

WELCOME



Life in Florence

Practical information
for EUI newcomers



INTRODUCTION

Dear EUI member,

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

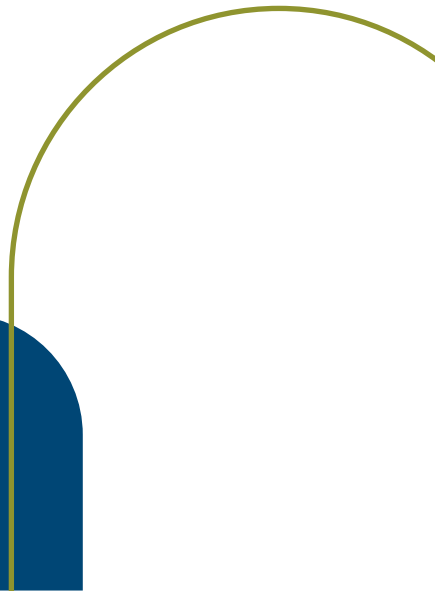
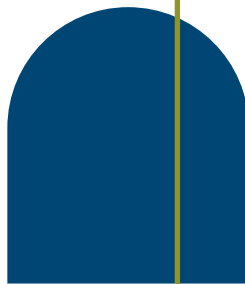
This booklet (also available online on the EUI4U webpage) intends to provide some practical information to facilitate your arrival at the EUI and help you settle into life in Florence and Fiesole.

We try to help in this respect by organising events and cultural activities that will hopefully contribute to developing knowledge on your new surroundings.

I remain at your disposal together with my colleagues for any further information you may need.

With best wishes,

Marco Del Panta
Secretary General





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
- > Tel.: [+39] 055 4685 727
- > Website: <https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U>

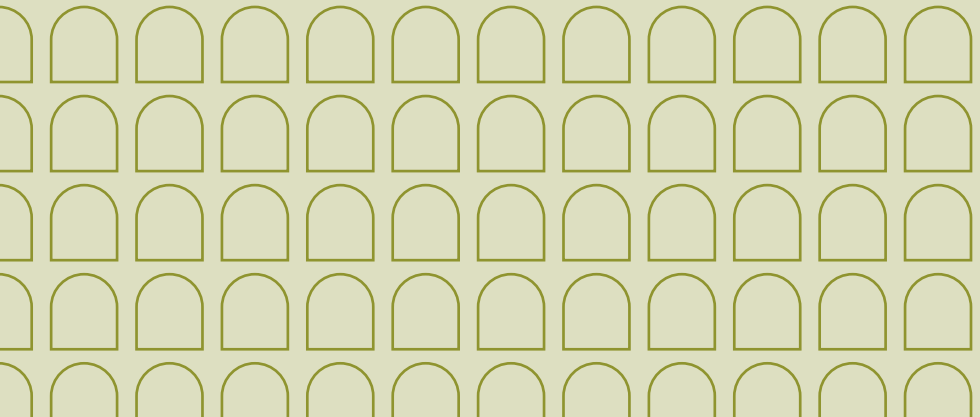


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ARRIVING AND LEAVING





VISAS, PERMIT OF STAY, RESIDENCY, TAX CODE

EUI MEMBERS				
	BEFORE DEPARTURE	UPON ARRIVAL AT THE EUI		
CITIZENSHIP CATEGORY (AND LENGTH OF STAY)	VISA requirements	ID card from the Italian Ministry of Foreign Affairs (MAE card)	Permit of Stay or Declaration of Presence (Police)	Residency Registration (local Town Hall)
EU Citizens (12 months' stay or longer)	✗	✓	✗	✗ (Required only if you do not hold an MAE card)
EU Citizens ^a (less than 12 months)	✗	✗	✗	✓ (Not required if you stay less than 3 months)
Non-EU Citizens ^a (12 months' stay or longer)	✓ (Long Term Mission Visa)	✓	✗ (Required only if you do not hold an MAE card)	✗ (Required only if you do not hold an MAE card)
Non-EU Citizens ^a (less than 12 months)	Check http://vistoperitalia.esteri.it/home/en	✗	✓ Within 8 working days of arriving in Italy	✓ (Not required if you stay less than 3 months)

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

FAMILY MEMBERS (SPOUSE AND CHILDREN)

