

# International Relations Office: **iro**

[erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)





**before** the mobility

# iro: contacts

Opening hours:

- ✓ VARESE – via Ravasi, 2
- ✓ COMO – via Valleggio, 11

Mon, Tue, Thur, Fri: 9:30-12:00am

Wed: 2:00-4:00pm

✉ [erasmus@uninsubria.it](mailto:erasmus@uninsubria.it)



**before** the mobility

# acceptance

Students must:

- ✓ be officially nominated by the home institution
- ✓ insert/register their data in our database >> [click here](#)
- ✓ proceed with online application  
receive our official acceptance letter



**before** the mobility

## useful links

- ✓ [Website \(Italian version\)](#)
- ✓ [Website \(English version\)](#)
- ✓ [Departmental local coordinators](#)
- ✓ [Course catalogues and lessons](#)
  
- ✓ Varese,  
[MAP](#), [Library](#), [News](#), [Cinema](#), [Museum](#)
- ✓ Como,  
[MAP](#), [Library](#), [News](#), [Cinema](#), [Museum](#)



**before** the mobility

# courses and LA

- ✓ **course catalogues** explore our webpages to look for suitable courses and send us your **Learning Agreement** duly signed by you/the home coordinator >> we will forward it to our local coordinator for check/signature
- ✓ **credits** 1 CFU/ECTS credit corresponds to a 20-25 hour overall workload (i.e. lectures, practice, seminars, private work and research in libraries, assessments and examinations)



**before** the mobility

# accommodation

Incoming students can apply for accommodation in Varese and in Como

- ✓ for information and deadlines, please contact the office in charge

✉ [Diritto allo studio](#)



during the mobility

## useful links

- ✓ [Website ITA version, UK version](#)
- ✓ [Departmental local coordinators](#)
- ✓ [Course catalogues and lessons](#)
- ✓ [Pass for city buses in Varese](#)  
IRO → stamp on the student's form
- ✓ [Timeline](#) (ongoing lessons)
- ✓ [Exams](#)
- ✓ [eLearning](#)
- ✓ [Webmail](#)
- ✓ [Libraries](#)



**DO NOT  
FORGET!**

**d<sub>tm</sub>**

during the mobility

# matriculation

Upon arrival, refer to our office for:

- ✓ matriculation
- ✓ credentials (exams, @, wi-fi, ...)
- ✓ certificates (arrival date, ...)
- ✓ general information





during the mobility

# non EU citizens

## RESIDENCY/STAY PERMIT

non EU citizens who plan to stay longer than 3 months, should apply for a VISA >> you can refer to:

- ✓ Patronato CGIL  
VARESE (via N. Bixio, 37) – COMO (via Italia libera, 23)
- ✓ Patronato ACLI  
VARESE (via S. della Chiesa, 9) – COMO (via G. Brambilla, 35)



**during** the mobility

# non EU citizens

## CODICE FISCALE/TAX CODE

This code is necessary to enter a rent agreement, open a bank account, ...

>> to obtain your tax code please refer to:

### Agenzia delle Entrate

✓ VARESE (via Frattini, 1) – COMO (viale Cavallotti, 6)

>> you'll be asked for an ID document



**during** the mobility

# italian language

Incoming students are offered an  
**Italian language course**

- ✓ Duration: 30 hours
- ✓ Location: Varese/Como

If you have checked this item while applying online, after your arrival you will receive an e-mail from the IRO



during the mobility

# LA changes

Check our website for:

- ✓ courses contents
- ✓ timetables
- ✓ exam dates

Then contact local coordinators :

- ✓ to complete/review your LA
- ✓ send us the updated version >> to list/  
update the subjects in your online booklet



**during** the mobility

## exams

Don't forget!!

- ✓ registration >> 25 to 5 days before
- ✓ italian grades >> 18/30 → 30L/30
- ✓ complete exams or single modules (for Medicine and Surgery's courses)
- ✓ how to..? sessions >> ask your buddy 😊



during the mobility

# accommodation

If you are staying in a dorm:

- ✓ follow the rules >> closing time, guests, ...
- ✓ fees >> payment by the 10th, each month
- ✓ fees >> payment's receipt to ✉ [Diritto allo studio](#)



during the mobility

# erasmus angels

ESN section in Varese/Como

- ✓ buddy system
- ✓ get to know our towns
- ✓ leisure and free time

✉ [insubria@esn.it](mailto:insubria@esn.it)

📷 [insubria\\_erasmus\\_angels](https://www.instagram.com/insubria_erasmus_angels)



**after** the mobility

# iro: documents

Before you leave:

- ✓ certificate of departure
- ✓ submit papers to be registered in your booklet (e.g. traineeships, ...)
- ✓ Transcript of Records





after the mobility

keep on

following us..

