



University of Milano – Bicocca

Department of Materials Science

Master's Degree in Materials Science & Double Degree in Sustainable Materials (SuMa)

## Guide for Incoming Foreign Students: cohort 20/21

Dear Student,

We are pleased you are considering embarking on our international Master in Materials Science or our Double Degree program in Sustainable Materials (SuMa) as the next step in your academic and professional career. This guide is provided by Materials Science Tutors to give you a broad picture of the upcoming steps and more specifically some useful tips about small everyday things after your arrival in Milan that too often are left to the student him/herself. To be aware of what's next is the best strategy you may adopt.

A team is ready to help you throughout the process and we invite you to contact us if you have any further questions. Let's keep in touch.

### 1 What you need to know before arriving

#### 1.1 Visa

Extra-UE students requiring VISA must apply for pre-enrolment to the Italian Embassy (or Consulate) in their Country as soon as possible and no later than 24th July 2020.

So, when you receive a positive pre-evaluation by the Board of examiners, Materials Science (MS) Teaching Office will send you an eligibility letter to be presented as soon as possible to the Embassy of Italy in your Country for obtaining the VISA. The eligibility letter does not imply the right to obtain the VISA, since the VISA will be decided by the Embassy of Italy. Further details will be sent along with the eligibility letter.

#### 1.2 Accommodation

The University of Milano - Bicocca makes available accommodation for international students. To book accommodation and learn about the costs and terms of your stay you can write to: [booking.bicocca.fms.it@sodexo.com](mailto:booking.bicocca.fms.it@sodexo.com).

Feel you free to contact as soon as possible Sodexo ([booking.bicocca.fms.it@sodexo.com](mailto:booking.bicocca.fms.it@sodexo.com)) to book an accommodation in our university campus attaching the eligibility letter and explaining that you have been admitted to the International MSc in Materials Science. The price for these rooms is around €400 per month.

The University of Milano-Bicocca also offers scholarships (“*Diritto allo Studio – DS*”) to cover accommodation and living costs. For terms of application please consult <https://www.unimib.it/servizi/diritto-allo-studio-tasse-150-ore/borse-studio>, the DSU call will be published in July while deadlines are typically in mid-August (check 2020/21 DSU call). Missing these steps or not complying with DSU call requirements results in the definitive loss of University's residence benefits for the whole Academic Year and you will have to search for a different accommodation autonomously.

## 1.3 Flights / Travel expenses

Nor booking services nor travel expenses refund are provided by the University.

## 1.4 Be aware of your expenses

Students are responsible for covering living costs during their stay, including accommodation, health and travel insurance, third-party liability insurance. Plan your expenses before leaving not to incur in unpleasant situations and jeopardize your stay. In this section we will summarize some of the most common living cost to give you a general picture only for the first year:

- **Accommodation:** a bedroom in a shared house (typically with other students) could easily range from €400/month up to €800/month in Milan area. For private apartments costs significantly increase. The University have some residences with low fares if you apply for them in advance (see Accommodation section);
- **Health Insurance:** if you're not a European citizen you're going to need a medical insurance. This is also part of Residence Permit requisites. Depending on coverages, health insurance starts from €120/year. More details will follow;
- **Residence Permit:** it cost ~ €120 and it might be necessary to renew it after few months depending on your VISA expiry date;
- **UNIMIB University fees:** €156.00 (first year);
- **Public Transportation:** depending on the service required, monthly submission start from €22 within Milan municipality;
- **Food:** excluding takeaways and restaurants, a fair estimate is around €200/month;
- **Travels:** if you enrolled in Sustainable Materials (SuMa) track, then you're going to spend the second year in Belgium. Travel costs are at your expense also in the event you must return to Italy to take an exam;
- **Belgium economic liability proof:** SuMa students must deposit €9200 to Leuven University (BE) before leaving as proof of economic liability. This sum will be repaid in installments during the second academic year.

If you rely on SuMa Scholarship, notice that the first instalment is scheduled for February, so be ready for the first 4-5 months.

## 1.5 Tutors

We know there are several aspects to care for before and after your arrival. To help you throughout this new situation there are two tutors dedicated to Materials Science Master's students. You can refer to them for more details about procedures or just asking for advices. As you go through this short guide you will notice that tutors' assistance is frequently recalled, especially during first few bureaucratic steps after your arrival and while preparing Belgium departure (if you are enrolled in Sustainable Materials track).

If you desire to make contact with tutors before your arrival at the University, ask for their email addresses to Materials Science Teaching Office. As tutors are committed in other institutional activities, they usually receive on appointment.