	BEFORE DEPARTURE	UPON ARRIVAL AT THE EUI		
CITIZENSHIP CATEGORY (AND LENGTH OF STAY)	VISA requirements	ID card from the Italian Ministry of Foreign Affairs (MAE card)	Permit of Stay or Declaration of Presence (Police)	Residency Registration (local Town Hall)
EU Citizens (12 months' stay or longer)	✗	Only dependent family members may be eligible for the MAE card (eligibility criteria apply) ^b	✗	✓ (Not required only if you hold a MAE card)
EU Citizens ^a (less than 12 months)	✗	✗	✗	✓ (Not required if you stay less than 3 months)
Non-EU Citizens (12 months' stay or longer)	✓	Only dependent family members may be eligible for the MAE card (eligibility criteria apply) ^c	✓ Within 8 working days of arriving in Italy. Except if in possession of the MAE card	✓ (Not required only if you hold a MAE card)
Non-EU Citizens ^a (less than 12 months)	Check http://vistoperitalia.esteri.it/home/en	✗	✓ Within 8 working days of arriving in Italy	✓ (Not required if you stay less than 3 months)
Non-EU Family Members of EU Citizens	Check http://vistoperitalia.esteri.it/home/en	Only dependent family members may be eligible for the MAE card (eligibility criteria apply) ^c	'EC Long-term Residency Permit for Family Members of EU Citizens', depending on duration of the stay	✓ Depending on the duration of the stay

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

b. See appropriate section, p. 11.

c. See appropriate section, p. 12.

EUI CONTACTS FOR VISA AND RESIDENCY ISSUES

- For administrative, teaching and academic staff and family members
 - » EUI4U Welcome Unit: EUI4U.Welcome@EUI.eu
- For PhD, LL.M., MRes Researchers, and family members
 - » Academic Service, Admissions office: admission@eui.eu
- For exchange students and family members
 - » Academic Service, International Mobility Office: international.mobility@eui.eu
- For Fernand Braudel Fellows, Policy Leader Fellows, Max Weber Fellows, Jean Monnet Fellows, Young African Leaders, other postdoc fellows, and family members
 - » EUI4U Welcome Unit: EUI4U.Welcome@EUI.eu
- STG Master students should contact the STG Admissions Office: admissionsMA@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 residency 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 residency.

Note

You should apply for visa/visas in the 90 days preceding your arrival and, if you are expected to arrive in September, certainly by the end of June.

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 residency 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:

- 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 residency with the local town hall registry office (see below 'Certificate of Residency').

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. 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 Residency', 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 residency obligations.

- **Family members (spouse/children) of administrative, teaching and academic staff, researchers and fellows** staying 12 months or longer, **may be entitled** to receive the ID card issued by the Italian Ministry of Foreign Affairs (MAE card) and, as

such, may be exempt from having to apply for a Permit of Stay if they fulfill the following eligibility requirements, set by the Italian Ministry: They must be not in work, they must be dependent on the EUI member and they must be accompanying them in Florence.

- **All other family members, not eligible for the MAE Card, must apply for a Permit of Stay** or file a Declaration of Presence (see below) 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 residency registration once they have received the permit of stay. For further details on residency registration and how to register at your local town hall (see below 'Certificate of Residency').

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 RESIDENCY 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 Residency Permit (Carta di soggiorno) for foreign family

members of EU citizens.

More information: <https://www.poliziadistato.it/articolo/10930>
https://europa.eu/youreurope/citizens/residency/documents-formalities/non-eu-family-members-residency-card/index_en.htm

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 a stamp or the USV sticker on the travel document at border control.

How to obtain these documents

To apply for these two documents, please contact directly:

> **Italy4You**

Email: info@italy4you.org

Tel.: [+39] 328 6124833

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 **Italy4You** is provided in English, and costs are covered by the EU.

CERTIFICATE OF RESIDENCY (CERTIFICATO DI RESIDENZA)

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

The MAE card may not be held simultaneously with the certificate of residency. EUI members who intend to register their residency with the local authorities must inform Academic Service / EUI4U Welcome Unit and return their MAE card as soon as the registration of the residency 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 residency at their local town hall registry office (Comune, Ufficio Anagrafe).

If you are planning to register your residency 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 documents must be translated in Italian by a certified translator.

Non-EU citizens need a valid permit of stay to apply for residency.

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, irrespective 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 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 get a Codice Fiscale

You may obtain your Codice Fiscale either from the Italian Embassy or Consulate in your home country, or request it via email.

To request the Codice Fiscale via email, please fill out the form ([Italian](#) - [English](#)) and send it via email attaching a copy of your ID / passport to dp.firenze.utfirenze.cf@agenziaentrate.it

Non-EU/EEA citizens will also need to attach a copy of their Italian visa page and entry stamp (only for short-term visitors without a visa).

- June 2023: Please note that the Agenzia delle Entrate is currently changing the procedure and it might therefore be more difficult to obtain the Codice Fiscale via email. In case of problems, please contact EUI4U.Welcome@eui.eu

> Instructions on how to file the request via email are available [here](#). You may also obtain the Codice Fiscale by going in person to the relevant office:

> **Agenzia delle Entrate Direzione Provinciale di Firenze**

Via Santa Caterina d'Alessandria, 23, 50129 Firenze

Opening times: Monday to Friday: 8.30-12.45; on Tuesday, and Thursday also: 14.00-15.30

You can book an appointment directly on their website at <https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action>

Email: UL.FIRENZE1@AGENZIAENTRATE.IT

Bring the original AND a copy of your passport or ID card.



