



European  
University  
Institute

# WELCOME

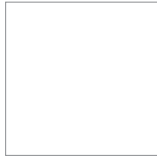
welcome

LIFE IN FLORENCE  
PRACTICAL INFORMATION FOR  
EUI NEWCOMERS

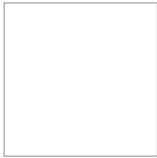




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# 1

## VISAS, PERMIT OF STAY, RESIDENCE, TAX CODE

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EUI MEMBERS				
	BEFORE DEPARTURE	UPON ARRIVAL AT THE EUI		
CITIZENSHIP CATEGORY (AND LENGTH OF STAY)	VISA requirements	ID Card from the Italian Ministry of Foreign Affairs	Permit of Stay or Declaration of Presence (Police)	Residence Registration (local Town Hall)
EU Citizens (12 months' stay or longer)	NO	YES	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (not required if you stay less than 3 months)
Non-EU Citizens <sup>a</sup> (12 months' stay or longer)	YES (Long Term Mission Visa)	YES	NO	Not obligatory but useful
Non-EU Citizens <sup>a</sup> (less than 12 months)	YES	NO	YES within 8 working days	Not obligatory but useful

a. Citizens of Iceland, Norway and Switzerland are subject to the same conditions of EU Citizens.



## FAMILY MEMBERS

	BEFORE DEPARTURE	UPON ARRIVAL AT THE EUI		
CITIZENSHIP CATEGORY (AND LENGTH OF STAY)	VISA requirements	ID Card from the Italian Ministry of Foreign Affairs	Permit of Stay or Declaration of Presence (Police)	Residence Registration (local Town Hall)
EU Citizens (12 months' stay or longer)	NO	Only family members of administrative, teaching and academic staff are eligible for the Italian Ministry of Foreign Affairs ID card. <sup>b</sup>	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (not required if you stay less than 3 months)
Non-EU Citizens <sup>a</sup> (12 months' stay or longer)	YES	Only family members of administrative, teaching and academic staffs are eligible for the Italian Ministry of Foreign Affairs ID card. <sup>c</sup>	<ul style="list-style-type: none"> <li>■ YES within 8 working days</li> <li>■ EXEMPT if in possession of an ID card issued by the Italian Ministry of Foreign Affairs</li> </ul>	Not obligatory but useful
Non-EU Citizens <sup>a</sup> (less than 12 months)	YES	NO	YES within 8 working days	Not obligatory but useful

a. Citizens of Iceland, Norway and Switzerland are subject to the same conditions of EU Citizens.

b. See appropriate section, p. 8.

c. See appropriate section, p. 9.



# EUI CONTACTS FOR VISA AND RESIDENCE ISSUES

- For administrative, teaching and academic staff and family members
  - Human Resources Service: [morena.rossi@eui.eu](mailto:morena.rossi@eui.eu)
- For researchers and family members
  - Academic Service: [lorenzo.ghezzi@eui.eu](mailto:lorenzo.ghezzi@eui.eu)
- For exchange and visiting students and family members
  - Academic Service: [linda.gilbert@eui.eu](mailto:linda.gilbert@eui.eu)
- For postdoctoral fellows (postdocs), visiting fellows and family members
  - Filipa de Sousa: [WelcomeUnit@EUI.eu](mailto:WelcomeUnit@EUI.eu)

To comply with Italian regulations for entering and residing in Italy, non-Italian EUI members and their family members must respect the following procedures.

## EUI MEMBERS<sup>1</sup>

### EU CITIZEN

#### Before departure

No visa is required.

#### Upon arrival at the EUI

If you are staying in Italy for more than 3 months, we recommend (although not strictly mandatory) that you acquire legal residence<sup>2</sup>. For further details on legal residence and how to register at your local town hall (see ‘Certificate of Residence’).

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1. All categories: administrative, teaching and academic staff, researchers, exchange and visiting students, postdocs and visiting fellows.

2. Residence is a requirement for obtaining reduced fares for utilities, purchasing a car, etc.



Members of the EUI staying in Italy for 12 months or longer also receive a special ID card issued by the Italian Ministry of Foreign Affairs.

The special ID card is issued only after your official registration / entry into service at the EUI. In order to speed up the application process for the ID card, please supply the necessary documents well before your arrival:

- A scanned copy of your passport  
The passport must be valid for at least 6 months from the application date.  
Passports valid for less than 6 months cannot be accepted.
- A digital passport-type photo

The Institute is responsible for the application and issue of the special Ministry ID card. According to your status, you are advised to contact the relevant service for all the necessary instructions and details.

## NON-EU CITIZENS

### *Note*

*You should apply for visa/visas as soon as possible and, if you are expected to arrive in September, certainly by the end of June.*

## Before departure

You must apply for a visa for the entire duration of your stay at the EUI.

The EUI provides you with all the relevant information and a letter to support your visa application. This should be submitted to the Italian Embassy or Consulate in your country of residence.

N.B.: Those staying in Italy for 12 months or longer must apply for a [Long-term Mission Visa](#).





## Upon arrival at the EUI

A visa entitles you to enter the Italian territory **but NOT to reside** in Italy. After arriving in Italy, there are further procedures to complete in order to settle residence obligations.

### Stay of 12 months or longer

For non-EU citizens staying for 12 months or more and in possession of a long-term mission visa, the Italian Ministry of Foreign Affairs (*Ministero degli Affari Esteri*) issues a special ID card which exempts non-EU citizens from having to apply for a Permit of Stay.

The special ID card is issued only after your official registration / entry into service at the EUI. In order to speed up the application process for the ID card, please supply the necessary documents well before your arrival:

- A scanned copy of your passport  
The passport must be valid for at least 6 months from the application date.  
Passports valid for less than 6 months cannot be accepted.
- A digital passport-type photo

The Institute is responsible for the application and issue of the special Ministry ID card. According to your status, you are advised to contact the relevant service for all the necessary instructions and details.

### Stay of less than 12 months

Non-EU citizens staying less than 12 months are not eligible for the Italian Ministry of Foreign Affairs ID card and must apply for a Permit of Stay (see below 'Permit of Stay for Non-EU citizens').



If you are staying in Italy for more than 3 months, for practical reasons<sup>3</sup>, you may also wish to apply for legal residence. For further details on legal residence and how to register at your local town hall (see below ‘Certificate of Residence’).

## ACCOMPANYING FAMILY MEMBERS

### EU CITIZENS

#### Before departure

No visa is required.

#### Upon arrival at the EUI

If you are staying in Italy for more than 3 months, we recommend (although not strictly mandatory) that you acquire legal residence.<sup>4</sup> For further details on legal residence and how to register at your local town hall (see below ‘Certificate of Residence’).

- Immediate **family members of administrative, teaching and academic staff** staying 12 months or longer, **are also entitled** to receive the special ID card issued by the Italian Ministry of Foreign Affairs, as long as they have no income of their own from present or previous gainful employment in Italy. Dependent children under the age of 21 can also obtain the card. On presentation of supporting documents, the card is also issued to any cohabitant dependent child aged from 21 to 24, only if he/she is actively attending a full-time university course.
- Immediate **family members of researchers and fellows** are not entitled to receive the special ID card issued by the Italian Ministry of Foreign Affairs,

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<sup>3</sup> Residence is a requirement for obtaining reduced fares for utilities, purchasing a car, etc.

<sup>4</sup> See, note 3.



and therefore the only way for them to certify their stay in Italy is to register with the local authorities (town hall).

## NON-EU CITIZENS

### Before departure

You will need to apply for a visa for the entire duration of the stay of your spouse.

The EUI provides you with all the relevant information and a letter to support your visa application. This should be submitted to the Italian Embassy or Consulate in your country of residence.

### Upon arrival at the EUI

A visa entitles you to enter the Italian territory **but NOT to reside** in Italy. After arriving in Italy, there are further procedures to complete in order to settle residence obligations.

- **Family members of administrative, teaching and academic staff** staying 12 months or longer, **are entitled** to receive the special ID card issued by the Italian Ministry of Foreign Affairs and, as such, are exempt from having to apply for a Permit of Stay.
- **Family members of EUI members other than administrative, teaching and academic staff**, regardless the length of their stay, **must apply for a Permit of Stay** within 8 working days of arrival (see below ‘Permit of Stay for Non-EU citizens’).
- If you are staying in Italy for more than 3 months, for practical reasons<sup>5</sup>, you may also wish to apply for legal residence. For further details on legal residence and how to register at your local town hall (see below ‘Certificate of Residence’).

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<sup>5</sup> See, note 3.



## PERMIT OF STAY FOR NON-EU CITIZENS

There are two types of Permit of Stay, one for those staying for more than 90 days, the other for those staying for less than 90 days.

### PERMIT OF STAY (*PERMESSO DI SOGGIORNO*)

Non-EU citizens staying in Italy for more than 90 days and not eligible for the Italian Ministry of Foreign Affairs ID card must apply for a *Permesso di Soggiorno* (Permit of Stay) within 8 working days of arriving in Italy.

