



Ca' Foscari  
University  
of Venice

[www.unive.it](http://www.unive.it)

# WELCOME TO CA' FOSCARI UNIVERSITY OF VENICE







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# Who is coming in Venice to study?

[www.unive.it](http://www.unive.it)

- Degree Seeking students
- Double and Joint Degrees students
- International PhD students
- Exchange Students
- Incoming Visiting Students







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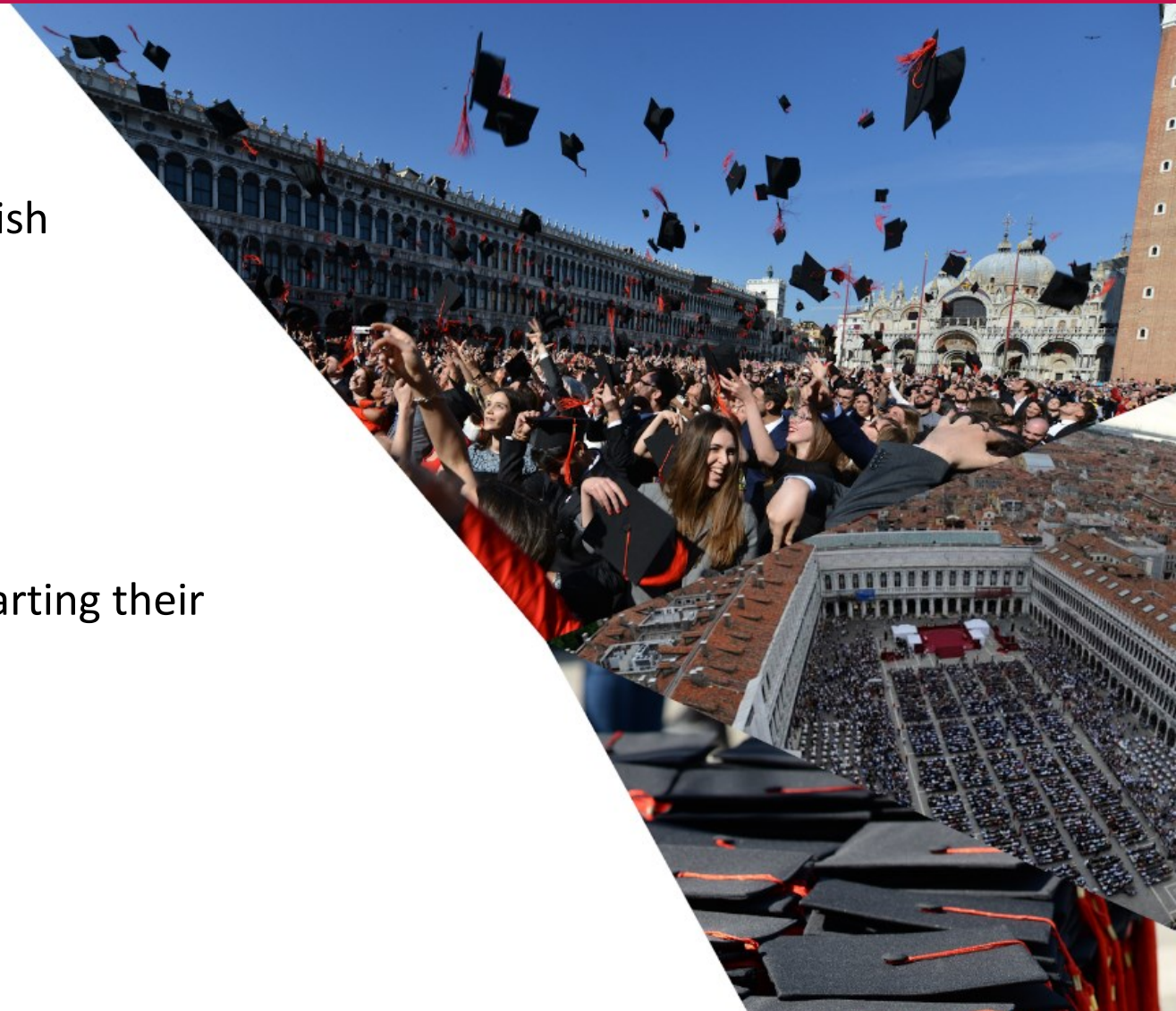
# Who is a Degree Seeking student?