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

Non-Italian citizens residing abroad can drive a vehicle with foreign license plates for up to 1 year since entering Italy.

If you register your residency in Italy (residenza anagrafica), you must have your vehicle registered and issued with Italian license plates within 60 days of taking up residency. 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

> **Davide Mechi**

Email: d.mechi@acifirenze.it

Tel.: [+39] 055 2486230

> **Roberta Mugnai**

Email: 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 (Residency Certificate) [see above]
- Permesso di Soggiorno (Permit of Stay) when applicable [see above]

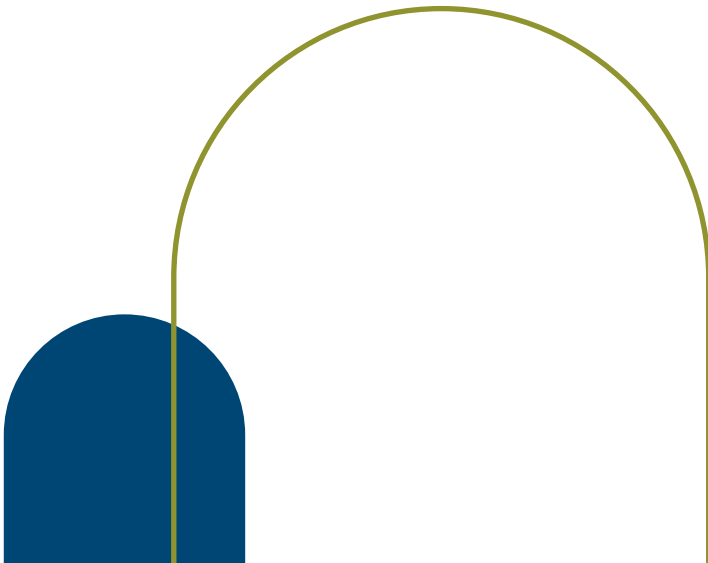
New and used vehicles must be registered and issued with Italian plates. Registration is not free of charge, and may be quite expensive.

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.

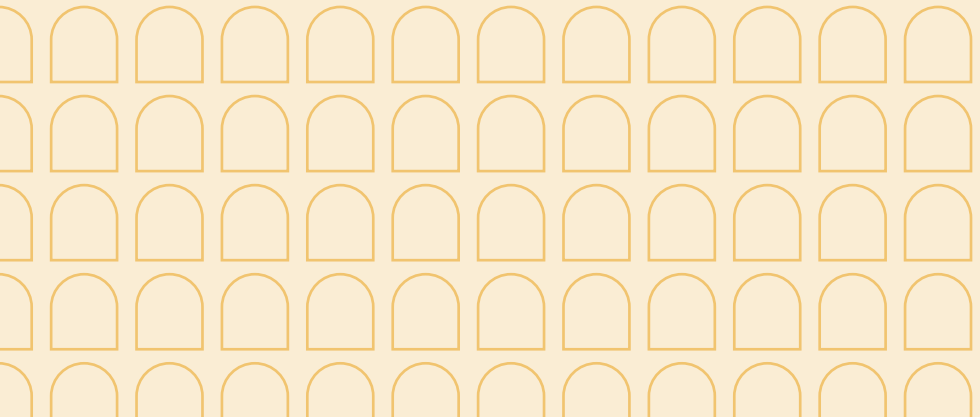
If you hold an ID card from the Italian Ministry of Foreign Affairs (MAE card) and wish to purchase a vehicle (new or second-hand), please contact EUI4U for more information.

Email: EUI4U.Welcome@EUI.eu





HOUSING





EUI HOUSING SERVICES

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 four 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 second pull-out 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 second pull-out 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 second pull-out 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 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 9:30pm, 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),

washbasin and dishwasher, stove and oven, a large balcony, and 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 second pull-out 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 second pull-out 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 Office in the EUI4U unit.