### DECLARATION OF PRESENCE (*DICHIARAZIONE DI PRESENZA*)

Foreigners staying in Italy up to 90 days and who are not eligible for the Italian Ministry of Foreign Affairs ID card must submit a *Dichiarazione di Presenza* (Declaration of Presence) within 8 working days of arriving in Italy.

For Non-EU citizens coming from countries that do not apply the Schengen Convention the obligation to make a declaration of presence is satisfied through application of the USV sticker on the travel document at the moment of border control.

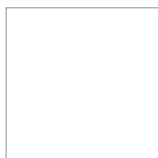
### How to obtain the Permit of Stay

To procure these two documents please contact directly:

- Eduservices  
[www.edu-services.org](http://www.edu-services.org)  
e-mail: [info@edu-services.org](mailto:info@edu-services.org)

To speed up procedures, we also strongly advise you to register with Eduservices before you arrive in Italy:

- [secure.edu-services.org/EUI/POS](http://secure.edu-services.org/EUI/POS)  
(if you are applying for the Permit of Stay)



- [secure.edu-services.org/EUI/DOP](https://secure.edu-services.org/EUI/DOP)  
(if you are applying for the Declaration of Presence)

The Italian State charges a fee for the *Permesso di Soggiorno*, to be paid by the applicant. It does not charge a fee for the *Dichiarazione di Presenza*. Assistance from Eduservices is provided in English and is free of charge.

## CERTIFICATE OF RESIDENCE (*CERTIFICATO DI RESIDENZA*)

### *Note*

*Legal residence is useful. For example, without such a certificate you would not be able to purchase a car, obtain reduced fares for utilities, or apply for a driving licence.*

EU citizens and non-EU citizens staying in Italy for more than 3 months may apply for legal residence at their local town hall registry office (*Comune, Ufficio Anagrafe*).

If you plan to register your residence in Italy, before leaving your country of origin, obtain an international family book (*libretto di famiglia*) or an accurate translation of your marriage certificate.

## TAX CODE (*CODICE FISCALE*)

During your stay in Italy you will need a Tax Code (*Codice Fiscale*). This is mandatory for Italian and foreign citizens, irrespective of whether you pay Italian taxes or not.

The only valid *Codice Fiscale* is the one issued by the Italian tax authorities. The *Codice Fiscale* is free of charge.

The *Codice Fiscale* identifies a citizen in all dealings with the Italian Public Authorities and Administrations. When living in Italy you will need it to:

- Open a bank account
- Buy a car or motor scooter
- Re-register a vehicle



- Sign any official contract, e.g. the lease for a flat
- Take out an Italian insurance policy
- Sign contracts with the gas, electric and telephone companies (including mobile phones)
- Ask for a medical check-up invoice
- Sign any sort of work contract subject to Italian labour law, etc.

## How to obtain a *Codice Fiscale*

You may obtain your *Codice Fiscale* either from the Italian Embassy or Consulate in your home country, or apply as soon as you arrive in Florence at the following address:

- ▷ Agenzia delle Entrate  
Direzione Provinciale di Firenze  
Via Santa Caterina d'Alessandria, 23  
50129 Firenze  
e-mail: UL.FIRENZE1@AGENZIAENTRATE.IT
- ▷ Monday to Friday: 8.30-12.45  
Tuesday, Wednesday, Thursday also: 14.15-16.00

Take a copy of your passport or ID card.



# 2

## IMPORTS, CUSTOMS AND VEHICLES

### EU CITIZENS

If you want to import personal belongings in Italy there are no particular procedures or formalities to be followed.

There are no restrictions on the importation of personal belongings, electrical goods, computers etc. into Italy, provided the articles were purchased in the EU.

#### *Note*

*If you bring articles purchased duty-free outside the EU, and for which duty and/or value-added-tax has not been paid in one of the EU states, they will be subject to Italian import duty.*

### NON-EU CITIZENS

There are no particular procedures to follow if you want to bring a small quantity of personal effects. This includes books, which you should bring as accompanied luggage. You will need your passport (and visa, if required) and a list of the items you are bringing with you.

As a member of the Institute you are entitled to import your belongings duty-free.



In order to complete all the formalities, you should contact the [WelcomeUnit@EUI.eu](mailto:WelcomeUnit@EUI.eu) well in advance (at least three months). If you choose not to use this EUI service please note that the procedures are rather complicated and very expensive and the EUI cannot give you assistance or support.

## VEHICLES

### IMPORTING A NEW OR USED VEHICLE

If you intend to import your vehicle duty-free into Italy, please contact the [WelcomeUnit@EUI.eu](mailto:WelcomeUnit@EUI.eu)

EU citizens may import a vehicle without paying duty, provided that it is over six months old and has mileage of over 6,000 km.

Non-EU citizens can import a vehicle duty-free on providing proof of ownership of over 1 year.

Once you have imported your vehicle to Italy, within one year the vehicle must be registered and issued with Italian licence plates.

#### *Note*

*Please note that these procedures and formalities can be very long, complex and costly, in particular for Non-EU citizens.*

For registration procedure, please contact:

- ▶ ACI Automobile Club di Firenze (central office)  
Viale Amendola, 36  
50121 Firenze
- ▶ Ms. Nicoletta Albanese  
e-mail: [n.albanese@acifirenze.it](mailto:n.albanese@acifirenze.it)  
tel.: [+39] 055 2486207
- ▶ David Mechi  
e-mail: [d.mechi@acifirenze.it](mailto:d.mechi@acifirenze.it)  
tel.: [+39] 055 2486230





## BUYING A NEW OR USED VEHICLE IN ITALY

If you want to buy a new or a second-hand vehicle, you need:

- Passport or national ID card
- *Codice Fiscale* (Tax Code) [see above]
- *Certificato di Residenza* (Residence Certificate) [see above]
- *Permesso di Soggiorno* (Permit of Stay) when applicable [see above]

New and used vehicles must be registered. Registration is not free of charge and may be quite expensive.

If you buy a vehicle from a car dealership, they will take care of the registration procedure. All expenses related to the registration of the vehicle must be paid directly to the car dealership.

If you buy a used vehicle from a private citizen, you must contact the ACI (see above) in order to complete the procedures for registration and transfer of ownership.



# 3

## HEALTH


### RESEARCHERS & POST-DOCTORAL FELLOWS

	EU CITIZENS	NON-EU CITIZENS	FAMILY MEMBERS/ PARTNERS
<b>HEALTH INSURANCE. CHOOSE ONE of the following options</b>	<i>Always sort out your insurance with Academic Service BEFORE you arrive</i>		
Extension of your national insurance rights to Italy <b>TO BE CHECKED in your HOME COUNTRY BEFORE ARRIVAL</b>	Ask for the S1 (ex-E106) form or EHIC card in your country of origin. <sup>a</sup>	Eligible if in possession of documents issued for study. <sup>a</sup>	Eligibility depends on certain conditions. <sup>a</sup>
EUI collective Cigna policy	<ul style="list-style-type: none"> <li>Covered by some national grant authorities.<sup>b</sup></li> <li>Eligible if not in possession of the S1 form and/or EHIC card.<sup>c</sup></li> </ul>	<ul style="list-style-type: none"> <li>Covered by some national grant authorities.<sup>b</sup></li> <li>Eligible.<sup>c</sup></li> </ul>	Eligibility depends on certain conditions. <sup>c</sup>
Other private insurance	Acceptable providing EUI provisions and conditions are respected. <sup>c</sup>	Acceptable providing EUI provisions and conditions are respected. <sup>c</sup>	---
<b>ACCIDENT INSURANCE</b>			
EUI additional collective worldwide Cigna policy	Covered, free of charge	Covered, free of charge	Not eligible
<p><i>a. Check conditions, coverage and fees in the relevant documentation in your country of origin.</i></p> <p><i>b. Check the relevant documentation.</i></p> <p><i>c. Check with Academic Service.</i></p>			



## ADMINISTRATIVE, ACADEMIC & TEACHING STAFF

	PERMANENT, TEMPORARY & CONTRACTUAL AGENTS	FULL-TIME PROFESSORS, RESEARCH FELLOWS & ACADEMIC ASSISTANTS	FAMILY MEMBERS/PARTNERS	PART-TIME PROFESSORS AND FAMILY MEMBERS/PARTNERS
<b>EUI SCHEME</b> Managed by the Human Resources Service				
Basic health insurance (JSIS - Joint Sickness Insurance Scheme)	Covered	Covered	Eligibility depends on various conditions and statuses. <sup>d</sup>	Not eligible
Accident insurance (International insurance via the European Commission)	Covered	Covered		Eligible professors but not family members.
<b>COMPLEMENTARY PRIVATE HEALTH INSURANCE</b>				
Private Cigna health insurance	Eligible	Eligible	Eligible	Eligible

*d.* Check with Human Resources Service.

