Welcome kit for international students



LUMSA
UNIVERSITÀ



Chapter 1

Welcome to Lumsa University

AN OVERVIEW

Established in 1939, LUMSA is the second oldest University in Rome.

Officially recognized by the Ministry of Education, Universities and Research of Italy, LUMSA University is committed to the education of young students and professionals by offering academic excellence tailored on their needs and higher education degrees in several areas of study.

Inspired by Catholic values, LUMSA is a non-state University located in the heart of Rome, in the elegant neighbourhood of Prati. Our four buildings are very close to St Peter's square, a few minutes' walk from each other and easily accessible by public transports.

Our institution has campuses also in other cities: Palermo, Taranto and Gubbio.

LUMSA is also a member of EURAXESS, FUCE-IFCU and EUA networks.

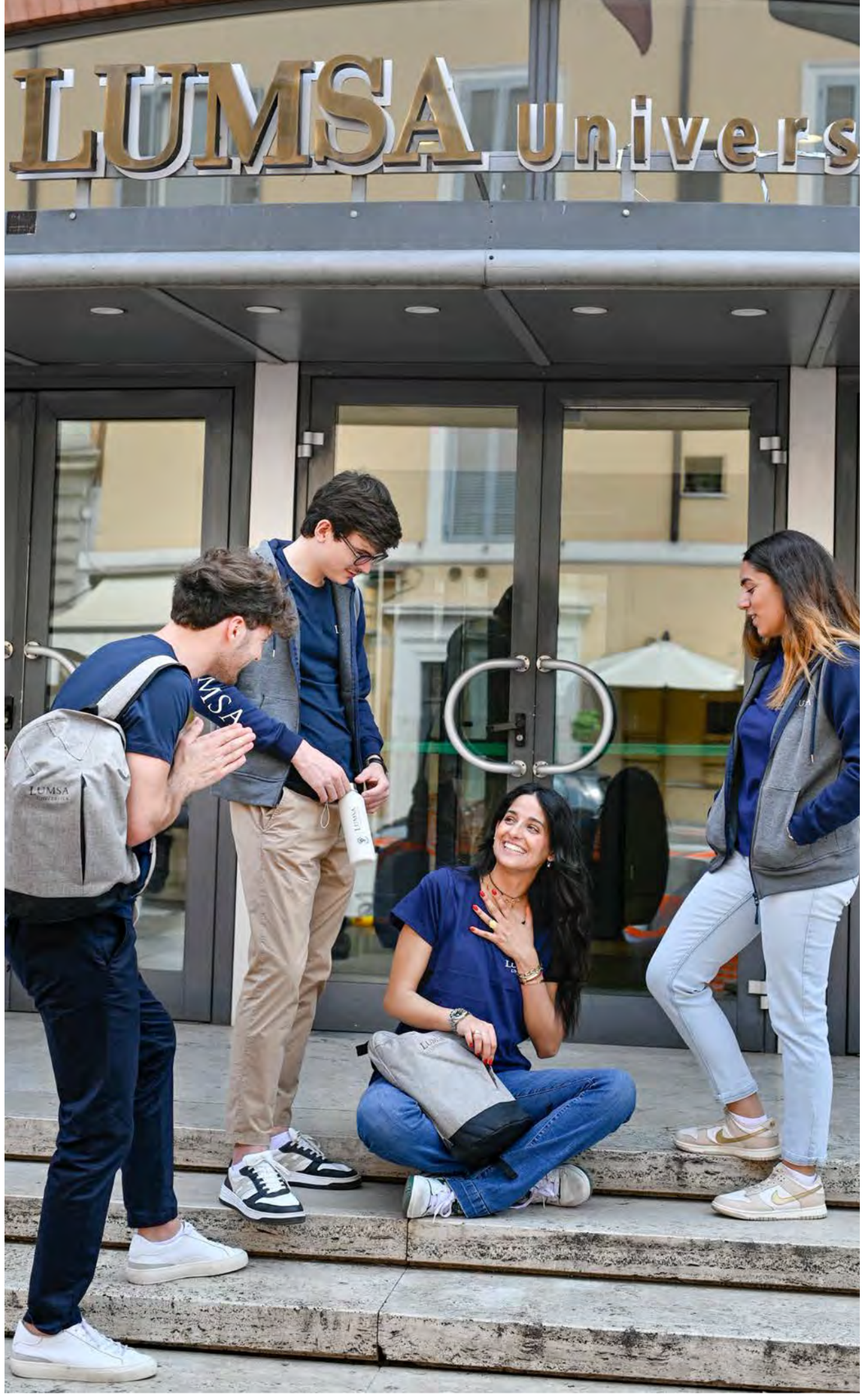
ROME: LIVING AND COSTS.