[www.unive.it](http://www.unive.it)

**Students holding international qualifications** who wish to enrol (or have already been enrolled) to a:

- 3-years bachelor's degree programme
- 2-years master's degree programme
- Joint or Double bachelor's or master's degree starting their programme in Venice

in order to obtain a qualification at Ca' Foscari.







## Who is a Double or Joint degree student?

**Students** participating in very international BA or MA programmes designed in cooperation with partner Universities all over the world, entailing a study period abroad, leading to the award of either:

- two diplomas (**double degrees**)
- or one diploma recognized by all partner Universities (**joint degrees**)





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# Your journey towards Ca' Foscari

[www.unive.it](http://www.unive.it)



1. Application on [apply.unive.it](http://apply.unive.it);
2. Evaluation of the entry requirements;
3. Letter of enrolment eligibility;
4. (ONLY for NON-EU students residing abroad) Pre-enrolment on Universitaly and VISA application;
- 5. Enrolment at Ca' Foscari University!**





Procedures, deadlines and fees for enrolment vary depending on where you come from:

- **EU students and equivalent** are citizens from European Member States and from Norway, Iceland, Liechtenstein, Swiss Confederation, Republic of San Marino, Holy See and citizens of non-EU countries regularly residing in Italy (i.e. holding a permit of stay valid for enrolment).
- **Non-EU students who require a visa** are citizens of non-European countries who require a visa for long-term stay in Italy valid for enrolment.

**Important! You must hold all the required documents for finalize the enrollment process.**

**Check the presentation on the enrolment procedures for detailed information [at this link!](#)**





# Deadlines for enrolment

PROGRAMMES	NON-EU STUDENTS REQUIRING A VISA	EU STUDENTS AND EQUIVALENT
Limited-access BA	December 19th, 2023	See call for applications
Open-access BA	December 19th, 2023	October 2nd, 2023 (OR October 31st, 2023 + penalty fee)
Limited-access MA	December 19th, 2023	See call for applications
Open-access MA	December 19th, 2023	October 2nd, 2023 (OR December 19th, 2023 + penalty fee)

**IMPORTANT! Different deadlines for enrolment if you apply for regional scholarship and incentives:**

- **2nd of October 2023** for bachelor's degree programmes;
- **19th of December 2023** for master's degree programmes.

**Note:** the application for regional scholarship and other incentives must be submitted through your Personal Area on [www.unive.it](http://www.unive.it) within **2nd of October 2023**. More information on the call for regional scholarship and other incentives, available on the [webpage Scholarship and Incentives](#).



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# Tuition fees, scholarships and incentives

www.unive.it

EU STUDENTS AND EQUIVALENT	NON-EU STUDENTS REQUIRING A VISA	TUITION FEE WAIVER AND CRUI/MAECI SCHOLARSHIP HOLDERS
<b>Three instalments for 2023/24 academic year:</b> <ol style="list-style-type: none"><li>1. see deadlines for enrolment (slide 5)</li><li>2. to be paid by 11/12/2023</li><li>3. to be paid by 15/05/2024</li></ol>	<b>Three instalments for 2023/24 academic year:</b> <ol style="list-style-type: none"><li>1. to be paid by 19/12/2023 (unless you apply for regional scholarship - only for BA)</li><li>2. to be paid by 11/12/2023 (if you pay the first instalment after December 11th, this instalment will be postponed to December 22nd 2023)</li><li>3. to be paid by 15/05/2024</li></ol>	<b>One reduced instalment for 2023/24 academic year:</b> <ol style="list-style-type: none"><li>1. to be paid within the deadline for enrolment</li></ol>

Ca' Foscari offers a variety of **financial aids**, for more information contact the [Financial Aid Unit](#):

- Regional scholarship
- Exemptions and reduction of fees
- Student loans







# Academic Year

- The academic year, the period in which courses and exams take place, **begins in September** and **ends in August of the following year**.
- It is divided into **two semesters**, and, for Economics and Management, Arts and Humanities and Public Policy and Social Change only, these two semester are divided into two more periods.

First Semester		Second Semester	
From September to January		From February to June	
<b>Period I</b> September - November	<b>Period II</b> November - December	<b>Period III</b> February - end of March	<b>Period IV</b> End of March - May





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# Study plan, classes and exams: an overview

[www.unive.it](http://www.unive.it)

Campuses are in charge of this matters, if you have any questions, contact them!

