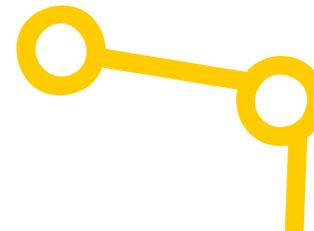
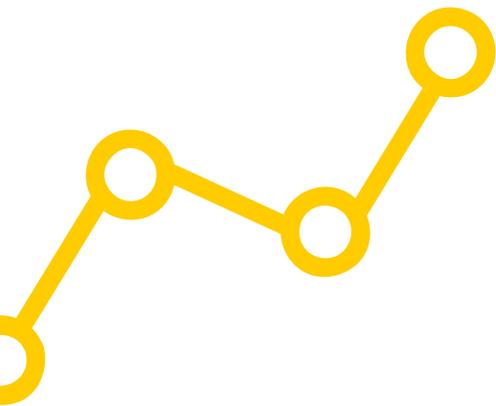
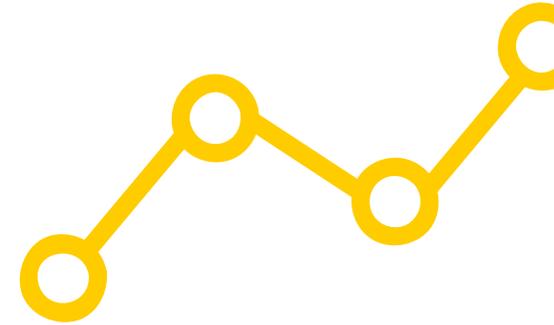




ROME BUSINESS SCHOOL

Better Managers For a Better World

STUDENT ARRIVAL KIT



Once you land in Rome...

Carry-On Checklist

- **Passport** and Student **Visa**
- Photocopies of your passport photo page and student visa page
- International calling card
- **Credit card**
- Health insurance card and insurance information
- ATM card (*make sure your bank knows that you will be using it in Europe*)



- Prescription medications
- Eyeglasses and contact lenses
- Travel toothbrush and toothpaste
- Change of clothes (plan ahead for luggage delays)
- About €150 for any immediate needs (if you prefer not to use an ATM or exchange money at the airport)
- Italian dictionary-phrasebook
- Patience and an open mind to make the most of your exciting new journey!



Once you land in Rome...

What to do now?

- Go through Immigration
- Pick up your checked luggage
- Go through Customs (*you will not need to stop unless you have something to declare*)
- If you have not already exchanged money, get about **€150** just in case
- Take your **choice of transportation** to your booking hotel or accommodation



Missing Bags:

- Don't panic - it happens a lot!
- Find the airline's help desk in the luggage claim area and fill out a claim form
- Give the address: Either your hotel/accommodation or **Rome Business School**: Via degli Scialoja 18, 00196 Rome, Italy and the telephone number: (+39) 06 6478 3633
- We will help you check with the airport for luggage updates



Transportation Information

- **Car Service** (24 hr):
AutolineRoma: (+39) 339-385-5056 / e-mail: info@autolineroma.com

- **Taxi:**
Follow signs to the taxi stand. Find an available taxi and take a taxi to places to wish to go.



- **Train:**
Follow signs to **FS Trenitalia** Station. Take the Leonardo Express to Stazione **Termini**, the main train station in Rome. Ticket costs **€14**. Train departs every half hour on the :07 and :37. The last train leaves at 11:37 p.m. Take a taxi from Stazione Termini to Rome Business School (*Via degli Scialoja 18*) or to your hotel/accommodation.



There are several ways to get around the city...

Public Transportations

- **Buses (ATAC):**

Buses run from 5:30am to 12:00am (night buses are available after midnight).

- **Metro:**

Underground trains run from 5:30pm to 11:30pm Sunday to Thursday and from 5:30am to 1:30am on Fridays and Saturdays.

