

## Right after receiving the admission letter:

- **Request** the **Visa** to Italy for study reasons to the Italian Embassy in your country. Be aware that the evaluation of **your request might take several months.**
- **You are suggested** to start the process for ISEE evaluation (may take up to 1-2 months):
  1. Collect documents and statements about your financial status required for ISEE evaluation as stated by the Tuscany's DSU Agency. Such documents must be issued by the competent institutions of your country (e.g., municipality, social security agency, etc.), banks and employers depending on the type of certificate.
  2. Make all of documents translated into Italian.
  3. Apply for legalization of the documents to the Italian Embassy or, if your country belongs to the International Apostille Convention, request the apostille stamp to the competent office.
  4. Once you have all of the documents translated and legalized, request evaluation of ISEE through the Tuscany's DSU website.
- When application time opens (early July), you are suggested to apply for DSU scholarship and accommodation.
- **Request** the Italian Codice Fiscale to the Florence office of the Italian Tax Agency by email (takes 1-3 weeks).
- **Start** the process for recognition of your bachelor certificate (may take up to 1-2 month)
  1. Make the bachelor certificate and the diploma supplement translated to Italian (unless the original language is English, Spanish or French).
  2. Apply for the declaration of value to the Italian Embassy.
  3. Apply for legalization of the documents to the Italian Embassy or, if your country belongs to the International Apostille Convention, request the apostille stamp.

## **Right before travelling to Italy:**

- When you know the day of your travel, book an appointment at the Florence's Immigration Desk in the days right after your arrival

## **Right after arriving in Italy:**

- Go to the Florence's Immigration Desk on the day of your appointment: they will support you with the important paperwork you must take care about
- You must apply for Permesso di Soggiorno within 7 days of your arrival in Italy
- Perform final enrollment into the University
- As soon as enrollment is completed (i.e., when you have the student id number assigned), perform registration into the national health system as soon as possible.

## **Once fully enrolled:**

- Get access to your official University's email address
- If you won the DSU scholarship, confirm your enrollment to DSU in order to be listed for accommodation
- If you won the DSU scholarship, send all hard copies of financial status documents to the DSU agency by certified post (raccomandata A/R)
- If your accommodation is temporary, request to collect the student's card by hand rather than make it shipped
- Register on Autolinee Toscane's website for the student's ticket
- Follow the safety training course and take the exam
- Request the certificate of enrollment to the University (you'll need it to have the Permesso di Soggiorno confirmed)

## **While you're staying in Florence:**

- Learn how to download teaching materials from Moodle, register into exams on GCS, get access to libraries and online resources. Learn about Public Transport in Florence
- Take care of the steps for the confirmation of your permesso di soggiorno and apply for renewal yearly
- When the time comes, submit your study plan
- Follow lectures and take exams