## EUI CONTACTS FOR HEALTH ISSUES FOR RESEARCHERS AND POSTDOCS

- Ms Michela Menicagli  
Academic Service  
tel: [+39] 055 4685801, Int.: 2801  
e-mail: [health.insurance@eui.eu](mailto:health.insurance@eui.eu)

She can be contacted for more specific information on doctors/specialists and the Institute's private health insurance coverage.



- Researchers may also wish to contact the research student welfare representative(s) via the general rep e-mail.
  - ▷ e-mail: repmail@eui.eu

## FOR ADMINISTRATIVE, TEACHING AND ACADEMIC STAFF

- For affiliation to the scheme
  - ▷ Ms Morena Rossi  
Human Resources Service  
tel: [+39] 055 4685315, Int.: 2315  
e-mail: morena.rossi@eui.eu
- For requests concerning the procedures for reimbursement claims, possible delays in payment of reimbursements, appeals, etc.
  - ▷ PMO contact  
<https://ec.europa.eu/pmo/contact/>

## FOR EUI MEMBERS WITH DISABILITIES/SPECIFIC EDUCATIONAL NEEDS

The European University Institute is committed to providing equitable conditions for all.

Therefore, the EUI is committed to maximizing accessibility to services, resources and activities, and whenever needed, to provide reasonable adjustment.

- Researchers with disabilities / specific educational needs are invited to register their needs with:
  - ▷ Academic Service  
Office of the Dean of Graduate Studies  
e-mail: DeanofGraduateStudies@eui.eu



- Fellows with disabilities / specific educational needs are invited to register their needs with:
  - ▷ Academic Service  
Office of the Dean of Graduate Studies  
e-mail: DeanofGraduateStudies@eui.eu
  - ▷ Academic Service will coordinate with the relevant Department / Centre / Programme.
  
- Administrative, teaching and academic staff with disabilities / specific needs are invited to register their needs with:
  - ▷ Human Resources Service  
e-mail: personnelservice@eui.eu

## HEALTH AND ACCIDENT INSURANCE

All EUI members must be covered by a health insurance policy during their stay at the Institute.

There are different insurance schemes, according to a member's nationality and/or status within the EUI, as described as follows:

## RESEARCHERS AND POSTDOCS

As a general rule, researchers and postdocs should already be covered against sickness and accidents upon their arrival at the EUI. This may be through a private or state/national insurance scheme which will be checked when the researcher or fellow registers at the beginning of his/her stay at the EUI. The EUI will help you to sort out your insurance position.



Medical and accident insurance matters for researchers and postdocs are dealt with by the Academic Service:

- ▷ [www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx](http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx).

This page gives researchers and postdocs basic information on the medical and accident insurance schemes available through the EUI.

## Health insurance

Researchers and postdocs should choose one of the following options:

1. Extension of their national insurance rights to Italy where applicable:  
E106 (S1) form and EHIC card
2. The EUI Health Insurance Policy – Cigna
3. Other private health insurance

### 1. Extension of national insurance rights to Italy

Within the EU, form E106 (very recently the name has changed to “S1 form”) or the EHIC (European Health Insurance Card) is required for access to the Italian national health scheme.

Beyond the EU, many countries also have bilateral health insurance arrangements with Italy.

For further information and conditions, check with the Overseas Branch of your national insurance/social security office in the country where you are resident.

The E106 (S1) form is issued by the pertinent National Social Security scheme to those who are in receipt of a salary (instead of a grant) from their National Authority. Once in Italy, it should be exchanged for an Italian health card (*tessera sanitaria*) at the local *Azienda Sanitaria Locale (ASL)* office, after having first registered your residence (see above ‘Certificate of Residence’).

The EHIC card issued by the pertinent National Social Security office gives you access to the emergency services of the Italian national health service.



If you wish to be covered in full by the Italian national health service (as an Italian citizen) then you will need to pay an annual amount (per calendar year). This is calculated on the basis of your global income for the preceding year.

More information are available on:

- ▷ [www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx#RegistrationwithVoluntaryContributiontotheItalianNHS](http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows.aspx#RegistrationwithVoluntaryContributiontotheItalianNHS)

You are advised to check carefully your local national health insurance or social security web site for the information they provide on the EHIC and its use specifically in Italy.

Within the Italian public system, with one of the above forms or cards, medical and hospital treatment in Italy is free of charge, although there are standard prescription charges and set fees for certain types of specialist treatment and laboratory tests.

For further information about the Italian health system — the *ASL* — and access to the system with these forms or cards, please consult the ‘Access to the *ASL*’ webpage at:

- ▷ [www.eui.eu/Documents/ServicesAdmin/AcademicService/PracticalInfo/ASSISTENZASANITARIA.pdf](http://www.eui.eu/Documents/ServicesAdmin/AcademicService/PracticalInfo/ASSISTENZASANITARIA.pdf)

## 2. The EUI health insurance policy – Cigna

### Basic policy

If you cannot obtain the EHIC card or other nationally-extended state cover, you may subscribe to the Institute’s collective policy, operated by Cigna.

Researchers with grants from the following countries: Austria, Belgium, Ireland, Latvia, Poland, Portugal, Russia, Sweden, UK, or in receipt of a grant from the EUI itself, automatically have the Cigna basic policy covered by their grant authority.

Researchers from other countries and postdocs can sign up for the Cigna health insurance.



### Complementary policy

In case of hospitalisation and surgery, you should note that the basic Cigna health insurance policy does not cover 100% of medical costs.

In order to obtain more extensive coverage, you are advised to consider subscribing to a complementary policy, an option that is in addition to the basic policy. This would be at your own expense, even when the basic premium is covered by your national grant authority (as mentioned above).

Details and costs of the basic Cigna and complementary policies:

- ▷ [www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CignaInsuranceScheme.aspx](http://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CignaInsuranceScheme.aspx)

Under certain conditions family members can apply.

For further details contact:

- ▷ Ms Michela Menicagli  
Academic Service  
tel: [+39] 055 4685801, Int.: 2801  
e-mail: [health.insurance@eui.eu](mailto:health.insurance@eui.eu)

### 3. Other private health insurance

With respect to the provisions above, researchers and fellows can apply to any other private medical insurance. Please check conditions with Academic Service.

#### Accident insurance

Researchers and postdocs are covered worldwide free of charge against the risks of accident by a second, additional, collective policy that the Institute has taken out with Cigna.

This is a complementary cover that **ONLY** comes into use after the insured's principal health insurance cover has reimbursed its part of the medical expenses incurred.

In case of accident, you have 10 days after the day of the accident in which to complete the Declaration of Accident form.





Further details can be provided by:

- Ms Michela Menicagli  
Academic Service  
tel: [+39] 055 4685801, Int.: 2801  
e-mail: [health.insurance@eui.eu](mailto:health.insurance@eui.eu)

The dependents of researchers or postdocs are NOT eligible for this accident insurance cover. They are advised to take out accident insurance cover in their country of residence that will be valid for the entire duration of their stay in Italy.

## ADMINISTRATIVE, TEACHING AND ACADEMIC STAFF

The Human Resources Service is at your disposal to provide full explanations and information. See:

- [www.eui.eu/ServicesAndAdmin/PersonnelService/SicknessAccidentInsurance/Index.aspx](http://www.eui.eu/ServicesAndAdmin/PersonnelService/SicknessAccidentInsurance/Index.aspx)

## Health insurance

Administrative, teaching and academic staffs are covered by the Joint Sickness Insurance Scheme for the European Communities (JSIS).

When you sign your contract with the EUI the Human Resources Service registers you with the JSIS and will inform you of the details of this insurance coverage.

Who is covered?

- Permanent agents, temporary agents and contractual agents, full-time professors, research fellows and academic assistants
- Under certain conditions and to differing degrees, dependants, in particular the spouse or recognised partner and the children

Who is not covered?

- Part-time professors
- Academic collaborators



What is covered?

- Within the limits and under the conditions set out in the Rules on Sickness Insurance, persons covered under this Scheme are guaranteed reimbursement of expenses incurred as a result of illness, accident or confinement and the payment of an allowance towards funeral expenses.

## Accident insurance

Administrative, teaching and academic staffs have accident insurance coverage through a policy stipulated between the EUI and an international insurance company, via the European Commission.

Who is covered?

- Permanent agents, temporary agents and contractual agents
- Full-time and part-time professors
- Research fellows, academic assistants and academic collaborators

Who is not covered?

- Family members

What is covered?

- Occupational and private accidents, 24 hours a day, worldwide

For further info, see:

- [www.eui.eu/ServicesAndAdmin/PersonnelService/SicknessAccidentInsurance/NewRegulation.aspx](http://www.eui.eu/ServicesAndAdmin/PersonnelService/SicknessAccidentInsurance/NewRegulation.aspx)

## Complementary private policy with Cigna

The EUI scheme does not cover 100 % of medical costs. In order to obtain more extensive coverage you can purchase this supplementary health insurance.

