

Welcome Infopack for international & incoming students

Academic Year
2024-2025









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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 Artificial Intelligence (EN)

Scienze Politiche (ITA)

Politics: Philosophy and Economics (EN)

Economia e Management (ITA)

Giurisprudenza (ITA)

Global Law (EN)

Business Administration (EN)

Corporate Finance (EN)

Data Science and Management (EN)

Governo, Amministrazione e Politica (ITA)

Economia e Finanza (ITA/EN)

Marketing (ITA/EN)

International Relations (EN)

Management (EN)

Amministrazione Finanza e Controllo (ITA)

Global Management and Politics (EN)

Policies and Governance in Europe (EN)

Strategic Management, Innovation and Sustainability (ITA/EN)

GRADUATE SCHOOL

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 post-graduate 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 Luiss Campus at Viale Pola 12 is home to the offices of the President, the Rector, and the General Manager. It also hosts part of the teaching activities of the Undergraduate School, in particular those of the Law course and the ones of first years of Global Law, Political Science and Politics: Philosophy and Economics courses, as well as those of the “Massimo Baldini” School of Journalism and the Postgraduate Schools.

Viale Romania Campus

The Luiss Campus at Viale Romania 32 Campus hosts the following Undergraduate School Study Courses: Economics and Business, Management and Artificial Intelligence, Economics and Management, Business Administration, as well as the second and third years of the Study Courses in Political Science and Politics: Philosophy and Economics. This campus also hosts all the Graduate School Study Courses listed on page 7.





Via Parenzo Campus

The Luiss Campus at Via Parenzo 11 hosts part of the teaching activities of the Undergraduate School, in particular it hosts the majority of teaching activities of the Law course and part of the teaching activities of first years of Global Law, Political Science and Politics: Philosophy and Economics courses.

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 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
Welcome Desk
Academic Tutoring
IT Service
Accommodation & Campus Services
Luiss Wellbeing Hub
Graduate School
Undergraduate School
Shop Luiss
Luiss University Press
Skills 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