- > Email: eui4u.flats@eui.eu
- > Tel.: [+39] 055 4685245, Int.: 2245



FLORENCE HOUSING SERVICE (FHS)

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:

- > Email: EUI4U.Housing@eui.eu
- > Tel.: [+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>

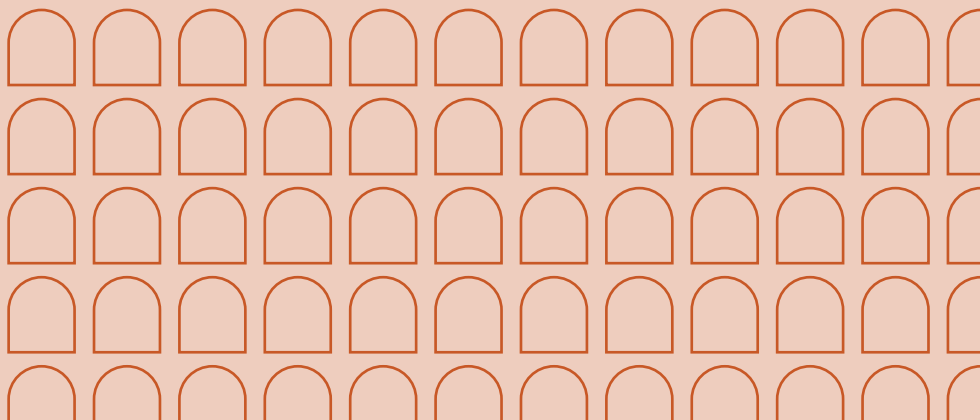
FHS also provides assistance for short-term housing.

More information is available on <http://florencehousing.service.com/> or by contacting

- > Email: EUI4U.Housing@eui.eu



WELLBEING, HEALTH, SAFETY AND SECURITY





HEALTH

STUDENTS, RESEARCHERS & POST-DOCTORAL FELLOWS			
	EU Citizens	Non-EU Citizens	Accompanying Family Members/ Partners
HEALTH INSURANCE Choose one of the following options	<i>Always sort out your insurance with Academic Service BEFORE you arrive</i>		
EUI collective Cigna policy	Some funding authorities provide a paid-for subscription for their grantees. If not, self-paid subscription is possible - You may consult the relevant webpage on the EUI website, should you wish to subscribe. ^a	Some funding authorities provide a paid-for subscription for their grantees. If not, self-paid subscription is possible - You may consult the relevant webpage on the EUI website, should you wish to subscribe. ^a	Some funding authorities provide a paid-for subscription for their grantees. If not, self-paid subscription is possible - You may consult the relevant webpage on the EUI website, should you wish to subscribe. ^a
Other private insurance	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.	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	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.
Extension of your national insurance rights to Italy procedure and conditions to be checked in your home country before arrival	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 world-wide Cigna policy	Covered, free of charge	Covered, free of charge	Not eligible
<p><i>a. Check conditions, coverage and fees in your country of origin.</i> <i>b. Check the relevant grant information that are applicable to you.</i></p>			

ADMINISTRATIVE, ACADEMIC & TEACHING STAFF

	Permanent, Temporary & Contractual Agents/ Contract Agents for Auxiliary staff	Full-Time Professors, Research Fellows & Academic Assistants	Family Members/ Partners <small>(Permanent, Temporary & Contractual Agents and Full-Time Professors, Research Fellows & Academic Assistants)</small>	Part-Time Professors and Family Members/ Partners
EUI SCHEME <small>Managed by JSIS</small>				
Basic health insurance <small>(JSIS - Joint Sickness Insurance Scheme)</small>	Covered	Covered	Eligibility depends on various conditions and statuses. ^d	Not eligible
Accident insurance <small>(International insurance via the European Commission)</small>	Covered	Covered	Not eligible	Eligible professors but not family members.
COMPLEMENTARY PRIVATE HEALTH INSURANCE				
Private Allianz health insurance	Eligible	Eligible	Eligible	Eligible
<small>d. Check with Human Resources Service.</small>				

EUI contacts for health issues

FOR STUDENTS, RESEARCHERS, AND POSTDOCS

> **Ms Daniela Attorre**

Academic Service

Tel.: [+39] 055 4685322, Int.: 2322

Email: Health.Insurance@eui.eu

Ms Daniela Attorre can be contacted at Health.Insurance@eui.eu for general enquiries on the Institute's collective health insurance scheme (Cigna) and for information on health insurance matters.

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 Email: SWF@eui.eu

FOR ADMINISTRATIVE, TEACHING AND ACADEMIC STAFF

For affiliation to the scheme

> **Human Resources Service**

Contact persons in HRS: <https://www.eui.eu/ServicesAndAdmin/PersonnelService/Who-to-contact-in-the-HR-Service>

Email: 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/RCAM/>

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.

Early-stage researchers, post-doctoral fellows and students are invited to register their needs with:

> **Fatma Sayed**

Academic Administrator / Office of the Dean of Studies

Email: Fatma.Sayed@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:

> **Claude Perrin**

HR Officer/Human Resources Service

Email: Claude.Perrin@eui.eu

Visitors and EUI members suffering of temporary mobility/ accessibility issues should contact:

> **Giovanni De Santis**

Health, Safety & Security Officer / Real Estate and Facilities Service

Email: safety_security@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 as minimum requirements, 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, via the Health Insurance team.

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

As a general rule, students, researchers, and postdocs should already be insured under a valid and adequate medical scheme upon their arrival at the EUI.

