

W E L C O M E T O B O C C O N I

Life at Bocconi

Bocconi



Università Commerciale
Luigi Bocconi



WELCOME TO BOCCONI

Life at Bocconi

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INTRODUCTION

Bocconi University

Founded in 1902, Università Bocconi is unquestionably Italy's most respected economics and business university. Bocconi is a private university committed to playing a strong academic and cultural role in a fully international context within the fields of economics, management, statistics and law. Ever since its foundation Bocconi has continuously provided an excellent academic background while laying stress on cultural awareness and an international perspective, as well as providing the tools necessary to succeed in the ever-changing business world.

Our modern urban campus lies in the heart of the country's bustling business and finance world, and our course offering - running from undergraduate to PhD - provides a quality response to a wide range of educational needs. The University has approximately 14,000 students, a permanent faculty of 1,300 members and approximately 550 administrative staff.

Bocconi offers a broad range of undergraduate and graduate programs taught in Italian and in English by a distinguished Italian and international Faculty. Classes at Bocconi offer up-to-date, quality content and interactive methods supported by excellent IT and library facilities. Lessons with highly qualified faculty and distinguished visiting professors are enriched with seminars and workshops involving members of the Italian and international business community, who inject a strong dose of practical economic reality into the course curriculum. In pursuing its ends, Bocconi has always actively upheld

the ideas and principles of its founding statute: the spirit of innovation, practical interaction with the real world, intellectual freedom and rigorous national and international research.

► WWW.unibocconi.eu

Internationalisation in figures

- Over 170 partner universities in nearly 50 Countries
- About **1.200** students spend a semester abroad through the Exchange, CEMS, Double Degree, Themis and Free-Mover Semester programs.
- About **550** Bocconi students take part in short programs (Campus Abroad International Case Competitions and Simulations, Free-Mover Summer Program) .
- More than **550** opportunities for short internship programs abroad in international institutions, NGOs, Italian Diplomatic Delegation, Italian Chamber of Commerce and Companies (extra EU).
- About **950** foreign exchange students coming from Bocconi's international network spend a period of study in Bocconi through the Exchange Program, CEMS, Double Degree, Themis and Study tour programs.

More than 2.300 international opportunities are offered each year in about 100 countries throughout the world.

On average, one graduate out of two has taken advantage of an international opportunity.

► WWW.ir.unibocconi.eu



Bocconi International perspective

Bocconi's founder was a great believer in commerce as a driver of international exchange of ideas and culture, as well as goods. In keeping with that philosophy, internationalization has always played an important role in Bocconi. Bocconi was the first school in Italy to offer English-language undergraduate/graduate programs. Over the years Bocconi has set up its own extensive network to promote Exchanges through bilateral agreements. Furthermore, Bocconi is a founding member of the Community of European Management Schools and International Companies (CEMS), in conjunction with which it offers an exclusive specialized Master in International Management (www.cems.org). Bocconi also belongs to the PIM Network (Partnership in International Management), an international consortium of business schools that was founded in 1973 (www.pimnetwork.org). Recently Bocconi has developed Double Degree Programs in cooperation with prestigious Universities in Europe. Students will develop diversity of thought, international management competencies and a truly global mindset. These programs aim at preparing the future business leaders of Europe to handle global development and integration.

Academic Information

Since 2006, the University has been divided into Schools that govern the different study programs:

- **Undergraduate School**, which includes three-year Bachelor programs of which 1 is completely taught in English: "Bachelor of International Economics and Management";

▶ WWW.undergrad.unibocconi.eu

- **Graduate School**, which includes Master of Science programs, first and second level Specialized Master programs and Specialization programs of which 6 are completely taught in English: "MSc. in International Management",

"MSc. in Finance",
"MSc in Economics and Social Sciences",
"MSc. in Marketing Management",
"MSc. in Economics and Management of Arts, Culture and Communication",
"MSc. in Economics and Management of International Markets and New Technologies";

▶ WWW.grad.unibocconi.eu

- **School of Law**, which includes the Combined Bachelor and Master of Science in Law (five years) and the other programs offered in the field of law;

▶ WWW.law.unibocconi.eu

- **PhD School**, which includes various research doctorate programs;

▶ WWW.phd.unibocconi.eu

- **SDA Bocconi School of Management**, which continues its more than thirtyyear experience of promoting and organizing educational activities and postexperience training.

▶ WWW.sdabocconi.it/en/

Bocconi offers more than 50 courses in English (ca. 50) every semester. The complete list can be found at:

▶ WWW.ir.unibocconi.it/coe

A list of all the courses offered:

