

SAIS CHECK-LIST

As bureaucratic deadlines are crucial in exchange programs, we recommend you to mark these deadlines on your calendar and to take action in advance.

Listed below there are some information and reminders.

● Before your arrival in Bologna

✓ **Didactics**

Search some information about University courses by asking your exchange coordinator in your country, in Bologna or by clicking [here](#).

Verify if the courses have been activated for the semester you're interested in, check the lessons timetable and their locations, in order to better plan your courses.

✓ **Visa and Residence in Italy**

Find out what the bureaucratic procedures for your entry and stay in Italy are, by asking your University, Embassy or by clicking [here](#).

✓ **Medical Insurance**

Get information about Health Care in Italy and the need for insurance, by clicking [here](#).

✓ **Accommodation:**

- Make sure you know the city of your University Department (Bologna, Campus Forlì, Cesena, Ravenna...), then verify where you are going to take classes and outline the areas of your interest, with a view to the distance and public transport
- Do some research on rental costs and accommodation opportunities (link SAIS)
- Think about booking an accommodation at a distance or plan a trip to Bologna to search for a home in advance. The search for accommodation can be difficult, for this reason it is better to make a reservation in advance, in order to have time to dedicate to your studies as soon as you arrive.

● After your arrival in Bologna

✓ **Check-in:**

Confirm and register your arrival at the University International Desk. For further information, click [here](#).

✓ **Didactics**

If you are an exchange student, contact your coordinator and ask for more information about didactics.

If you are a student enrolled for the whole Degree course, we advise you to contact the Secretariat of your Degree course. [Here](#) you can find a list of UNIBO Secretariats.

✓ Get your **Codice Fiscale** (link SAIS)

- ✓ Seriously consider buying an italian **Sim Card**: it will be easier to communicate with Landlords and your italian classmates (link SAIS)

- ✓ **Accommodation:**
Se hai già trovato alloggio, verifica che la procedura di prenotazione sia completa, richiedi una
If you have already found accommodation, check whether the booking procedure is complete, ask for a copy of the contract, together with the registration at Agenzia delle Entrate.
If you are still searching, visit our website Sais.

- ✓ **Bank Account**
If you plan a long stay, it could be useful for you to open a Bank Account in Italy.
Charges may apply to current accounts, but some Online Banks limit them. We advise you to check online which banks are more advantageous.

- ✓ **Italian Language Course**
Sign up for an Italian Language Course at [Centro Linguistico d'Ateneo](#) (Do it as quick as possible, it's an opportunity not to be missed) or visit the Facebook page [The Tandem language learning Bologna](#).

● Before Leaving

- ✓ Don't forget to **Check out** at the International Desk and to complete the University bureaucratic procedures. Click [here](#) to get more information.

- ✓ **Deactivate** your italian **Sim Card**
- ✓ Make sure you **close** your **lease contract** properly.
- ✓ **Close** your **Bank Account**
- ✓ If you applied for the residence, contact the Municipality of Bologna to communicate your change of address or your leaving.