Rome is the capital of Italy, in the region Lazio, and the third most populous city in the European Union with about 3.000 inhabitants.

Rome is located in the central-western portion of the Italian Peninsula along the shores of the Tiber. Rome is often referred to as the "Eternal City" and the centre of the Catholic Church.

In Rome there are ancient ruins, Renaissance masterpieces, modern architecture, and all among its 7 hills. It's also one of the most popular cities for movie sets and, among its ancient art, its world-famous churches and its romantic urban landscapes.

The costs of living in Rome are varied and change depending on the centre or the surrounding areas.



Chapter 2

The italian higher education system

THE GRADING SYSTEM

The Italian University Grading System for exams is based on a 30-point scale (minimum 18 and above) whereas for the final dissertation of the thesis it is based on a 110-point scale (66 is the minimum grade to graduate.

The *Cum Laude* is equivalent to *with Honours* and assigned to outstanding students for each exam or upon completion of their university degree.

THE ITALIAN ACADEMIC SYSTEM

QUALIFICATION	ECTS CREDITS	LENGTH OF PROGRAM	QUALIFICATION REQUIRED TO ACCESS TO THE NEXT CYCLE
1st Cycle **Bachelor degree level** Undergraduate (Laurea)	180	3 years	High School Diploma Access so 2nd cycle
2nd Cycle **Master degrees** **Postgraduate** (Laurea Magistrale)	120	2 Years	1st Cycle Degree Access to 3rd Cycle (PhD)
Single Cycle – 2nd Cycle Master degrees Bachelor+ Master Laurea a Ciclo Unico	300/360	5 / 6 Years	High School Diploma Access to 3rd Cycle (PhD)
1st Level Professional Master's Program Postgraduate Master 1° Livello	60	Minimum 1 Year	1st Cycle Degree
3rd Cycle Doctoral studies (PhD) Postgraduate Dottorato di Ricerca	N.A.	Minimum 1 Year	2nd and Single Cycle
Specialisation Schools **Postgraduate** Diploma di Specializzazione	120 / 360	2 / 6 Years	2nd and Single Cycle
2nd level Professional **Master's Program** **Postgraduate** Master 2° livello	60	Minimum 1 Year	2nd and Single Cycle



Chapter 3

Application - Documents - Fees

APPLICATION AND DOCUMENTS

The applications for the new academic year are open on December 1st every year and are closed at the end of July.

Students can apply with the documents they have at that moment (transcript of records, degree diploma, motivation letter, reference letter, certification of English (if any): ***https://www.lumsa.it/en/apply-to-enroll.***

If eligible, a payment of 100 euro will be required to proceed with the selection.

Selection process: interview on line with the President of the course and languages verifications (international certifications will be requested. If not in possess, the student will be required to do an assessment test with the language centre of LUMSA university – CLIC).

If the selection is passed, the candidate will receive a ***letter of admission***.

Non-EU students must apply on Universitaly portal uploading all the documents in possess: ***https://universitaly-private.cineca.it/index.php/registration/firststep***

After LUMSA validation, the candidate can contact the embassy to request Visa and to prepare the documents of study to be enrolled.

The academic year begins during the first days of October.

The documents to be enrolled are the following ones:

1. **Visa for study** (University Enrolment). We suggest you to promptly submit your request it to the diplomatic-consular Mission of reference in your country of residence.

2. **Original final degree Diploma** - or a certified copy - with Legalization **(Apostille)**. The Apostille can be replaced by **the Statement of verification CIMEA** ***(www.cimea.it).*** The degree must give access to the 2nd cycle of study (master's degree) in your country.

3. **Transcript of the academic records with legalisation** (Apostille).