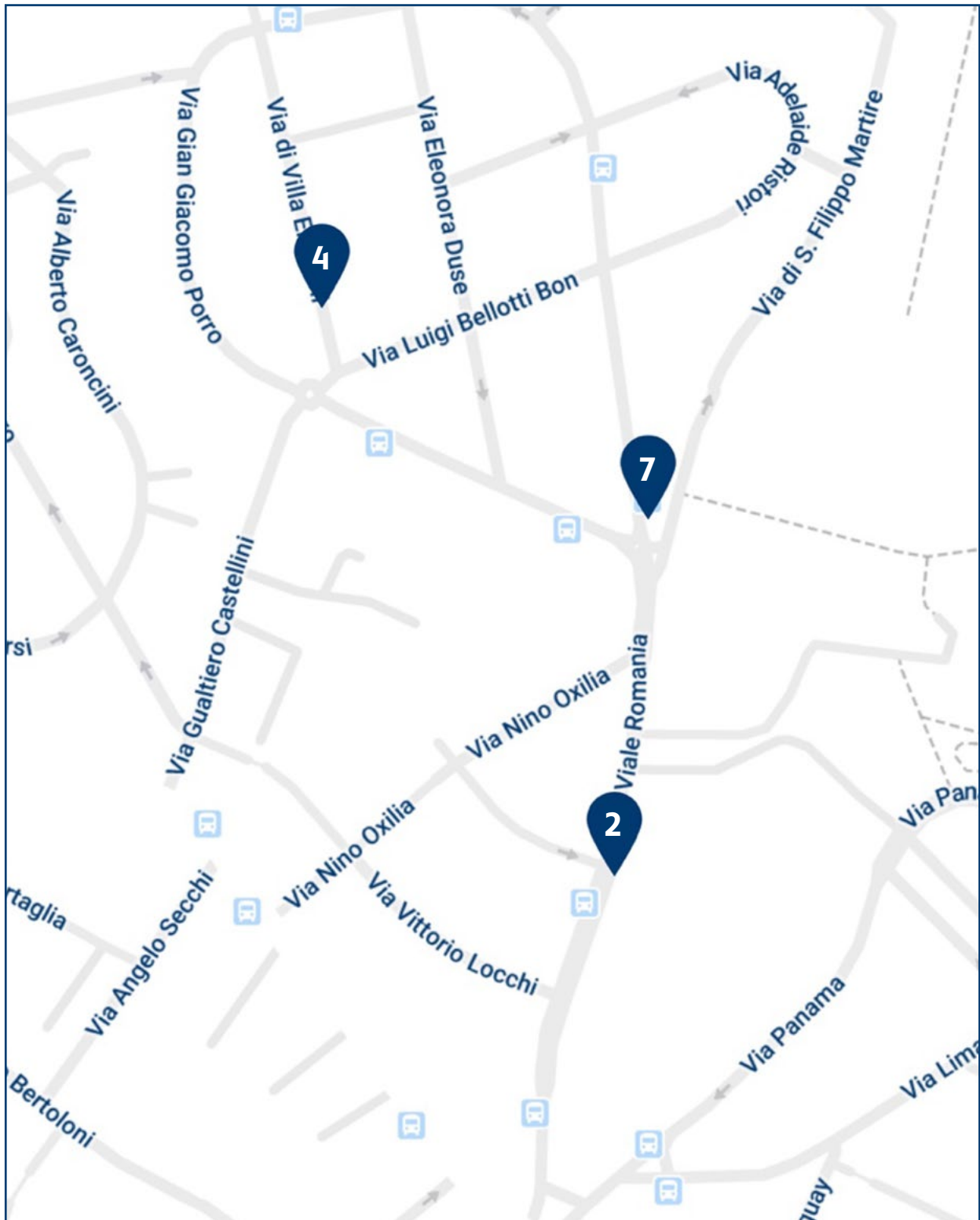
Via del Tiratoio, 1 - 50123 Firenze

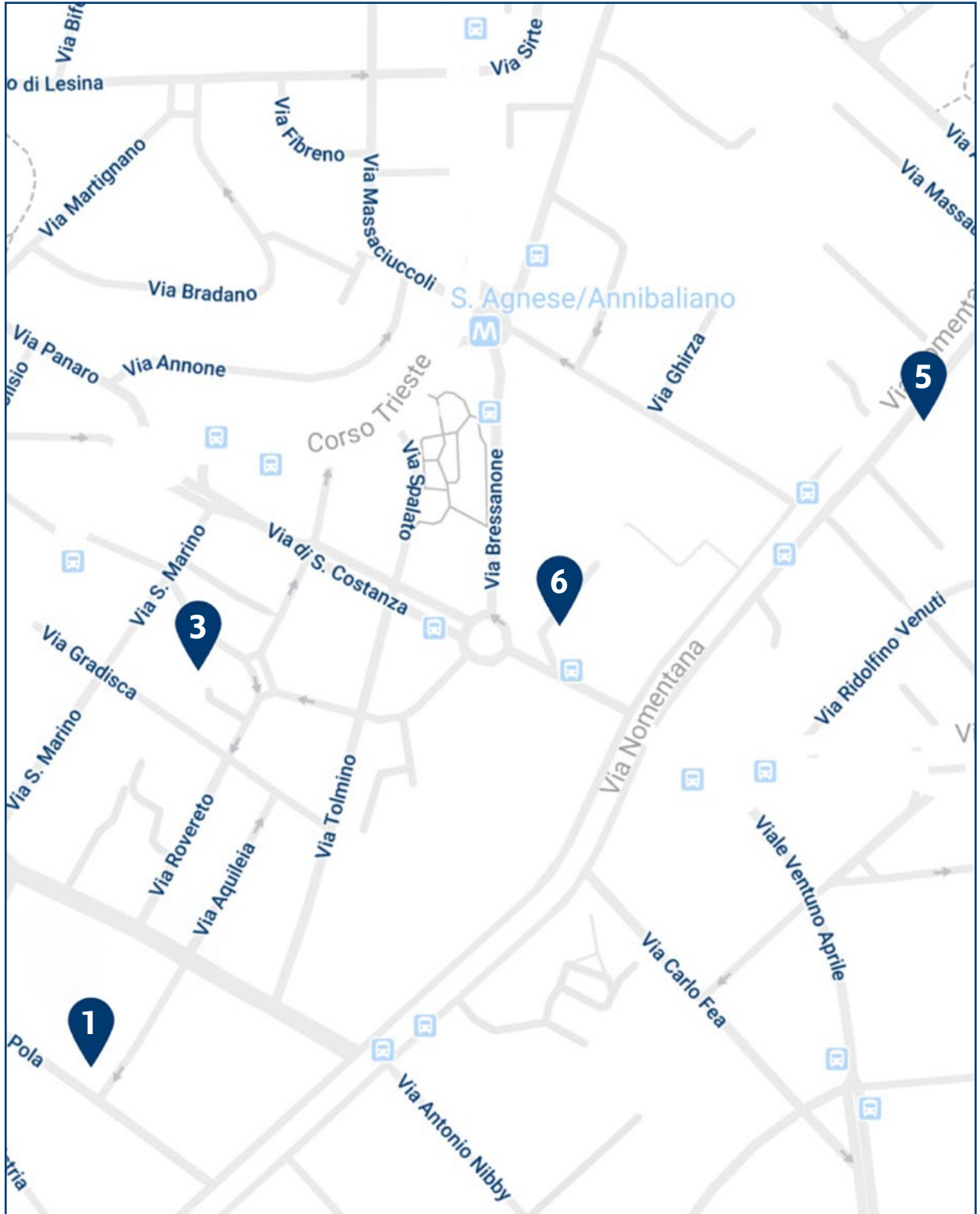
42 Firenze is an innovative, inclusive and free programming school. The 42 program adopts a project-based approach and is designed to develop technical and interpersonal skills that respond concretely to the expectations of the job market.



Where We Are

1. **Luiss Headquarters** - Viale Pola, 12
2. **Social Science Campus** - Viale Romania, 32
3. **Law Campus** - Via Parenzo, 11
4. **Villa Emiliani Campus** - Via di Villa Emiliani, 14
5. **Luiss Business School** - Villa Blanc, Via Nomentana, 216
6. **Library** - Via di Santa Costanza, 53
7. **Salvini Campus** - Via Salvini, 2







Academic Calendar - 2024/2025 Academic Year

Starting from the 2021-2022 academic year, Luiss University has adopted a teaching and learning approach, aimed at enhancing the educational experience. For the 2024/2025 academic year, in line with the University's innovative education model, Luiss Uniqueness, Master's Degree programmes and one Bachelor's Degree programmes will implement the fully enquiry-based approach. This approach emphasises strong synergies between research and learning, innovative teaching and assessment methods, and immersive experiences within the Luiss network.

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 facilitate a smooth transition from university to the job market.

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

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

FIRST SEMESTER - FALL

The semester starts on:	09 September 2024
Classes end:	30 November 2024 (12 weeks of classes)
Winter Examination period	from 2-21 December 2024: one examination date for all first semester courses from 7 January to 2 February 2025: please refer to the official website or the Handbook of your Degree Program to check whether an exam can be taken in this period

SECOND SEMESTER – SPRING

The semester starts on: 3 February 2025

Classes end: 10 May 2025 (14 weeks of classes)

from 12-24 May 2025: one examination date for all second semester courses.

Summer Examination period: from 26 May to 28 June 2025: please refer to the official website or the Handbook of your Degree Program 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

from 27 August to 6 September 2025.

Autumn Examination period: from 8 to 15 September: reserved for students that in the 2024/2025 academic year are enrolled in the III year of a Bachelor's degree program, II year of a Master's degree program, and V year of a Single-cycle degree program, as well as students who are not on track.

Please refer to the official website or the Handbook of your Degree Program to check whether an exam can be taken in this period.

Main bank holidays in Italy a.y. 2024/2025

- | All Saints' Day (Festa Ognissanti): 1 November 2024
- | Feast day of the Immaculate Conception (Festa dell'Immacolata): 8 December 2024
- | Christmas Day (Natale): 25 December 2024
- | Boxing Day (Santo Stefano): 26 December 2024
- | New Year's Day (Capodanno): 1 January 2025
- | Epiphany (Epifania): 6 January 2025
- | Easter Sunday (Pasqua): 20 April 2025
- | Easter Monday (Lunedì dell'Angelo): 21 April 2025
- | Liberation Day (Festa della Liberazione): 25 April 2025
- | Labour Day (Festa dei Lavoratori): 1 May 2025
- | Republic Day (Festa della Repubblica): 2 June 2025
- | Feast day of St. Peter and Paul
(only in Rome - Festa di S. Pietro e Paolo): 29 June 2025
- | Assumption Day (Ferragosto): 15 August 2025



Code of Conduct for Luiss Guido Carli Students

Recognising the important social and educational role of universities, especially in guiding young people to adopt key principles of communal life, Luiss University requires all students to follow the rules of conduct outlined in the [Code of Conduct for Luiss Guido Carli Students](#). This Code aims to promote mutual respect and care for both the environment and university facilities. The University has established the Code of Conduct to promote values such as sustainability, integrity, rigor, decorum, non-discrimination, legality, equality, and other values enshrined in the University's Code of Ethics. These values are essential for ensuring a civil and environmentally friendly coexistence, informed use of university spaces and equipment, 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 programmes, as well as in first-level and second-level university Master's programmes, post-graduate programmes, and summer education courses. It also applies to 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

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International Students Welcome Desk

Address	Viale Romania 32, 00197 Rome
E-mail	welcomedesk@luiss.it
Phone	06 85225770 - 5793
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 study and are currently studying at our University in Rome.

