



UNIVERSITÀ  
DI PAVIA

# WELCOME GUIDE

for Visiting Staff at the University of Pavia



**Dear Colleagues,**

**As Rector, I am delighted to welcome you to our academic community. Your presence enriches our university's global spirit, bringing new perspectives and expertise.**

**This Welcome Guide provides key information and resources to support your integration. We are committed to fostering international collaboration and ensuring a rewarding experience for you.**

**We encourage you to explore our campus, engage with faculty and students, and share your knowledge. May your time here be intellectually fulfilling and personally enriching.**

**Warm regards,**

**Prof. Francesco Svelto**  
*Rector of the University of Pavia*





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# 1. DOCUMENTS REQUIRED FOR YOUR STAY

- Visa
- Residence permit
- Tax code
- Third-party liability and accidents insurance





## VISA

If you are a **European Union national** (including Iceland, Liechtenstein, Norway and Switzerland), no Visa formalities are needed to enter Italy.

If you are a **Non-European Union national**, you may be required to **apply for a Visa**, depending on your category and the length of your stay.

Always consult the [Italian Ministry of Foreign Affairs website](#) to verify visa requirements, locate the relevant embassy/consulate and obtain the list of necessary documentation. The visa process can take up to 2–3 months, so plan accordingly.



Non-EU nationals entering Italy with a Self-employment or Research Visa must apply for a residence permit within 8 days of arrival.

Non-EU nationals entering Italy with a **Study Visa**:

- **Staying less than 150 days:** no residence permit required.
- **Staying more than 150 days:** must apply for a residence permit within 8 days of arrival.

To apply for a residence permit, depending on your type of Visa you will have to **refer to different institutions**:

- **Self-employment/Study Visa:** Contact the “Residence Permit helpdesk” at Questura to obtain the “Residence Permit kit” and assistance with the application.
- **Research Visa:** Email the Prefettura to book an appointment and receive the “Residence Permit kit” with guidance on the application process.

Once the kit is completed, submit it at the Post Office and follow the instructions for fingerprinting and updates.

## TAX CODE

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“**Codice Fiscale**” (**Tax Code**) is the Italian tax identification number which is necessary to buy a SIM card, open a bank account, rent privately and apply for a residence permit.

**The University will provide the Tax Code to** Professors paid by Unipv, Erasmus ICM Professors, Cicops Scholars and Erasmus ICM administrative staff.

**Other Visiting Staff** can acquire the Tax Code when applying for a visa, through the Italian Tax Agency or during their residence permit appointment at the Prefettura (when applicable).

# THIRD-PARTY LIABILITY AND ACCIDENTS INSURANCE

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The University of Pavia requires Visiting Staff to have **third-party liability and accidents insurance** to access university premises. If you do not already have this type of insurance through your home institution or a private policy, you must purchase it at the University of Pavia at a cost of **2 euros per year** by following the provided instructions.

## HEALTH INSURANCE

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It is essential to have adequate health insurance during your stay in Italy. Below are the key guidelines.

### EU Nationals

If you are an EU national (including Iceland, Liechtenstein, Norway and Switzerland), you can use your **European Health Insurance Card (EHIC)**, known in Italian as "*Tessera Europea Assistenza Malattia*" (TEAM). The EHIC allows you to access urgent or necessary medical treatments and the Italian public healthcare system under the same conditions as Italian nationals. For more details on how to use your EHIC, please visit the European Health Insurance Card website.

### Non-EU Nationals

Non-EU nationals are required to have a health insurance policy for the entire duration of their stay in Italy.

This is mandatory to obtain a residence permit.

You can either:

- Purchase private health insurance before your arrival or in Italy;
- Register with the Italian National Health Service (SSN) to access public healthcare services.







## 2. LIVING IN PAVIA

- Town
- Living costs
- Transports
- Accomodation
- Bank account





## TOWN

The University of Pavia's historic campus offers an inspiring environment for Visiting Staff, blending academic excellence with cultural and social opportunities.

