



## PRE-DEPARTURE GUIDE FOR NEW INTERNATIONAL STAFF

WELCOME OFFICE  
FONDAZIONE BRUNO KESSLER

## FBK NEW INTERNATIONAL STAFF

This online guide is to help new staff members from outside Italy who will be staying and working at [Fondazione Bruno Kessler](#). It is important that you read and complete the necessary steps before coming to Trento, to avoid any problems when you arrive and start your research activities.

We can offer you advice and guidance throughout your time at FBK and in Italy. Please read the information carefully and do not hesitate to contact us, should you have any questions: [welcomeoffice@fbk.eu](mailto:welcomeoffice@fbk.eu)

You can find more information on our website <https://hr.fbk.eu/en/services/welcome-office-0> and Euraxess website <http://www.euraxess.it/services/incoming>

FBK Welcome Office complies with the [Euraxess Services Initiative](#).

[EURAXESS - Researchers in Motion](#) is a unique pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it.

We look forward to meeting and welcoming you to FBK!



# 1. ITALIAN VISAS AND IMMIGRATION POLICIES

Visa requirements and immigration regulations change regularly. For this reason, we strongly recommend you to check your entry condition requirements on the following link: <http://vistoperitalia.esteri.it/home/en>

## Passport

It is recommended that you have a valid passport that will not expire while you are staying in Italy. Your passport will need to be valid for at least 6 months when you apply for your visa to carry out research activities in Trento.

If your passport will expire while you are in Italy, we recommend that you renew it before applying for your visa or you must make sure you are able to renew your passport from Italy.



## EEA/Swiss Nationals

If you are a national coming from the European Union, the Schengen States and the European Economic Area member countries you may enter Italy without a visa by producing a valid passport or national identity card.

## Non-EU Citizens

If you are a Non-EU citizen, you must apply for a [visa](#) at the Italian Consulate in your country of residence prior to entering Italy.

If you hold a valid permit of stay issued by a Schengen member State, you are entitled to travel in the [Schengen area](#) without an entry visa for stays less than 90 days. In case you wish to stay in Italy for a time exceeding 90 days, you are subject to visa requirement.

To check if you actually need a visa before moving to Trento, please take a look at: <http://vistoperitalia.esteri.it/home/en>

Make sure your visa is correct before travelling including your personal details. If there is a mistake, try to get it corrected at the Italian Consulate in your country. It can be difficult to get visas corrected from Italy and you could have problems starting your research activities if your visa contains incorrect information.

*Please note: The information contained in this guide was correct at the time of writing (April 2016). However, visa requirements and immigration regulations do change and you are strongly advised to check your status with the Italian Ministry of Foreign Affairs. Be sure to check <http://vistoperitalia.esteri.it/home/en> before applying for your visa.*

## THE SCIENTIFIC VISA

The [scientific visa](#) package has been designed to Non-EU researchers coming to Europe in order to pursue their research activities. The researchers should be selected by either private or public research institutions acknowledged in an official list set up by the Ministry for University and Research (MIUR).

The selected researchers can obtain a visa only within the framework of a hosting agreement with the acknowledged research institute. The hosting agreement lays down the working conditions offered to the candidates (such as: length and type of the contract, amount of the monthly salary and the health insurance coverage).

Candidates must attach a copy of their entry clearance (*Nulla Osta*) to their scientific research visa application and provide the Embassy with evidence that they are coming to Italy to take up a position as a researcher. The application for a *Nulla Osta* is submitted by the Institution the researcher will be working for and entitles non-Eu citizens to work in Italy.

For detailed information on FBK nulla osta procedures or any concerns on visa applications, please contact [welcomeoffice@fbk.eu](mailto:welcomeoffice@fbk.eu)

When your visa application is submitted, your passports will need to be valid for at least 6 months. If your passport expires while you are in Italy, you are strongly advised to renew the document before applying for the entry visa.

The earliest you can apply for a work visa is 3 months before the start date of the contract. Scientific visa applications are generally processed faster but you are strongly advised to apply as soon as possible as it can take up to 4 weeks to get the visa.

