



*Linking Minds Across Cultures*

*Pre-departure Information Handbook  
for US Fulbright Grantees  
to Italy*

**Academic Year 2009-2010**

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## Part I - The Fulbright Program

### *The Fulbright Program in Italy*

The Fulbright Program, named after United States Senator J. William Fulbright (April 9, 1905 Sumner, Missouri – February 9, 1995 Washington, D.C.), was first established under Public Law 584 during the 79<sup>th</sup> Congress and was designed to *promote peace through the exchange of ideas and culture*. The bill was an amendment to the Surplus Property Act of 1944 and was signed by President Truman on August 1, 1946. The Act authorized the Government to use funds accrued from the sale of surplus war property to fund educational exchanges between the United States and other nations.

In Italy, the Program initiated in 1948, with the first agreement between the Italian and the US Government and the foundation of the *Commission for Educational and Cultural Exchange Between Italy and the United States*. The program became binational in 1976 and is funded both by the US government and the Italian government, with complementary financial support coming from partner universities, organizations and institutions of both the private and public sector. The *Bureau of Educational and Cultural Affairs* of US Department of State and the Italian *Ministry of Foreign Affairs* coordinate the management of the Program.

Since its beginning, more than 8,000 grantees of both nationalities have benefited from the Program, crossing the Atlantic Ocean in both directions. Many Fulbrighters feature prominently in politics, business, the arts and academia both in the United States and Italy and have contributed to greater mutual understanding in transatlantic relations.

Every year, the Commission awards 130/140 grants to Italian and US citizens, graduate students and scholars in every academic rank, to study, conduct research and lecture in the United States and Italy.

The Commission is managed by a Board, formed by twelve members: six Italians and six Americans appointed by their respective governments. The commission's work is carried out by a staff of eight people led by an Executive Director.

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### *The role of the Fulbright Grantee*

The role of the Fulbright grantee in a foreign country is to advance the principle that gave life to the program, which is “to promote leadership, learning and empathy between nations”. Fulbrighters promote this goal while pursuing their specific study, research, teaching or professional project through their involvement in their host community. They serve as “cultural ambassadors” who present and share US culture and values while learning about the history and culture of their host countries.

The Fulbright Program has produced several generations of leaders throughout the world in the sciences, the arts, education, literature, business, the media and government. These include heads of state, cabinet ministers, renowned artists in all fields, university presidents, editors, CEOs, Nobel Prizes, Pulitzer Prizes and countless numbers of professors and teachers in all fields.

Fulbright alumni have advanced knowledge in their fields of study, developed networks of scholars around the globe, and contributed to international cooperation and to a greater understanding between the United States and nations around the world.

### *The Fulbright Community*

Fulbright Alumni remain involved with the Program through alumni associations in the United States and abroad. The Fulbright Association, is headquartered in Washington, D.C. and has 46 chapters throughout the United States. Fulbright Association chapters welcome foreign Fulbrighters to their communities, serve as hosts and provide opportunities for foreign grantees to play an active role in civic and cultural activities. The Association organizes an annual conference on global issues in Washington, D.C. and annually awards the *J William Fulbright Prize for International Understanding* to an individual who has made outstanding contributions toward bringing peoples, cultures, or nations to greater understanding of others. Past recipients of the Fulbright Prize have included Nelson Mandela, Jimmy Carter, William Jefferson Clinton, Kofi Annan.



Alumni and current grantees are also encouraged to participate in online social networks sponsored by the *U.S. Department of State: State Alumni and ExchangesConnect*.

**State Alumni** (<https://alumni.state.gov>) is an online global community for all past and current participants of US government-sponsored exchange programs – including Fulbright Alumni. It is a networking tool where photos, blogs, stories and articles documenting programs can be shared. It also grants members access to a variety of research, funding and professional resources.



**ExchangesConnect** (<http://connect.state.gov>) is a growing global community of people interested in cross-cultural dialogue and international exchange. It is open to anyone who wishes to join, and its purpose is to form an online community of individuals dedicated to building bridges among cultures and making a positive contribution to the world. There are several affinity groups within ExchangesConnect, including one for the Fulbright Program.



Grantees are also welcome to join the “**Fulbright-Italy**” group on Facebook to share their Fulbright experience and contact other grantees.

## Part II - Practical Information

### *Information on Entry Visa to Italy*

#### **Where to Apply**

U.S. Fulbright grantees in all categories (Graduate Students, ETAs, Distinguished Lecturers, Researchers and Senior and Junior Lecturers) must obtain an **Entry Visa for Study - Study Courses and Grants (Visto per studio – Corsi e borse di studio)** at the Italian Embassy or Consulate having jurisdiction in the state where they reside. Grantees residing abroad prior to their departure for Italy should enquire at the Italian Embassy or Consulate where they are temporarily residing about the possibility of applying for the Visa there, without having to return to the U.S. to start the application process. A complete list of Italian Consulates in the U.S. as well as information on visa application procedure can be found in the website of the Italian Embassy in Washington: [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it).

#### **When to Apply**

It is advisable to start the visa application procedure well in advance of your departure for Italy. Consider, however, that the application for the visa can be made no earlier than three months before arrival in Italy.

#### **Visa Types**

Fulbright grantees enter the country with a visa for study purposes. The main types and categories of Visa that are issued for study purposes are indicated below. Each visa type is characterized by different territorial and time validity, number of allowed entries in Italy, and rules concerning transit in the territory of the Schengen area and cross its external borders.

- **Uniform Schengen Visas (USV) – type C (short stay):** valid in the territories of the whole Schengen area for up to 90 days, for single or multiple entries.
- **National Visas (NV) – type D (long stay):** valid for visits that are longer than 90 days, with one or more entries, in the territory of the Schengen State whose diplomatic representative issued the visa, and to transit through the territory of other Schengen States for a period of not more than five days.
- **Long stay or "national" visas which also have the value of short-term visas – type D+C.**  
N.B. If you plan to stay in Italy for more than 90 days and, while in Italy, you wish/need to visit other Schengen states for more than five days, then you are strongly advised to apply for a D+C visa.

#### **Visa Application**

When applying for the visa, the grantee **must inform the Consulate that s/he is a recipient of a Fulbright grant to Italy.** It is recommended that, when applying for the visa, grantees take into consideration the duration of their stay in Italy as well as their travel plans both within and outside the Schengen area. Visa validity must cover the entire length of stay in Italy and will correspond to the duration of the residence permit, which must be requested for stays that are longer than three months.

To facilitate visa application, the Commission provides the grantee with a letter addressed to the competent Italian diplomatic authority certifying that s/he is recipient of a Fulbright grant, the grant's

amount and the duration of stay in Italy. The letter also attests that, during the period of the grant, s/he enrolled in the ASPE health care benefit plan (*Accident and Sickness Program for Exchanges*) provided by U.S. Department of State, which covers limited medical expenses, including hospitalization.

### **Documentation**

As a general rule, the requested documentation includes (source [http://www.esteri.it/visti/home\\_eng.asp](http://www.esteri.it/visti/home_eng.asp) - last access 23 June 2009. N.B. please inquire about the required documentation at the Italian Embassy or Consulate):

1. A visa application form.
2. A recent passport-style photo.
3. Passport or travel document valid for at least three months after visa expiry date.
4. The letter to the competent Italian diplomatic authority provided to you by the Commission
5. A copy of the Grant Authorization that specifies grant's benefits.
6. Declaration of the availability in Italy of appropriate lodgings as well as funds that are necessary for repatriation, possibly to be demonstrated in the form of a return airline ticket.
7. Proof of insurance coverage for medical treatment and/or hospitalization for the period of your stay in Italy that exceeds the Fulbright grant.