Visitors can explore the town's rich history through its **museums, theaters, music initiatives and cinemas.**

Highlights include the Civic Museums of Pavia, offering free entry for academic purposes, and prominent theaters such as Teatro Fraschini. Music enthusiasts can enjoy performances by the University's Camerata dè Bardi Orchestra and other ensembles. For an enjoyable evening, Pavia's cinemas, including Cinema Teatro Politeama and nearby multiplexes, provide entertainment for all tastes.

## LIVING COSTS

When planning your stay in Pavia, it's essential to consider key living expenses such as accommodation, food, travel and leisure. **Monthly costs typically range from €600 to €1.000**, depending on factors such as the type of accommodation, lifestyle and the amount spent on entertainment and travel.

**Accommodation options** vary, with prices ranging from **€250 to €700 per month** depending on the location and type of housing. Food costs are generally **between €150 and €200 per month**, while local travel and leisure activities can add an additional €25 to €150 to your budget.

# TRANSPORTS

## How to reach Pavia

Pavia is easily accessible by **plane** and **train**.

**If you're flying**, you can reach the city via one of Milan's airports: **Malpensa** (90 km), **Linate** (50 km) or **Orio al Serio** (70 km). From any of these airports, you can take a bus or train to Milan's central railway station, where you can catch a train to Pavia.

**For those traveling by train**, Pavia is well connected to **Milan's central station**, with both regional and intercity train options available. Additionally, other Milan railway stations such as **Rogoredo** and **Bovisa** offer direct trains to Pavia.



## How to move around

Pavia offers a variety of convenient transportation options for both locals and visitors.

The city has an efficient **bus service**, with tickets available for purchase at newsstands, on board or through a mobile app. For those interested in frequent travel, bus passes are also available for purchase.

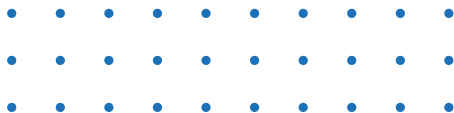
Pavia is a bike-friendly city, with short distances between key locations, making cycling an ideal way to explore. The University of Pavia offers **free corporate bicycles for staff**, available for service-related activities. Additionally, the **"Ciclofficina"** (Bike Workshop) is a free service available to the entire UNIPV community, providing bike repairs and maintenance for students and staff.



## How to move in the surrounding

Getting around Pavia's surrounding areas is easy, with several transportation options available.

For eco-friendly and flexible travel, the **E-vai car-sharing service** offers electric vehicles that can be used on an hourly or daily basis, with free parking across the Lombardy region, including city centers. Public transport is also well-organized: **Autoguidovie buses** connect Pavia to Milan every 30 minutes and link the city to nearby towns, while **MarinoBus** provides connections to destinations across Italy and some cities in France. The **train station** in Pavia ensures quick access to major cities, with trains to Milan departing every 20 minutes. For longer-distance travel, **FlixBus** offers extensive routes to both national and international destinations, with the nearest stops located in Milan.



## ACCOMMODATION

During their stay in Pavia, **Visiting Staff are expected to arrange their own accommodation.**

The town offers a variety of options to suit different needs, including **university-affiliated residences, private apartments and temporary accommodations** such as B&Bs, hotels and hostels, ensuring a comfortable and enjoyable experience.



## BANK ACCOUNT

**When receiving compensation** from the University of Pavia, you will need to **provide your bank details via the U-WEB Fiscal profile.**

If you don't have a **bank account within the SEPA zone**, Banca Popolare di Sondrio allows you to open an account with just the receipt of your residence permit application (when applicable) or the copy of your contract or scholarship agreement. To do so, you must schedule an appointment by emailing the bank and attaching several documents, which will also need to be presented in person during your appointment.



