



WELCOME TO IED

YOUR GUIDE TO STUDENT LIFE AND SERVICES IN ITALY



PRESENTATION OF THE INTERNATIONAL STUDENT DESK

Dear Student,

Welcome to IED Network.

We hope this guide will help you learn more about student life at IED and Accademia di Como, and assist you in preparing for your stay in Italy.

Please read this guide carefully before your arrival and keep it available for future reference during your stay.

This material will support you throughout your experience by providing guidance and practical information related to your arrival, stay and administrative procedures in Italy.

We look forward to welcoming you and wish you a rewarding academic and personal experience.



INTERNATIONAL STUDENT DESK

At IED, the ISD - International Student Desk assists international students in organising their arrival and stay in Italy. In addition to attending lessons, students can take advantage of the services and support initiatives designed to enhance their stay and overall experience.

The ISD staff is in Milan (isd@milano.ied.it), Turin (k.andree@ied.it), Florence (isd@firenze.ied.it), Rome (isd@roma.ied.it) and Como (info@accademiadicomo.it) and is available upon appointment.



PRACTICAL INFORMATION STUDENTS NEED TO KNOW BEFORE ARRIVAL

DOCUMENTATION NECESSARY FOR LIVING AND STUDYING IN ITALY

Before leaving, international students enrolled in IED programmes in Italy should check the documentation required for their stay. Non-EU students attending programmes lasting more than 90 days are required to comply with Italian regulations concerning entry visas and residence permits.

All students holding an international qualification must submit the required original documentation to the Matriculation Desk in order to complete their enrolment.

For short-term programmes (up to 90 days), documentation requirements may differ depending on nationality.

Students are therefore advised to verify the applicable procedures with the Admission Advisor or the International Student Desk (ISD) prior to arrival.

ACTIVATING THE INSTITUTIONAL E-MAIL ACCOUNT

Upon enrolment, each student receives an institutional e-mail account together with the instructions to activate it. Students are strongly encouraged to activate their account as soon as possible, as it is one of the official communication channels used by IED throughout their academic journey.

Students will also have access to the IED Campus and Moodle platforms, which are used to share academic information, course materials and important communications throughout the academic year.

LOOKING FOR ACCOMMODATION IN THE NEW CITY

Finding accommodation in a new city is not always easy. The International Student Desk supports students in the research of accommodation undertaking new agreements every year with university residences, accommodation facilities and student housing providers who offer housing solutions at favourable rates for IED/Accademia di Como students. The list of housing partners can be found at the following links:

- [IED Milano accommodation](#)
- [IED Firenze accommodation](#)
- [IED Roma accommodation](#)
- [IED Torino accommodation](#)
- [Accademia di Como accommodation](#)

PRACTICAL INFORMATION STUDENTS NEED TO KNOW AFTER ARRIVAL

WELCOME DAYS

Every year, the International Student Desk organises welcome days for new students with the aim of encouraging their integration into the IED community. Events take place over several days in the weeks preceding the start of lessons, with a mixture of educational and recreational activities.

- [IED Milano Welcome Days](#)
- [IED Roma Welcome Days](#)
- [IED Firenze Welcome Days](#)

BUDDY PROJECT

(available only for Undergraduate programmes)

During the whole first year, newly enrolled international students have the opportunity to be supported by Buddies, or rather older students who, with their experience and enthusiasm, will help them integrate into the IED/Accademia di Como community and help them adapt to student life and start to explore the city.

MATRICULATION DESK

To complete the matriculation process for the chosen course, students holding international school titles are required to present the original hard copies of the required matriculation documents to the International Student Desk of their school. Students enrolled in BA, Foundation and Master of Arts programmes are required to contact the International Student Desk of their school to schedule an appointment as soon as possible. If any documents are missing, students will be conditionally matriculated and they need to complete their file no later than 31 January during the A.Y. of matriculation. Failure to provide the listed documents may result in the automatic inability to

complete the matriculation process and continue the study programme, in accordance with the General and the Academic Regulations.

Detailed information on the documentation required for matriculation is available in the admission procedures for each programme category.

- **Undergraduate programmes**
[Student holding a foreign qualification](#)
[Students holding Italian qualification](#)

- **Foundation programmes**

- **Master programmes**

Students will be solely responsible for providing the documents according to the specific requirements and deadlines.

BUREAUCRATIC STEPS FOR STAYING IN ITALY

The International Student Desk assists international students with the procedures to legalise their stay in Italy.

- **FOR EU STUDENTS**

Registering with the local authorities European students staying in Italy for longer than 3 months have to register with their Municipality of residence.

- **FOR NON-EU STUDENTS**

Residence Permit

This is an electronic card that allows non-European citizens legally stay in Italy. Non-EU students are required to apply for this document within 8 working days of arriving in Italy.

- **FOR EU AND NON-EU STUDENTS**

Tax Code

The Tax Code (*Codice fiscale*) is a personal alphanumeric code that identifies each citizen with Italian public authorities and administrations. It is required in order to:

- register with the National Health System
- open a bank account
- sign a rental agreement
- sign an employment contract.

