

**POLI.DESIGN**

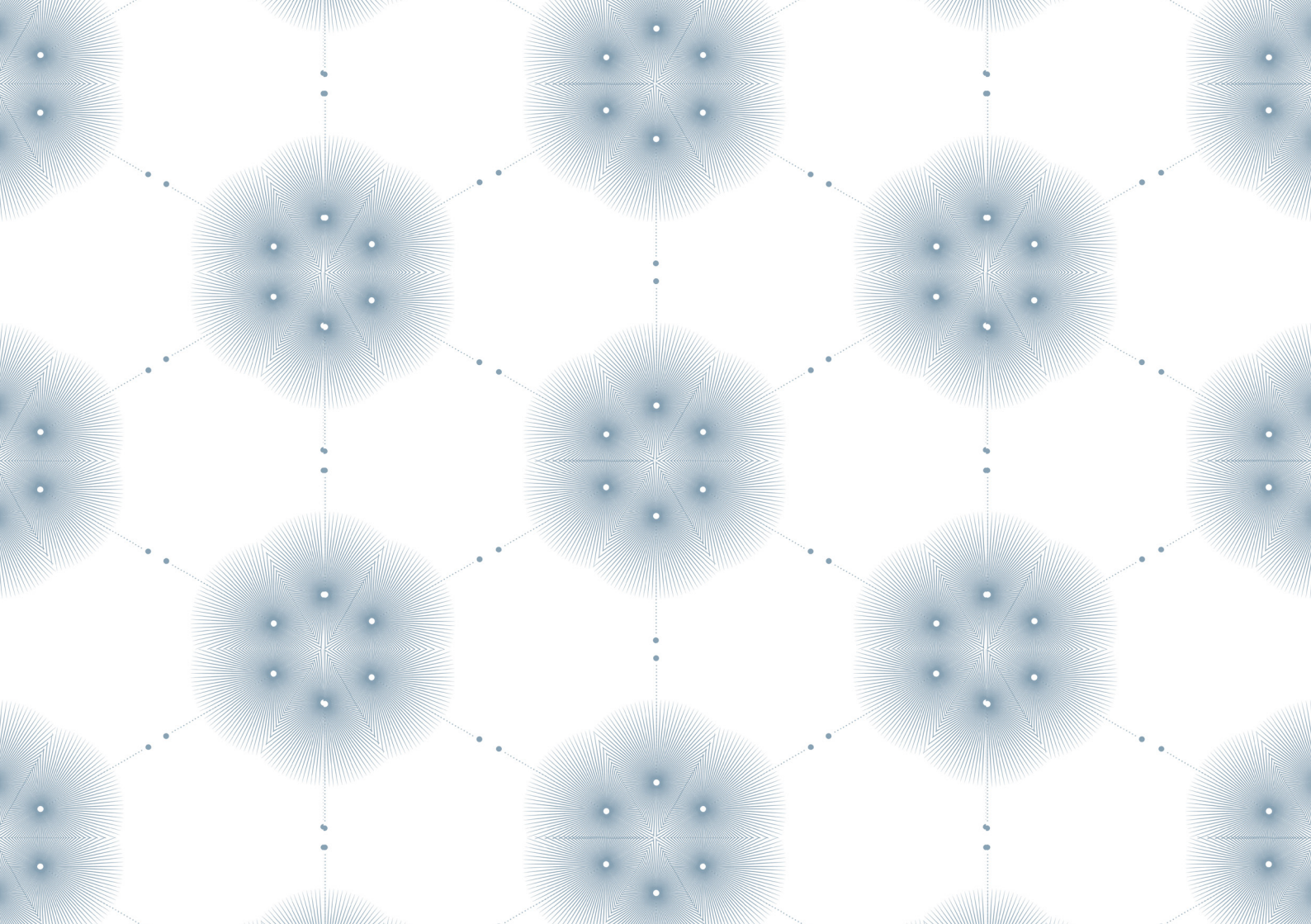
FOUNDED BY  
POLITECNICO DI MILANO

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**WELCOME TO MILAN: TOOLKIT**

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# INDEX

## 01.

### BEFORE LEAVING

Living Costs In Milan . . . . .	5
Accommodation . . . . .	7
Visa Procedures . . . . .	8
Health Insurance for Non-Eu Students . . . . .	9

## 02.

### AFTER YOUR ARRIVAL

Residence Permit - EU Citizens . . . . .	11
Residence Permit - Non-EU Citizens . . . . .	12
Tax Code. . . . .	15
Health Insurance . . . . .	16
Bank Account. . . . .	17

## 03.

### DURING YOUR STAY

Transportation - Arriving at Poli.Design . . . .	19
Transportation - Public Transit . . . . .	20
Transportation - Shared and Private . . . . .	22
Design Showrooms and Museums . . . . .	23
Leisure . . . . .	24
Useful Phone Numbers . . . . .	25



## BEFORE LEAVING

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## LIVING COSTS IN MILAN

Living costs and spending habits will differ considerably depending on your individual expectations and needs and, of course, on where you live, so it's not easy to give advice that is suitable to everyone. Before your arrival, plan your budget as carefully as possible and try to figure out if you can meet all the expenses, even considering unexpected and emergency costs.

