

Welcome Infopack for international & incoming students



2023-2024
Academic Year



*We are delighted to welcome you to Luiss University.
The Infopack will help you plan to come here,
get to Campus, settle in and enjoy
Campus life and the surrounding area.
You can use it throughout your stay!
We will not be printing out hard copies,
so please download this or save the link for ease
of frequent reference*



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Luiss University

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Luiss – Libera Università Internazionale degli Studi Sociali Guido Carli – is an independent university, created between 1974 and 1978.

Luiss University offers an innovative educational approach at its Undergraduate School and Graduate School:

UNDERGRADUATE SCHOOL

Economics and Business (EN)

Management and Computer Science (EN)

Scienze Politiche (ITA)

Politics: Philosophy and Economics (EN)

Economia e Management (ITA)

Giurisprudenza (ITA)

Business Administration (EN)

Corporate Finance (EN)

Data Science and Management (EN)

Governo, Amministrazione e Politica (ITA)

Strategic Management (ITA/EN)

Economia e Finanza (ITA/EN)

Marketing (ITA/EN)

GRADUATE SCHOOL

International Relations (EN)

Management (EN)

Amministrazione Finanza e Controllo (ITA)

Global Management and Politics (EN)

Law, Digital Innovation and Sustainability (EN)

Policies and Governance in Europe (EN)

Marketing digital (EN)

Strategic Management digital (EN)

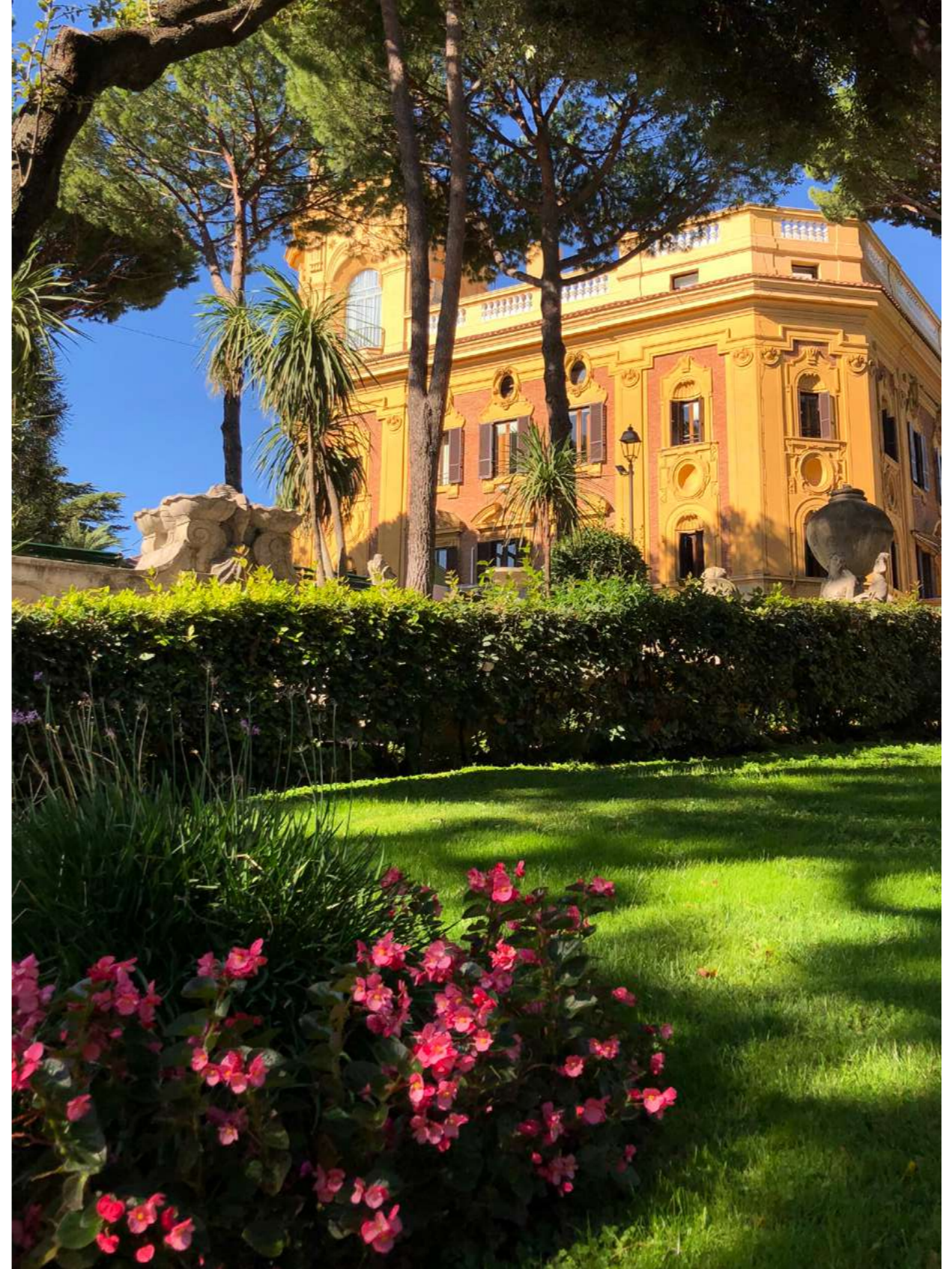
Its goal is not simply to convey knowledge but to instill flexibility in young people, giving them a sense of mastery over their future.

Furthermore, Luiss has three Schools for graduate and professional studies: Luiss Business School, the School of Government and the School of Law.

What distinguishes Luiss is its close relationship with the business world. Over 500 companies, multinationals, public and private institutions collaborate with the University, offering its graduates their first real opportunities to step into the business world.

Luiss Campuses

[Luiss Campuses](#) are all located near one another in the heart of Rome, Italy.



Luiss Headquarters: Viale Pola Campus

The Campus at Viale Pola 12 includes the main offices of the President, the General Manager and the Rector, and it hosts part of the teaching activities of the course of study in Law, as well as the “Massimo Baldini” School of Journalism and postgraduate programs.

Viale Romania Campus

The Campus at Viale Romania 32 is home to the departments of Business and Management, Economics and Finance, and Political Science, as well as the Undergraduate School and the Graduate School. This is where most classes are held for students enrolled in a Bachelor's or in a Master's Degree program belonging to one of the above-mentioned departments.



Via Parenzo Campus

The Campus at Via Parenzo 11 hosts the teaching activities of the Law Degree program and is also home to the Department of Law.

Villa Blanc Campus

This Campus, located in a historical property called Villa Blanc at Via Nomentana 216, is home to all the administrative and teaching activities of Luiss Business School.



Viale di Villa Emiliani Campus

The Campus at Viale di Villa Emiliani 14 hosts the administrative and teaching activities of the School of Government and of the Luiss Institute for European Analysis Policy.

Our Campuses and Locations

LUISS HEADQUARTERS

Viale Pola, 12 – 00198 – Rome

This is the historic Luiss University campus where the University's headquarters are located

Office of the President
Office of the Rector
Office of the General Manager
School of Journalism
Department of Law
School of Law
Luiss ti ascolta - Counselling service
Canteen

SOCIAL SCIENCE CAMPUS

Viale Romania, 32 – 00197 – Rome

Office of the Rector
Office of the General Manager
Department of Business Management
Department of Economics and Finance
Department of Political Science
University Language Center
International Development Office
Student Mobility Office
Admission & Student Office
Student Orientation Office
Research
Radio Luiss
Canteen
University Tutoring
Academic Tutoring
IT Service
Accommodation & Campus Services
Luiss Wellbeing Hub
Graduate School
Undergraduate School
Shop Luiss
Luiss University Press
Skill Development Office
International Orientation Office

LAW CAMPUS

Via Parenzo, 11 – 00198 – Rome

Department of Law
University Tutoring

VIA DI VILLA EMILIANI CAMPUS

Via di Villa Emiliani, 14 – 00197 – Rome

School of Government

LUISS BUSINESS SCHOOL

Villa Blanc, Via Nomentana, 216 - 00162 – Rome

Luiss Business School activities are hosted in the new campus of Villa Blanc, an historic mansion and an architectural jewel of the 19th century with six surrounding buildings completely dedicated to the School.

LIBRARY

Via Santa Costanza, 53 – 00198 – Rome

VIA SALVINI BUILDING

Via Salvini, 2 – 00197 – Rome

Sports Office
Alumni & Career Service Office
Mentoring Program

VIALE GORIZIA BUILDING

Viale Gorizia 17 – 00198 – Rome

Private housing – CasaLuiss
IT Service
Campus Services
Financial Aid
Partnerships Office
Internal Communication & Service Experience Office
Procurement
Social Innovation and D&I Office

VIA MARSALA BUILDING

Via Marsala 29H – 00185 – Rome

Summer School
Luiss EnLabs
42 Roma Luiss

MILANO LUISS HUB FOR MAKERS AND STUDENTS

Via Massimo d'Azeglio 3 - 20154

The Milano Luiss Hub for makers and students is a multidisciplinary knowledge economy agora dedicated to learning, sharing and integrating traditional and innovative entrepreneurial skills. The goal is to enhance the creative potential of local areas for a more equitable and inclusive development of society and economy.

42 FIRENZE LUISS

Via del Tiratoio, 1 - 50123 Firenze

42 Firenze is an innovative, inclusive and free programming school. The 42 program adopts a project-based approach and is designed to develop technical and interpersonal skills that respond concretely to the expectations of the job market.



