

Institutional Protocol for Hospitality of Foreign Students and Staff

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EXCHANGE

PREARRIVAL PROCEDURES

1. NOMINATION: After selection of students or staff for the exchange programme, the liaison officer of the Sending University will transmit nominations to the International Relations Office (IRO) of UniSalento (Receiving University) at the e mail address international.mobility@unisalento.it, and to the scientific coordinator of UniSalento (responsible for the exchange programme) in c/c for supporting online application, if applicable, and consequent exchange procedures within deadlines.

Nomination shall have in attachment a scan copy of the bio page of passport page and the resume of each candidate.

N.B. The receiving institution shall have the right to make the final decision on the admission of each candidate based on its admission policies, rules and regulations set forth officially. The receiving institution shall inform the sending institution of its final decision on each proposed admission as soon as possible.

2. ONLINE APPLICATION: Selected candidates will be then contacted by the staff of the International Relations Office of UniSalento and will receive an e mail containing the deadlines and instructions needed to apply online (if applicable) and other useful cues.

Following the transmission of the online application and having received confirmation of admission, the student or staff is intended to request the official invitation letter (if needed) and to communicate the name and address of the Italian consular office where he/she will apply for visa.

3. VISA APPLICATION AND HEALTH INSURANCE:

Information and documentation for the Italian visa application (if needed), health insurance as well as the address of the Italian Embassy and Consulates can be found in English at

<http://vistoperitalia.esteri.it/home/en>

[https://www.poliziadistato.it/articolo/10716 Residence_permit/](https://www.poliziadistato.it/articolo/10716%20Residence_permit/)

https://www.esteri.it/mae/en/servizi/stranieri/ingressosoggiornoinitalia/soggiorno_stranieri_in_italia.html

Find the Italian Consular Offices in your country at

https://www.esteri.it/mae/en/ministero/laretediplomatica/rete_diplomatica_mappa.html

<https://www.esteri.it/mae/en/servizi/italiani/rappresentanze/>

For general information about studying in Italy, related preparation procedures and assistance you can visit Uni Italia at the following link:

<http://www.uni-italia.it/en/>

Applicants shall make sure to apply for visa sufficiently in advance. They are suggested to finalize the flight ticket and health insurance purchase upon visa issuance, additionally, non-EU citizens must investigate through the given websites and other official sources whether they need to apply for residence permit or not, based on the length of stay and other conditions. In case is needed, applicant has to apply for residence permit within 8 days since the arrival in Italy.

IMPORTANT NOTICE: When applying for visa, we suggest that non-EU citizens also apply for the attribution of the tax identification number or fiscal code (in Italian “Codice Fiscale”), which is a unique alphanumeric code of 16 characters and is required in Italy for fiscal issues, included registration at university, request of the canteen service and other daily matters. The related plastic card is not needed, the attestation or statement containing the 16 characters code released by the consular office abroad will be enough for most of the mobility related matters.

Anyway, the fiscal code can be obtained also in Italy, issued by the Revenue Agency upon submitting a valid passport with vis a (if required), or any other document accepted by the Italian authorities.

Exchange students are not required to pay tuition fees, nonetheless they must have sufficient funds to cover all costs. Passport, health insurance and visa expenses, residence permit (if needed), airfare to and from the sending institution, food, vocation expenses, books, stationery, transportation and other personal expenses are responsibilities of the exchange student. All debts incurred by the exchange during the exchange period are responsibilities of the individual student.

4. PREARRIVAL CONTACT: The staff of the International Relations Office of UniSalento will send a pre arrival e mail to either communicate and obtain basic information useful for arrival, including info on temporary accommodation (if needed), language course, ” welcome days” etc. The exchange beneficiary is intended to transmit all the information about his/her arrival in Lecce to the IRO or to any other tutor assigned, so as to arrange assistance at the arrival (if needed) and to set an appointment at IRO for registration.

ACCOMMODATION

Receiving university will provide assistance in looking for accommodation, although it will be not responsible for actually providing an accommodation.