The application process for the entry visa may differ depending on where you are applying from. However, you should follow these general steps:

- ☐ complete the application form;
- ☐ submit the application and supporting documents (they may do this at the interview with the Embassy);
- ☐ attend the interview appointment with the Embassy.

Visas and passports are usually mailed to the applicant.

To apply for your visa visit the Farnesina website <http://vistoperitalia.esteri.it/home/en>



## STUDENT VISA

If you are coming to Trento to study for 3 months or more you can apply for a Student visa.

Nationals of certain countries do not need to apply for a Student Visitor visa before coming to Italy, they are known as 'non-visa nationals'. These nationals can get their visa stamped in their passport when they arrive, as long as they meet all the entry requirements.

If you are a 'visa national' you must apply for a Student visa before you travel to Italy.

To find out if you need a visa, please take a look at the Farnesina website <http://vistoperitalia.esteri.it/home/en>

### Working while studying

It is important that you make sure you are allowed to work in Italy. This will depend on your immigration status and whether your visa allows you to work. Working without permission is illegal. If you are planning to work while you are in Trento you should understand that your Student visa will have some restrictions on how many hours you can work.

### Student Visa holders

You will be allowed to work in Italy under the following restrictions regarding working:

- ☐ work limited to max 20 hrs per week (1040 hrs/yr)
- ☐ restricted Work. P/T option
- ☐ restricted work condition.

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### Permission to Work

With a Student visa you may work as long as you:

- ☐ do not work more than 20 hours in any week during semesters (except where a placement is part of your studies)
- ☐ do not engage in business or self-employment
- ☐ do not fill a permanent full-time vacancy.

You are not allowed to do any kind of work if:

- ☐ you have a Visitor visa
- ☐ or you have another type of visa that allows you to stay in Italy, but not to work (such as: invitation, tourism, etc).

### EEA/Swiss Students

Most EEA/Swiss students will be able to work freely during their time in Italy.

## IMMIGRATION CONTROL

When arriving in Italy or in one of the State of the [Schengen area](#) all passengers must be checked at Immigration Control. After landing you will go to immigration control where there will be 2 different lines. One is for EEA and Swiss nationals and the other line is for everyone else.

Join the correct line and an immigration officer will check your documents. You will then collect your bags and go through the Customs. Go through the green channel if you have nothing to declare, the red channel if you have goods to declare, or the blue channel if you have arrived from an EU airport and have already cleared all your luggage through customs.



### EEA/Swiss Nationals

You will be freely admitted upon production of a valid passport or national identity card.

### Non-EEA Nationals

You will need to provide:

- ☐ a valid passport or travel document
- ☐ a valid visa
- ☐ all the documents (or copies) you used to apply for your visa, including your bank statement
- ☐ a health or medical certificate, if required.

Questions an immigration officer may ask:

- ☐ Why are you coming to Europe/Italy?
- ☐ Where are you working and what you doing?
- ☐ How are you going to fund your stay in Europe/Italy?
- ☐ Where will you be living?

It is important that you have all your required documents for entry into the Schengen zone and that you answer any questions to the best of your knowledge.

## REGISTERING WITH THE POLICE

Foreign citizens entering Italy are required to register with the local Immigration Police ([Questura di Trento](#)) within 8 working days of arrival in the Schengen zone.

Once you arrive at FBK you will need to book an appointment with our Welcome Office to register with the police. It is important to check your visa to know if you are required to register with the local authorities or not. It is your responsibility to make an appointment for the registration and to keep your documents up-to-date.



### EEA/Swiss Nationals - Short stay (less than 90 days)

For stays up to 3 months, you are only required to hold a valid identity document.

### EEA/Swiss Nationals Long stay (more than 90 days)

For uninterrupted stays exceeding 90 days, you have to register in the “*Anagrafe della popolazione residente*” at the Municipality of the city where you live (*Comune di Trento* - "[Ufficio Anagrafe](#)"), by providing:

- ☐ proof of employment/working contract
- ☐ your ID or passport
- ☐ tax identification number (codice fiscale)
- ☐ 2 marche da bollo of 16 € each (revenue stamps purchasable at any newsagent).

