



Practical Information for Fernand Braudel Fellows

Academic Year 2012-2013

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Website <http://www.eui.eu/Home.aspx>

Registration

On arrival new Fellows register with Filipa de Sousa of the Welcome Unit Office at the Badia Fiesolana. During registration, we will collect the information needed for the payment of your grant, and provide you with your EUI card.

Please inform Filipa de Sousa of the date and time of your arrival at the Institute as soon as you know it.

Grant

The grant is indicated in the letter offering the Fellowship.

Fellows are normally paid directly by the Institute into their Florence bank account, or if they so prefer in their home bank account. (See p.12 on the EUI bank). Bank charges for payments to non-Italian accounts are at the expense of the Fellow. Please provide us with your bank details for payment together with the IBAN and SWIFT/BIC codes.

Taxation

The fellowship is not taxed by the Institute. Fellows are, however, required to comply with any other tax provisions which may be applicable to them.

European University Institute Card

Digital Photo: Fellows are requested to supply a digital photo

European University Institute Card

When registering, fellows receive an EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, Library, and in the Canteens

EUI cards are prepared beforehand and you should email a **passport photo in electronic format (JPG)** to welcomeunit@eui.eu as soon as possible.

Visas, Residence Permits, Certificates of Residence and Tax Codes

To comply with Italian regulations for entering and residing in Italy, non-Italian Fellows (1) and family members (2) must respect the following procedures:

Fellows:

EU Citizens:

- **Before departure:** no Visa is required.
- **Upon arrival at the EUI:** If you are staying in Italy for more than 3 months, it would be advisable to obtain legal residence in Florence. To do this you should register with the local town hall registry office (i.e. the *Anagrafe* office of the *Comune*) upon your arrival.

See

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

In addition, members of the EUI staying in Italy for 12 months or longer are entitled to receive a special ID card issued by the Italian Ministry for Foreign Affairs. This document is additional proof that you are registered with the Italian authorities, but does not replace the residence registration procedure mentioned above.

Non-EU citizens:

- **Before departure:** You are required to apply for a visa for the full duration of your fellowship at the EUI. Filipa de Sousa (filipa.desousa@eui.eu) of the Welcome Unit will provide you with all the relevant information, plus a letter supporting your visa application. The application should be submitted to the nearest Italian Embassy or Consulate.

Fellows staying in Italy for 12 months or longer must apply for a Long-term Mission Visa.

You should apply for a visa as soon as possible, and certainly before June, if your fellowship starts in September.

Note that the EUI cannot assist you with visa procedures after 1 July.

- **Upon arrival at the EUI:** A visa entitles you to enter Italian territory **but NOT to reside in Italy**. After arriving in Italy, there are still formalities to fulfil in order to satisfy residence obligations.

Fellows staying in Italy for 12 months or longer: Upon application, the Italian Ministry of Foreign Affairs (*Ministero degli Affari Esteri*) issues a special ID card to all non-Italian Fellows staying for one year or more. Non-EU citizens in possession of the Ministry ID card are exempted from having to apply for a Residence Permit (*Permesso di Soggiorno*) with the local Police headquarters.

To obtain the Ministry card, the applicant must be in possession of a Long-term Mission Visa as indicated above. The special ID card will be issued only after you have officially registered at the EUI.

To speed up the application process for this card, please supply the necessary documents (a scanned copy of your passport and a digital passport-type photo) to the EUI Academic Service well before your arrival (see Annex 1).

See: <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Fellows staying in Italy for less than 12 months: Fellows staying for less than 12 months are not eligible for the Italian Ministry of Foreign Affairs` ID card. and consequently have to comply with the standard Residence Permit procedure (*Permesso di Soggiorno*) within a week of arrival.

The EUI offers assistance to fellows who need to apply for a Residence Permit. The EUI does not charge for this service, but fellows do have to pay the fees required by the Italian State.