**N.B. Please note that Visa fees are waived for VISAs for study and that the passport has to be valid at least 3 months beyond the expiration date of the requested visa.**

**The Italian Diplomatic Authority that issues the visa gives the grantee copy of the submitted documentation. You should bring it with you since it is necessary to present it to the *Questura* (your local police headquarters) in your city of residence in Italy when applying for the residence permit (*permesso di soggiorno*).**

### **Visa for Dependents**

An accompanying dependent is a spouse or a relative (child, parent, sibling) who is financially dependent on the grantee and will spend at least 80% of the grant period abroad with him/her.

Accompanying dependents should apply for an entry visa for study as well. Please note that the Consulate, before issuing the visa to grantee's dependents, will ask for a bank statement showing evidence that the grantee has adequate funds to maintain his/her dependents (see [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it) for information about the amount requested ).

### ***The residence permit (permesso di soggiorno)***

#### **What is the residence permit**

The residence permit is the only legal document that legitimizes the stay in the country. It is issued in electronic format on a smart card in which your personal data, photograph and fingerprints are stored in digital format. Its duration corresponds to the length of your visa.

### When to apply

Grantees who will reside in Italy for a period longer than **3 months** must apply for a “Residence Permit for Study Purposes” (*Permesso di Soggiorno per Motivi di Studio*) within **8 days** of the date of arrival in Italy.

To this end, the Commission will provide each grantee with a letter of introduction addressed to the local Questura certifying that s/he is recipient of a Fulbright grant and that s/he is enrolled in *ASPE* health care benefit plan for the whole grant period.

### Where and how to apply

You can apply for the *residence permit for study purposes* at one of the 5,700 post offices located throughout the country (*Sportello Amico*), where you can receive the kit containing the application form and instructions. To find the office nearest you, visit: <http://www.poste.it/online/cercaup/>

Two types of kits are available:

- Envelope with blue stripes: for EU citizens
- **Envelope with yellow stripes: for non-EU citizens** – (This is the kit you should ask for).

### Application acceptance procedures

In addition to the completed application form, you must also submit the following documentation:

- Your valid passport or any other equivalent travel document bearing the entry visa
- A photocopy of your passport or another valid travel document bearing the entry visa. All copies must be in A4 format, one sided (no two-side copies allowed)
- 4 recent and identical passport-size photographs
- A €14.62 revenue stamp (*marca da bollo* that you can get at *Tabacchi* - Tobacco shops)
- The following supporting documents:
  - A copy of the Grant Authorization
  - A copy of the letter of introduction for the local Questura
- A copy of receipt of payment of Euro 27.50 (*bollettino postale prestampato*- see definition below) to pay the expenses for the issue of the residence permit on electronic medium.

**NB.:**

- 1. Bollettino Postale: Many payments in Italy are made through a “bollettino postale” (literally translated as ‘postal paying-in slip’) accepted in every Italian post office and in many tabacchi. The bollettino postale is a white paper slip that must either be filled out or is already pre-printed (as in the case of utility bills) and is divided into two parts: one-half is taken by the post office or tabacchi and the other is given as a proof of payment. It is a rather common method of payment in Italy as it is used for a variety of services.**
- 2. The envelope containing the application must not be sealed**

The application has to be sent to the local *Questura* by registered mail (*posta raccomandata*). The cost of the registered mail is Euro 30.00 to be paid at the post office counter upon acceptance of the application. On receiving the application, the post office issues a **registered letter receipt** that proves that you have applied for the permit and indicates the **user ID** and **password** to be used to check the stage of your application on the Immigration web portal (<https://www.portaleimmigrazione.it>). Always keep a photocopy of this receipt with you.

### Application cost

The total cost of the application for the permesso di soggiorno is € 72.12:

- € 14.62 for the revenue stamp
- € 27.50 to be paid by a postal transfer (*versamento su conto corrente*) to cover the cost of the electronic permit
- € 30.00 for the registered mail

**N.B. the above information is subject to periodic changes and costs may vary unexpectedly. We recommend that you check the list of documents to be included and the actual cost before submitting the application (visit [www.poliziadistato.it](http://www.poliziadistato.it) or [www.poste.it](http://www.poste.it)).**

After submitting the application, you will be called for fingerprinting by your local Questura, usually by registered letter and sms message, and you will be then given an appointment to collect your permit. Please note that it may take several weeks/months to get your residence permit.

### Residence Permit for dependents

Family dependents should apply for a residence permit as well and submit a separate application except for children under the age of 14.

#### Residence Permit and Visa

##### Useful websites

- [www.ambwashingtondc.esteri.it](http://www.ambwashingtondc.esteri.it) - Italian Embassy in Washington
- [www.interno.it](http://www.interno.it) – Ministry of the Interior
- [www.poliziadistato.it](http://www.poliziadistato.it)- Polizia di Stato – Italian National Police
- [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) – Immigration Portal
- [www.poste.it](http://www.poste.it) – Poste Italiane

##### Useful Telephone Numbers

- **800.309.309** – toll free number for general information on the residence permit and on municipalities and patronati that provide assistance for the application. Available 24h a day, in English, Italian, Spanish and Arabian.
- **803.160 (\*)** – Poste Italiane number for information about Post Offices where you can apply for a *permesso* (Sportello Amico). Mon – Sat, 8 am – 8 pm.
- **848.855.888** (local rate), for information on the stage of your application. Mon – Fri, 8 am – 8 pm.

## ***Identification Documents***

You should carry an identification document with you at all times. To cash a check or make a purchase with a credit card you may be asked to show a valid form of identification such as your passport.

## ***Health and Accident Insurance***

All Fulbright grantees are enrolled in the ASPE health care benefit plan (*Accident and Sickness Program for Exchanges*), which is underwritten by *U.S. Department of State* and administered by Seven Corners. This plan covers limited medical expenses during the Fulbright grant period.

Please note that ASPE covers the grantee only for his/her grant period in Italy. Coverage does not apply to the period of stay that exceeds the Fulbright grant, to stopovers and diversionary travel en route to or from place of assignment, nor to any breaks in the assigned grant activity.

The following Health and Accident insurance documentation will be provided to the grantee by the Commission upon arrival in Italy:

- a. Hard copy of *ASPE* guide, explaining coverage and limitations (downloadable at <http://usdos.sevencorners.com/>);
- b. Your ASPE Identification Card;
- c. ASPE forms

## ***Voluntary Additional Insurance***

Grantees who plan to stay in Italy beyond/before their grant period, must secure a supplemental insurance for the period exceeding the Fulbright grant. Proof of this additional insurance might be requested when applying for the residence permit.

Grantees who are accompanied by family dependents during their Fulbright grant in Italy must purchase for them, at their own expenses, an health and accident insurance coverage.

Please note that in the past some Police Headquarters, “Questure”, especially in cities in Northern Italy requested a complementary insurance to supplement the ASPE health care benefit plan.

In that case, grantees are advised to take out the INA ASSITALIA policy for students from outside the EU covering emergencies and hospitalization (Polizza per studenti extra-comunitari).

As of June 2009, the cost of the policy for 0-6 months coverage is Euro 49.00, for 6 months – one year coverage is Euro 98.00. Insurance cost can be paid at the post office by postal giro account (*conto corrente postale* n. 71270003 addressed to “Ina Assitalia – Agenzia Generale di Roma” (Description: Causale: Polizza per studenti extra-comunitari. Indicate your name, last name and address in Italy).