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The registration will automatically imply the change of residence from your home country to Italy.

### NON-EU citizens - Short stay (less than 90 days)

Non-Eu citizens are required to register with the police within 8 days of arrival into the Schengen area if your stay is up to 90 days.

Once you arrive in Trento, please make an appointment with the FBK Welcome Office. Our representative will assist you with filling out your registration form ([Dichiarazione di Presenza](#)) and will make sure that all necessary visa and residence permit procedures are taken care of.

In order to finalize the registration form, you will have to submit your *dichiarazione di presenza* and passport at [CINFORMI](#) (Immigration Office), located in via Zambra 11, Trento.

### NON-EU citizens (more than 90 days)

Non-Eu citizens holding a long entry [visa](#) who stay in Italy for more than 90 days are required to apply for a residence permit ([Permesso di soggiorno](#)) within 8 days of arrival into the Schengen area. The authority responsible for issuing stay permits is the Immigration Police ([Questura di Trento](#)).

Once you arrive in Trento, please make an appointment with the FBK Welcome Office. Our representative will assist you with your registration and will make sure that all necessary visa and residence permit procedures are taken care of.



In order to apply for the Italian residence permit, you will have to submit all the due documentation at [CINFORMI](#) (Immigration Office), located in via Zambra 11, Trento. The CINFORMI staff will help you in filling out your request for having the residence permit issued.

Once the application form is ready, you have to go to a post office, pay approximately 160 euros and mail it the Immigration Police ([Questura di Trento](#)). When you send the request, you will be given an application receipt to be kept with you and an appointment fixed with Questura. The appointment with the Immigration Office compulsory as you will be fingerprinted.

One week before your appointment date, please contact the Welcome Office in order to ask for assistance of a Police collaborator during the appointment. You can also check the required paperwork with us before the appointment.

The residence permit, issued for the reasons and for the period indicated on your visa, authorizes you to stay in Italy.

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## CHECK THE STATUS OF YOUR STAY PERMIT APPLICATION

When your stay permit is ready, you can go to the Immigration Police ([Questura di Trento](#)) with:

- ☐ your passport
- ☐ the postal receipts
- ☐ the receipt issued by the Questura.

If you have written your mobile phone number on the stay permit application, you will also receive a text informing you that your stay permit is ready.

To be on the safe side, please check on the Questura's web site if your residence permit is actually ready to be collected <http://questure.poliziadistato.it/stranieri/?mime=1&lang=EN> by entering the number ("numero pratica" 16TN...) you will find on the green receipt given you by the Questura officer at the appointment.

## IMMIGRATION ADVICE AT FBK

As your visa sponsor, FBK is required to keep records of your passport and visa. When you arrive in Trento, the Welcome Office will need to scan your documents as part of the registration process.

If you have trouble with your immigration or visa, or if you need immigration advice, then please meet with or contact a FBK Welcome Office representative.



## 2. MONEY AND FUNDING

It is important that you make sure that you have enough money to cover your expenses for the very first few weeks in Italy while you open a bank account and get your first salary payment.

### BRINGING AND TRANSFERRING MONEY

It can take up to 3 weeks for you to open an account upon arrival in Italy. If you do not open an account in Italy, you will need to plan how manage your money from your bank in your home country. We advise you to:

- ☐ bring a small amount of cash in Euro to cover any costs after you arrive in Italy/Europe.
- ☐ bring a cash/debit card or credit card to access money from Italy/Europe.
- ☐ do not carry large amounts of cash with you.

If you are staying in Italy for longer than 1 year, you should be able to open a bank account. Not all banks accept application from collaborators who are in Italy for less than 12 months.



If you are in Italy for less than 1 year then you need to plan how you are going to access your funds. You should be able to withdraw cash using your bankcard at a cash point (ATM) but check with your bank at home any fees. Budgeting and planning your spending money will help keep

currency conversion and withdrawal fees to a minimum.