We recommend to check the following pages for individual accommodation:

o <https://www.cercoalloggio.com>

o <https://www.airbnb.it>

o <https://erasmusu.com/en/erasmus-lecce/student>

[housing?ads=all_ads&filter_accommodations=filter_accommodations&source=accsection](https://www.erasmusu.com/en/erasmus-lecce/student/housing?ads=all_ads&filter_accommodations=filter_accommodations&source=accsection)

o www.booking.com

o www.housinganywhere.com

Students attending courses in Brindisi, campus “Cittadella della ricerca,” may consider renting a room at ISBEM Ex Convento dei Cappuccini

http://www.isbem.it/index.php/all_contact

ARRIVAL AND STAY

How to get to Lecce and to Campus Ecotekne

- From Bari or Brindisi Airport Taxis, shuttle and car rental services with or without driver are available at both airports Also, shuttle service connections are offered from Bari or Brindisi airports to the respective central railway stations. From there, Lecce can be reached by train (in about 2 hours from Bari, in less than 1 hour from Brindisi).

Furthermore, from/to Brindisi airport shuttle services operate transfer connections

1)Pugliairbus shuttle service from/to Brindisi airport and Lecce city centre (location is piazzale Carmelo Bene). Tickets can be purchased on the following website or on board

http://www.aeroportidipuglia.it/bus_pugliairbus_1

2)Airshuttle private shuttle service operating customized connections from/to Brindisi airport and requested destination/pick up point. From Brindisi airport to Campus Ecotekne rates start from 20,00 for one person (price is variable) and are progressively reduced for groups of 2 or more Info, detailed costs and reservation on

https://www.airshuttle.it/index_eng.asp

- From Lecce Railway Station: Taxis are available from Lecce Railway Station to Campus Ecotekne, the ride will take about 10-20 minutes, depending on traffic conditions (avg price is € 20,00 but is variable).

By Bus, the SGM bus stop STAZIONE FF SS is located a few meters ahead from the entrance (just before the Grand Hotel), bus tickets can be purchased at the bar inside the train station (€ 1 single ride, € 5 for 6 rides after registration, international students can access reduced monthly tickets) or on board (€ 1,50 single ride, cash only, no change). Catch line 27/27 ESATTA to Ecotekne. (35-40 mins). Additionally, bus line 27 EXPRESS operating connections to and from Ecotekne Campus and other SGM bus stops can be found throughout Lecce, daytime buses depart approximately every 20 minutes.

How to get to Brindisi and to Campus “Cittadella della ricerca

The Department is located in Building no. 14 inside the campus “Cittadella della ricerca” in Brindisi (the address is Via Cittadella della Ricerca).

- From Bari or Brindisi Airport: Taxis, shuttle and car rental services with or without driver are available at both airports. Also, shuttle service connections are offered from Bari or Brindisi

airports to the respective central railway stations. From Bari, Brindisi can be reached by train in about 1 and a half hour.

- From Brindisi Airport to city centre:

- 1) STP Brindisi carries out the connection service among Salento Airport (Papola Casale) and Brindisi Town Centre (Railway Station and via del Mare/Piazza Capitanerie di Porto). Depending on the traffic conditions, it takes between 10 to 15 minutes to get to the town centre bus stop (Piazza Crispi FS Railway Station).
- 2) Brindisi Airport Transfer: Brindisi Airport Transfer by “Roma Autonoleggi S.a.s” is a private taxi and shuttle company. It provides door to door transfers at fixed rates from Brindisi airport (BDS) or Brindisi City Centre.

- From Brindisi city centre to Campus “Cittadella della ricerca”

By bus, catch STP line M, the ride takes about 20 mins. Tickets can be purchased at most of the bars and tabacchi shops (also inside the train station), the cost is € 1 single ride, € 1,50 if purchased on board (cash only, no change). Check line stops and timetable at the following link:

http://www.stpbrindisi.it/index.php/brindisi/763_linea_m_mesagne_cittadella_della_ricerca_brindisi

Additionally, STP operates connections between:

Brindisi town centre and Campus Ecotekne in Lecce

<http://www.stpbrindisi.it/index.php/ecotekne>

Lecce town centre and Campus Cittadella della ricerca

http://www.stpbrindisi.it/index.php/lecce/759_lecce_cittadella_della_ricerca

ARRIVAL AT UNISALENTO

1. Once arrived, the exchange student or staff has to go to The International Relations Office. Staff will assist in meeting the very first needs, that is,

- Applying for residence permit (non-EU citizens only, they must apply within 8 days upon arrival in Italy).