## 1.6 E-Learning web platform

After successful completion of enrolment procedure (more details will follow), you will be soon able to access the e-learning web platform: <https://elearning.unimib.it/?lang=en>. This is a useful tool for student, tutors and

teachers to share information. Specifically, the Teaching Office will publish important communications about bureaucratic procedures and deadlines, Tutors will upload guides, and Professors will share teaching material (slides, textbooks, digests...) and eventually communications about lessons (time/room change) and exams. For these reasons we warmly encourage you to register yourself on the e-learning platform as soon as you can. Each course has its own page, so be sure to enroll in each one to get the latest updates and communications.

Follow this link to the 2020/21 courses in Materials Science and SuMa: <https://elearning.unimib.it/course/index.php?categoryid=6857>.

## 2 After your arrival

In the following main section, there are some fundamental information about formal bureaucratic steps, deadlines and formalities, but also useful practical tips for everyday life in Italy and in Milan.

### 2.1 COVID-19 Safety Regulation: Self-Isolation period

Due to the safety and health precautions enforced by the Italian Government in response to the pandemic COVID-19, you may be subject to self-isolation for 14 days after your arrival. Check the official webpage of the Italian Ministry of Health for the latest update, [here](#).

Generally, countries outside the European Union are subject to quarantine. The paperwork following your arrival (e.g. tax code request, residence permit request) will be carried out after the period of isolation. If you have booked accommodation in campus residences, please refer to the building administrator to learn about residence policies and support actions currently in place.

After arrival go directly to your accommodation! This guide was written on the assumption that quarantine is not required. Consequently, always keep in mind the principle of self-isolation. Contact your tutor first if you have any questions.

Take a look at the University official web page about general organizational guidelines and operating instructions for accessing and resuming all activities at the University starting from 1 September 2020, [here](#).

### 2.2 First steps and how to reach Milan area and your accommodation

After you complete the VISA/Passport check at the custom, the first thing to do is to reach Milan and – more precisely – your accommodation. Depending on the airport, there are several options among which you can chose.

Taxi service is straightforward, simple, fast and drives you directly to your accommodation, but be prepared to spend even more than €100/person if you landed in Malpensa or Bergamo (Orio al Serio) airport. Just remember to check with the taxi driver if credit/debit cards are accepted. Public transportation is a valid alternative that will let you save money, but it might be more difficult to reach your room/apartment/hotel especially if it is outside Milan municipality. Typically, pullman service (~€10/one way) is the most common and used solution that connect airports to the central railway station (“*Stazione Centrale*”). From the Station there’re a plenty of different solution you can adopt depending where your accommodation is. Pullman tickets are sold directly on board, but you can also buy a ticket in advance online.

More details could be found on airport website in “from/to” sections:

- Milano Malpensa (MXP): <https://www.milanomalpensa-airport.com/en/>
- Milano Linate (LIN): <https://www.milanolate-airport.com/en/>

- Bergamo – Orio al Serio (BGY): <https://www.milanbergamoairport.it/en/>

For details about public transportation in Milan look at ATM web site (Transportation Company in Milan and nearby) <https://www.atm.it/en/Pages/default.aspx> and plan your trip using this simple online tool: <https://giro-milano.atm.it/#/home/en>. The standard ticket costs €2.00 and it's valid for 90 minutes in Milan and in the first ring of towns just outside (M3 area): this include Cinisello Balsamo and Sesto San Giovanni. The easiest way to get a ticket is at a vendor machine inside a subway (Metro) station or at a bar/shop exposing the ATM logo on the front door: ask for an urban ticket. If you use a smartphone with a working internet connection the best option might be the ATM App (“*ATM Milano Official APP*”) to plan your trip, check bus/metro status and to buy tickets.

If you need more assistance while planning your trip from the airport, feel free to ask to your tutors.

### 2.2.1 Meet your tutors at the University

There is no rush to go to the University as soon as you arrive. Take the day off, rest and settle. The next working day join your tutors in the Materials Science Department (Building “U5” – Via R. Cozzi 55, Milan). Email tutors or the MS Teaching Office prior to come to be sure someone can welcome you and explain you further steps in more detail. Please notice there are several deadlines in few days since your arrival. Extra-EU students must submit the residence permit request form within 8 days (Saturdays and Sundays included) since you crossed the Italian border (likely your arrival at the airport). This procedure is quite long, and the paperwork might be complicated, but tutors are here to help you to go through this commitment.

## 2.3 Incoming bureaucracy and paperwork

Here is a list of bureaucratic steps we need to follow as you arrive. Missing deadlines or failing to comply with procedures might make you incur into penalties, lose benefits or even being expelled from the University and from Italy. Following these steps as they are listed is the smoothest and easiest way to go through incoming procedures.