▶ WWW.ir.unibocconi.it/offer

Glossary for Students

ITALIAN	ENGLISH	ITALIAN	ENGLISH
Aereo	Airplane	Mangiare	To eat
Aiuto	Help	Medico	Doctor
Affittare	To rent	Mensa	Dining hall
Atrio	Foyer/Lobby	Metro	Metro/Underground
Ascensore	Elevator	Montagna	Mountain
Aula	Classroom	Multa	A fine (i.e. parking)
Autostrada	Highway	Ospedale	Hospital
Bacheca	Bulletin Board	Parcheggio	Parking
Bagno	Bathroom	Polizia	State Police
Benvenuto	Welcome	Posta	Post Office
Bere	To drink	Residenza	Residence
Biglietto	Ticket	Ristorante	Restaurant
Buongiorno	Good day	Sala	Room
Calcio	Soccer/Football	Scala	Staircase
Carabinieri	Police	Sciopero	Strike
Centro Linguistico	Language Center	Spiaggia	Beach
Centro Storico	Historical City Center	Quaderno	Notebook
Biblioteca	Library	Studiare	To study
Cellulare	Cell-phone	Tabacchi	A store where you can usually buy a Marca da Bollo, Tram Tickets, Stamps and Cigarettes
Chiosco	Kiosk	Tintoria	Dry Cleaners
Comprare	To buy	Telefono	Telephone
Dogana	Customs	Treno	Train
Entrata	Entrance	Ufficio segreteria	Registrar's Office
Esame	Exam	Ufficio ammissione	Admissions Office
Farmacia	Pharmacy/Drug Store	Ufficio amministrazione	Financial Office
Gelateria	Ice Cream Store	Uscita	Exit
Libreria	Bookstore	Zona	Area
Libro	Book		



ISD SERVICES & ACTIVITIES FOR INTERNATIONAL STUDENTS

International Student Desk

The International Student Desk (ISD) is a service offered by the International Relations Office to all incoming exchange students and international students who are regularly enrolled in Bocconi Degree Programs. The ISD is devoted to International Students and helps them adapt to the new Italian environment and guides them through their stay at Bocconi with a series of tailored services and activities.

▶ WWW.ir.unibocconi.it/isd

Welcome Desk

It is open during the first two weeks of September to help you find your way around (find offices, classrooms, etc...).

- **September, Bocconi main building** (ground floor, Via Sarfatti 25)

Buddy Service

Senior Bocconi students will help international students to get in touch and familiarize themselves with Bocconi University and the city of Milan.

- **Registration at the Welcome Desk or by sending an e-mail to isd@unibocconi.it or to inexchange@unibocconi.it (for exchange students)**

University Tour

A walking guided tour of the University and the main campus venues. The tour will give all students a valuable insight into campus life, the University buildings and facilities.

- **Registration at the Welcome Desk. Tours are scheduled every day in the first half of September**

To take a virtual tour, visit:

▶ WWW.unibocconi.it/virtualcampus

Bocconi Welcome Kit

A set of information about Bocconi and Milan.

- **To receive the Bocconi Welcome Kit come to the ISD presentation or to the ISD office**

Day Trips

One day trips or visits to cultural places in and around Milan are organized each semester.

Italian Language Course

An Italian language course ranging from beginners to pre-intermediate level. Courses are aimed at enabling students to interact effectively in Italian in order to tackle the most important daily situations confidently.

For more information have a look at:

▶ WWW.ir.unibocconi.it/guide

What's on in Milan

An update about exhibitions, concerts, entertainment, trade fairs, markets and sports in Milan.

- **Registration at the Welcome Desk.**

Cocktail for International Students

Join all international students at Bocconi at the Cocktail Party scheduled in each semester. It will be a great opportunity to know each other and share the experience of life in Milan.

- **More information at the ISD upon arrival.**

HOUSING

How can I pay my rent?

- o Those who are staying in a University Residence must pay the rent on a monthly basis by the end of the previous month.
In case of delayed payment students will be charged with a penalty fee.

Contacts:

Housing@ISD Office

housing.isd@unibocconi.it

How can I have my deposit back?

To reserve a place at Bocconi Dorms you will be required to pay a deposit, in case you are not assigned to any of the Bocconi dorms you will have your deposit back upon arrival. If you are currently staying in a University Residence (or enlisted in the housing waiting list) you cannot pick up your deposit until the end of the semester (it may be needed in case some damages will be caused to the room).

These rules do not apply to DDIB / CEU students and regular students





USEFUL INFORMATION AND STUDENT SERVICES

ID Card

You will be given a student ID card upon your arrival in Bocconi.

This badge will allow you to use/access many of the student services listed on this guide.

- **Regular students/Double Degree:** you should pick up your badge from the Admissions Office on the 3rd floor in Via Sarfatti, 25.
- **Exchange students/Themis/CEMS:** you should pick up your badge from the ISD Office on the 2nd floor in Via Sarfatti, 25.

Punto Blu, Virtual Punto Blu and Internet points

Punto Blu is a self-service terminal that allows you to carry out some administrative activities regarding your student life (such as printing certificates).

Since data is updated in real time, you can check immediately if your operation has been performed successfully. Using this service means that you can save time because you don't have to line-up in queues and you are free to carry out administrative procedures outside office hours.

You can choose the language of Punto Blu/Virtual Punto Blu (Italian or English).

HOW TO ACCESS

To access the Punto Blu functions simply insert the Bocconi ID card into the appropriate slot and follow the instructions that appear for each individual function.

To access the Virtual Punto Blu functions students must:

- connect to the University homepage at

▶ **WWW.unibocconi.it/puntoblu**

- enter the student ID (login) and the password for accessing online services.