4. **Declaration of value** of the completed final university degree OR **the Statement of Comparability CIMEA (www.cimea.it)** or **the Diploma supplement** in English that indicates the degree course, the duration, the number of credits (at least equal to or equivalent to 180 ECTS), the access to the 2nd cycle of study master's degree, issued according to the criteria established by the European Commission, the Council of Europe and by UNESCO. **If the Diploma supplement is issued by a Non-European University, it must be Apostilled or legalized.**

5. **Certified or legalized translation** of the degree and of the exams (except for the documents written in English, French, Spanish, German).

6. Any international certification of English proficiency (if any).

7. Copy of the high school diploma.

8. Health insurance valid in Italy and / or in Europe.

9. Italian fiscal code officially issued by AGENZIA DELLE ENTRATE (it can be requested before the arrival at the Italian Embassy of your country of residence).

10. Registration of your personal data on LUMSA web site

11. Copy of the passport.

12. Jpg photo of the face (for the personal page).

The University may at any time request further documentation for enrolment purposes.

All the necessary documents, when obtained, must be anticipated by email to ***international.admissions@lumsa.it*** for the evaluation.

You cannot be enrolled without the approval of the above mentioned documents by the Welcome office. After the approval of the Office, you will be invited to pay the fee of enrolment.

- At your arrival in Italy remember, within 8 days from the arrival, to request the residence permit and to deliver the copy of the appointment to the Welcome Office.
- At your arrival in Italy remember to register to the **Registry office (Anagrafe)** in the city you live and study in.
- At your arrival remember to present the original documents to the welcome office requesting an appointment.

FEES

International students don't submit the ISEE.

For the enrolment in a.y. 2024-2025, international students pay the 4th income bracket of the fees.

So they pay around 4.250,00 Euro every year.

The payment can be done in 4 instalments each year. It is important to pay the fees in time in order to be able to book exams.

The payments of the fees can be done with credit card, by bank transfer, with PAGOPA (a bulletin that can be printed in the personal page and can be paid in the Italian banks).

Chapter 4

Entering in Italy: information for the stay

INTERNATIONAL EU AND NON EU STUDENTS NEED SOME NECESSARY DOCUMENTS TO LEGALIZE THEIR STAY IN ITALY.

- **Visa *(Visto)*. Non-European Union Citizens** need a visa to enter Italy and they can apply for it at the Italian Embassy or Consulate in their actual residence country only after having received the admission confirmation by the University.

- **Residence permit *(Permesso di soggiorno).*** All Non – EU citizens who intend to stay in Italy for more than 90 days have to apply for a residence permit within 8 working days from their arrival in Italy. The residence permit is issued by the Immigration Police (Questura) of the city where they intend to live. In order to apply the residence permit, Non-EU citizens have to go to a "Sportello Amico" of an Italian Post Office and fill and sign the documents included in the "Yellow Kit". Then the Post Office employee will issue a receipt for the application that indicates date, time and place of the appointment with the Immigration Office.

  Please note: always keeping the receipt is very important because it allows the applicant to legally stay in Italy until the official residence permit is issued. The copies of the appointment for the residence permit and the definitive residence permit must be sent to the Welcome Office once obtained.

- **Registry Office *(Iscrizione all'Anagrafe)***. All EU-students who enrol in courses of study and that will remain in Italy for more than 3 months for a non-temporary stay, must register with the Registry Office of the city in which they live.

  The application must be submitted to the registry office or other office responsible for the district or municipality of residence.

- **Fiscal code *(Codice fiscale).*** Both EU and non-EU Citizens must have one. It is a personal alphanumeric number issued by the Italian Revenue Agency *(Agenzia delle Entrate)*, needed to be registered to the Italian National Health Service *(Sistema Sanitario Nazionale SSN)* and it is used to identify citizens living in Italy. Furthermore, the Codice Fiscale is also necessary to apply for a residence permit, to open a bank account, to sign a rent agreement, to have a SIM card for the mobile phone and for many other procedures.