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### OPENING A BANK ACCOUNT

The bank account is a contract that enables you to manage your personal funds and to use the services offered by your bank, such as the payment of the bills, checks, ATM, credit card and internet banking.

The account conditions vary depending on the bank: in most cases, a debit card (*Bancomat*) is issued as well as a cheque-book (*libretto degli assegni*). In general, no fees are charged when you withdraw cash from your own bank's ATM as well as when paying in shops within the country. Bank accounts can also be registered as joint accounts for more people.

Before opening a bank account, it is recommended to get all the information needed since banks can offer different solutions (i.e. fees included or not for account management, withdrawal of money, etc.) and they may have special conditions or accounts for children, young people, pensioners, students, family.

Each account has its own international code, called IBAN (International Bank Account Number). In order to receive the bank transfer with your salary on a specific bank account please contact FBK Welcome Office.

Please be aware that it can take up to 3 weeks to open an account in Italy. The national law requires banks to make detailed checks on customers to establish proof of identity (signed passports/ID), of new address in Trento (housing contract) and of employment (working contract). Then to open an account you need to submit:

- ☐ proof of employment/working contract
- ☐ your ID or passport
- ☐ tax identification number (codice fiscale)
- ☐ your Italian mobile phone number (if available).



Requirements may vary according to different banks

Once you have an account in Italy speak to your bank about the best way to transfer funds and how much this will cost.

Banks in Italy are generally open from Monday to Friday from 8.30 am to 1.30 pm and from 2.30 pm to 4.30 pm. Some banks are also open on Saturday morning until 1.30 pm. Banks are closed on Sundays and national holidays and also on the town's Patron Saint's day.

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## TAX IDENTIFICATION NUMBER (CODICE FISCALE)

The “*Codice Fiscale*” is a tax identification number used in all interaction with government agencies and public administration in Italy. It is a unique identity code devised from a person's name, sex, date and place of birth.

In Italy the tax code is issued by [Agenzia delle Entrate](#) (the Italian Revenue Agency) of the Ministry of Economy and Finance of Italy. It is a plastic credit card-sized card with the unique 16 alphanumeric digit code. This is required for several administrative procedures, such as enrolment, bank payments, opening a bank account, buying a mobile sim card etc.

In order to have your *codice fiscale* issued, you will be required to present a valid passport. Application have to be submitted at the local office of the *Agenzie delle Entrate*. Below is the contact information for the *Agenzia delle Entrate* offices in Trento:

Address: Via Brennero 133

Telephone: 0461/410511

E-mail: [dp.trento@agenziaentrate.it](mailto:dp.trento@agenziaentrate.it)

## COST OF LIVING IN ITALY

We estimate that a single researcher will need between 750 € and 900 € per month for basic living expenses. This is expected to cover food, accommodation, laundry, transportation and other basic day-to-day requirements. Travelling home expenses are not included in this estimate.

This amount is a guide only and will vary according to your choice of accommodation and your lifestyle. You should also remember that your costs should increase/decrease with inflation or devaluation of your currency against the Euro.

It will also cost significantly more if you have dependants living with you in Italy.

Below, you will find a list of items and relative costs that will help you get a sense of the cost of living in Trento:

- ☐ housing: please see the dedicated section below
- ☐ issuing/renewal of the [stay permit](#): about 140/160 €;
- ☐ meals and beverages in a medium-priced restaurant/pizzeria: 12.00€ - 30.00€;
- ☐ food from supermarkets: approximately 250.00 €/month;
- ☐ urban bus line ticket: € 1.20 (70-minute ride); standard monthly pass 31.00€, annual pass 247,00\*
- ☐ clothing: shoes 60.00€/pair, jeans 50.00 – 90.00€/pair, sweater 50.00 – 80.00€;
- ☐ mobile phone: from 100.00€;
- ☐ bar items: 3.00€ small beer, 1.00€ a cup of coffee, 1.50€ a pastry;
- ☐ movie ticket: 7,50€; 10 entrance-card: 50.00€ - 55.00€;
- ☐ theatre/concert ticket: 10.00€ – 40.00€;
- ☐ swimming pool entrance ticket: 6.00 €.