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

- | requesting the invitation letter required for a study visa;
- | applying for an entry visa to study in Italy;
- | requesting or renewing an Italian residence permit (permesso di soggiorno) for study purposes;
- | obtaining a health insurance policy;
- | applying for an Italian personal tax identification number (codice fiscale);
- | opening an Italian bank account;
- | registering with Rome City Hall;
- | registration with the Italian National Health Service.

Get ready for Luiss!

Get ready for Luiss! is a series of online meetings organised before the arrival of international students. These webinars are held online from February to July on different days to accommodate all international students.

During the webinars, Luiss staff will present Welcome Desk services and provide information about the Italian university system. Students will also get an overview of the Luiss community awaiting them in September.

International Development Office

Address	Viale Romania 32 (Villa Heritz), 00197 Rome
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 primary point of contact for students participating in double degree, partnership, QTEM, and other mobility programmes (except for Erasmus). Students can reach the office via email or book an online appointment during the dedicated office hours for assistance with double degrees, enrolment, courses, study plans, learning agreements, exams, administrative procedures, thesis (for double degree students), and contacting 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 (Villa Heritz), 00197, Rome
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 primary point of contact for all students interested in participating in the mobility programmes offered by ENGAGE.EU, a network of leading European universities in various areas of study. ENGAGE.EU mobility programmes provide Luiss students with numerous opportunities to enhance their academic and cultural knowledge and skills through an international experience at participating universities.

By joining these programmes, students can gain new perspectives, interdisciplinarity insights, and immerse themselves in an international network, preparing them to face future societal challenges. Opportunities available through ENGAGE.EU include: the Joint Programme in Digital Transformation Expedition Weeks, Summer Schools, events and workshops, the growth of new networks of students, the Local Chapters, and a wide range of online courses.

Admission and Student Office

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

- | enrolment procedures;
- | compiling a study plan;
- | requesting official documents and certificates;
- | registering for exams;
- | thesis and degree exam;
- | 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 may change. Refer to the Student Office webpage for updates.

Indirizzo

Viale Romania 32 (Villa Heritz), 00197
and Via Parenzo 11, 00198, Rome

E-mail

segreteria@luiss.it; studentigiurisprudenza@luiss.it;
ammissione@luiss.it

Website

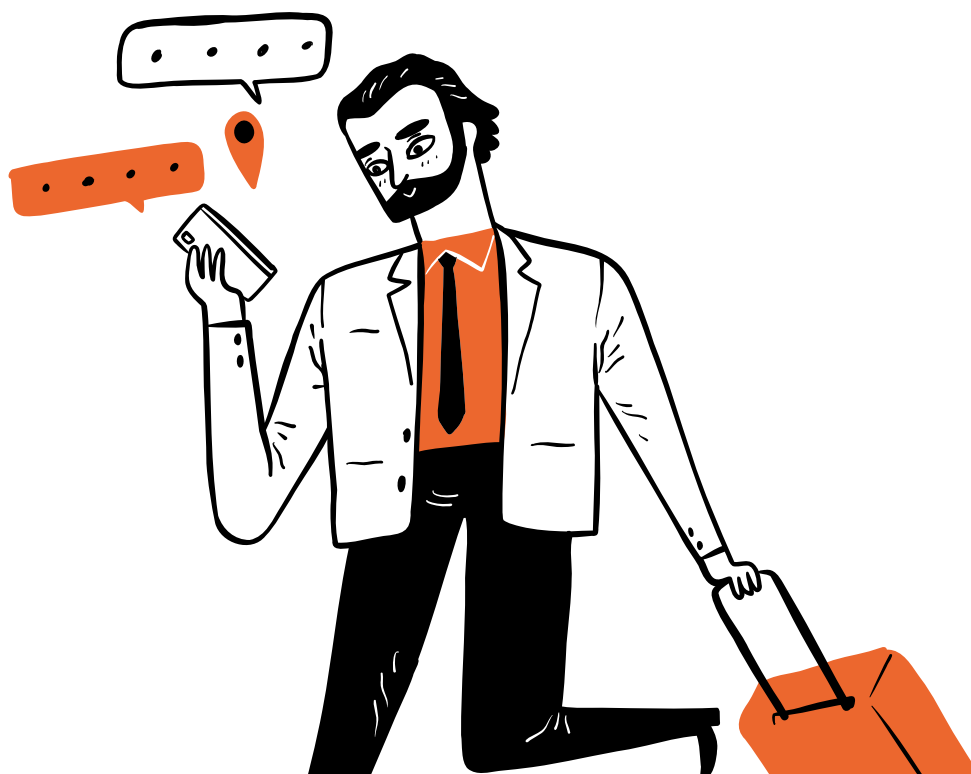
<https://www.luiss.edu/students/student-office>

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 free Italian language classes to all international students. If you are interested, you will have to fill out the relevant form, which you receive via email starting from Wednesday 3 July.

The deadline for submission is Monday 2 September.

After submitting the form, you will take a placement test to assess your level and be assigned to a group. The test will take place online on Thursday 12 September or on campus on Saturday 14 September, depending on your degree programme's schedule.

Before the first class, you will receive a message in your Luiss email account – name.surname@studenti.luiss.it – with details about your group, the timetable, lesson delivery method, and classroom location.

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

Students with Italian as a compulsory language in their study plan	<ul style="list-style-type: none">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 19 SeptemberAttendance is mandatoryAll students must take a final exam
Students with Italian as an optional language in their study plan	<ul style="list-style-type: none">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 21 SeptemberThe course will be activated if a minimum number of students select it. Attendance is strongly recommended. If students attend less than 50% of the course, their registration 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 32 (Villa Heritz), 00197 Rome
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, market change analyses, and top student support frameworks, Luiss University has created a service to assist you in your academic and career pathways.

Tutors

Tutors are your primary points of contact throughout your studies, offering support and advice for making decisions, organising courses, and dealing with the various offices and services offered by the University. Tutors will help you build a coherent educational path that best leads to your career goals. The Tutoring Service is available 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 7 p.m.**

University Tutors will help you to:

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

Information on office hours and locations are available [at this page](#). For more information, you can email tutorato@luiss.it.

Buddy

The **Luiss Buddy Program** is aimed at welcoming all students enrolled in a Bachelor's degree or Single-cycle Master's degree programme in the 2024/2025 academic year. Buddies are Luiss students who serve as points of contact with the University and its orientation services, offering support from the very beginning of their academic career to help you adapt to university life and the city of Rome.

The programme aims to:

- | foster the integration of freshers into the Luiss community, particularly upon their arrival;
- | facilitate relations with the University's organisation at an educational and administrative level;
- | develop a context where new students and experienced students (buddies) can interact;
- | ensure that the university experience at Luiss is highly stimulating and enriching.

The buddies will assist students through various activities, including:

- | providing useful information on the Italian university system and be a point of contact during key orientation events;
- | helping students to explore the university and its orientation services: i.e. visiting the campus, understanding academic courses, finding class schedules and teaching syllabus, registering for exam sessions, and offering study advice;
- | assisting the student in socialising with their peers and integrating into the Luiss community and the city of Rome.