The contractual terms and all details on subscription are available at the following address:

- [www.eurprivileges.com/afiliatys/hospitalisation-insurance](http://www.eurprivileges.com/afiliatys/hospitalisation-insurance)



## FIRST AID (*PRONTO SOCCORSO*)

First-aid services are normally free of charge in public hospitals (sometimes you could be requested to pay a small fee called a ticket), regardless the nationality of the patient.

To receive first-aid services, it is not necessary to be enrolled in the national health system.

Public service numbers for ambulance and emergencies, always in service:

- ▷ **118** Ambulance & emergency medical services
- ▷ First aid stations and doctors-on-call (*Guardia Medica*), Firenze  
[www.asf.toscana.it/index.php?option=com\\_content&id=55](http://www.asf.toscana.it/index.php?option=com_content&id=55)

## Hospitals - accident and emergency units (*Ospedali - Pronto soccorso*)

There is first aid/casualty/emergency at all these hospitals.

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055 794111 Ospedale di Careggi  
Viale Pieraccini 17  
50139 Firenze

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055 69381 Ospedale di Santa Maria Nuova  
Piazza Santa Maria Nuova 1  
50123 Firenze

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055 69321 Ospedale San Giovanni di Dio  
Via di Torregalli 3  
50143 Firenze  
(towards Scandicci, SW Firenze)

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055 69361 Ospedale Santa Maria Annunziata  
Via dell'Antella 58  
Ponte a Niccheri  
50011 Bagno a Ripoli

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In addition to the above the following specialized hospitals also have accident and emergency units.

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Paediatric hospital (*Ospedale pediatrico*)

055 56621      Ospedale pediatrico Meyer  
www.meyer.it   Villa Ognissanti  
                    Viale Pieraccini 24 (Careggi)  
                    50139 Firenze

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Psychiatric hospital (*Ospedale psichiatrico*)

055 6939813    Ospedale Ponte Nuovo  
                    Via delle Oblate (Careggi)  
                    50141 Firenze

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Orthopedic Hospital  
(*CTO - Centro Traumatologico Ortopedico*)

055 794111      CTO  
                    Largo Piero Palagi 1  
                    50134 Firenze

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More information on useful first aid contacts can be found at:

- ▶ [en.firenze-online.com/useful-information/useful-telephone-number-florence.php](http://en.firenze-online.com/useful-information/useful-telephone-number-florence.php)

You may also contact Medical Service Firenze which offers a fee-paying service for its doctors, both general practitioners and specialists. All doctors speak English and / or another foreign language. Services include prompt 24 Hrs/day house calls and walk-in visits at their clinic (check opening hours online).

- ▶ Medical Service Firenze  
[www.medicalservice.firenze.it/](http://www.medicalservice.firenze.it/)  
tel.: [+39] 055 475411  
e-mail: [medserv@tin.it](mailto:medserv@tin.it)  
Via Roma, 4  
50123 Firenze



## MEDICAL, AND COUNSELLING AND WELLBEING SERVICES AT THE EUI AVAILABLE FOR EUI MEMBERS AND PARTNERS

### General practitioners at the EUI

Three general practitioners (GP) are available for consultation either at the Institute in the Medical Consulting Room (*sala medica*) at the Badia Fiesolana or in town.

Visits are by appointment only and are to be paid directly to the physician.

Reimbursement of the costs for visits will fall under with the usual EUI health insurance scheme conditions (see appropriate section).

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Dr. Gabriele Friedl

General practitioner, specialist in respiratory diseases

mobile: 349 7319461

e-mail: [friedlmelli@alice.it](mailto:friedlmelli@alice.it)

By appointment only

- ▷ At the EUI on Mondays, Wednesdays and Fridays, 09.00 to 10.30
- ▷ Office: Via Fra' Bartolomeo 5 (next to piazza Libertà)  
50132 Firenze  
Every afternoon from 14.30 to 17.00,  
from Monday to Friday
- ▷ Also available for home visits

Speaks: German, English, French and Italian

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Dr. Stephen Kerr

General practitioner. Specializing in urology, pediatrics, obstetrics & gynecology, and psychiatry

tel./fax: 055 288055

mobile: 335 8361682

e-mail: [kerr@iol.it](mailto:kerr@iol.it)

web: [www.dr-kerr.com/eui.html](http://www.dr-kerr.com/eui.html)



By appointment only

- At the EUI on Wednesdays,  
from 08.15 to 09.00
- Office: Piazza del Mercato Nuovo 1  
50123 Firenze

Speaks: English and Italian

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Dr. Giampaolo Menegazzo

General practitioner, specialist in cardiology  
and the digestive system

tel. Centro Diagnostico Ultramicroanalysis: 055 242642  
mobile: 335 8118866

By appointment only

- At the EUI on Thursday morning from 8.30  
Please book calling directly his mobile
- Centro Diagnostico Ultramicroanalysis  
Monday and Wednesday afternoon  
Viale Mazzini 16  
50136 Firenze

Speaks: Italian

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## Counselling and wellbeing service

See:

- [www.eui.eu/ServicesAndAdmin/HealthAndFamily/MedicalServices/  
CounsellingServiceIndex.aspx](http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/MedicalServices/CounsellingServiceIndex.aspx)

Counselling takes place upon appointment at the Badia Fiesolana, Rooms BF 310  
and BF 311. The consultation is free of charge.



You can make an appointment with anyone in the team. Either:

- Send an e-mail to the general e-mail:
  - ▷ [counselling.service@eui.eu](mailto:counselling.service@eui.eu); or
- Send an e-mail or call the counsellor directly.

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Ms Katia Soboul

mobile: 348 0296571

e-mail: [katia.soboul@eui.eu](mailto:katia.soboul@eui.eu)

Speaks: French, English and Italian

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Mr Thiago Fernandes

mobile: 338 4019899

e-mail: [thiago.fernandes@eui.eu](mailto:thiago.fernandes@eui.eu)

Speaks: Italian, Portuguese, English

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Ms Alexa Hupp

Bodywork practitioner

(relaxation and breathing methods)

tel.: 328 7587114

e-mail: [alexandra.hupp@eui.eu](mailto:alexandra.hupp@eui.eu)

Speaks: German, English, Italian, French

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## Psychiatrists

Also part of the Institute support team are three psychiatrists who may be contacted for appointments at their offices in Florence.

Dr. Anna Choub

mobile: 339-5687775

e-mail: achoub@yahoo.com

Studio Medico del Cinghiale  
P.zza Mercato Nuovo 1, 4th floor  
50123 Firenze

Speaks: English and Italian

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Dr. Sara Masetti

mobile: 3285337931

e-mail: Saramasetti@libero.it

Studio Pierattini  
Via Livorno 54/3, 1st floor  
50142 Firenze

Speaks: Italian, English, Spanish

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Dr. Maurizio Miceli

mobile: 348 9118108

e-mail: maurizio.miceli@asf.toscana.it

Speaks: Italian and English

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4	EMERGENCIES			
	- USEFUL CONTACTS			

## EMERGENCIES

DO YOU NEED TO CALL  
AN AMBULANCE, THE FIRE SERVICE OR THE POLICE?

Dial 0 first if calling from an EUI phone.

- ▷ 118 Ambulance
- ▷ 115 Fire Service
- ▷ 112 *Carabinieri*
- ▷ 113 Police

And, if on campus, call the 24-hour **EUI Emergency Number**:

- ▷ ext. 2999 (from an EUI phone) or
- ▷ 055 4685 999 (from an outside line or cell phone)

These emergency numbers can be found on the back of the EUI ID Card.



## WHAT TO DO IN AN EMERGENCY ON CAMPUS (FIRE, EARTHQUAKE, TERRORIST THREAT ETC.)

ANYONE, when they become aware of a danger must raise the alarm by calling:

- the 24-hour EUI Emergency Number:
  - ▷ ext. 2999 (from an EUI phone) or
  - ▷ 055 4685 999 (from an outside line or cell phone)
- the porters in the building

### If you hear the alarm

Leave by the most direct available route following the green signs:



and go to the nearest assembly point.



Do not check the building for occupants, the EUI Emergency Teams will do this.

More info on the EUI Safety & Security Policy web page at:

- ▷ [www.eui.eu/About/SafetyandSecurityPolicy.aspx](http://www.eui.eu/About/SafetyandSecurityPolicy.aspx)



## WHAT TO DO IF YOU ARE ATTACKED OR ASSAULTED

In case of assault or aggression call:

- ▷ **112** *Carabinieri*, or
- ▷ **113** Police

If urgent medical attention is needed call:

- ▷ **118** Ambulance

## WHO TO CONTACT IN CASE OF DISAPPEARANCE OR DEATH OF AN EUI MEMBER

Administrative and Teaching Staff:

- ▷ Director of Human Resources Service: **055 4685 484**

Researchers and Fellows:

- ▷ Director of the Academic Service: **055 4685 359**

For all disappearances during EUI closures and outside normal working hours, contact:

- ▷ the 24-hour EUI Emergency Number:
  - ▷ ext. **2999 (from an EUI phone)** or
  - ▷ **055 4685 999** (from an outside line or cell phone)

## WHAT TO DO IF SOMETHING IS STOLEN FROM YOU

Any thefts taking place on campus should be reported to:

- ▷ the 24-hour EUI Emergency Number:
  - ▷ ext. **2999 (from an EUI phone)** or
  - ▷ **055 4685 999** (from an outside line or cell phone)

In all cases of theft, you will need to make a statement (*denuncia*) either to the Police or *Carabinieri* (see contacts below).



