Welcome

Life in Florence
Practical information for EUI newcomers
Dear EUI member,

I am pleased to welcome you to the European University Institute.

This booklet is meant to provide some practical information to facilitate your arrival and help you settle into life in Fiesole and Florence.

You may find an online version of it on the EUI4U’s webpage.

For special concerns and further information, the EUI services and staff remain at your disposal.

With best wishes,

Vincenzo Grassi
EUI4U is the inter-service, comprehensive single point of contact (SPOC) service of the EUI.
EUI4U assists all EUI members on all types of issues related to their living experience at the EUI and in the city of Florence.
Our office provides information on a wide variety of topics:
- Arriving and leaving the EUI
- Accommodation
- Life on Campus
- Life in Florence
- Wellbeing, health, safety and security
- Administrative documentation
- Technical troubleshooting
EUI4U exists both digitally (via a dedicated catalogue on the EUI Helpdesk portal) and physically.
You can find the EUI4U team in the Badia Fiesolana, the main building of the EUI.
Our contact details are:
Email: EUI4U@eui.eu
Phone: [+39] 055 4685 727
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### VISAS, PERMIT OF STAY, RESIDENCE, TAX CODE

#### EUI MEMBERS

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<td>EU Citizens (12 months’ stay or longer)</td>
<td>×</td>
<td>✓</td>
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<tr>
<td>EU Citizens (less than 12 months)</td>
<td>×</td>
<td>×</td>
</tr>
<tr>
<td>Non-EU Citizens (12 months’ stay or longer)</td>
<td>✓ (Long Term Mission Visa)</td>
<td>✓</td>
</tr>
<tr>
<td>Non-EU Citizens (less than 12 months)</td>
<td>Check <a href="http://vistoperitalia.esteri.it/home/en">http://vistoperitalia.esteri.it/home/en</a></td>
<td>×</td>
</tr>
</tbody>
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<td>Permit of Stay or Declaration of Presence (Police)</td>
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- EU Citizens (12 months’ stay or longer)
  - ID card from the Italian Ministry of Foreign Affairs (MAE card)
  - Permit of Stay or Declaration of Presence (Police)
  - Residence Registration (local Town Hall)

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- Non-EU Citizens (less than 12 months)
  - ID card from the Italian Ministry of Foreign Affairs (MAE card)
  - Permit of Stay or Declaration of Presence (Police)
  - Residence Registration (local Town Hall)

*Citizens of Iceland, Norway and Switzerland are subject to the same conditions of EU Citizens.*
## FAMILY MEMBERS (SPOUSE AND CHILDREN)

<table>
<thead>
<tr>
<th>CITIZENSHIP CATEGORY (AND LENGTH OF STAY)</th>
<th>VISA requirements</th>
<th>ID card from the Italian Ministry of Foreign Affairs (MAE card)</th>
<th>Permit of Stay or Declaration of Presence (Police)</th>
<th>Residence Registration (local Town Hall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU Citizens (12 months’ stay or longer)</td>
<td>X</td>
<td>Only family members of administrative, teaching and academic staff are eligible for the MAE card</td>
<td>X</td>
<td>(not required only if you hold a MAE card)</td>
</tr>
<tr>
<td>EU Citizens a (less than 12 months)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(not required if you stay less than 3 months)</td>
</tr>
<tr>
<td>Non-EU Citizens (12 months’ stay or longer)</td>
<td>✓</td>
<td>Only family members of administrative, teaching and academic staff are eligible for the MAE card</td>
<td>✓ within 8 working days of arriving in Italy, EXCEPT if in possession of the MAE card</td>
<td>✓ (not required only if you hold a MAE card)</td>
</tr>
<tr>
<td>Non-EU Citizens a (less than 12 months)</td>
<td>Check <a href="http://vistoperitalia.esteri.it/home/en">http://vistoperitalia.esteri.it/home/en</a></td>
<td>X</td>
<td>✓ within 8 working days of arriving in Italy</td>
<td>✓ (not required if you stay less than 3 months)</td>
</tr>
<tr>
<td>Non-EU Family Members of EU Citizens</td>
<td>Check <a href="http://vistoperitalia.esteri.it/home/en">http://vistoperitalia.esteri.it/home/en</a></td>
<td>Only family members of administrative, teaching and academic staffs are eligible for the MAE card, depending on the duration of the stay</td>
<td>‘EC Long-term Residence Permit for Family Members of EU Citizens’, depending on duration of the stay</td>
<td>✓ depending on the duration of the stay</td>
</tr>
</tbody>
</table>

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

b. See appropriate section, p. 12.

c. See appropriate section, p. 13.*
EUI CONTACTS FOR VISA AND RESIDENCE ISSUES

- For administrative, teaching and academic staff and family members
  » Human Resources Service: HumanResourcesService@eui.eu

- For PhD, LL.M. Researchers, Jean Monnet, and Max Weber Fellows and family members
  » Academic Service: lorenzo.ghezzi@eui.eu

- For exchange students and family members
  » Academic Service: zeineb.mazouz@eui.eu

- For Fernand Braudel Fellows, Policy Leader Fellows, other postdoc fellows, and family members
  » Stefania Bocchi: EUI4U.Welcome@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

EU CITIZENS

Before departure
No visa is required

Upon arrival at the EUI
Members of the EUI staying in Italy for 12 months or longer receive a special ID card issued by the Italian Ministry of Foreign Affairs, referred to in this document as the ‘MAE card’.

The MAE card is issued only after your official registration / entry into service at the EUI. In order to speed up the application process for the MAE 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 applying for the MAE card on your behalf, and for issuing it to you once it has been received from the Italian Ministry of Foreign Affairs. According to your status, you are advised to contact the relevant service for all the necessary instructions and details.

If you are staying in Italy for more than 3 months and you are not entitled to receive an MAE card, you may register your residence with your local town hall registry office (Comune, Ufficio Anagrafe).

NON-EU CITIZENS

Before departure

You are required to check if you need to apply for a visa to travel to Italy.

The EUI provides you with all the relevant information and a letter to support your application for a long-term Mission Visa. 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.

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 (MAE card) which exempts non-EU citizens from having to apply for a Permit of Stay.

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

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.
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 applying for the MAE card on your behalf, and for issuing it to you once it has been received from the Italian Ministry of Foreign Affairs. 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 (MAE card) and must apply for a Permit of Stay (see below ' Permit of Stay for Non-EU citizens'). They may register their residence with the local town hall registry office (see below 'Certificate of Residence').'  

ACCOMPANYING FAMILY MEMBERS (SPOUSE AND CHILDREN)

EU CITIZENS

Before departure
No visa is required.