Internet points that provide restricted access to the Bocconi Internet site are located in both the new university building (piazza Sraffa 13) and entrance hall of the Student Administration Centre (Segreteria Studenti).

It is possible to print certificates (see chapter "Certificates") and receipts for administrative procedures completed at Punto Blu terminals, whereas web pages from the Internet site can be printed and kept as memos.

FUNCTIONS AVAILABLE FROM PUNTO BLU TERMINALS

The following menu, available for regular students, might be different according to your status (exchange, CEMS, Double Degree).

Student menu

Available functions:

- IS Enrolment in academic year
- SF Financial situation
- BO Scholarships/150 hours
- RR Receipt issue
- IP Exam registrations
- VP Display list of partial exam registrations
- MI Change of address
- RO Student consultation hours/IEGI/IAFC
- SC Exchange program
- CA Campus abroad
- PL Application to graduation
- PS Study plan
- VT Display final report title/Thesis
- LI Choice of language for Punto Blu

In addition, there are also other functions concerning the choice of foreign languages and elective courses.

FUNCTIONS AVAILABLE FROM VIRTUAL PUNTO BLU

The Virtual Punto Blu can be accessed via the internet.

Student menu

- IS Enrolment in Academic Year
- SF Financial Situation
- PS Study Plan
- IP Exam Registrations
- VI Display List of Partial Exam Registrations
- MI Change of Address
- RO Student Consultation Hours/IEG/IAFC
- PL Application to Graduation
- VP Display Study Plan
- LI Choice of Language for Punto Blu
- VT Display Final Report Title/Thesis

In addition, there are also other functions concerning the choice of foreign languages and elective courses.

Please note that it is not possible to print receipts and certificates from Virtual Punto Blu.

Certificates

From the Punto Blu you are able to print all the certificates you will need also for:

We recommend to check frequently your e-mail and inform the relevant Bocconi offices of any changes.

Website: for many years now the website of the University (www.unibocconi.eu) has been a reference point for everyone working and studying at Bocconi (as well as alumni). The website is updated on a daily basis and gives information on all University events. It also provides forums for opinion-sharing and personalized channels, with selected information according to the user (i.e. students, faculty, graduates, etc).

yoU@B: is a service designed for all students at Bocconi, who can start using it from the first day after they have completed enrolment. Students can use **yoU@B** to organise their own diary, receive notices from various University services, keep a personal address book, make notes, check the dates, times and classrooms of exams, class timetables and so on.

The yoU@B also allows students to integrate their personalised exams

CERTIFICATE	USED TO
1. Questura (Permit of Stay)	Obtain your "Permesso di Soggiorno" at the Questura.
2. Mezzi Trasporto (Transportation)	Obtain your discounted monthly pass AND for any other reason you need to prove you are registered at Bocconi.
3. Piano di Studi (Study Plan)	See the classes for which you are registered.

How to print the certificates: insert your student card into the *Punto Blu* > type **CE** (for Automatic Certification) > choose the certificate that you need > you will be automatically exit from the system > wait for the Punto Blu to print your certificate.

Remember to remove your student card within 30 seconds!

Bocconi E-mail and yoU@B

Bocconi E-mail: Regular and Double Degree students will be assigned an e-mail address (posta elettronica) upon their arrival in Bocconi. Exchange students can keep and use their personal e-mail address.

timetable with the deadlines of other educational activities and personal interest activities. Students can also organise and print all the information recorded in the diary for the desired period (daily, weekly, monthly and so on).

The yoU@B student diary is available both in Italian and English. Students can choose at any moment to change the language.



How to access yoU@B:

The yoU@B student diary can be accessed from the **Bocconi website** at

► <https://agenda.unibocconi.it/>

Users must type their student ID in the appropriate "user ID" space and the online services password in the "password" space.

Please note that the yoU@B diary is the main tool used by Università Bocconi to give notice regarding teaching activities; therefore, students are kindly requested to check frequently the messages received.

Official Communications

Communications concerning classrooms, changes in the class schedule, seminars, etc. can be posted in your yoU@B. Changes of rooms are notified also in the boards (Bacheche) on the ground floor in Via Sarfatti, 25.

Sometimes we need to get in touch with you personally. You are responsible to keep updated your referee in Bocconi with your current telephone number and you are also responsible for the information you receive in your e-mail. Please check it frequently.

For all the students who stay for one semester a mailbox service is available upon request, ask at the International Student Desk.



Medical Assistance

A nursing service is provided at the Pensionato Bocconi (Bocconi Dorm). For information about medical assistance in Milan, please see page 27 "How to apply for the National Health Service".

Address:

Via Bocconi 12

Meals

SELF-SERVICE RESTAURANT

In this self-service restaurant you can find everything you want to eat. In the same area a "panino-bar" (sandwiches and fast-food) is operating. The cost of a complete meal (first course, second course with side dish, bread and fruit OR drink) is around € 8. but there is a special price *only for Exchange students* on our program. Exchange students will be informed about a special carnet by ISD upon their arrival. The special carnet allows to buy 10 meals paying around 50% less.