### 2.3.1 Tax Identification Number (TIN) (“*Codice Fiscale*”)

An Italian Tax Code is needed in all these circumstances: obtain a scholarship or any other funding/grant, apply for the Residence Permit, open a bank account, work (if allowed by your VISA and/or Residence Permit) etc. The Italian Tax Identification Number (“*Codice Fiscale*”) is a 16 characters alphanumeric code that identifies you every time you have to deal with Public Administration. It is clever to have one before starting to apply for the Residence Permit. Remember, this is not a valid ID, but just something that resembles a social security number.

Apply for a TIN is easy and free of charge. Go to any Italian Fiscal Agency branch (“*Agenzia delle Entrate - AdE*”) taking with you your passport, your VISA and a copy of them. The main branch in Milan area is in Via della Moscova, 2 Milano. This branch is used to foreign people including students like you, but any other agency does the job.

Note: check with the AdE agent at the counter that your Residence address (“*Indirizzo di Residenza*”) is still in your Country, while, on the other hand, your Domicile (“*Indirizzo di Domicilio*”) corresponds the address where you're going to stay here in Italy. This difference might seem subtle but is fundamental if want to enrol in the National Health System. We'll discuss this point in more detail in the following section.

### 2.3.2 Health insurance

If you're not a European citizen, a medical insurance could be a wise choice. For those applying for the Residence Permit health liability is mandatory. As minimum legal requirement, insurance must cover for illness, accidents and maternity. Alternatively, you can enrol in the Italian public health system (SSN), but it is typically more expensive and covers just medical services in public facilities.

Here are two examples, but feel free to choose whatever insurance company you prefer as long as it fulfils minimum legal requirements:

- WAI Insurance: it costs €122 per 12 months but it covers just medical services in public hospitals: <https://new.waitaly.net/en/pacchetti-welcome/cittadino-extra-ue-richiedente-permesso-di-soggiorno/>
- Swiss Care Insurance: starting from €197 per 12 months offers a broader coverage: <https://swiss-care.com/>

Read carefully terms and coverages before submitting. The University is not responsible for your own choice.

The enrolment in SSN costs €149,77 for students but it's valid just for the calendar year. This means that if you apply in September/October, then you must pay for it again in January. The SSN submission provides you the same assistance of any other Italian citizen, which means that you could be subjected to fees for outpatient services or diagnostic tests. Waiting lists do apply for not emergency treatments. Ask tutors for more details.

European citizens (students) benefit a full medical coverage provided by their European Health Insurance Card as long as the card is still valid, and the student does not move his / her residence in Italy but keeps it in the Country of origin. The coverage has no time limitations in accordance with the Ministry of the Interior circular No. 18 of 21 July 2009.

### 2.3.3 University enrolment

After the Enrolment you will be officially a student from Milano – Bicocca University. We recommend you complete this passage after getting the TIN, but BEFORE applying for the Residence Permit (we will deepen this point later).

This is an online procedure on the University "Segreteria online" web portal. Since you already applied for the admission process, you should be familiar with this tool. Just follow the detailed step by step instruction on Materials Science e-Learning page. The procedure is completed when you pay for University's fee. The amount is €156.00 (+ bank fees) for the first year and can be paid online using a credit card or showing the printed payment recipe (PagoPA) in any bank office. For the latter case, only cash is typically accepted.

This procedure also enables badge emission and @campus.unimib.it email account. Your official email account grant you access to "Unimib" and "Eduroam" Wi-Fi networks and other online services such as scientific literature, databases and software.

Please refer to tutors or registrar's office ([segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it)) – NOT to the MS Teaching Office – for the Enrolment procedure.

### 2.3.4 Residence Permit / Permit of Stay ("*Permesso di Soggiorno*")

If you're not a European citizen, then you're going to need a Residence Permit ("*Permesso di Soggiorno*") no matters which VISA you do have. Residence Permit is going to be your real ID as you're in Italy and it is also the only document proving your regular immigration status. You have only 8 days since your arrival to apply for it. Missing this fundamental step can jeopardize your permanence in Italy and your studies.