Always check the actual cost before paying the form. For more information, call:

**INA ASSITALIA** – Agenzia Generale di Roma S/12  
Via Lungotevere Flaminio, 34 – 00196 Roma  
Tel: 06-3210214; 06/3611676  
E-mail: [AG\\_ROMAS12@AGENZIE.INAASSITALIA.IT](mailto:AG_ROMAS12@AGENZIE.INAASSITALIA.IT)  
Website: [www.inaassitalia.it](http://www.inaassitalia.it)

## ***Emergencies and Medical Assistance***

As a general rule, emergency treatment is provided at public hospitals at the Emergency Department (*pronto soccorso*) to patients that have been seriously injured in an accident or have been suddenly taken ill and require an urgent medical treatment. Access to this service is given to patients according to a priority order defined by the seriousness of their health condition, which is represented by a “color code”. This color code is assigned to patients by a specialized nurse at the reception. Emergency medical service is usually free of charge or provided upon payment of a limited fee.

Outpatient treatment (*cura ambulatoriale*) and hospitalization (*ospedalizzazione*) are provided at both public and private hospitals. Public hospitals are operated by the National Health Service and can be overcrowded in large cities. Private hospitals and clinics are usually less crowded than public hospitals, but generally charge higher fees. Generally, non emergency services are subject to a fee.

The U.S. Embassy and Consulates maintain lists of English-speaking medical practitioners and hospitals (<http://italy.usembassy.gov/acs>) in every consular district.

To call an ambulance or to receive first-aid assistance, dial emergency number **118**; this service is usually free of charge and available 24 hours a day both on working days and holidays.

## **Pharmacies**

Pharmacies can be recognized by a sign with a red or green cross outside the shop. Most pharmacies keep normal shop hours, but some are open 24 hours a day. A rotation system is used for night service and holidays. A closed pharmacy usually displays in its window a list of the nearest open pharmacies in the area.

Pharmacists usually give advice on the proper use and side effects of medications and sell both over the counter medicines and prescription drugs. As a general rule, they are not allowed to dispense prescription drugs to patients without the doctor’s authorization.

If you take prescription drugs on a regular basis, it is advisable to take an adequate supply with you to cover the first months of your stay and ask your doctor in the US for the generic name of the medicine as brands’ names may vary from country to country.

## ***Money and Banking***

### **Opening a Checking Account**

Fulbright Grantees who will stay in Italy for more than 6 months are encouraged to open a checking account either at a bank or at the post office.

In considering the possibility of opening a checking account at a bank or post office, grantees should keep in mind that having a checking account could facilitate future payments related to the grant and money transfer from and to the United States.

Please note that the Italian banks charge a monthly fee for keeping the account and usually do not charge any fee to close it. Rates can vary from bank to bank, though, and grantees are advised to carefully check the bank conditions.

To open a bank account you need to present the following documents:

- A valid passport
- A Codice fiscale
- Some banks also ask for a residence certificate

As an alternative to opening a bank account, grantees can open a checking account at the post office. The cost for the “Conto Banco Posta” is the following:

- € 5.00 for the ATM card
- € 0.52 per operation (withdrawals, deposits etc.) up to 60 operations or € 30.99 per year with no limit of operations
- € 8.00 State tax per trimester

The following services are at no charge:

- Account’s opening and closing fees
- On-line services
- Checkbook

For more information grantees can refer to the “Poste Italiane” website <http://www.poste.it/bancoposta/contobancoposta/> or call the toll free number **803160** from 8 a.m. to 8p.m. from Monday to Saturday.

## Currency

Euro coins and banknotes entered circulation in Italy on January 1<sup>st</sup> 2002. The Euro is divided into 100 cents. Notes are in denominations of € 500, € 200, € 100, € 50, € 20, € 10 and € 5. Coins are in denominations of € 2, € 1 and 50, 20, 10, 5, 2 and 1 cent (s).

Foreign currency can be changed at any bank, post office and at currency exchange offices (*uffici di cambio*) usually located in the city center and in main railway stations and airports. Cash can be withdrawn at automated teller machines (*bancomat*).

Debit cards (*carte bancomat*), credit cards (*carte di credito*) and prepaid cards (*carte prepagate*) are widely used throughout Italy as a secure means of payment.

Take usual precautions when withdrawing cash from ATM’s by keeping your PIN out of sight. Do not use ATMs alone if it is late at night. Memorize your cards’ PIN and do not write it down or keep it together with your cards.

Money can also be sent or received from the U.S. via Western Union. Some branches are open seven days a week. For more information visit: [www.westernunion.com](http://www.westernunion.com).

Banks are usually open Monday through Friday from 8:30 a.m. to 1:30 p.m. and from 2:30 p.m. to 4:00 p.m. Hours may vary in some cities. Banks are usually closed on Saturday, Sunday and holidays throughout the country.

## Money Transfer

If you need to have somebody at home send you money while in Italy, a wire transfer is the recommended method. It is safe and relatively fast (average time 7 days). You should ask both your U.S. and Italian bank for necessary information.

### ***Obtaining a Codice Fiscale (taxpayer's code number)***

The “Codice Fiscale” is very similar to the American Social Security Number and identifies citizens when dealing with public offices or administration. It is also often required when entering into a contract with utility companies, when opening a bank account or renting an apartment. The only valid “codice fiscale” is issued by the Inland Revenue (*Agenzia delle Entrate*). No other body is authorized to produce programs to calculate or print the code.

Grantees are recommended to apply for a “Codice Fiscale” upon arrival in Italy. The request for the “Codice Fiscale” can be made at one of the various Local Inland Revenue Office (*Ufficio Locale dell’Agenzia delle Entrate*), whose addresses can be found on the web at: [http://www1.agenziaentrate.it/indirizzi/agenzia/uffici\\_locali/](http://www1.agenziaentrate.it/indirizzi/agenzia/uffici_locali/).

In order to obtain a “codice fiscale”, it is sufficient to show either your valid passport or a valid residence permit. The release of the “Codice Fiscale” number is usually immediate.

#### **“Agenzia delle Entrate” Contact Information:**

- Call **848.800.444** to access various services and information. Available Monday through Friday from 9 a.m. to 5 p.m. and on Saturday from 9 a.m. to 1 p.m. (local rate)
- From a Cellular phone call **06.96668907** (Charges vary according to mobile companies)
- From abroad call: **+39.06.96668933** (Cost is charged to the caller)
- By SMS Text Messaging to **320.4308444**
- By Web Mail: see <http://www.agenziaentrate.it>

### ***Safety and Security***

Always take usual security precautions:

- Always park your car or wait for public transport in a well-lighted area
- Before opening the front door, always ask who it is
- Beware of pickpockets and gypsy girls with babies or young children who sometimes try to attract the attention of foreigners to rob them
- Beware of phishing and other Internet frauds
- Do not accept a ride or an invitation from a stranger
- Do not carry with you large amounts of cash
- Do not leave your bag, purse, notebook, camera or other valuables unattended
- Do not show money or valuables in public
- Lock doors and windows when you leave home

Report any theft or loss immediately to the police. If you lose your passport, inform immediately the US Embassy or Consulate. The U.S. Embassy and Consulates offer telephone advice on how to report a crime.