Upon arrival at the EUI

■ Immediate family members of administrative, teaching and academic staff staying 12 months or longer, are also entitled to receive the ID card issued by the Italian Ministry of Foreign Affairs (MAE card), 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 ID card issued by the Italian Ministry of Foreign Affairs (MAE card), and therefore the only way for them to certify their stay in Italy is to register with the local authorities (town hall, see ‘Certificate of Residence’, below).

NON-EU CITIZENS

Before departure
You are required to check if your accompanying family members need to apply for a visa to travel to Italy.

The EUI provides you with all the relevant information and a letter to support your spouse and children’s visa applications. This should be submitted to the Italian Embassy or Consulate in their 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, your family members must complete further procedures to settle residence obligations.

- Family members of administrative, teaching and academic staff staying 12 months or longer, are entitled to receive the ID card issued by the Italian Ministry of Foreign Affairs (MAE card) 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 ‘Permits of Stay for Non-EU citizens’).

- If your family members are staying in Italy for more than 3 months and are not entitled to receive the ID Card issued by the Italian Ministry of Foreign Affairs (MAE card), for practical reasons they may also wish to apply for residence registration. For further details on residence registration and how to register at your local town hall (see below ‘Certificate of Residence’).
PERMITS OF STAY FOR NON-EU CITIZENS

There are three types of documents for non-EU citizens: two 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.

EC LONG-TERM RESIDENCE PERMIT (CARTA DI SOGGIORNO) FOR FOREIGN FAMILY MEMBERS OF EU CITIZENS

For stays longer than 3 months, family members of EU citizens, and who are not EU nationals, can apply directly for the EC Long-Term Residence Permit (Carta di soggiorno) for foreign family members of EU citizens.

More information: https://www.poliziadistato.it/articolo/10930

DECLARATION OF PRESENCE (DICHIARAZIONE DI PRESENZA)

Non-EU nationals staying in Italy for 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 the application of the USV sticker on the travel document at border control.
How to obtain these documents
To apply for these two documents, please contact directly:

→ Eduassistance
  www.eduassistance.org
  e-mail: vittoriocareri@gmail.com

The Italian Government charges a fee for the Permesso di Soggiorno and the Carta di Soggiorno, to be paid by the applicant. It does not charge a fee for the Dichiarazione di Presenza.

Assistance from Eduassistance is provided in English, and costs are covered by the EUI.

CERTIFICATE OF RESIDENCE (CERTIFICATO DI RESIDENZA)

The ID card issued by the Italian Ministry of Foreign Affairs (MAE card) exempts holders from having to register their residence with the local authorities (Registrazione della Residenza Anagrafica with the Comune). The card can be used in all dealings and transactions where the residence registration is required.

The MAE card may not be held simultaneously with the certificate of residence. EUI members who intend to register their residence with the local authorities must inform Academic Service / Human Resources Service and return their MAE card as soon as the registration of the residence has been finalised.

EU citizens and non-EU citizens who do not hold an ID card issued by the Italian Ministry of Foreign Affairs (MAE Card) and are staying in Italy for more than 3 months may register their residence at their local town hall registry office (Comune, Ufficio Anagrafe).

If you are planning to register your residence in Florence and are coming with your family, prior to departure you are advised to obtain an international family book (libretto di famiglia), or certified copies of the relevant
documents (marriage certificate, birth certificates for children). All docu-
ments must be translated in Italian by a certified translator.
Non-EU citizens need a valid permit of stay to apply for residence.
For additional information and assistance with the application procedure,
please contact EUI4U: EUI4U.Welcome@EUI.eu

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, regardless of whether you pay
Italian taxes or not.
The only valid Codice Fiscale is the one issued by the Italian tax authorities.
Obtaining 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 and register 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 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: dp.firenze@agenziaentrate.it
Monday to Friday: 8.30-12.45
Tuesday, Wednesday, and Thursday, also: 14.15-16.00
Take your original passport or ID card, as well as a photocopy, which the office will keep on file.
IMPORTS AND CUSTOMS

EU CITIZENS
If you want to import personal belongings in Italy, there are no particular procedures or formalities to follow.

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

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 customs formalities with assistance from the EUI, in case you are planning to ship your belongings to Italy, you should contact EUI4U well in advance (at least three months prior to the scheduled arrival of your goods).

→ Email: EUI4U.Welcome@EUI.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.
VEHICLES

IMPORTING A NEW OR USED VEHICLE

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 by providing proof of ownership of over 1 year.

If you register your residence in Italy (residenza anagrafica), you must have your vehicle registered and issued with Italian license plates within 60 days of taking up residence. Failing to do so will result in a hefty fine and possible confiscation of the vehicle.

For registration procedures, please contact:

→ **ACI Automobile Club di Firenze (central office)**
  Viale Amendola, 36
  50121 Firenze

→ **David Mechi**
  e-mail: d.mechi@acifirenze.it
  tel.: [+39] 055 2486230

→ **Roberta Mugnai**
  e-mail: r.mugnai@acifirenze.it
  tel.: [+39] 055 2486207

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 and issued with Italian plates. 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 owner, you must contact the ACI (see above) in order to complete the procedures for registration and transfer of ownership.

If you hold an ID card from the Italian Ministry of Foreign Affairs (MAE card) and wish to purchase a vehicle (new or second-hand), please contact EUI4U for more information.

→ Email: EUI4U.Welcome@EUI.eu
2 HOUSING
The EUI Housing Office organizes the allocation of the EUI residential apartments at Ponte alla Badia and Pian del Mugnone, and provides, through the Florence Housing Service (FHS), assistance to all members of the EUI community in finding long- and short-term accommodation in the private market in and around Florence.

**EUI RESIDENTIAL ACCOMMODATION**

The EUI owns 71 apartments, which are available on a 12-18-36 month basis or for shorter periods (no less than 1 month). They are located near the Institute.

**PAB Flats:** 60 completely furnished apartments with air-conditioning, communal laundry, WiFi connection, parking, outdoor picnic and BBQ area. Located at Ponte alla Badia, via Faentina 386, Florence, 300 metres from the Badia Fiesolana

The PAB Flats offer four different types of apartments, all of which have a built-in kitchen equipped with electric stove with 4 burners and oven, washbasin with dish drainer and dishwasher, top-freezer refrigerator, extractor fan and wall cupboards with a complete kitchenware set (plates, glasses, cups and cutlery):

- **Type A1:** average size 50sqm, with 2 single bedrooms, living room, 1 bathroom. Each single room has a pull-out second bed, making it possible to comfortably have two single beds or a double bed.

16 apartments are on the ground floor, 16 on the first floor and 6 on the second floor.