There are some user contributed websites that allow you to compare the cost of life between Milan and your city, such as **www.expatistan.com**. The website gives an estimated cost for various items and services for a daily life.



### Accommodation: €300 to €800 per month

Costs vary depending on the area, the kind of room (single or double) and any programme benefits you may have access to.

More info on Accommodation ([SEE PAGE 7](#)).

- Double room (shared): € 300 to € 450.
- Single Room: € 500 to € 800.



### Travel costs €22 to €39 per month

- Public transport: ([SEE PAGE 20](#)).

## 01. BEFORE LEAVING

- Taxi: €15-20 cab fare.



### Supermarket: €150 to €200 per month

The approximate prices of some basic items are listed below:

- Milk: €1.20 / Litre.
- Bread: €4.00 / Kilo.
- Butter: €1.70 / 250 gr.
- Beef: €9.00 to 19.00 / Kilo. Chicken: 8.00 to 10.00 /Kilo.
- Rice: €1.70 / 2.50 / Kilo.
- Pasta: €0.80 / 1.20 /Kilo.
- Mineral water: €0.50 / 0.80 /Litre.



### Social life: €80 per month

- Cinema: €7.50.
- Happy hour (Aperitivo): €8-10.
- Clubs and bars: €10-20.
- Concerts: €30-50.

- Private gym: €40-50/month.



### Eating out:

- Cheap restaurant/take away: € 6.
- Fast food menu: €5.50.
- Sit out restaurant, medium range: € 25.
- Pizza: €6 to €12.
- Service charge (coperto): may range from a few cents to € 3 or more. Check before.



### Telecom: €10 to €30 per month

- Mobile phone (data+minutes): around € 10 per month.
- Optic fiber internet: around € 30.
- 4G Modem: € 20 (modem) + € 10-20 monthly.

## ACCOMODATION

Finding an accomodation in Milan may require some time. And the search can become more complicated as the beginning of the academic year approaches, from september to october. The best way is to start looking for and scouting outlistings online before coming to Milan. There are many important factors to consider such as the proximity to the campus and/ or to convenient public transportation ([SEE PAGE 20](#)), the amount of deposit required, safety of the neighbourhood, the facilities provided, the date when the property is free, whether the utilities must be paid by you or the landlord, etc.

Renting is usually less bureaucratic with services dedicated to students and young or temporary workers. These kind of companies usually list private and shared rooms and, also, some

private use properties. Be well informed of the comissions, taxes and fees that such services may charge. Another option is to search for housing within groups in social media websites like Facebook. In both cases be extremely careful with fake and scam websites and profiles and never transfer any money without being sure of the idoneity of the one receiving it.

Glossary of typical renting terms:

- **Stanza singola:** single person room
- **Stanza Doppia or Double:** two persons room, generally to be shared.
- **Monolocale:** one-piece small appartment. Usually around 30 m<sup>2</sup>.
- **Bilocale:** usually kitchen/living + bedroom. From 40 to 60 m<sup>2</sup>.
- **Trilocale:** same as the bilocale but with one extra room.
- **Utenze:** the utilities, which might or not be included in your rent.
- **Arredato/ammobiliato:** furnished.

## VISA PROCEDURES

A Visa is a travel document issued by the traveller's country of residence and placed in your passport. It is the key which entitles non-EU citizens to enter Italy, but it does not permit you to reside in Italy; for that you must apply for a residence permit ([SEE PAGE 11](#)).

To enrol, **non-EU citizens should contact the Italian Embassy/Consulate** in their own country and region of residence after having been selected for a master or course by Poli.design.

The Embassy/Consulate/IIC will issue an entrance visa for study purposes to applicants who have been admitted. Prospective students applying for a student visa will need to provide evidence that they have sufficient funds to study in Italy.

Please refer to the website below for more information:

**<http://vistoperitalia.esteri.it/home/en>**

Do not attempt to enrol with a tourist visa. Only students with a student visa are eligible for enrolment. Always contact the Italian Diplomatic Representative (Embassy or Consulate) in your region in case of doubts.