In the heart of Rome

Campus
Luiss

5,0 km

3,0 km

3,5 km



St. Peter's Basilica



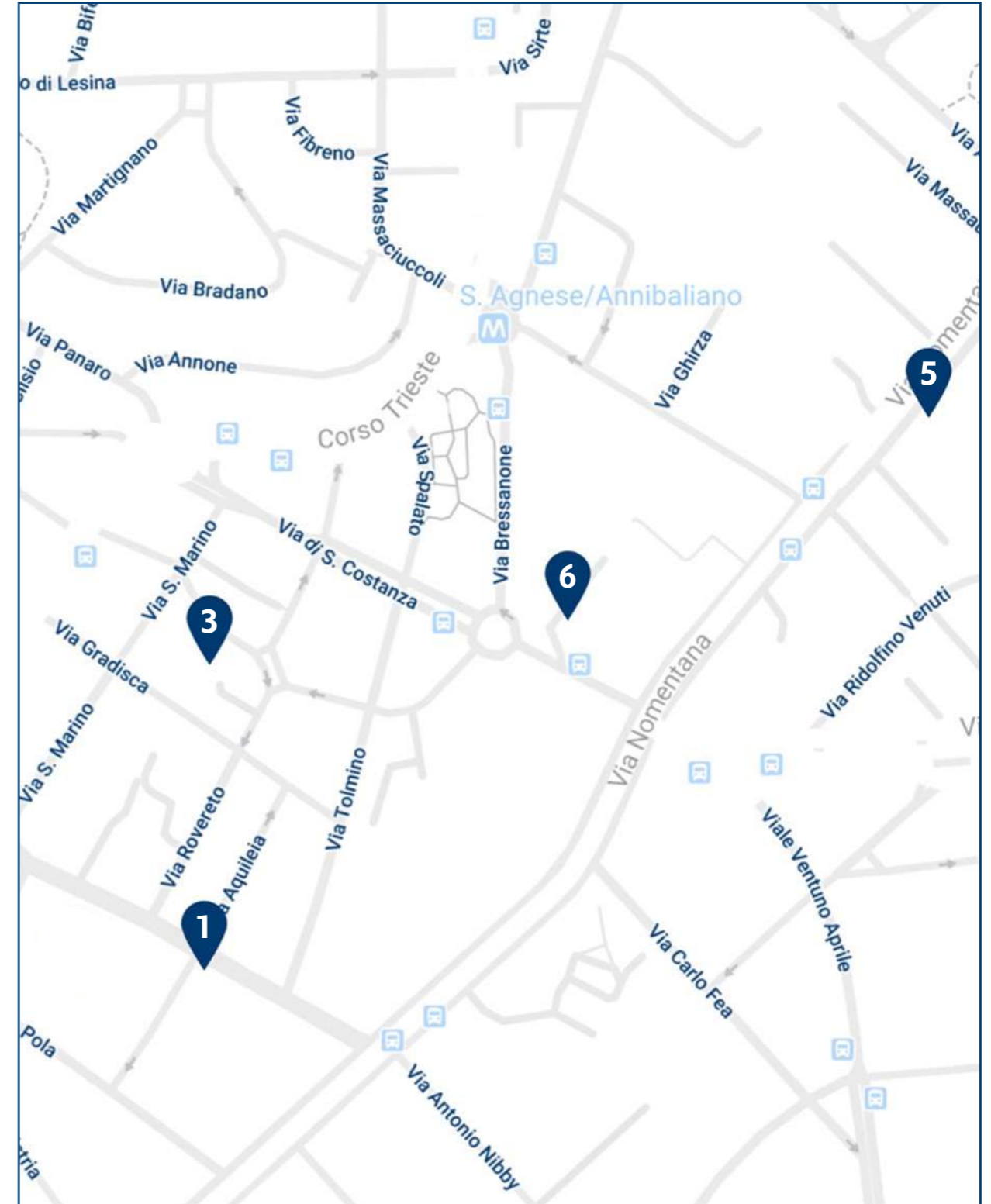
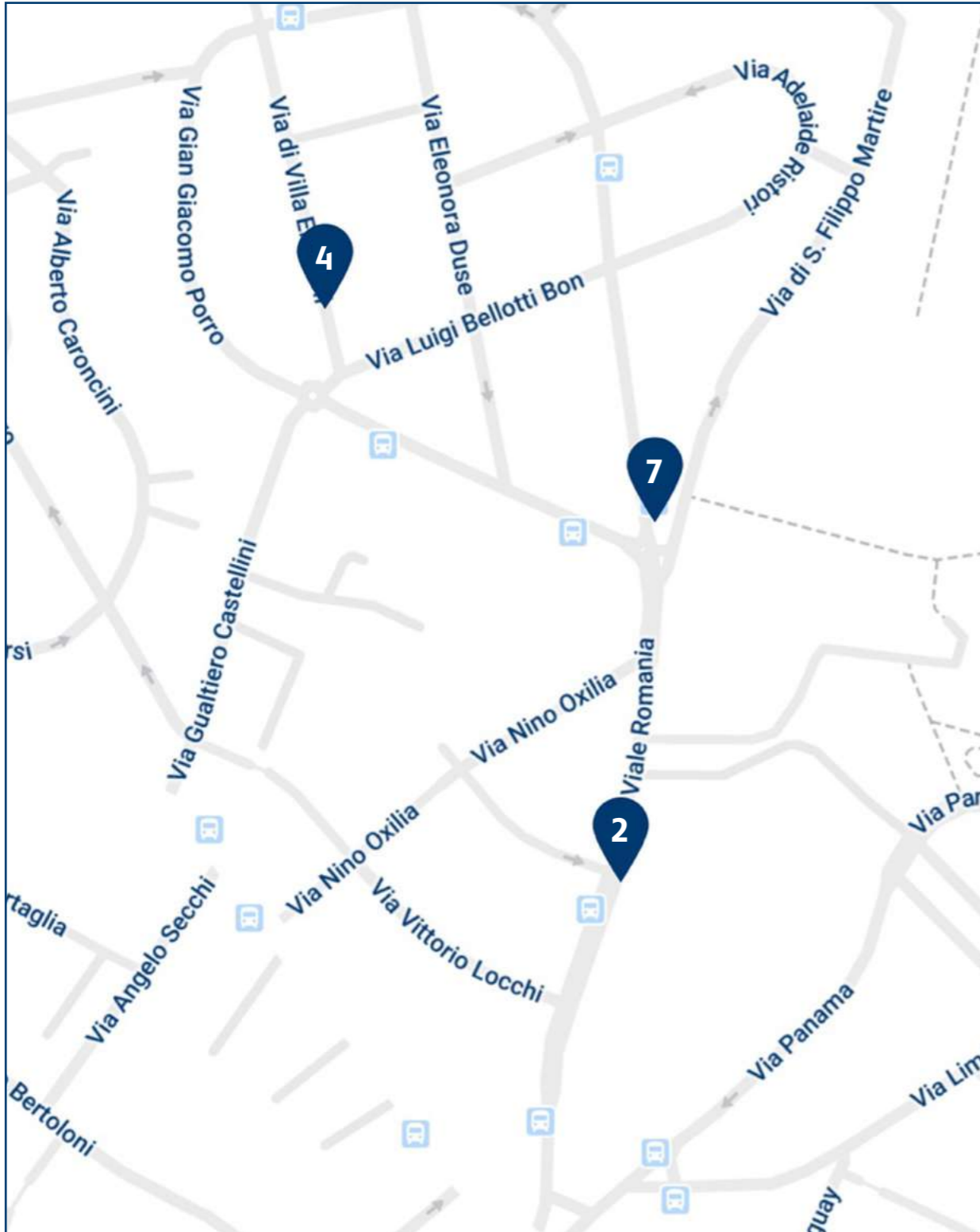
Trevi Fountain



Colosseum

Where We Are

- | | |
|---|---|
| 1. Luiss Headquarters - Viale Pola, 12 | 5. Luiss Business School - Villa Blanc |
| 2. Social Science Campus - Viale Romania, 32 | 6. Library - Via di Santa Costanza, 53 |
| 3. Law Campus - Via Parenzo, 11 | 7. Salvini Campus - Via Salvini, 2 |
| 4. Villa Emiliani Campus - Via di Villa Emiliani, 14 | |





Academic Calendar - 2023/2024 Academic Year

Starting from the 2021-2022 academic year, Luiss University has approached teaching and learning from a new perspective that fosters an improved education experience. For the 2023/2024 academic year, in line with the University’s new education model, Luiss Uniqueness, Master’s Degree programs and one Bachelor’s Degree program will be characterized by a fully enquiry-based approach with strong synergies between research and learning, innovative teaching and assessment methods and immersive experiences in the Luiss network. Specifically, these programs incorporate key elements such as continuous assessment, participation in academic skills seminars, research projects and integrative activities designed to strengthen the competencies acquired through curricular activities and to smooth the transition from university to the job market. The programs in question are:

- | Business Administration
- | Global Management and Politics
- | Marketing
- | Management
- | Data Science and Management
- | Strategic Management
- | Law, Digital Innovation and Sustainability
- | Amministrazione Finanza e Controllo
- | Corporate Finance
- | Economics and Finance
- | Governo, Amministrazione e Politica
- | International Relations
- | Policies and Governance in Europe
- | Marketing (digital)
- | Strategic Management (digital)

These programs will follow the academic calendar, as indicated below.

FIRST SEMESTER - FALL

The semester starts on:	11 September 2023
Classes end:	2 December 2023 (12 weeks of classes)
Winter Examination period	from 4 December to 21 December 2023: one exam date for all first semester courses from 8 January to 3 February 2024: please refer to the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period other examination date(s) in accordance with each degree program’s specifications

SECOND SEMESTER - SPRING

The semester starts on:	5 February 2024
Classes end:	4 May 2024
Summer Examination period:	from 6 May to 25 May 2024: one exam date for all second semester courses from 27 May to 27 June 2024: please refer to the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period other examination date(s) also for courses in the final year in accordance with each degree program's specifications
Autumn Examination period:	from 29 August to 7 September 2024: please refer to the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period

Main bank holidays in Italy a.y. 2023/2024

- I All Hallows' Day (Festa Ognissanti): 1 November 2023
- I Immaculate Conception (Festa dell'Immacolata): 8 December 2023
- I Christmas Day (Natale): 25 December 2023
- I Boxing Day (Santo Stefano): 26 December 2023
- I New Year's Day (Capodanno): 1 January 2024
- I Epiphany (Epifania): 6 January 2024
- I Easter Sunday (Pasqua): 31 March 2024
- I Easter Monday (Lunedì dell'Angelo): 1 April 2024
- I Liberation Day (Festa della Liberazione): 25 April 2024
- I Labour Day (Festa dei Lavoratori): 1 May 2024
- I Republic Day (Festa della Repubblica): 2 June 2024
- I St. Peter and Paul Day (only in Rome - Festa di S. Pietro e Paolo): 29 June 2024
- I Assumption Day (Ferragosto): 15 August 2024



Code of Conduct for Luiss Guido Carli Students

Aware of the social and educational function played by universities – today more fundamental than ever to support young people in adopting as their own some basic characteristics of common life – and with a view to fostering mutual respect and care for the environment and university infrastructure, Luiss University requires all students to adhere to the rules of conduct set out in the [Code of Conduct for Luiss Guido Carli Students](#).

The University has established the rules set out in the Code of Conduct in order to promote respect for values such as the culture of sustainability, integrity, rigor, decorum, non-discrimination, legality, equality and other values enshrined in the University's Code of Ethics, considering those aspects to be fundamental in order to ensure a civil and environmentally friendly coexistence, an informed use of the University's spaces and equipment, the protection of health and the fight against waste.

The Code of Conduct applies to students enrolled in bachelor's degree, master's degree and PhD programs as well as in first-level and second-level university master's programs, post-graduate programs in general and summer education courses provided by the University, including students from other universities attending courses at Luiss University under the Erasmus program or joint academic programs.

You can find the complete Code of Conduct for Luiss University Students [here](#).



Student Services and Facilities



International Students Welcome Desk

Address	Viale Romania 32, 00197 Rome
E-mail	welcomedesk@luiss.it
Phone	06 85225770 / 06 85225793
Contact Hours	Students can book an appointment with the Welcome Desk by sending an e-mail to welcomedesk@luiss.it

Luiss Welcome Desk offers support to all **international students** who are preparing to come to study and are studying at our University in Rome.

In particular, the Welcome Desk assists international students in the following areas:

- | request for the invitation letter required for an entry visa;
- | application for an entry visa to study in Italy;
- | application to request or renew an Italian residence permit (permesso di soggiorno) for study purposes;
- | application for an Italian personal tax identification number (codice fiscale);
- | opening an Italian bank account.

Get ready for Luiss!

Get ready for Luiss! is a series of online meetings organized before the arrival of international students in the months of May, June, July and August. These webinars are held online on different days and times to allow all international students to participate.

During the webinars Luiss staff will present Welcome Desk services and provide information about the Italian university system, discussing the following topics:

- | visa application for study purposes;
- | residence permit application for study purposes;
- | health insurance policy;
- | requesting an Italian personal tax identification number;
- | registration with Rome City Hall;
- | opening a bank account.

Students will also get an overview of the Luiss world that awaits them in September.

International Development Office

Address	Viale Romania 32, 00197 Rome (Villa Heritz)
E-mail	international@luiss.it ; incoming.ido@luiss.it
Website	http://www.luiss.edu/international-programs/incoming-students
Phone	06 85225758
Contact Hours	Monday, Wednesday and Friday from 10:00 a.m to 12:00 p.m Tuesday and Thursday from 5:00 p.m to 6:00 p.m

The International Development Office is the main point of reference for students participating in **double degree, partnership, QTEM** and other mobility programs (except for Erasmus). Students can contact the office via e-mail or book an online appointment during the dedicated office hours for info and issues concerning double degrees, enrolment, courses, study plans, learning agreements, exams, administrative procedures, thesis (for double degree students) and contacts with professors. Instructions on **how to book an online appointment** will be provided at the beginning of the academic year.