Address:

Via Bocconi, 12 (downstairs in the Pensionato)

Opening Hours (restaurant):

Monday to Saturday, 12:00 to 14:30 & 19:00 to 20:30

Opening Hours (panino-bar):

Monday to Friday, 8.00 to 17.00

The restaurant and the panino-bar are closed on Sundays, holidays and when the service is suspended, according to the academic calendar.

COFFEE BAR

One of the busiest places in Bocconi, it offers pizza, panini (sandwiches), pasta, snacks and more.

Address:

Via Sarfatti, 25 (in the basement of the main building)

Opening Hours:

Monday to Friday 8:00 to 19:00,
Saturday 8:00 to 12:00

There are also numerous snack-bars located close to the University.

Computer Rooms

Twelve classrooms equipped with personal computers connected to the University network are available for students. 3 of these (equipped with 145 PCs) are specifically intended for use by the students for distance-learning purposes.

Opening Hours:

Monday to Friday 8:30 to 19:30,

Saturday 8:30 to 12:00

(only the computer room located in Via Sarfatti, 25 - ground floor)

Access the Bocconi Computer Network with your own laptop

1. Wireless Acces: if you have a notebook equipped with a wi-fi card (802.11a/b/g certified) you can access Bocconi wireless net in special areas of the University. See here for detailed map of these locations: <http://wireless.unibocconi.it/copertura.html>

For help and troubleshooting:

<http://wireless.unibocconi.it/windows.html>

(in Italian Only)

2. Cable access: there are more than 450 access points around Bocconi which allow students to go online with their own PC. To access the network you need:

- A fast Ethernet card (connection speed of 100Mbps)
- A network cable such as UTP RJ45 (not cross)

Whichever type of connection you choose, you have to register your laptop at the 3rd Floor of the Velodromo (the new building), between stairs C and D. You can register it on Tuesday or Thursday during the opening hours. *Allow 24h after the date of registration before connecting.*

Opening Hours:

Tuesday & Thursday, 14.30 – 17.30



Mailboxes

Students staying for one semester can ask the ISD to have a mailbox upon arrival at Bocconi.

Mailboxes are located on the 2nd floor of the main building (Via Sarfatti, 25). When you return all material to ISD you must return the key of your mailbox or you will be subject to a € 5 fee (also required if you lose the key during the semester).

The address is:

YOUR NAME (# of your mailbox)
c/o International Relations – ISD
Bocconi University
Via Sarfatti, 25
20136 MILANO

The number of your mailbox is necessary and must be included.

Some of you will share mailboxes. Please be considerate to your mate and check carefully that all documents are directed to you or that you take only one copy.

You can use your mailbox to receive private mail and/or packages, nevertheless we kindly ask you to use this option only in case of emergency or anytime you have to receive important documents or packages.

Bookstore

A bookstore (EGEA) is located on the ground floor of the SDA Bocconi building at Via Bocconi, 8.

Opening Hours:

Monday to Friday 8.30 -19.30;
Saturday 10.00 – 19.00

For more information, visit:

www.egeaonline.it/eng



ACADEMIC INFORMATION

Study Plan

Depending on students status, different rules concerning Study Plans apply.

EXCHANGE STUDENTS

Exchange students are expected to attend min. 3 up to max. 6 courses per term. Each Bocconi credit corresponds to 25 hours workload, of which 8 lecture hours. Courses run approximately 11 weeks per semester.

Undergraduate students will be allowed to choose only among undergraduate courses (code 5xxx and 6xxx), while Graduate students will be allowed to choose among both graduate (code 8xxx) and undergraduate (code 5xxx and 6xxx) courses.

Annual courses can be selected only by Academic Year students.

Exchange students need to select courses for their study plan through the application on-line, before arriving at Bocconi.

❗ IMPORTANT NOTICE, Please read carefully

① WITH REGARDS TO FALL SEMESTER STUDENTS, THE FINAL CONFIRMATION FOR SOME ELECTIVE COURSES IS SCHEDULED IN SEPTEMBER. IF A COURSE INSERTED IN THE STUDY PLAN IS NOT ACTIVATED, THE STUDENT WILL BE CONTACTED BY THE INTERNATIONAL STUDENT DESK IN ORDER TO SUBSTITUTE IT.

② THE CHOICE DONE THROUGH THE APPLICATION ON-LINE IS DEFINITIVE. AFTER THE DEADLINE CHANGES WILL BE ALLOWED ONLY FOR EXCEPTIONAL REASONS (E.G. COURSE CANCELLATION, CHANGES IN SCHEDULE OF CLASSES, ETC.).

For more information on the course offer see:

▶ WWW.ir.unibocconi.it/offer

Research projects:

A "Research Project" is a type of independent study for which the student writes a short essay under the supervision of a professor. It is the students' job to choose a topic, plan the project or paper, find a suitable professor and have the professor sponsor the project.

The student must submit a Form of Approval signed by the professor to the International Student Desk before the deadline to submit the Study Plan. At the end of the semester the students will have to submit to ISD an Evaluation Form signed by the professor.

For Undergraduate students:

Undergraduate students may substitute one course with one research project.

For Graduate students:

Graduate students may substitute two courses with two research projects.