This may be through a private or state/national insurance scheme. Students, researchers, and postdoc fellows will be asked to provide details of their health insurance scheme at the beginning of their stay at the EUI.

Please contact the Health Insurance team (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 to register with 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 (or TEAM in Italian) gives you access to emergency and medically necessary hospital care in Italy, provided under the national health system, either free of charge or by paying a contribution (ticket). It can be issued by the public health authorities in your country of origin. Kindly bear in mind that the EHIC cannot be considered as a sufficient health coverage for the duration of your EUI membership. Indeed, 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, by contacting the Health Insurance Team (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, France, Ireland, Latvia, Poland, Portugal, Sweden, or in receipt of a grant from the EUI itself (ASPIRE, EUI Special Doctoral Fellowships), 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, postdocs, fellows and Master Students can sign up for the Cigna health insurance at their own expense. The subscription procedure is directly dealt with by Cigna.

For further information, please contact Health.Insurance@eui.eu

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 researchers funded by Poland, 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:

<https://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/CignaInsuranceScheme>

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 subscribe to any other private medical insurance, provided that the private insurance is valid in Italy, for both emergency and general healthcare as minimum requirements, 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 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 POSTDOCS:

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 60 days after the day of the

accident to submit the Declaration of Accident form to Cigna.

Further information can be found on the [Cigna Accident Insurance page](#).

<https://www.eui.eu/ServicesAndAdmin/AcademicService/PracticalInformation/HealthAccidentInsuranceResearchersFellows>

- The dependents of students, 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 shall 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.

- In case of accident, you have 10 days after the day of the accident to submit the Declaration of Accident to JSIS : <https://webgate.ec.europa.eu/RCAM/>

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 EHC (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
<https://www.uslcentro.toscana.it/index.php/servizi-e-attivita/emergenza-e-urgenza/609-la-guardia-medica/10419-guardia-medica>

Hospitals - accident and emergency units

(Ospedali - Pronto soccorso)

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

[+39] 055 794111

Ospedale di Careggi

Viale Pieraccini, 50139 Firenze

[+39] 055 69381

Ospedale di Santa Maria Nuova

Piazza Santa Maria Nuova 1, 50123 Firenze

[+39] 055 69321

Ospedale San Giovanni di Dio

Via di Torregalli 3, 50143 Firenze

(towards Scandicci, SW Firenze)

[+39] 055 6936253

Ospedale Santa Maria Annunziata

Via dell'Antella 58

Ponte a Niccheri, 50011 Bagno a Ripoli

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

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

[+39] 055 7948227

(CTO - Centro Traumatologico

Ortopedico)

Via Taddeo Alderotti 56, 50139 Firenze

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

<http://en.firenze-online.com/useful-information/useful-telephone-number-florence.php>

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

> **Medical Service Firenze**

www.medicalservice.firenze.it/

Tel.: [+39] 055 475411

Via Roma, 4, 50123 Firenze

EUI members benefit from discounted GP consultations

MEDICAL, AND PSYCHOLOGICAL SUPPORT AND WELLBEING SERVICE AT THE EUI AVAILABLE FOR EUI MEMBERS AND PARTNERS

MEDICAL SERVICES

EUI4U has established agreements with General Practitioners, Specialists, and medical laboratories in Florence offering discounts to EUI members.

You can find a complete list here <https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U-Conventions-and-agreements>

For more information, you can email EUI4U.LifeInFlorence@eui.eu

PSYCHOLOGICAL SUPPORT AND WELLBEING SERVICE

See: <https://www.eui.eu/en/services/academic-service/psychological-support-and-wellbeing-service>

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 email to the general email: psychologicalsupport@eui.eu; or sending an email or calling the psychologist directly.

> **Gemma Fenton**

Tel.: [+39] 055 4685625

Email: gemma.fenton@eui.eu

psychologicalsupport@eui.eu

Working languages: English, Italian

> **Elisabetta Miglietta**

Tel.: [+39] 055 4685 271

Email: elisabetta.miglietta@eui.eu
psychologicalsupport@eui.eu

Working languages: English, Italian

PSYCHIATRISTS

Also part of the Institute support team are three psychiatrists who may be contacted for appointments at their offices in Florence or at the EUI. The first visit (for EUI Researchers) may be covered by the EUI.

> **Dr. Andrea Cicogni**

Email: andrea.cicogni@uslcentro.toscana.it

Presidio di Camerata, Via della Piazzola 68, Firenze

Working languages: Italian, English

> **Dr Francesca Chiarello**

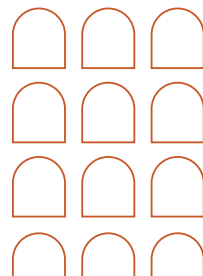
Tel.: [+39] 366 8795150

Email: francescachiarello@gmail.com

Tages Onlus, via della Torretta 14, Firenze (2nd floor)

EUI Medical Consulting Room

Working languages: English, Italian





EMERGENCIES AND USEFUL CONTACTS

EMERGENCIES

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

Dial 0 first if calling from an EUI phone.