ENGAGE.EU Office

Address	Viale Romania 32, 00197 Rome (Villa Heritz)
E-mail	engage.eu@luiss.it
Website	https://www.engageuniversity.eu/students/
Phone	06 85225838
Contact Hours	Monday from 4:00 to 5:00 p.m. Tuesday and Thursday from 2:30 to 3:30 p.m.

The ENGAGE.EU Office is a point of reference for all students who wish to participate in the mobility programs offered by ENGAGE.EU, a network of leading European universities in various areas of study. ENGAGE.EU mobility programs offer numerous possibilities to Luiss students who wish to expand their academic and cultural knowledge and skills through an international experience at the participating universities, enriching their education with new perspectives, stimuli, interdisciplinarity and with a total immersion in an international network, in order to be able to face the coming societal challenges. Opportunities include the Joint Program in Digital Transformation, semester exchanges, online courses (modules), summer schools, participation in

events and workshops on specific topics, and many other extracurricular activities. More details can be found on this webpage: <https://coursecatalog.engageuniversity.eu/>. For information, you can e-mail engage.eu@luiss.it or book an appointment online during opening hours.

Admission and Student Office

Admission and Student Office assists and provides students with all of the information that they need throughout their academic life here. In particular, Admission and Student Office provides support in relation to:

- | enrolment procedures;
- | compiling a study plan;
- | requesting official documents and certificates;
- | registering for exams;
- | thesis and degree exam;

and all the administrative matters related to their studies at Luiss. Interactive and updated guides for bachelor's and master's students are available at [this page](#). Please note that the specified contact hours are provisional and might be subject to change. Please refer to the [Student Office webpage](#) for updates.

Address	Viale Romania 32, 00197 Rome (Villa Heritz)
E-mail	segreteria@luiss.it; studentigiurisprudenza@luiss.it; ammissione@luiss.it
Website	https://www.luiss.edu/students/student-office
Phone	06 8522 5270 - 5263 from Monday to Friday 8:30 a.m. to 1:00 p.m. and from 2:30 to 5:00 p.m.
Live chat service	Monday - Wednesday - Friday from 10:00 a.m. to 12:00 p.m. Tuesday and Thursday from 3:00 to 4:00 p.m.



Italian Language Courses

The Luiss University Language Center (CLA) offers all international students the opportunity to take **free Italian language classes**. If you are interested, you will have to fill out the relevant form that you will receive via e-mail starting from **Wednesday 5 July** by the deadline of **Monday 4 September**.

Afterwards, you will take a placement test to assess your level and be assigned to a group based on your level. The test will take place online on **Thursday 14 September**.

In time for the first class students will receive a message in their Luiss e-mail account – name.surname@studenti.luiss.it – stating the group, timetable, lesson delivery method and classroom where the course is going to be held.

Depending on your study plan regulations, Italian language classes will be organized as follows:

Students with Italian as a compulsory language in their study plan

- | Classes take place online on Thursdays (from 2:30 pm to 5:00 pm or from 5:00 pm to 7:30 pm - Italian time zone) starting from Thursday, September 21
- | Attendance is mandatory
- | All students will have to take a final exam

Students with Italian as an optional language in their study plan

Classes take place on campus on Saturdays (from 9:00 am to 11:15 am or 11:15 am to 1:30 pm - Italian time zone) starting from Saturday, September 23

- a) To be activated, the course needs to be selected by a minimum number of students
- b) Attendance is strongly recommended and if students attend less than 50% of the course, their registration to the course will be withdrawn

For more information on language courses, you can visit the dedicated [webpage](#) or contact the University Language Center at cla@luiss.it.

Address

Viale Romania (Villa Heritz), 32, 00197 Roma

E-mail

cla@luiss.it

Phone

06 8522 5680 - 5915

Live chat service

Tuesday and Thursday from 10:00 a.m. to 12:00 p.m., and from 3:00 to 4:00 p.m.

Website

<https://www.luiss.edu/students/university-language-center-cla>

Tutoring service

From a fusion of the most advanced counselling models with market change analyses and the foremost student support frameworks, Luiss University has created a tutoring service, designed to assist you in your own individual academic and career pathways.

The Tutoring Office is open Monday to Friday, 9:00 a.m. to 9:00 p.m.

Tutors

Tutors are your primary reference point throughout your studies, offering support and advice when making decisions, organizing courses, and dealing with the various offices and services offered by the University. Tutors will help you build a coherent educational path that will best lead you to your job market goals.

The Tutoring Service takes place both in-person - at the tutoring offices in Viale Romania (ground floor, in front of The Dome 1) and Via Parenzo (ground floor) - and remotely via Microsoft Teams from Monday to Friday from 9 a.m. to 9 p.m. and it will always be possible to find a Tutor. They will help you to:

- | organize your workload and prepare for exams;
- | communicate with Luiss professors, researchers and teaching assistants;
- | support you in choosing Luiss activities ;
- | organize your plan of study.

Information on office hours and locations are available at [this page](#). For more information, you can send an e-mail to tutorato@luiss.it.

Buddy

The **Luiss Buddy Program** is aimed at welcoming all students enrolled in the first year of a bachelor's degree or single-cycle master's degree program in the 2023/2024 academic year. Buddies are Luiss students offering support to our youngest students at the start of their university studies, with the aim of helping them to adapt to university life and to the city of Rome. Buddies help students to embrace the transition from being high school students to becoming members of our university community. The program aims at:

- | foster the integration of freshers inside the Luiss community, particularly upon their arrival at Luiss;
- | facilitate relations with the University's organization at an educational and administrative level;
- | develop a context in which freshers and "expert" students (buddies) can interact;
- | ensure that the university experience at Luiss is a highly stimulating and enriching one.

The buddies will assist students through various activities, including:

- | providing useful information about the city of Rome and the Italian university system;
- | helping the student to understand how Luiss University works, i.e. where to find class schedules and syllabi, how to book Luiss exams, providing advice about learning methods and the planning of exams;
- | assisting the student to socialize with their peers and integrate into the Luiss community.

For more info, please write an e-mail to buddy@luiss.it or visit the [Buddy webpage](#).



Skills Development

The Skills Development Office designs and implements extracurricular educational opportunities aimed at the individual growth of students. These activities make it possible to supplement the theoretical education they acquire in the course of their studies with the opportunity to develop additional practical and transversal skills and knowledge, which help shape a student not only professionally but also as an individual.

The various paths and projects organized by the Skills Development Office include:

- | **Freshers' Week:** welcome activities dedicated to all freshers in bachelor's, single-cycle master's and master's degree programs.
- | **Soft Skills Pathways:** mandatory student-choice activities designed to acquire soft skills or delve into issues of social responsibility and sustainability and through which students can acquire the ECTS credits envisaged in their study plan.
- | **Academic Gym:** hands-on experiential workshops that complement and support students' education through the development of skills aligned with their degree program, crosscurricular, creative and digital skills, and raising awareness of issues related to inclusion, sustainability and diversity.
- | **VolontariaMENTE:** active volunteer activities throughout the academic year including the summer period. From intensive Libera and Legambiente camps, which take place in the summer, to outreach volunteering with associations in the Rome area, such as the Community of Sant'Egidio.
- | **Special Projects** like the Legality and Merit project, which allows students to act as educators to spread the values of legality and merit in secondary schools across the country, or cooperation with the Armed Forces, such as, for example, the Mare Aperto exercise, the Navy's largest annual training event in which students work by supporting Navy staff in managing political, legal and public information aspects.
- | **GAP Activities:** these are additional educational activities that enable students to enjoy various kinds of content such as, for example, databases of videos, articles and papers, or classroom and laboratory activities with the aim of complementing, enriching and reinforcing the skills learned during the various stages of their studies.

For more information on activities and who to contact, students can visit the [Students' Development and For-credit Soft Skills webpages](#).



University Canteen

The [Luiss canteen](#) offers flexible and highly personalized menus, including functional meals based on healthy foods, vegetarian options and gluten-free recipes.

Food service is provided at the canteens on Viale Romania and Viale Pola, except on holidays, during the following hours:

- | **Viale Romania:** from Monday to Friday, 12:00 p.m. - 2:30 p.m. / dinner: 7:00 p.m. - 9:00 p.m.; Saturday, lunch only 12:00 p.m. - 2:00 p.m.
- | **Viale Pola:** from Monday to Friday, lunch only 12 p.m. - 2:30 p.m.

Meals can also be ordered in [take away](#) mode with an order through the [Fresh and Natural App](#) by 9:45 am and picked up at the canteens.

Should you be late to place an order (after 9:45 for lunch and 3:30pm for dinner), the Canteens remain open and will provide you with disposable boxes and cutlery to eat your food. Payments can be processed with electronic cards when ordering or at the canteen checkouts.

If you have any other questions, you can contact: mensa@luiss.it.

Download from the App Store

Download from Google Play

Health Care Service

The [Luiss Wellbeing Hub](#) is located at the Borghetto Campus in Viale Romania. The Hub offers general consultation services as well as national-level specialists in the areas with the greatest bio-psycho-social impact, with particular attention paid to the awareness and prevention of the main chronic conditions, including Long COVID syndrome. Students will be able to book consultations in relation to the following:

- | General health
- | Nutrition
- | Cardiology, ECG and Echocardiography
- | Abdominal, urogenital apparatus and musculoskeletal ultrasounds
- | Gynecology and Osteoporosis
- | Endocrinology and thyroid ultrasounds
- | Pain medicine and Long Covid Observatory

To book an appointment use the [online booking service](#) and select “Luiss Wellbeing Hub”. For more information, visit the [website](#).

Prevention Service: Luiss offers a free-of-charge preventive medicine service through qualified off-Campus local health units. Students can take routine health check-ups, which can be supplemented by more specific ones, if required, at a preferential price. To reduce risks and encourage a healthy Campus, every year all Luiss students can take free regular check-ups.

Home medical care service: The service is available on a paid basis.

To request a visit and find out the cost, please fill out our [form](#).

The service is available Monday through Friday, from 10 a.m. to 8 p.m. and on Saturdays from 10 a.m. to 6 p.m.





Luiss Sport

If you would like to practice sports at Luiss, you have:

- I **Join an AS Luiss Team** to practice a sport among athletics, basketball, cycling, golf, rowing, rugby, football, paddle, skiing, swimming, tennis and volleyball. Check the “[Teams](#)” page on the [Sports website](#) for the complete list of available activities.
- I **Join a Sports School** to take classes in athletics, rowing, cheerleading, golf, swimming, padel, tango, Taekwondo, tennis, sailing and yoga. To play sports at Luiss, there is no need to be a high-level athlete or a member of a sports teams since the Luiss Sport for All project offers a wide range of activities to encourage a healthy and active lifestyle. The schedule will be set depending on how many students sign up.
- I **Participate in a Sports Tournament**. Every year Luiss organizes tennis, golf, five-a-side football and equestrian tournaments open to students, faculty and administrative staff.

To request any information on how to participate in the activities, you can get in touch with the Sports Office through the contact details given below or via [Facebook](#), [Instagram](#) or [Twitter](#).

Luiss Ti Ascolta - Counselling

Luiss Ti Ascolta is a free counselling service open to all Luiss students and recent graduates providing a space where they can talk about their problems and get through difficult or confusing times by relying on their own personal resources and strength. The service is available on the Viale Pola Campus. For those who are unable to travel to Campus, virtual counselling via Skype is available.

To book an appointment send an e-mail to luisstiascolta@luiss.it or call the number 340 5135054 every Monday (noon to 2:00 p.m.), Tuesday (7:00 p.m. to 9:00 p.m.) and Thursday (2:00 p.m. to 4:00 p.m.).