DOUBLE DEGREE STUDENTS

◉ DDIB (CEU)

Students participating in the Dual Degree in International Business program will be enrolled in their second year of the BIEM program as regular Bocconi students. They do not need to register for courses for their first semester in Bocconi. However, they must register for mid-terms and exams and follow all the other academic rules and regulations of the BIEM program whilst studying in Bocconi.

▶ WWW.ir.unibocconi.eu/ddib

◉ Double and Joint Degree Program (only for students enrolled in certain graduate programs)

It allows students to obtain a Bocconi Master of Science degree and, at the same time, another title which is equivalent to a Master of Science, given by one of the partner universities: HEC, Paris; ESADE, Barcelona; Rotterdam School of Management, Rotterdam; Copenhagen Business School, Copenhagen; Sciences-Po, Paris; Université de



Genève, Genève; UCL Louvain (Joint Degree Program); MGIMO, Moscow; Indian Institute of Management, Ahmedabad.

The Double Degree programs involve spending the entire second year of the graduate program at the partner university.

Each double degree student will have an individual study plan, developed by the director of the Bocconi Master of Science Program and the relevant academic authorities of his/her home University. The study plan is composed of core and elective courses: while you cannot choose the core courses, you may be able to choose electives from a wide range of courses. As a general rule, each Bocconi credit corresponds to 25 hours workload, of which 8 are lecture hours. Courses run approximately 11 weeks per semester. The study plan will be signed for acceptance by the student and by the director of the degree involved, and will then be entered in the Bocconi system by the Admission Office. Therefore, you will NOT need to enter your study plan in the Punto Blu.

For specific questions regarding your study plan please refer to the Double Degree Office.

▶ WWW.ir.unibocconi.it/doubledegree

THEMIS STUDENTS

Students participating in the Themis program must select their courses from the Themis course roster. You may choose one course which is not from the Themis course roster on the condition that it is approved by both the Themis office in Bocconi and your home school.

▶ WWW.ir.unibocconi.it/themis

CEMS MIM STUDENTS

According to CEMS MIM rules students should select at least 22,5 credits in core courses in a year (at least 2 core courses in the first semester are recommended - different rules may apply for students coming from specific schools). You can design your personal study plan by choosing:

- **CEMS CORE COURSES** - you can find the list on www.cems.org

- **CEMS ELECTIVE COURSES** open to all CEMS, Exchange and Bocconi students. You can select from any course offered in Bocconi with code 8xxx (graduate courses). Bocconi courses are 6 credits (core and electives). For CEMS students only for core courses it is possible to ask professors for an extra work worth 1,5 credits in order to get a total of 7,5 credits per course.

Exams

Students can take exams in all sessions as long as they satisfy the attendance requirements (the semester of the course included in the study plan must be finished).

Lessons are suspended at mid-semester in both the first and the second semester for 1st partial exams. 2nd partial exams are held at the end of the semester.

EXAM CALENDAR AND EXAM TIMETABLE

The exam calendar is posted on the "Exam Timetable" bulletin board located on the ground floor of the university building at Via Sarfatti 25 whereas any changes are displayed on the "Exam Timetable Changes" bulletin board situated in the same place.

Personalised exam timetables can be checked at any Punto Blu terminal, from Virtual Punto Blu, on the internet site

▶ WWW.unibocconi.it/examtimetable

and on the yoU@B, the student's personal diary.

The exam calendar is organized in periods that do not coincide with the periods when lessons are held. Each exam period consists of one or more sessions.

The dates of "partial exams" may or may not coincide with the dates fixed for "general exams".

Exam dates are updated daily on the Internet site, so that if the date or time is changed, the new date or time is displayed and students may check the original date or time of the exam session by clicking on the relative exam icons.

The different types of exams are identified in the exam timetable by the following letters:

- PI Partial exam
- S Written exam
- O Oral exam

The classrooms assigned to exams are posted daily on the "Today's exams and activities" bulletin board located on the ground floor of the University building at via Sarfatti 25 as well as on the monitors and on the bulletin boards situated in the University building at piazza Sraffa 13. In addition, they are also published on the Internet site at

► WWW.unibocconi.it/rooms

generally one working day prior to the exam.

If students are divided up into different classrooms for partial and general exams, the breakdown of students' classroom allocations is available on the Internet through yoU@B.

Such divisions are also posted on the "Exams - breakdown of students" and "Today's exams and activities" bulletin boards, located on the ground floor of the University buildings at via Sarfatti 25 and piazza Sraffa 13.

SESSIONS

○ 1st Semester (Fall)

Mid Term Exam Session	October - November
Special Exam Session	December (*)
Regular Exam Session	January - February

(*) **Special Exam Session** *Normally the exams are scheduled in January: this early session scheduled in December prior to the January session has been set up for those students participating in International Programs (Exchange; Free-Mover; Internship - graduate students only; Campus Abroad) and for incoming exchange students.*

○ 2nd Semester (Spring)

Mid Term Exam Session	April
Regular Exam Session	June - July

EXAM REGISTRATION

All students **must enrol for their exams** and register the grade on official exams dates.

Enrolment for written, oral and partial exams can be carried out at Punto Blu terminals with your ID Badge or through Virtual Punto Blu.

