

# INTERNATIONAL PHD CANDIDATES HANDBOOK



This handbook is addressed to international Ph. D. candidates and includes information useful to organize their arrival and stay in Torino. This information is deepened on [UniTO Portal](#) and on the [Doctoral School website](#).

## TAX CODE

Tax identification code (Codice Fiscale) is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth. It is an essential document, used by the Public Administration to identify the citizens living in Italy. Tax Code is required to apply for residence permit, to open a bank account, to enter into a tenancy agreement, to receive the payment of a scholarship, to earn a salary and carry out other procedures/activities. All those living in Italy need to have their own.

If you have not obtain it yet at the Italian consulate before leaving, please, apply as soon as you come to Torino at [Agenzia delle Entrate](#).

## UniTO CREDENTIALS AND SMART CARD

PhD candidates will receive their **UniTO e-mail accounts and credentials** by e-mail after the official start of the Ph.D. Program.

Each Ph.D. candidate has two webmail accounts and two profiles, as a student (@edu.unito.it) and as a Ph.D. candidate (@unito.it), on which official communications are sent.

You can use both Teaching online services (MyUniTo student profile, where you can also find fees invoices. You can access it with your credentials as a student) and Research online services (MyUniTo Ph.D. candidate profile, Intranet, payslips, IRIS etc., which you can access with your SCU credentials as a Ph.D. candidate).

For further information or technical support, please, see the [specific webpage](#) on the UniTo Portal.

**Smart card for Ph.D. candidates** is available in electronic format only. To display your Smart Card, you must download MyUnito+ App and login with your credentials as a student. All useful information about MyUnito+ App are available at the [specific webpage](#) on UniTo Portal (in Italian only).

## EDISU SERVICES

[EDISU Piemonte](#) is in charge of a range of students services such as housing, canteens, study halls etc. To benefit from the EDISU services you have to obtain an EDISU smart card. For further information, please, see the [specific webpage](#)

## INPS REGISTRATION

After the beginning of the Program, you have to register with [INPS gestione separata](#) as a "Lavoratore parasubordinato". Please, see [here](#) how to register. Foreign citizens must before apply for an INPS PIN code. Among the e-mail attachments, you can find a guide about how to request it.

## PURSUING A Ph.D. DEGREE



The [Doctoral School website](#) includes the main information about the PhD path, such as information about complementary training, attendance, fees, financial aid, certificates etc. Please, note that in Italy Ph.D. candidates are students enrolled in a third cycle degree program. You can also find many answers to your questions reading our [FAQs](#).

## COUNSELLING: SUPPORT AND WELLBEING

### [Passi@UniTo: counselling for international students](#)

This free counselling service is specifically addressed to all international students at the University of Turin. You can make an appointment by emailing the counselling team at [passi@unito.it](mailto:passi@unito.it) and specifying your name and surname, nationality and phone number. Head of Project: Prof. Simona Taliani. E-mail: [passi@unito.it](mailto:passi@unito.it)

In order to register with the service, you'll need to fill in the registration form on the website: [UniTO listening space](#)

## OTHER USEFUL INFORMATION/LINKS

### [UniTO Infopoint](#)

The **Infopoint** is an information space with the function of promoting the University of Torino in a welcoming environment where students and graduates can approach the University.

### [Libraries](#)

### [Canteens](#)

### [Public transportation](#)

### [Shared transportation](#)

### [Sport \(CUS Torino\)](#)

## Housing:

### University residences:

### [EDISU Piemonte](#)

### [Collegio Einaudi](#)

### [Osservatorio Piemonte](#)

### Other useful links:

### [Study in Torino](#)

### [Sportello Abitare Giovani](#)

### [Cerco alloggio](#)

### [Sportello casa Piemonte](#)

### [Camplus and Camplus Torino Regio Parco](#)

### [Stesso piano](#)

### [Torino Giovani](#)



## EXTRA UE CITIZENS

### RESIDENCE PERMIT

Extra-EU citizens must submit the residence permit application in an authorised post office **within 8 working days** after their arrival in Italy.

The Post Office provides a kit including the application form and instructions on how to fill it in. You can use your invitation letter as an evidence of your status as a PhD Candidate at UniTO.

For further information and support in applying for residence permit, please, visit the [specific webpage](#) on UniTO Portal and contact the Incoming Office.

E-mail address: [office.incoming@unito.it](mailto:office.incoming@unito.it) /  
Telephone number: +39 011 6704367

### HEALTHCARE

Information about Italian healthcare are available on the [EDISU website](#). We strongly recommend you to **register with the National Health Service** (Servizio Sanitario Nazionale-SSN) which provides universal coverage to citizens and residents. Voluntary registration on the National Healthcare System has a validity of a calendar year (1<sup>st</sup> January–31<sup>st</sup> December), it is not apportionable and cannot be back dated. Registration for students costs 149.77€ per year. Extra UE citizens can register with SSN only after obtaining a residence permit.

If you are not yet registered with SSN, please, note that in order to obtain the residence permit, a private

health insurance must be purchased (you can buy it both before leaving or after arriving). Further information about healthcare are available on the [EDISU website](#) or contacting: [ezio.chionio@edisu-piemonte.it](mailto:ezio.chionio@edisu-piemonte.it)/ + 39 334 100 6710 (from Monday to Thursday from 8 am to 4 pm/ Friday from 8 am to 12 noon).

**Ph.D. candidates from countries with bilateral agreements** benefit from the National Health Service: you need to get a specific health certificate from the Health Service Institutions of your home country. The list of countries Australia, Brazil, Croatia, Bosnia Herzegovina, Macedonia, Serbia and Montenegro, Principality of Monaco.



## UE CITIZENS

### HEALTHCARE

All necessary health care is covered by the Italian National Healthcare System: you need to have the **European Health Insurance Card (EHIC)**. Please contact the health authorities in your home country for information and/or get one before leaving for Italy. This card ensures that you will have the same access to the public healthcare system as an Italian citizen.

Further information about Italian healthcare are available on the [EDISU website](#). For further information about healthcare, please, contact: [ezio.chionio@edisu-piemonte.it](mailto:ezio.chionio@edisu-piemonte.it)/ + 39 334 100 6710 (from Monday to Thursday from 8 am to 4 pm/ Friday from 8 am to 12 noon).

## OPENING A BANK ACCOUNT

Opening a bank account in Italy can be useful for receiving a scholarship or for payments in your everyday life in Turin.

Please, note that extra-EU citizens may be required to hold a residence permit in order to open a bank account. However, requirements, terms and conditions, policies, vary from bank to bank: check the banks' websites for information.

Please, visit the page [Financial aid](#), on the Doctoral School website, for further details.

Each academic year, Ph.D candidates are required to pay only a regional fee for the right to education, a duty stamp and a SIAE fee.

Taxes and fees rules are available [here](#).

## ITALIAN LANGUAGE COURSES

Ph.D. candidates who wish to learn or improve their Italian knowledge can attend courses organised both by UniTo and the Doctoral School.

For further details, please, visit the page [Complementary Training](#) on the Doctoral School website and the page [Italian Language Course](#) on the UniTo Portal.



## FINANCIAL SUPPORT AND FEES



Ph.D. candidates have the possibility to benefit from different typologies of financial support. Indeed, UniTo makes available scholarships, scholarship increase for period abroad and a budget for research and training activities.

### CONTACTS

Ph.D. Office

[dottorati@unito.it](mailto:dottorati@unito.it)