

# PRACTICAL INFORMATION FOR ERASMUS INCOMING STUDENTS

## *Before you leave:*

Please make sure you get in touch with the Italian Erasmus coordinator (otherwise known as CAI, "Coordinatore di Area per l'Internazionalizzazione"), especially for the Erasmus Placement, to:

- Find out how the department is organized and what courses you should take
- Learn about all of the administrative steps necessary in order to start
- While you are still abroad, you could register online through the [Alice portal](#), in order to obtain the credentials required to complete the enrolment procedure at the University of Pisa
- The day after creating your Alice credentials, you need to authenticate your credentials through the following [link](#) (on the right, type your tax code generated by the [Alice portal](#) and your e-mail address – after clicking on “Invia” you will receive an e-mail to change your password);
- With your Alice username and the new password, you can log into the Erasmus Mobility Portal, to fill in and submit the [Application form for incoming students](#) and obtain the validation from the CAI (Non-EU incoming students that staying in Italy for more than 90 days, is required to upload the post office receipt of the Residence permit application).

In order to be as prepared as possible for this new experience, please keep in mind a few logistical aspects:

- **Accommodation:** Check useful [information about finding accommodation](#). We strongly recommend you get started with your apartment search as soon as you can
- [Visa and residence permit](#): **Compulsory steps** if you are an incoming **Non-EU Erasmus** student
- [Entry and residency rights](#) for **EU citizens**
- **Cost of living:** although living in Pisa can be quite inexpensive, please do keep in mind that the cost of living is greater than the regular monthly stipend received by the Erasmus programme
- **Health insurance:** learn how the health system works in Italy and what steps you need to follow before your departure (see “*Healthcare*” in the webpage)
- **Opening a Bank account:** find out if your bank at home has a branch in Italy or any agreements with an Italian bank in Pisa

## What to do once you arrive in Pisa?

Sometimes students may feel a bit overwhelmed by the novelty of a new city. This is absolutely normal. Following are a few steps that will help you feel more confident as you head into this new adventure:

### Necessary steps:

1. E-mail your [CAI](#) representative to set up an appointment so you can meet
2. If you have not yet registered through the [Alice portal](#), this is the time to do so.
3. Please, fill in and submit the [Application form for incoming students](#), if you have not done it yet. If you are having problems with the application or have questions about how to fill in any section, you can send an email to [erasmus.incoming@unipi.it](mailto:erasmus.incoming@unipi.it). You will receive support within a couple of days at most.
4. If you are an incoming **Non-EU Erasmus student**, coming from a **non-Schengen Country** and planning to stay in Italy **longer than 3 months**, you must apply for the [Residency permit](#). Furthermore, please keep in mind that you need to upload the post office receipt attesting the submission of the Residency permit on your Application form for incoming students, before its submission. On the other hand, if you are a Non-EU Erasmus student, coming from a **Schengen Country**, you do not have to apply for the Italian residency permit provided you have the requested documents indicated at [this link](#).
5. You can finally download the documents concerning your mobility through your account on Erasmus incoming platform.

After filling and submitting the application form on the Erasmus portal, the application needs to be approved by the Departmental international coordinator. Once the application is approved, you will be officially enrolled as an Erasmus student.

## VIRTUAL BADGE

Starting from the academic year 2025/26, all UNIPi students (including Erasmus Incoming students) will find their **virtual badge** on the Academic Agenda ("Agenda Didattica"). After being officially enrolled, Erasmus students can log into their Agenda (<https://agendadidattica.unipi.it/>) with their ALICE credentials, where they will find a QR code that will "identify" them as students of the University of Pisa.

## UNIVERSITY BOOKLET

You can access your booklet through the following [page](#) by using Alice's credentials after your enrolment procedure is completed.

If you wish to keep updated on the registration of all your exams, you need to download the APP "IO" and activate the notification service.