\* FBK staff members are granted a 30% discount. If interested, please contact [logistica@fbk.eu](mailto:logistica@fbk.eu)

### 3. PREPARING FOR FBK

There is a lot to think about and do before your starting at FBK. Reading this section will help you get prepared.

The departure checklist is a particularly useful reference and it will provide you with important information you need before you arrive at FBK.



#### ACCOMMODATION

##### Campus Accommodation

Temporary accommodation solutions at the [Trento University Campus](#) can be arranged with the support of the FBK Welcome Office.

Please be aware that FBK Welcome Office is managing a small quota of rooms and apartments at [San Bartolameo Residence](#) so this is meant to be a temporary option until you will get familiar with the city and find a private solution.

The University Campus provides students and researchers with accommodation solutions at [San Bartolameo Residence](#): furnished single rooms with en-suite bathroom. Located in the southern part of the city and easily reachable by bus (line A, 3, 8) [San Bartolameo Residence](#) is provided with a common kitchen every 18 guests, launderette, internet connection in each room. There are a Cafeteria, a reception as well as reading-rooms and many other common spaces.

The fee includes electricity, water, heating, blankets and pillows, bed and bath linen (washed three times a month) and the cleaning of the common spaces.

The [Opera Universitaria](#) monthly rates vary according to the status and accommodation type:

- ❑ Students: €250.00 for a shared double room; €290.00 for a single room;
- ❑ Post-docs, faculty members, researchers: € 305.00 for a shared double room; €345.00 for a single bedroom;
- ❑ Small furnished studio for visiting fellows/researchers € 490.00.

For further information about accommodation, please visit the [Trento Tourist board](#) website.



## Off Campus Accommodation

Researchers are encouraged to look for an off-campus flat or house owned by a private landlord, particularly if they are bringing their family with them. It is a good idea to sort your accommodation before arriving at FBK if possible.

Finding a good place to live off campus can be difficult if you are not in Trento but help is available. There are many ways to find accommodation off campus, including Real Estate Agents in Trento and housing options websites, such as:

- [Phosphoro](#)
- [Housinganywhere](#)
- [Easy Stanza](#)
- [Affitti Studenti](#)
- [Bacheca del Trentino](#)
- [Mio Affitto](#)
- [Bazar](#)
- [Kijiji](#)

## Cost of Off Campus Accommodation

Off campus rental costs can vary widely.

You should expect to pay on average 250-300 € per person per month for a room in a shared house and allow about 50/80 € per person each month as well to cover separate bills for water, heating, electricity and internet connection. In addition, you should be prepared to pay a deposit (often in the amount of one/two months' worth of rent).

Most contracts for privately rented housing have a duration of 4 years. All rental accommodation should be governed by a tenancy agreement (contract) which sets out the responsibilities of you and the landlord. Do not sign a tenancy agreement until:

- You have inspected the accommodation and made sure that it is suitable.
- You have checked and understood all the agreement terms and conditions.

Real estate agencies usually apply an additional one-month rent fee for their services.

## HEALTHCARE

Italy provides healthcare services to Italian citizens and Italian residents through the National Health Service (SSN, [Servizio Sanitario Nazionale](#)). The SSN is the main healthcare provider and it is State-funded through taxation.

If you are working in Italy, you are entitled to SSN coverage and some medical care services are free of charge while others provide for a co-payment (the so-called “ticket”, please see the



dedicated section below). Within the SSN system, you are required to register with a General Practitioner (GP). Your GP is the doctor who will coordinate your medical care, order prescription medicines and tests and refer you to a specialist, if needed. Your GP will refer you to a specialist if required.

If you are not eligible for SSN care services, you will need to purchase private healthcare insurance to cover your medical care needs. You may choose to get medical care from private healthcare providers.

