



Country guide for new EPIET/EUPHEM fellows
Istituto Superiore di Sanità, Rome
Italy

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Source:

<http://epietalumni.net/activities/countries-guide/>

Please note: This is a living document. If you find any information to be incorrect or out of date, or there is anything you wish to add, please amend the guide (and date it accordingly) and send the new version to your cohort representative for uploading onto the EAN country guides website. Thank you.

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EARLY ON AND GETTING STARTED

1. Registration in Italy

Residence permit/card (if needed) & Visa (if needed)

As an EU-citizen, you have the right to live in any EU country if you work there.

During the first 3 months of your stay, your host country cannot require you to register your residence. You can do so if you wish. After 3 months, your host country may require you to register your residence with local authorities, to show that you're working there and obtain a document confirming your right to stay.

Source: https://europa.eu/youreurope/citizens/residence/residence-rights/index_en.htm

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These steps is an indication in order to make things easier and simpler. Please, go through them with your site supervisor and be flexible if you need to do things differently.

Before starting is good if you obtain an official (PEC- posta certificata) email that you will need for any e-mail correspondence with governmental agencies or the municipality that you might be asked to get/send documents

This can be done by going online to aruba.it ([Home | Aruba.it](#)), make an account and when logged in you can choose the PEC email option. This is a paid service (Standard is 6.10 euros/year). There it will ask you to make your email (you can put your name e.g. daisy.emperor@pec.it, give a password and then pay. After you do this you can access your email after you log in in aruba.it or through [Webmail Aruba](#). It will need some time to activate after you pay.

Step 1 - codice fiscale

Get a “codice fiscale”. This is the Italian tax code but does not imply any tax duty *per se*. It is an Italian identification code – some functions are in common with the social security number that many other countries have.

More details are found here in English: [Individuals - Tax identification number for foreign citizens - Agenzia delle Entrate \(agenziaentrate.gov.it\)](#)

Why I need this code?: This code is highly important because it is needed for:

- Sign your work contract at ISS
- Getting your appt. contract
- Subscribe as a resident in Rome
- Get your health card (tessera sanitaria)
- Get an Italian ID
- Open any bank accounts etc.

How do I get one?

In the site is written:” Citizens of European Union may apply for the tax identification number to any office of the Italian Revenue Agency showing, along with the request for the assignment, a valid identification document (identity card or passport).”

So:

- A. This is the agency: (Agenzia Entrate- [Agenzia delle Entrate - Home \(agenziaentrate.gov.it\)](http://agenziaentrate.gov.it)). They have offices in different locations around Rome ([Direzioni regionali - Direzione Regionale Lazio - Lazio - Agenzia delle Entrate \(agenziaentrate.gov.it\)](#)).
- B. Due to COVID-19 you need an appointment ([Agenzia delle Entrate - Prenotazione appuntamenti \(agenziaentrate.gov.it\)](http://agenziaentrate.gov.it)) – Please, check the box that says “Prima richiesta di attribuzione del codice fiscale (Request your tax code for the first time)” –Please, check if it tells you what need to bring with you apart from the following. If not, you can give them a call first to verify.
- C. You need a photocopy your passport or national identity card (Please, bring along also the original).
- D. Double check what else is needed before going to the appt. through the site given above.
- E. Ask if you can get on the spot a “tessera sanitaria” or what you need to bring in order to get it.

Step 2 – Job contract, house contract

- Give at work your codice fiscale – sign your contract (Please, come into contact with them and see when and what is needed. Your site supervisor will be helping you out)
- Give to your landlord your codice fiscale and sign your accommodation contract

Step 3 – bank account (for your monthly stipend)

You will be asked at work when signing your contract to provide a bank account for your monthly deposits. For this it is advised to have a bank account in Italy. Unfortunately, most banks will not open a typical account for you without an Italian ID but you can try it!

A good temporary or permanent solution (you can decide!) is to open a post pay account with the Italian Post office. This is like a bank account, but you don't have the possibility to have a credit card or checks. But you have a debit card, online banking where you can receive and send money and you can withdraw money at an ATM (bancomat as it is called in Italy).

