

FAQ

Incoming students 2023/2024

DISCLAIMER

The present FAQ is meant to support incoming Luiss students on a limited number of queries related to the Structured Exchange, Double Degree and Qtem mobility programs. Should you have more questions, we advise you to consult Luiss' general FAQ.

Q1. On what date am I expected to be present in Rome?

You are expected to be present and available in Rome on 8 September 2023. Double Degree, QTEM, Twinning, Master ICEUL and Structured Exchange Incoming students will be invited to attend welcome activities. The Welcome and Orientation sessions will provide students with an overview of Luiss University, the Italian academic system, and useful information regarding life in Rome and in Italy.

Please note: once in Italy, non-EU students will need to apply for a Residence Permit within 8 working days (Saturdays included) starting from the day of your arrival.

Q2. I need to find accommodation in Rome. What can I do?

All Double Degree, QTEM, Twinning, Master ICEUL and Structured Exchange Incoming students should have received information on accommodation options through Casa Luiss and the application form to submit in case you are interested in this service. For any further doubt, please contact: casaluiss@luiss.it. For general questions or concerns about housing, please contact the Welcome Desk (welcomedesk@luiss.it)

Q3. I am a non-EU student and I will need a Visa to enter Italy. What should I do?

We recommend you to promptly contact the Italian Embassy in your country to check all the required documentation and apply for your visa in due time. Luiss will provide you with an invitation letter that you can attach to your visa application. You can contact the Welcome Desk (welcomedesk@luiss.it) if you have questions.

Q4. I need the tax code, how can I request it before arriving in Italy?

To access various services, such as opening a bank account or signing a rental contract, incoming students are required to obtain an Italian Tax Identification Number (Codice Fiscale). The Italian Tax Identification number is a code made up of 16 alphanumeric characters based on your first name, family name, date and place of birth and it is used by the Public Administration to identify the citizens living in Italy.

Here is how you can apply for one:

- ◇ Visit the [Agenzia delle Entrate](#) (Italian Revenue Agency) form page where you will be able to download both the Application Form AA4/8 Editable version and the instructions on how to fill the form.
- ◇ Email it to dp.iroma.utroma3@agenziaentrate.it, along with the following documents:
 - ID card (EU/Schengen nationals) or passport (all other nationals)
 - A Luiss acceptance letter that you can receive upon request (from 07/08 to 20/08 our offices will be closed).

Q5. Is it possible for me to come to Italy with a tourist visa and then apply for a residence permit for study reasons?

For Visa application and residence-related questions we kindly invite you to contact our Welcome Desk at welcomedesk@luiss.it.

Q6. Do I need the Declaration of Value for my Visa Application?

You do not need a Declaration of Value for the Visa Application.

Q7. Can I still enroll to Italian classes?

Luiss University offers to all its international students a free **Italian Language Course**, organized by our Language Center, as a useful tool to learn some basics in Italian, or, for those who already have some knowledge, to improve and to reach a higher level.

The course is optional and strongly recommended. To register, we kindly ask you to complete the [dedicated form online](#) with all the information requested. The form will remain online until **September 4th, 2023**.

Q8. Will we have a meeting specifically for my program?

There will be tailor-made meetings in September regarding your programs. The exact dates are to be confirmed and will be promptly communicated to you.

Q9. Can I take Luiss exams online?

No, all exams at Luiss will be held exclusively in an in-person format.

Q10. Do I need a residence permit? Where can I find instructions on how to get one?

Once in Italy, non-EU students need to apply for a residence permit no later than 8 working days after the date of their arrival (as shown on their visa, inside their passport or travel document). The procedure will be carefully explained during the Pre-arrival Orientation Meetings and the Welcome Days.

For further information on this matter, please contact welcomedesk@luiss.it.

Q11. Do I need health insurance for this exchange?

Non-EU students need a **health insurance policy** to obtain a Study Visa and, once in Italy, to apply for the Residence Permit. The health insurance policy must cover for the whole duration of your

Residence Permit, and it can last up to 1 year. If you are staying for a longer period, you will need to renew your health insurance policy every year, along with the renewal of your residence permit.

To be valid for the residence permit request, the health insurance policy must satisfy the following criteria, according to Italian law:

1. It has to cover an eventual case of accident and hospital treatment not only in Italy but also in the Schengen Area;
2. Its duration has to correspond to the period of your stay in Italy (if you're expected to remain in Italy more than 12 months, you will need to renew it along with the residence permit renewal);
3. A minimum coverage of 30,000 €.

Please note that private insurance policies from home countries cannot be accepted by the **Questura** (Italian Police) unless an official document from the respective Italian Embassy or Consulate states the policy's validity. If you decide to go for an Italian health insurance policy, we recommend contacting the following agency:

For further information on this matter, please contact welcomedesk@luiss.it.

FAQ

Outgoing students 2023/2024

DISCLAIMER

The present FAQ is meant to support outgoing Luiss students on a limited number of queries related to the Structured Exchanges, Double Degree and Qtem mobility programs. Should you have more questions, we advise you to consult Luiss' general FAQ.

Q1. Who can I contact for information about the Visa/Study Permit?

For any questions regarding non-European mobility and visa applications, you can contact the Consular Section of the relevant Embassy.