The paperwork isn't straightforward, and you might need tutors' help. Don't you worry, specific and tailored assistance will be provided during your welcome in Materials Science Department. These are few bullets point you should be aware of already now:

- Modules/Forms are in Italian, but English instructions have been made for our students;
- It costs ~ €120 for the first request (cash and cards accepted);
- These are the required attachments: copy of your passport (page with personal data and photo), copy of your VISA, proof of medical insurance, enrolment receipt and any documentation supporting your financial/economical liability (copy of the eligibility letter with details of your scholarship does the job);
- The definitive Residence Permit ID card delivery might take several months depending on your domicile town and the waiting list length. In the meantime, the Residence Permit's submission receipt constitutes proof of your regular immigration status;
- According to current regulations the first residence permit is issued "VISA compliant". This means that the Police Officer will provide a Residence Permit expiring the same day of your VISA. Starting one month before the expiration date you can apply for a new Residence Permit (renewal procedure) valid for 12 months;
- Official communication about your request will be posted in your personal page on the immigration website (<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>). Username and Password are printed on submission recipe. Police officers might find useful have your mobile number for urgent communications (e.g. missing documents, need to reschedule your appointment): even if it's not mandatory we recommend you to fill in this field in Residence Permit form (we will discuss about how to get an Italian mobile number later).

If your VISA expires in 365 days the latter point should not worry you, but a full-year VISA is not always the case. VISA extension is decided by the Italian Consulate/Embassy in your country and there's nothing we can do about it. Please inform tutors and the MS Teaching Office – after your arrival – if your VISA expires in less than 365 days.

Note that Residence Permit paperwork is processed on a territorial base: moving to a different town between request submission and ID withdrawal may cause severe delays. We do not recommend changing residence town (address changes within the same municipality can be quite easily handled) in this time frame. Accordingly, choosing a mid/long-term accommodation could be wise and save you time.

### 2.3.5 Unimib – Welcome Desk

Within 45 day after your Enrolment you have to provide the "Diploma Supplement" or "Statement of local validity or equivalent to the University Welcome Desk. Please make contact with the Welcome Desk emailing to [welcome.desk@unimb.it](mailto:welcome.desk@unimb.it) (use your @campus.unimb.it account) or giving the documentation directly to the counter during opening time (Building "U17" Piazzetta Difesa per le Donne, Milan).

## 2.4 Live in Milan and enjoy Milano-Bicocca University

Find yourself in a foreign Country for a long period might be a little bit confusing at the beginning, but it also might be one of the most exciting and meaningful experiences in your life. We hope this section could prepare you in advance to deal with most of minor thing that someone else would take for granted.

### 2.4.1 SIM card and mobile number

Since you're presumably going to stay one year in Italy, getting an Italian SIM card is the best choice. Other European SIM cards should work without charging extra cost but refer to your network provider for details. If

you come from outside the European Union, a brand-new SIM card it's what you need. Wireless networks plan with (almost) unlimited voice + texts + internet start from €5-7/month. There are several wireless network providers in Italy, and we know this might be puzzling. If you have any question, please refer to tutors.

Please notice that, depending on your phone manufacturer and model, some or all frequencies exploited in Italy may not fit with your device. Check in advance this detail: there are several website to look at, this is just one of them <https://willmyphonework.net/>. In the worst case, you might need to buy a European phone or smartphone.

At the airport (MXP, LIN, BGY) there's an open and free Wi-Fi network to get in touch with your family, friends or with us, so there's no rush to get a SIM card before your departure; you can cope with this situation as you arrive in Milan.

### 2.4.2 Food and grocery

Let's pretend for a while you've just arrived at your accommodation. Probably one of the first thing you'll have to cope with is banally food. Milan area is very crowded, so, accordingly, there are grocery stores, markets and malls almost everywhere. In such situation, web services such as Google Maps could be helpful to locate the closest stores. In this regard, if you buy preferentially from the same store, maybe a retail's discount card could help you save some money; these cards are usually for free and give you access to reserved discounts. Please notice that overall you might need to spend €200-300/month on food, so plan in advance your finances. Several retail chains offer delivery and pick-up services, while others have 24h opened stores.

### 2.4.3 Car / Private transportation

If you live in Milan or close to the city you won't need a car for commuting. Public transportation is efficient, economic for students and environmentally friendly. Moreover, if you live in one of the University's residences, there's a free shuttle service from/to the University during workdays.

Deal with car purchase/rental and with the driving license is far beyond the scope of this guide and we invite you to refer to the department of civil transportation ([www.ilportaledellautomobilista.it](http://www.ilportaledellautomobilista.it)) for details. Unfortunately, there isn't an English version, but "Google Translate" or similar services could be useful in such situations.