  How to apply for the CF: the fiscal code can be requested before the arrival in Italy to the Italian Consulate or the Italian Embassy of the country of origin. Otherwise it can be requested to the Italian Revenue Agency *(Agenzia delle Entrate)* immediately after the arrival in Italy:

  Agenzia delle Entrate. Via Ippolito Nievo 36,

  Office Hours: Mon-Fri 8:45 – 12:45 Tues/Wed/Thurs also 2:15-3:35 pm

  The office is located about 500m from the Trastevere train station.

- **SSN (National health assistance).**

  International students present in Italy can access the facilities of the National Health Service (SSN) by a voluntary registration by paying an annual flat-rate fee valid for a calendar year (expires on December 31st).

With a regular residence permit can register with the SSN by contacting the ASL of the Municipality of Residence or, if not yet resident, of the actual residence indicated in the residence permit. Registration with the SSN allows the choice of the general practitioner registered in the ASL registers. Health care is extended to dependant relatives who are legally resident in Italy.

- **Citizens from countries with which a social security convention is in force**, who hold an appropriate certificate, are entitled to health care, according to bilateral treaties and agreements. These citizens must go to the ASL territorially competent that will issue a form that the patient will give to the doctor. Convention States: Australia; Argentina; Bosnia and Herzegovina; Brazil; Cape Verde; Macedonia; Monaco; Republic of San Marino; Serbia Montenegro; Tunisia; Vatican.

- **European Health Card *(Tessera Sanitaria)***. Citizens, assisted by a State of the European Union and the European Economic Area (Iceland, Liechtenstein, Norway) and Switzerland (from 1 June 2002), can benefit from health care in Italy if they are in possession of TEAM - European Health Insurance Card. This card is very important because it must be shown when using the Italian National Health Service, for example in case of a medical examination, to take blood tests, to be admitted to an hospital or to purchase medicines at the pharmacy. You are entitled to any necessary healthcare, such as occasional visits to a GP or specialist clinical services.

- You may also sign a **private health policy** for the duration of your study programme which covers all the risks. If you have a private health insurance, you can go to any general practitioner. In case you need a specialist medical examination, you can directly choose which doctor to contact, possibly having advice from the general practitioner. You have to pay for examinations to both the general practitioner and the specialist doctor and you can then claim reimbursement from your insurance.

- Foreign citizens can apply for the *Tessera Sanitaria* card in a Government Liaison Office "CAF".

- **Emergency numbers (toll-free):**

  Remember: Italy's international phone code is

  +39.

  112 Carabinieri (military police)

  113 Police

  115 Fire Team

  116 Car Rescue Service

  118 Emergency Medical Care.

- **Banking**

  Generally international students can open a bank account at any bank (or at Poste Italiane) in Italy by presenting:

  - Italian fiscal code;
  - Passport and Visa;
  - Letter of admission issued by the university (where applicable).

Each bank can apply specific and different procedures depending on their rules.

Chapter 5

Lumsa University

- **Departments and services.** LUMSA Campuses of Rome are divided into the Department of Law, Economics, Politics and Modern Languages and the Department of Human Studies – Communication, Education, and Psychology.

- **LUMSA buildings in Rome.**

  - Via Traspontina n. 21: Rectorate.
  - Piazza delle Vaschette n. 101: Human studies
  - Via di Porta Castello n. 44: Administrative offices (Welcome Office)
  - Via Pompeo Magno n. 22: Economics, languages, politics, law studies

- **Welcome Office.**

The office supports students with information about academic courses and enrolment procedures.

The support provided is not only on-site, for those who are already in Italy, but also during the pre-arrival phase, a crucial moment for international students which need a dedicate assistance to choose the right university and to receive orientation on immigration procedure to enter Italy.

Email: ***international.admissions@lumsa.it***

- **Welcome Day.** Every year in October LUMSA organises a Welcome Day so we invite you to check regularly on our website ***https://www.lumsa.it/*** .

- **Academic calendar.** Each academic year of study is divided into two semesters during which students attend different classes.

The first semester: usually from the beginning of October until the end of December.

The second semester: usually from the second half of February until the second half of May.

Our academic calendar includes three exams sessions (winter, summer and autumn session).

Students can take their exams at the end of each semester. In each session, they are given the possibility to take an exam by choosing a date between three dates available.

Winter session of exams: from the beginning of January until the second half of February.