### Emergency Telephone Numbers

- 112** – Carabinieri (military and judicial police for emergency assistance in case of a crime) - [www.carabinieri.it](http://www.carabinieri.it)
- 113** – National Police – *Polizia di Stato* (for emergency assistance) - [www.poliziadistato.it](http://www.poliziadistato.it)
- 115** – Firemen - [www.vigilfuoco.it](http://www.vigilfuoco.it)
- 118** – To call for an ambulance and emergency medical care - [www.118italia.net/](http://www.118italia.net/)
- 117** (to report an emergency and infringements of the law) and **800.66.96.66** (for information) – Financial Police – *Guardia di Finanza* - [www.gdf.it](http://www.gdf.it)

### Safety and Security – Useful websites

- [www.commissariatodips.it](http://www.commissariatodips.it) – Italian online police station
- [http://www.gdf.it/GdF\\_per\\_il\\_cittadino/Consigli\\_Utili/index.html](http://www.gdf.it/GdF_per_il_cittadino/Consigli_Utili/index.html) - Useful tips and advice from the Italian Financial Police on various subjects such as renting an apartment, phishing and other Internet frauds, sales, travelling, lotteries, counterfeiting, deceptive advertising, means of payments, sale receipts.

### *Offices of the United States Department of State*

The United States Mission in Italy comprises the American Embassy in Rome and the Consulates General in Milan, Florence, and Naples. Up-dated information on services for American citizens living in Italy can be found at: <http://italy.usembassy.gov/>

Addresses of the American Embassy and the U.S. Consulates in Italy:

#### **U.S. EMBASSY IN ROME**

Via Vittorio Veneto 119/A - 00187 ROMA  
Telephone (switchboard): (+39) 06.46741

#### **U.S. Citizen Services**

Monday through Friday 8:30 AM-12:30 PM  
fax: (+39) 06.4674.2244  
e-mail: [uscitizensrome@state.gov](mailto:uscitizensrome@state.gov)  
<http://rome.usembassy.gov/>

**CONSULATE GENERAL - MILAN**

Via Principe Amedeo, 2/10 - 20121 MILANO

Telephone (switchboard): (+39) 02.290.351

**U.S. Citizen Services**

Monday through Friday 8:30 AM-12:00 PM

fax: (+39) 02.2903.5273

e-mail: [uscitizenmilan@state.gov](mailto:uscitizenmilan@state.gov)

[www.milan.usconsulate.gov](http://www.milan.usconsulate.gov)

**CONSULATE GENERAL - FLORENCE**

Lungarno Vespucci, 38 - 50123 FIRENZE

Telephone (switchboard): (+39) 055.266.951

**U.S. Citizen Services**

Monday through Friday 8:30 AM-12:30 PM

fax: (+39) 055.215.550

e-mail: [uscitizenflorence@state.gov](mailto:uscitizenflorence@state.gov)

[www.florence.usconsulate.gov](http://www.florence.usconsulate.gov)

**CONSULATE GENERAL - NAPLES**

Mailing address:

Piazza della Repubblica - 80122 NAPOLI

Telephone (switchboard): (+39) 081.583.8111

**U.S. Citizen Services**

Monday through Friday 8:00 AM-12:00 PM

fax: (+39) 081.583.8275 / 081.761.1804

e-mail: [uscitizennaples@state.gov](mailto:uscitizennaples@state.gov)

[www.naples.usconsulate.gov](http://www.naples.usconsulate.gov)

## *Taxes*

Fulbright grants are subject to US income tax.

As a Fulbright fellow, grantee is responsible for checking his/her U.S. tax liability. His/her local Internal Revenue Service (IRS) representative can assist with any questions pertaining to the financial provisions of the grant. Neither the Fulbright Commissions/Foundation abroad nor the Department of State are in a position to answer any questions regarding tax liability. The American Embassy in Rome has an IRS office. Grantees should maintain accurate records of funds received and how they are expended.

More information on grants and taxes:

**Internal Revenue Service**

Foreign Operations Division

Taxpayer Services

1325 K. Street, NW

Washington DC 20225

Tel. 202-874-1460

Website: [www.irs.ustreas.gov](http://www.irs.ustreas.gov)

## Part III – Living in Italy

### *Italian Education System*

#### **Introduction**

The main principles at the basis of the Italian educational system are laid down in the Constitution of the Republic that came into force on January 1st, 1948. According to the Italian Constitution, the Republic guarantees freedom of the Arts and Sciences, which may be freely taught, and promotes the development of culture and of scientific and technical research. The Republic establishes state schools for all branches and grades and recognizes private educational institutions. (see articles 9, 33-34)

Italian higher educational system consists of a university sector that includes state and private universities (about one hundred), polytechnics, universities for foreigners, schools of advanced studies and telematic universities, and a non-university sector that comprises national academies in the Fine Arts, Cinema, Dance and Drama, Music Conservatories, schools and institutes for the education and training of professionals in various fields such as language mediation, design, restoration, archiving, military studies, etc.

Universities are organized in faculties that deal with particular subjects and are structured in specialized departments. They are founded on the principle of autonomy, according to which they have the right of establishing their statute and internal regulations. Governing, teaching and research staff at Italian universities include:

#### Governing staff

- *Rettore* (rector)
- *Prorettore* (*vice-rector*)
- *Preside* (*dean of faculty*)
- *Direttore del dipartimento* (*head of department*)

#### Tenured staff

- *Professore Emerito* (*emeritus professor*)
- *Professori ordinari* (full professors)
- *Professori Associati* (*associate professors*)
- *ricercatore confermato* (assistant professors and researchers with tenure)

#### Temporary staff

- *Professore a contratto* (*professor with a non-tenured lectureship*)
- *Ricercatore non confermato* (*assistant professors and researchers with no tenure*)
- *Assegnista di ricerca* (*research fellow*)

The Ministry of Education, University and Research (MIUR) manages the Italian higher education system together with advisory bodies such as the National University Council (CUN), the Conference of Italian University Rectors (CRUI), the National Council for Higher Artistic and Music Education (CNAM) and the University Student National Council (CNSU).

The university sector has recently undergone a substantial reform, approved in 1999 in accordance with the Bologna Declaration, signed by 29 countries on 19 June 1999. The Bologna process aimed at facilitating the convergence of European higher educational systems by creating a European Higher education area, characterized by common degree frameworks and quality standards.

### **Old System (vecchio ordinamento)**

A 13-year compulsory schooling: 5 years of primary school, 3 years of junior high school and 5 years of secondary school. Children entered primary school at 6 and could get their School Leaving Certificate (Maturità) at 18 years old.

Universities offered: 3-year professionally oriented university diplomas (*Diploma universitario*); 4-6 year degrees (*Diploma di laurea*) and 3-4 year Research Doctorates in a great variety of subjects fields of the Arts, Humanities, Social Sciences and the Sciences; 2-6 year specialization diplomas (*Diplomi di specializzazione*) in the fields of medicine, dentistry, veterinary medicine.

### **Current System (nuovo ordinamento)**

Following the reform, university degrees are organized in a three-cycle sequence.

#### **1) 1st Cycle University Degrees –undergraduate level**

The requirement for admission to a 1<sup>st</sup> cycle degree course (*corso di laurea di primo livello*) is the diploma awarded at the end of secondary school after the school-leaving examination. Entry to undergraduate degree programs can either be restricted or open, and can be sometimes subject to a motivational test or selective examination. Undergraduate degree programs last three years and are characterized by both theoretical and applied studies that aim at providing a solid knowledge of general scientific methods and subject contents as well as professional skills. After completion of the program, students are awarded the degree of “dottore”.

