A.Y. 2018-2019

GUIDE FOR INCOMING EXCHANGE STUDENTS

What to do upon arrival

Step 1 - At Roma Tre
Come to the Office for Students with Foreign Qualification and Mobility Programs in via Ostiense 149 - ground floor - to register!
(see the map at the bottom of this page)

⇒ Office opening hours: Monday from 2:00 p.m. to 4:30 p.m.; Thursday from 10:00 am to 1:00 pm. (Please use the on-line booking system at the web page: http://europa.uniroma3.it/progateneo/dotnet/ricevimento/default.aspx)

Bring with you:
- proof of your Exchange student status stating the length of your stay;
- your ID card or passport,
- your learning agreement approved by your home University

You will receive the following documents:
⇒ The Exchange Student certificate, proof of your registration at Roma Tre;
⇒ An International guide about life in Rome and at Roma Tre University

REMEMBER to contact your subject area coordinator to plan your study at Roma Tre

Office for Students with Foreign Qualification and Mobility Programs

Visiting Address
Via Ostiense 149, ground floor

Phone:
+39-06-57332850

email:
mobilita.internazionale@uniroma3.it
Web: http://europa.uniroma3.it/

Office hours:
Monday 2 p.m. / 4:30 p.m.
Thursday 10 a.m. / 1 p.m.
Step 2 — In Italy - Residence Permit

⇒ You have to bring your residence declaration, issued by your house owner / landlord in Rome to the nearest police station.
⇒ Request a Residence Permit within 8/10 working days

After enrolling at Roma Tre, you have to go to a postal office (the ones with the special desk “Sportello Amico” (https://www.poste.it/prodotti/sportello-amico.html) with the following documentation:

⇒ A declaration of Roma Tre attesting your enrolment;
⇒ 4 passports-sized photos;
⇒ A valid identification document/card and a photocopy of it;
⇒ A copy of the health insurance certified by the Italian Consulate or Embassy in your home country and a copy of your Visa;
⇒ Residence-permit kit that you must pick up at any Italian post office, at the Sportello Amico.

For any other information: https://www.poste.it/prodotti/guida-rilascio-e-rennovo-permesso-di-soggiorno.html

Non-EU students have to show proof of certified health insurance coverage in Italy (it is recommended to have a copy certified by the Italian Consulate or Embassy in your own country). Otherwise, foreign students may buy an insurance policy in Italy with the company INA–ASSITALIA. (See below, left.)

For any further information about residence permit, you can call: 848.855.888 for information on the status of your application (Monday to Friday, 8 a.m. to 8 p.m.), or visit http://www.interno.gov.it/it/temi/immigrazione-e-asilo/modalita-dingresso/visto-e-permesso-soggiorno for general information.

The tax number is important to:
⇒ complete your registration at Roma Tre (to take examinations, to check your career, to print your transcript of records);

 Fees for your residence permit request:

⇒ From 30,46€ to 110.46€ with the post office form (bollettino postale) if you require a residence permit for more than 90 days
⇒ A duty stamp (marca da bollo) of €16.00 (available at all tobacconists, which bear a black and white sign with a large “T” – meaning tobacco – outside.)
⇒ The receipt of the payment of €30.00 pre-labelled bill available at Poste Italiane “Sportello Amico,” for the issuing of the electronic residence permit.
University Canteens

University canteens (mense) provide low cost meals. Canteens are popular gathering places for Exchange/Erasmus and Italian students alike. University canteens are subsidised and are run by Laziodisu (Azienda Regionale per il Diritto allo Studio Universitario), the Regional Agency for the Right to University Study, which handles student services.

For further information about canteens and costs please visit the following webpage:

http://www.laziodisu.it/le-nostre-attivita/ristorazione/

Roma Tre canteens are located in:

• Via della Vasca Navale, 79 “Cimas”
• Via Libetta 19, "Vinile"

University canteens are open from Monday to Friday from September to July. They are closed on Saturday and holidays.

Opening hours: lunch from 12 am to 3 pm.

Students of the Faculties of Architecture and Education can go to the four canteens of “Sapienza” University located in:

• Via del Castro Laurenziano, 9
• Via Cesare De Lollis, 20 (open Saturday at lunch)
• Via D. De Dominicis, 13
• Via delle Sette Sale, 29

Canteen CARD (Tessera mensa)

To get a University Canteen Card (Tessera Mensa) students must submit their application to the Roma Tre Adisu Office.

Documents required for the issuance of the University Canteen Card:

⇒ Exchange Certificate (only for Exchange students who apply at Roma Tre Adisu Office)
⇒ ADISU form duly filled in;
⇒ Tax Number (Codice Fiscale);

For the online procedure visit the following webpage:

http://www.laziodisu.it/le-nostre-attivita/ristorazione/accreditamento-online/
LEARNING AGREEMENT

The Learning Agreement has to be approved by the academic coordinator of your home university and by the academic coordinator at Roma Tre.

⇒ It is compulsory to send it to the office by e-mail (mobilita.internazionale@uniroma3.it) once approved by both universities.

Procedure to take examinations:

⇒ Submit your Study Plan through the online procedure available at http://europa.uniroma3.it/PaginaPersonale/: only this procedure gives you the possibility to attend final examinations. The study plan (including changes to the first Learning Agreement) must be approved by the academic coordinators of both universities.