For more information, contact filipa.desousa@eui.eu

See also:

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Although registration of residence with the local town hall is not mandatory for **non-EU nationals**, it may be necessary for practical reasons (e.g. purchase of a car, motorino).

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; it would be advisable to obtain legal residence in Florence. To do this you should register with the local town hall registry office (i.e.the *Anagrafe* office of the *Comune*) upon your arrival.

See <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Important note:

If you plan to register your residence in Italy, it would be most useful to obtain an international family book or a sworn translation of your certificate of marriage before leaving your country of origin

Non-EU citizens:

- **Before departure:** You are required to apply for a visa for the full duration of the fellowship of your spouse. Filipa de Sousa (filipa.desousa@eui.eu) of the Welcome Unit will provide you with all the relevant information plus a letter supporting your visa application. The application should be submitted to the nearest Italian Embassy or Consulate.

- **Upon arrival at the EUI:** A visa entitles you to enter Italian territory **but NOT to reside in Italy**. After arriving in Italy, there are still formalities to fulfil in order to satisfy residence obligations.

Regardless of the length of your stay, you must go through the standard Residence Permit procedure (*Permesso di Soggiorno*) within a week of arrival. The EUI offers assistance to family members who need to apply for a Residence Permit.

The EUI does not charge for this service, but fellows do have to pay the fees required by the Italian State.

For more information, contact filipa.desousa@eui.eu.

See also:

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Please note that Italian Law does not recognize stable unions (unmarried couples) or same-sex marriages. Therefore, the EUI is not in a position to facilitate applications for either a Visa or a Residence Permit for partners in these cases.

SUMMARY

	Before Departure	Upon arrival at the EUI		
	VISA	ID Card from The Italian Foreign Ministry	Permesso di Soggiorno (Police)	Residence Registration with the local Town Hall
FELLOWS				
EU Citizens (12 months of stay or longer)	NO	YES	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (but not necessary if you stay less than 3 months)
Non-EU Citizens (12 months of stay or longer)	YES (Long Term Mission Visa)	YES	NO	Not obligatory
Non-EU Citizens (less than 12 months)	YES	NO	YES – within 7 days	Not obligatory
FAMILY MEMBERS				
EU Citizens (12 months of stay or longer)	NO	NO	NO	YES
EU Citizens (less than 12 months)	NO	NO	NO	YES (but not necessary if you stay less than 3 months)
Non-EU Citizens (12 months of stay or longer)	YES	NO	YES – within 7 days	Not obligatory
Non-EU Citizens (less than 12 months)	YES	NO	YES – within 7 days	Not obligatory

Certificate of Residence (*Certificato di residenza*)

EU nationals and non-EU nationals staying in Italy for over 3 months; it would be advisable to obtain legal residence in Florence by registering at the town hall registry office (Comune) of Florence or Fiesole, depending on your residence area.

See <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Codice Fiscale (Tax Code)

The Tax Code (Codice fiscale) identifies a citizen in all dealings with the Italian Public Authorities and Administrations. The only valid codice fiscale is the one issued by the Italian tax authorities. The tax code is free of charge.

When living in Italy you will need a codice fiscale 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.

Apply for a codice fiscale as soon as you arrive in Florence. The Tax Code (Codice Fiscale) has to be requested at the following address:

Agenzia delle Entrate (Direzione Provinciale di Firenze) - Via Santa Caterina d' Alessandria, 23
50129 Firenze (Monday to Friday: 8.40 - 12.40 / Tuesday, Wednesday, Thursday: 14.20 - 15.40).
Take a copy of your passport or ID card.

See <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/IDcardsPermitsAndVisas.aspx>

Imports, Customs and Vehicles

EU Nationals

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

If you bring articles bought 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.

Note that dollars will invariably be understood as US dollars, meaning that you may pay higher customs duty than the actual value of your belongings.

Non-EU Nationals

If you want to bring a small quantity of personal effects, including books, you should bring them as accompanied luggage. You will need your passport (and visa, if required) and a list of the items you are bringing with you.