- > 118 Ambulance
- > 112 (European Emergency number)

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

- > ext. 2999 (from an EUI phone) or
- > [+39] 055 4685999 (from an outside line or cell phone)

The European Emergency number 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 the time to learn the location of the nearest point from where you work 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/ Police

If urgent medical attention is needed call in this order:

- > 118 Ambulance
- > the 24-hour EUI Emergency Number:
[ext. 2999](tel:+390554685999) (from an EUI phone) or [\[+39\] 055 4685 999](tel:+390554685999) (from an outside line or cell phone)

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

- > [345 666 1837](tel:+390554685999) Health, Safety and Security Officer

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

- > the 24-hour EUI Emergency Number:
[ext. 2999](tel:+390554685999) (from an EUI phone) or [\[+39\] 055 4685 999](tel:+390554685999) (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

POLICE AUTHORITIES

- > [\[+39\] 055 59136](#) Carabinieri in Fiesole, Via Gramsci 20 - 50014 Fiesole
- > [\[+39\] 055 573079](#) Carabinieri, Viale Dei Mille 66 - 50131 Firenze
- > [\[+39\] 055 49771](#) Polizia di Stato, Via Zara 2, 50129 Firenze

HOSPITALS IN FLORENCE WITH EMERGENCY SERVICES (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

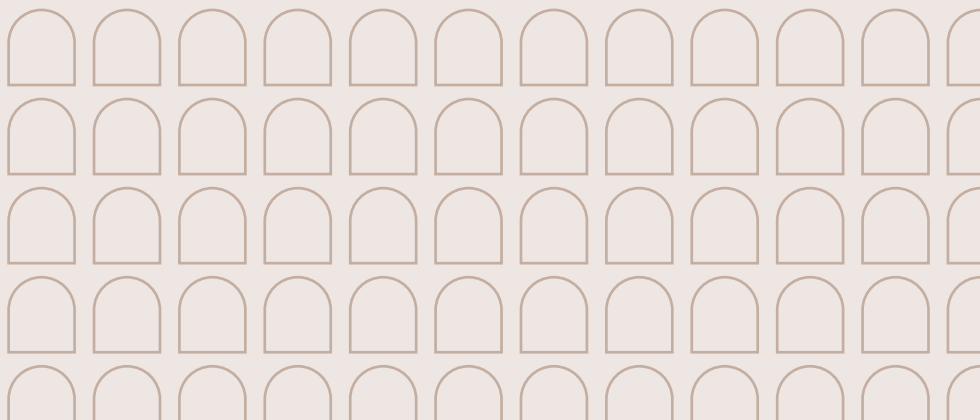
Childrens' Hospital

- > **Ospedale Pediatrico Meyer,**

Villa Ognissanti, Viale Pieraccini 24, 50139 Firenze: [+39] 055 56621



LIFE ON CAMPUS





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 railway station, at Autolinee Toscane ticket offices and vending machines, in tobacconists, newsagents, and some bars.

Other options to purchase a ticket:

- Via text message using your mobile phone (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.

The bus service in Florence is operated by Autolinee Toscane. Their mobile app allows you to plan your trip, check the status of buses and buy tickets. You can find more information at this link <https://www.at-bus.it/it/app>

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

For bus routes and timetables, please see: <https://www.at-bus.it/en/>

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 01' stop.

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.

PALAZZO BUONTALENTI

Palazzo Buontalenti is located in the city centre, just off Piazza San Marco. Most bus lines have stops nearby. You can reach Palazzo Buontalenti from the sites in San Domenico by taking bus 7 to Santa Maria Novella train station and getting off at stop 'Arazzieri' (Piazza San Marco).

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.it/timetables/?lang=en>

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); any bus to Piazza San Marco for Palazzo Buontalenti.

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>

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.