- You can start **attending classes** even if your enrolment has not been finalised, using the **provisional login information**.
- Your **study plan** is the **list of learning activities** that you have to take. It has to be filled out in your Reserved Area in order to register to exams.
- **To take exams** you must be **enrolled** and you have to **register** online in your Reserved Area during the due registration periods.
- For each activity you will have to pass an exam with a **passing grade**. The **Italian grading system** works on a scale from **18** (minimum) to **30** (maximum).
- **Once you receive a grade** for the exam, you have either **to accept or refuse it**. Keep in mind that if you do anything, the grade will register automatically.
- **Only if you pass the exam** of a course will you obtain the **relevant credits** (CFU). Exams usually give 6 or 12 credits (CFU).







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## Buddy Programme: who is a buddy?

[www.unive.it](http://www.unive.it)

- A Buddy is a **Ca' Foscari student who acts as a mentor** to international students by **facilitating their integration** into university and city life;
- They will help you become **familiar** with university courses, and various locations and services associated **with life in Venice** and its cultural environment.
- If you wish to **meet your buddy** you can write an e-mail to [buddy@unive.it](mailto:buddy@unive.it)





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## University buildings

[www.unive.it](http://www.unive.it)



Venezia

Mestre



Porto Marghera

Treviso

Roncade





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# University Library Service

www.unive.it

Ca' Foscari's University Library System has various libraries across Campuses:

- [Cultural Flow Zone – CFZ](#)
- [Library of Economics \(BEC\)](#)
- [Library of Foreign Languages And Literatures \(BALI\)](#)
- [Library of Humanities \(BAUM\)](#)
- [Library of Mathematical, Physical And Natural Sciences \(BAS\)](#)

For further information, please visit [the webpage of the University Library System](#).





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## CartaConto (student card)

[www.unive.it](http://www.unive.it)

- The **CartaConto** is your **student ID** and you can use it to **access University services**, such as:
  - access University libraries and request books;
  - make photocopies;
  - get student discounts (where available) in public transport, museums, ...
- Ca' Foscari has an **agreement with Gruppo Crédit Agricole Italia**, therefore, if you wish to, you can **activate it as a prepaid card** and use it to make and receive payments.
- It will be ready approximately **3 weeks after the finalization of your enrollment**: you will receive an email by the Immigration Team with all instructions on how to collect it.



**You are highly recommended to activate it in order to receive the scholarship or any fee refund you might need!**





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# Enrolment certificate: what do I need it for?