Q2. Where can I find news and updates related to safety in my destination country?

The era we live in is characterized by significant and frequent changes, which often pose an additional challenge for students engaged in study abroad programs. We recommend staying constantly updated through reliable sources. In particular, we suggest:

- "[Viaggiare Sicuri](#)" - there is always an updated card available for each country;
- Register to the MFA's portal [dovesiamonelmondo](#).
- Follow the guidelines provided by the host university and any websites they recommend.

We also advise strictly adhering to the guidelines in the "[Vademecum for Travelers](#)" prepared by the "Viaggiare Sicuri" portal of the Ministry of Foreign Affairs and International Cooperation, and don't forget to activate the "Safety Check" function in the Luiss app.

Q3. Who can I contact for information/problems regarding accommodation in the host country?

Not all partner universities guarantee accommodation services. Many universities provide contacts for private agencies that assist with student accommodation during exchanges. Many other partners do not guarantee any form of dormitory, residence, or private facilities. It is the student's responsibility to inquire about availability, procedures, and deadlines for requesting accommodation.

To provide additional support to mobile students, Luiss has entered into an agreement with [Housing Anywhere](#). All our students are free to sign-up for this service [here](#) and receive:

- 30% discount on the booking fee (Promo code LUISS30)
- a partner student badge that grants you priority access to all rooms;
- real time notifications on any new room available;
- Priority assistance in 6 different languages through vip@housinganywhere.com, telephone or WhatsApp.

If you have more questions, check their [FAQs](#)

Other useful portals for finding accommodation abroad include the following:

<https://www.airbnb.com/>; <https://www.uniplaces.com/it/>; <http://www.wg-gesucht.de/en/#> (accommodation in Germany). Before making any bookings through a portal, it is advisable to carefully read the general and specific conditions. We encourage students to be cautious of online scams and take necessary precautions.

Q4. Where can I find information about the application to the partner university?

The application process is handled internally by the host institution, and you will need to complete it according to the instructions provided and deadlines. Instructions for completing the application, required documents, and deadlines will be communicated by the host institution. In many cases, this information is also available on the university websites and in fact sheets. Timelines and procedures for completing the application may vary depending on the department, even within the same institution.

Q5. What are the timelines and procedures for disbursing the scholarship?

For ERASMUS mobility: The EU contribution will be differentiated based on the destination country or groups of countries, depending on the cost of living. Due to the increasing mobility, EU funds may not be sufficient to cover the entire mobility period. Therefore, if the funding is confirmed, it may not be possible to guarantee a scholarship for the entire duration of the mobility. These scholarships will be automatically disbursed based on the semester of departure. According to EU provisions, the contractual period begins on September 1, 2023 (any days conducted in person at the host institution before this date will not be covered by the ERASMUS scholarship). For the recognition of the Erasmus experience and the EU scholarship, a minimum stay of 2 months (60 days) is mandatory. The scholarship amount for the first 2 months of mobility will be disbursed at the end of November/December or upon receipt of EU funds.

Q6. Where can I find more information about the study plan and rules for recognizing grades obtained abroad?

Students in Double Degree, LLM, and structured exchange programs can refer to the study plan published on each program's page on the Luiss [website](#) and the shared fact sheets before pre-departure meetings (Pre-Departure Instructions). The pre-departure fact sheets also provide contact information for the host university. QTEM students can refer to the following documents shared on OneDrive with each student: Megafile QTEM_Study Plan 23-24 (where conversion tables can be consulted) and Rules for Course Selections + Courses Quantitative Rating. All students are also advised to always refer to the Useful Information documents (published on each program's page on the Luiss website) and the General Understanding of Mobility 202/2023, which every student has signed following program selection.

Q7. Where can I find information about the study plan for my program?

You can find all the necessary information about your study plan on the dedicated Double Degree, Structured Exchanges or Qtem pages on our [website](#).

Q8. Who should I contact if I have specific questions about the year I will spend at the partner university (housing, timetable, exams etc.)?

Should you have questions about your year abroad please refer to the contact point of the partner university.

Q9. Is it ok if I arrive in the host country of my mobility program from a country different from Italy?

Yes, it is ok.

Q10. Is it allowed to stay after the end of the mobility in the host country for an internship, or vacation, or to seek employment? Will this have consequences on the Erasmus+/bilateral grant?

After completing their mobility program, students can spend a period of time in the host country for purposes such as internships, vacations, or seeking employment. Nonetheless, to finalize the mobility process, there are certain requirements they must fulfill:

- Certificate of Departure: Students will receive from us a certificate of departure that needs to be filled in and signed by the host university and sent back to us within **15 days from the end of the mobility** at international@luiss.it. This applies even if you are planning to extend your stay.
- Notification email: Additionally, students need to send us an email explaining the reason for their extended stay in the host country. This email serves as written proof that their mobility period has genuinely come to an end. It can be sent at International@luiss.it.
- EU Survey: students must ensure that all the necessary after-mobility steps are completed, including the EU Survey, which is mandatory.

By adhering to these procedures, we can ensure the proper closure of the mobility program and support students in their further endeavors in the host country.

Q11. Can the EU grant be integrated with other grants?

Yes, it can be integrated with an additional contribution from the MUR, for which the ISEE certificate is requested.