For more information, please email buddy@luiss.it or visit the [Buddy webpage](#).

Skills Development

The Skills Development Office designs and implements extracurricular educational opportunities for the students' personal development and growth. These activities supplement the theoretical education acquired during their studies with practical and transversal skills and knowledge, shaping students both professionally and personally.

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

- l **Freshers' Week:** welcome activities dedicated to all freshers in bachelor's, single-cycle master's and master's degree programs.
- l **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.
- l **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.



- I **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.
- I **Special Projects**: initiatives like the Legality and Merit project, conceived by Professor Paola Severino, 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 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.
- I **GAP Activities**: these are additional educational activities that enable students to enjoy various kinds of content such as 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 [Luiss Students' Development](#) and [For-credit Soft Skills webpages](#).



Career Service

The Career Service Office provides valuable support in building the professional path and is committed to offering the right assistance by creating relationships with leading professional organizations, promoting entry into the job market.

Specifically, it supports employability through:

- | Career guidance meetings
- | CV review and preparation for selection processes
- | Events with employers
- | Internship and job opportunities
- | Activation of curricular and extracurricular internships
- | Recognition of internships and credits (ECTS) in the study plan.

On this [page](#), the main information for all students is available.

Address	Via Tommaso Salvini 2, 00197 Roma
E-mail	careerservice@luiss.it
Phone	06 8522 5772 - 5573 - 5609 from Monday to Friday from 8:30 to 13:00 and from 14:30 to 17:00
Website	https://www.luiss.it/career-service

The Career Service team is pleased to welcome students and alumni on the following days and times:

- | Monday, Tuesday, and Thursday from 10:00 to 11:30 and from 15:00 to 16:30 – Via Salvini 2, Career Service Office
- | Wednesday from 11:00 to 12:30 – Campus of Via Parenzo, Luiss Open Lounge

Book your appointment now [here!](#)



2. Acea

LUISS

3. Almaviva

LUISS

4. Almon & Partners
Studio Legale

5. Alpitango

A&O S
Studio

LUISS

University Canteen

[The Luiss canteen](#) offers flexible and personalised 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 for take away through the Fresh and Natural App by 9:45 am for pickup at the canteens.

If you miss the ordering deadline (after 9:45 for lunch and 3:30pm for dinner), the Canteens remain open and provide meal boxes and cutlery. Payments can be made with electronic cards when ordering or at the canteen checkouts.

If you have any other questions, 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. It offers general consultation services and access to national-level specialists in the areas with the significant bio-psycho-social impact.

The Hub emphasises awareness and prevention of major chronic conditions, including Long COVID syndrome.

Students can book consultations for:

- ▮ General medical consultation
- ▮ Nutritional orientation
- ▮ Cardiology, ECG and Echocardiography
- ▮ Abdominal 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](#).

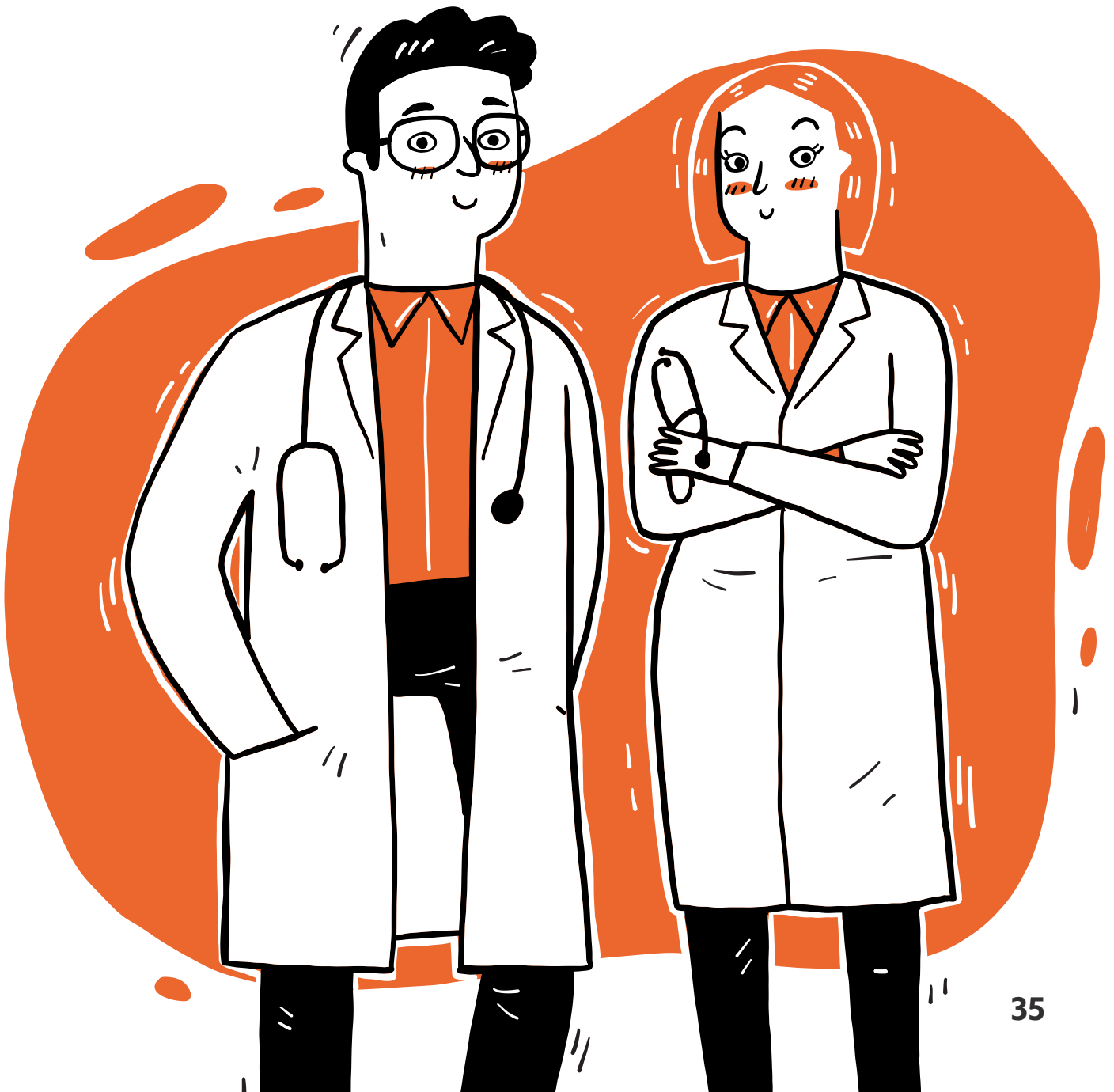
Check-ups and screenings: Luiss offers a free-of-charge check-up service through qualified off-Campus local health units. Students can take routine health check-ups, which can be supplemented by more specific ones, if needed, at a preferential price.