The application kit is provided free of charge at most post offices and CAF centres. Upon submission and payment of the application fees, the applicant will get a receipt indicating the date to go to the immigration office of the local police department for fingerprint registration. At that time, the applicant are required to hand four passport standard photos (frontal, full face without any coverage) besides copy of all used pages of passport, copy of invitation letter, copy of health insurance;

- Registering at Università del Salento for students;
- Buying a SIM card (for non-EU citizens, upon request);
- Getting canteen service at a reduced fee for students (upon request and subject to agreement renewals)
- Getting reduced monthly tickets for students (upon student request and subject to agreement renewals);

- Getting in contact with students' associations and networks;
- Getting information on Italian language courses for international students;
- Getting temporary accommodation (length of stay to be defined at the arrival).

2. After having handled the very first arrival procedures, the exchange beneficiary will contact the scientific coordinator to set an appointment, he/she will support to fill in and sign the first section of the mobility agreement named "before the mobility" where you will enter the details of the activities agreed with the exchange responsible person/scientific coordinator both at the sending and receiving university. The mobility agreement correctly filled will ensure the recognition for the activities successfully completed at the receiving university.

N. B. Changes in the activities during the mobility at the receiving university must be discussed with and approved by the receiving scientific coordinator following consultations with the sending scientific coordinator. Any change during the mobility shall be reported in the section named "during the mobility" and signed by all related parties.

LIFE IN LECCE, MOBILITY ACTIVITIES AND LEISURE

Information on "Lecce and surroundings" can be found at

http://www.365giorninelsalento.it/en/w/loc/1/lecce_and_surroundings

<http://www.lecceprima.it/eventi/> (IT)

<https://www.facebook.com/erasmusworldlecce/>

During the mobility, through the support of the International Relations Office students can participate to the Italian language course and join local students' associations and networks so as to actively take part in students' community and events.

It's possible to use a wireless connection in all locations of the University, password will be released on demand

https://wireless.unisalento.it/pages/richiedi_studente.php).

In general, exchange students shall conduct the activities planned (academic and others) regularly and autonomously, although they will constantly be in contact with the tutors for any issues. Lessons periods, exams sessions as well as institutional vacations and celebrations are indicated in the academic calendar issued at the beginning of each academic year at

https://www.unisalento.it/studenti/iscrizioni/calendario_accademico

PROCEDURES BEFORE RETURN

At the conclusion of the mobility period, the host university will issue a certificate attesting the type of activity accomplished by the exchange student or staff, such as the activities performed, the exams taken, the hours of internship and the credits earned (Transcript of Records or Attestation of Internship), the certificate of stay.

Such documents could be delivered directly to the student or staff or sent to the sending institution as early as possible and in any case within five weeks of the conclusion of exchange period, to be used for the recognition of the exchange activities at home university.

Before return, exchange student or staff shall “check out” at IRO by timely arranging an appointment and requesting any documents or arrangements needed before the return.

ERASMUS +

PREARRIVAL PROCEDURES

1. NOMINATION: After selection of students or staff at home university, the responsible officer of the Sending University will transmit nominations to the International Relations Office (IRO) of UniSalento (Receiving University) at the e mail address international.office@unisalento.it, and to the scientific coordinator of UniSalento (responsible for the Erasmus+ programme) in c/c for supporting online application (if applicable) and consequent procedures within deadlines. Nominations shall have in attachment a scan copy of the bio page of passport page and the resume of each candidate.

N.B. The receiving institution shall have the right to make the final decision on the admission of each candidate based on its admission policies, rules and regulations set forth officially. The receiving institution shall inform the sending institution of its final decision on each proposed admission as soon as possible.