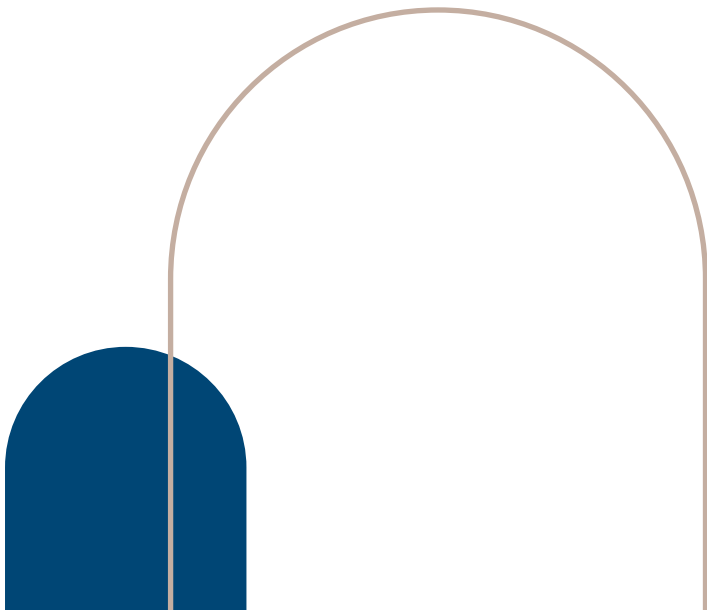
More information is available on <https://www.eui.eu/ServicesAndAdmin/LogisticsService/GeneralLogistics/Parking/ParkingattheEUI#Bicycles>

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#TimetableandRoutes>





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 thirty 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.

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 various places in Florence. 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 for the rest of their time at the EUI.

Current opening times: everyday from 6 a.m. to 10:30 p.m.

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 piano in Schifanoia is not part of the EUI Piano offer, only the piano in Sala della Colonna can be booked by any member of the EUI community

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 eui.4B@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 for a small fee of 5€.

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, table football and a dart board.

MUSIC

The Institute has agreements with the following:

> **Amici della Musica**

Teatro della Pergola

Via della Pergola, 12/ 32

50121 Firenze

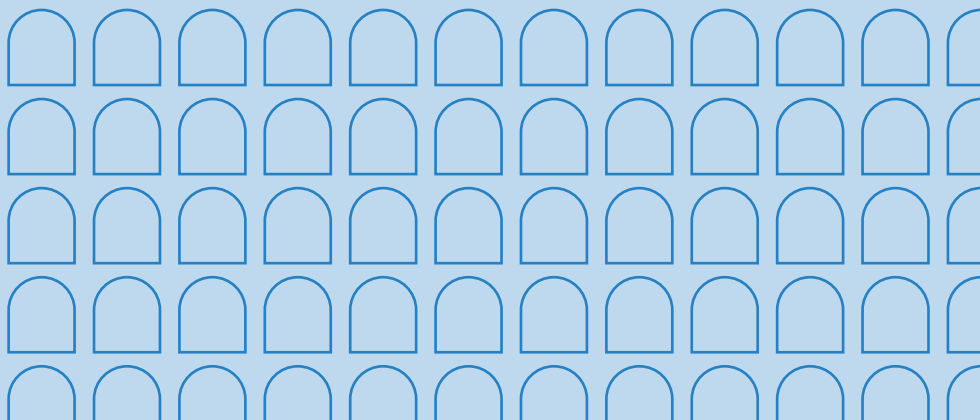
The Amici della Musica offers discounted tickets for most of its concerts (mainly chamber music, see programme on <https://amicimusicafirenze.it/>) at a cost of €10 or €15 (max 2 tickets per person).

Information about the concerts is circulated via email including a booking link at the beginning of each week.

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



LIFE IN FLORENCE





SCHOOLS

The EUI provides preschool childcare (Crèche) 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, 8.15 to 18.00 throughout the official EUI year. Interested parents may visit it Monday-Friday at 1/1.30 p.m., calling Jennifer Monti to make an appointment.

www.eui.eu/ServicesAndAdmin/LogisticsService/Creche

> **Jennifer Monti**

Email: creche@eui.eu

Tel.: [+39] 055 4685245, Int. 2245

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 primaria
- Age 11 - 14 years (3 grades): Scuola secondaria di primo grado
- Age 14 - 19 years (5 grades): Scuola secondaria di secondo grado

You can find a partial list of schools offering courses in Italian and/or foreign languages here: <https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/Schools-in-Florence>

EUI4U has set up agreements with several schools in the Florentine area.

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

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



CULTURAL AND SPORTING ACTIVITIES IN FLORENCE

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:

> **Cinema Astra**

<https://stensen.org/attivita/programmazione-cinema-astra-firenze/>

Piazza Cesare Beccaria, 9, 50121 Firenze

Tel.: [+39] 055 576551

Discounted tickets for EUI members

Also movies in original version

> **Cinema La Compagnia**

<https://www.cinemalacompagnia.it/>

Via Cavour 50/R, 50121 Firenze

Tel.: [+39] 055 268451

> **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/
Lungarno Guicciardini, 9 , 50125 Firenze
Tel.: [+39] 055 267781
Email: info@britishinstitute.it
- > **Dutch University Institute for Art History in Florence**
www.niki-florence.org/
Viale Torricelli 5, 50125 Firenze
Tel.: [+39] 055 221612
Email: niki@nikiflorence.org
- > **Deutsches Institut Florenz**
www.deutschesinstitut.it/
Borgo Ognissanti 9, 2° piano, 50123 Firenze
Tel.: [+39] 055 215993
Email: info@deutschesinstitut.it
- > **Institut Français**
www.institutfrançais.it/firenze
Palazzo Lenzi
Piazza Ognissanti 2 , 50123 Firenze
Tel.: [+39] 055 2718801
Email: firenze@institutfrançais.it