#### **2) 2<sup>nd</sup> Cycle University Degrees**

Two types of degrees are offered in the second cycle: *Corsi di Laurea Specialistica* and first level Master’s Degree Programs (*Corsi di Master Universitario di Primo Livello*). A first level bachelor’s degree (or equivalent) is required for admission. *Laurea specialistica* programs last two years and are characterized by a strong theoretical part and specialistic studies in the given subject field that aim at acquiring a professional competence. After completion of the *Laurea specialistica*, and the defense of an original dissertation, students are awarded the degree of “Dottore Magistrale”. First Level Master’s Degree last one or more years and can be either academically or more professionally oriented.

Law, Medicine, Dentistry, Pharmacy, Architectural Engineering and Architecture Schools offer 4-6year Degree Programs that are structured as a unified 1<sup>st</sup> and 2<sup>nd</sup> cycle course of study (*corso di laurea magistrale a ciclo unico*) leading to the degree of *Dottore Magistrale*. Admission is always subject to an entry examination.

#### **3) 3<sup>rd</sup> Cycle University Degrees**

The main degrees of the third cycle, open to graduates of a *Laurea specialistica or magistrale*, are:

- 2<sup>nd</sup> level Master’s Degrees (*Master Universitario di 2° livello*) of 1 or more years, either academically or professionally oriented

- 2<sup>nd</sup> level Specialization Diplomas (*Diploma di Specializzazione di 2° livello*), 2-6 year professionally oriented programs in the fields of dentistry, medicine, veterinary medicine, training to the legal professions and to teaching in secondary schools. Admission is subject to a competitive examination.
- Research Doctorates (*Dottorati di Ricerca*), 3 or more years of training for highly specialized research. Doctoral Programs are open to graduates from the *laurea specialistica/magistrale*, and accept a restricted number of students that are selected through a very competitive examination.

#### Higher education and research in Italy – Useful Websites

- <http://cercauniversita.cineca.it> - CINECA Database of Italian Universities
- <http://www.crui.it> – CRUI, The Conference of Italian University Rectors
- [http://www.fondazionecrui.it/eracareers/guide\\_researcher.htm](http://www.fondazionecrui.it/eracareers/guide_researcher.htm) - Researcher's Mobility Portal in Italy
- <http://www.icr.beniculturali.it/> - Istituto Superiore per la Conservazione ed il Restauro, National Institute for restoration
- <http://www.indire.it/eurydice> - Resources on Italian Educational system
- <http://www.ricercaitaliana.it/> - Web portal on Italian Research
- <http://www.soprintendenzaravenna.beniculturali.it> - Scuola per il Restauro del Mosaico, National School for Mosaic Restoration
- [www.csc-cinematografia.it](http://www.csc-cinematografia.it) – Centro Sperimentale di Cinematografia, National School for cinema Studies
- [www.miur.it](http://www.miur.it) – Italian Ministry of Education, University and Research
- [www.miur.it/0004Alta\\_F/index\\_cf4.htm](http://www.miur.it/0004Alta_F/index_cf4.htm) - higher education in the Arts and Music fields
- [www.patologialibro.beniculturali.it](http://www.patologialibro.beniculturali.it) – Istituto Centrale di Patologia del Libro, National Institute for Book Conservation and Restoration
- [www.santacecilia.it](http://www.santacecilia.it) – Accademia Nazionale di Santa Cecilia, National Music Academy
- [www.silviodamico.it](http://www.silviodamico.it) – National Academy for Drama
- [www.study-in-italy.it](http://www.study-in-italy.it) - Italian Higher Education for International Students

#### Foreign Students

Non-EU students are generally admitted to degree programs according to quota systems and require a visa, residence permit, and financial guarantee. Foreign students are also required to pass an Italian language exam.

#### Academic Calendar and Tuition

As a general rule, classes last from September to July. Italian and foreign students pay university tuition based on their income and depending on type of degree program, course level, and subject area.

### **Grades and educational credits**

Examinations' grades are expressed on a scale of 30/30. Degree examination is graded on a scale of 110/110.

University educational credits (*crediti formativi universitari - CFU*) measure the attainment of the educational goals in terms of student's workload, curricular activities, class attendance, classwork, labs, individual study, stages. Every year a student can devote 1500 hours to studying at the undergraduate or graduate level, which correspond to 60 CFU. The required credits that are necessary to obtain one's degree amount to 180 CFU for the *laurea di primo livello*, 300 CFU for the *laurea specialistica* and 60 CFU for both 1<sup>st</sup> cycle and 2<sup>nd</sup> cycle 1-year Master's Degree Programs.

### **Day-care and Schools**

Day-care for infants and small children under the age of three is provided in Italy by public and private creches (*asili nido*). Public day nurseries are run by the municipality whereas private ones are run by either religious or private organizations. Application for admission should be made well in advance, usually six months before the starting date of the service. Selection and charges in public day-care centers are based on parents' income.

Education in public schools is free of charge for both Italian and foreign children, and is compulsory for children between the ages of 6 and 16. The school system in Italy consists of non-compulsory nursery school (*scuola dell'infanzia*), from the age of 3 to 5, followed by primary school for 5 years from the age of 6 to the age of 11 (*scuola primaria o elementare*), first grade secondary school for three years from the age of 11 to the age of 14 (*scuola secondaria di primo grado o scuola media*) and higher secondary school (*scuola secondaria di secondo grado*) or vocational training (*formazione professionale*) for five years from the age 14 to 19. (For more information visit [www.pubblica.istruzione.it](http://www.pubblica.istruzione.it) )

Higher secondary education is offered by high schools (*licei*), art schools (*licei artistici e istituti d'arte*) and institutes that provide a vocational and professional education (*istituti tecnici e professionali*). *Licei* can have different orientations and emphasize the study of particular subjects such as ancient greek and latin (*licei classici*), mathematics, physics, chemistry and natural science (*licei scientifici*), scientific and technological subjects such computer science, biology, physics, chemistry, design (*liceo Scientifico-Tecnologico*), foreign languages (*liceo linguistico*), Sociology, Psychology and Education (*Liceo Socio-Psico-Pedagogico*). Some higher schools offer experimental curricula that focus on the social sciences or on classical, linguistic or scientific subjects. Other experimental *licei* provide an international education.

### **The International Baccalaureat**

Some Italian schools offer an international educational qualification, the International Baccalaureat, recognized by Italian and foreign universities (for more information visit the International Baccalaureat website at <http://www.ibo.org> )

### Daycare and Schools – Useful Websites

- [www.pubblicaistruzione.it](http://www.pubblicaistruzione.it) – Ministry of Education
- [www.ibo.org](http://www.ibo.org) - International Baccalaureat
- [www.pubblica.istruzione.it/anagrafica\\_scuole/nonstatali.shtml](http://www.pubblica.istruzione.it/anagrafica_scuole/nonstatali.shtml) - private nursery school listings
- [www.pubblica.istruzione.it/anagrafica\\_scuole/statali.shtml](http://www.pubblica.istruzione.it/anagrafica_scuole/statali.shtml) - public nursery school listings

### *Museums and Libraries*

Museums are usually open from 9.00 or 10.00 am to 5.00 pm and in some cases all-day till 8 pm Tuesday – Thursday. Museums generally have longer opening hours on Friday, Saturday and Sunday. Closing day is generally Monday. Hours may vary for small private art galleries.

Budgetary problems keep many libraries (especially in small cities) from remaining open all day long and on Saturdays and Sundays. Libraries are usually closed on holidays.