Address	Viale Pola 12, room A10
E-mail	luisstiascolta@luiss.it
Website	https://www.luiss.edu/students/counseling-luiss
Phone	340 5135054



Required medical certification

- I If you want to join a **professional team**, you will need to have medical certification to practice sports issued in Italy. Foreign medical certificates, whether for professional or amateur sport, are not valid in Italy. If you need to request a medical certificate for professional sports, it is suggested that you visit the **Italian Olympic Committee's Institute of Sport and Medicine** (Istituto della Medicina dello Sport del CONI) in order to obtain the certificate.
- I To play **amateur sports**, you will also have to exhibit a medical certificate. If you need such a certificate, it is suggested that you too visit the **Italian Olympic Committee's Institute of Sport and Medicine** or the Luiss Wellbeing Hub.

Sports Office contact details and opening hours

Address	Via Salvini 2, 00197 Rome
E-mail	sport@luiss.it
Website	http://sport.luiss.it/en
Phone	06 8522 5062 - 5074 - 5400
Opening hours	Monday to Friday from 9.00 a.m. to 1.00 p.m. and from 2.30 p.m. to 6.00 p.m.

IDM Copy Center

The IDM Copy Center is available for photocopying, binding and stationery at:

- I the Viale Pola campus - from Monday to Friday from 8.30 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m.;
- I the Viale Romania campus - from Monday to Friday from 8.30 a.m. to 1 p.m. and from 2 p.m. to 5.30 p.m.

Study and Reading Rooms

To facilitate study the University is open 7 days a week and 24 hours a day, including on public holidays. Dedicated study rooms and classrooms (when not in use for teaching) are available. Students will be notified of any closures or restrictions on access to the rooms in question. For further information [click here](#).

Below are the opening hours of the study and reading rooms.

CAMPUS	ROOM	FLOOR	DAYS AND OPENING HOURS
Viale Pola	103	Basement	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Pola	Aula Piano Terra Facoltà	Faculty ground floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.

CAMPUS	ROOM	FLOOR	DAYS AND OPENING HOURS
Viale Pola	Aula Mensa	Canteen premises	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.
Via Parenzo	T01	First floor	24 hours
Via Parenzo	T02	First floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Via Parenzo	A4	First floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Via Parenzo	A5	First floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	T04	Ground floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	107	First floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	Aula Mensa	First floor	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.
Viale Romania	212	Second floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	214	Second floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	Matroneo	Third floor	24 hours
Viale Romania	213	Third floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	311	Third floor	Mon. - Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. - 1:30 p.m.
Viale Romania	The Dome 1	Ground floor outside	24 hours
Viale Romania	Chiostro della Mensa	First floor	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.



The Library

The Luiss Library is specialized in social sciences, especially in law, economics, and political science, in order to support both teaching and research activities.

The Library, with over 1,200 square meters of space open to users, has innovative sustainable and functional [spaces](#):

- | Main Library: Monographs Room and Periodicals Room
- | Economics Room
- | Law Room
- | Political Science Room
- | Multimedia Room (a space for working groups, meetings and interaction activities)
- | Chinese Library
- | Refreshment Area
- | Green Area

The Library's holdings are searchable through the [Luiss Library Discovery](#) and consists of:

- | [print collections](#)
- | [electronic resources](#)
- | [databases](#)
- | [course reserves](#)

The majority of the Library's electronic resources and databases are also available off-campus. The Library also offers 32 PC workstations, 15 tablets, 1 Surface Hub, 4 self-check stations, 7 scanners, 2 return boxes (Viale Romania campus and via Parenzo campus).

Additional information is available on the [Library's webpage](#).

Address	Via di Santa Costanza, 53
E-mail	biblioteca@luiss.it
Website	https://biblioteca.luiss.it/en
Phone	06 8522 5600
Opening hours	Monday-Sunday, from 8:30 a.m. to 9:00 p.m.
Librarians' Support	Monday to Friday, from 8:30 a.m. to 6.00 p.m.

Luiss Account and E-mail

All students are required to create a Luiss account and e-mail address before their arrival, using the Web Self-Service credentials that they received when they enrolled at the University and were assigned a student number. Click on the following link: <https://createaccount.luiss.it/>
The Luiss account allows you to access the following services:

- | Cloud Office365 Services, included Outlook, OneDrive and Skype for Business
- | Wi-Fi Network LuissWPA
- | Federated Wi-Fi Eduroam
- | Windows PC in classrooms equipped with computers
- | Luiss Library remote access



Web Self Service

Through the [Web Self Service](#) platform students can access the following services:

- | enrollment;
- | view and update their address and contact information;
- | check the status of payments made or to be made;
- | view and print self-certification forms;
- | view and compile study plans;
- | view their degree program and list of examinations passed or to be taken;
- | check available exam dates;
- | book exams (up to 5 days before the exam date).

To access the service students must enter the user ID and password provided when enrolling.

Luiss App

The Luiss app allows users to access their personal calendar directly, as well as services news, events and badges to access Campus. The app includes:

- | course timetables and locations: to check the academic calendar and see personalized information;
- | study rooms: for information on locations and opening hours of study rooms;
- | badges: to always have your student ID on hand;
- | exam records: to have a complete understanding of what exams you need to take;
- | green mobility: to use Luiss electric cars;
- | shuttle bus: to book your rides on the Luiss shuttle bus;
- | tutor: students can find out who their tutor is and contact them through the app.

Luiss Language Café

[Luiss Language Café](#) is a cozy innovative space for creative learning and production, fostering global friendships, exchanging ideas and experiences in a dynamic multicultural environment.

The Café features an open lounge (for conversation and language exchange, brainstorming and creative workshops, music practice and appreciation, reading and discussion), three production rooms (for generating videos, blogs, podcasts, articles, interviews, presentations and team projects) and a theatre area for performances and debates.

Located on the third floor of the Viale Romania Campus, it is open to users Monday to Friday from 9 a.m. to 6 p.m. For the three production rooms, reservations can be made directly through the Luiss app. Please consult the [Luiss website](#) and the Language Café [Instagram page](#) for updates.

Café activities include:

- | tandem exchanges between Italian and international students on language, music and other activities such as chess;
- | comprehensive assistance to students on cultural and language-related matters;
- | conferences, pop-up lessons, debates and interactive workshops with Luiss graduates and experts in a wide range of fields such as diplomacy, climate change, best practices and wellbeing;
- | cineforums, exhibitions, concerts, music lessons, jam sessions and themed events;
- | informative digital content creation and social media practice.

The Café is a student-run space that offers internships and volunteering programs aimed at empowering students and enhancing their Campus life.



Luiss Loft: Laboratory of Fabulous Things

Located at the highest point of the Viale Romania Campus, the [Laboratory of Fabulous Things – LOFT](#) is conceived as a space to foster and enhance an academic culture based upon technology, design thinking and creativity.

At the LOFT, you will find:

- | a consultancy point, a coding area with 3 dedicated computers;
- | a co-working space with 3D printers;
- | a video-making room featuring a green screen and a white screen;
- | a podcast center where students can record their own audio and podcasts;
- | a post-production room and a silent rehearsal room, where students can play musical instruments wearing headphones;
- | a tech cinema, where a film club is hosted once a week (in the cinema students can also find an X-Box console, which can be used to play several games every day from noon to 3 p.m.).

Current Luiss LOFT courses include coding, machine learning, Internet of Things, photography, videomaking, design thinking and the song-writing laboratory (Luiss Music Factory).

When the LOFT is free from scheduled activities, students can access it for any creative purpose, and can book each space if the activity calls for this (e.g. videomaking, post-production, and recording).

LOFT staff also offer a free CV-photoshoot service for students.

Please check out the [Luiss website](#), the [LOFT Facebook page](#) and the [LOFT Instagram page](#) for updates and new open internship positions.

Luiss Open Lounge

Luiss has recently opened a new Creative Learning Space – The Luiss Open Lounge (LOL) – on its via Parenzo Campus. The space is open to Luiss community from Monday to Friday (9:00 a.m. to 6:00 p.m.) and features a Central Lounge for cultural exchange, 3 Production Rooms which can be reserved on the Luiss App, and a Huddle Room for meetings and interactive activities. This new relaxing cultural hub serves as a center for inclusive conversation, hosting cultural events and fostering life largelearning. The rules are as follows: No stress – No studying – Stay open-minded and connected!



Luiss Space for Prayer

Religion represents a tool of integration for Luiss students' and is fundamental for the processes of inclusion at a global level. In accordance with this inviolable right to multicultural expression, our University aims to accommodate the needs of students at all levels.

For these reasons, there are different available spaces in which is possible to pray, giving importance to the individual expression of their faith within the University context and with respect for everyone's freedom of worship.

It is possible to find a Chapel at Via Parenzo which is open for everyone to pray and in via Lisbona another peculiar space has been adapted for the same needs.

According to the opening hours of the buildings it is possible to go to pray whenever everyone feels the need to.



The Community Garden

The Luiss Community Garden embodies the commitment of the University toward sustainability: a 500 square meter green space open to students, staff, faculty, and the whole community around the Campuses. The Luiss Community Gardening Program is meant to experiment **collaborative governance**, in terms of social, economic, institutional, and legal technology. Promoting the values of collaboration, sharing and cooperation, it aims at involving students and staff in the co-management of the garden, making the most of ideas, efforts, energies, capabilities, skills, and talents coming from the community.

If you are curious about the activities of the garden or you want to join, you can send an e-mail to sustainability@luiss.it.

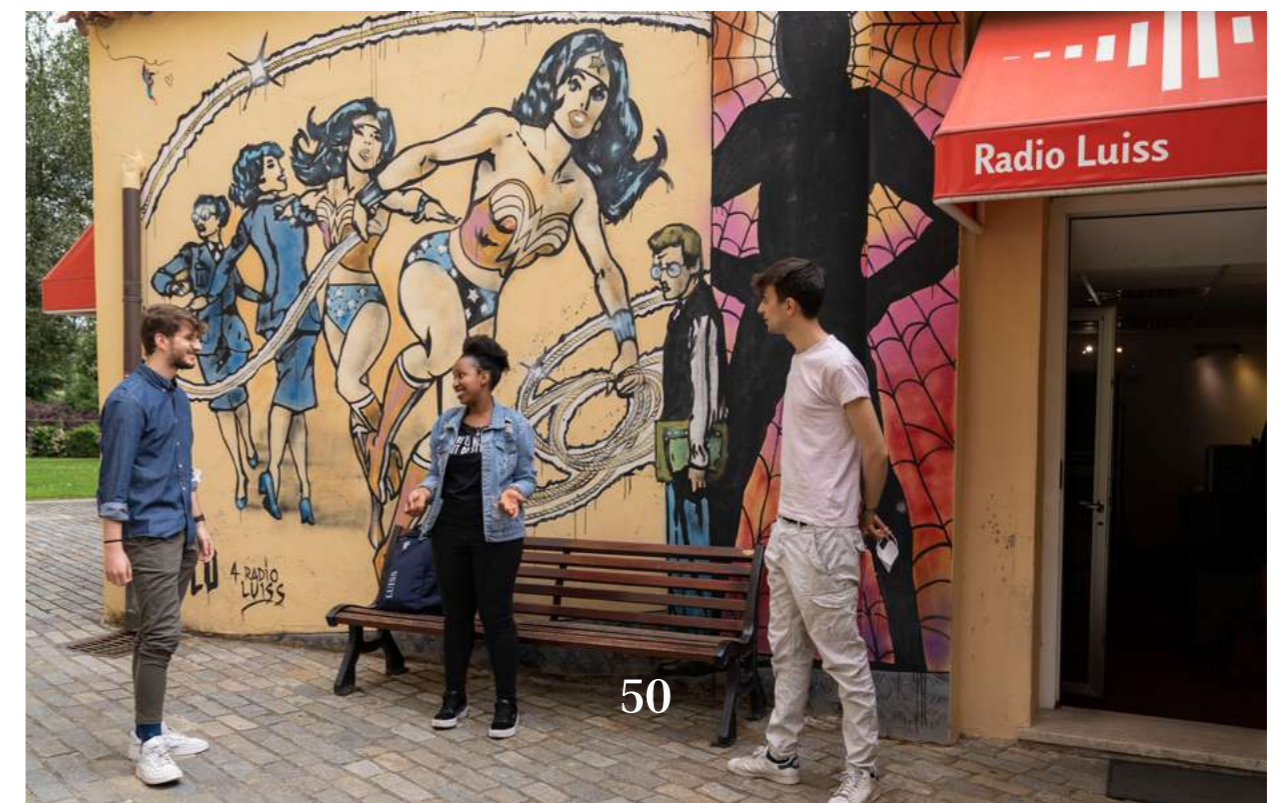
Cultural Events and Entertainment

Life on Campus boasts an array of cultural initiatives in various artistic fields, from cinema to theatre, literature to music. Among the activities offered, you will find theatre workshops (theatre school with the preparation of a show at the end of the course), creative writing workshops, painting workshops, photography and writing contests, sport activities, dance classes and much more.