- **Tickets (Biglietti):**

Different kinds of tickets are available:

BIT (SINGLE RIDE - €1.50) - *Valid for 100 minutes from initial validation on buses*

BIG (DAILY - €6)

BTI (3 DAY - €16.50)

CIS (WEEKLY - €24)

Monthly Pass - €35

Annual Pass - €250

***Tickets can be purchased at most newsagents and coffee shops and at vending machines at bus stops and underground stations around the city.*



TIPS:

To plan your journey around the City you can visit [Moovit App](#) (available on Android and iPhone).



In case you wonder how they look like...

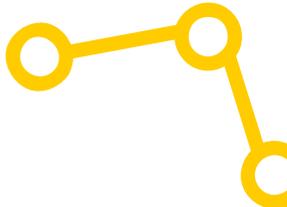
Bus Tickets (Biglietti)



In case you got lost in the city...

Getting a Phone Number

Major telephone service providers available:



Main features of Italy's 4 main telephone providers:

Company / Features	TIM	Vodafone	Tre	Wind
Rate	20€	20€	15€	19€
Type	Start	Flexi Maxi	Full	All inclusive Mega
Internet	4G	1Gb / 4G	2Gb / 4G	2 Gb / 4G
Voice	1000 min	1000 min	300 min	1000 min
Messages	-	200	300	unlimited
Sales Tax Included	Yes	Yes	Yes	Yes
Tassa Gov	5.16€	5.16€	5.16€	5.16€
Activation Cost	19€	19€	9€	-



To reside legally in Italy...

Permit to Stay Guides *(Permesso di Soggiorno)*

Permit To Stay Process:

STEP 1 – Prepare your Documents

- Permesso di Soggiorno Kit (*available at the Post Office - Termini Branch*) --
Didactic Office staff will help you fill and complete the kit
- Two photocopies of your passport and visa
- Five passport-sized pictures
- The **stamped and signed** visa request letter returned to you by the Italian Consulate in your country
- proof of health insurance

STEP 2 – Apply for your permit to stay

- **Go to the post office** (*Termini Branch*), where you will file in your paperwork and documents, make a payment, and retrieve your receipt.
- You will need to hold on to the receipt, as it provides **legal proof** that you have followed the correct immigration procedures, and **Fingerprinting Appointment details**

STEP 3 - Fingerprinting Appointment

All fingerprinting appointments will be held at the central police station (**Questura Centrale**) in *Via Teofilo Patini* about 1-2 months after the request at the post office.

Non-European students must apply for a study visa in their home country and then request a Permit to Stay within 8 days after your arrival in Italy.



Always remember to be on time...

Fingerprinting Appointment

Necessary documents to bring with you for the appointment at the central police station:

- 4 identical, passport-size photographs
- Original Passport
- Permit to Stay receipt (from the post office)



Please remember that students waiting for their first Permit to Stay or awaiting renewal of their Permit to Stay can travel with direct flights within the Schengen area if they hold:

- The original and photocopy of Permit to Stay Receipt
- The expired residence permit (*in case of renewal*)

*** Please note that travelling under circumstances other than these is done at the student's own risk.*



In case you need us...

Contact Information

Main Office (9:30 am - 6:30 pm Rome time)

Phone Number:

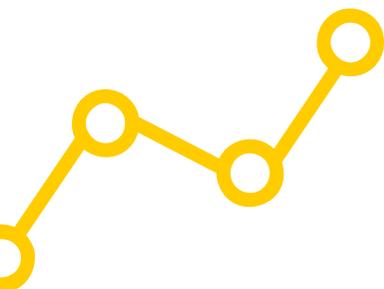
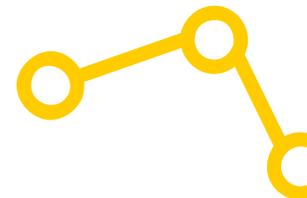
(+39) 06 6478 3633

Address:

Via degli Scialoja 18, 00165 Rome, Italy

Email Address:

info@RomeBusinessSchool.it **or** admissions@RomeBusinessSchool.it



RomeBusinessSchool



romebusinessschool



RomeBusinessSch



RomeBusinessSchoolTV



Rome Business School