> **Kunsthistorische Institut in Florenz**

www.khi.fi.it/Startseite

Max-Planck-Institut

Via Giuseppe Giusti 44, 50121 Firenze

Tel.: [+39] 055 249111

info@khi.fi.it

EUI4U has set up agreements with several cinema and cultural institutions in the Florentine area. More detailed information is available on the following webpage, which is regularly updated:

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

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/

To visit these museums, in particular the Uffizi Gallery, it is advisable to book in advance, where possible (booking fee: € 4):

www.b-ticket.com/b-ticket/uffizi/

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

EUI members benefit from discounted tickets to these Museums

Note

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

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.

The "Maggio Card", reserved for young people up to 30 years of age, costs € 10. It is valid for a year, and it entitles the holder to tickets for € 15 in the stalls and € 10 in the balconies for all performances

THEATRES

A partial listing of theatres in central Florence:

> **Teatro della Pergola**

Various shows, including the "Amici della Musica" concerts

<https://www.teatrodellapergola.com>

Via della Pergola 12/32, 50121 Firenze

Tel.: [+39] 055 22641

> **Teatro Verdi**

Various shows, including concerts

<https://www.teatroverdifirenze.it/>

Via Ghibellina 99, 50122 Firenze

Tel.: [+39] 055 212320

A full list of theatres in Florence is available here:

> <http://www.firenzedeiteatri.it/>

EUI4U has set up agreements in the Florentine area. More detailed information is available on the following webpage, which is regularly updated:

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

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.

EUI4U has also established agreements with various gyms in Florence. You can find the complete list of agreements here <https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/EUI4U-Conventions-and-agreements>

For further information, please contact EUI4U.LifeinFlorence@eui.eu



VOLUNTEERING ACTIVITIES

The EUI is in the process of coordinating synergies and joint volunteering activities with other universities and institutions in Florence, in order to help EUI members (or partners of EUI members) who are interested in doing volunteer 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/Volunteering>

You can get in touch with the EUI4U team if you wish to request additional information:

> Email: EUI4U.LifeinFlorence@eui.eu

VOLUNTEERING ORGANIZATIONS (ASSOCIAZIONI DI VOLONTARIATO)

EUI4U is working to establish agreements and partnerships with volunteer groups in various areas (health, arts and culture, human rights, etc.). At this time, we have agreements in place with the following associations:

> **Caritas Firenze**

Associazione Tumori Toscana

Misericordia di Firenze

Croce Rossa Italiana, Campo Cinofili

> **Red Cross - Croce Rossa Italiana | Comitato di Firenze**

Ars et Fides

Associazione Via Maggio

La Tinaia

St James Food and Clothes Bank

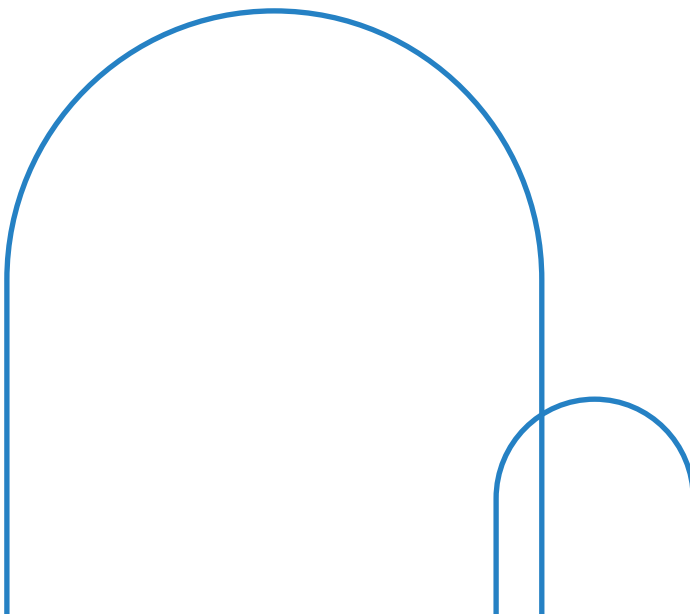


PLACES OF WORSHIP

Florence has a large number of Catholic churches, but also several non-Catholic places of worship.

A partial list of places of worship in Florence and Fiesole is available here:

> <https://www.eui.eu/ServicesAndAdmin/LogisticsService/EUI4U/Places-of-Worship>





AGREEMENTS WITH EXTERNAL SUPPLIERS

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

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

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>