Radio Luiss

Entirely run by students, **Radio Luiss** offers entertainment, good music, cultural programs, news, and interesting interviews. Many international students contribute to Radio Luiss activities, here you can listen to **Aperitivo!**, a podcast written and produced by two exchange students. All students are welcome to take part in the activities of the radio.

For further information, you can check **Radio Luiss' website**, **Instagram page** and **YouTube channel**.



Luiss Green Mobility

Luiss Green Mobility is a car electric sharing service available for the University's students, faculty and staff.

Luiss Green Mobility vehicles can access limited traffic zones and park in blue spaces without paying. However vehicles must always be brought back to Luiss Campuses and plugged into charging stations.

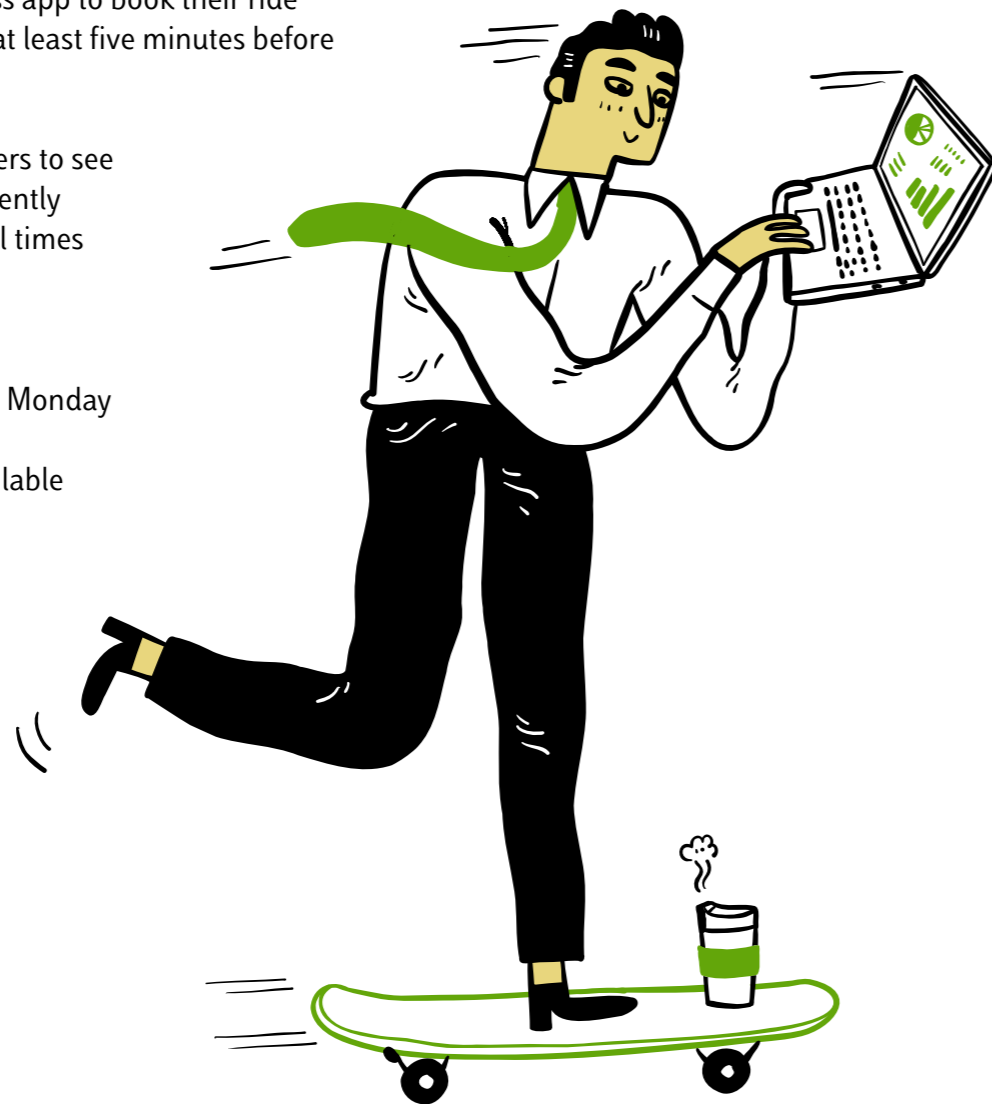
For information, prices and registration, visit the [Luiss Green Mobility Webpage](#).

Luiss ecological shuttle bus service

A completely ecological shuttle service is available for the University's students, faculty and staff. The shuttles, running on natural gas, allow members of the Luiss community to travel between the Viale Romania and Via Parenzo Campuses in a sustainable way with minimal environmental impact. To prevent queues and waiting times, users must use the Luiss app to book their ride and obtain a QR code at least five minutes before boarding the shuttle.

The app also allows users to see where shuttles are currently located, to check arrival times or cancel bookings if no longer necessary.

The service is available Monday through Saturday. The timetables are available on the Luiss app.



Student Mobility Office

Address	Viale Romania 32, 00197 Rome (Villa Heritz)
E-mail	relint@luiss.it
Website	https://www.luiss.edu/international-programs/study-abroad/erasmus-bilateral-exchanges-luiss-students
Phone	06 85225642
Contact Hours	Monday and Friday from 10:00 a.m to 12:00 p.m Tuesday and Thursday from 10:00 a.m to 12:00 p.m and from 3:00 p.m to 4:00 p.m

The Student Mobility Office is the main reference point for every Luiss student participating in the exclusive educational opportunities abroad offered by the University. The Office is responsible for the management and coordination of the following mobility programs:

- | Erasmus and Bilateral Exchange programs;
- | Free Mover Mobility Program;
- | Summer School program with the recognition of an elective course;
- | OEI program within ENGAGE.

You can visit the Student Mobility Office, located at Villa Heritz, during its opening hours:

- | Monday and Friday: 10:00 a.m – 12:00 p.m
- | Tuesday and Thursday: 10:00 a.m – 12:00 p.m / 3:00 p.m – 4:00 p.m

For any further information, you can contact the Office at the following email address: relint@luiss.it.

ESN Roma Luiss

ESN Roma Luiss is a section of Erasmus Students Network, one of the biggest interdisciplinary student associations in Europe. Its mission is to represent international students at Luiss University and to improve the internationalization of the University itself. ESN Roma Luiss strives to provide opportunities for cultural understanding and self-development under the principle of Students Helping Students. Its goal is to make the stay of each international student in Rome and at Luiss unforgettable by supporting diversity, promoting the international dimension and involving the students in many entertaining activities.

In addition, ESN promotes students' mobility as a way to gain international exposure and learn to appreciate diversity and cultural exchange.

Contacts

- I Viale Romania, 32 00197 Roma
- I roma_luiss@esn.it - <http://esnromaluiss.it>
- I FB: <http://facebook.com/esnromaluissAccommodation>



Accommodation

The University accommodation office is available to help incoming students in their search for housing during their mobility. We propose three solutions:

- I [Luiss halls of residence](#)
- I [Private halls of residence](#)
- I [Private rooms and apartments](#)

[Here](#) students can find the General Regulations of the University Halls of Residence.

Contacts

- I E-mail address: residenze-collegi@luiss.it
- I Telephone: 06 85225971

University halls of residence

Luiss University offers you the chance to spend your period of studies at one of our university halls of residence. Spaces are limited and are assigned on a first-come, first-served basis. Only students who are assigned to the halls of residence will receive accommodation offers. If you do not receive any communication by the deadline, you should take this to mean that there are no places left at the university halls of residence. To confirm a reservation, students must pay one month's rent as a security deposit. Cancellation policy: in case of renunciation after the payment of the security deposit, no reimbursement is available and the deposit will be kept by the University.

In the event of renunciation of the accommodation after arrival but before the end of the term, 20% of the installments relating to the period of non-use shall still be due and the security deposit will be forfeited. Please note that:

- I international students in possession of SAT/ACT/GMAT scores or IB diploma have to take part in our call for applications for accommodation at the halls of residence. For more information, follow these links:

[Bachelor's or Single-Cycle Master's Program](#)

[students from other universities admitted to Master's Program.](#)

- I international students holding a scholarship which includes accommodation will receive an e-mail communicating their assignment to one of the halls of residence by the Accommodation Office (residenze-collegi@luiss.it).

Private halls of residence

Luiss University has special agreements with private student halls of residence near its Campuses to offer students a variety of different accommodation options. If interested, students must contact the halls of residence by calling them directly in order to check availability. For more information, follow [this link](#).

Private apartments

For students who prefer private apartments, our free private housing service CasaLuiss offers different options based on the preferences indicated in the housing application form. The apartments are chosen among previously-selected private owners and will be rented out with clear conditions and a regular contract. For more information, follow [this link](#).



Procedures Before and After Arrival



Residence Permit for Non-EU students

Non-EU students who intend to spend time in Italy for more than 90 days must request a residence permit – permesso di soggiorno – **within 8 working days**, Saturdays included, from the date of their arrival in Italy (as per the stamp on the passport or equivalent travel document).

Students are responsible for applying for their own residence permit under Italian law.

How to obtain the residence permit for study purposes:

STEP 1:

In order to apply for your residence permit, we suggest that you read and understand the Italian rules regarding such permits. To this end you must use the dedicated yellow kit (kit giallo), available from all main post offices with a Sportello Amico counter.

Fill in the form carefully, following all the instructions required by Italian law and provided by the Welcome Desk in the dedicated session. Once you have filled in the form, go to a post office with a Sportello Amico counter (to check the complete list of post offices offering the service, visit <https://www.portaleimmigrazione.it/> and use the dedicated area on the left side of the page).

For students living near the University we recommend going to the post office at Piazza Bologna 39, 00162 Rome or Via Yser 4, 00198 Rome.

These are the documents needed for your application:

- | your passport or equivalent travel document;
- | a photocopy of the pages of your passport or equivalent travel document;
- | a copy of the acceptance letter that Luiss has sent you;
- | a copy of a health insurance contract valid for Italy and for the entire duration of the residence permit that you are applying for;
- | € 16 revenue stamp (marca da bollo), which can be bought from any tobacconist.

The yellow kit contains a postal payment slip. The amount that has to be filled in on the postal payment slip is € 70.46. There are other additional costs to be paid: specifically € 30.00 to cover the administrative costs that have to be borne by the post office and a € 16.00 revenue stamp.

The total cost is therefore around € 120.00 but please check everything before going to the post office.