To learn more about the Italian healthcare system please take a look at the [SSN brochure](#).

### EEA/Swiss Nationals

Make sure to bring your [TEAM medical services card](#) with you while travelling. If you are from the European Union or from a country with reciprocal health care agreements with Italy, you are entitled of some SSN treatment.

### NON-EU Nationals

If you are working in Italy, you (and your family members) are entitled to SSN coverage and some medical care services are free of charge.

If you are from Third Countries and stay in Italy for study purposes, you can decide to register to the SSN System upon arrival in Italy by paying 149,77 euros/calendar year.

In case you do not want to register with the SSN, make sure to take out adequate medical insurance to cover medical consultation, treatment, medication and hospital care (as well as prenatal care in case of pregnancy). The insurance must be valid throughout Italy (and the whole Schengen area) and for the entire duration of the stay in Europe. The policy have also to be extended to your dependent family members as well.

## REGISTERING WITH A MEDICAL DOCTOR

The registration at the SSN will be processed at the Trento National Healthcare Service A.S.L. (for details please visit: [Provincial Health Board](#)) located just behind CoopSuperstore in via Degasperi 79, building C ground floor (*Ufficio Anagrafe Sanitaria*).

Offices are open from Mon-Fri from 8.30 to 1 pm and you have to submit:

- ☐ your tax code (codice fiscale)
- ☐ your identity card/passport
- ☐ your stay permit/application receipts, if you are from Third Countries
- ☐ copy of your working contract/scholarship grant.

Once enrolled to the Italian Health System, you can obtain the [Tessera Sanitaria](#) (TEAM - EU Health Insurance Card for Italy, including your tax code number) which entitles you to emergency medical aid and basic services supplied, such as:

- ☐ to have a family doctor registered with your Local Health Centre and a pediatrician for children up to 6 years of age;
- ☐ to have access to the public structures operating within the national health service, urgent or essential surgery and hospital treatments, even if continuative, for disease and accident;
- ☐ to benefit of the base sanitary assistance and of free essential medicine distribution;
- ☐ get outpatient and pharmaceutical treatment by payment of a charge, the so-called ticket.

The registration with the National Health System – SSN is valid for the whole length of the stay permit, as well as during its renewal. This registration can be extended by simply submitting all the papers providing the residence permit renewal application to the competent A.S.L.



## THE TICKET

The ticket is a rate to pay in order to use a determined sanitary service (specialist visits, check-ups, laboratory and x-ray examinations, home visits, hospitalisation, vaccination, blood tests, ultrasound scans, medicines, rehabilitative treatment and first aid services). The amount depends on the type of examination and/or visit and on the type of structure you address to.

In some cases it is possible to ask for the ticket exemption in order to apply for a fee waiver for medical treatments. The exemption is given on the basis of the age, the registration in the placement lists, the income and the type of disease.

### **You should bring from home:**

- ☐ Medication you are taking (it is important to bring your medication in its original package, as this will help the doctors to know what you are taking and also for customs officers).
- ☐ Medical insurance, if required
- ☐ Any notes from your doctor about on-going medical treatment, in English or Italian

### **Your Medical History**

You need to bring a brief letter from your doctor if:

- ☐ You have had a serious illness
- ☐ You are currently undergoing medical treatment or hospital investigations
- ☐ You are currently taking medication.

### **Key points about the letter**

- ☐ It needs to summarise your medical history
- ☐ It needs to be in English or in Italian.



## LIVING IN ITALY

This section's aim is to give you useful and practical information about the services you will need the most: post offices, currency, electricity, telephone and internet connections, time, emergency numbers, employment and holidays.



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### 1. Post Offices

Opening hours: Monday to Friday (8.00 a.m. – 7 p.m.); Saturday (8.00 am – 1 pm). Please note that some post offices during summertime are open only in the morning.

At any Italian Post office is possible to send regular parcels or express couriers, telegrams, express mail, documents and to pay postal giro slips for i.e. utility bills, etc..