Summer session of exams: from the end of May until the end of July.

Autumn session of exams: from the beginning of September until the end of it.

During each session there will be at least one graduation session.

- **Grading System.**

The Italian exam's grading system is based on a

30-point scale (18/30 is considered passed; 30/30 is considered the maximum).

A 110-point grading scale is used for the final dissertation or thesis (66 is the minimum grade necessary to graduate; 110/110 is the maximum).

The Cum Laude is equivalent to with honours.

- **Public Holidays in Italy.** Every year, Italy and Rome celebrate several official national and religious days which are widely observed by many facilities that remain closed (universities, schools, banks, post offices, companies, etc.).
    - 1st January: New Year's Day
    - 6th January: Epiphany
    - Easter Monday: the first Monday after Easter
    - 25th April: Liberation Day
    - 1st May: Labour Day
    - 2nd June: Republic Day
    - 29th June: St Peter and St Paul Day (local patron saints of Rome)
    - 15th August: Assumption Day
    - 1st November: All Saint's Day
    - 8th December: Immaculate Conception
    - 25th December: Christmas Day
    - 26th December: St. Stephen's Day
- **Mi@LUMSA.** Students can log in this platform by using the credentials provided after the enrolment. The web portal allows them to manage independently their personal page and everything related to their academic career: administrative and educational information, check the schedule of the exams and book them, the compilation of the study plan, the printing of MAV bulletins for the payment of the university fees, the printing of self-certificates, receive personalized communications from the various offices, etc.

  Mi@LUMSA is also connected and integrated with the UniLUMSA App for Android and Apple devices. Students can log in with the same credentials of Mi@LUMSA and have access to the same functions of the online platform.
- **Professors.** It is possible to find for each professor all the academic information, the email contact and the days of reception in the website page *Corsi* > *Docenti LUMSA.*
- **Classes.** All the lessons are in presence. The schedule of the classes is available in the section *"Orario lezioni"* at the bottom of the website page of the chosen degree programme.
- **Wi-Fi.** LUMSA offers its student a free wireless Internet connection. The service is accessible in several hotspots of our buildings and students can connect with their Mi@LUMSA credentials.
- **Scholarships.** Every year (generally in May), international LUMSA students who need financial support for their studies or accommodation can apply for the regional scholarship Lazio Disco. They can apply personally: ***http://www.laziodisco.it/*** .

  The Ministry of Foreign Affairs and International Cooperation annually offers scholarships to foreign and Italian students residing abroad. Students can apply personally on the Ministry website: https:/// studyinitaly.esteri.it/en/call-for-procedure

  The scholarships are intended as reimbursement of the university fees provided for the winning student.
- **International Erasmus + Programme.** Established and implemented by the European Union, this exchange programme allows students to study abroad in a University of a EU Member State or in a Member State of the Economic European Area (Norway, Turkey, Iceland). During the stay (whose duration is up to 12 months) they attend classes, take exams and ask for the recognition. While studying abroad, LUMSA students are exempt from paying the fees of the hosting University and can benefit from the same services offered to the ones belonging to the foreign institution. For more information about the Erasmus Programme as a LUMSA student : ***international@lumsal.it .***
- **Double degree.** LUMSA offers the possibility of obtaining double degrees with prestigious European universities. These are the active agreements:
    - **Social work and non-profit organization sciences -** Universidad de Huelva **(Spain)**
    - **International relations -** Université Charles de Gaulle/Lille3 **(France)**
    - **Marketing & Digital Communication**

      École des Nouveaux Métiers de la Communication **(France) Efap**

      Université Catholique de Lyon **(UCLy) of Lyon (France)**
- **Library.** The three floors LUMSA Central University Library has around 200 work stations and provides students with paper resources like over 162.000 volumes, journals about different fields (social sciences, law, economics, politics, education sciences, communication) and periodicals, as well as digital resources such as more than 20 databases and E-journals collections. Furthermore, there is also a psychological tests collection and a dedicated bioethics section.
- **Orientation Office *(Ufficio Orientamento).*** LUMSA University has three Orientation Offices open every day from Monday to Friday for all students who need information about the academic offer, the services and several questions. There is one Orientation Office in each building of the University of Rome.