To promote a healthy campus environment and minimize health risks, all Luiss students are eligible for free regular check-ups every year.

Home medical care service: The service is available on a paid basis. To request a visit and receive information about costs, 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.

For any other health-related inquiry, please contact campusservices@luiss.it.





Luiss Ti Ascolta - Counselling

[Luiss Ti Ascolta](#) offers free counselling services to all Luiss students and recent graduates. It provides a supportive space where individuals can discuss their problems and navigate difficult or confusing times using their own resources and strength.

The counselling service is available on the Viale Pola Campus. For those who are unable to travel to Campus, virtual counselling sessions via Skype are also available.

To book a counselling session or participate in a Thematic Group, you can:

- | Send an email to luisstiascolta@luiss.it
- | Call us at +39 340 51 35 054
- | Fill out the [booking form](#)

Address

Viale Pola 12 (Room A10), 00198 Rome

E-mail

luisstiascolta@luiss.it

Website

<https://www.luiss.edu/students/counseling-luiss>

Phone

340 5135054

Luiss Sport

If you are interested in practicing sports at Luiss, you have several options:

- l Join an AS Luiss Team to participate in sports such as 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 activities.
- l [Join a Sports School](#) to take classes in athletics, rowing, cheerleading, golf, swimming, padel, tango, Taekwondo, tennis, sailing, and yoga. Luiss Sport for All offers a variety of activities to promote a healthy and active lifestyle, regardless of your skill level or team membership. The schedule is determined by student interest.
- l Participate in a Sports Tournament. Every year Luiss organises 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](#).



Address	Via Salvini 2, 00197 Rome
E-mail	sport@luiss.it
Website	http://sport.luiss.it/en
Telefono	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.

Required medical certification

If you wish to join a professional team, you must possess a medical certification for professional sports issued in Italy. Foreign medical certificates, whether for professional or amateur sport, are not recognised in Italy.

For obtaining a medical certificate for professional sports, it is recommended 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.

To play amateur sports, you will also require a medical certificate. If you need such a certificate, it is suggested that you visit the Italian Olympic Committee's Institute of Sport and Medicine.

Copy Center

The 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 support student study needs, the University is open 7 days a week, 24 hours a day, including public holidays. Dedicated study rooms and classrooms (when not in use for teaching) are accessible to students. Any closures or access restrictions to these rooms will be communicated to students in advance.

For further information [click here](#).



The Library

The Luiss Library specialises in social sciences, especially in law, economics, and political science, supporting both teaching and research activities.

Spanning over 1,200 square meters, the Library offers innovative, sustainable, and functional spaces including:

- | Monographs Room
- | 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 collection, accessible via [Luiss Library Discovery](#), includes:

- | [physical resources](#)
- | [electronic resources](#)
- | [databases](#)
- | [textbooks](#)

Most electronic resources and databases are also available off-campus.

Facilities at the Library include 32 PC workstations, 15 tablets, 1 Surface Hub, 4 self-check stations, 7 scanners, and 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, 00198 Rome
E-mail	biblioteca@luiss.it
Website	https://biblioteca.luiss.it/en
Phone	06 8522 5600
Opening hours	Monday to Sunday, from 8:30 a.m. to 9:00 p.m.
Librarians' Support	Monday to Friday, from 8:30 a.m. to 5:30 p.m.

Luiss Account and E-mail

All students must create a Luiss account and e-mail address before their arrival, using the Web Self-Service credentials provided upon enrolment, which include a student number.

Click on the following link to create your account: <https://createaccount.luiss.it/>

The Luiss account provides access to 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:

- | enrolment;
- | view and update their address and contact information;
- | check the status of payments made or pending;
- | view and print self-certification forms;
- | view and compile study plans;
- | view their degree programme and list of examinations passed or pending;
- | 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 during enrolment.

Luiss app

The Luiss app offers direct access to personal calendars, campus news, events, and badges for campus access. The app includes:

- | course timetables and locations: to check the academic calendar and personalised information;
- | study rooms: for information on locations and opening hours of study rooms;
- | badges: to have your student ID readily accessible;
- | exam records: to track all required exams;
- | shuttle bus: to book your rides on the Luiss shuttle bus;
- | tutor: find and contact your assigned tutor through the app.

Luiss Language Café

[Luiss Language Café](#) is a cozy innovative space for creative learning and collaboration, making global friendships, and 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, podcasts, interviews, presentations, and team projects) and a theatre area for performances and debates.

Located on the third floor of the Viale Romania Campus, it operates Monday to Friday from 8 a.m. to 8 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:

- | exchanges between Italian and international students on language, music, and other activities such as chess;
- | cultural and language-related assistance for students;
- | conferences, pop-up lessons, debates and interactive workshops with Luiss graduates and experts on topics such as diplomacy, climate change, best practices, and wellbeing;
- | cine-forums, 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 designed to cultivate an academic culture centered around technology, design thinking, and creativity.

At the LOFT, you will find:

- | a consultancy point, and a coding area with 3 dedicated computers;
- | a co-working space with 3D printers;
- | a video-making room featuring a green and white screen;
- | a podcast centre where students can record their own audio and podcasts;
- | a post-production and silent rehearsal room, where students can play musical instruments wearing headphones;
- | a tech cinema, available for student use (featuring 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, and videomaking.

When the LOFT is not reserved for scheduled activities, students are free to use its space for any creative purpose, and they can book specific areas as needed (e.g. videomaking, post-production, and recording).

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

Please check out the [Luiss website](#), the [LOFT Instagram page](#) and the [LOFT Facebook 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) – located on the via Parenzo Campus. The space is open to the 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 relaxing cultural hub serves as a centre for inclusive conversation, hosting cultural events, and fostering life large learning.

The rules are simple: No stress – No studying – Stay open- minded and connected!

The Lounge is managed by students and offers internships and volunteering programmes aimed at empowering students and enhancing their Campus life.



Luiss Space for Prayer

Religion serves as an integrating tool for Luiss students and plays a crucial role in fostering inclusion on a global scale. In accordance with this inviolable right to multicultural expression, our University strives to accommodate the needs of students at every level.

To this end, various spaces are available where students can pray, emphasizing the importance of individual faith expression within the university community and respecting everyone's freedom of worship.

A Chapel is located at Via Parenzo, open for everyone to pray, and another dedicated space on Via Lisbona has been adapted for the same purpose.

These spaces are accessible according to the opening hours of the buildings, allowing students to pray whenever they feel the need.



The Community Garden and Sustainability at Luiss

The Luiss Community Garden symbolises the University's dedication to sustainability: a 1.000 m² green space open to students, staff, faculty, and the whole community around the Campuses. The Luiss Community Gardening Programme aims to experiment collaborative governance in social, economic, institutional, and legal technology aspects.