Please inform Poli.design if you have any difficulty in obtaining a visa or if your date of arrival has been delayed.



## HEALTH INSURANCE FOR NON-EU STUDENTS

Non-EU students are **required** to provide a certificate that they have a health insurance in Italy. The student must hire this service in his home country - or online through one of the various providers. Make sure that the the service you are about to contract fulfill the visa requirements.

Also, be aware that you will have to present the health insurance certificate in a later moment when applying for your residence permit. And the duration of your residence permit will be dictaded by that of your health insurance.

Currently, nationals of some countries may have, under certain conditions, the possibility to apply for a health certificate based on bilateral agreements between Italy and their country of origin.

As with the other insurances, it is highly recommended to check the details and eligibility of this agreements with your local Italian diplomatic representative.



## AFTER YOUR ARRIVAL

## RESIDENCE PERMIT EU CITIZENS

If you are an EU citizen, you need to register at the Ufficio Anagrafe (Registry Office) by booking an appointment on [www.comune.milano.it](http://www.comune.milano.it), section “**Servizi on line**” > “**Servizi Anagrafici**” > “**Residenza Stranieri**”. You must submit the following documents:



A **passport or ID card**;



A **matriculation letter** issued by the Politecnico di Milano;



A photocopy of the **documentation certifying the availability of adequate financial resources**, about €5,600 (e.g. scholarship certification and bank statement);



A **health insurance policy**.

You will be asked to fill in a registration form.

## RESIDENCE PERMIT NON-EU CITIZENS

Non-EU citizens, within 8 days of your arrival in Italy, have to complete a so-called “*kit giallo for permesso di soggiorno*” to apply for a residence permit. The kit is available at all the post offices bearing a Sportello Amico sign. The kit must be submitted with copies of the following documents:



Copy of **all the pages** of your passport;



A **admission letter** issued by the Politecnico di Milano; The letter must be stamped by the Italian Diplomatic/Consular representative where the entry visa is issued.



**Copy of your health insurance policy.** Health insurance obtained abroad must be validated by the Italian Embassy in your country (if not already in English). You can also buy health insurance upon your arrival in Italy.

When asking for your permit for the first time, please remember to specify that **it is not a renewal**. International students with a valid permit of stay is allowed to work for a maximum of 20 hours per week and 1,040 hours/year. To better understand the process of obtaining a residence permit for study purposes, check the diagram on the next page.

## Residence Permit in 10 steps\*

*\*The procedures and costs featured in this guide may change without prior notice.  
Procedures, documents and the duration of the process may vary widely.*

1



Counting from your day of arrival in Italy, you have a **maximum of 8 days** to request your “**residence permit for study reasons**”.

2



As soon as you can, look for a Post Office with the “Sportello Amico” sign. Ask at any post office or, in the province of Milano, **use the list on this link**.

3



At the Post Office with Sportello Amico sign, request the “Permesso di Soggiorno” (residence permit) kit, also known as Kit Giallo. The blank kit is free of charge.

4



In any “Tabaccheria” bearing a “T” sign outside the shop buy a **Marca da Bollo worth € 16,00**. This is a stamp that will be glued on the residence permit application.

5



Make **copies in A4 paper of the following**: all the pages of the passport; admission letter by Politecnico di Milano; health insurance policy (in ENG or ITA).

6



Carefully **compile the “Modulo 1” form** in the kit. Glue the “Marca da Bollo” in the area specified on the form. Place it with the documents in the folder and **do not close it yet**.

7



Go back to a “Sportello Amico” signed Post Office to deliver your kit. The operator may verify if your form and documents are all properly set. This is where you’ll pay the fees.

8



At the post office you pay **€ 70,46 for the Residence Permit** and **€ 30 for the post**. You will get a “**Ricevuta**” (receipt), with the date and place for your interview at the Questura (Police).

9



Your **interview at the Questura** happens generally a few months after the submission of the kit. Take the original documents that were provided as copies in the kit (**item 5**).

10



Your Permesso di Soggiorno **should be ready for pickup about a month after** your interview in that same Questura. Check the status online at the Polizia di Stato or click **here**.