A1 apartments can be shared by 2 single tenants or rented by 1 tenant / family.
**Type A2:** average size 50sqm, with 1 double bedroom, living room, 1 bathroom.

8 apartments are located on the second floor, 1 on the ground floor.
A2 apartments can be rented by a single tenant or a couple (no sharing).

**Type A3:** on 2 levels, located on the ground and first floor, average size 55sqm. Downstairs: living room with built-in kitchen, bathroom; upstairs: 2 bedrooms (1 double, 1 single) and bathroom. Each single room has a pull-out second bed, making it possible to comfortably have two single beds or a double bed.

9 apartments, available to share by 2 single tenants or to rent by 1 tenant / family

**Type A4:** on 2 levels, located on the ground and first floor, average size 62sqm. Downstairs: living room with built-in kitchen, a study, bathroom; upstairs: 2 bedrooms (1 double, 1 single) and bathroom. Each single room has a pull-out second bed, making it possible to comfortably have two single beds or a double bed.

4 apartments, available to share by 2 single tenants or to rent by 1 tenant / family

**PDM Flats:** 11 completely furnished apartments with WiFi connection, communal laundry, and parking. Located at Pian del Mugnone, via Faentina 94b, Fiesole. The flats are located close to the n. 21 bus stop and are regularly serviced by the EUI Shuttle bus.

The n. 21 bus has a reduced frequency and the service stops at 21.30, therefore a private means of transport is warmly recommended.

The PDM Flats offer three different types of apartments, all of which have a living room with built-in kitchen equipped with a basic kitchenware set (plates, glasses, cups, and cutlery), large balcony, and gas-fired independent heating system:

**Type B1:** 58sqm, located on the first floor (n. 1, 2, 5 & 6) and on the second floor (n. 3, 4, 7 & 8). Each apartment has 1 double and 1 single bedroom, living room with built-in kitchen and bathroom.
8 apartments to be rented by 1 single tenant / family (sharing is not allowed)

→ **Type B2:** 58sqm, located on the first floor (n. 9 & 10), each with 2 single bedrooms, living room with built-in kitchen and bathroom. Each single room has a pull-out second bed, making it possible to comfortably have 2 single beds or a double bed.

2 apartments, available to share by 2 single tenants or rent by 1 tenant / family

→ **Type B3:** 1 shared apartment (renovated in 2009) of 106sqm, located on the second floor, with 2 single bedrooms, 2 double bedrooms, living room with built-in kitchen and 2 bathrooms. Each single room has a pull-out second bed, making it possible to comfortably have two single beds or a double bed.

Both complexes are connected to other EUI buildings by the EUI Shuttle bus.

For further information about when and how to apply, see: https://www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing/ResearcherFlats

For any further clarification, please contact the EUI Flats Housing Service @ the EUI4U unit.

→ Email: EUI4U.Housing@eui.eu

→ telephone: [+39] 055 4682245, Int.: 2245
The Florence Housing Service Real Estate Agency manages the EUI database of accommodation for long- and short-term rentals, and offers free assistance to EUI members looking for accommodation on the private market. The EUI Housing database includes offers received from private property owners. It is regularly updated. To access the database, you can register an account here:

https://apps.eui.eu/HousingDB/login/register

For further information, see:  https://www.eui.eu/ServicesAndAdmin/Housing/LongTermHousing

For any further clarification, please contact the Florence Housing Service: EUI4U.Housing@eui.eu

phone: [+39] 055 4682412, Int.: 2412

USEFUL INFO ON SHORT-TERM HOUSING IN AND AROUND FLORENCE

Other resources for finding short-term housing can be found on our website at: https://www.eui.eu/ServicesAndAdmin/Housing/ShortTermHousing/UsefullInfo

FHS also provides assistance for short-term housing.

More information is available on http://florencehousingservice.com/ or by contacting

→ Email: EUI4U.Housing@eui.eu
WELLBEING, HEALTH, SAFETY AND SECURITY
## HEALTH

### STUDENTS, RESEARCHERS & POST-DOCTORAL FELLOWS

<table>
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<tr>
<th></th>
<th>EU Citizens</th>
<th>Non-EU Citizens</th>
<th>Accompanying Family Members/Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH INSURANCE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Choose one of the following options</strong></td>
<td>Always sort out your insurance with Academic Service BEFORE you arrive</td>
<td>Covered by some funding authorities. (if not, self-paid subscription is possible - You may consult the relevant Cigna webpage on the EUI website, should you wish to subscribe) b</td>
<td>Covered by some funding authorities. (if not, self-paid subscription is possible - You may consult the relevant Cigna webpage on the EUI website, should you wish to subscribe) b</td>
</tr>
<tr>
<td>EUI collective Cigna policy</td>
<td>Covered by some funding authorities. (if not, self-paid subscription is possible - You may consult the relevant Cigna webpage on the EUI website, should you wish to subscribe) b</td>
<td>Covered by some funding authorities. (if not, self-paid subscription is possible - You may consult the relevant Cigna webpage on the EUI website, should you wish to subscribe) b</td>
<td>Covered by some funding authorities. (if not, self-paid subscription is possible - You may consult the relevant Cigna webpage on the EUI website, should you wish to subscribe) b</td>
</tr>
<tr>
<td>Other private insurance</td>
<td>You may subscribe to the private health insurance of your choice provided that your medical insurance scheme is valid in Italy and covers you for both general and emergency healthcare, for the whole duration of your EUI membership.</td>
<td>You may subscribe to the private health insurance of your choice provided that your medical insurance scheme is valid in Italy and covers you for both general and emergency healthcare, for the whole duration of your EUI membership.</td>
<td>You may subscribe to the private health insurance of your choice provided that your medical insurance scheme is valid in Italy and covers you for both general and emergency healthcare, for the whole duration of your EUI membership.</td>
</tr>
</tbody>
</table>
| Extension of your national insurance rights to Italy | If you are eligible, the following documents can be requested in your country of origin: a  
- S1/E106 form  
- EHIC card (valid for emergency hospital care only) | Allowed for certain non-EU citizens if in possession of documents issued for study: a | Eligibility depends on certain conditions: a |
| **ACCIDENT INSURANCE**        |             |                 |                                      |
| EUI additional collective worldwide Cigna policy | Covered, free of charge | Covered, free of charge | Not eligible |