Photocopies of the requested documents and the duly filled in form will have to be placed inside the yellow kit envelope.

Once you have submitted your application at the post office, you will be given a receipt for your application, containing the personal credentials and the codice assicurata that you can use to check the status of your application at the following links:

- | <https://questura.poliziadistato.it/stranieri/>
- | <https://www.portaleimmigrazione.it/> (Click on “Area Riservata - Stranieri”)

This receipt includes detailed information on the **date and time** when you will have to go to the Questura (police headquarters) to submit the second part of your application. Please consider that the appointment is written in Italian and thus you should make sure that you understand it. **It is very important that you keep this receipt with you at all times** (we recommend that you make a few copies of it) **since it will allow you to stay legally in Italy until you obtain the actual residence permit card.**

STEP 2:

You will be invited to go to the immigration office department of the Questura in accordance with the appointment to submit your documentation and have your fingerprints taken. That office is located at Via Teofilo Patini 23, 00155 Rome. In any case, the exact address will be shown on the receipt provided by the post office too, so please check the receipt in that regard and how to reach the office before the appointment in order to be on time.

This is the list of documents needed for the appointment at the immigration office:

- | the application receipt given to you at the post office;
- | passport or equivalent travel document;
- | a photocopy of the pages of your passport or equivalent travel document (excluding the blank pages);
- | 4 recent passport-size photographs;
- | a copy of the acceptance letter that you have received from Luiss (only for first-year students) or the certificate of university enrolment;
- | a copy of a health insurance contract valid for Italy and for the entire duration of the residence permit that you are applying for.

You will find the list of the required documents on the receipt provided by the post office so please check it carefully since the list printed on the receipt is the one that ultimately counts.

STEP 3:

A final appointment will be arranged for the purpose of collecting the residence permit card, usually at a Commissariato, a local police station covering the area of the city where you live. Please note that it usually takes from three to six months to obtain your final and official residence permit.

For further information, please check the following link (in Italian): <https://www.poste.it/prodotti/guida-rilascio-e-rinnovo-permesso-di-soggiorno.html>.

Important information for students who need to apply for a residence permit: sometimes the difference between a visa and a residence permit is not clear for students who may believe that these two documents are identical and issued for the same purpose. They are two completely different documents!

	Visa	Residence Permit
What is it?	The visa is the document that allows non-EU citizens to initially enter Italy.	The residence permit is the document that allows non-EU citizens to live and study legally in Italy.
When to apply?	Before entering Italy. We suggest that you apply several months before your arrival in Italy and contact the Italian Embassy/Consulate in your country to know what the average time for the issuance of a study visa is.	Upon arrival in Italy (within 8 working days, Saturdays included). We recommend that you not wait until the last day to apply for the residence permit to avoid any further delay due to technical issues or closure of the post office.
Where to apply?	At the Italian Embassy/Consulate in your country.	At the Sportello Amico counter at a post office located in the city where you live. The residence permit will be issued by the immigration office department of the Questura. Non-EU students will need to go to the immigration office twice in person: a first time to deliver the documentation requested and to have their fingerprints taken; a second time to collect their residence permit card although in this latter case it may suffice to go to a local police station instead.
What format does it have?	A paper sticker containing personal data, photo, and reason for your stay, which will be applied to the passport or travel document.	A plastic card incorporating a chip containing personal data, photo and fingerprints that non-EU students should always carry with them (the residence permit allows non-EU citizens to stay legally in Italy).
Duration	The duration of the visa may vary from 90 to 365 days.	The residence permit is valid for 1 year and then it must be renewed.

Please remember that the only document that entitles a non-EU citizen to stay in Italy is the residence permit, not the visa!

Health Insurance for Non-EU Students

Non-EU students need a **health insurance policy** to obtain a study visa and, once in Italy, to apply for a residence permit. The health insurance policy must cover the entire 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 purposes of applying for a residence permit, the health insurance policy must satisfy the following criteria under Italian law:

- | it has to cover any case of accident and hospital treatment not only in Italy but also in the Schengen Area;
- | its duration has to correspond to the period of your stay in Italy (if you expect to remain in Italy more than 12 months, you will need to renew it along with the residence permit);
- | a minimum coverage of € 30,000.

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

WAI - Welcome Association Italy

- | Generali S.p.A. Group
- | Via dei Marsi, 31 - 001985 Roma
- | E-mail: info@waitaly.net
- | Website: <http://www.waitaly.net>
- | Tel. 06 3611676 - Fax. 06 3613626

You can find the [detailed description of the policy](#), terms and conditions [here](#) and [here](#).

This specific health insurance policy, according to national law, provides assistance and reimbursement of medical expenses due to sudden illness or injury. If you wish to take out additional healthcare cover, the agency can offer further options, based on your needs. Otherwise you might want to consider registering for the Italian national health service (SSN - Servizio Sanitario Nazionale). The **cost** of the abovementioned insurance policy is about € 81 (6 months) or € 130 (12 months). In order to pay, interested students have to register on the dedicated website - www.waitaly.net and choose their preferred payment method (PayPal, credit card, bank transfer, etc.).

NB: If you wish to purchase a health insurance policy in advance and want to make sure its validity starts from a specific date, we recommend that you pay via bank transfer and clearly indicate the starting date of your policy (i.e. the date of your arrival in Italy) in the space dedicated to the reason for payment and promptly inform the agency via phone/e-mail accordingly.



How to Obtain Italian National Health Service Coverage (Non-EU Students)

The list of doctors enrolled in the Italian national health service can be found at the nearest local health authority (ASL – Azienda Sanitaria Locale) or at any pharmacy. Students can contact the ASL of their area for information.

More information can be found at:

- | ASL di Roma 1 - Tel. 06/77301 – <https://www.aslroma1.it/>
Municipalities n° 1, 2, 3, 13, 14, 15 (Municipio I, II, III, XIII, XIV, XV)
- | ASL di Roma 2 - Tel. 06/41431 – <https://www.aslroma2.it/>
Municipalities n° 4, 5, 6, 7, 8, 9 (Municipio IV, V, VI, VII, VIII, IX)
- | ASL di Roma 3 - Tel. 06/51001 – <http://www.aslroma3.it/>
Municipalities n° 10, 11, 12 (Municipio X, XI, XII)

Below is the list of documents and information needed to register with the Italian national health service and to obtain an Italian health card (tessera sanitaria):

- | color photocopy of passport or equivalent travel document;
- | copy of the receipt for the appointment for a residence permit or residence permit card (for non-EU students);
- | proof of address (like a rental contract or, if you live in one of the university halls of residence, you can contact them at residenze-collegi@luiss.it);
- | invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
- | name of a general practitioner affiliated with the Italian national health service;
- | copy of your personal tax identification number (codice fiscale);

The cost should be around €700,00. The payment can be made at post offices or bank offices via Form F24 (Modello F24).

After collecting these documents, search for the ASL where you have to go based on your residential address. You can check the ASL list above.

Registration is valid for the calendar year, so we suggest that you register in January.

For further information please check [here](#) and [here](#).

Students will have to renew their registration with the Italian national health system each year:

Rome City Hall Registration for EU Students

For periods exceeding three months, EU students need to register with Rome City Hall (Roma Capitale) through their local municipality (Municipio) based on where they are residing. Students should check their address at the following link to ascertain which Rome municipality they belong to: <http://www.urbanistica.comune.roma.it/mappa-municipi.html#footer>. Then they will need to fill in the [dedicated form](#) “Dichiarazione di Residenza” form, available on the Rome

City Hall website, and bring it to the registration office of their local municipality, along with the following documentation:

- | passport or equivalent travel document;
- | invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
- | health insurance contract;
- | proof of economic means of support (including through self-certification).

For more information visit the Rome City Hall website.



Italian Tax Identification Number (codice fiscale)

An Italian tax identification number is an alphanumeric code that identifies you in all dealings, with public authorities and other bodies in Italy. A tax identification number is strictly personal. Non-EU and EU students must obtain an Italian tax identification number in order to register for the Italian national health service, to be able to open a bank account, to start a job or an internship, to buy a SIM card and so on. To obtain their personal tax identification number, students must go to the Italian Inland Revenue Agency (Agenzia delle Entrate), whose main office in Rome is at Via Ippolito Nievo 36 - tel. + 39 06 583191). The office is open from Monday to Friday from 8.15 a.m. to 12.15 p.m. Students can book an appointment at the following link: <https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action>

Students will need to bring the following documentation:

- | passport or equivalent travel document and a photocopy thereof;
- | a photocopy of your visa permitting entry to Italy (for non-EU students);
- | a copy of the receipt for the appointment for a residence permit or residence permit card (for non-EU students);
- | a duly filled in and signed modello editabile AA48 application form.

A tax identification number can be applied also by e-mail following the procedure described below:

- | First, you should fill in and sign the modello editabile AA48 application form, stating your address in Rome in section C of the form. You can download the form at the following link: https://www.agenziaentrate.gov.it/portale/web/guest/schede/istanze/richesta-ts_cf_modello-e-istruzioni-cf-aa4_8
- | Second, you should e-mail all of the documents listed below to the Inland Revenue Agency at dp.iroma@agenziaentrate.it:
 - the modello editabile AA48 application form;
 - invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
 - receipt of your application for the residence permit (if you are an Extra-UE student);
 - a photocopy of your visa permitting entry into Italy and your passport or equivalent travel document;
 - proof of accommodation in Italy, like a rental contract.

For the text of the e-mail to be send to the Inland Revenue Agency, please copy and paste the following:

*Gentilissimi,
Mi chiamo (insert your name and surname) e sono uno studente internazionale presso l'Università Luiss Guido Carli.
Allego alla presente mail il modulo AA4/8 compilato e firmato e tutti i miei documenti per la richiesta di codice fiscale.
Resto in attesa di un Vostro gentile riscontro.*

*Cordiali Saluti,
your name and surname*

You should receive your tax identification number in about 7-10 working days.

For more information click on the link:

<https://www.agenziaentrate.gov.it/wps/content/Nsilib/NSE/Individuals/Tax+identification+number+for+foreign+citizens/>.

Opening a Bank Account

If you need/would like to open a bank account in Italy, you should submit the following documentation to the bank of your choice:

- | Italian tax identification number (codice fiscale - see information above);
- | passport or equivalent travel document;
- | visa (for non-EU students);
- | invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
- | residence permit or receipt for the appointment for a residence permit (for non-EU students);
- | proof of address (like a rental contract or, if you live in one of the university halls of residence, you can contact them at residenze-collegi@luiss.it);

Luiss University has an agreement with Intesa San Paolo Bank, located at Piazza Bologna 45, 00162 Rome, which is recommended for all students who need to open an Italian bank account. The opening hours of the bank are Monday to Friday from 8:30 a.m. to 1:30 p.m. and from 2:45 p.m. to 4:55 p.m. It is strongly recommended that students book an appointment in advance.

Contact details:

Tel.: 06 4416 0711

Website: <https://group.intesasanpaolo.com/en/>



Rome The Essentials

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City of Rome

[Rome City Hall](#) has a **call center** offering information about transport, public office hours, documents, garbage disposal, and more. This service is available 24 hours a day, 7 days a week in Italian and **from Monday to Friday from 9:00 a.m. to 7:00 p.m.** and **Saturday from 8:00 a.m. to 1:00 p.m.** in Italian and in English. Tel: **06 06 06**.

In Rome, like in all big cities, you must beware of pickpockets who usually operate in crowded places such as buses, the metro, markets, etc. Apart from that, the city of Rome is considered to be quite safe.

For practical information about Rome, including public transportation, where to eat, top attractions and itineraries and money-saving tips, etc., you can have a look at [Rome.net](#).