The Commission can provide grantees with letters of reference *ad personam* that are useful for introductory purposes to libraries, offices and institutions.

A list of Italian Libraries by region is available at:

<http://www.biblio.polito.it/it/documentazione/biblioit.html>

### **Special note for grantees in the graduate student category in the fields of Archaeology, Architecture, Art, Art History and Classics**

For grantees in the above fields the Commission will request from the *Ministry of National Heritage and Culture* through the *Ministry of Foreign Affairs* a free entry pass to all Italian National Galleries and Museums. The pass is not valid for municipal museums, private collections and Vatican Museums.

During the Orientation Program the Commission will provide interested grantees with information about the procedure to follow in order to obtain the passes from the Ministry of National Heritage and Culture.

### *Housing*

Unless university accommodation is provided as a benefit of the Fulbright grant, grantees are responsible for securing housing for the period they will spend in Italy. The Commission strongly recommends starting the search for accommodation prior to departure from the United States.

Italian universities have student services or housing offices that manage university housing facilities and can provide information also on renting student apartments, which are generally more affordable than accommodation on the private market. Common types of university accommodation are university dorms (*residenze universitarie e case dello studente*), university guest rooms (*stanze per ospiti* – usually for short stays), university colleges (*collegi universitari*). Admission to university residencies is usually based on selection on the basis of the student's financial status and on merit.

Other possible solutions for student accommodation can be a room in a shared apartment or a room in a private home.

If you wish to search for an accommodation autonomously you can:

- Look at rent ads that can be found on bulletin boards at universities and student travel agencies (such as CTS – Centro Turistico Studentesco e Giovanile), at U.S. and European universities and institutions in Italy and at international bookshops.
- Look at rent ads that are published on local papers (i.e.: *Il Messaggero* for the city of Rome), and on magazines for foreign residents (i.e.: *Wanted in Rome*) and classified magazines (i.e. *Solo Case – Affitti* or *Porta Portese* for the city of Rome).
- Go to a real estate agency. Please note that real estate agencies charge a fee for their service.

Short-term lodging can be found at religious accommodation facilities and institutes (i.e. in religious guesthouses – *case per ferie*). For more information, visit [www.nibiru.it](http://www.nibiru.it), a web portal on religious housing facilities.

#### **Housing – Useful websites**

##### **Short term accommodation:**

- [www.enit.it](http://www.enit.it) – Italian Tourist Board (see section “Where to sleep”)
- [www.nibiru.it](http://www.nibiru.it) – a web portal on religious housing facilities

##### **Independent search:**

- [www.affitto.it](http://www.affitto.it) – Rental ads for various Italian cities
- [www.gabetti.it](http://www.gabetti.it) - Real Estate Agency located in many Italian cities
- [www.mioaffitto.it](http://www.mioaffitto.it) - Rental ads for various Italian cities
- [www.soloaffitti.it](http://www.soloaffitti.it) - Rental ads for various Italian cities
- [www.solocase.it](http://www.solocase.it) - Rental ads for various Italian cities
- [www.tecnocasa.it](http://www.tecnocasa.it) – Real Estate Agency located in many Italian cities

Student grantees are advised to contact U.S. Fulbright students of the academic year 2008-2009 to ask for advice and share information in this regard, as well as to contact other current grantees that will reside in the same city.

#### **Renting a furnished apartment**

Furnished apartments (*appartamenti arredati*) are rather difficult to find in Italy, especially for periods of less than one year. Rent varies from very expensive in larger cities to moderately expensive in smaller towns. Rates are usually higher for locations closer to the city center and can range from 300 Euros to 1000 Euros a month, depending on the size of the apartment and the area. In university cities, furnished

rooms in private homes are also available. (Please note that in rent ads, the apartments should be classified as “arredati” and not as “uso ufficio”).

Furnished apartments sometimes are supplied with linens and cooking utensils. If provided, each item should be carefully checked and its condition noted down. Any item you may need to purchase is available at a reasonable price in department stores or open markets. Prices increase in specialized shops.

As a general rule, the lease must be registered by the landlord, and you will be asked to pay half of the registration charges that amount to 2% of the total amount of the rent. You will probably be asked to pay also a two-month security deposit (*deposito*) to cover possible damages.

### **Utilities and telephone**

Utilities, such as heat, electricity, gas and telephone are not included in the rent and are usually paid by the tenant usually through a *bollettino postale*. Most utility bills are issued every two months. If a telephone is desired, it is advisable to find an apartment that already has one, as the installation fee is high. Electricity costs far more in Italy than in the U.S., so it is wise to limit the use of electric heaters and other appliances that consume a great deal of electricity.

***A word to the wise:*** Insist on being present to record the meter readings for gas and electricity, both when you arrive and when you leave, so that charges you are responsible for will be calculated accurately. Utility companies usually issue itemized bi-monthly statements detailing consumptions.

### **Electrical Equipment**

As in other European countries, electric current in Italy is 220V, 50 cycles A.C. Appliances brought from the U.S. will need a transformer and/or a converter plug adaptor. Computers and printers, unless clearly marked for both 110V and 220V, will also need transformers and/or converters, and it is recommended that both be purchased in the U.S. before departure. They are costly and may be difficult to find in Italy. Plug adaptors for general use and transformers for small appliances can be found in many shops selling electrical items. However, make sure that the transformers' capacity is suited for the appliance, and ask specific questions when purchasing. Some U.S. appliances, such as stereos and clocks, which are only 60 cycles, will not operate properly even with a transformer. Consider buying small appliances here.

### **The doorman**

Many apartment buildings still have a doorman (*portiere*), whose responsibilities usually include receiving and distributing mail, signing for packages, building maintenance and various other duties. For a relatively small tip he may be asked to do minor repairs.

### ***Some suggestions on what to bring to Italy:***

- Address book
- Batteries
- Business cards
- Camera
- Cash - Approximately 200 Euros
- Clothing: bring clothing for varying weather conditions. Temperature differs across Italy and depending on the season.

- Contact information for credit card companies, hometown banks, etc.
- Contact lens fluid
- Copy of your resume
- Credit cards
- Driver's license or international driver's license
- Extra pair of glasses or extra pairs of contacts
- Family photos
- Favorite recipes
- Four passport sized photos of yourself
- Insurance information
- Italian-English dictionary
- Notebook and power transformer/converter
- Passport and other ID's
- Photocopies of passport, IDs, credit cards, ATM card, tickets and other important documents
- Pictures or postcards of your hometown and the US
- Plug converter kit
- Prescription medications for any existing medical conditions as well as a copy of prescriptions
- Small bag for overnight trips
- Small first aid kit
- Small sewing kit
- Some toiletries
- Sunglasses
- Travel alarm clock
- Umbrella
- University transcripts
- Vitamins

### **Some suggestions on what NOT to bring to Italy:**

- Linens, kitchen supplies, etc. If your apartment is not furnished, it is usually easier to purchase these items in Italy.
- Small electrical appliances such as hairdryers. They may not work even with plug adaptors, and are easy to purchase in Italy.

### ***Transportation and travel***

#### **Italian Railways (Ferrovie dello Stato)**

In Italy, travelling by train generally requires some planning in advance. Unless the grantee is travelling only a very short distance, it is strongly recommended that a reservation be made, and whenever possible, well in advance especially during holiday periods and summer months. Reservations are subject to a small supplemental fee.

Reservations may be made and tickets purchased at the train stations, at most travel agencies, on the Internet at <http://www.ferroviedellostato.it/>.