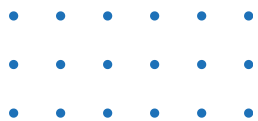


A woman with dark hair tied back, wearing a white textured sweater, is seated at a light-colored table in a library. She is looking towards a tall bookshelf filled with books. The room has a wooden floor and a blue wall. The text '3. SERVICES' is overlaid on the blue wall.

# 3. SERVICES

- In-person check-in
- Smart Card
- Online services
- Eating on Campus
- University sports center
- Libraries
- Language Center
- Museums

## IN-PERSON CHECK-IN



Upon arrival, Visiting Staff members are required to **complete an in-person check-in** at the Host Department to officially begin their stay.

The check-in must be **scheduled before physically arriving in Pavia by contacting the designated Department Contact via email**. Please find below the Department Contacts.



### Services provided during Check-in

During check-in, **each Visiting Staff member receives a Welcome Kit** (tote bag, notebook and pen with the Unipv logo).

Additionally, the following services can be requested:

- **Smart Card issuance**
- **Activation of Online Services** (Unipv credentials, Unipv email account, Zoom license)

**ATTENTION:** If an in-person check-in cannot be carried out, **activation of online services can be requested via email** by contacting the designated Department Contact.

**Cicops Scholars** please contact [cicops@unipv.it](mailto:cicops@unipv.it)



## Department Contact



DEPARTMENT	EMAIL ADDRESS
Biology and biotechnology	<a href="mailto:biology-visiting@unipv.it">biology-visiting@unipv.it</a>
Brain and behavioral sciences	<a href="mailto:neurosciences-visiting@unipv.it">neurosciences-visiting@unipv.it</a>
Chemistry	<a href="mailto:chemistry-visiting@unipv.it">chemistry-visiting@unipv.it</a>
Civil engineering and architecture	<a href="mailto:civilengineering-visiting@unipv.it">civilengineering-visiting@unipv.it</a>
Clinical-surgical, diagnostic and pediatric sciences	<a href="mailto:clinicalsurg-visiting@unipv.it">clinicalsurg-visiting@unipv.it</a>
Drug sciences	<a href="mailto:drugsciences-visiting@unipv.it">drugsciences-visiting@unipv.it</a>
Earth and environmental sciences	<a href="mailto:earthsciences-visiting@unipv.it">earthsciences-visiting@unipv.it</a>
Economics and management	<a href="mailto:economics-visiting@unipv.it">economics-visiting@unipv.it</a>
Electrical, computer and biomedical engineering	<a href="mailto:electricalengineering-visiting@unipv.it">electricalengineering-visiting@unipv.it</a>
Humanities	<a href="mailto:humanities-visiting@unipv.it">humanities-visiting@unipv.it</a>
Internal medicine and therapeutics	<a href="mailto:internalmedicine-visiting@unipv.it">internalmedicine-visiting@unipv.it</a>
Law	<a href="mailto:law-visiting@unipv.it">law-visiting@unipv.it</a>
Mathematics	<a href="mailto:mathematics-visiting@unipv.it">mathematics-visiting@unipv.it</a>
Molecular medicine	<a href="mailto:molecularmedicine-visiting@unipv.it">molecularmedicine-visiting@unipv.it</a>
Musicology and cultural heritage	<a href="mailto:musicology-visiting@unipv.it">musicology-visiting@unipv.it</a>
Physics	<a href="mailto:physics-visiting@unipv.it">physics-visiting@unipv.it</a>
Political and social sciences	<a href="mailto:politicalsciences-visiting@unipv.it">politicalsciences-visiting@unipv.it</a>
Public health, experimental and forensic medicine	<a href="mailto:publichealth-visiting@unipv.it">publichealth-visiting@unipv.it</a>