HEALTH INSURANCE

All students must have valid health insurance throughout their stay in Italy.

EU students can access the Italian National Health Service (SSN) using their European Health Insurance Card (EHIC). If they do not hold a valid EHIC, they may register with the SSN by paying the applicable fee or take out private health insurance valid in Italy.

Non-EU students must have valid health insurance for the entire duration of their stay. They may choose any private health insurance policy that is valid in Italy or register with the Italian National Health Service (SSN), where applicable.

[IED recommends Aon Student Insurance](#) and [Medinaction](#) as suitable options for international students.





STUDENT SERVICES AND OPPORTUNITIES

PART-TIME STUDENT COLLABORATIONS

(available only for BA programmes)

Each year, students registered to a BA programme have the opportunity of collaborating with the school, assisting certain offices by carrying out paid work. Students may complete between 50 and 200 hours per year. These collaborations do not provide academic credits. Requirements, duration and reimbursement depend on the type of collaboration.

INTERNATIONAL OPPORTUNITIES

Thanks to its numerous relationships and collaborations with academic institutions worldwide, IED offers its students the chance to participate in international exchange programmes. For further details: [International Opportunities - Students - IED](#).

LIBRARIES

IED libraries provide bibliographic resources and services to support academic research and the educational and cultural development of the academic community.

For further details:

- [IED Libraries](#)

SOFTWARE

IED provides free licences for most of the software required for coursework and useful for design work on students' personal devices.

For further details:

- [IED - Academic Software](#)

CAREER SERVICE

IED supports all its students in their first steps into the world of work and, thanks to a solid network of companies, professional firms and creative agencies, connects job seekers with employers in the creativity and design sectors, assisting recent graduates in their search for internships and other types of professional opportunities, according to the services available at each campus.

COUNSELLING SERVICE

Because IED is not limited to just teaching: this service is open to all students who want to share or discuss any problems that emerge during the course of their studies, as well as personal issues, and identify possible solutions together with a psychologist.

The Student Support Desk offers free appointment-based sessions.

For further information or to book an appointment, students can contact: counseling.hub@ied.edu

INCLUSION & PLURALITY

(only available at IED Milano and IED Roma)

IED promotes an inclusive learning environment through dedicated support services for students with specific learning difficulties (SpLD) and/or special educational needs (SEN). Individual support includes one-to-one meetings to define a Personalised Didactic Plan (PDP). The office also manages the Alias Identity service for transgender and non-binary students.

IED PARTNERSHIPS

Every year, IED arranges special rates with all kinds of organisations and stores, from those supplying equipment for professional activities to all sorts of general goods and services relating to leisure, culture and well-being. IED conventions are reserved for students, lecturers and staff.

LIVING IN ITALY

GETTING AROUND

Italy offers an extensive public transportation network including trains, buses, underground systems and regional connections.

Students are encouraged to use public transportation and can often benefit from discounted student fares depending on the city and transport provider.

Useful transportation websites:

[Trenitalia](#)
[Italo Treno](#)
[FlixBus](#)

HEALTH AND EMERGENCIES

In case of emergency, dial 112, the European emergency number active throughout Italy.

Public hospitals provide emergency medical assistance through the Pronto Soccorso service.

Students are strongly encouraged to always carry:

- a valid ID/passport
- health insurance documentation
- residence permit receipt (if applicable)

Useful Emergency Numbers:

- Emergency services: 112
- Medical emergencies: 118
- Fire brigade: 115

DAILY LIFE IN ITALY

Most Italian cities are walkable and offer a vibrant student lifestyle with museums, cultural events, restaurants, libraries and sports facilities.

International students are encouraged to explore local cultural activities and participate in student initiatives organised by the campuses.

USEFUL APPS AND SERVICES

Students may find the following services useful during their stay:

Google Maps
 ATM / local transportation apps
 Trainline
 Deliveroo / Glovo
 WhatsApp
 IO App (where applicable)

IED CITIES

MILAN



Milan is an international and fast-paced city known for design, fashion and innovation.

The city offers extensive public transportation services operated by ATM, including metro, buses and trams, as well as numerous cultural activities, museums and events.

Useful links:

- [ATM Milano](#)
- [YesMilano](#)
- [Milano Airports](#)

FLORENCE



Florence combines artistic heritage with a vibrant international student atmosphere.

The city centre is easily walkable and well connected through public transportation services.

Useful links:

- [AT Firenze](#)
- [Destination Florence](#)

ROME



Rome offers a unique combination of history, culture and contemporary student life.

Students can travel across the city using the metro, buses and tram network operated by ATAC.

Useful links:

- [ATAC Roma](#)
- [Turismo Roma](#)

TURIN



Turin is known for its elegant architecture, cultural institutions and strong academic environment.

The city is well connected through buses, trams and metro services operated by GTT.

Useful links:

- [GTT Torino](#)
- [Turismo Torino](#)

COMO



Como offers a quieter and more intimate student experience surrounded by nature and the Lake Como area.

The city is connected to Milan through regional train services and provides easy access to outdoor activities and nearby cultural destinations.

Useful links:

- [ASF Autolinee](#)
- [Lake Como Tourism](#)