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a. Check conditions, coverage and fees in your country of origin.  
b. Check the relevant grant information.
<table>
<thead>
<tr>
<th>ADMINISTRATIVE, ACADEMIC &amp; TEACHING STAFF</th>
<th>Permanent, Temporary &amp; Contractual Agents</th>
<th>Full-Time Professors, Research Fellows &amp; Academic Assistants</th>
<th>Family Members/Partners</th>
<th>Part-Time Professors and Family Members/Partners</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EUI SCHEME</strong></td>
<td>Managed by the Human Resources Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic health insurance</td>
<td>Covered</td>
<td>Covered</td>
<td>Eligibility depends on various conditions and statuses. ¹</td>
<td>Not eligible</td>
</tr>
<tr>
<td>(JSIS - Joint Sickness Insurance Scheme)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Accident insurance</td>
<td>Covered</td>
<td>Covered</td>
<td>Not eligible</td>
<td>Eligible professors but not family members. ²</td>
</tr>
<tr>
<td>(International insurance via the European Commission)</td>
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<td></td>
<td></td>
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<tr>
<td><strong>COMPLEMENTARY PRIVATE HEALTH INSURANCE</strong></td>
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<tr>
<td>Private Allianz health insurance</td>
<td>Eligible</td>
<td>Eligible</td>
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<td>Eligible</td>
</tr>
</tbody>
</table>

¹. Check with Human Resources Service.
EUI contacts for health issues

FOR STUDENTS, RESEARCHERS, AND POSTDOCS

→ Ms Michela Menicagli
   Academic Service
   tel: [+39] 055 4685801, Int.: 2801

→ Ms Sophie Martin
   Academic Service
   tel: [+39] 055 4685322, Int.: 2322
   e-mail: health.insurance@eui.eu

Ms Michela Menicagli and Ms Sophie Martin can be contacted at health.insurance@eui.eu for general enquiries, information on doctors/specialists, on the Institute’s collective health insurance scheme (Cigna) and for general information on the Italian National Health System.

THE SOCIAL AND WELFARE FUND FOR STUDENTS AND EARLY STAGE RESEARCHERS

The Social and Welfare Fund may provide support for medical costs in the case of serious or prolonged illness under certain circumstances.

For further information, please contact e-mail: SWF@eui.eu

FOR ADMINISTRATIVE, TEACHING AND ACADEMIC STAFF

For affiliation to the scheme

→ Human Resources Service
   tel: [+39] 055 4685315, Int.: 2315
   e-mail: HumanResourcesService@eui.eu
For requests concerning the procedures for reimbursement claims, possible delays in payment of reimbursements, appeals, etc.

→ **PMO contact**

https://webgate.ec.europa.eu/staffcontact/app/#/staff/Reimbursement%20%2528JSIS%2529

**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: humanresourceservice@eui.eu
HEALTH AND ACCIDENT INSURANCE

All EUI members must be covered by a health insurance policy that is valid in Italy, for both emergency and general healthcare, for the whole duration of their stay at the Institute.

STUDENTS, RESEARCHERS AND POSTDOCS

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

Information on the medical and accident insurance schemes available through the EUI for students, researchers and postdocs may be found at: www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows

As a general rule, students, 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 Students, researchers, and post-doc fellows will be asked to provide the name of their insurance scheme and/or a proof of medical insurance when they register at the beginning of their stay at the EUI.

Please contact the Academic Service (health.insurance@eui.eu) should you have any questions.

Health insurance options

Students, researchers, and postdocs should choose one of the following options, where applicable:

- Extension of their national insurance rights to Italy: where applicable: E106 (S1) form and EHIC card (valid for emergency hospital care only)
- Voluntary enrolment to the Italian National Health System by paying a fee
- The EUI Health Insurance Policy – Cigna
- Other private health insurance
1. Extension of national insurance rights to Italy
In very specific cases, it may be possible to transfer your national insurance rights from your home country to Italy at no cost. Within the EU, form E106 (in some EU countries, the name has changed to ‘S1 form’) is required for access to the Italian national health system.

Beyond the EU, many countries also have bilateral health insurance arrangements with Italy. To see if you are eligible, 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.

The EHIC (European Health Insurance Card - valid for emergency hospital care only)
The EHIC (in Italian: TEAM) card gives you access to the emergency and medically necessary hospital care of the Italian national health system, either free of charge or paying just a contribution. It can be issued by the public health authorities in your country of origin. The EHIC is not meant to provide full coverage of health services such as GP or specialist visits, medical tests, pharmaceutical costs, etc.

2. Voluntary enrolment to the Italian NHS by paying a fee
Please check eligibility and conditions with the Academic Service (health.insurance@eui.eu)

3. The EUI health insurance policy — Cigna
Basic policy
Another option is to subscribe to Cigna, the Institute’s collective policy. Researchers with grants from Austria, Belgium, Bulgaria, Ireland, Latvia, Poland, Portugal, Sweden, and the United Kingdom, or in receipt of a grant from the EUI itself, automatically have the Cigna basic policy covered by their grant authority.
Special insurance conditions apply to researchers funded by the programme “Grant for Foreigners” of the Italian Ministry of Foreign Affairs. For further information, researchers from this programme may contact health.insurance@eui.eu

Researchers funded by other grant programmes and postdocs can sign up for the Cigna health insurance at their own expense. The subscription procedure is dealt with directly by Cigna.

Students of the Master in Transnational Governance are kindly advised to contact the School of Transnational Governance to enquire about their health insurance coverage and conditions.

**Supplementary 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 a more extensive coverage, you are advised to consider subscribing to a supplementary 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). An exception is made for Polish-funded researchers, whose supplementary insurance is also covered by the grant authority.

Details, costs, and subscription procedure of the basic and supplementary Cigna policies can be found at:

[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 or questions, please contact health.insurance@eui.eu

**4. Other private health insurance**

Students, researchers, and fellows can apply to any other private medical insurance, provided that the private insurance is valid in Italy, for both emergency and general healthcare, for the whole duration of their stay at the Institute.
ACCIDENTS AND EMERGENCY HOSPITAL CARE

EU CITIZENS:

European Union citizens in possession of the European Health Insurance Card (EHIC in English, or TEAM in Italian) are entitled to receive emergency hospital care paying just a contribution to the Italian National Health Service (NHS), instead of paying the costs in full. The amount of such contribution is calculated according to the severity code assigned by the Emergency Department upon admission. The costs not paid by you are charged to the NHS of your country of origin.

NON-EU CITIZENS:

Special agreements with the Italian NHS, providing rights similar to those guaranteed by the EHIC, also exist in some non-EU countries. Non-EU citizens should check if such an agreement exists in their country of origin, and, if this is the case, they may request a certificate of entitlement before coming to Italy. This document will entitle them to receive emergency hospital care under the same conditions as EHIC-holders.

IN CASE OF AN ACCIDENT – ALL EUI STUDENTS, RESEARCHERS AND POST-DOCS:

Furthermore, all the EUI students, 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, which 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 to submit the Declaration of Accident form to Cigna.
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, which will be valid for the entire duration of their stay in Italy.