#### **City Bus Transport**

Bus Service is available in almost every city and village, but punctuality and frequency will vary greatly. Single tickets, books of 10 tickets or monthly passes (*tessera*) can be purchased in advance at ticket

kiosks or ticket machines and in some bars, newsstands and tobacco shops. Bus tickets are usually valid for 75 minutes and cover various means of public transport, including trams and the subway.

Single tickets must be validated when boarding and retained. Holders of monthly pass must validate the ticket once and retain it for the whole month. Passengers should get on the bus by the front or back doors and get off through the middle door.

Some big cities also have a tram service.

### **Subway (Metropolitana)**

Milan, Rome and Naples have extensive subway systems that are fast, efficient and reasonably-priced. Tickets can be purchased in advance at tobacco shops (*tabacchi*) and at subway stations.

### **Bus Service Outside Major cities**

Italy has a vast network of coaches (*pullman*) that serve every region. The Regional, provincial and municipal public transport also serve small towns and villages that are not connected by the railway. The terminal (*capolinea*) of local buses is usually near the train station, or in the city center.

### **Driving**

Foreign (non-EU) citizens must have an International Driving Permit (IDP) in order to drive private motor vehicles in Italy. This document is issued in the same country in which the driver's original license was released. It provides a translation of your driver's license and doesn't substitute for your original driver's license, but complements it.

In the US, it is issued by the American Automobile Association (<http://www.aaa.com>), a federation of affiliated automobile clubs, and by the American National Automobile Club (<http://thenac.com>).

### **Taxis (*tassì* or *taxi*)**

Taxis can be found at clearly marked taxi stands and can be hailed in the streets or ordered by telephone. All authorized taxis are equipped with a meter. Do not trust people who approach you at stations, airports or tourist sites: they are often illegal and are notorious for overcharging.

At the airports, ask the charge for transportation before getting into the taxi: check the meter first, and then ask the driver to see the price list. Surcharges can include: service at night (additional charge from 10:00 p.m. to 7:00 a.m.), Sundays, holidays and baggage.

Telephone numbers of taxi companies and lists of taxi stands can be found in the yellow pages.

N.B.: Fixed rates are usually applied for rides with a fixed route to and from the airports.

In big cities, suburban taxi rates are usually higher than urban rates. In Rome for example, there are two standard Taxi rates: Tariffa 1 for city rides within Rome beltway (*Grande Raccordo Anulare* or *G.R.A.*) and Tariffa 2, which is more expensive, for rides outside the G.R.A. Always check on the meter that the right rate is being applied.

Strikes (*scioperi*) and other work stoppages occur frequently in the transport sector (national airlines, airports, trains and bus lines). A *sciopero* is generally announced in advance and is of short duration.

## *Telephone Information*

### **Public phones**

Most public phones accept only phone cards that can be purchased in various Euro denominations from tobacco shops and newsstands.

### **Telephone directories**

To search for a telephone number, a post code and both local and international telephone codes you can consult online white pages at <http://www.paginebianche.it>.

### **Direct-dialing calls**

To make an international call, dial **00** followed by country code, area code and number. The country code to dial direct the US is **001**.

### **Long distance collect calls**

To make long distance collect calls dial **170**. This service is available Monday to Friday from 8.00 am to 9.00 pm and is provided by Telecom Italia, one of the main Italian TLC companies.

### **Mobile phones (*telefoni cellulari*)**

Having a cellular phone during your stay in Italy can be very useful and it is advisable to either bring with you from the US an unlocked cellular phone that works on the European GSM standard or buy one while in Italy.

The major Italian mobile telephone companies are Telecom Italia Mobile, Vodafone Italia, Wind and H3G. Mobile phones can be purchased at any consumer electronics store or mobile telephone stores. Prices range from 40 Euro (for a dual band phone) to 100 Euro and up (for a 3 or 4band phone with access to Internet and multimedia services). To buy a SIM card you will need a *codice fiscale* and an ID card.

Cellular phones in Italy work on GSM band 900 or 1800. Another standard that is coming into widespread use is UMTS, which provides wide-band multimedia and Internet services.

Cellular phones can be either locked or unlocked. Locked cellular phones can only be used with the SIM card of the TLC service provider that is built in the phone. Unlocked cellular phones are sold without the SIM card and can be used with any TLC company. When buying a mobile phone you can either buy a phone and SIM card separately or have your mobile phone with a built-in SIM card for free by subscribing a long-term (usually of at least 1-2 years) monthly plan with a TLC company.

Phone credit can be added directly to the SIM card by using pre-paid cards in denominations €5, €10, €25 and up. Pre-paid cards of phone credit can be purchased at tobacco shops, and even in some bars and newsstands. You can recharge your card also electronically at ATMs, and in some bars and tobacco shops. Airports usually rent out cellular phones for short-term periods.

### Useful websites

- [www.telefonino.net](http://www.telefonino.net) – web portal on mobile phones
- [http://www.slowtrav.com/europe/cell\\_phones.htm](http://www.slowtrav.com/europe/cell_phones.htm) - a useful guide on cellular phones in Europe

### Telephone Directories

- <http://www.paginebianche.it> – white pages
- <http://www.paginegialle.it/> - yellow pages

### Major Cellular Companies

- TIM – Telecom Italia Mobile - visit [www.tim.it](http://www.tim.it) or call **119**
- Vodafone Italia - [www.190.it](http://www.190.it) or call **190**
- Wind – visit [www.wind.it](http://www.wind.it) or call **155**
- H3G – visit [www.tre.it](http://www.tre.it) or call **133**

## *Post Office and Mail*

Post offices are identified by a PT sign and deal with mail and bank services. They are generally open from 8.30 am to 7.00 pm Monday – Friday. They are usually open on Saturday morning. Opening hours may vary in small towns.

It may take as long as 6-7 working days for an airmail letter to reach the addressee in the U.S. via first-class mail (*posta prioritaria*). Stamps can be bought either at the post office or at tobacco shops.

The standard postage for national mailing via *posta prioritaria* is 60 Euro cents. For postal rates check [www.poste.it](http://www.poste.it) or call toll-free Customer Service number **803 160**.

## **Express Mail Services**

In Italy, there are many express carriers (*corrieri espresso*) that operate mail and packages delivery services both nationally and internationally. Carriers usually offer special collection and delivery services on Saturdays.

### Major Express Couriers

- DHL - **199 199 345** - [www.dhl.it](http://www.dhl.it)
- FedEx Italia - **800 123 800** - [www.fedex.com/it/](http://www.fedex.com/it/)
- SDA – **199-113366** - [www.sda.it](http://www.sda.it)
- UPS - **800 877 877** - [www.ups.com](http://www.ups.com)
- TNT Global Express - **199 803 868** - [www.tnt.it](http://www.tnt.it)
- Mail Boxes ETC. - **local numbers** - [www.mbe.it](http://www.mbe.it)

### **Vatican Post Office (Rome)**

Vatican postal services have a reputation for delivering outgoing mail faster and more efficiently than the Italian postal system. Vatican City postal facilities are available to the public. Vatican postage differs from the Italian one (for more information visit: [http://www.vaticanstate.va/IT/Servizi/Poste\\_Vaticane](http://www.vaticanstate.va/IT/Servizi/Poste_Vaticane) ).

