PRACTICAL INFORMATION

Visiting Fellows | Academic Year 2026-27

This document is intended to provide new EUI Visiting Fellows with practical information on planning their arrival and stay in Florence, completing the EUI registration procedure, and accessing essential EUI services and facilities.

Content

1. Registration
2. EUI Cards & Partner Cards
3. Research Tools
4. Facilities and Services at the EUI

Contact

Welcome Office

E-mail: welcome@eui.eu

1. Registration

On arrival, new fellows register with the Welcome Office at the Badia Fiesolana. During registration, we will provide you with your EUI card and other useful documents and information for your stay in Florence.

Please inform the Welcome Office of the date and time of your arrival at the Institute as soon as you know it. Registration is arranged by appointment.

All EUI members must comply with Italian regulations for entering and residing in Italy.
Fellows are kindly requested to carefully read the detailed information on Visas and Permits available on the Academic Service Website and in the **Welcome booklet**. For additional information contact welcome@eui.eu.

2. EUI Cards & Partner Cards

European University Institute Card

Upon registration, fellows receive an EUI identity card with their photograph and matriculation number. This is used to access the EUI campus, the Library, and it can be used in the canteens. EUI cards are prepared beforehand. As such, you should email a passport photo in electronic format (.jpg) to Welcome@eui.eu at your earliest convenience, and always before your start date.

Partner Cards

Fellows may apply for a EUI card for their partner. It grants partners access to the same buildings as the fellows, as well as access to the Library (without any print or photocopying quota). For further information, and to apply for a partner card, please consult the EUI Partner Card page.

3. Research Tools

The ICT service

The ICT Service provides the information technology resources for the work and activities of the EUI members. The ICT offers and maintains a wide range of services, including: computing accounts with a EUI email address, personal cloud storage (OneDrive/SharePoint), support for personal devices, printing services, A/V equipment, on campus access via LAN and WiFi, as well as off campus intranet access via VPN. The ICT service also provides a wide range of research software for personal use.

For more information see http://www.eui.eu/ICT-Flyer or visit ICT's homepage http://www.eui.eu/ICT

Library

The EUI Library supports the high-level research, teaching, and training activities of the EUI scholarly community, and aims to provide the best possible collections, services, and information tools in the social sciences and humanities, with a particular emphasis on Europe. The collection includes over a million print and electronic resources as well as licensed and open access data resources in Law, Economics, History and Civilisation, and Political and Social sciences.

Users have a range of services at their disposal: on-demand acquisition of books and e-books, generous lending policies, daily book delivery to the main EUI villas, document delivery, an online document conversion system, interlibrary loan, 200 workspaces, and numerous training sessions. All available Library services and resources are listed on the Library website.

The Library organises many events, including Library Research Skills sessions, designed to help manage the information needed for research.

Newspapers

The Library offers broad access to online news resources. Among individual subscriptions, the Library holds: The Economist, Financial Times, New York Times, Times Higher Education. EUI members also have access to news aggregators such as Factiva and Westlaw. All newspapers can be accessed via the Library catalogue https://biblio.eui.eu/

In addition, the Library subscribes to PressReader.com, which provides access to same-day editions of international publications such as Corriere della Sera, Le Figaro, Gazeta Wyborcza, The Guardian, I Kathimerini, Libération, El Mundo, El País, De Standaard, The Washington Post and many more**.**

Cadmus, EUI Research Repository and Open Access

Cadmus is the EUI Research Repository collecting EUI members' academic publications and datasets during their time at the EUI and/or based on research carried out at the EUI. Cadmus also includes theses written by EUI researchers and publications from academic series sponsored by the EUI, such as working paper series. An increasing proportion of Cadmus is now in Open Access. Cadmus is searchable in and harvested by several European and international networks and portals.

Scholars' Hub (CALL)

The EUI's Scholars' Hub equips students, early-career researchers, and the EUI scholarly community with essential academic literacies and multilingual skills, in addition to professional and

career development resources. It includes the Centre for Academic Literacies and Languages (CALL), as well as teaching and learning professionals from across the EUI.

For more information, please contact us at scholarshub@eui.eu.

4. Facilities and Services at the EUI

Housing

For all matters regarding accommodation, please consult the Housing Office web page.

Photocopying

Fellows have an annual quota of roughly 4,000 pages for both black and white or colour photocopies and printouts, free of charge.

Coffee Bars and Canteens

The Coffee Bars and the Canteens are open from Monday to Friday, except on EUI holidays.

Coffee Bars		**Canteens**	
Badia Fiesolana	08:30 – 18:00	Badia Fiesolana	12:00 – 14:30
Villa Schifanoia	08:30 – 15:30	Villa Schifanoia	12:00 – 14:00
Villa La Fonte	08:30 – 17:00	Villa La Fonte	12:00 – 14:00
Villa Salviati	08:30 – 16:30	Villa Salviati	12:00 – 14:00
Palazzo Buontalenti	08.30 – 17.00	Palazzo Buontalenti	12.00 – 14.00

Fiasco Social Club

Fiasco Social Club (Fiasco.Socialclub@eui.eu), managed by EUI Researchers, is located at the Badia Fiesolana. It has a TV and games room (pool table, table football, and darts).

Fiasco Social Club is open every weeknight from 18:30 until late for all members of the Institute. It offers international beers, wines, and spirits. It is a good place to meet faculty, staff, fellows, and researchers.

Fiasco Social Club runs on a purely voluntary and non-profit basis (no volunteers no opening!). Every EUI member, be it researcher, faculty, or staff, can join the team and contribute to the functioning of the Club by volunteering to keep the common room open on a chosen weekday, or by organising events.

For more information, see https://www.eui.eu/ServicesAndAdmin/ExtracurricularActivities/Fiasco-Social-Club