→ Please contact health.insurance@eui.eu, if you have any questions.

ADMINISTRATIVE TEACHING AND ACADEMIC STAFF

The Human Resources Service is available to provide full explanations and information.

See:

www.eui.eu/ServicesAndAdmin/PersonnelService/SicknessAccidentInsurance

HEALTH INSURANCE

Administrative, teaching, and academic staff members 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, 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 staff members 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

COMPLEMENTARY PRIVATE POLICY WITH ALLIANZ CARE

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:

https://www.afiliatys.eu/EN/NEWSLETTERS.CFM?NEWSID=59
FIRST AID (PRONTO SOCCORSO)

If the patient is in possession of a EHIC (TEAM) card or is enrolled in the Italian national health system, he/she may benefit of first-aid services in public hospitals, either free of charge or just paying a small contribution to the NHS.

If the patient is covered by a private insurance, for example Allianz or JSIS, he/she must inform the hospital upon admittance, in order for them to charge the relevant costs to the insurance company directly.

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

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

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

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<thead>
<tr>
<th>Phone</th>
<th>Hospital Name</th>
<th>Address</th>
<th>City</th>
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<tbody>
<tr>
<td>[+39] 055 794111</td>
<td>Ospedale di Careggi</td>
<td>Viale Pieraccini 17</td>
<td>Firenze</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50139</td>
<td></td>
</tr>
<tr>
<td>[+39] 055 69381</td>
<td>Ospedale di Santa Maria Nuova</td>
<td>Piazza Santa Maria Nuova 1</td>
<td>Firenze</td>
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<tr>
<td></td>
<td></td>
<td>50123</td>
<td></td>
</tr>
<tr>
<td>[+39] 055 69321</td>
<td>Ospedale San Giovanni di Dio</td>
<td>Via di Torregalli 3</td>
<td>Firenze</td>
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<tr>
<td></td>
<td></td>
<td>50143</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(towards Scandicci, SW Firenze)</td>
<td></td>
</tr>
<tr>
<td>[+39] 055 69361</td>
<td>Ospedale Santa Maria Annunziata</td>
<td>Via dell’Antella 58</td>
<td>Firenze</td>
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<td>Ponte a Niccheri</td>
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In addition to the above, the following specialized hospitals also have accident and emergency units.

**Paediatric hospital (Ospedale pediatrico)**

[+39] 055 56621   **Ospedale pediatrico Meyer**  
[+39] 055 56621   www.meyer.it  
Villa Ognissanti  
Viale Pieraccini 24 (Careggi)  
50139 Firenze

**Psychiatric hospital (Ospedale psichiatrico)**

[+39] 055 6939813   **SPDC Oblate**  
Via delle Oblate (Careggi)  
50141 Firenze

**Orthopedic Hospital**  
(CTO - Centro Traumatologico Ortopedico)

[+39] 055 794111   **CTO**  
Largo Piero Palagi 1  
50134 Firenze


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/  
tel.: [+39] 055 475411  
e-mail: medservicefirenze@gmail.com  
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

There are two general practitioners (GPs) available for consultation either at the Institute in the Medical Consulting Room (Sala Medica) at the Badia Fiesolana, or at their offices in town. Visits are by appointment only, and shall be paid directly to the physician. Where applicable, reimbursement of the costs for visits will fall under the usual EUI health insurance scheme conditions (see appropriate section).

Up-to-date information on the below GPs who see patients at the Badia, when they are available and other general information can be found at this link:

https://www.eui.eu/ServicesAndAdmin/HealthAndFamily/MedicalServices/Medical-Doctors

→ Dr. Barbara Alfaioli
   Specialist in dermatology and venereology, speaks English and Italian
   For appointments at the Badia, phone her at [+39] 393 984 8481
   For appointments in Via Luca Landucci, 11, phone [+39] 055 667020.
   For appointments in Via Vincenzo Borghini, 1, phone [+39] 055 570017 - [+39] 055 572380

→ Dr. Martina Minelli
   General practitioner, specialist in cardiology, speaks English and Italian
   For appointments at the Badia, phone her on [+39] 347 3806448.
Medical Doctors available to the EUI Community
In addition to the General Practitioners who provide medical consultations at the EUI, there is a list of doctors available to the EUI community published on https://www.eui.eu/Documents/ServicesAdmin/AcademicService/Intranet/EUI-Physician-List.pdf

Counselling and wellbeing service

See: www.eui.eu/ServicesAndAdmin/AcademicService/CounsellingandWellbeingService/Index.aspx
Counselling takes place by appointment at the Badia Fiesolana. The consultation is free of charge. Rooms are located behind the Theatre in the Badia, on the first floor: BF202 and BF175.
You can make an appointment with anyone in the team by either sending an e-mail to the general e-mail: counselling.service@eui.eu; or sending an e-mail or calling the counsellor directly.

→ Gemma Fenton
   Tel: [+39] 055 4685625
   e-mail: gemma.fenton@eui.eu
   Counselling.service@eui.eu
   Working languages: English, Italian

→ Elisabetta Miglietta
   Tel: [+39] 055 4685 271
   Email: elisabetta.miglietta@eui.eu
   Counselling.service@eui.eu
   Working languages: English, Italian
Psychiatrists

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

→ **Dr. Anna Choub**
  mobile: [+39] 339 5687775
  e-mail: achoub@yahoo.com
  Studio Medico del Cinghiale
  Piazza Mercato Nuovo 1, 4th floor
  50123 Firenze
  Speaks: English and Italian

→ **Dr. Maurizio Miceli**
  mobile: [+39] 348 9118108
  e-mail: maurizio.miceli@asf.toscana.it
  Speaks: Italian and English
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

If on campus, you should first call the 24-hour EUI Emergency Number:

→ ext. 2999 (from an EUI phone) or
→ [+39] 055 4685999 (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, 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
  → +39 055 4685999 (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;
- Go to the nearest assembly point (take your time to figure out in advance where is the closest point from your office or to the most frequented areas – canteen, Library, etc.)
- Do not check the building for occupants; the EUI Emergency Teams will do this.

For more info on the EUI Safety & Security Policy, please see the web page at www.eui.eu/About/SafetySecurity
Or contact safety_security@eui.eu

WHAT TO DO IF YOU ARE ATTACKED OR ASSAULTED

In case of assault or aggression call:

→ 112 Carabinieri
→ 113 Police

If urgent medical attention is needed call in this order:

→ 118 Ambulance
→ EUI Emergency Number: ext. 2999 (from an EUI phone)
or [+39] 055 4685 999

WHOM TO CONTACT IN CASE OF DISAPPEARANCE OR DEATH OF AN EUI MEMBER

→ Administrative and Teaching Staff:
  Director of Human Resources Service: [+39] 055 4685 484
→ Researchers and Fellows:
  Director of the Academic Service: [+39] 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
  
  [+39] 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
  
  [+39] 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:

Email: 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.