## SMART CARD

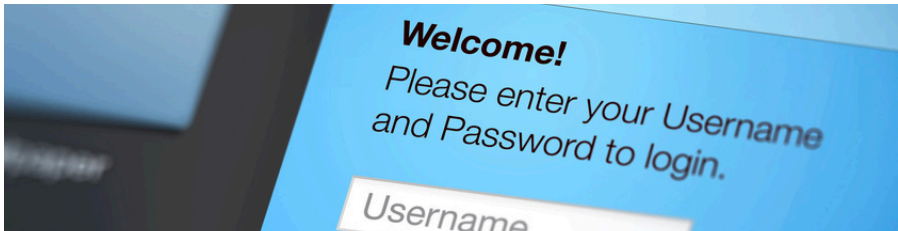
Visiting Staff can request and receive a “Smart Card” **during the in-person check-in with their Department Contact**. This card provides **access to various University services**, including library loans, access to specific study areas and libraries, and entry to certain University buildings with controlled access. Additionally, the Smart Card grants access to water dispensers and bathrooms in various locations across campus.

## ONLINE SERVICES

**During the in-person check-in with their Department Contact**, Visiting Staff can request **UNIPV credentials**, which provide access to various online services. These include the University’s **wireless networks** (“UNIPV-WIFI” and “eduroam”), the **KIRO Teaching Platform** for course materials and student interaction, and computers in equipped classrooms.

Visiting Scholars and Professors (Erasmus excluded) can request an **email account** with the domain “@unipv.it” through their Department Contact.

Additionally, **Zoom licenses** are available upon request for Visiting Professors only.





## EATING ON CAMPUS

Visiting Staff can dine at the University of Pavia's canteens and cafés, paying the full price for their meals. The campus offers various dining options, including **canteens near both the Humanities and Science campuses**, and cafés where staff can enjoy snacks or drinks.

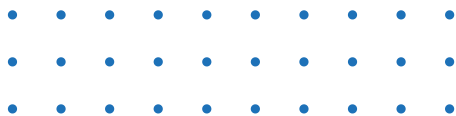
### Humanities Campus

- Canteens: Mensa Collegio Fraccaro, Mensa Collegio Castiglioni
- Cafè: Caffè all'Università

### Sciences Campus

- Canteens: Mensa Cravino, Mensa Markas
- Cafè: Bouvette dell'Ingegnere

In addition, certain **classrooms and study rooms are available for meal consumption** during specific hours. For added convenience, **water dispensers** are installed across campus, providing free access to water, with a limit of 2 liters per day. Access to the dispensers is granted using the Smart Card.



## UNIVERSITY SPORTS CENTER

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Visiting staff have access to a wide range of sports activities at the University's Sports Center, CUS Pavia. The center offers both beginner and advanced courses in disciplines like **rowing, archery and fitness**, along with recreational options and the chance to join **competitive teams**. Fitness activities include **pilates, functional training and personalized sessions** with professional trainers. **Registration is available year-round**, and trial lessons are offered to help participants find the activity that suits them best, promoting well-being and integration into the university community.

## LIBRARIES

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The University of Pavia offers extensive library services, with a wide range of resources across various disciplines, including **study spaces, consultation services and access to electronic catalogs and digital databases**. Visiting staff can register at any of the University libraries to borrow materials and use the facilities. The **Smart Card**, available upon request during in-person check-in, grants **access to library loans, the "Learning Space Cravino" for science-related collections, the San Tommaso Library and certain library areas with controlled access**. Dedicated library staff are available to assist and ensure optimal use of the resources.



## Humanities Campus

- Library of Law
- Social and Political Sciences Library
- Humanities Library (San Tommaso)
- Economics Library
- Library of the Department of Musicology and Cultural Heritage (in Cremona)

## Sciences Campus

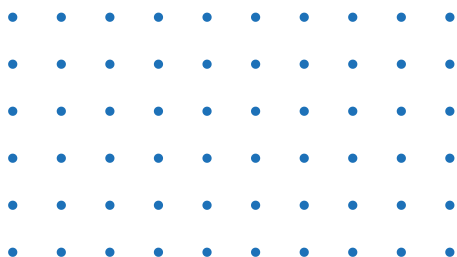
- Science Library (Learning Space Cravino)
- Science and Technology Library
- "Adolfo Ferrata" Medical Library

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## LANGUAGE CENTER

The University Language Centre (CLA) at the University of Pavia offers services to enhance linguistic proficiency and cultural integration. These include **language courses, internationally recognized certifications and workshops** for various skill levels and professional needs. The CLA also features a self-study and multimedia lab with computers, audiovisual tools and resources for language practice, including movies and didactic videos.