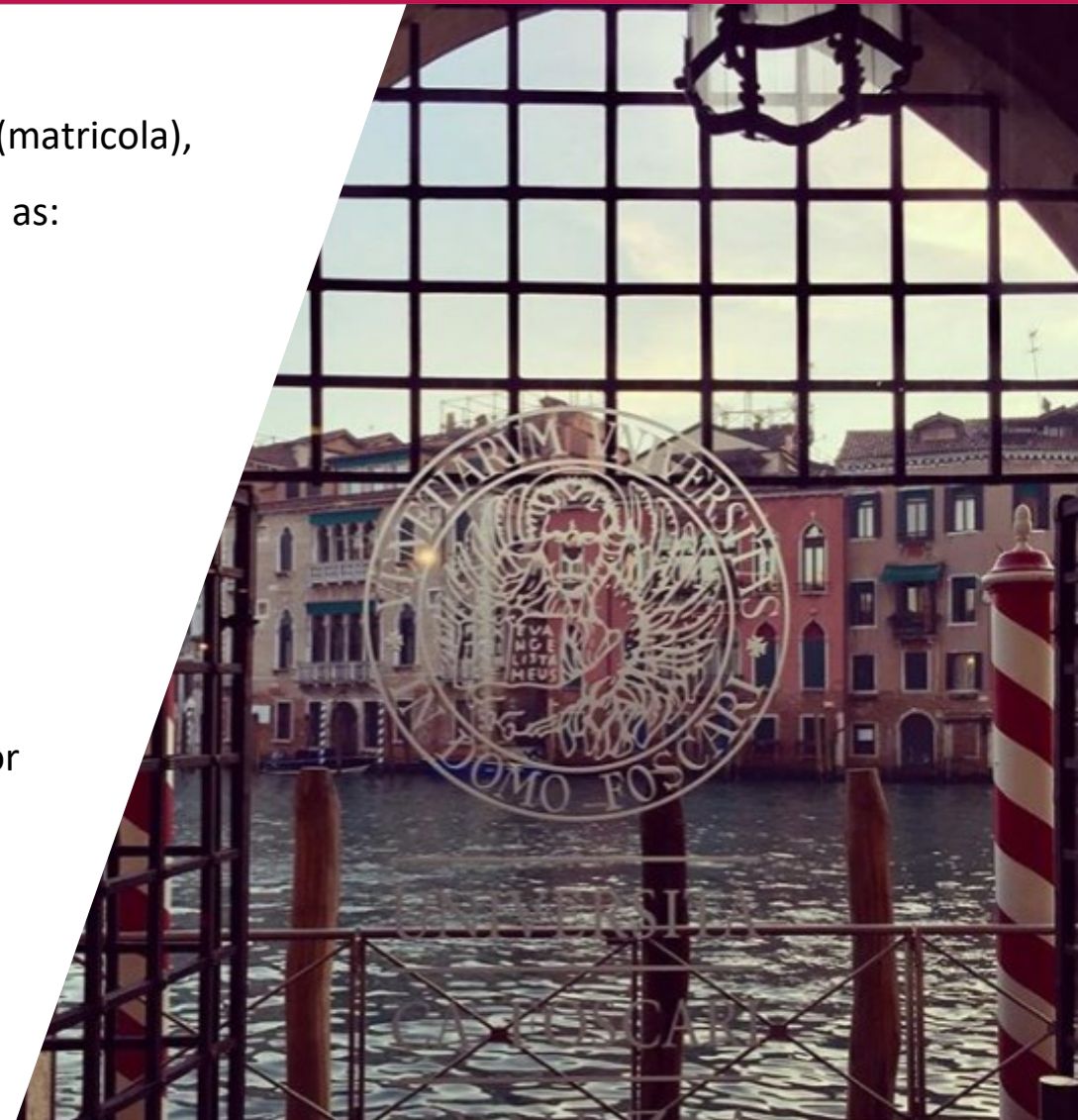
www.unive.it

Once your enrolment is finalized and you have received your student number (matricola), you can **request the enrolment certificate** for administrative procedures, such as:

- Residence permit application (issued in Italian by the Welcome Unit)
- Enrollment in the National Health System
- VeneziaUnica Card (public transport)
- Opening a bank account in Italy

The **Welcome Unit** issues enrolment certificates only in Italian language and for immigration purposes (above-mentioned).

If you need officialized certificates for other purposes or in English you should request it to the [Student Administration BA and MA](#) desk.



## Italian Residence Permit

**Non-EU citizens** staying more than 3 months in Italy must apply for a **Residence Permit** (*Permesso di Soggiorno*), even if they have a long term visa.

How to request the residence permit:

- [Checklist](#) with procedure step-by-step and mandatory documents;
- [Instructions](#) on how to fill in the application form;
- [Frequently asked questions](#).

**→UNI-QUEST HELP DESK!**

Available by [appointment](#) on Tuesday from 9.30 until 12.30  
@ Ca' Foscari main building, Dorsoduro 3246 ground floor