→ the 24-hour EUI Emergency Number:
  
  ext. 2999 (from an EUI phone) or
  
  [+39] 055 4685 999 (from an outside line or cell phone)

Email: eui.control.room@eui.eu
Law enforcement

Carabinieri in Fiesole, Via Gramsci 20 - 50014 Fiesole  [+39] 055 59136
Carabinieri, Viale Dei Mille 66 - 50131 Firenze  [+39] 055 573079
Polizia di Stato, Via Frusa 2 - 50131 Firenze  [+39] 055 2625151

Hospitals in Florence with accident & emergency services

(Ospedali - Pronto soccorso)

→ Ospedale di Careggi  
Viale Pieraccini 17, 50139 Firenze: [+39] 055 794111

→ Ospedale di Santa Maria Nuova  
Piazza Santa Maria Nuova 1, 50123 Firenze: [+39] 055 69381

→ Ospedale San Giovanni di Dio  
Via di Torregalli 3, 50143 Firenze: [+39] 055 69321

→ Ospedale Santa Maria Annunziata  
Via dell’Antella 58, Ponte a Niccheri, 50011 Bagno a Ripoli: [+39] 055 69361

→ CTO, Centro Traumatologico Ortopedico (Orthopaedic Hospital)  
Largo Piero Palagi 1, 50134 Firenze: [+39] 055 79411

Childrens’ Hospital  

→ Ospedale Pediatrico Meyer,
COVID-19 info

The EUI applies the provisions issued by the Italian Government. Therefore, all the safety measures in place within the territory are applicable to the EUI.

For more information on the EUI's approach to dealing with the Covid-19 pandemic, please visit our website at https://www.eui.eu/ServicesAndAdmin/CommunicationsService/News/2020/COVID2019-virus

If you have any questions or require support, please send an email to the dedicated mailbox infocovid19@eui.eu

In case of symptoms, please call:

→ 1500 (the dedicated number at the Italian Ministry of Health, available 24/7)
→ or [+39] 055 5454777 (Tuscany Health Department Covid19 support number)
HOW TO REACH THE EUI

→ Interactive map of the EUI campus: www.eui.eu/About/How-to-reach-us.aspx

BY BUS

Bus tickets (biglietti) cost €1.50 and must be purchased before boarding and stamped in the yellow machines on the bus. Tickets are on sale at the ATAF desks at the railway station, at ATAF ticket kiosks and vending machines, in tobacconists, newsagents, and some bars.

Other options to purchase a ticket:

- On board, using your contactless credit/debit card (you will be charged €1.50 per trip)
- Via text message using your mobile phone (mobile tickets cost €1.80. Instructions available at bus stops and on board).
- On board (subject to availability). Tickets purchased on board from the driver cost €2.50, no change is given.

ATAF also offers tickets with multiple trips, as well as monthly, tri-monthly and annual bus passes.

For bus routes and timetables, you may install the app ATAF on your mobile phone, or see: www.ataf.net

SITES IN SAN DOMENICO AREA

You can reach all sites in San Domenico, including the Badia Fiesolana, Villa Sanfelice, Villa Paola, Villa la Fonte, the Convento, and the Villa Schifanoia campus by taking bus number 7 from Santa Maria Novella train station to Fiesole and getting off at ‘San Domenico’.

Villa il Poggiolo is located near the number 7 bus stop ‘Piazza Edison’.
VILLA SALVIATI
For Villa Salviati, take bus 25 from Piazza San Marco and get off at ‘Il Cionfo’. Alternatively, take bus 1A and get off at the last stop in via Faentina (‘Stazione Salviati’), which is near the gate to Villa Salviati at via Faentina 261.

RESIDENTIAL ACCOMMODATIONS
For the EUI residential accommodations at Ponte alla Badia, via Faentina 386 (Firenze), take bus 1A and get off at the last stop in via Faentina (‘Stazione Salviati’).

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 Tramvia (tram) T2 to Alamanni Stazione (Florence Railway Station - Santa Maria Novella)

For tram information and timetables see: https://www.gestramvia.com/t2-vespucci

FROM FLORENCE RAILWAY STATION
From Florence railway station, take the bus 7 for sites in San Domenico area; bus 1A for Villa Salviati (via Fantina Gate); or any bus to Piazza San Marco, and transfer to bus 25 for Villa Salviati (via Bolognese entrance).

BY TAXI
For information and fares:

→ www.4242.it
tel.: [+39] 055 4242

SMS/WhatsApp: [+39] 334 6622550

→ www.4390.it
tel.: [+39] 055 4390
WhatsApp: [+39] 333 8077555
**BY CAR**
From the A1 Milano-Napoli (‘Autostrada del Sole’) take the Firenze Sud exit and follow directions for Fiesole/Stadio.

**PARKING AT THE EUI**
The EUI has several free parking areas available all over the Campus. The Real Estate and Facilities Service is responsible for their maintenance and administration.

All vehicles parked on EUI property must be registered on the EUI parking registration portal. More information, policies, and the link to the parking registration portal are available on [https://www.eui.eu/ServicesAndAdmin/LogisticsService/GeneralLogistics/Parking/ParkingattheEUI](https://www.eui.eu/ServicesAndAdmin/LogisticsService/GeneralLogistics/Parking/ParkingattheEUI)

**BIKES**
Bike stalls are available in all EUI premises. A specific bicycles and motorcycles parking area is also designated at the Badia Fiesolana in the P2 car park.

More information is available on [https://www.eui.eu/ServicesAndAdmin/LogisticsService/GeneralLogistics/Parking/ParkingattheEUI#Bicycles](https://www.eui.eu/ServicesAndAdmin/LogisticsService/GeneralLogistics/Parking/ParkingattheEUI#Bicycles)

**EUI NAVETTA**
The EUI Shuttle Bus offers a passenger transportation service for EUI members and users between EUI buildings (including EUI residential accommodation at Pian del Mugnone and Ponte alla Badia), in order to facilitate mobility within the Campus.

The Shuttle makes a round trip of the EUI campus several times a day. Schedules are posted in each of the buildings and online at [https://www.eui.eu/ServicesAndAdmin/LogisticsService/ShuttleNavette](https://www.eui.eu/ServicesAndAdmin/LogisticsService/ShuttleNavette)
CULTURAL AND SPORTING ACTIVITIES

AT THE EUI

The Body and Brain Boosting Board (commonly known as the 4B) offers support and assistance in organising activities beyond the academic curriculum of the EUI. These may take place either on or off campus. Mostly of a cultural and sporting nature, there are currently more than twenty such clubs (mostly run by researchers). The offer varies from year to year depending on interest and resulting membership.

