TIZIANO SBARAGLIA

## Cost of living

Useful link:

<http://www.study-in-italy.it/living/living-costs.html>

## Leisure Time

For any information about leisure time in Rome, please visit the following webpages:

<http://www.study-in-italy.it/living/free-time.html>

<http://www.romaturismo.it/v2/en/main.asp>

<http://www.erasmus3.it/AttivitaEventi.htm>

<http://www.uniroma3.it/page.php?page=sics>

**FREE ENTRANCE TO MUSEUMS WITH THE ISC CARD, you can do that in CTS**

(Via degli Ausoni, 5, Tel. +39.06.44501419)

## Banks

Banks are open from Monday to Friday from 8.30a.m. to 1.30 p.m. In the afternoons the opening hours change from bank to bank between 2.30/3 p.m. and 4/4.30 p.m. The most of the Banks have a cash dispenser (*Bancomat*) outside.

It could be quite complicated to open a bank account in the case of a temporary residence in Italy. The easier and cheapest way to receive money from abroad is opening a savings account (*Libretto di risparmio*). However, this will not provide cheque books. Banca di Roma handles our University accounts.

***The following documents:***

- the Residence Permit (*Permesso di Soggiorno*) or proof of application;
- the Tax number (*Codice Fiscale*);

- the ID card/passport;
- a proof of the regular enrolment at Roma Tre.

To transfer money from abroad via bank draft, international students shall give their Rome account number, the Bank code (for Banca di Roma: ABI 03002) and the appropriate CAB (*Codice di Avviamento Bancario*) indicating to which branch office in Rome you want the money to be transferred. Do not expect it to be a fast procedure. Any other bank you may choose would have a similar procedure.

For any further information about Banks in Rome, please visit the webpage:

<http://www.romaturismo.it/v2/romatiaccoglie/en/banche.html>

## Postal Services

For general information please visit the web page:

<http://www.poste.it>

## Rome Public Transports and Telephones

For any information please visit the webpages:

<http://www.trenitalia.it>

<http://www.romaturismo.it/v2/romatiaccoglie/en/autobus2.html>

<http://www.romaturismo.it/v2/romatiaccoglie/en/telefoni.html>

## Climate

Because of its central position in the Italian peninsula Rome enjoys a mild climate. Winter temperatures are seldom as low as in the North and summer temperatures are never as high as in the South. The hottest month is July. Generally you will need jumpers plus a heavy parka/jacket and a raincoat in the Winter. In the month of October, when central heating may not be on, it could be warmer outdoors than indoors.

For further information about climate in Italy and in Rome please visit the webpage: <http://www.eurometeo.com/italian/home>

## Transports

Students under 26 years old can buy the monthly pass to the tobacconist or to the newsagent.

The monthly pass for students costs 18.00 € and gives to the owner (you have to sign your monthly pass at the back) the possibility to travel within the City on

YOUR STUDENT DOCUMENT TO CERTIFY  
YOUR STUDENT STATUS. OTHERWISE  
THE TICKET INSPECTOR CAN FINE YOU.

For further information about getting Rome  
moving you can visit the website [http://  
www.atac.roma.it/index.asp?p=2](http://www.atac.roma.it/index.asp?p=2)

### **Museums**

To have information about Museums and Art  
exhibition in town you can visit the website

*[www.comune.roma.it](http://www.comune.roma.it)*

### **The Erasmus Association**

This Student Association borns to help and  
welcome all the exchange students in the  
University. Visit their web site at  
[www.erasmus3.it](http://www.erasmus3.it)