### 2.4.4 Public transportation

Here's an overview of public transportation in Italy and more specifically in Milan area. Let's see some specific cases:

- Milan Area: the best way to commute or simply to move around Milan is by ATM (Milan Transportation Company). ATM manages surface and underground transportation in Milan area. The service is active Mon-Sun from early morning till midnight. Tickets fare system is based on zones: Milan municipality is within M1 and M2 zones, while zone number increases as far as you move away from downtown up to M9. It worth noting, Sesto San Giovanni and Cinisello Balsamo (there are two University's residences in these cities) are in M3 zone. We spoke about standard ticket in section 2.1. These are some submission fares you might be interested in:
  - Monthly / Annual submission (M1-M2): €39.00 / €330.00 (-25% under 26)
  - Monthly / Annual submission (M1-M3): €50.00 / €460.00 (-25% under 26)
  - For people under 30 with annual income less then €28.000 (this is the case if you only perceive the SuMa scholarship) there are special tariffs:
    - Monthly / Annual submission (M1-M2): €22.00 / €200.00

- Regional and National railway service: the main railway company in Italy is called “Trenitalia” (<https://www.trenitalia.com/en.html>). It manages regional, national and high-speed trains. Limited to high-speed trains among selected cities (e.g. Rome, Venice, Florence, Turin, Milan etc.) there is another company called “Italo” (<https://www.italotreno.it/en>).
- Sharing Mobility: sharing vehicles is very popular in Milan. There are several companies offering this service with a broad panorama of cars, motorcycles and bikes starting from an electric minicar for two people up to more luxury and sporty cars. Our students can benefit special discount with some of these companies; more details here <https://www.unimib.it/servizi/opportunita-e-facility/convenzioni-studenti/convenzioni-commerciali-attive/trasporti/sharing-mobility>.

#### 2.4.5 Bank account

One easy and safe way to manage your money while in Italy/Europe is to open a bank account working with local currency (Euro, €). University’s badge comes with a prepaid card function associated with a bank account endowed with an IBAN code (you can make and receive wire/bank transfers), so it won’t be necessary to open another one. Please note that badge emission process might take 3-5 weeks since the enrolment. If you need a bank account earlier, there are some alternatives.

In case you need to transfer money from your country to your new bank account, consider the currency exchange rate and fees your bank might charge you. Alternatively, online services such as TransferWise could be a cheap and fast option.

### 3 Double degree in Sustainable Material (SuMa)

Students enrolled in double degree SuMa track will spend the first year at the University of Milano – Bicocca whereas the second year at the Katholieke Universiteit Leuven (KU Leuven) in Belgium. Accordingly, a pre-fixed plan of study has been previously agreed among Universities and SuMa Program that cannot be modified by applicants. Anyway, the pre-approved plan of study must be confirmed and submitted in November by the student himself / herself. Starting from Academic Year 20/21, 6 ECTS (CFU) for “elective course” have been introduced: this allows incoming student to choose one between two alternative courses (“Fundamentals of quantum physics for materials scientists” or “Basic Chemistry for Materials Science”). Further details will be provided during the welcome meeting.

As part of bureaucratic commitment, outgoing UNIMIB students enrolled in SuMa track must apply to “Erasmus+” call. The latter will be published in December 2020. This step makes it possible to UNIMIB to keep track of your records while abroad. Even though SuMa students spend the whole second year at KU Leuven they are still officially UNIMIB students. No further economic benefits come from “Erasmus+” in addition to EIT Raw Materials scholarship for SuMa students.

During the first year there are specific mandatory steps SuMa students must achieve, each one with a precise deadline (starting from December). Don’t be worried, tutors will assist you throughout procedures. Here a short extract to keep in mind:

- Submit the request for the scholarship;
- Enrol in KU Leuven and get Belgium VISA;
- Enrol in the “Erasmus+” call and complete related procedures;
- English assessment: TOEFL  $\geq 86$  or IELTS  $\geq 6.5$  or Unimib’s Rosetta Stone  $\geq C1$ . To be achieved within the first year.



## 4 Contacts

**Materials Science Department website:** <https://www.mater.unimib.it/en>

**Double Degree Chief:** Prof. Alberto Paleari [alberto.paleari@unimib.it](mailto:alberto.paleari@unimib.it)

**Materials Science Teaching Office:** Cristina Valentino [didattica.materiali@unimib.it](mailto:didattica.materiali@unimib.it)

**Registrar's Office (Science Secretariat):** [segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it)

**University Residence Service:** [booking.bicocca.fms.it@sodexo.com](mailto:booking.bicocca.fms.it@sodexo.com)

**Welcome Desk:** [welcome.desk@unimib.it](mailto:welcome.desk@unimib.it)

**Materials Science Tutor:**

- Matteo Zaffalon [m.zaffalon@campus.unimib.it](mailto:m.zaffalon@campus.unimib.it)

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Updated: September 22, 2020

Procedures and fees are subject to change without notice. Consult the institutional pages of the University, the Italian Government or the service providers mentioned here for the latest updates.

**Always check the latest version of this guide.**