## TAX CODE

### HOW TO GET YOURS

A **codice fiscale (tax code)** is an alphanumeric code of 16 characters issued for free by the Ministry of Finance to uniquely identify citizens. You need to have your own codice fiscale to open a bank account, sign contracts and gain access to public services, including health services. **In order to obtain your codice fiscale you have to go to the nearest “Agenzia delle Entrate” to your place of residence.**

**You must bring your passport.** If you are from a non-EU country, you may be asked to show your residence permit receipt. At the “Agenzia delle Entrate” you will be asked to fill in a specific form for the issue of your codice fiscale. You’ll need to show your passport or other ID. Please make sure that your name is the same on every form. Keep it in the same order

and always use the same surname, if you have more than one. You can find a complete list of the local offices in Milan on the website: **[www.agenziaentrate.it](http://www.agenziaentrate.it)**

Central office in Milan:

- *Agenzia delle Entrate*  
*Via della Moscova 2 (Turati underground stop)*  
*Opening hours:*  
*Monday, Wednesday, Friday: 8:30 am to 12:30 pm;*  
*Tuesday and Thursday: 8:30 am to 3:30 pm.*  
*E-mail: [dp.imilano.utmilano1@agenziaentrate.it](mailto:dp.imilano.utmilano1@agenziaentrate.it)*  
*Phone: +39 02 636791*

## HEALTH INSURANCE FOR ANY NATIONALITY

International students can choose among different options of health insurance. **In case you are in an emergency situation you can dial 112 to call an ambulance or directly go to the Pronto Soccorso** (Emergency room) of the closest hospital.

Registering with the SSN is warmly suggested, because it entitles you to the same treatment as Italian citizens. This includes: choice of a general practitioner, who can visit you free of charge, and who will refer you to specialists (dentists, orthopedics, etc.); admission to public or certified private hospitals free of charge; doctor on duty-continuous assistance service (guardia medica) free of charge; lower fees for tests (blood tests, radiological tests, etc.); medical fees exemption for chronic diseases.

Please note that **registration with the SSN is valid for one calendar year**, from 1st January until 31st December. Also, registration with the SSN is mandatory for those using bilateral health agreements.

Under certain circumstances EU/EEA and Switzerland citizens can access to the SSN for free.



## BANK ACCOUNT

Most banks are open from Monday to Friday, 8:30 am to 1:30 pm and 3:00 pm to 4:00 pm. **To open an account you must:**

- be of legal age (at least 18);
- have a valid ID;
- have a tax code (codice fiscale);
- not have been declared bankrupt.
- have your Residence Permit or its receipt.

After signing the contract, the bank will supply you with all the information related to the terms and conditions of service and the IBAN and BIC codes, which are necessary in order to make an international wire transfer. Traveller's checks, checks and foreign currency can be exchanged at banks, exchange offices, railway stations and/or airports.

Another option is to open an account in an european **online based bank** such as N26. This bank allows people from most nationalities to open an European account and get a debit card with zero or lower fees in comparison to other banks. You will need a smartphone, internet, your ID/Passport and an address in Europe to send your card. This means that if you already have a friend in Milan or elsewhere in Europe, you can open the account online even before coming.

**To transfer foreign money to your European bank** (be it online based or regular) you may use services like Transferwise, Remitly, Xoom, RemessaOnline, etc. For a fee usually lower than those found in regular money transfers you can pay in your home country currency and get the conversion in euros.



## DURING YOUR STAY

### 03. DURING YOUR STAY

## TRANSPORTATION

### ARRIVING AT POLI.DESIGN

POLI.design is located in the **Bovisa** campus of Politecnico di Milano, located north-west of Milan, not far from the city center.

The location is easily reachable by public transit from Milan, Malpensa Airport and various cities in the region. See the chart and get to know the lines serving the vicinities of Poli.design.



Treno / Train:

#### Milano Bovisa Politecnico

<b>S1</b> Saronno - Lodi	<b>S13</b> Mi. Bovisa Poli. - Pavia	<b>R22</b> Mi. Cadorna - Varese
<b>S2</b> M. Comense - Mi. Rogoredo	<b>XP1</b> Mi. Cadorna - Malpensa	<b>R27</b> Mi. Cadorna - Novara
<b>S3</b> Saronno - Mi. Cadorna	<b>XP2</b> Mi. Centrale - Malpensa	<b>R28</b> Mi. Centrale - Saronno
<b>S4</b> C.-Lentate - Mi. Cadorna	<b>R16</b> Mi. Cadorna - Canzo-Asso	<b>RE_1</b> Laveno - Mi. Centrale
<b>S12</b> Mi. Bovisa Poli. - Melegnano	<b>R17</b> Mi. Cadorna - Como Lago	<b>RE7</b> Mi. Cadorna - Como Lago



Tram / Tram & Bus / Bus:

#### Piazza Bausan

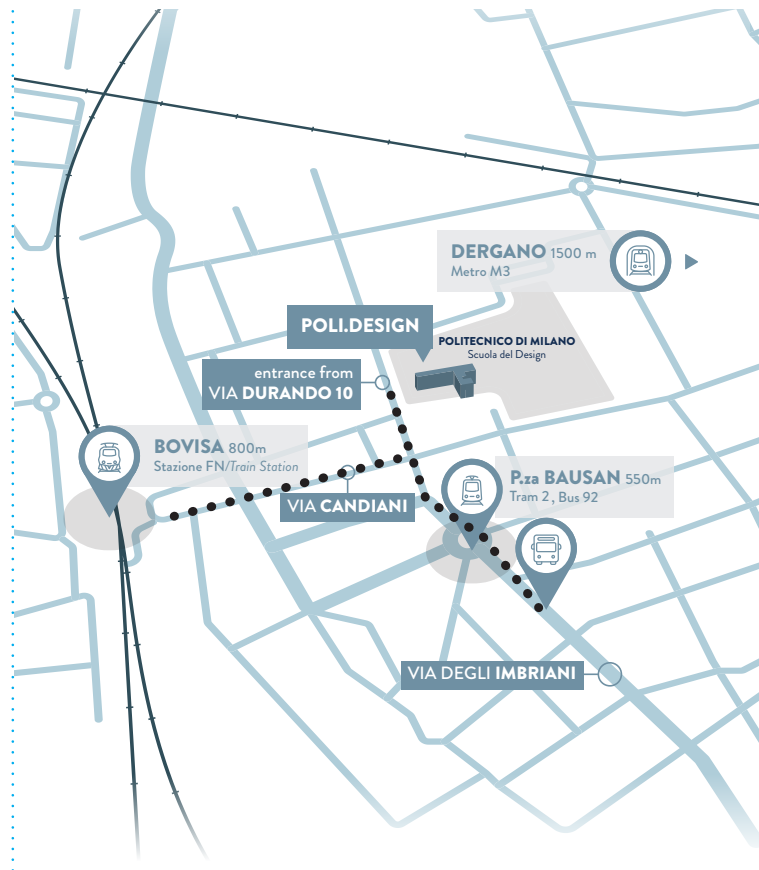
<b>2</b> P.le Negrelli - P.le Bausan	<b>92</b> Lodi - Via Vare'
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Metro M3 / Metro Line 3

#### Dergano

<b>M3</b> San Donato - Comasina
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## TRANSPORTATION

### PUBLIC TRANSIT

Run by ATM (Azienda Trasporti Milanese) and other companies, Milan's public transit network is composed of bus, tram, underground (metro) and urban rail lines. The system is widespread through the metropolitan region and fares are priced according to the zones travelled. For fare purposes, zones Mi1 to Mi3 were integrated and include the urban area of Milan and a few closer adjacent cities and towns. Tickets are time and zone based, which means you can commute with different means of transportation during a specified time frame within the allowed fare zones.

Routes, stations, operating hours and lines can be checked using apps such as Google Maps, Moovit and CityMapper or at the official **ATM Website**.

#### BASIC FARES

Fare Type	Zones	
	Mi1-Mi3	Urban
Single	€2	-
Day	€7	-
3 Day	€12	-
Weekly	€17	-
Monthly	€50	€39, €22*
Yearly	€160	€330, €200*

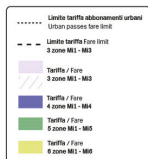
Valid for any users under 27 y.o. or users under 30 years old with an ISEE inferior to € 28.000.

#### HOW TO PAY YOUR TICKET

Where	Ticket type
ATM Vending Machine	Various, except emission of nominal tickets
ATM Point	All, including nominal/discounted
ATM Milano App	Various
Contactless (Metro only)	Single (touch in/out, zone based)
SMS "ATM" to 48444	Single (Mi1-Mi3 only)