For this you need:

1. Find a post office near
2. Bring your passport
3. Give them an address (even if you don't have yet your contract you can still use it)

Step 4 – Roman residence

It is important, even though not compulsory, to register to the municipality of Rome your residence. This helps and solves many issues that you may face in the future. From your carta sanitaria to getting an Italian ID.

For this you need:

(Please, know that things and procedures might change. Before going on you can contact them at this number: 060606 (is the central line for all municipality issues in Rome).

1. Download and fill in this application (https://www.comune.roma.it/web-resources/cms/documents/DICHIARAZIONE_RESIDENZA.PDF) – based on the boxes you tick you will need to attach accordingly documents. For example, your contract of work in order to prove that you have a job, which is covering your expenses in Italy. Please, go through it with you supervisor.

What you probably need is:

- Passport/European ID
- Work contract
- House contract
- Codice fiscale
- A copy of your pay slip –*busta paga*–

- The application form found above filled in
2. Once you have all the documents you need to use your PEC email and send the above to the according municipality email address based on which municipality of Rome you live (check the address online). For example if you live in minicipio II of Rome you 'll have to email to cambiresidenza.municipioroma2@pec.comune.roma.it.

After you email the documents, they will come to check whether the address you gave is indeed where you live in a period of 45 days and ask you to bring the hard copies to the municipality police office for the check.

After this procedure finishes they 'll give you a certificate of residence (or might need to ask for it- please check with them).

Step 5 – Tessera sanitaria

Once you will have your residence registered you can go back and book online at the Agenzia Entrate another appointment to get your health card (tessera sanitaria). Check again online what you need to bring with you.

Once you will have your tessera sanitaria check online which are the steps to activate the CNS system. This is a way to do all bureaucratic things online. Is a type of electronic identification

Step 6 – Italian ID

In order to subscribe to the pension system (needed for work) you will need an Italian ID. The reason is that you have to do stuff online with INPS ([INPS - Servizi Online](#)) and this needs an valid Italian ID.

For the Italian ID you can apply by making an appointment with any of the different municipalities in Rome ([Gestione Appuntamento \(interno.gov.it\)](#))

- You need to have with you your passport and a “RICHIESTA DI ATTESTAZIONE DI REGOLARITA’ DEL SOGGIORNO TITOLARE” document filled in ([Modulo 17 richiesta attestazione regolarita soggiorno.pdf \(comune.roma.it\)](#))
- Where you have to give this filled in form please call 060606 and ask

2. Finding accommodation

Areas to live

The good thing about Rome is that any place will be a beautiful place to live, so choose as you wish. However, renting can be expensive, you should try to plan it as soon as possible. Also, always check how long it would take to go to the institute with public transport.

Type of housing

The main type of accommodation is an apartment. Houses are rare in Rome. If you prefer a quieter life, you may try to find accommodation in one of the surrounding villages, but be aware of the commuting times if you do so.

Terms – when looking for a flat

As when looking for a flat in any other country, check that the contract does not include any abusive clause. Also, check whether bills are included or not. If not, ask how much roughly they cost each month.

Necessary documents to get accommodation – contract

You will normally need to provide your passport/EU id, work contract and Codice fiscale.

Amenities: Internet, Telephone, Television, Gas, Electricity, Water, Heating

Internet and Telephone

You can use two websites to find a suitable and cheap internet provider: Facile.it and Sostariffe.

Gas and electricity

You may need to change the name from the previous person to you. This is called voltura in Italian. It costs between 40 and 60 euros and you need to contact the gas company to do this.

Useful websites

Housing

To find an apartment you can use one of these websites: Idealista, Casa.it or Immobiliare.

If you want to share a flat, it is advisable to look up groups in facebook. There are several of them!

3. Reimbursement of expenses

The ISS is pretty good at reimbursing the expenses in a timely manner. Nevertheless, they will ask for a few documents. The two main documents needed are “Riepilogo Trasloco” and “Foglio dati personali”. The supervisor will help you with that, but if not, you can contact us on the email below for any help.