  Email: ***orientamento.roma@lumsa.it .***
- **Economato Office *(Ufficio Economato).*** This Office publishes every year the Enrolment Regulations about the economic aspects of the enrolment and all the fulfilments required to the students. It is also in charge of giving information and advice about the tuition fees of LUMSA degree programmes; it manages and updates all the payments and any arrears on the instalments. The Economato Office of Rome is operating in Via di Porta Castello, 44 and the email address is ***economato@lumsa.it .***
- **Student Office *(Segreteria Studenti).*** This Office plays an important role acting as a primary point of contact between the university and its students. From the very beginning of the academic path, the Student Office assists students in many academic issues, from the enrolment until the graduation.

Student Office Department of Law, Economics, Politics and Modern Languages

Email: *segreteria.gepli@lumsa.it*

Student Office **Social Sciences - Communication, Education and Psychology**

Email: *segreteria.scienzeumane@lumsa.it*

- **Specific Learning Disorders (DSA).** In order to guarantee the right to study and promote integration and integration into university life, LUMSA University provides some services for students with disabilities and/or diagnosed with Specific Learning Disorders (DSA).

  https://www.lumsa.it/entra_iscriversi_disabilita_DSA

  For further information and the delivery of documents, the candidate during registration or the already registered student must request an appointment in presence with the dedicated service.

- **Language Courses.** LUMSA University is equipped with an International Linguistic Centre for Certifications *(CLIC- Centro Linguistico Internazionale per le Certificazioni).* The Center is accessible not only for LUMSA students but also for external users whose goal is to attend language courses and prepare exams for the main international certificates in both European and non-European languages: English (Toefl, IELTS, Cambridge), French (DELF, DALF), German (Goethe), Spanish (DELE, Cervantes), Italian for foreigners (CELI), Arabic and Chinese.

  Email: *clic@lumsa.it*

- **Work Placement Office *(Ufficio Stage e Tirocini).*** Internships are accessible for all students regularly enrolled in LUMSA. The Work Placement Office aims at providing assistance to the students and information related to the available opportunities with the companies affiliated with the University and the administrative procedures.

  Email: *tirocini.formazione@lumsa.it*

- **LUMSA Talent Academy.** It is an innovative project aimed at preparing students for the job market, through a *Job Guidance* service focused on the personal skills.

  This service puts students into contact with international and national companies operating in Italy, thanks to the collaboration with a community of HR and Manpower, a leading company for the employment research. Participating in the Talent Academy Programme is a good opportunity for students to better understand the selection criteria of companies through several activities, such as: drafting and optimization of CV, mock job interviews with company managers, job searches on social media, analysis of employment trends and promotion of the personal branding.

  To apply for the programme and receive more information:

  Lumsa Talent Academy, address Via di Porta Castello, 44, Roma > email *talent@lumsa.it*

- **LUMSA Café.** Inside the Jubilee and Pompeo Magno buildings students can enjoy a private cafeteria open from Monday to Friday and have a break between classes or take the opportunity to meet people in an informal context.

- **Residences and Accommodations.** LUMSA offers two comfortable Residences very close to the campuses. The Residence located in Piazza delle Vaschette can accommodates a total of 25 people whereas the other in Piazza Adriana hosts 40 people. Both Residences are equipped with a big kitchen, common spaces to study and stay together, air conditioning and a large terrace.