We strongly advise against shipping your belongings separately. Whatever the quantity, we urge you to bring them with you as accompanied luggage so that you can settle matters personally and directly with customs on arrival in Italy.

The procedure for getting shipped goods out of customs is complicated, time-consuming and can be costly. The goods do not always reach the customs office in Florence as planned. If they end up in another customs office outside Florence it can be extremely difficult to get them from there to Florence.

If you decide to take this option however, contact filipa.desousa@eui.eu at the Welcome Unit no later than mid-June for September arrivals, in order to complete all the formalities for importing your goods free of customs duty.

Importing a New or Used Vehicle

EU nationals may import a vehicle without paying duty, provided that it is over six months old and has done more than 6,000 km.

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

For questions about the import and re-registration of vehicles in Italy contact the welcomeunit@eui.eu no later than mid-June for September arrivals.

Buying a New or Used Vehicle in Italy

If you want to buy a new or a second-hand car, and are planning to stay in Italy for more than 3 months you must have legal residence in Florence. You can get this by registering at the local town hall (*comune*).

Normally, this must be proved by a residence certificate (*certificato di residenza*), not to be confused with the residence permit (*permesso di soggiorno*) mentioned above, to be presented to the motoring authorities. The residence certificate confirms your address in Florence.

Please note that for Non-EU citizens this procedure may take a couple of months.

You will also need a tax code (*codice fiscale*, see above). Remember to take your passport or national ID card and your residence permit when you go to buy a vehicle.

All expenses related to the purchase and registration of a vehicle must be paid directly to the car dealer.

Motorini

Any small motor cycle, moped or scooter under 50cc is called a *motorino*. A used *motorino* may cost anything from €250 to €1,000 depending on age and condition, while a new, basic model will cost about €1,800.

Third-party insurance is obligatory and crash helmets must be worn.

The new owner of a *motorino* (new or used) must acquire personal number plates, which cost about €100. Number plates must be registered with the Florence Ministry of Transport office (*Ufficio della Motorizzazione*) in 160/a, Via Lucchese, Osmannoro.

The EUI, however, advises you to go through the central office of the ACI Automobile Club di Firenze in Viale Amendola 36. You will need to be a legal resident in Florence before you can buy a *motorino*.

Note that when buying a second-hand car or motorcycle, you should take into account that older vehicles without a catalytic converter cannot circulate in the city centre.

Health Insurance

All Fellows admitted to the Institute must have adequate medical insurance cover for the entire period of their stay and proof of this must be shown on registration. Fellows have two options.

Extension of Your National Insurance Rights to Italy

Before taking up the Institute's private insurance scheme, check whether you are eligible for the extension of your own national insurance rights abroad for up to one year.

Within the EU, the International Health Insurance card (EHIC) is issued by the respective National Health Systems of all Member States. Otherwise, forms E106 or E 102 are also valid.

These give access to the Italian national health scheme, with some limitations. The duration of the insurance cover using these forms varies from country to country, from one or two months to one year. Many other countries, such as Switzerland, have bilateral health insurance arrangements with Italy.

For more information, contact the overseas branch of the national insurance office in the country where you are normally resident.

In Italy the E106 must be exchanged for an Italian health card (*tessera sanitaria*) at the local Azienda Sanitaria Locale (ASL) in order to have access to the same services as an Italian citizen, in the framework of the public health structures.

See <http://www.eui.eu/Documents/ServicesAdmin/AcademicService/PracticalInfo/AccessASL.pdf>

If you choose this option, fill in FORM 3 (attached) and bring it with you for registration.

The EUI Health Insurance Policy

If you cannot obtain an EHIC or E106/E102 form or its equivalent, you may subscribe to the Institute's collective policy. Please note that this is at your own expense.

If you choose this option fill in FORM 2 (attached) and bring it with you for registration.

For more information contact Francoise.Thauvin@eui.eu

Research Tools

Library

Research at the Institute is supported by a first class Library in the Social Sciences, and a team of experienced librarians and information specialists.