4. Finances

Bank account

It is usually possible to have a free bank account, so find one of these and do not open one that charges you for opening it or for doing transfers.

The most popular banks are:

- Intesa SanPaolo
- Unicredit
- Monte dei Paschi di Siena
- Deutsche Bank (web banking is also available in English)

In order to open a bank account, it is essential to have the *Codice Fiscale*, but residency is not needed (although some banks may charge you more if you don't have the residency in Italy). It is

recommended to look up for the one that will have less commissions. Comparators are available online, such as [Facile.it](https://www.facile.it). Some banks might require an Italian ID to open the account.

Taxes

You don't need to worry about income tax since you get a net salary. The taxes in Italy are "automatically" paid by the ISS but might need to check with the tax rules in your home country to avoid double taxation. At the beginning of each year you will be receiving from the ISS the document that indicates the exact amounts paid for your tax Administration

Contract

Your supervisor will help you with the bureaucratic documents needed to finalise the contract. It is normally an easy process. Apart from your supervisor, there is an administration person at the department (Stefania) who will help you with everything. So don't worry!

Salary corrections

You can check your salary correction with the ECDC Fellowship Office. As an indication, check the 2016 correction factor here, around page 16:

https://ec.europa.eu/eurostat/documents/6939681/7070380/5189298_annual_report.pdf

5. Insurance

Health insurance

National health insurance in Italy is managed by the National Health Service (Servizio Sanitario Nazionale, SSN) and funded through direct taxation (IRPEF and IRAP. Healthcare assistance is universal and well organised –Italy has one of the best healthcare systems in the world¹-. Family doctor appointments are free at the point of entrance. However, you may need to pay a small fee for specialist appointments.

The important document to obtain is the **healthcare card-Tessera Sanitaria**-. To get it you need to request it to your local health authority –*Azienda Sanitaria Locale (ASL)*- after you have your residency in Italy. There are several ASL in Rome, so you need to google the one closest to your house. You will need the same documents as for the residency. Once you have the Tessera Sanitaria you can request a family doctor at the ASL

The Tessera Sanitaria can be used for different things. For example, when going to a pharmacy, always give your card, as you can request certain money back at the end of the year. More information on the Tessera Sanitaria is available [here](#).

Travel insurance

Information about ECDC Travel Insurance

ECDC travel insurance is provided by Cigna International Health Services. All staff and sponsored meeting delegates travelling on behalf of ECDC are covered by this insurance. The insurance takes effect as from the time one leaves their home/office for the meeting/mission and ends upon return to home/office. Times outside this period, including durations with private deviations, are not covered.

¹ World_Health_Organization_ranking_of_health_systems_in_2000

Coverage includes, among others, medical expenses as well as costs for repatriation in case of personal accident and/or serious illness, theft, riots etc. For medical expenses, the travel insurance is a complimentary insurance. Any costs or damages that are not covered by the primary insurance (private, national or corporate) will be supplemented by the travel insurance upon a written declaration that such expense had not been covered.

Please note that the ECDC Travel Insurance is only a "top-up" insurance and everyone are expected to have a travel insurance (professional or private) already.

It is recommended to always bring your European Health Insurance Card when travelling in Europe.

Source: ECDC EVA

6. Leaving the country

Suggested removal companies

To be updated

Places to deregister from

Airports

Rome has two airports - Fiumicino (Leonardo da Vinci) and Ciampino. Fiumicino This is Rome's main airport and is well-connected with the centre during the day by an express train. The express train between Fiumicino Airport and Stazione Termini (Rome's main train station) the journey takes about 30 minutes. There are also slower and cheaper trains to other stations, consider them if not going explicitly to Termini. The trains departs from and arrive at Termini station and runs from 6.30am till 11.30pm, slower trains SOMETIMES also later. Given the changes in the train schedule you can be checking Trenitalia (the website of the Italian trains company that manages the airport trains). Bus is the cheapest option to reach Termini, and at least on Sundays are relatively fast. Ciampino Rome's smaller airport, is mostly used by charter flights and budget airlines (e.g. RyanAir). To get to the centre from this airport, take COTRAL bus, get off at Metro A: Anagnina station, then to Termini Station. Also there are a lot of buses from Ciampino to Termini station.