The men’s and women’s football teams, yoga courses, running, rowing, and the EUI Choir have been the most regularly offered activities over the years, but there are many more to choose from. For a complete list and contact information, consult the web pages: www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Index.aspx

Alternatively, if you would like to start a new club and enough people are interested, contact the 4B coordinator at eui.4B@eui.eu for information on how to proceed.

Alternative groups detached from 4B also exist, such as book clubs, chess club, etc.

A Partner’s Group exists for people joining a EUI member here in Florence. During term time, the group meets approximately every other week in the Badia cafeteria. The group organises 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, halfway 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. There is a small outdoor basketball court adjacent to it.
After a short mandatory 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 hundreds of people, both men and women, participate.

PIANO

The EUI owns two baby grands. One is housed in the Sala della Colonna in the Badia Fiesolana, while the other is in Villa Schifanoia.
In order to play the piano, you should first contact the 4B coordinator at eui.4B@eui.eu and pay a small contribution of €10 per term towards the cost of tuning. After you pay, you will be invited to book playing slots via a Doodle poll.

PING-PONG

A ping-pong table is located in Sala della Colonna in the Badia Fiesolana. To use it, contact Alassane.Martin@EUI.eu so that you can be included in the Table Tennis mailing list and have access to the Doodle poll link where you can book time slots.
FIASCO SOCIAL CLUB

Although Fiasco Social Club 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.

MUSIC

The Institute has agreements with the following:

→ **Amici della Musica**
  Teatro della Pergola
  Via della Pergola, 18
  50121 Firenze

The Amici della Musica offers discounted tickets for most of its concerts (mainly chamber music, see programme on [https://amicimusicafirenze.it/](https://amicimusicafirenze.it/)) at a cost of €15 (max 2 tickets per person).

Information about the concerts is circulated via e-mail at the beginning of each week. To book, you simply send an e-mail request to the 4B mailbox on 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.
5 LIFE IN FLORENCE
The EUI provides preschool childcare (Crèche) for the children of all EUI members. The Crèche provides preschool childcare for the children of all EUI members. The age range is normally 4 months to 3 years, although older children are sometimes accommodated.

The Crèche is open Monday to Friday, 8.30 to 18.00 throughout the official EUI year. Interested parents may visit it Monday-Friday at 13.30 or after 17.00, calling Gloria Peruzzi to make an appointment.

[www.eui.eu/ServicesAndAdmin/LogisticsService/Crèche](http://www.eui.eu/ServicesAndAdmin/LogisticsService/Crèche)

Contact:

**Gloria Peruzzi**

Email: 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 dell’infanzia
- 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

PRIVATE SCHOOLS

→ The Kindergarten
    Asilo nido, scuola dell'infanzia, elementare e media
    www.kindergarten.it/
    Via San Gallo 105
    50129 Firenze
    tel: [+39] 055 495061
    e-mail: info@kindergarten.it
    A private school offering courses in English.

→ ENB -Elementari Nel Bosco
    Scuola dell’infanzia, scuola elementare
    Located in the countryside near Fiesole
    e-mail: elementarinelboscofirenze@gmail.com (scuola elementare);
            asilonelboscofirenze@gmail.com (scuola dell’infanzia)
    http://www.elementarinelboscofirenze.it/
    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
→ **Istituto Comprensivo Serve di Maria Addolorata**
Scuola dell’infanzia, elementare, media e liceo linguistico

[http://scuolaservedimaria.it/](http://scuolaservedimaria.it/)
Via Faentina, 195
50133 Firenze
tel: [+39] 055 588083
e-mail: scuolaviafaentina@virgilio.it
Has the standard Italian curriculum.

**PUBLIC SCHOOLS**

→ **Istituto Comprensivo ‘Le Cure’**
Scuola dell’infanzia, elementare e media
c/o Scuola dell’Infanzia G. Garibaldi
Via Goito, 20
50133 Firenze
Tel: [+39] 055 577553 - [+39] 055 577554
Email: fici85000t@istruzione.it
Has the standard Italian curriculum.

→ **Istituto Comprensivo ‘E. Balducci’ di Fiesole**
Scuola dell’infanzia, elementare e media
Via del Pelagaccio, 1
50014 Fiesole
tel.: [+39] 055 5961535
Email: fici82002@istruzione.it
Has the standard Italian curriculum.
FOREIGN SCHOOLS

→ The International School of Florence
   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
   Email: 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
   Email: admin.gat@isfitaly.org

→ 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
   Email: contact@vhugo.eu
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
  Piazza Strozzi
  50123 Firenze
  Tel: [+39] 055 214068

→ **Cinema La Compagnia**
  https://www.cinemalacompagnia.it/
  Via Cavour 50/R
  50121 Firenze
  Tel: [+39] 055 268451

→ **Cinema Stensen**
  http://www.stensen.org/
  Viale Don Minzoni 25/G
  50129 Firenze
  tel: [+39] 055 576551

→ **Spazio Uno**
  https://www.cinemaspaziouno.it/
  Via del Sole 10
  50123 Firenze
  tel: [+39] 055 284642
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.

→ **British Institute of Florence**
  [www.britishinstitute.it/en/](http://www.britishinstitute.it/en/)
  Palazzo Strozzino
  Piazza Strozzi 2
  50123 Firenze
  tel: [+39] 055 267781
  Email: [info@britishinstitute.it](mailto:info@britishinstitute.it)

→ **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
  e-mail: niki@nikiflorence.org

→ **Deutsches Institut Florenz**
  [www.deutschesinstitut.it/](http://www.deutschesinstitut.it/)
  Borgo Ognissanti 9, 2 piano
  50123 Firenze
  tel: [+39] 055 215993
  Email: [info@deutschesinstitut.it](mailto:info@deutschesinstitut.it)
→ **Institut Français**
   [www.institutfrancais.it/firenze](http://www.institutfrancais.it/firenze)
   Palazzo Lenzi
   Piazza Ognissanti 2
   50123 Firenze
   tel.: [+39] 055 2718801
   Email: firenze@institutfrancais.it
   institutfrancais-firenze.com

→ **Kunsthistorische Institut in Florenz**
   [www.khi.fi.it/Startseite](http://www.khi.fi.it/Startseite)
   Max-Planck-Institut
   Via Giuseppe Giusti 44
   50121 Firenze
   tel.: [+39] 055 249111
   info@khi.fi.it

**MUSEUMS**

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

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 (booking fee: € 4):


**Note**

The agreement does not cover partners, family members or administrative staff.
For info on museums in Fiesole, please consult:

→ www.museidifiesole.it/
Information office:
Via Portigiani 1,
50014 Fiesole
tel.: [+39] 055 5961293
infomusei@comune.fiesole.fi.it

**MUSIC**

→ Scuola di Musica di Fiesole
www.scuolamusica.fiesole.fi.it/
Via delle Fontanelle, 24
50014 San Domenico di Fiesole
tel.: [+39] 055 597851
info@scuolamusica.fiesole.fi
Near the EUI’s Villa La Fonte, the school organises concerts and music classes throughout the year.