Electricity in Italy

Electricity in Italy, like in the rest of Europe, comes out of the wall socket at 220 volts alternating at a 50 cycles per second. Therefore if you come from a non-European country you might need a plug adaptor or a converter.

Getting a SIM Card for your Mobile Phone

Several phone companies operate in Italy. The major providers in Italy are [Vodafone](#), [TIM](#), [Windtre](#), [Iliad](#) and [PosteMobile](#). You can go to any mobile phone store and ask to see their mobile phone plans. You can opt for either a plan (abbonamento) or pay-as-you-go (ricaricabile). For the latter you can purchase top-up cards from any tobacconist or newsstand all over the city. If you sign up for a plan, make sure you find out how much it costs if you cancel and how much notice you must give (if any).

To sign up with one of the operators mentioned above, a **passport (or other form of acceptable ID)** and your **Italian tax identification number** are required.

Lost or Stolen Mobile Phones

Every mobile phone is associated with an IMEI (International Mobile Equipment Identity) number. The IMEI number provides protection if a phone is lost or stolen, in which case you will need to report the IMEI number or the details of the SIM card to your service provider in order to suspend the service and block the phone.

If the phone is stolen, it is strongly recommended that you report it to the nearest police station (Polizia or Carabinieri). A link to the list of police stations is available on page 46 above. If your phone is subsequently found, remember to report it to the service provider.

Driving license

International students holding a driving license issued by a foreign country can drive all the vehicles that they are qualified for provided that they adhere to the following rules:

Driving license issued by an EU Country

If you have a driving license issued by an EU country, you can use it to drive in Italy without the need to convert it. However, it is strongly recommended that you apply for recognition of validity, which is very useful in case you need a renewal, a duplicate or in case of loss or theft of your original driving license.

Driving license issued by a non-EU Country

Holders of a non-EU driving license can drive vehicles to which the license entitles the until one year after acquiring residency. After one year it is necessary to convert the license. This is possible if the state that issued the driving license has signed reciprocity agreements with Italy. For more information, visit the following page mit.gov.it/conversion-patente-estera.

Getting around

Public transportation

Rome has an integrated public transport network that includes metro, bus, tram and urban railway service. There are 3 metro lines: A, B and C. They are open from 5.30 a.m. to 11.30 p.m. On Friday and Saturday, the service is extended until 1.30 a.m. For more information about buses and routes: <https://www.atac.roma.it/en/tickets-and-passes/young-people-and-students>

Type of ticket	Description	Price
Single ticket	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome	€ 1,50
Monthly pass	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome	€ 35
Annual pass	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome. Valid for 365 days from the day of recharge written on the sales receipt.	€ 250

Tickets must be bought before boarding the bus and must be punched, if on paper, or otherwise activated, if electronic, at the beginning of the journey. Passengers found without a valid ticket will have to pay a fine ranging from € 50 to € 100.



The various public transportation options available in Rome are explained on [this page](#).

The municipal public transportation company ATAC also offers a new ticket payment method via smartphone. More info can be found at: <https://www.atac.roma.it/page.asp?p=231&i=14>

Getting to the Airport

By train	Leaves from	Arrives to	Description	Price
Leonardo Express	Termini Station	Fiumicino Airport	Non-stop service that connects Rome Termini train station and Fiumicino airport in just 32 minutes, with scheduled departures every 15 minutes	14 € (one way)
Regional trains	Tiburtina, Tuscolana, Ostiense, Trastevere Station	Fiumicino Airport	Leaving from the main train stations in Rome, they reach Fiumicino airport in about 45 minutes	8 € (one way)

For travel information and timetables, please visit <https://www.trenitalia.com/en.html>

Fiumicino and Ciampino Airport

Several **bus shuttle services** departing Termini train station for both Fiumicino and Ciampino airports are also available. The main companies are listed below:

	Leaves from	Arrives to	Price	Website and online tickets
Terravision	Termini Station	Fiumicino and Ciampino	7 €	https://www.terravision.eu/
Sit bus shuttle	Termini Station, Vatican City, Via Aurelia	Fiumicino and Ciampino	Check the website for the options	https://www.sitbusshuttle.com/en/
T.A.M.	Termini Station, Roma Ostiense Station	Fiumicino	10 €	https://www.tambus.it/

All shuttle companies offer daily Monday to Sunday connections every 30 minutes. Travel time is approximately 50 minutes. Tickets can be bought on board and online.

Taxis

Taxis in Rome can be quite expensive. The cost depends on distance, extra charges, time of the day/night. To book a taxi, you can call 06 3570.

It is also possible to book a ride using apps such as [Free Now](#), Wetaxi, and many others.



Emergency numbers

Emergency telephone numbers in Italy



Service	Telephone
Police	113
General Emergency (Soccorso pubblico di emergenza)	112
Fire Brigade (Vigili del fuoco)	115
Finance Police (Guardia di Finanza)	117
Car Breakdown Assistance (Soccorso stradale)	116
Ambulance/Medical Emergencies (Emergenza sanitaria)	118
Forest Fire (Incendio boschivo)	1515

Emergency numbers for Lazio

Service	Telephone
City Police Rome (Polizia municipale)	06 67691
Central Police Station Rome (Questura)	06 46861
Highway Police (Polizia stradale)	06 22101
Italian Red Cross (Ambulance Emergency)	06 5510
First Aid at Home – Evening and holidays (Guardia medica)	06 570 600
Blood Transfusion (Trasfusioni urgenti)	06 49970860/1
Poison Control (Centro antiveleni)	06 490663 / 06 3054343
Anti-Drug Centre (Centro antidroga)	800 178 796
Veterinary Emergency	06 6621686
Animal Protection (Ente Nazionale Protezione animali)	06 3242873

Automobile Club Road Service (ACI soccorso stradale)	803 116
Motorcycle/Scooter Towing Service (24/24hr) (SOS moto)	800 300411 / 330 300411
Fiumicino Airport (Aeroporto Fiumicino)	06 65951

List of Police Stations

Here you can find the list of the Police Stations in Italy: <http://questure.poliziadistato.it/en>

Night Pharmacies (Chemists) in Rome

The Federfarmaroma website has daily updates indicating the schedule of all pharmacies:

http://www.federfarmaroma.com/farmacie_aperte.php.

For additional pharmacies on duty and pharmacies located outside of Rome, please check the local newspaper or check the notice on the closed pharmacy door listing the on-duty pharmacies and doctors.

Hospitals in Rome with Emergency Facilities

Hospital	Address	Telephone
Ospedale Odontoiatrico G. Eastman	Viale Regina Elena, 287 – 00161	06 49971
Policlinico Umberto I	Viale del Policlinico, 155 – 00161	06 49971
San Giovanni Addolorata	Via Amba Aradam, 8 – 00184	06 77051
Ospedale Fatebenefratelli - Isola Tiberina	Via di Ponte Quattro Capi, 39 – 00186	06 68371
Ospedale Generale Santo Spirito	Lungotevere In Sassia, 3 – 00193	06 68351
Ospedale San Carlo Di Nancy	Via Aurelia, 275 – 00165	06 39976111
Azienda Ospedaliera San Camillo – Forlanini	Circonvallazione Gianicolense 78 – 00149	06 58701/06 55551
Policlinico Universitario Agostino Gemelli	Largo Agostino Gemelli, 8 – 00168	06 30151
Ospedale Madre Giuseppina Vannini	Via Acqua Bullicante, 4 – 00177	06 242911
Ospedale Sandro Pertini	Via dei Monti Tiburtini, 385 – 00157	06 41431
Centro Traumatologico Ortopedico Andrea Alesini	Via San Nemesio, 28 – 00145	06 51001
Ospedale Generale Di Zona Cristo Re	Via Delle Calasanziane, 25 – 00167	06 612451
Ospedale Sant'Andrea	Via di Grotta Rossa, 1035-1039 – 00189	06 33775011
Azienda Complesso Ospedaliero San Filippo Neri	Via Martinotti, 20 – 00135	06 33061
Ospedale Sant'Eugenio	Piazzale Dell'Umanesimo, 10 – 00144	06 51001
Policlinico Casilino	Via Casilina, 1049 – 00169	06 231881

Annex 1: Information on your Courses and how to find your Timetable

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How to find information on your courses

In order to find information on your courses (syllabus, credits, course code, semester, exam method) you can search through the following link: <https://luiss.coursecatalogue.cineca.it/>.

- I You will see a search box, where you can type either the name of the professor or the name of the course.
- I Make sure to select the correct course, as there may be courses with similar names for different degrees programs.
- I Clicking on the course name will display the syllabus and other relevant information on the course.

How to find your timetable

To check the class schedule, you can refer to the following web pages:

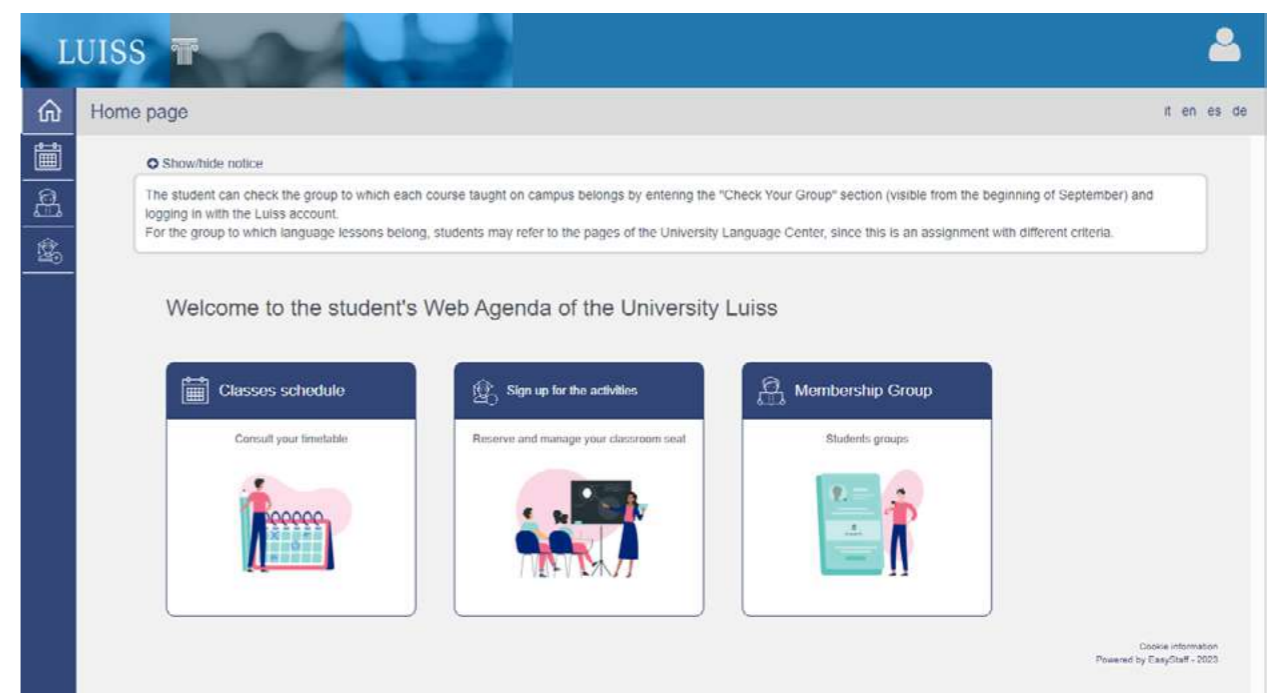
- I [Luiss Undergraduate School | Libera Università Internazionale degli Studi Sociali, Roma](#)
- I [Luiss Graduate School | Libera Università Internazionale degli Studi Sociali, Roma](#)

You may view your class schedule also through the EasyAcademy system, available at the following link: [Web Agenda | Luiss Guido Carli, Libera Università Internazionale degli Studi Sociali](#).