2. ONLINE APPLICATION: Selected candidates will be then contacted by the staff of the International Relations Office of UniSalento and will receive an e-mail containing the deadlines and instructions needed to apply online and other useful cues.

3. INVITATION LETTER: Following the transmission of the online application and having received confirmation of admission, the exchange applicant is intended to request the official invitation letter (if needed) and to communicate the name and address of the Italian consular office where he/she will apply for visa (if needed).

4 MOBILITY AGREEMENT: Selected students or staff are required to fill in the mobility agreement, specifically the first section named “before the mobility”, where the beneficiary is intended to indicate which courses or other activities will attend in the host university. The agreement filled shall be signed by the beneficiary, the responsible person and the department coordinator at the sending university, then scanned and sent by e mail to international.office@unisalento.it.

5 GRANT AGREEMENT: Beneficiary will be supported in filling in the grant agreement which must be signed before the start of mobility.

ERASMUS+ students are not required to pay tuition fees, nonetheless they must have sufficient funds to cover all costs. Passport, health insurance and visa expenses, residence permit (if needed), airfare

to and from the sending institution, food, vocation expenses, books, stationery, transportation and other personal expenses are responsibilities of the exchange student. All debts incurred by the exchange during the exchange period are responsibilities of the individual student.

PREARRIVAL CONTACT: The staff of the International Relations Office of UniSalento will send a pre arrival e mail to either communicate and obtain basic information useful for arrival, including info on temporary accommodation (if needed), language course, "welcome days" etc. The exchange student or staff is intended to transmit all the information about his/her arrival in Lecce to the IRO or to any other tutor assigned, so as to arrange assistance at the arrival (if needed) and to set an appointment at IRO for registration.

ARRIVAL AT UNISALENTO

STEP 1

Once arrived, you have to go to The International Relations Office. Staff will assist you in meeting the very first needs, that is

- Applying for residence permit (non-EU citizens only, they must apply within 8 days upon arrival in Italy).

The application kit is provided free of charge at most post offices and CAF centres. Upon submission and payment of the application fees, the applicant will get a receipt indicating the date to go to the immigration office of the local police department for fingerprint registration. At that time, the applicant is required to hand four passport standard photos (frontal, full face without any coverage) besides copy of all used pages of passport, copy of invitation letter, copy of health insurance;

- Registering at Università del Salento (for students);
- Buying a SIM card (for non-EU citizens, upon request);
- Opening an Italian BANK ACCOUNT, if needed;
- Getting canteen service at a reduced fee for students (upon request and subject to agreement renewals)
- Getting reduced monthly tickets for students (upon student request and subject to agreement renewals);
- Getting in contact with students' associations and networks;
- Getting information on Italian language courses for international students;
- Getting temporary accommodation (length of stay to be defined at the arrival).

Also, on the office premise is displayed the schedule of Erasmus tutors' receiving hours for further support.

STEP 2

After having handled the very first arrival procedures, the beneficiary will contact the responsible person at UniSalento to set an appointment, he/she will support you to start activities. The mobility

agreement correctly filled will ensure the recognition for the activities successfully completed at the receiving university.

N. B. Changes in the activities during the mobility at the receiving university must be discussed with and approved by the receiving responsible person following consultations with the sending responsible person. Any change during the mobility shall be reported in the section named “during the mobility” and signed by all related parties.

PROCEDURES BEFORE RETURN

At the conclusion of the mobility period, the host university will issue a certificate attesting the type of activity accomplished by the exchange student or staff, such as the activities performed, the exams taken, the hours of internship and the credits earned (Transcript of Records or Attestation of Internship), the certificate of stay.

Such documents could be delivered directly to the beneficiary or sent to the sending institution as early as possible and in any case within five weeks of the conclusion of exchange period, to be used for the recognition of the exchange activities at home university.

Before return, the student or staff shall “check out” at IRO by timely arranging an appointment and requesting any documents or arrangements needed before the return.