For thefts on campus or of EUI property, a copy of the statement made to the Police or *Carabinieri* must be sent to the Control Room, Badia Fiesolana:

▸ e-mail: [EUI.Control.Room@eui.eu](mailto:EUI.Control.Room@eui.eu)

## USEFUL CONTACTS

### EUI LOST & FOUND OFFICE

The office is located at the Badia Fiesolana Control room (in front of the Reception desk) and is open 24/7, including EUI closures and public holidays.

- ext. **2999** (from an EUI phone) or
- **055 4685 999** (from an outside line or cell phone)
- Email: [eui.control.room@eui.eu](mailto:eui.control.room@eui.eu)

### POLICE

- *Carabinieri* in Fiesole, Via Gramsci 20 - 50014 Fiesole **055 59136**
- *Carabinieri*, Viale Dei Mille 66 - 50131 Firenze **055 573079**
- *Polizia di Stato*, Via Frusa 2 - 50131 Firenze **055 2625151**

### HOSPITALS IN FLORENCE WITH ACCIDENT & EMERGENCY SERVICES (*OSPEDALI CON PRONTO SOCCORSO*)

- Ospedale di Careggi  
Viale Pieraccini 17, 50139 Firenze: **055 794111**
- Ospedale di Santa Maria Nuova  
Piazza Santa Maria Nuova 1, 50123 Firenze: **055 69381**
- Ospedale San Giovanni di Dio  
Via di Torregalli 3, 50143 Firenze: **055 69321**

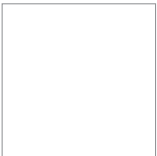


- Ospedale Santa Maria Annunziata  
Via dell'Antella 58, Ponte a Niccheri, 50011 Bagno a Ripoli: [055 69361](tel:05569361)

- CTO, Centro Traumatologico Ortopedico (Orthopaedic Hospital)  
Largo Piero Palagi 1, 50134 Firenze: [055 79411](tel:05579411)

#### Childrens' Hospital

- Ospedale Pediatrico Meyer,  
Villa Ognissanti, Viale Pieraccini 24, 50139 Firenze: [055 56621](tel:05556621)



5	HOUSING				

The EUI Housing Office organizes the allocation of EUI residential flats and manages a database providing offers for long and short-term housing on the private market in and around Florence.

You may consider one or more of the following options:

1. EUI residential accommodation
2. Accommodation through the EUI database
3. External real estate portals

*Note*

*Although the Housing Office assists newcomers in renting EUI apartments at Ponte alla Badia and Pian del Mugnone, it does not arrange private housing for EUI members personally.*

For newcomers arriving in Florence at the beginning of the academic year: please remember that **the EUI and most of the housing agencies are closed in August.**

During the first week of registration, the EUI Housing Office, located next to the EUI apartments at Ponte alla Badia will provide ad hoc assistance at Badia/Housing Office.



## 1. EUI residential accommodation

The EUI owns 71 apartments which are available on a 12-18 -month basis or for shorter periods, renewable upon re-application. They are located near the Institute:

- 60 newly constructed and furnished apartments with air-conditioning, communal laundry and Wi-Fi at Ponte alla Badia, Via Faentina 386 (Firenze)
- 11 apartments similarly with communal laundry and Wi-Fi at Pian del Mugnone, Via Faentina 94b (Fiesole)

For further information about when and how to apply, see:

- ▷ [www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/ResearcherFlats/Index.aspx](http://www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/ResearcherFlats/Index.aspx)

For any further clarification please contact:

- ▷ e-mail: [housing.office@eui.eu](mailto:housing.office@eui.eu)

## 2. EUI housing database for private accommodation

The EUI Housing database consists of offers received from private landlords. It is regularly updated. See:

- ▷ [https://apps.eui.eu/Housing/Housing\\_app/db/login\\_new.jsp](https://apps.eui.eu/Housing/Housing_app/db/login_new.jsp)

If you are due to start at the EUI but don't have an EUI account yet, you may request access rights to the database from the Housing Database Officer:

- ▷ e-mail: [housing.db@eui.eu](mailto:housing.db@eui.eu).

## 3. Offers and requests for accommodation posted by EUI members

See:

- ▷ [www.eui.eu/ServicesAndAdmin/Housing/OffersRequestsEUIMembers/Index.aspx](http://www.eui.eu/ServicesAndAdmin/Housing/OffersRequestsEUIMembers/Index.aspx)

## 4. Real estate portals, agencies, adverts

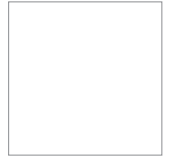
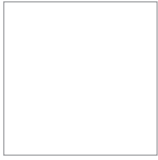
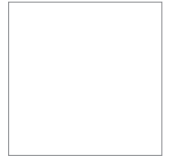
See:

- ▷ [www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/AgenciesAndAdverts.aspx](http://www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/AgenciesAndAdverts.aspx)





# SCHOOLS



## THE EUI

The EUI provides preschool childcare (Crèche) for the children of all EUI members. The age range is normally 6 months to 3 years, although older children can also be accommodated.

The Crèche is open Monday to Friday, 8.30 to 17.45 throughout the official EUI year. Interested parents may visit it Monday-Friday after 5 p.m.

[www.eui.eu/ServicesAndAdmin/LogisticsService/Creche/Index.aspx](http://www.eui.eu/ServicesAndAdmin/LogisticsService/Creche/Index.aspx)

Contact:

- ▷ Gloria Peruzzi
- e-mail: [gloria.peruzzi@eui.eu](mailto:gloria.peruzzi@eui.eu)
- tel.: [+39] 055 4685385, Int. 2385

## SCHOOLS IN ITALY

- Children aged up to 3 years: *Asilo nido*
- Age 3 - 6 years: *Scuola materna*
- Age 6 - 11 years (5 grades): *Scuola elementare*
- Age 11 - 14 years (3 grades): *Scuola media*
- Age 14 - 19 years (5 grades): *Scuola superiore*





## ITALIAN SCHOOLS OFFERING COURSES IN FOREIGN LANGUAGES

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The Kindergarten

*Asilo nido, scuola materna, elementare e media*

[www.kindergarten.it/](http://www.kindergarten.it/)

Via San Gallo 105

50129 Firenze

tel: [+39] 055 495061

e-mail: [info@kindergarten.it](mailto:info@kindergarten.it)

A private school offering courses in English.

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ENB -Elementari Nel Bosco

*Scuola elementare*

Located in the countryside near Fiesole

Contact Alessandra

e-mail: [elementarinelboscofirenze@gmail.com](mailto:elementarinelboscofirenze@gmail.com)

Elementary Forest School

Learning through nature to teach a curriculum in geography, mathematics, Italian, English, history, science, fitness, music and creative arts.

Has the standard Italian curriculum

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Istituto Statale SS. Annunziata

*Scuola media*

[www.poggio-imperiale.it/](http://www.poggio-imperiale.it/)

Viale del Poggio Imperiale 1

50125 Firenze

tel: [+39] 055.226171

Has the standard Italian curriculum but some subjects are taught in French and English.

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Istituto Comprensivo Serve di Maria Addolorata  
*Scuola materna, elementare, media e liceo linguistico*  
[www.istitutocomprensivoservedimaria.it/isdm/](http://www.istitutocomprensivoservedimaria.it/isdm/)

Via Faentina, 195  
50133 Firenze  
tel: [+39] 055.588083  
e-mail: [scuolaviafaentina@virgilio.it](mailto:scuolaviafaentina@virgilio.it)

Has the standard Italian curriculum but some subjects are taught in English, French or Spanish.

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Istituto del Sacro Cuore  
*Scuola materna, elementare, media, liceo classico, scientifico e linguistico*  
[www.sacrocuore.com/scuola/](http://www.sacrocuore.com/scuola/)

Viale Michelangelo, 27  
50125 Firenze  
tel: [+39] 055.6811872  
e-mail: [info@sacrocuore.com](mailto:info@sacrocuore.com)

Has the standard Italian curriculum but some subjects are taught in English (*materna e elementare*) French (*elementare*) Spanish (*media*) and German (*superiore*).