# RETE METROPOLITANA E LINEE FERROVIARIE SUBURBANE METRO NETWORK AND SUBURBAN RAILWAYS

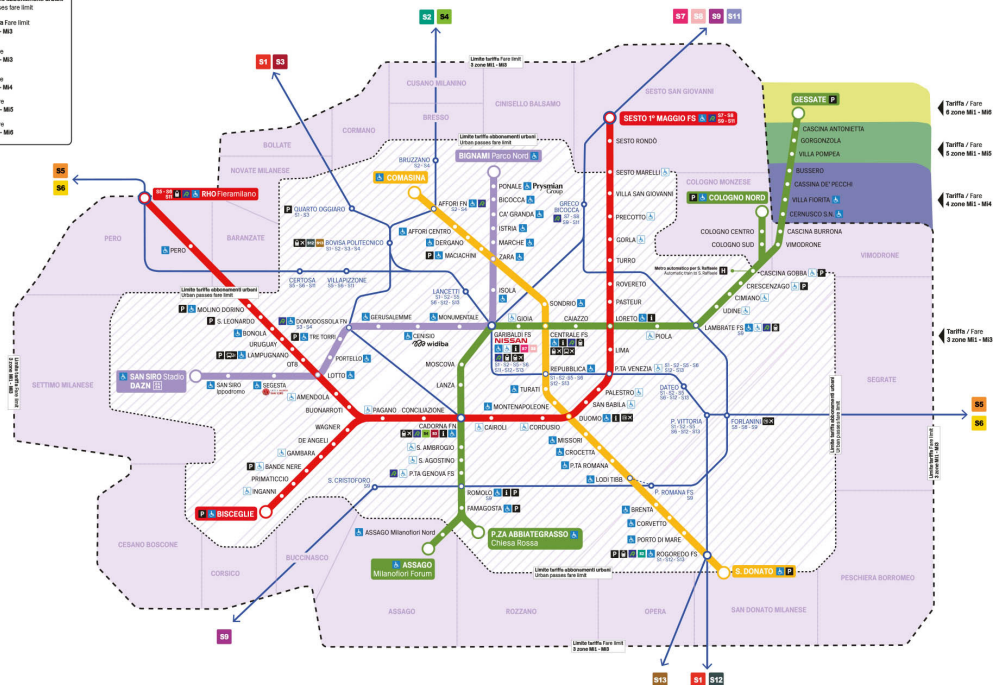
- M1** Metro Linea / Line 1
- M2** Metro Linea / Line 2
- M3** Metro Linea / Line 3
- M5** Metro Linea / Line 5
- Stazione accessibile (ascensori)  
Step-free station (lifts)
- Stazione accessibile (montastiva)  
Step-free station (stairlifts)
- ATM Point: informazioni e punto vendita  
ATM Point: information and sales point
- Linee ferroviarie regionali  
Regional railways
- Interscambio con rete ferroviaria  
Connection with railway system
- Linee 73 per Aeroporto di Linate  
Line 73 to Linate Airport
- Bus per Aeroporto di Linate, Malpensa e Orio al Serio  
Bus service to Linate, Malpensa and Orio al Serio
- Malpensa Express
- Terminal bus lunga percorrenza  
Long distance bus terminal
- Parcheggio di corrispondenza ATM  
ATM car park



## Linee ferroviarie suburbane Suburban railways

- S1** Saronno - Milano Passante<sup>®</sup> - Lodi
- S2** Mariano Comense - Milano Passante<sup>®</sup> - Milano Rogoredo
- S3** Saronno - Milano Bovisio - Milano Cadorna
- S4** Camnago Lentate - Milano Bovisio - Milano Cadorna
- S5** Varese - Milano Passante<sup>®</sup> - Treviglio
- S6** Novara - Milano Passante<sup>®</sup> - Treviglio
- S7** Lecco - Molteno - Milano P. Garibaldi
- S8** Lecco - Carnate - Milano P. Garibaldi
- S9** Saronno - Milano Greco - Albairate
- S11** Chiasso - Milano P. Garibaldi - Rho
- S12** Melegnano - Milano Passante<sup>®</sup> - Milano Bovisio
- S13** Pavia - Milano Passante<sup>®</sup> - Milano Bovisio

\*STAZIONI / STATIONS:  
Lancetti - P. Garibaldi - Repubblica - P. Venezia - Dateo - P. Vittoria



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Luglio 2019/July 2019

www.atm.it | Infoline ATM 02.48.607.607 | @atm\_informa



## TRANSPORTATION

### SHARED AND PRIVATE

#### BICYCLES AND BIKE-SHARING

Milan and neighbouring areas are mostly flat and have a considerable amount of bike lanes and paths, making it a reasonably **easy city to ride a bike**. You may use your own bike or one of the cities bike sharing services: **BikeMi**, with fixed stations or **MoBike**, with free floating cycles. There are single ride and monthly/trimonthly/annual passes available.

#### SHARED VEHICLES

Various companies operate vehicle-sharing schemes in Milan, generally in a free-floating basis within an operating zone.

**Cars:** Share Now, Share'n Go, Enjoy and others.

**Scooters:** eCooltra, Cityscoot, GoVolt, MiMoto, Zig Zag, etc.

**Kickscooter:** Voi, dott, Wind and others.

#### CAR

Milan is a city with extensive public transport and a fairly flat terrain, making means of transportation other than the private car generally more cost-efficient and practical option. But if you plan to drive your private or longer term rental vehicle in the city, be aware of the local traffic regulations that include emission restrictions (Area B), congestion charges and restricted areas (Area C and ZTLs, the Limited Traffic Zones). More info at the **Comune di Milano website**.