The EUI Library is a 'hybrid' library, comprising both traditional resources – books, documents and journals on paper or in microform – and digital resources. The collections include about 2,500 current printed journals and approximately half a million volumes in law, economics, history and civilization, and political and social sciences, with a special focus on Europe. Most of the Library's holdings are on open access.

Via the catalogue, the Library provides access to electronic resources of which more than 12,000 are full text e-journals, plus over 270,000 e-books, and numerous databases and networked CD-ROMs.

Users have a range of services at their disposal: on-demand acquisition of books, generous lending policies, fast document delivery services and interlibrary loan facilities, personal assistance and numerous training sessions. In addition to the Library's 50 public access computers, users can access the EUI network with their personal laptops via LAN and WiFi connections.

<http://www.eui.eu/Research/Library/Index.aspx>

Research Repository Cadmus <http://cadmus.eui.eu/>

Cadmus is the EUI's Open Access research repository and contains the publications by its members. Works included are the academic publications by EUI-members produced during their time at the EUI or based on research carried out during their time at the EUI.

It also includes all publications from any academic series sponsored by the EUI, such as working paper series and theses written by EUI researchers.

The repository has more than 11,000 records including more than 2,500 full text publications.

Fellows are encouraged to submit their publications to cadmus@eui.eu

Language Centre

In September the EUI Language Centre offers intensive courses in Italian, English, French, German, and Spanish. If you are a beginner you will be placed in a beginners' course; otherwise, your course(s) will be decided according to the results of a placement test taken when you come.

Towards the summer you will receive more information about language courses with timetables for the intensive courses in September, and instructions for enrolment.

For more information see <http://www.eui.eu/ServicesAndAdmin/LanguageCentre/Index.aspx>

Facilities at the EUI

Office Space, Personal Computers and Pigeon holes/Mailboxes

Fellows are given office space and basic computing facilities by the Department that hosts them. Note that fellows often share an office. Fellows' mailboxes are in the same building as their office. All post must be clearly marked:

N.B. Please do not have anything sent before your arrival

Name & Surname,
Fernand Braudel Fellow
Department of ...
European University Institute
Via dei Roccettini 9
I - 50014 San Domenico di Fiesole
Italy

Photocopying

Fellows have an annual quota of 4,200 pages for both photocopies and printouts free of charge.

Bank

Grants are paid directly into the Fellow's bank account in Florence.

There is a branch of the Cassa di Risparmio di Firenze at the Institute on the Bank Corridor (Mon- Fri. 9.00 – 13.00) and a CR Firenze Bancomat (Cashpoint, ATM machine) in the same corridor.

If you opt to open an Italian bank account upon arrival, give the account number to Filipa de Sousa of the Welcome Unit as soon after registration as possible. This allows the administration to go ahead with the payment of your first grant. You will need a tax code (codice fiscale, see above) to open a bank account.

Cafeteria and Canteens

The Cafeteria and the Canteen are open from Monday to Friday except for EUI holidays

Cafeteria

8.30 - 18.00 Badia Fiesolana
8.30 - 17.00 Villa Schifanoia
8.30 - 16.30 Villa San Paolo
9.00 - 17.00 Villa La Fonte

Canteens

12.00 - 14.30 Badia/Villa Schifanoia/Villa San Paolo
12.30 - 14.00 Villa La Fonte

Saturday

11.00 -15.00 Badia (light lunch)

Bar Fiasco

The *Bar Fiasco* (fiasco@eui.eu) is in the basement of the Badia Fiesolana. It has a TV and games room (pool-table and table football).

It opens at around 18.30 and closes late (open only on week-days, Monday to Friday). Drinks and pizzas are served. It is a good place to meet Faculty, Staff, Fellows and Researchers.

For more information see www.eui.eu/Personal/Researchers/BarFiasco

Newspapers

The paper edition of Le Monde, La Repubblica, The Financial Times, Sole 24 ore, The Economist, The Guardian, International Herald Tribune, Frankfurter Allgemeine Zeitung, and El Pais are available at the Badia (Library or Bar) and a selection of these titles are also available at other sites on the EUI campus.