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Scuola Waldorf & Liceo dei Colli  
*Asilo nido, scuola elementare, media e superiore*  
[www.scuolawaldorffirenze.it/](http://www.scuolawaldorffirenze.it/) | [www.liceodeicolli.com/](http://www.liceodeicolli.com/)

Via Imprunetana, 124  
Loc. Pozzolatico  
50023 Impruneta, (FI)  
tel.: [+39] 055 0351176/9  
e-mail: [info@scuolawaldorffirenze.it](mailto:info@scuolawaldorffirenze.it) | [info@liceodeicolli.it](mailto:info@liceodeicolli.it)



Not a standard Waldorf school, but it inspires itself to this worldwide pedagogical movement. At the end of the curriculum students reach a scientific graduation according to Italian laws and standards (*maturità*) and can choose any Italian university. Some subjects are taught in English (*media* and *superiore*) and German (*media*).

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Istituto Dante Alighieri

*Liceo scientifico sportivo, istituto tecnico aeronautico,  
istituto tecnico economico*

[www.idafirenze.it/](http://www.idafirenze.it/)

Via di Ripoli, 92

50126 Firenze

tel.: [+39] 055 6818272/3

e-mail: [scuola@idafirenze.it](mailto:scuola@idafirenze.it)

Has the standard Italian curriculum but some subjects are taught in English and German.

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Istituto Statale di Istruzione Superiore

Niccolò Machiavelli-Capponi

*Scuola superiore*

[www.liceomachiavelli-capponi.it/Indirizzo int.htm](http://www.liceomachiavelli-capponi.it/Indirizzo_int.htm)

Principal and administrative offices:

Via S. Spirito, 39

50125 Firenze

tel.: [+39] 055 2396302

e-mail: [isismachiavelli@gmail.com](mailto:isismachiavelli@gmail.com)

International *Liceo* with the standard Italian curriculum but some subjects taught in French and English.

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Istituto Comprensivo 'E. Balducci' di Fiesole  
*Scuola materna, elementare e media*

Via del Pelagaccio, 1  
50014 Fiesole  
tel.: [+39] 055 5961535  
e-mail: fiic82002@istruzione.it

Has the standard Italian curriculum but offering courses in English and French (*media*).

## FOREIGN SCHOOLS

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The International School of Florence  
[www.isfitaly.org](http://www.isfitaly.org)

Junior School (Pre-School to grade 5)  
Villa Le Tavernule  
Via del Carota, 23/25  
50012 Bagno a Ripoli (FI)  
tel.: [+39] 055 6461007  
fax: [+39] 055 644226  
e-mail: [admin.tav@isfitaly.org](mailto:admin.tav@isfitaly.org)

Upper School (Grades 6 to 12)  
Villa Torri di Gattaia  
Viuzzo di Gattaia, 9  
50125 Firenze  
tel.: [+39] 055 2001515  
fax: [+39] 055 2008400  
e-mail: [admin.gat@isfitaly.org](mailto:admin.gat@isfitaly.org)

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Lycée international Victor Hugo  
www.vhugo.eu/

*École maternelle (2-6 years)*

*École primaire (6-11 years)*

*École secondaire (11-14 years)*

*Lycée (14-18 years)*

Palazzo Venturi Ginori

Via della Scala, 85

50123 Firenze

tel.: [+39] 055 266991

fax: [+39] 055 210287

e-mail: [contact@vhugo.eu](mailto:contact@vhugo.eu)

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EUI Contact Person:

▸ Gloria Peruzzi

e-mail: [gloria.peruzzi@eui.eu](mailto:gloria.peruzzi@eui.eu)

tel.: [+39] 055 4685385, Int. 2385



7	CULTURAL AND SPORTING ACTIVITIES				

### AT THE EUI

The Body and Brain Boosting Board (commonly known as the 4B) offers support and assistance in organizing activities beyond the academic curriculum of the EUI. These may occur both on and off-site. Mostly of a cultural and sporting nature, there are currently twenty five such clubs (mostly run by researchers) but this can vary from year to year depending on interest and resulting membership.

The longest running activities include two football clubs (men and women’s), yoga courses, running, rowing, theatre, the EUI Choir and dance, but there are many more. For a complete list and contact information, consult the web pages at:

- ▶ [www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Index.aspx](http://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Index.aspx)

Alternatively, if there is sufficient interest and you would like to start a new club, contact the 4B coordinator at [eui.4B@eui.eu](mailto:eui.4B@eui.eu) on how to proceed.

There are also alternative groups detached from 4B such as book clubs, chess club etc.

Those not participating in the academic activities of the Institute during the year may wish to join the Partner’s Group. During term time, the group meets approximately every other week in the Badia cafeteria. The group organizes outings, exchanges general knowledge, books and quite simply, offers company.



## FACILITIES

Particular mention should also be made of the following EUI facilities:

### Gym

Located at the bottom of via dei Roccettini, mid-way between the Badia Fiesolana and the EUI apartments in Via Faentina.

Despite its small size, the EUI gym offers a very pleasant space with a decent range of modern equipment well suited for weight lifting, stretching, cardio training and general fitness practice. The gym is also home to a ping pong table and there is a small outdoor basketball court adjacent to it.

After a short obligatory induction, users get free access 24/7 for the rest of their time at the EUI.

### *Calcetto* pitch

Located at Villa Schifanoia.

If you wish to use the pitch, ask for the key at the Villa Schifanoia porter's lodge. A booking system is in place.

Every Spring, the pitch is used for the 5 aside 'calcetto' tournament ('Coppa Pavone') in which 100s of people, both men and women, participate.

### Piano

The EUI owns two baby grands. One is housed in the 'Sala della Colonna', at the Badia Fiesolana, the other in Villa Salviati.

In order to play the piano, you should first contact the 4B coordinator at [eui.4B@eui.eu](mailto:eui.4B@eui.eu) and pay a small contribution of €10,00 per year towards the cost of tuning.



## Bar Fiasco

Although the Bar is independent of 4B, in some ways it complements it. For many researchers, it is the social hub, and hosts innumerable parties throughout the year. It also has a pool table and table football.

## IN AND AROUND

### CULTURAL ACTIVITIES

Florence is steeped in culture, past and present and the possibilities of experiencing this are infinite. A taste follows:

### Cinema

For the most part, Italian cinemas do not show films in original languages; films are dubbed into Italian. However there are some exceptions, including:

- Odeon Cinema
  - ▷ [www.odeonfirenze.com](http://www.odeonfirenze.com)
  - Piazza Strozzi
  - 50123 Firenze
  - tel.: [+39] 055 214068
  
- Film viewings at non Italian cultural institutions (see beneath)

For a list of films being screened in Italian on a daily basis, see; for example:

- ▷ [trovacinema.repubblica.it/programmazione-cinema/citta/firenze/fi/film](http://trovacinema.repubblica.it/programmazione-cinema/citta/firenze/fi/film)





## Cultural institutions

The Institute is currently working on strengthening its links with non-Italian cultural institutions in Florence. They all offer a variety of courses and cultural events throughout the year.

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British Institute of Florence  
[www.britishinstitute.it/en/index.asp](http://www.britishinstitute.it/en/index.asp)

Piazza Strozzi 2  
50123 Firenze  
tel: [+39] 055 267781  
fax: [+39] 055 26778222

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Dutch University Institute for Art History in Florence  
[www.niki-florence.org/](http://www.niki-florence.org/)

Viale Torricelli 5  
50125 Firenze  
tel.: [+39] 055 221612  
fax: [+39] 055 221106  
e-mail: [niki@nikiflorence.org](mailto:niki@nikiflorence.org)

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Deutsches Institut Florenz  
[www.deutschesinstitut.it/](http://www.deutschesinstitut.it/)

Borgo Ognissanti 9  
50123 Firenze  
tel.: [+39] 055 215993  
fax: [+39] 055 71880718  
e-mail: [info@deutschesinstitut.it](mailto:info@deutschesinstitut.it)

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Institut Français  
institutfrancais-firenze.com/

Institut français Firenze  
Palazzo Lenzi  
Piazza Ognissanti 2  
50123 Firenze  
tel.: [+39] 055 2718801  
fax: [+39] 055 217296  
e-mail: firenze@institutfrancais.it

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Kunsthistorische Institut in Florenz  
www.khi.fi.it/Startseite

Max-Planck-Institut  
Via Giuseppe Giusti 44  
50121 Firenze  
tel.: [+39] 055 249111  
fax: [+39] 055 2491155

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## Museums

EUI professors and researchers upon presentation of their EUI identity card have free access to all state museums (*musei statali*) in Florence.

### *Note*

*The agreement does not cover partners, family members or administrative staff.*

For a complete listing of all Florentine museums, please consult:

- ▷ [www.polomuseale.firenze.it/](http://www.polomuseale.firenze.it/)
- ▷ [www.settemuse.it/viaggi\\_italia\\_toscana/firenze\\_musei\\_statali.htm](http://www.settemuse.it/viaggi_italia_toscana/firenze_musei_statali.htm)



To visit these museums, in particular the Uffizi Gallery, it is advisable to book in advance, where possible:

▷ [www.florence-museum.com/](http://www.florence-museum.com/)

For info on museums in Fiesole, please consult:

▷ [www.museidifiesole.it/](http://www.museidifiesole.it/)

Information office:

▷ Via Portigiani 1,  
50014 Fiesole  
tel.: [+39] 055 5961293

## Music

The Institute has agreements with the following:

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Amici della Musica

Teatro della Pergola  
Via della Pergola, 18  
50121 Firenze

The Amici della Musica offers discounted tickets for most of its concerts (principally chamber music, see programme on [www.amicimusica.fi.it/](http://www.amicimusica.fi.it/)) at a cost of €10 (max 2 tickets per person).