## DESIGN SHOWROOMS AND MUSEUMS

In addition to those listed below other interesting showrooms are located in the area of Corso Garibaldi, Via Solferino, Via Durini, Via Manzoni and Corso Venezia. Besides, showrooms of best brands of Italian fashion are located in the street of Montenapoleone and Via Della Spiga.

### Alessi spa

C.so Matteotti 9, Milano  
[www.alessi.com](http://www.alessi.com)

### Artemide

C.so Monforte 19, Milano  
[www.artemide.com](http://www.artemide.com)

### Armani Silos

Via Bergognone, 40, Milano  
[www.armanisilos.com](http://www.armanisilos.com)

### Armani Casa

Via Manzoni 37, Milano  
[www.armanicasa.com](http://www.armanicasa.com)

### Boffi

Via Solferino, 11, Milano  
[www.boffi.it](http://www.boffi.it)

### Cappellini

Via S. Cecilia 4, Milano  
[www.cappellini.it](http://www.cappellini.it)

### Corso Como 10

C.so Como 10, Milano  
[www.10corsocomo.com](http://www.10corsocomo.com)

### Da Driade - AD'

Via Manzoni 30, Milano  
[www.driade.com](http://www.driade.com)

### DePadova

Corso Venezia, 14, Milano  
[www.depadoa.it](http://www.depadoa.it)

### Tad ConceptStore

Vai Statuto, 12, Milano  
[www.taditaly.com](http://www.taditaly.com)

### Cargo High-Tech

Via Meucci 39, Milano  
[www.cargomilano.it](http://www.cargomilano.it)

### laRinascente

Piazza Duomo, Milano  
[www.larinascente.it](http://www.larinascente.it)

### Triennale di Milano

Viale Alemagna, 6, Milano  
[www.triennaledesignmuseum.it](http://www.triennaledesignmuseum.it)

### Palazzo Reale

Piazza del Duomo, 12, Milano  
[www.comune.milano.it/palazzoreale](http://www.comune.milano.it/palazzoreale)

### PAC

Padiglione d'Arte Contemporanea  
Via Palestro, 14, Milano  
[www.comune.milano.it](http://www.comune.milano.it)

### Pinacoteca di Brera

Via Brera, 28, Milano  
[pinacotecabrera.org](http://pinacotecabrera.org)

### Fondazione Prada

Largo Isarco, 2, Milano  
[fondazioneprada.org](http://fondazioneprada.org)

### MUDEC

Via Tortona, 56, Milano  
[www.mudec.it](http://www.mudec.it)

## LEISURE

### Coffee Shops, Tea Rooms

**Boutique Nespresso Milano**  
Galleria San Babila 4/D

**Chocolat**  
Via Boccaccio 9

**Cova**  
Via Montenapoleone 8

**Da Luini**  
Via S. Radegonda 16

**Il Massimo del Gelato**  
Via Castelvetero 18

**Princi**  
Various locations.

**Viel**  
Corso Buenos Aires 15

### Restaurants

**Bistrot Bovisa**  
Via Lambruschini 31

**Bulgari**  
Via Privata Fratelli Gabba 7

**Chatulle**  
Via Piero della Francesca 68

**Emporio Armani Caffè**  
Via Croce Rossa 2

**Giulio pane e oio**  
Via Muratori 10

**Just Cavalli Caffè**  
Viale al Parco Luigi Camoens

**Obika**  
Via Mercato 28 ang. Via Fiori Chiari

**Peck**  
Via Spadari 9

**Il Gattopardo Caffè**  
Via P. della Francesca 47

**Fiore Food&Drink**  
Via Savona 59

**Biagio Pizzeria**  
Via V. Monti 28

**La Fabbrica Pizzeria**  
Viale Pasubio 2

**Nami**  
Corso di Porta Ticinese 6

**Nobu**  
Via Manzoni 31

**Joia Leggero**  
Via Panfilo Castaldi, 18

**La Vecchia Latteria Milano**  
Via dell'Unione 6

### Happy hour & Bars

**Ostello Bello**  
Via Roberto Lepetit, 33  
Via Medici, 4,

**Madeira**  
Viale Monte Nero, 3

**Bar Frida**  
Via Antonio Pollaiuolo, 3

**Maya Cocktail Bar and Restaurant**  
Via Ascanio Sforza, 4

The most important areas of nightlife in Milan are: Isola, Navigli, Corso di Porta Ticinese, Garibaldi and Corso Como, Brera, Corso Sempione, Via Piero della Francesca.

The average cost of a drink is €8-10.