Online “Immigration Workshop” 28/09 10:00 AM

<https://unive.zoom.us/j/84139630540>



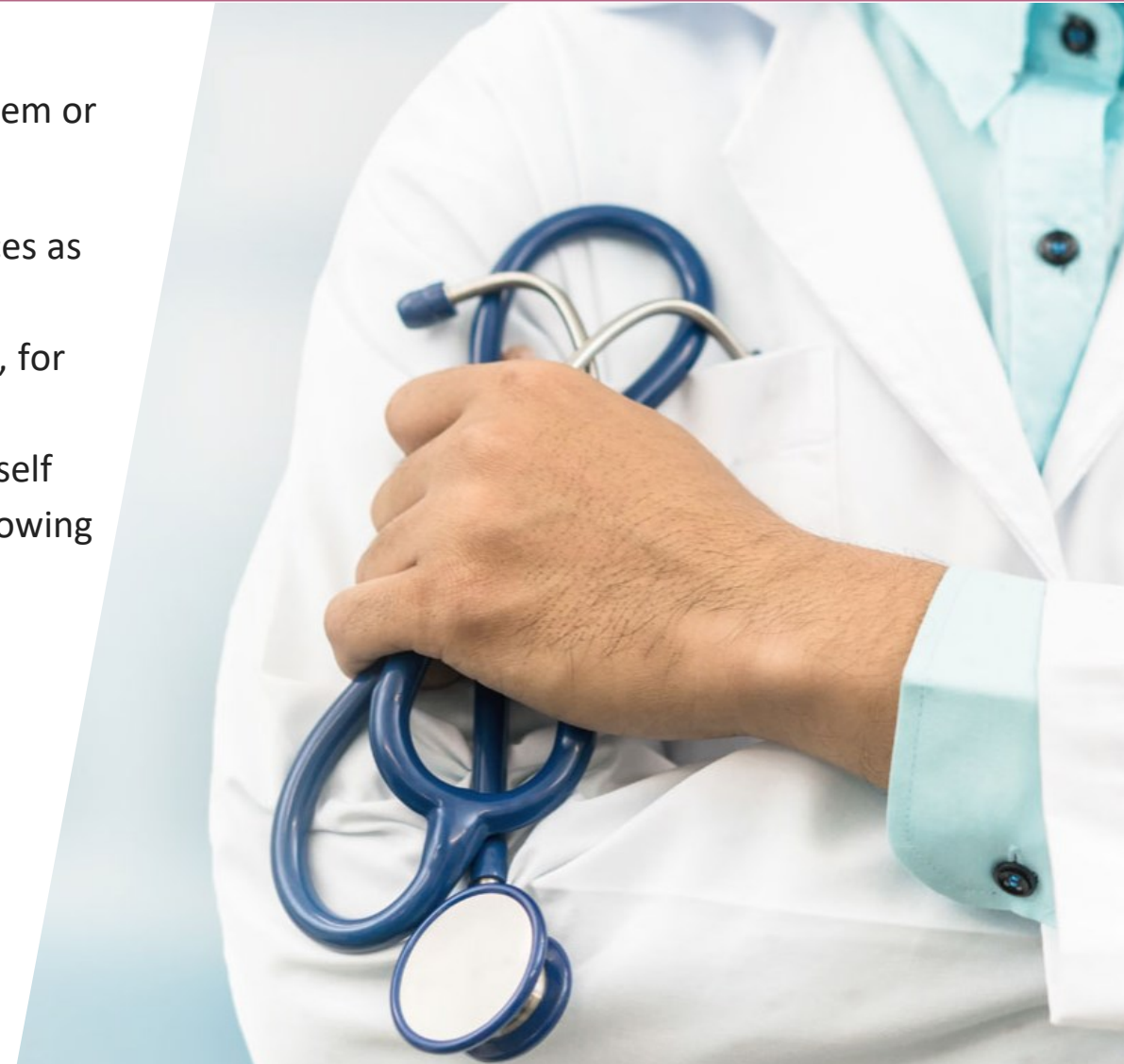




**Non-European students** can decide to either enroll the National Health System or purchase a private health insurance.

- The **Italian National Health Service** will guarantee you the same services as Italian citizens.  
Here there is a [checklist](#) explaining in detail the registration procedure, for further info also check our [Students: your stay, insurance, transports](#).
- A **private health insurance** is also accepted, but you must inform yourself about registration procedures. Keep in mind that it must meet the following requirements:
  - it must be valid in Italy;
  - it must cover the risk of illness and accident;
  - it must be made out in your name;
  - it must be valid at least one year.

**European students** holding the the [European Health Insurance Card \(EHIC\)](#) are covered by the Italian National Health Service for all basic healthcare.





## Tax code (Italian *Codice Fiscale*)

- The Italian *Codice Fiscale* is personal for every individual and it consists of a code of 16 alphanumeric characters;
- The *Codice fiscale* is valid only if released by the Italian Embassy/Consulate or by Agenzia delle Entrate (Italian Revenue Agency);
- The tax code you received while applying on [apply.unive.it](https://apply.unive.it) and/or on University is **only provisional, it is not the official one**;
- It is compulsory to **register accommodation contracts, open bank accounts, and receive scholarships or payments in Italy.**



### CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

This is your *codice fiscale*!