Information about the concerts is circulated by e-mail at the beginning of each week, and to book, you simply send an e-mail request to the 4B mailbox [eui.4B@eui.eu](mailto:eui.4B@eui.eu).

Once confirmed you can pay for and pick up your ticket(s) directly from the Pergola box office prior to the performance.

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Scuola di Musica di Fiesole  
[www.scuolamusica.fiesole.fi.it/](http://www.scuolamusica.fiesole.fi.it/)

Via delle Fontanelle, 24  
50014 San Domenico di Fiesole  
tel.: [+39] 055 597851

Near the EUI's Villa La Fonte, the school organises  
concerts and music classes throughout the year.

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Opera di Firenze - Maggio Musicale Fiorentino  
[www.operadifirenze.it/](http://www.operadifirenze.it/)

Viale F.lli Rosselli, 2  
50123 Firenze  
tel.: [+39] 055 2779309

The Maggio programme includes opera, ballet and  
classical music concerts.

EUI **researchers under 30** may purchase a Maggio  
Card (€10) at the Box Office of the Opera di Firenze  
upon presentation of their EUI identity card. The  
purchase of this card entitles the holder to buy tickets  
for all performances in a Maggio Season for €15 in  
the stalls and €10 in the gallery (availability of tickets  
permitting).

Half the cost of the Maggio Card is subsequently  
reimbursed by 4B.

Other EUI members, on the presentation of their  
EUI identity card at the Box Office, may benefit from  
slightly reduced tickets.

This does not apply to on-line booking.

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## Theatres

In Florence: a partial listing

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Teatro della Pergola  
[www.teatrodellapergola.com/](http://www.teatrodellapergola.com/)

Via della Pergola, 12/32  
50121 Firenze

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Teatro Verdi  
[www.teatroverdionline.it](http://www.teatroverdionline.it)

Via Ghibellina 99  
50122 Firenze

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Teatro del Cestello  
[www.teatrocestello.it](http://www.teatrocestello.it)

Piazza Cestello 4  
50124 Firenze

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Teatro di Rifredi  
[www.teatrodirifredi.it](http://www.teatrodirifredi.it)

Via Vittorio Emanuele II 303  
50134 Firenze

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Teatro Studio di Scandicci  
[www.compagniakrypton.it/teatrostudio.html](http://www.compagniakrypton.it/teatrostudio.html)

Via G. Donizetti 58  
50018 Scandicci

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For an extended list:

- [www.firenzedeiteatri.it/passteatri.php](http://www.firenzedeiteatri.it/passteatri.php)

In Fiesole

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‘Estate Fiesolana’  
Teatro Romano di Fiesole  
[www.estatefiesolana.it/](http://www.estatefiesolana.it/)

Via Portigiani 3  
50014 Fiesole  
tel.: [+39] 055 596 1293  
e-mail: [info.estatefiesolana@gmail.com](mailto:info.estatefiesolana@gmail.com)

The oldest open air festival in Italy.  
June-September, each year; theatre, cinema,  
dance, music.

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## SPORTING ACTIVITIES

If the EUI does not have an active club in your preferred sport (See: [www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Index.aspx](http://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Index.aspx)) or you would prefer to be part of a local club, a simple web search will provide you with contact and location details for many sporting associations in and around Florence.

A small sample follows; note that the list does not pretend to be exhaustive:

- Athletics: [www.fidaltoscana.it/](http://www.fidaltoscana.it/)
- Badminton: [www.badminton-italia.com/fiba/provinciali\\_dettaglio.asp?ID=25](http://www.badminton-italia.com/fiba/provinciali_dettaglio.asp?ID=25)
- Baseball / Softball: [www.fiorentinabaseball.it/](http://www.fiorentinabaseball.it/)
- Canoeing: [www.canottiericomunalifirenze.it/](http://www.canottiericomunalifirenze.it/)
- Cycling: [www.fci-crt.it/](http://www.fci-crt.it/)
- Fencing: [www.federschermata.it/index.php](http://www.federschermata.it/index.php)



## ■ Football

Apart from playing football, you may prefer to be a spectator. Watch:

- ◆ AC Fiorentina:
  - ▷ [en.violachannel.tv/](http://en.violachannel.tv/) during the football season, and
- ◆ The famous 'Calcio Storico Fiorentino' in June:
  - ▷ [www.facebook.com/CalcioStoricoFi/](http://www.facebook.com/CalcioStoricoFi/)

## ■ Golf

- ▷ [www.golfugolino.it/](http://www.golfugolino.it/)
- ▷ [www.parcodifirenze.it/web/](http://www.parcodifirenze.it/web/)
- ▷ [www.golfclublepavoniere.com/](http://www.golfclublepavoniere.com/)

## ■ Gyms

- ▷ [firenze.virgilio.it/cat/PALESTRE\\_E\\_CENTRI\\_SPORTIVI.html](http://firenze.virgilio.it/cat/PALESTRE_E_CENTRI_SPORTIVI.html)

Informal agreements exist with:

- ◆ Stilnuovo:
  - ▷ [www.stilnuovo.org/](http://www.stilnuovo.org/)
- ◆ Klab Conti:
  - ▷ [www.klab.it/centro/conti](http://www.klab.it/centro/conti)

## ■ Horse riding

- ▷ [www.centroippicotoscano.it/](http://www.centroippicotoscano.it/), or
- ▷ [www.scuderialatorre.com/](http://www.scuderialatorre.com/)

## ■ Rowing

- ▷ [www.canottierifirenze.it/](http://www.canottierifirenze.it/)  
An agreement exists between the Canottieri and the EUI Rowing Club.

## ■ Skiing

- ▷ [www.caifirenze.it/](http://www.caifirenze.it/)

## ■ Squash

- ▷ [www.squashfirenze.it/](http://www.squashfirenze.it/)  
Special rates for the EUI



- Swimming

- ▷ [www.aboutflorence.com/firenze/piscine-a-Firenze.html](http://www.aboutflorence.com/firenze/piscine-a-Firenze.html)

Pools most used by EUI members, and by the EUI Swimming Club are:

- ◆ Rari Nantes, Stadio Comunale Artemio Franchi:

- ▷ [www.rarinantesflorentia.it/sedi-rari-nantes-florentia/stadio-artemio-franchi/news](http://www.rarinantesflorentia.it/sedi-rari-nantes-florentia/stadio-artemio-franchi/news), and

- ◆ Costolina:

- ▷ [www.uisp.it/firenze/index.php?contentId=1318](http://www.uisp.it/firenze/index.php?contentId=1318)

- Tennis

- ▷ [www.florentia.fi.it/](http://www.florentia.fi.it/), used by the EUI Tennis Club; or:

- ▷ [www.circolitennis.com/circolo/scheda/Firenze/Asd-tennis-San-Marco-Vecchio/2549](http://www.circolitennis.com/circolo/scheda/Firenze/Asd-tennis-San-Marco-Vecchio/2549), or

- ▷ [www.circolitennis.com/circolo/provincia/Firenze/49](http://www.circolitennis.com/circolo/provincia/Firenze/49)

- Volleyball

- ▷ [www.toscana.federvolley.it/](http://www.toscana.federvolley.it/)

- Walking

- ▷ [www.caifirenze.it/](http://www.caifirenze.it/) or

- ▷ [www.trekkingitalia.org/firenze](http://www.trekkingitalia.org/firenze)

- Water Polo

- ▷ [www.rarinantesflorentia.it/](http://www.rarinantesflorentia.it/) or

- ▷ [www.firenzepallanuoto.it/](http://www.firenzepallanuoto.it/)

For a more complete listing, see also:

- ▷ [www.misterimprese.it/toscana/firenze/firenze/sport-associazioni-e-federazioni.html](http://www.misterimprese.it/toscana/firenze/firenze/sport-associazioni-e-federazioni.html)

However, should you need any further information contact [4B@eui.eu](mailto:4B@eui.eu)





# 8

## VOLUNTARY SERVICES AND PLACES OF WORSHIP

### VOLUNTARY SERVICES

The EUI Volunteer Connection seeks to help EUI members (or partners of EUI members) who are interested in doing voluntary work to get in contact with local associations that might need help. When new to a town it can be difficult to find your way: the EUI Volunteer Connection would like to help you in the first steps. Contact Anna at [volunteer@eui.eu](mailto:volunteer@eui.eu): she will ask you to fill in a form and will add you to the mailing list to which she sends any request for help she receives. She will also try to look for associations that meet your preferred interests and, if you wish, will organize a first meeting with them.