Visiting Staff are considered internal staff and can access these services at **discounted rates by presenting their official Visiting Staff acceptance letter.**





# MUSEUMS

The University of Pavia features a **network of museums** that showcase fascinating journeys through science, history and art.

These include the Kosmos Natural History Museum, the University History Museum, the Museum of Electrical Technology, the Archaeology Museum, the Golgi Medical Museum, the Mineralogy Museum, the Botanical Museum and the Museum of Chemistry and Physics, all offering rich collections that celebrate knowledge and culture.

**Visiting Staff can access all University museums free of charge by presenting their official Visiting Staff acceptance letter.**









# 4. CONTACTS

## General information and documents

- Erasmus+ Professors: [erasmus.staff.mobility@unipv.it](mailto:erasmus.staff.mobility@unipv.it)
- CICOPS Scholars: [cicops@unipv.it](mailto:cicops@unipv.it)
- All other Visiting Staff: [visiting.staff@unipv.it](mailto:visiting.staff@unipv.it)







DEPARTMENT	EMAIL ADDRESS
Biology and biotechnology	<a href="mailto:biology-visiting@unipv.it">biology-visiting@unipv.it</a>
Brain and behavioral sciences	<a href="mailto:neurosciences-visiting@unipv.it">neurosciences-visiting@unipv.it</a>
Chemistry	<a href="mailto:chemistry-visiting@unipv.it">chemistry-visiting@unipv.it</a>
Civil engineering and architecture	<a href="mailto:civilengineering-visiting@unipv.it">civilengineering-visiting@unipv.it</a>
Clinical-surgical, diagnostic and pediatric sciences	<a href="mailto:clinicalsurg-visiting@unipv.it">clinicalsurg-visiting@unipv.it</a>
Drug sciences	<a href="mailto:drugsciences-visiting@unipv.it">drugsciences-visiting@unipv.it</a>
Earth and environmental sciences	<a href="mailto:earthsciences-visiting@unipv.it">earthsciences-visiting@unipv.it</a>
Economics and management	<a href="mailto:economics-visiting@unipv.it">economics-visiting@unipv.it</a>
Electrical, computer and biomedical engineering	<a href="mailto:electricalengineering-visiting@unipv.it">electricalengineering-visiting@unipv.it</a>
Humanities	<a href="mailto:humanities-visiting@unipv.it">humanities-visiting@unipv.it</a>
Internal medicine and therapeutics	<a href="mailto:internalmedicine-visiting@unipv.it">internalmedicine-visiting@unipv.it</a>
Law	<a href="mailto:law-visiting@unipv.it">law-visiting@unipv.it</a>
Mathematics	<a href="mailto:mathematics-visiting@unipv.it">mathematics-visiting@unipv.it</a>
Molecular medicine	<a href="mailto:molecularmedicine-visiting@unipv.it">molecularmedicine-visiting@unipv.it</a>
Musicology and cultural heritage	<a href="mailto:musicology-visiting@unipv.it">musicology-visiting@unipv.it</a>
Physics	<a href="mailto:physics-visiting@unipv.it">physics-visiting@unipv.it</a>
Political and social sciences	<a href="mailto:politicalsciences-visiting@unipv.it">politicalsciences-visiting@unipv.it</a>
Public health, experimental and forensic medicine	<a href="mailto:publichealth-visiting@unipv.it">publichealth-visiting@unipv.it</a>

Enjoy your stay !



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