Moreover [Poste Italiane](#) offers additional services: banking services, currency exchange services, savings and current accounts, mobile phone contracts, etc. Online services are also available.

For more information, please visit [Poste Italiane](#).

## **2. Currency**

The national currency is the Euro. For more information about euro exchange with other world currencies, click [here](#).

## **3. Electricity**

Everywhere the current is 220-volt; plugs and sockets are European standard.

## **4. Mobile phones**

If you are planning on bring your mobile phone to Italy, you need to check that it is compatible with Italian SIM cards and networks, especially with smartphones. When buying a mobile phone plan you have two options. You can get a SIM only plan, where you will use your current phone and get a set of minutes, text and data. The other option is to get a plan that includes a new phone and a SIM card plan.

In Italy you only get charged for the calls you make and texts you send, and not for receiving calls or texts. There are shops that sell phones and plans from different network providers.

There are two types of SIM card plans:

- Pay as you go > you buy credit, and then your calls, texts and data will be deducted from your credit. You can add credit by calling your provider, online or at many shops and cash machines.
- Pay monthly > you sign a contract for a set amount of calling minutes, texts, and data allowance. There are different lengths of contract: 1 month rolling contract, 12 months or 24 months. Be aware that it can be difficult or expensive to end your contract early. Any calls, texts and data over your limit can be expensive, as with calls overseas. Check your plan to make sure it is right for you. Bills are normally paid by direct debit, where it automatically gets paid from your bank account each month.

## 5. Time

Italy is in the Central European Time Zone (CET). It is 1 hour ahead of Greenwich Mean Time (GMT +1). Summertime (in Italian “ora legale”) is observed in Italy as in most European countries from 1996. The time is shift forward by 1 hour to Central European Time (it always changes between the last Saturday and the last Sunday of March until October). On the contrary, the last weekend of October time is shift back again by 1 hours (in Italian “ora solare”).

## 6. Emergency Phone Numbers

Police:	113
Fire Service:	115
First Aid/Ambulance:	118
Carabinieri:	112

## 7. Public holidays in Italy

Date	Italian	English
1 January	Capodanno	New Year's Eve
6 January	Epifania	Epiphany
*	Pasqua	Easter
*	Lunedì dell'Angelo	Easter Monday
25 April	Festa della Liberazione	Liberation Day
1 May	Festa dei lavoratori	Labour Day
2 June	Festa della Repubblica	Republic Day
15 August	Ferragosto	Celebrations for the ending of the summer
1 November	Ognissanti	All Saints' Day
8 December	Immacolata Concezione	Immaculate Conception of Virgin Mary
25 December	Natale	Christmas
26 December	Santo Stefano	Boxing Day
*Easter falls on a Sunday in either March or April, and it is always followed by Easter Monday.		

For further useful information, visit the [Euraxess website](#).

## Pre-Departure Checklist

- ☐ Valid passport
- ☐ Entry Visa
- ☐ Arrange your finances/Plan a budget
- ☐ Set a meeting time with your FBK tutor
- ☐ Apply/Arrange accommodation
- ☐ Arrange travel to Italy and to Trento
- ☐ Get medical insurance (if required)
- ☐ Prepare medical documents history and medications
- ☐ Pack your bags (and ship your staff if needed)
- ☐ Photocopy important travel documents\*



\* Make also copies of all your documents and leave them with a family member at home.

## Further Information

We look forward to welcoming you!

As soon as you will arrive, you will receive more information, which will help you settle in to life at FBK and in Trento.

Please do not hesitate to contact us if you have any questions/concerns [welcomeoffice@fbk.eu](mailto:welcomeoffice@fbk.eu)

*Updated on April 2016*

WELCOME OFFICE | FONDAZIONE BRUNO KESSLER

Via Sommarive 18, 38123 Trento

Opening hours: Mo-Thu 9 a.m. to 16 p.m. Fri 9 a.m. to 12 p.m.

E-mail address: [Welcomeoffice@fbk.eu](mailto:Welcomeoffice@fbk.eu)

Phone numbers: 0461-314393/548