Regular Students can also enrol for exams by mobile phone using the SMS Bocconi service.

Students must enrol within the fourth last working day before the exam itself (check on the yoU@B).

Please consider that the following days and periods are classified as non-working days and therefore are not included:

- Saturdays and Sundays;
- Holidays and periods when the University is closed, as indicated below:
 - ⊗ 1st November, 7th , 8th and from the 24th to the 31st December
 - ⊗ 1st and 6th January, Easter Monday, 25 April, 1 May and 2 June

In order to find the dates when your exams are scheduled, you can check:

- Website (www.unibocconi.it/examtimetable)
- yoU@B (<https://agenda.unibocconi.it/>)

The classroom where the exam will take place will be posted (one day before) on boards and monitors:

- at the entrance of the New Building
- in the corridor near "Segreteria Studenti" (Main Building)
- on the website (www.unibocconi.it/rooms)
- yoU@B

Students will be allowed to enrol only for the exams related to the courses chosen in the study plan.

To enrol from the Punto Blu or the Virtual Punto Blu, select IP exam registration: a list of the courses you enrolled to for in the study plan will appear.

Students should select the type of exam they want to enrol for (**O** = oral; **S/W** =



written; I = partial exam). It is possible to enrol or cancel for the current date (first date available for that type of exam) or for the following date (second date available for that same type of exam), however, it is not possible to enrol for both dates at the same time.

Please note that it is not possible to enrol for a partial (I) and for a general (O or S/W) exam at the same time if they are scheduled in the same date: students must choose between the exam types.

In some cases when enrolling for an exam, students will be asked to make a specific choice from among a group of alternatives (for example, “attending students” or “integrative oral”). After selecting the type and date of exam for which they want to register/cancel, a window will automatically appear giving them the possibility to select the group they want to enrol for.

During the year the date or time of an exam session may be changed (only to a later date or time), in which case students do not need to re-enrol for the exam since their enrolment will be automatically transferred to the new date/time.

The enrolment/cancellation operation is carried out only if all confirmation prompts asked for by the system are given. If confirmation is not given, enrolment for the specific activity will not take place.

It is possible to display and print the operations carried out for all active exams at Punto Blu terminals.

In addition, students can display all the operations carried out over the last 90 days, including information regarding exams that have already been held. If the system does not allow you to enrol for or cancel from an exam, it may be as a result of one of the following:

- the course is not included in the study plan;
- the registration deadline has passed;
- the exam has already been passed;
- the student is suspended for financial reasons (dorm rent still due, non payment of university fees and taxes).
- the student does not have the right to sit the exam because the exam is scheduled before lessons finish (end of semester); this does not apply to partial exams.

GRADES

A grade between 0 and 17 out of 30 is considered insufficient.

A grade between 18 and 30 out of 30 is considered sufficient.

Exam commissions may award “lode” (cum laude) to students who obtain 30 out of 30.

Exams that are awarded a sufficient grade *are considered to have been passed and cannot be resat.*

Exams that are awarded an insufficient grade are considered to have been failed and can therefore be taken again.

It is the student’s own responsibility to check if the exam has been passed and to enrol to the next available date in case the student needs to re-sit it.

Transcripts – only for Exchange students

A transcript is a certification of grades prepared by the ISD at the end of the Term and will be sent directly to partner Schools.

In the transcript all the courses registered in the study plan are listed, as well as the grade obtained in the exam and the number of credits achieved.

Exams without a passing grade will appear with three stars (***) in the grade and credits column.

It is the student’s responsibility to check the transcript carefully and notify to ISD if something is wrong or missing as soon as possible.

SERVICES

International Recruitment Service

Organizes a series of events and supports services to help prospective students get to know the university and the educational offer on undergraduate levels.

► WWW.unibocconi.it/undergraduate

► WWW.unibocconi.it/graduate

Library

Bocconi Library is the most important library in Italy in the fields of economics and finance, with few rivals in Europe. The Library offers study and research services with an electronic catalog that can be accessed remotely, more than 600 places for individual study, a remote reservation service, many specialist collection and connections to 52 databanks. The Library also organizes special seminars on bibliographic research to aid students in writing theses and reports. The Library is also headquarters for the European Documentation Center, which collects all official European Union documents, and is a depository of Asian Development Bank publications. For more information visit:

► <http://lib.unibocconi.it>

Language Centre

Offers extra-curricular language and culture courses (in addition to curricular courses) and any support services using the latest in technological teaching systems.

Address:

Piazza Sraffa, 11 - First floor

Opening Hours:

Monday to Thursday 10.00 - 12.30; 15.30 - 17.00 Friday 10.00 - 13.00

Website:

► WWW.unibocconi.it/languagecentre

ISU Bocconi (Student Assistance and Financial Aid)

Offers economic support through reduced fees and scholarships, and, with the assistance of students, organizes cultural and sporting events. It also assists off-campus students with various accommodation options.