AT WORK

7. The institute: Istituto Superiore di Sanità

Getting to & from the City/Institute

The main building of the ISS is in *Via Regina Elena 299*. To get there you can take Metro B and stop at "Policlinico". It is only five minutes away from there. It is also 20 minutes walking from the main train station (Termini). There are several buses and a tram that can get you there, depending on where you are. Check the app Moovit to find how to get there from your location by public transport.

The ISS is a big complex and it is important to know that the building where you will be based is not the main one, but a building at *Via Giano della Bella, 34*. This is 10 minutes walking from the main building. To arrive there you can either take Metro B and stop at “Bologna”, take a bus or walk from another train station (Tiburtina), which is 10 minutes away.

Your office space

You will be based in an office in the 3rd floor of the building at *Via Giano della Bella*. You will normally share the office with other two people. People are very friendly in the department.

Access card

You will be given a badge that can be used to access any building of the ISS. As you are employed by ECDC, you do not need to worry about checking in/out hours.

Laptop and mobile

You will be given a laptop to work. Mobile phone is not provided.

Remote Access

You can bring the laptop at home but consider that most of your work will be stored in clouds which can be accessed from your personal laptop.

Holidays

You are entitled to the same days as the Italian workers.

Public Holidays

You can check public holidays in Italy in [this](#) website.

Working Time

Normal working hours are 09:00 to 17:00. However, it is flexible and can be accommodated to your needs. You do not need to check in our out, but you need to keep a good communication flow with your supervisor and co-supervisor.

Lunch

You can buy lunch at the canteen in the institute. Being in Italy, there are around 1000 places where you can buy nice and cheap lunch in a radius of 3 minute walking from the ISS. You can also bring your own lunch and have it with other colleagues at the department.

LIVING IN ITALY

8. Culture (dos and don'ts)

DOs

- People are aware on how difficult it is to move to a new country, especially if you don't speak the language. Do ask for help to the people in the institute. They are extremely helpful and they have supported fellows that didn't speak Italian.
- Enjoy as much as possible living in the *Città Eterna*. This will be the most beautiful place you will ever live, so enjoy it as much as possible.
- Do enjoy Italian and Roman cuisine. Get familiar with the typical pasta from Rome: carbonara, gricia, amatriciana and cacio e pepe. Do ask for advice to the several experts at

the department on how to prepare them at home. Try the pinsa romana (typical pizza from Rome) even though it is controversial for other italians (mainly napoletanians) whether this format of pizza is acceptable. Make your own opinions on food and build up good arguments to defend them passionately in any discussion.

- Be patient. Living in Rome can be stressful. Don't be stressed.
- Learn Italian.
- The social norm indicates that when you meet someone (man or woman) you shake their hand. Once you get to know the person (might be 30 minutes after) you normally kiss them (man or woman). Two kisses. First with your left cheek. I clarify this because it might be different from your home country.
- Do try to understand Italian politics.

DON'Ts

- Under no circumstances order a cappuccino with lunch. Rumor has it that some places will refuse to serve you. Other Italians present at the premises will look at you with contempt. However, you may try to have a cappuccino in the vending machine at the ISS, but make sure that no one sees you ordering or drinking it as it would affect your professional and personal relationships.
- Under no circumstances ask for pizza with pineapple. It just doesn't exist here and the waiter may report you to the local authorities if you do so.
- Don't expect to understand Italian politics

9. Public transport

There are three lines of metro: A, B and C. Several trams and buses are also available, as well as regional trains. You can use Google maps to check how to get anywhere with public transport, but the best app/website are Citymapper and Moovit. It has real time information on buses/trams/metro.

Public transportation tickets must be purchased in advance from tabacchi, newsstands, bars, or vending machines (also inside the bus, which require exact change) and major bus/metro stops. You can also purchase them with an app called "myCicero". Monthly travelcard cost around 35EUR, yearly travelcard 250EUR. You'll need at least a picture and perhaps a passport (or equivalent) for the yearly ticket and the codice fiscale.