ENROLMENT

PREARRIVAL PROCEDURES

GRANT OPPORTUNITIES

Information and periodical opportunities of Italian government scholarships for international students are provided in English at

[https://studyinitaly.esteri.it/en/call for procedure](https://studyinitaly.esteri.it/en/call%20for%20procedure)

<https://www.esteri.it/mae/en/servizi/stranieri/opportunita/>

International students can also access grants and housing provided by regional government (ADISU), call for application is available at

[https://w3.adisupuglia.it/portale studenti/](https://w3.adisupuglia.it/portale%20studenti/)

(The time of application is generally between July and August of the preceding academic year)

Students enrolling in a Master’s Degree Program can also apply for scholarship under the government programme “Invest your Talent in Italy” at

<https://investyourtalentapplication.esteri.it/SitoInvestYourTalentApplication/progetto.asp>

(The time of application is generally in November of the preceding academic year)

IMPORTANT NOTICE FOR STUDENTS WHO NEED A VISA: In order to start the procedure to obtain the visa, candidates of study courses at Italian universities need to submit their pre enrolment applications using the UNIVERSITALY portal this procedure has been introduced recently, thus it can be subject to adjustments)

<https://www.universitaly.it/index.php/registration/firststep>

1. INVITATION LETTER: Upon passing the interview, the student admitted will receive the invitation letter required to apply for the Italian visa.

2. VISA APPLICATION AND HEALTH INSURANCE:

For general information about studying in Italy, related preparation procedures and assistance you can visit Uni Italia at the following links:

UniItalia India <http://www.uniitalia.net/uniitalia/in/india>

UniItalia Iran <http://www.uniitalia.net/uniitalia/in/iran>

UniItalia China <http://www.uniitalia.net/uniitalia/in/cina>

UniItalia Vietnam <http://www.uniitalia.net/uniitalia/in/vietnam>

UniItalia Indonesia <http://www.uniitalia.net/uniitalia/in/indonesia>

2. PREARRIVAL CONTACT: The staff of the International Relations Office of UniSalento will send a pre arrival e-mail to either communicate and obtain basic information useful for arrival, including **info on temporary accommodation (if needed)**, language course, "welcome days" etc. The student is intended to transmit all the information about his/her arrival in Lecce to the IRO or to any other tutor assigned, so as to arrange assistance at the arrival (if needed) and to set an appointment at IRO for registration and enrolment.

UNIVERSITY OF SALENTO TUITION FEES

<http://international.unisalento.it/universityfees/>

Request of tax reduction or exemption shall be supported by documentation of economic situation and assets (translated with consular legalization or equivalent).

The tuition fees for all courses are determined annually by the University of Salento. Generally, it is payable in three instalments, deadlines may vary from year to year and can be checked at

https://www.unisalento.it/studenti/iscrizioni/tasse_e_contributi

ACCOMMODATION

Students enrolled at the University of Salento can apply for accommodation in student residence halls, look up

<http://international.unisalento.it/services facilities/>

ARRIVAL AT UNISALENTO

STEP 1

Once arrived, you have to go to The International Relations Office. Staff will assist students in meeting the very first needs, that is,

- Applying for residence permit (non-EU students only, they must apply within 8 days upon arrival in Italy).

The application kit is provided free of charge at most post offices and CAF centres. Upon submission and payment of the application fees, the applicant will get a receipt indicating the date to go to the immigration office of the local police department for fingerprint registration. At that time, the applicant is required to hand four passport standard photos (frontal, full face without any coverage) besides copy of all used pages of passport, copy of invitation letter, copy of health insurance;

- Buying a SIM card (for non-EU students, upon student request);
- Getting canteen service at a reduced fee (upon student request and subject to agreement renewals)
- Getting reduced monthly tickets for students (upon student request and subject to agreement renewals);
- Getting in contact with students' associations and networks;
- Getting information on Italian language courses for international students;
- Getting temporary accommodation (length of stay to be defined at the arrival).

STEP 2

Enrolment either for Italian and foreign students is handled by the university secretariat office, look up working hours and contacts at

<https://www.unisalento.it/segreterie studenti>