Promoting the values of collaboration, sharing, and cooperation, the program engages students and staff in co-managing the garden, harnessing ideas, efforts, energies, capabilities, skills, and talents from the community.

If you want to learn more about Luiss's commitment to Sustainability or are curious about the garden activities, check out the [webpage](#) or contact sustainability@luiss.it.

If you want to get in touch with colleagues who share a commitment to social and environmental sustainability, you can contact the Sustainability & Inclusion Commission. You can find all the information and useful contacts [here](#).

Cultural Events and Entertainment

The Luiss Cultural Activities are designed with the aim of complementing the technical training that students acquire during their academic journey. Among the available activities, students can participate in the theater workshop, now in its 22nd edition, and the Guided Tours project, through which they can become true ambassadors of the historical, artistic, and architectural beauties of our University.

For more information please check the [Luiss webpage](#) or contact attivita-culturali@luiss.it.

Radio Luiss

Run entirely by students, [Radio Luiss](#) offers entertainment, good music, cultural programmes, news, and interesting interviews. Many international students contribute to Radio Luiss activities, including productions for [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 promotes sustainable mobility and offers a range of solutions to connect its sites, including the Shuttle Service.

In order to improve constantly, Luiss continues to monitor and optimize its Shuttle Service, Integrating user feedback and adopting innovative technologies to ensure increasingly efficient and sustainable transport.

For other information, contact campusservices@luiss.it.

Luiss shuttle bus service

An environmentally friendly shuttle service, powered by natural gas, is available for the University's students, faculty and staff. The shuttles facilitate sustainable travel between Romania and Parenzo Campuses minimising environmental impact.

To prevent queues and waiting times, users must book their ride using the Luiss app and obtain a QR code at least five minutes before boarding the shuttle.

The app also provides real-time shuttle locations, arrival times, and allows for booking cancellations if plans change.

The service runs Monday through Saturday, and timetable is available on the Luiss app .

For other information, contact campusservices@luiss.it.





Student Mobility Office

Address	Viale Romania 32 (Villa Heritz), 00197 Rome
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 primary resource for all Luiss students interested in exclusive educational opportunities abroad offered by the University. The Office is responsible for the management and coordination of the following mobility programmes:

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

ESN Roma Luiss

ESN Roma Luiss is a part of the Erasmus Students Network, one of Europe's largest interdisciplinary student associations. Its mission is to represent international students at Luiss University and enhance the university's internationalization efforts. ESN Roma Luiss aims to foster cultural understanding and personal growth through the principle of Students Helping Students. Its goal is to make international student's experience 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, appreciate diversity, and foster cultural exchange.

Contacts:

- | **E-mail** board@esnromaluiss.net
- | **Address** Viale Romania 32, 00197 Rome
- | **Website** <https://romaluiss.esn.it/>
- | **Facebook**
- | **Instagram**





Accommodation

The University Accommodation & Campus Services Office is available to help prospective students in their search for housing. We propose three solutions:

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

Contacts

- I **E-mail:** residenze-collegi@luiss.it
- I **Phone:** 06 85225971

University halls of residence

Luiss University provides students with the opportunity to reside in one of six university halls located near its campuses.

The application process for Luiss Residences varies depending on the student type and admission criteria. For further information, visit this [link](#).

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

Private residences

Interested students should contact the residences directly to inquire about availability.

Contact details can be found on each residence's respective website.

Upon availability confirmation, students must contact the Accommodation & Campus Services Office to complete the application and submit the security deposit.

Private apartments

Luiss University works with an exclusive real estate agency, CasaLuiss, to provide students with private housing options that meet the University's quality standards.

CasaLuiss maintains a database of private apartments tailored to accommodate a variety of needs. Qualified staff assist to students in finding suitable tooms or apartments, arranging additional options, accompanying them on property visits, and finalising lease contracts with landlords.

The service is free to all Luiss students.



Procedures Before and After Arrival



3

Residence Permit for Non-EU students

Non-EU students planning to stay in Italy for more than 90 days must apply for a residence permit – permesso di soggiorno – within 8 working days, Saturdays included, from the arrival date in Italy, as indicated by the stamp on the passport or equivalent travel document.

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

STEP 1:

Before applying, familiarise yourself with the Italian rules regarding residence permits. Obtain the dedicated yellow kit (kit giallo), available at main post offices with a Sportello Amico counter.

Fill in the the Yellow Kit 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 required documents:

- | your passport or equivalent travel document;
- | a photocopy of your passport or equivalent travel document;
- | a copy of the invitation 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. [Here](#) you will find a facsimile of the postal payment slip along with instructions on how to fill it out. Fill in the slip for a payment of € 70.46. Additional costs include € 30.00 for administrative fees payable to the post office, plus a € 16.00 revenue stamp.

The total cost is approximately € 120.00, but please verify details 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://questure.poliziadistato.it/stranieri/>
- | <https://www.portaleimmigrazione.it/>

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 always keep this receipt with you (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 (located at Via Teofilo Patini 23, 00155 Rome) in accordance with the appointment to submit your documentation and have your fingerprints taken. In any case, the exact address will also be on the receipt provided by the post office. Please verify and plan your route before the appointment to ensure punctuality. This is the list of documents needed for the appointment at the immigration office:

- | the application receipt received from the post office;
- | passport or equivalent travel document;
- | a photocopy of your passport or equivalent travel document (excluding the blank pages);
- | 4 recent passport-size photographs;
- | a copy of the invitation letter from Luiss (only for first-year students) or the certificate of university enrolment, which you can request from the Student Office; (please note that certificates are issued within 2-3 working days).
- | a copy of a health insurance contract valid for Italy and for the entire duration of the residence permit that you are applying for

Refer to the receipt from the post office for the final list of required documents, as it is authoritative.

Remember that in the event of missing or incomplete documents, the time needed to issue the permit may be several months longer.

STEP 3:

Following the appointment at the Questura, a final appointment will be scheduled to collect your residence permit card. This appointment typically takes place at a Commissariato, a local police station serving your area of residence in the city. Please note that it usually takes from 3 months to 1 year 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: it is crucial to understand the difference between a visa and a residence permit. Some students may mistakenly believe these documents are identical and serve the same purpose, but they are distinct and serve different functions.

	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.
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!

If you need information about the **renewal of your residence permit**, please contact the Welcome Desk.

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 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 applying for a residence permit, the health insurance policy must meet the following criteria under Italian law:

- l it must cover any case of accident and hospital treatment not only in Italy but also in the Schengen Area;
- l its duration must match the period of your stay in Italy. If you plan to stay for more than 12 months, you will need to renew the policy along with your residence permit;
- l it must have a minimum coverage of € 30.000,00.

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 choose to get an Italian health insurance policy, we recommend contacting the following agency:

WAI – Welcome Association Italy

- I Generali S.p.A. Group
- I **Address:** Via dei Marsi, 31 - 001985 Roma
- I **E-mail:** info@waitaly.net
- I **Website:** <http://www.waitaly.net>
- I **Phone:** 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, in accordance with national law, provides assistance and reimbursement of medical expenses due to sudden illness or injury. If you wish to take out additional healthcare coverage, the agency can offer further options based on your needs.