Address & Contacts:

Via Sarfatti, 25 (first floor)

Call Centre 02-48616611

Fax. 02-58362148

e-mail: isu@uni-bocconi.it

Opening Hours:

Monday to Friday, 08.45 - 12.45

Website:

► WWW.unibocconi.it/isu-eng

On-Line ISU housing notice board:

► <http://alloggionline.unibocconi.it/>
(Italian only)

Sporting associations & activities:

► WWW.unibocconi.it/sport
(Italian only)

Working in Italy and abroad

Internship opportunities at companies, institutions and organizations are offered to students of the Undergraduate, Law and Graduate Schools by the Career Service and the International Relations Service – International Internship Office. For further information, please visit

► WWW.unibocconi.it/careerservice

► WWW.ir.unibocconi.it/internship

CESDIA

Prepares and offers the tools for developing a unitary and organic vision of the educational process to all students and teachers at Bocconi through courses and individual counseling.

For information on CESDIA's activities:

Tel (0039) 02 5836.2159

Email: cesdia@unibocconi.it

► WWW.unibocconi.it/cesdia



SCHOLARSHIP AND LOANS

Bocconi University has a strong commitment to providing scholarships for talented international students admitted to its academic programs. The scholarships offered by Bocconi as well as by sponsor companies or public institutions, provide a valuable structure of financial support to ensure that brilliant international students of all backgrounds can enjoy the benefits of a superior academic experience. For further information, please visit our website at

► WWW.unibocconi.it/financialaid

and check section "Scholarships for International Students"
In this section you will find also details on the **Bocconi Merit Awards**, scholarships based on merit that offer to the recipients:

- tuition waiver
- accommodation on Bocconi campus residences or an annual scholarship

The University, in collaboration with leading credit institutions, offers special loans to students in their third year of the undergraduate degree, and those enrolled in graduate and master's programs, to finance their education. For further information, please visit our website at

► WWW.unibocconi.it/funding

There are many opportunities available to international students: scholarships, tuition fees contributions or exemptions, graduation awards and loans. Many applicants have access to attractive loan and scholarship opportunities in their countries of origin. In the "Get funding by country" section of the website, you will find information on opportunities to finance your Bocconi program by country of origin.



ANNEX 1

Exchange Students

EXAMS

During each semester a mandatory exam meeting is scheduled for the exchange students (dates will be communicated by e-mail during the first weeks of the semester).

You can only take exams for courses that are in your STUDY PLAN (only courses in the study plan will be on the TRANSCRIPT).

Check your study plan ➔ NO CHANGES allowed after the deadline (see session Study Plan page 15)

SESSIONS

Exchange students must sit the exams within the regular exam sessions of the exchange period (students staying at Bocconi for the fall semester must sit exams within the February session; students staying at Bocconi for the spring semester must sit exams within the July session. ONLY academic year exchange students can sit exams within the Academic Years).

○ 1st Semester (Fall)

Regular Exam Session:
January - February

Mid Term Exam Session:
October - November

Special Exam Session (December)

Normally the exams are scheduled in January, this early session scheduled in December prior to the January session has been set up for those students participating in International Programs (Exchange; Free-Mover; Internship - graduate students only; Campus Abroad) and for in-coming exchange students.

Students who do not sit / pass all their exams in the December Special Exam Session, are supposed to sit their missing / failed exams in the Regular Exam Session (January/February).

○ 2nd Semester (Spring)

Regular Exam Session ➔ June - July

Mid Term Exam Session ➔ April

EARLIEST DEPARTURE DATE

IMPORTANT NOTICE Each semester in the schedule of the exchange students is indicated an “earliest departure date”. This date has to be considered the earliest date in which you are able to go back home after sitting at least one official examination session for all the courses included in the study plan and will guarantee that you can complete the requirements for the exchange.

If you decide to leave before the “earliest departure date”, it is NOT guaranteed that you will be able to take all the exams of your courses. We strongly suggest not to buy your plane tickets before the earliest departure date.

WARNINGS

Exams can be either oral or written. All the students must comply with the procedure chosen by the professor. Foreign exchange students will not be exempted for any reason from written/oral or mid-term tests unless the professor decides differently.

You can sit exams only in Bocconi and on official dates.



ANNEX 2

Useful Links for Regular Students

All regularly enrolled students, can find more information about Bocconi procedures and service on our website at:

▶ [WWW.unibocconi.eu](http://www.unibocconi.eu)

Other guides to the University are published and downloadable at the following link:

▶ <http://www.unibocconi.it/recruitmentservices>

in the "Download Area (pdf brochures)" section.





PERMIT OF STAY

❶ IMPORTANT NOTICE, Please read carefully

As European Laws which regulates Permit of Stay issuing could be subject to modifications, we strongly recommend all the international students to visit www.portaleimmigrazione.it AND to visit the ISD Office (upon arrival) in order to get the most up-to-date information.

To study in Italy you must have a permit of stay ("permesso di soggiorno "). The permit of stay is issued by the Italian Police Authority.

Non EU Citizens

Within **8 days** from arrival, all non-Eu citizens who hold a *study visa* for Italy must **apply for a permit of stay for study purposes**. The permit of stay is issued by the local police station (Questura - Ufficio Immigrazione) of the applicant's place of residence in Italy but the request for the residence permit issue (first issuing and renewal) must be submitted from the enabled **Post Offices**.