⇒ Usually thirty days before the date of the examination you must book online the exam. This online COMPULSORY procedure is available at the following web page: http://portalestudente.uniroma3.it/downloads/GuideSmartEdu/1516_prenotazioneAppelli.pdf

⇒ Once taken, the exam must be verbalizzato (registered) into the official exams’ register. You can verify it by your Gomp personal area online.
BEFORE LEAVING

Remember to come to the Office (please, visit during opening hours) to get the “Certificate of attendance,” certifying your period of study at Roma Tre.

TRANSCRIPT OF RECORDS

Step 1

It is possible to check the registration/verbalizzazione of the exams at the following link
Insert your “Nome utente” and “Password” > click on “Accedi” > click on “Esami in carriera”

Step 2

If any trouble occurs or any exam registration is missing, write an e-mail to the office:
mobilita.internazionale@uniroma3.it
University Computer Facilities

The University offers free Internet service for all students. Each Department may have specific rules to access the service: ask the Department upon arrival.

The most important computer center of the University is Piazza Telematica, a place that simplifies student life within the academic organization. These are some on-line services you can take advantage of:

- Administrative matters;
- Inserting or updating your personal data;
- Checking for your academic career;
- Booking your examinations;
- Wi Fi network for your PC

The staff of Piazza Telematica may help you also in case you loose your Registration credentials at Roma Tre (username & password)

Italian Language Courses (THE FIRST COURSE IS FREE!)

The Language centre (CLA) provides, among other things, Italian classes (L2) for foreign students enrolled at Roma Tre. General information about the courses at the following links:

http://www.cla.uniroma3.it/LinguaItaliana-StrutturaCorsiEN.aspx

CLA - University Language Centre—Via Ostiense 131/L, 7th floor, corridor on the right-side after the elevator C)

Looking for accommodation in Rome?

Accommodation service of ROMA TRE, Massimo +39338023461, Giuseppe +393341473914, e-mail servizioalloggi@uniroma3.it; accommodation@uniroma3.it; web: http://www.uniroma3.it/page.php?page=Servizio_64

FREE FOR FOREIGN EXCHANGE STUDENTS
Sport Activities

Roma Tre is the newest public university in the city of Rome and all students may participate in its sports activities organized by the University.

Excellent sports buildings are available in the University area, as the stadium “Alfredo Berra” and the sport center “Le Torri,” to provide students with our best sporting facilities and courses.

For any further information on sport activities, please refer to the website:
http://r3sport.uniroma3.it/

Roma Tre Orchestra

Musical association of the University, founded in 2005, that organizes classical concerts in the Palladium Theatre of the University.

For more info:
Web: http://www.r3o.org/

ZIG ZAG Scooter Sharing

The service is addressed to those students who have driving license. Thanks to a convention with our University, Roma Tre’s students are able to use a “promo code” to have discounts.

For any further information concerning students mobility please refer to the website:
http://host.uniroma3.it/uffici/mobilitymanager/

Roma Tre by Bike

The service is open to all students at the Office of Mobility Manager located in Via Ostiense 161 - 3 floor, room 363, every day from 10,00 a.m. to 1,00 p.m.
Phone: 06 5733 2087
e-mail ufficio.mobilitymanager@uniroma3.it
Web: http://host.uniroma3.it/uffici/mobilitymanager
http://www.centroinbici.it
ROMA TRE DEPARTMENTS

Architettura (Architecture)
Address: Via largo Giovanni Battista Marzi, 10 00153
Phone: 0657339710
Web: www.architettura.uniroma3.it

Giurisprudenza (Law)
Address: Via Ostiense, 161. 00154
Phone: 06.5733.2204
Web: http://www.giur.uniroma3.it/

Ingegneria (Engineering)
Address: via Vito Volterra, 62
Phone: 0657336415/6421/6201
Web: http://ingegneria.uniroma3.it/

Studi umanistici (Humanities)
Address: via Ostiense, 234
Phone: 065733.8699
Web: http://studiumanistici.uniroma3.it/

Filosofia, comunicazione e spettacolo (Philosophy, Communication and Performing Arts)
Address: Via Ostiense 234-236
Phone: 06.57338422/8425/8338/8339
Web: http://www.filcospe.it/

Lingue, letterature e culture straniere (Foreign Languages, Literatures and Cultures)
Address: via Valco di San Paolo, 19 (3th floor)
Phone: 0657338325/8643
Web: http://www.lingueletteratureculturestraniere.uniroma3.it/

Scienze della Formazione (Education)
Address: Via del Castro Pretorio, 20 (entry in Via Milazzo, 11 B) 00185
Phone: 06-57339000
Web: www.formazione.uniroma3.it

Matematica e Fisica (Mathematics and Physics)
Address: Via della Vasca Navale, 84
Phone: 06.5733.7008
Web: http://www.matfis.uniroma3.it

Scienze (Sciences)
Address: viale Guglielmo Marconi, 446
Phone: 0657336233
Web: www.scienze.uniroma3.it

Scienze Politiche (Political Science)
Address: Via G. Chiabrera, 199
Phone: 06.5733.5277
Web: http://scienzepolitiche.uniroma3.it/

Economia Aziendale (Business Economics)
Address: Via Silvio D’Amico, 77
Phone: 06.5733.5631
Web: http://disa.uniroma3.it/