Medical Clinic / Counselling

The EUI has in-house medical support for Researchers and Fellows. There is a consulting room/sala medica at the Badia where, by previous appointment, 2 general practitioners are available for visits during term time. The cost is €45 for a GP visit.

The EUI counsellors are available in the same room, by appointment or on a walk-in basis on Mondays, Thursdays and Fridays. More information on medical support and counselling is given in September.

See <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/MedicalServices/Index.aspx>

The Crèche

The Crèche provides preschool childcare for the children of all EUI members. The age range is normally 6 months to 3 years, although older children are also catered for.

The Crèche is open Monday to Friday, 8.30 to 17.30 throughout the official EUI year. New parents can visit it every day after 5 p.m.

Parents enrolling their children at the Crèche must agree to observe the Crèche rules. No exemptions are made and any disputes should be addressed directly to the supervisor in charge.

The EUI insurance on Crèche premises insures children against accidents.

Contact creche@eui.eu,| gloria.peruzzi@eui.eu Tel. 055 4685 385, Int. 2385, Badia Archivium See

<http://www.eui.eu/ServicesAndAdmin/LogisticsService/Creche/Index.aspx>

Schools

For information about schooling and daycare see:

<http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/Children/Index.aspx>

There are two foreign fee-paying schools in Florence:

The American International School

This has a nursery school (3-5 years), lower and middle schools (6-13years) and an upper school (13-18 years). Enrolment and annual tuition costs are upward of €6,000 per annum, depending on the age of the child.

Via del Carota 23/25, 50012 Bagno a Ripoli (FI), Tel. 055 646 1007, <http://www.isfitaly.org>

L'École Franco-Italienne

École maternel" (2-6 years), *École primai*" (6-11years), - Via Gioberti 67, (FI).

École secondaire (11-14 years) - Via Pipo Spano/Viale don Minzoni. (From March on, all sections will be located in Via della Scala, 85) (FI), Tel. 055 677110, <http://ecole.florence.free.fr/>

For more info see <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/Children/Index.aspx>

Housing

The EUI has a Housing Office at the Badia Fiesolana which 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 might opt to:

- apply for EUI accommodation committing yourself to rent an EUI flat from September 2012 to August 2013. Watch the EUI website for the Call for application.
- look for accommodation on the private market upon arrival in late August/early September

EUI Residential Accommodation

The EUI owns 70 apartments which are available on a 12 -month basis from September 2012, renewable upon re-application.

Check the web site for further information about when and how to apply.

EUI Housing database for private accommodation

See the EUI housing webpages: <http://www.eui.eu/ServicesAndAdmin/Housing/Index.aspx>

These pages include in-house Offers and Requests for Accommodation, and the EUI housing database'. This section is updated daily with new offers, and can only be accessed by following the instructions at: https://www.eui.eu/Housing/Housing_app/db/login_new.jsp.

Rental prices refer to furnished accommodation, with or without utility costs such as gas, electricity, water.

The database works best on a 'short-term basis', i.e. you will not find many offers for September yet as landlords only inform the Housing Office shortly before an offer is available.

Note that many flats on main roads may be traffic-free and quiet in August, but extremely noisy the rest of the year.

Watch out for houses or flats without central heating. Florence can be very cold and damp in the winter.

It's highly inadvisable to come to Florence in search of a flat between mid-/late-July and mid-August as many of the proprietors are away on holiday and the agencies are closed until the first week of September.

If you wish to arrange something in advance, you should come to Florence in June or at the beginning of July or the very end of August when the EUI housing database is full of offers.

See <http://www.eui.eu/ServicesAndAdmin/Housing/Index.aspx> or contact housing.office@eui.eu Tel. [+39] 055 4685 347, Fax [+39] 055 4685 344

Please note that the Housing Office is not able to arrange private housing for EUI members individually.

January 2012