CODICE FISCALE  
RSSMRA80A14H501E



RSSMRA80A14H501E

COGNOME

ROSSI

NOME

MARIO

COMUNE (O STATO ESTERO) DI NASCITA

ROMA

DATA DI NASCITA  
14/01/1980

DATA 21 APRILE 2021

IL FUNZIONARIO



UFFICIO

CONS.GEN. D'ITALIA - LONDRA





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# How to write *proper* emails to Ca' Foscari's staff and professors

www.unive.it

## DOs:

- Use your institutional email MATRICOLA@stud.unive.it;
- Identify yourself by name, surname and matricola number;
- Be polite and wait patiently for an answer: professors and staff are people too :)
- Explain in detail what you are writing for and the problem you are facing;
- You can write either in English or Italian language.

Good morning sir/madam

I am

Matriculation

I am writing to you about Certificate of Enrolment document. How can i get it?

Best regards

Dear Madam/Sir,

My name is ... an International student majoring Philosophy, International, and Economic Studies. I am writing in order to receive certificate of enrollment because I have not received it yet and I really need it to proof that I am a student in Ca' Foscari University of Venice.

## DON'Ts:

- Use different personal email addresses;
- Assume that professors and staff remember everything about you;
- Use slang or abbreviations: it is a formal email and we don't know each other;
- Forward the same email or reply after some hours/days;
- Wait last minute: usually an answer will come in 7 working days.

(nessun oggetto)

Pizzz plz arrange some seats of tolc at home of through ca foscari just give me one seat.

I spend whole the day at cisia calendar but there is no date or tolc at home through any university .

I am very sad because I meet date of August months but there's nothing appearing.

Hello!

I reached Venice since Friday 26/8

And I need to come to begin the residence permit process and enrollment?

Can I come tomorrow or what?

Thanks!



# How to book an appointment

- Until now, you have been in touch mainly with the staff of the Welcome Unit, but during your study path you will probably need to talk to **other offices' staff**.
- It is always **mandatory to book an appointment** to meet both professors and administrative staff.
- Appointments will be available mainly **online**.
- On [unive.it/myreservations](https://www.unive.it/myreservations) log-in with your Ca' Foscari credentials (even your provisional ones) and select the office or **the service you need**.
- If you cannot find an available slot, it means that they all have already been booked. Please **wait for the next appointment** to be available online or write an email.
- Note that you can't be attended if you come to any office **without an appointment**.







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# Housing Office and canteens

www.unive.it

## ACCOMMODATION

The [Housing Office](#) is in charge of supporting students in finding accommodation.

They can support you in finding a place where to stay in:

- regional government residences;
- private residences;
- shared private apartments.

## CANTEENS

[ESU Venezia](#) is in charge of the university canteens where Ca' Foscari students can eat at discounted prices.

More information available at [Housing and Canteens](#).





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# How to reach the Welcome Unit

[www.unive.it](http://www.unive.it)

## Degree-seeking students:

[welcome@unive.it](mailto:welcome@unive.it)

Enrolment and University

## Joint and Double Degree:

[jointdegree@unive.it](mailto:jointdegree@unive.it)

## Immigration procedures:

[immigrationteam@unive.it](mailto:immigrationteam@unive.it)

Tax code, residence permit, health insurance, Carta Conto,  
enrolment certificates for immigration related procedures







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## Welcome Guides

[www.unive.it](http://www.unive.it)

Scan the QR code to see the new Welcome Guide for 2023/24 academic year:

English



Italian





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## Register for picking up your welcome kit

[www.unive.it](http://www.unive.it)

Scan the QR code to fill out the registration form:







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## Ca' Foscari Social Media

[www.unive.it](http://www.unive.it)



[facebook.com/cafoscar](https://facebook.com/cafoscar)



[facebook.com/groups/cafoscarinternational](https://facebook.com/groups/cafoscarinternational)



[twitter.com/cafoscar](https://twitter.com/cafoscar)



[instagram.com/cafoscar](https://instagram.com/cafoscar)  
[instagram.com/studentlifeinvenice](https://instagram.com/studentlifeinvenice)



[linkedin.com/school/cafoscar](https://linkedin.com/school/cafoscar)



[youtube.com/youcafoscar](https://youtube.com/youcafoscar)



[flickr.com/cafoscar](https://flickr.com/cafoscar)



[telegram.me/cafoscar](https://telegram.me/cafoscar)







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A wide-angle photograph of the Grand Canal in Venice, Italy. The canal is filled with water, and several boats, including gondolas and larger tour boats, are visible. The canal is flanked by tall, historic buildings with red-tiled roofs. In the background, the St Mark's Basilica is visible. The sky is blue with some clouds.

**THANK YOU FOR JOINING US!**