Visit the EUI Volunteer Connection blog at: <https://blogs.eui.eu/volunteercon/>

### VOLUNTARY ORGANIZATIONS (*ASSOCIAZIONI DI VOLONTARIATO*)

A partial listing

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Amnesty International  
[amnestyfirenze.wordpress.com/](http://amnestyfirenze.wordpress.com/)

Via G. Orsini 44  
50126 Firenze



mobile: [+39] 389 8987967

e-mail: gr014@amnesty.it

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A.V.O. (hospital volunteers)

Interpreters for patients

[www.avofirenze.it/](http://www.avofirenze.it/)

Via Carducci 4

50121 Firenze

tel.: [+39] 055.2344567

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Caritas Firenze

[www.caritasfirenze.it](http://www.caritasfirenze.it)

Via dei Pucci 2

50122 Firenze

tel.: [+39] 055 26770230

e-mail: donfabiomarella@caritasfirenze.it

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Fondazione Meyer

Pediatric hospital

[www.fondazione.meyer.it/cat2col20not\\_2.php?IDCategoria=886](http://www.fondazione.meyer.it/cat2col20not_2.php?IDCategoria=886)

Viale Pieraccini 24

50139 Firenze

tel.: [+39] 055 5662316

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Istituto degli Innocenti

[www.istitutodeglinnocenti.it/?q=content/volontariato](http://www.istitutodeglinnocenti.it/?q=content/volontariato)

Piazza Santissima Annunziata 12

50122 Firenze

tel.: [+39] 055 20371

[volontari\\_accoglienza@istitutodeglinnocenti.it](mailto:volontari_accoglienza@istitutodeglinnocenti.it)

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Red Cross  
crifirenze.it/

Lungarno Soderini 11  
50124 Firenze  
tel.: [+39] 055 2744202 (*Ufficio attività sociali*)

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## PLACES OF WORSHIP

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American Episcopal

St. James' Church  
Via B. Rucellai 9  
50123 Firenze  
tel.: [+39] 055 294417

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Anglican  
stmarksitaly.com

St. Mark's Church  
Via Maggio 16  
50125 Firenze  
tel.: [+39] 055 294764

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Baptist Church

Borgo Ognissanti 6  
50123 Firenze  
tel.: [+39] 329 9720260

Services in Italian and Spanish

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## Christian Adventist Church

Via del Pergolino 1  
50139 Firenze  
tel.: [+39] 055 413676 / [+39] 328 3474405

Evangelic Churches  
[firenzeevangelica.org/en/](http://firenzeevangelica.org/en/)

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Greek Orthodox  
[www.chiesaortodossa-firenze.org/directionsIT.html](http://www.chiesaortodossa-firenze.org/directionsIT.html)

Sacra Chiesa Di San Jacopo Apostolo,  
Borgo San Jacopo 34  
50125 Firenze  
tel.: [+39] 328 825 5062

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## Islamic Community of Florence and Tuscany

Borgo Allegri 64/66r  
50122 Firenze

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## Lutheran Church

Lungarno Torrigiani 11  
50125 Firenze  
tel.: [+39] 055 2342775

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## Methodist Church

Via dei Benci 9  
50122 Firenze  
tel.: [+39] 055 288143

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## Mosque

Via Ghibellina 66-68/r  
50122 Firenze

Contact: see above Islamic Community of Florence and Tuscany

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## Nichiren Daishonin Buddhism

Via de' Bellagio 2/e  
50141 Firenze  
tel.: [+39] 055 426971

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## Roman Catholic

- List of all churches of the Diocese of Florence:  
[www.diocesifirenze.it/diocesi\\_firenze/00000010\\_Diocesi\\_Firenze.html](http://www.diocesifirenze.it/diocesi_firenze/00000010_Diocesi_Firenze.html)  
Follow link 'Parrocchie' in the left hand menu.
  - Cathedral:  
Santa Maria del Fiore (Duomo)  
Piazza del Duomo  
50014 Firenze  
tel.: [+39] 055 215380 | [+39] 055 294514
  - List of all churches of the Diocese of Fiesole  
[www.diocesifiesole.it/parrocchie/parrocchie\\_indiocesi.html](http://www.diocesifiesole.it/parrocchie/parrocchie_indiocesi.html)
  - Cathedral:  
Cattedrale di San Romolo  
P.tta della Cattedrale  
50014 Fiesole  
tel.: [+39] 055 599566
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## Russian Orthodox Church

Via Leone X 8  
50129 Firenze  
consiglioparrocchialechi@tin.it

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## Synagogue

Via L. Farini 4  
50121 Firenze  
tel.: [+39] 055 245252 | [+39] 055 245253

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## Waldensian Church

Via Manzoni 21  
50121 Firenze  
tel.: [+39] 055 2477800

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# 9

## HOW TO REACH THE EUI

Interactive map of the EUI campus:

- [www.eui.eu/About/Map.aspx](http://www.eui.eu/About/Map.aspx)

### BY BUS

Bus tickets (*biglietti*) must be bought before boarding and stamped in the machine on the bus. Tickets are on sale outside the railway station, ATAF ticket kiosks and vending machines, tobacconists, newspaper kiosks, and some bars. You may also buy tickets using your cell phone (instructions available on board).

For bus routes and timetables see:

- [www.ataf.net](http://www.ataf.net)

### SITES IN SAN DOMENICO AREA

You can reach all sites on the EUI campus — except Villa Salviati, Villa San Paolo and the EUI residential accommodations — by taking bus 7 from Piazza San Marco and getting off at ‘San Domenico’, except Villa Il Poggiolo, for which you need to get off at ‘Piazza Edison’.



To reach Piazza San Marco (departure bus 7) from Florence railway station Santa Maria Novella (SMN) take bus 1a, 1b, 6, 17, 23.

## VILLA SAN PAOLO

For Villa San Paolo take bus 1a/1b from Florence railway station (SMN) to bus stop 'Madonna della Querce', or bus 7 from Piazza San Marco to bus stop 'Pacinotti 1'. From Campo di Marte railway station take bus 10 to 'Ponte al Pino' and then walk up via Pacinotti.

## VILLA SALVIATI

For Villa Salviati take bus 25 from Piazza San Marco and get off at 'Il Cionfo' or bus 1A and reach the end of the line in Via Faentina.

## RESIDENTIAL ACCOMMODATIONS

For the EUI residential accommodations at Ponte alla Badia, Via Faentina 386 (Firenze), take bus 1A and reach the end of the line in Via Faentina.

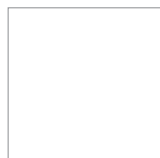
For the EUI residential accommodations at Pian del Mugnone, Via Faentina 94b (Fiesole) take bus 21, from Via Pacinotti - Piazza Le Cure - to La Querciola and get off at 'Pian del Mugnone.'

## FROM FLORENCE AIRPORT

Take the airport shuttle ('Linea Volainbus') to the Autostazione SITA next to Florence railway station (SMN).

For shuttle timetable see:

- ▶ [www.aeroporto.firenze.it/en/](http://www.aeroporto.firenze.it/en/)





From the Florence railway station take the bus to the EUI Campus.

Choose the bus line according to the EUI building you wish to reach (see above).

## BY TAXI

For info and tariffs:

▷ [www.socota.it](http://www.socota.it)

tel.: [+39] 055 4242 | [+39] 055 4798

## BY CAR

From the A1 Milano-Napoli ('Autostrada del Sole') take the Firenze Sud exit and follow directions for Fiesole/Stadio.



# 10

## EXTERNAL JOB OPPORTUNITIES

When the Institute receives job offers from both Italian and foreign institutions in and around Florence, it searches to diffuse said information to aid the EUI community in their search for external job possibilities.

Foreign and Italian citizens looking for jobs may also register with the Job Centre (*Centro per l'impiego*):

▸ [www.centroimpiego.it/centro-impiego-firenze](http://www.centroimpiego.it/centro-impiego-firenze)

This office registers unemployed workers and helps them to search for work and training and provides career guidance. The Centre is to all effects the place where supply meets demand in the workplace.

To register it is necessary to present:

- An ID document
- Tax code
- Curriculum vitae
- If applicable, residence permit or visa for work reasons



# 11

## CONVENTIONS AND AGREEMENTS WITH EXTERNAL SUPPLIERS

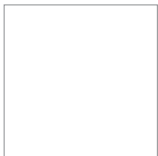
The EUI has set up agreements with a number of companies, professionals, local firms covering the following sectors:

- Car Parks
- Car Services
- Hotels
- Restaurants
- Insurance Companies
- Medical Laboratories
- Office Supplies
- Private Schools and Summer Camps
- Medical Specialists and Practitioners
- Miscellaneous Services

Upon presentation of your EUI identity card, all members of the EUI Community are entitled to special rates / discounts.

More detailed information is available on the following webpage which is regularly updated:

- [www.eui.eu/ServicesAndAdmin/LogisticsService/SpecialAgreementsandConventions.aspx](http://www.eui.eu/ServicesAndAdmin/LogisticsService/SpecialAgreementsandConventions.aspx)







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