You may search by Degree Program (corso di laurea), Lecturer (docente) or course (insegnamento) – see figure 1.

You can export your timetable to your personal calendar or as an Excel file.

Figure 1: home screen



To search by degree program, proceed as below – see figure 2:

- | Select the academic year in the academic year drop-down menu: e.g. 2023/2024;
- | select the program that you are looking for in the degree program drop-down menu: e.g. DD Luiss Maastricht – Corporate Finance;
- | select the year and major (when applicable) in the year of study drop-down menu: e.g. 2nd year – Corporate Finance;
- | select the date for which you wish to view your timetable under the week of section.

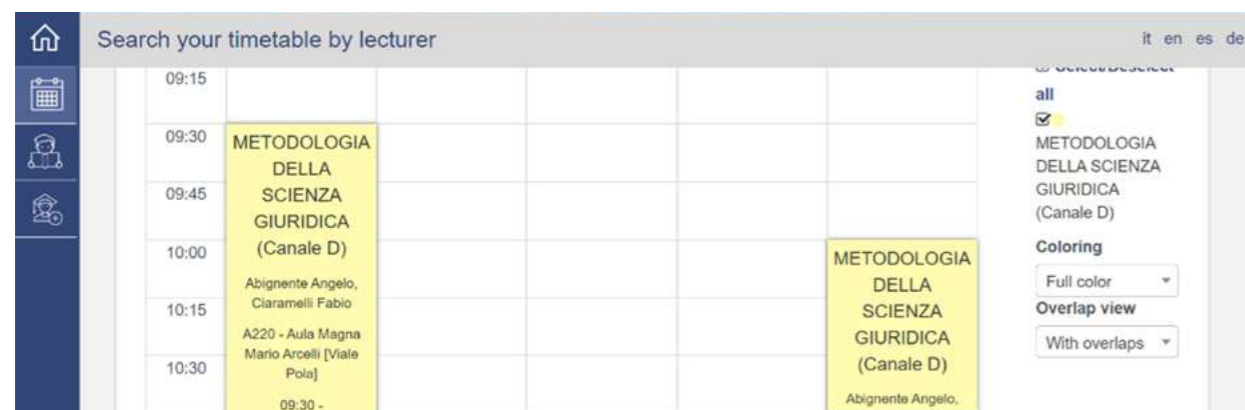
Figure 2: example of search by degree program



To search by lecturer, proceed as below – see figure 3:

- | select the academic year in the academic year drop-down menu: e.g. 2023/2024
- | select the name of the professor whose the timetable you wish the view (e.g. Angelo Abignente) in the lecturer drop-down menu;
- | select the date for which you wish to view your timetable under the week of section.

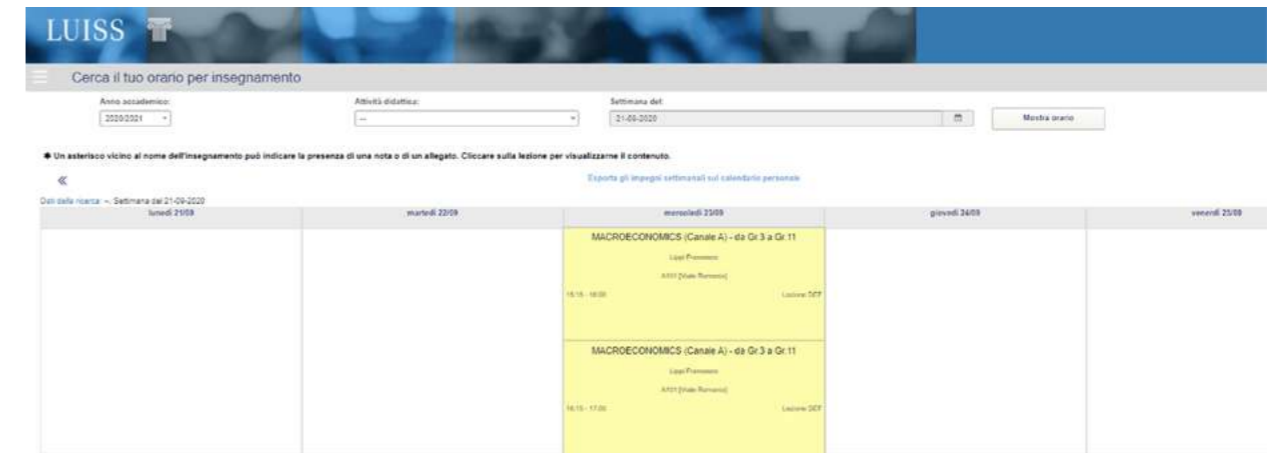
Figure 3: example of search by lecturer



To search by course, proceed as below – see figure 4:

- | Select the academic year in the academic year drop-down menu: e.g. 2023/2024;
- | select the name of the course that you want to view the timetable for (e.g. Macroeconomics – channel A – Economics and Business) in the teaching drop-down menu;
- | select the date for which you wish to view your timetable under the week of section.

Figure 4: example of search by course



Annex 2: Examination procedures

Please read carefully



The academic calendar is divided in two semesters, fall and spring. During each semester, a set of courses (as established in the Ordinamento degli Studi or academic offering) is offered and not repeated in the following semesters. During the academic year, students can sit exams in any one of three examination periods (winter, summer and fall sessions).

In each academic year students have three ordinary examination sessions (winter, summer and fall) in which they can take their exams. As a rule, the dates do not coincide with periods in which lectures are held. Official exams can only be taken after the corresponding courses have been taught. The earliest that students can take official exams is the winter session, for courses taught in the first semester of the academic year, and the summer session for courses taught in the second semester of the academic year.

For each degree program the assessment at the time of an exam takes into account the results achieved in the semester and verified according to the criteria set by the professor during the lectures of the relevant course (i.e. oral and written tests, midterm exams, individual assignments, group projects, presentation and discussion of papers and case studies, active class participation, etc.).

The recording of the grades of official exams is done exclusively online. Therefore, **booking of exams is compulsory and essential in order to sit them**. Exams can be booked through the Web Self-Service platform in the “Examinations - Book examination dates” section.

To this end, please remember that:

- | in each session students whose administrative position is in order and who have duly booked may sit all relevant exams consistent with their approved study plan subject to having passed the applicable prerequisite exams and fulfilled the applicable attendance requirements;
- | students can book their exams – or cancel their exam bookings – up to five days before the exam date;
- | it is not possible to contemporaneously book several dates for the same exam;
- | once the deadline for booking an exam date passes – given that bookings cannot be cancelled in the five days before the exam – it is necessary to wait until after the actual exam date before booking the next date for the same exam;
- | in the case of written and oral exams for the same course, it is compulsory to book both the written and oral exams (even if held on the same day).

The student must come to the exam with:

- | an Identity Document (ID card, passport, or travel document);
- | print of the “exam booking receipt” to be shown to the lecturer on the day of the exam, available on Web Self Service, in the “bookings” section.

You can check exam dates in the dedicated section of the personal Web Self Service page, as well as on the following web pages:

- | Undergraduate School: <https://undergraduate.luiss.it/en/page/student-services/exam-dates>
- | Graduate School: <https://graduate.luiss.it/en/page/student-services/exam-dates>

Official exam dates are posted in the exam dates section of the relevant area or in the personal area of Web Self-Service (Examinations - Examination Dates section).

It should be noted that these dates may be subject to change and therefore in the run up to the exam date it is advisable to always check what is published on the Web Self-Service platform and to keep that in mind when planning your personal schedule.

If the exam date of interest does not appear on the list, students should contact the Didactics Office.

In addition:

- Any difficulty with respect to exam booking should be reported to the Student Office within the booking period;
- It is the student's responsibility to check in his or her Web Self Service page the uploading in career of profit exams.

There are currently three types of exams at Luiss University:

1. Written exam followed by an associated oral exam entailing the recording of the grade: in this case, students will receive an e-mail sent to their Luiss account instructing them to view the result of the written exam in their Web Self-Service personal area. On the scheduled oral exam date, the oral exam will be sat and the overall grade covering both the written and oral parts will be recorded in the presence of both the student and the professor.
2. Oral exam only entailing the recording of the grade: in this case, the procedure for recording the grade will be directly completed at the time of the exam jointly with the professor.
3. Written exam only entailing the recording of the grade: in this case, students will receive an e-mail sent to their Luiss account instructing them to view the result of the written exam in their Web Self-Service personal area. They will then have three days from when results are published by the professor to check the grade through the Web Self-Service platform and, if they so wish, to decline the grade. Within the 3-day time span the written exercises can be viewed by agreement directly with the professor. Once three days elapse after publication of the results without the grade being declined, the grade will be recorded and will become official for the student.

Students must check that exam results have been officially recorded through the Web Self-Service platform. For written exams a student may withdraw at any time up to when it is necessary to hand in the answers. For oral exams a student may withdraw at any time before the mark is recorded.

A student who has withdrawn from or failed an exam may be barred from sitting the exam again on the very next exam date. The minimum mark required to pass an exam is 18/30 (eighteen out of thirty) and the maximum grade is 30/30 (thirty out of thirty), with a possible cum laude. Students who fail an exam are not awarded a numerical mark.

[Breaches of the rules governing the regular holding of official exams are governed by Article 38 "Duties of Students" of the University Academic Regulations: barring of the student from one or more exam sessions or temporary suspension of enrolment at the University.](#)

An exam will be deemed to be passed only after the grade is recorded and becomes official for students. Under no circumstances can a student repeat an exam that has been passed. At any time students can check their academic record through the Web Self-Service platform.

Retaking exams:

- for fully-enquiry based programs (first year in 2023-24), students can retake I semester and II semester exams during the 2023-24 fall session if they fail an exam or if the grade is deemed by them to be unsatisfactory;
- for all other programs, students can retake the exam during the same session (preferably on the last available exam date) although professors can refuse the retake of the exam during the same session and propose the retake during the following session.

If you decide to retake an exam because of what you consider to be an unsatisfactory grade, remember that you can do so only if the result of the exam has not yet been officially recorded. Once the grade has been officially recorded, it can no longer be changed meaning that the exam cannot be retaken.

Exam procedures and eligibility requirements for taking exams are set by the professor of the course and are generally specified in the course syllabus. For instance, as attendance at Luiss is compulsory, the professor can refuse allow to students who have not met class attendance requirements to sit an exam. Make sure during the first class to ask each professor whether there is a minimum number of lectures to be attended in order to be able to sit the exam.

Unlike courses – which are not repeated during the year and only offered in a specific semester – exams can be repeated:

- for fully-enquiry based programs (first year in 2023-24) there will be exam retakes during the fall session as stated above;
- for all other programs, it is possible to take exams not only in the first exam session available (i.e. the one directly after teaching ends) but also in the following ones although in this latter case examination dates will normally be fewer, generally only one.

The Italian university system is generally based on oral exams although, depending on the course, written exams are held too. Students are informed about examination procedures in the course syllabi or directly by the professor during the first lessons. Please be aware that students must always pass their exams on official examination dates.

Examination dates

Information on examination dates is available on the university website www.luiss.edu or through the Web Self-Service platform. As stated above the official examination dates will be posted online before the end of the semester.

If the exam date of interest does not appear on the list, students should contact the Didactics Office (didactics@luiss.it).

For further information, check the following link:

- | Bachelor's Degree program: <https://www.luiss.edu/students/student-office/bachelors-degree-programs/taking-official-exams>
- | Master's degree program: <https://www.luiss.edu/students/student-office/masters-degree-programs/taking-official-exams>
- | Single cycle degree program: <https://www.luiss.edu/students/student-office/single-cycle-masters-degree-program-law/taking-official-exams>



Enjoy Luiiss Life!