The cost of the abovementioned insurance policy is about € 86 (6 months) or € 136 (12 months). In order to pay, interested students must 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 ensure its validity starts from a specific date, we recommend paying via bank transfer. Clearly indicate the starting date of your policy (i.e. the date of your arrival in Italy) in the payment reason field and promptly inform the agency via phone/email.



Language - Luis:



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:

- I 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)
- I 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)
- I 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):

- I color photocopy of passport or equivalent travel document;
- I copy of the receipt for the appointment for a residence permit or residence permit card (for non-EU students);
- I 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);
- I invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office (please note that certificates are issued within 2-3 business days);
- I name of a general practitioner affiliated with the Italian national health service;
- I copy of your personal tax identification number (codice fiscale);

The cost is €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 (please note that certificates are issued within 2-3 working days);
- | 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 the residence permit or residence permit card (for non-EU students);
- | invitation letter (for first-year students) or certificate of university enrolment, which you can request from the Student Office;
- | proof of accommodation in Italy, like a rental contract or, if you live in one of the university halls of residence, you can contact residenze-collegi@luiss.it;
- | a duly filled in and signed modello editabile AA48 application form, stating your address in Rome in section C of the form. [Here](#) are the instructions for filling out the form.

You can also apply for a tax identification number via email by sending all of the documents listed above to the Inland Revenue Agency at dp.iroma@agenziaentrate.it.

Please find below a sample email to send to the Inland Revenue Agency:

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 (for first-year student) or certificate of university enrolment, which you can request from the Student Office (please note that certificates are issued within 2-3 business days);
- | 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/>



Roma the Essentials



4

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.

While Rome is generally safe, be cautious of pickpockets, especially in crowded places like buses, the metro, and markets.

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

Major mobile providers in Italy are Vodafone, TIM, Windtre, Iliad and PosteMobile. You can choose between a plan (abbonamento) or pay-as-you-go (ricaricabile). For the pay-as-you-go option, you can purchase top-up cards from any tobacconist or newsstand all over the city. If you sign up for a plan, check the costs of notice period for cancelling a plan.

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. If a phone is lost or stolen, report the IMEI number or the details of the SIM card to your service provider to suspend 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. 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**

5

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:

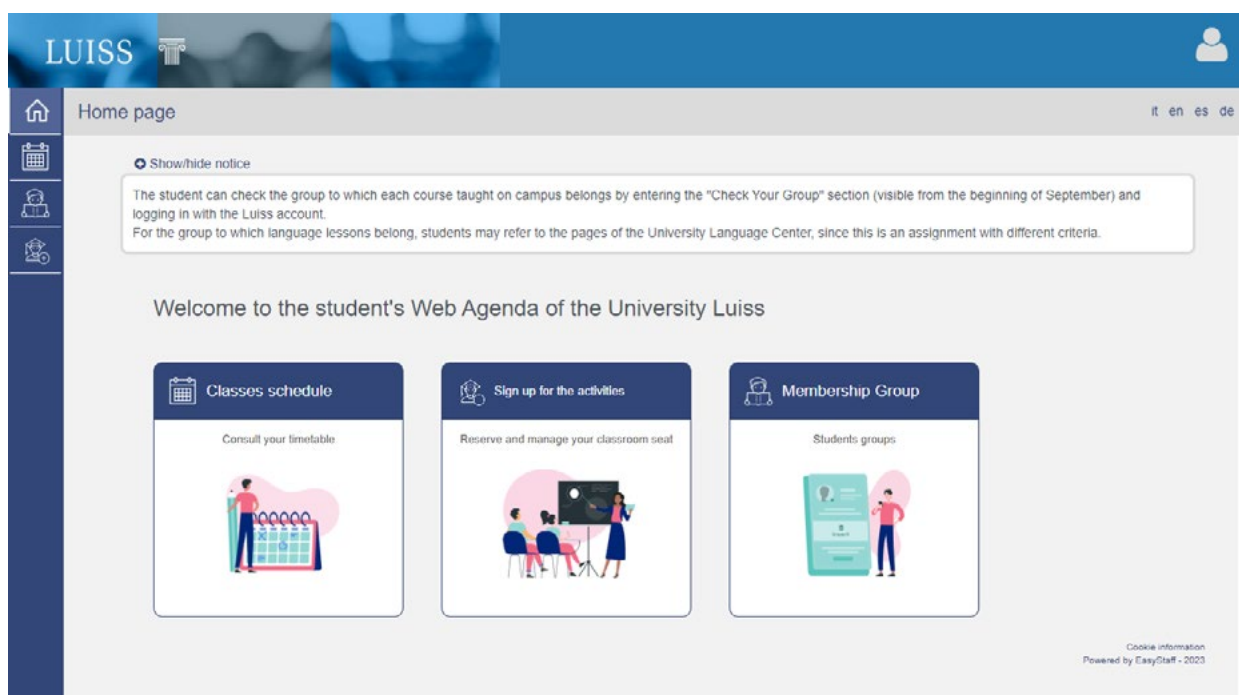
- I [Luiss Undergraduate School](#) | Libera Università Internazionale degli Studi Sociali, Roma
- I [Luiss Graduate School](#) | Libera Università Internazionale degli Studi Sociali, Roma

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 programme you are looking for in the degree program drop-down menu: e.g. DD Luiss Maastricht – Corporate Finance;
- | select the year and major (if applicable) from the year of study drop-down menu: e.g. 2nd year – Corporate Finance;
- | choose the specific date you wish to view your timetable under the week of section.
- | select the courses from the Course List on the right.

Figure 2: example of search by degree program

The screenshot shows a web interface for searching a timetable by degree. The title is "Search your timetable by degree". On the left, there is a navigation menu with icons for home, calendar, user profile, and search. The main content area is a grid with time slots on the y-axis and course details on the x-axis. A course titled "BUSINESS VALUATION" by Vulpiani Marco is highlighted in pink. The course details include "Aula lezioni 63 (online) [Sede virtuale lezioni a distanza]" and "15:00 - 16:30 Lezione DIM". To the right of the grid, there are four columns of course details for different groups (Gr.1 to Gr.4) with various subjects like ITALIANO INFRASETTIMANALE and RISK MANAGEMENT. On the far right, there is a sidebar with a list of courses and checkboxes, including "ITALIANO INFRASETTIMANALE" and "RISK MANAGEMENT".

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
- | choose the name of the professor whose the timetable you wish the view (e.g. Angelo Abignente) in the lecturer drop-down menu;
- | select the specific date you wish to view your timetable under the week of section.