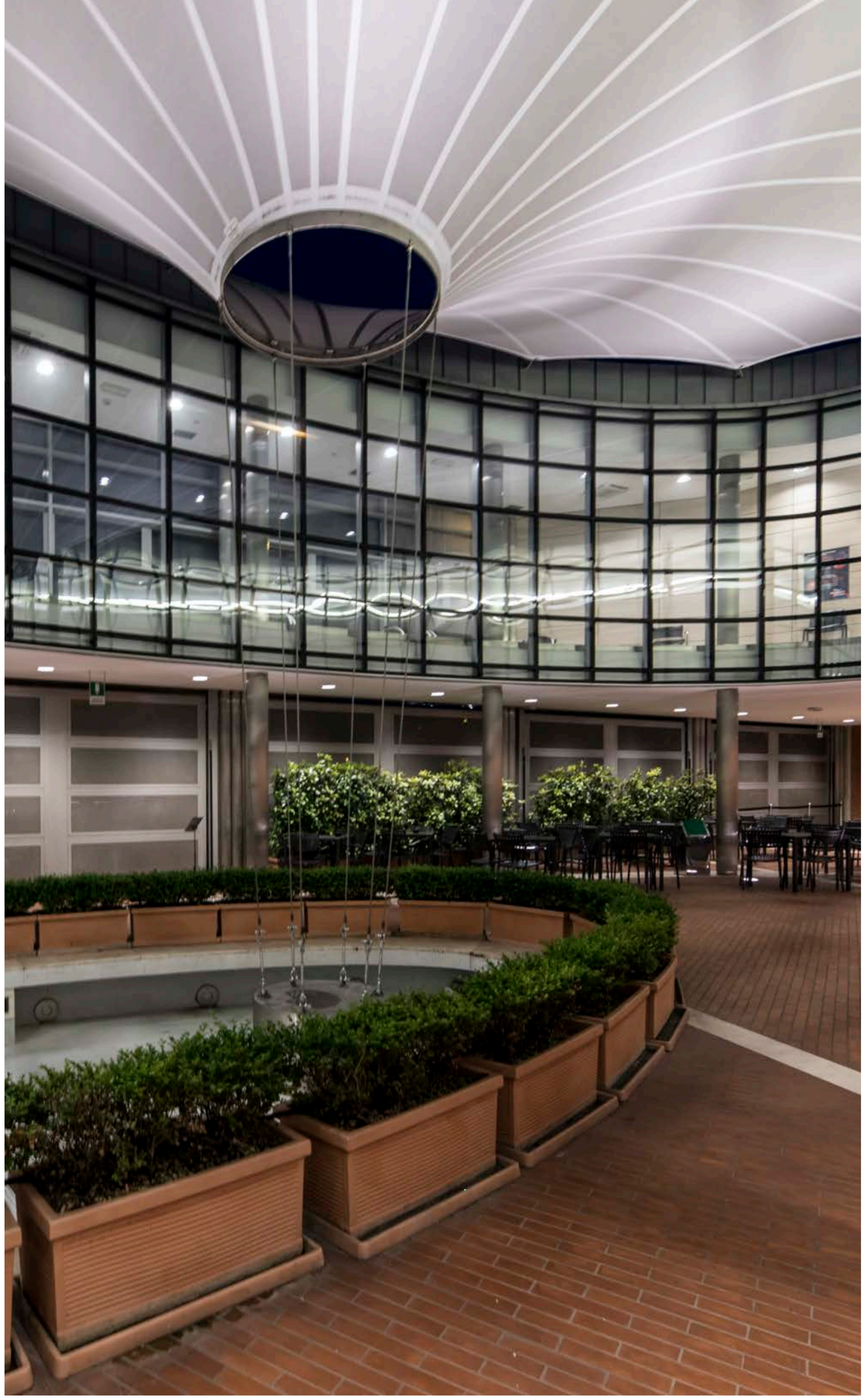
  Email: *residenze@lumsa.it*

  LUMSA has also signed several other agreements with agencies which help student to find a private accommodation in Rome: *https://www.lumsa.it/en/services_accommodation https://www.lumsa.it/en/international_living*

- **Spending time together.** Student university experience is not limited only to class attendance and exams. Actually the may be involved in a variety of sport activities organized by LUMSA Sports United club such as volleyball, tennis and soccer tournaments. These moment of life together that can positively contribute to overall development and well-being of students.

  Email: *lumsasportunited@lumsa.it*





Final overview

BEFORE THE ARRIVAL

1. Application on line
2. Selection
3. Admission
4. (NON-EU STUDENTS) application for Visa
5. Sending documents to the Welcome Office (email)
6. Approval – Payment - Enrollment

ARRIVAL IN ITALY

1. (NON-EU STUDENTS) within 8 days from the arrival, application for the fiscal code and the residence permit: send the copies immediately to the Welcome office.
2. Presenting (showing) all original documents of study to the Welcome Office.
3. Study plan.
4. Lessons.



LUMSA
UNIVERSITÀ