→ Opera di Firenze - Maggio Musicale Fiorentino
www.operadifirenze.it/
Ticket office:
Piazza Vittorio Gui, 1
Tuesday-Friday: 10-13 / 15-18 Saturday: 10-13
Call center: [+39] 055 2001278

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

**THEATRES**

A partial listing of theatres in Florence is available on the EUI4U catalogue.
Please see https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U
SPORTING ACTIVITIES

If the EUI does not have an active club in your preferred sport (See: https://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities) 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.

You can find a sample list of sport clubs on the EUI4U catalogue.

Please see https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U

For further information, please contact EUI4U.LifeinFlorence@eui.eu
The EUI is in the process of coordinating synergies and joint voluntary activities with other universities and institutions in Florence, in order 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. You can find updated information on the EUI4U website: https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U

You can also find current and upcoming volunteering opportunities in Florence on the EUI Volunteer Connection blog:

→ https://blogs.eui.eu/volunteercon/

VOLUNTARY ORGANIZATIONS
(ASSOCIAZIONI DI VOLONTARIATO)

A partial listing

→ **Amnesty International**
  amnestyfirenze.wordpress.com/
  Via G. Orsini 44
  50126 Firenze
  Email: gr014@amnesty.it

→ **A.V.O. (hospital volunteers)**
  Interpreters for patients
  www.avofirenze.it/
  Via Malcontenti 6 presso ASP Montedonini
  50122 Firenze
  Email: avofirenze@libero.it
→ **Caritas Firenze**
   [www.caritasfirenze.it](http://www.caritasfirenze.it)
Piazza San Giovanni, 3
50122 Firenze
tel.: [+39] 055 2763784
Email: segreteria@caritasfirenze.it

→ **Fondazione Meyer**
Pediatric hospital
Viale Pieraccini 24
50139 Firenze
tel.: [+39] 055 5662316
Email: fondazione@mayer.it

→ **Istituto degli Innocenti**
[www.istitutodeglinnocenti.it/](http://www.istitutodeglinnocenti.it/)
Piazza Santissima Annunziata 12
50122 Firenze
tel.: [+39] 055 0552037229
Email: volontari_accoglienza@istitutodeglinnocenti.it

→ **Red Cross - Croce Rossa Italiana | Comitato di Firenze**
 [crifirenze.it/](http://crifirenze.it/)
Lungarno Soderini 11
50124 Firenze
tel.: [+39] 0552744241 (Ufficio attività sociali)
Email: firenze@cri.it
→ Unicef Firenze

https://www.unicef.it/firenze
Via dei Serragli, 188/R
50124 Firenze
Tel.: [+39] 055 22 071 44
Email: comitato.firenze@unicef.it
PLACES OF WORSHIP

→ **American Episcopal**
   St. James’ Church
   Via B. Rucellai 9
   50123 Firenze
   tel.: [+39] 055 294417
   Email: info@stjames.it
   Anglican

→ **St. Mark’s Church**
   Via Maggio 16
   50125 Firenze
   tel.: [+39] 055 294764
   stmarksitaly.com
   Email: administrator@stmarksitaly.com

→ **Baptist Church**
   Borgo Ognissanti 4
   50123 Firenze
   e-mail: sossi.rostan@gmail.com
carminebianchi@ucebi.it
   http://www.chiesabattistadifirenze.com/
   Services in Italian and Spanish
→ **Christian Adventist Church**  
   Via del Pergolino 1  
   50139 Firenze  
   tel.: [+39] 055 414040  
   mozzato@interfree.it  
   Greek Orthodox

→ **Sacra Chiesa Di San Jacopo Apostolo,**  
   Borgo San Jacopo 34  
   50125 Firenze  
   tel.: [+39] 328 825 5062  
   www.chiesaortodossa-firenze.org/directionsIT.html

→ **Islamic Federation of Florence and Tuscany**  
   Florence Mosque  
   Borgo Allegri 62/64r  
   50122 Firenze  
   tel.: [+39] 329 731 6179  
   Email: info@moscheadifirenze.it; federazione.toscana@conf-islamica.it  
   http://www.moscheadifirenze.it/

→ **Lutheran Church**  
   Via de Bardi, 20  
   50125 Firenze  
   tel.: [+39] 055 2342775  
   firenze@chiesaluterana.it  
   http://www.chiesaluterana-firenze.org/
→ **Methodist Church**

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

→ **Istituto Buddista Italiano Soka Gakkai - Firenze**

Via Reginaldo Giuliani 546  
50141 Firenze  
tel.: [+39] 055 426971  

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 ‘Diocesi’ and then ‘Parocchie’ in the top navigation bar or right hand menu.

→ Cathedral:

**Santa Maria del Fiore (Duomo)**

Piazza del Duomo  
50014 Firenze  
Tel. [+39] 055 2645789  
[https://duomo.firenze.it/it/38/cattedrale-di-santa-maria-del-fiore](https://duomo.firenze.it/it/38/cattedrale-di-santa-maria-del-fiore)  
help@operadelduomo.firenze.it  
help@operaduomo.firenze.it

→ List of all churches of the Diocese of Fiesole

[www.diocesifiesole.it/parrocchie/parrocchie_indioesce.html](http://www.diocesifiesole.it/parrocchie/parrocchie_indioesce.html)
→ Cathedral:
   **Cattedrale di San Romolo**
   P.tta della Cattedrale 1
   50014 Fiesole
   tel.: [+39] 055 59242
   curia@diocesifiesole.it

→ Russian Orthodox Church
   Via Leone X 8
   50129 Firenze
   e-mail: consigliocrf@chiesarussafirenze.org / gblatinskij@chiesarussafirenze.org

→ Synagogue
   Via L. Farini 4
   50121 Firenze
   tel.: [+39] 055 245252
   email: info@firenzebraica.it
   [http://www.firenzebraica.it/](http://www.firenzebraica.it/)

→ Waldensian Church
   Via Manzoni 21
   50121 Firenze
   chiesavaldese.firenze@gmail.com
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:

https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U-Conventions-and-agreements