### **Holidays**

All offices including the Fulbright Commission in Rome, schools, and shops will be closed on the following dates:

#### **2009**

- November 1 - All Saints - *Ognissanti*
- December 8 – Ascension Day – *L’Immacolata Concezione*
- December 25 - Christmas - *Natale*
- December 26 – Boxing Day - *Santo Stefano*

#### **2010**

- January 1 - New Year’s Day – *Capodanno, Primo dell’Anno*
- January 6 – Epiphany – *Epifania*
- April 12 - Easter Day – *Pasqua di Resurrezione*
- April 13 - Easter Monday – *Lunedì dell’Angelo*
- April 25 - Anniversary of Italian Liberation – *Anniversario della Liberazione*
- May 1 - Labor Day (Europe) – *Festa del Lavoro*
- June 2 - Italian Republic Celebration Day – *Festa della Repubblica*
- June 29 - St. Peter and St. Paul (Rome Holiday) – *San Pietro e Paolo*
- August 15 – Feast of the Assumption – *Ferragosto*

US Embassy, American Consulates and the Fulbright Commission also celebrate:

- Independence Day - July 4th, 2009
- Thanksgiving Day - November 26, 2009; November 25, 2010 – The fourth Thursday of November

The following American holidays are observed by the U.S. Embassy and Consulates but not by the Commission:

- Labor Day - September 6, 2010 (first Monday in September)
- Columbus Day - October 11, 2010 (the Monday nearest October 12)
- Veteran’s Day - November 11, 2010 (second Monday in November)
- Martin Luther King Day - January 18, 2010 (third Monday in January)
- President’s Day - February 15, 2010 (third Monday in February)
- Memorial Day - May 31, 2010 (the Monday nearest May 30)

See US Diplomatic Mission to Italy Web Site: [www.usembassy.it](http://www.usembassy.it) – Holiday Schedule

## **Part IV - Activities during grant period**

### ***Orientation Program***

Fulbright grantees in the graduate student category are required to participate in a two-day orientation program organized by the Fulbright Commission in Rome in mid-October. The orientation marks the beginning of the Fulbright grant period in Italy and is an occasion for all grantees to know each other and to establish the basis of future relations.

At the Orientation program, grantees have the opportunity to meet representatives of the Italian and US governments and of Italian and US universities, Fulbright alumni and Commission's staff.

Past orientation programs have included lectures on different topics such as Italian politics, art, Italian university system and recent reform, Italian library system and resources. Grantees also receive information on the administration of their grant and tips on living in Italy.

### ***Brussels and Berlin seminars – General information***

The Belgian Fulbright Commission organizes every year in Late February/Early March a one-week seminar on issues related to the European Union and NATO and extends invitations to the US Fulbright grantees in the graduate student category residing in Europe.

The German Fulbright Commission organizes every year a seminar in Berlin during the months of March/April to enable its American Fulbright grantees and a limited number of Fulbright grantees from various European countries to get together, share experiences and discuss problems and achievements of the past semester. The meeting includes lectures, guided tours to historical sites, to museums and terminates with a concert with the participation of Fulbright musicians.

Participants in the two seminars are chosen by the Commission among the group of graduate students on the basis of a competitive selection.

Updated information on the two seminars will be available in the fall.

### ***Termination of the Fulbright grant***

#### **Extensions - Renewals**

The Commission's budget does not make any provision for extensions or renewals of grants.

#### **Mid – Term and final reports**

The *U.S. State Department of State and Bureau of Educational and Cultural Affairs* in collaboration with the *Institute of International Education* in New York requires that grantees in the Graduate Student category complete mid-term and final reports on the professional and practical aspects of the grant experience. The reports are web-based and must be completed on-line.

Detailed instructions on the procedures and deadlines for submission of on-line reports will be given to Fulbright grantees in the Graduate Student category during the Orientation Program.

The U.S. State Department of State, Bureau of Educational and Cultural Affairs in collaboration with the *Council of International Exchange of Scholars* in Washington requires that grantees in the Distinguished Lecturer, Lecturer and Research Scholar Categories complete final reports at the end of the grant period. CIES will provide grantees with the necessary information during the grant period.

**Return Travel – Note for grantees in the graduate student category**

The second portion of the grantee's air ticket will be paid during the last month prior to the end of the Fulbright grant. This travel allowance will be paid to the grantee only after the on-line final report has been submitted.

## Appendix

### *Useful Conversions*

#### **Metric Conversions**

1 inch	⇒	2.54 cm
1 foot	⇒	.3048 m
1 mile	⇒	1.60934 km
1 ounce	⇒	28.35 gram
1 pound	⇒	453.59 gram
1 pint	⇒	.4732 liters
1 cup	⇒	.2366 liters

#### **Temperature Conversions**

Fahrenheit to Celsius:  
(degrees F-32) x .555  
Celsius to Fahrenheit:  
(degrees C x 1.8) + 32  
Useful Celsius Temperatures:  
Boiling point of water ⇒ 100° C  
Normal body temperature ⇒ 37° C  
Room temperature ⇒ 21° C

### *Useful Links*

#### **Italian Institutions**

<http://www.beniculturali.it> – Ministry of National Heritage and Culture

<http://www.camera.it/>- Italian Chamber of Deputies

<http://www.esteri.it/mae/it> - Ministry of Foreign Affairs

[http://www.europa.eu/index\\_it.htm](http://www.europa.eu/index_it.htm) - European Union

<http://www.governo.it/> - Italian Government

<http://www.miur.it> - Ministry of Education, Universities and Research

<http://www.quirinale.it/> - Italian Presidency of the Republic

<http://www.senato.it/>- Senate of the Italian Republic

#### **Higher Education and Research in Italy**

<http://cercauniversita.cineca.it> - CINECA Database of Italian Universities

[www.cruai.it](http://www.cruai.it) – CRUI, The Conference of Italian University Rectors

[www.fondazionecruai.it/eracareers/guide\\_researcher.htm](http://www.fondazionecruai.it/eracareers/guide_researcher.htm) - The Researcher's Mobility Portal in Italy

[www.indire.it/eurydice](http://www.indire.it/eurydice) - Resources on Italian Educational system

[www.ricercaitaliana.it](http://www.ricercaitaliana.it) - Web portal on Italian Research

[www.study-in-italy.it](http://www.study-in-italy.it) - Italian Higher Education for International Students

**Italian Library System and other Cultural Resources**

[www.biblio.polito.it/it/documentazione/biblioit.html](http://www.biblio.polito.it/it/documentazione/biblioit.html) - Database of Italian Libraries

[www.internetculturale.it](http://www.internetculturale.it) - Italian Digital Library Portal and Cultural - Tourist Network

[www.beniculturali.it](http://www.beniculturali.it) – Italian Ministry of Cultural Heritage

[www.museionline.it](http://www.museionline.it) – Web Portal on Italian Museums

**Travel**

[www.enit.it](http://www.enit.it) - Italian Government Tourist Board

[www.cts.it](http://www.cts.it) - Centro Turistico Studentesco e Giovanile

***Guidebooks and books on Italy***

- Blue Guide Concise Italy 2009, Somerset Books – London.
- Eyewitness Travel Italy, 2007, DK – Dorling Kindersley.
- Fodor's Italy 2009, Fodor's Travel Publications.
- Gli italiani. Virtù e vizi di un popolo, Luigi Barzini , 2008, BUR.
- Italy, Michelin 2007.
- Let's Go Italy 2009, St. Martin's Press.
- Lonely Planet Italy 2008, Lonely Planet Publications.
- Rick Steve's Italy 2009, Avalon Travel Publishing.
- The Rough Guide to Italy, 2009, Rough Guides.



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