More information on the company that runs public transport in Rome (ATAC) [here](#).

If you want a taxi, it might be challenging to find one free stopping them at the street, so it is advisable to use one of the apps: either Uber, Wetaxi or appTaxi.

10. Cycling in the city

Cycling infrastructure is not as developed as in other capital cities in Europe, given the geography of Rome. However, you will find cycling lanes in several places and there are electric bicycles that can be hired around the city.

11. Sharing mobility: car, scooter, electric scooter and bike sharing in Rome

According to some, all the roads led to Rome, and even if city's roads are far from eternal and in serious need of a revamp there are several services for car sharing in Rome. By sharing one mustn't worry about paying for parking, insurance, or for gas—it's all included .

The sharing isn't limited to cars, and also includes scooters, e-scooters and bikes. All services are paid for and reserved through easy and ready to use apps. Each service has a different pricing range, its own app, and different vehicles to choose from.

To know the regulations, costs, obligations and limitations look at the websites of the providers.

Down here some mobility sharing providers:

CAR

<https://www.share-now.com>

<https://enjoy.eni.com/en/roma/home>

<https://romamobilita.it/it/carsharing>

SCOOTER

<https://www.zigzagsharing.com/it/>

<https://www.cooltra.com/it>

https://movilidad.acciona.com/it_IT/roma/

E-SCOOTERS

To provide electric scooter sharing service in Rome there are several companies: **Helbiz, Lime, Bird, Wind, Dott and Link**. For all these companies, payment is made in the same way, via app and payment by credit card or debit card.

BIKE SHARING

An ecological and anti-traffic alternative that integrates the system of public transport, ideal for small trips.

Lots of providers for bike sharing: Lime, Ridemovi (<https://www.ridemovi.com/it/>) and others.

Bicycles are made available in specific areas, near tourist areas or stations, in special parking lots. To rent them, just download an app on your smartphone and unlock the vehicle by framing the QR code or through a contactless card.

12. Language schools

A language school near the institute is Torre di Babele (<https://www.torredibabele.com/en>). There are many other language schools that you can choose from. The “Expats living in Rome” community also organizes courses both private or in groups (<https://www.expatslivinginrome.com/>).

13. Recreational Activities, sports, worth visiting, meeting people

There are plenty of things to do in Rome. Several websites can help you to get information on the events occurring, such as [RomaToday](#).

I won't cite all the sights to visit in Rome because you probably know them.

About meeting people, Italians are normally friendly people, so try to socialise as much as possible.

You can use apps such as *meetup* to find gathering events happening nearby.

If you are single and want to use this opportunity to find a *ragazzo/a* (may help you with the Italian), you can use apps such as Tinder/Facebook dating. Or if you are old school, you could try your seducing skills at any night bar in the Trastevere area.

14. Supermarkets

There are plenty of markets and supermarkets in Rome. The city is also full of fruit shops, butchers (macellerie) and fishmongers. Food is generally cheap and quality is fantastic.

SPECIAL CONSIDERATIONS

15. Moving in with a family

When moving with a family it is important to get a Codice Fiscale and a Tessera sanitaria for your children. You can do it following the same steps explained above. Once you register in the ASL you can ask for a paediatrician for the children.

Look up for a kindergarden (*asili nido*) if you need so. The price is around xxx euros per month

CONTACT

16. Key contacts at your institute

Secretariat

Your supervisor will inform you about this. The administrative person at the department is Stefania Giannitelli. She is a lovely person who will help you with anything.

HR

Finance

17. Contact information of current and previous fellows

Feel free to contact the current fellows. They have lots of additional information that they are happy to share with you.

Name	Cohort	Email	Nationality, moved from→to	Moved with partner/family
Alberto Mateo Urdiales	2019	Amateo250@hotmail.com	Spanish, moved from UK	Partner and a child
Xanthi Andrianou	2017	x.andrianou@gmail.com	Greek, moved from Cyprus	Single
Lorenzo Bandini	2021	lorenzobandini@hotmail.it	Italian	