## USEFUL PHONE NUMBERS



**Carabinieri**  
**112**



**State Police**  
**112**



**Municipal Police**  
**02 77271**



**Fire Emergency**  
**112**



**Ambulance**  
**112**



**Emergency Doctor Service**  
**800.193.344**



**Pharmacy**  
**800 801 185**



**Anti-Poison Center**  
**02 661 010 29**



**Yellow Taxi**  
**02 6969**

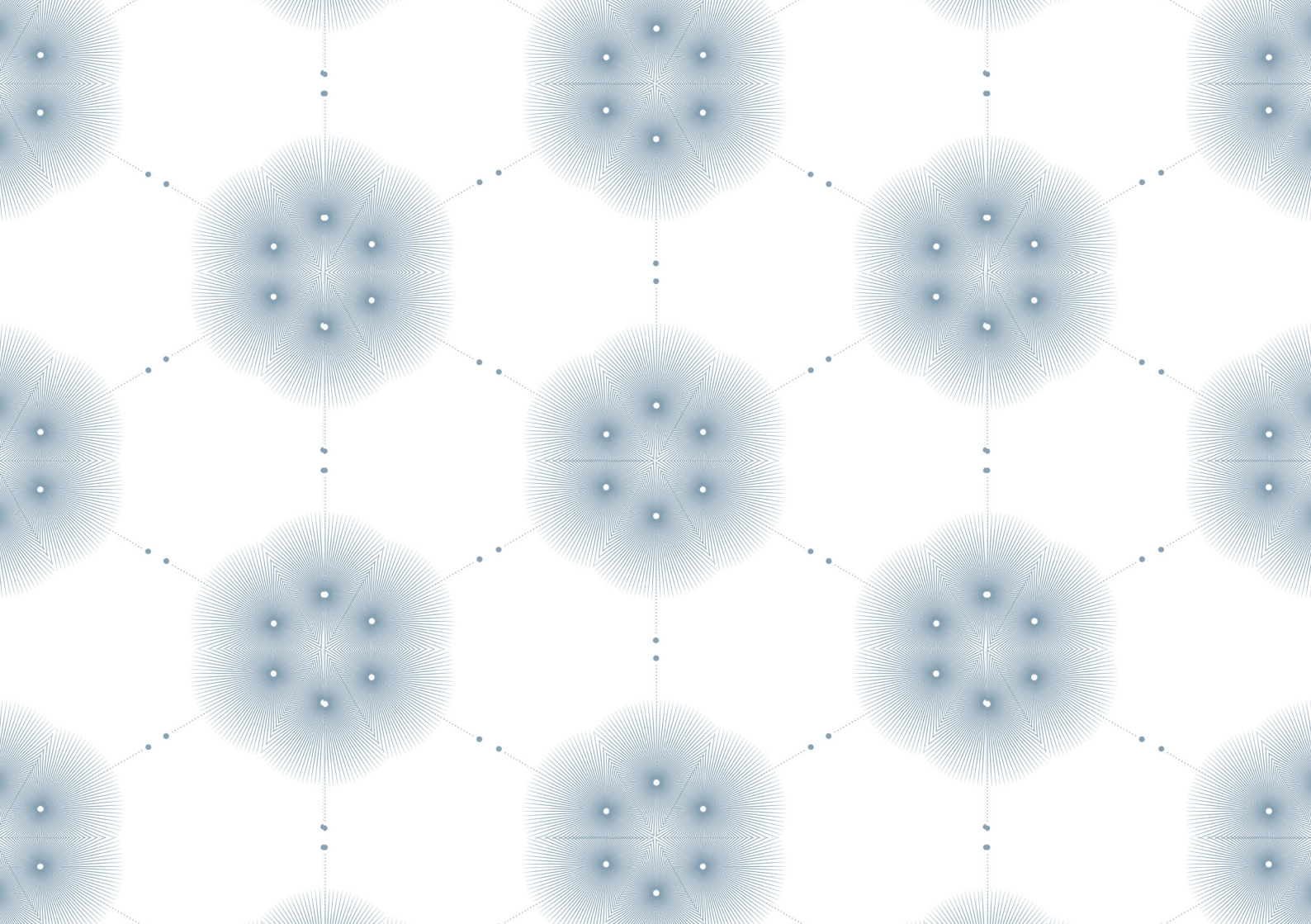


**Radio Taxi**  
**02 8585**



**Radiobus**  
**02 4834803**

The entirety of the info on this toolkit is for reference only. Always confirm with the official institutions involved for doubts and details, as they may change. Prices, estimations and other data were valid as of July 2019.



www.polidesign.net

POLI.design

Società consortile a responsabilità limitata

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