Figure 3: example of search by lecturer

The screenshot shows a web interface for searching a timetable by lecturer. The title is "Search your timetable by lecturer". On the left, there is a navigation menu with icons for home, calendar, user profile, and search. The main content area is a grid with time slots on the y-axis and course details on the x-axis. A course titled "METODOLOGIA DELLA SCIENZA GIURIDICA (Canale D)" by Abignente Angelo is highlighted in yellow. The course details include "A220 - Aula Magna Mario Arceoli [Viale Poia]" and "09:30 - 10:30". To the right of the grid, there are two columns of course details for different groups (Gr.1 and Gr.2) with the same subject. On the far right, there is a sidebar with a list of courses and checkboxes, including "METODOLOGIA DELLA SCIENZA GIURIDICA (Canale D)". Below the list, there are options for "Coloring" (Full color) and "Overlap view" (With overlaps).

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;
- | choose the name of the course for which you want to view the timetable for (e.g. Macroeconomics – channel A – Economics and Business) in the teaching drop-down menu;
- | select the specific date you wish to view your timetable under the week of section.

Figure 4: example of search by course

LUISS

Cerca il tuo orario per insegnamento

Anno accademico: 2020/2021

Attività didattica: --

Settimana del: 21-09-2020

Mostra orario

Un asterisco vicino al nome dell'insegnamento può indicare la presenza di una nota o di un allegato. Cliccare sulla lezione per visualizzarne il contenuto.

Esporta gli impegni settimanali sul calendario personale

Dati della ricerca -- Settimana dal 21-09-2020

lunedì 21/09	martedì 22/09	mercoledì 23/09	giovedì 24/09	venerdì 25/09
		<p>MACROECONOMICS (Canale A) - da Gr 3 a Gr 11</p> <p>Lipi Francesco</p> <p>A101 (Viale Romania)</p> <p>15:15 - 16:00</p> <p>Lezione DCF</p> <p>MACROECONOMICS (Canale A) - da Gr 3 a Gr 11</p> <p>Lipi Francesco</p> <p>A101 (Viale Romania)</p> <p>16:15 - 17:00</p> <p>Lezione DCF</p>		



Annex 2: Examination procedures

Please read carefully



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The academic calendar is divided in two semesters, autumn and spring. Each semester offers a set of courses (as established in the Ordinamento degli Studi or academic offering), which are not repeated in the following semesters. Throughout the academic year, students have the opportunity to sit exams during three examination periods (winter, summer and fall sessions).

Students can take their exams during three ordinary examination sessions (winter, summer, and autumn). Importantly, these sessions do not overlap with lecture periods. Official exams are scheduled only after the corresponding courses have been completed. The earliest opportunity to sit official exams is during the winter session for courses taught in the first semester, and during the summer session for courses taught in the second semester of the academic year.

For each degree programme, student assessment during exams considers results achieved throughout the semester, evaluated based on criteria established by professors during course lectures. Assessment methods may include oral and written tests, midterm exams, individual assignments, group projects, presentation and discussion of papers and case studies, and active class participation.

Recording of exam grades is exclusively managed through the Web Self-Service platform. Therefore, it is mandatory to book exam dates through the [Web Self-Service platform](#) in the “Examinations - Book examination dates” section.

Please keep in mind the following important points:

- | In each examination session, students who are duly enrolled and have their administrative matters in order, including booking their exams, may sit for all relevant exams according to their approved study plan. This is contingent upon having passed any prerequisite exams and meeting attendance requirements;
- | students can book or cancel their exam bookings up to five days before the scheduled exam date;
- | it is not possible to book multiple dates for the same exam simultaneously;
- | after the deadline for booking an exam date passes, which is five days before the exam date and cancellations are no longer possible, students must wait until after the exam has taken place to book another date for the same exam;
- | in the case of written and oral exams for the same course, it is compulsory to separately book both the written and oral exams (even if they are scheduled for the same day).

The student must come to the exam with:

- | an Identity Document (ID card, passport, or travel document);
- | print-out 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:](#)
- | [Graduate School:](#)

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).

Please note that these dates may change. Therefore, it is advisable to check the latest information published on the Web Self-Service platform when planning your personal schedule.

If you cannot find the exam dates on the Luiss Web Self Service, please contact the Tutoring Office.

In addition:

- | Any issues regarding exam booking should be reported to the Student Office within the booking period;
- | It is the student's responsibility to check in their Web Self Service page for uploading of exam results.

At Luiss University, there are three types of exams currently administered:

1. Written exam followed by an associated oral exam with combined grading: students will receive an email to their Luiss account after the written exam, directing them to check their Web Self-Service area for the results. The oral exam will then take place on the scheduled date, and the final grade covering both parts will be recorded in the presence of the student and the professor.
2. Oral exam only with direct grading The grading procedure will be completed at the time of the exam, jointly with the professor.
3. Written exam only with subsequent grading: Students will receive an e-mail sent to their Luiss account after the written exam, prompting them to check their Web Self-Service area for results. They have three days from the publication of results by the professor to review the grade and, if desired, to decline it. During this period, they can also arrange with the professor to review their written exercises. If the grade is not declined within three days, it will be officially recorded for the student.

Students must check that their exam results have been officially recorded through the Web Self-Service platform. For written exams, students may withdraw at any time before submitting their answers. For oral exams, withdrawal is possible before the grade is recorded.

A student who withdraws from or fails an exam may be ineligible to sit for the exam again in the subsequent session. The minimum passing grade required 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 do not receive a numerical grade.

Violations of exam regulations are governed by Article 38 "Duties of Students" of the University Academic Regulations, which may result in exclusion from one or more exam sessions or temporary suspension of enrollment at the University.

An exam is deemed 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.

Students can check their academic record at any time through the Web Self-Service platform.
Re-sitting exams:

- for fully-enquiry based programs (first year in 2023-24), students can re-sit I semester and II semester exams during the 2023-24 fall session if they fail an exam or if the grade is deemed unsatisfactory.
- for all other programmes, students can re-sit the exam during the same session (preferably on the last available exam date). However, professors can refuse the re-sit during the same session and propose the re-sitting it in the following session.

If you decide to re-sit an exam because you consider the grade unsatisfactory, 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 cannot be changed, and the exam cannot be retaken.

Exam procedures and eligibility requirements for taking exams are set by the course professor and are generally specified in the course syllabus. For instance, as attendance at Luiss is compulsory, the professor may refuse to allow students who have not met class attendance requirements to sit an exam. Make sure to ask each professor during the first class if there is a minimum number of lectures that must be attended to be eligible 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 re-sits during the autumn session as stated above;
- for all other programmes, exams can be taken not only in the first exam session available (i.e. the one directly after teaching ends) but also in the following ones. However, in these latter case, examination dates will typically be fewer, usually only one.

The Italian university system is generally based on oral exams although, some course may also have written exams. 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.

For further information, check the following link:

- I [Bachelor's Degree program](#)
- I [Master's degree program](#)
- I [Single cycle degree program](#)





Enjoy Luiss Life!