WHERE

To all enabled post offices in Milan. If you live near Bocconi the **nearest** enabled Post Office is located in: Corso Italia 16 Milano - Tel. 02-80.43.36

Opening hours:

Monday to Friday, 8:00 - 14:00;
Saturday, 8:30 - 12:00

Or Central Post Office in Milan located in Via Cordusio, 4
Tel. 02 - 88.39.31.11
Monday to Friday, 8:00 - 19:00
Saturday, 8:00 - 12:00

❶ 1ST STEP: DOCUMENTS REQUIRED FROM THE POST OFFICE

- ❶ Application form: envelope with yellow stripe: for non-EU citizens (available for free at the post office);
- ❶ Passport;
- ❶ Photocopy of Bocconi acceptance letter sealed by the Italian

Consulate;

- ❶ Complete photocopy of passport (all pages) or other equivalent document;
- ❶ "Marca da Bollo" (Italian stamp duty) of €14,62 (you can buy it in any tobacco shop);
- ❶ Photocopy of insurance policy, valid throughout the country and for the entire period of validity of the resident permit, against the risk of illness and injury; (1)
- ❶ Non-EU applicants must also submit a copy of **receipt of payment of € 27.50** for issue of the residence permit on electronic medium (only for request exceeding more than 90 days).

Once identification of the applicant and checking of the required documentation have been completed, a registered letter receipt (mod.22A) is issued which lists the user ID and password needed to check the state of progress of the application

► WWW.portaleimmigrazione.it

Price:

The cost of the application is € 30.00 to be paid at the post office counter upon acceptance of the application.

The applicant will then receive by post a letter ("raccomandata") from the Questura (Police Station) with the date of the first appointment.

❷ 2ND STEP: DOCUMENTS REQUIRED FROM THE QUESTURA

- ❶ Passport
- ❶ 4 identical passport size photographs
- ❶ Original Health-insurance + a photocopy, valid throughout the country and for the entire period of validity of the resident permit, against the risk of illness and injury (1)
- ❶ Acceptance letter certified by the Diplomatic / Consulate mission when the entry visa is issued
- ❶ A certificate of enrolment in the Bocconi academic program in Italian (available at "punto blu" if you already have your Bocconi Badge.



If not, if you are a regularly enrolled student or a free mover student you must ask for it at the admission office; if you are an exchange student you must ask for it at the International Student Desk)

- Ⓢ Documents certifying the availability of adequate financial resources for the validity period of the residency permit (Euro 5.200,00)

EU Citizens

The Italian Law requires that European Union citizens staying in Italy for a period longer than 90 days request a residency permit ("Carta di Soggiorno") within 90 days of their arrival in Italy.

WHERE:

Comune di Milano (City Hall of Milan)
Registry Office (Ufficio Anagrafe)
Via Larga, 12
Tel. +39 02 884 59999

Opening hours:

Monday to Friday, 8:30 - 15:30

DOCUMENTS REQUIRED:

- Ⓢ Bocconi Acceptance letter / Enrolment Certificate (printable at the Punto Blu)
- Ⓢ Proof of sufficient financial situation (most of the times Credit Cards are accepted as well)
- Ⓢ Health Coverage
Form: **E106/E109/E120/E121/E33/E37** from the home country OR adequate and appropriate private insurances (1) officially translated into Italian

- (1) Private health insurance held by EU nationals should meet the following requirements:
 - a) be effective across Italy
 - b) provide a comprehensive cover of health risks
 - c) have a clear indication of the starting and expiration dates
 - d) indicate the procedures to be followed in order to claim a reimbursement (e.g. address; contact

person; telephone and fax numbers; any e-mail address)

The private health insurance must be officially translated into Italian.

A health insurance coverage is required in order to obtain your permit to reside in Italy, therefore if you have no other coverage upon your arrival in Italy, you will have to purchase INA ASSITALIA Insurance but, please note that it will only cover expenses in the event of emergency treatment and / or urgent hospitalization.

For more info call 06-3611676 .

INA-Assitalia: Payment for the Insurance Coverage must be made at the Post Office. Account N° 71270003 addressed to:

INA-ASSITALIA Agenzia Generale di Roma c. n° 20 stating name, family name and address in Italy.

The amount is Euro 49,00 for 6 months and Euro 98,00 for one year.

Renewal

Non EU citizens

It is possible to file the application at any Post Office branch. The application must be filled **at least 60 days prior to the deadline** indicated on the permit of stay.

WHERE:

To **all enabled post offices** in Milan
If you live near Bocconi the nearest enabled Post Office is located in:
Corso Italia 16 Milano
Tel. 02-80.43.36

Opening hours:

Monday to Friday, 8:00 - 14:00;
Saturday, 8:30 - 12:00

Or alternatively:

Central Post Office

in Milan located in Via Cordusio, 4
Tel. 02-72482126

Opening hours:

Monday to Friday, 8:00 - 19:00
Saturday, 8:30 - 12:00



The procedure is the same as indicated above *"How to get the permit of Stay for non EU citizen"* (see steps 1 and 2). The following are extra documents you must produce for the Questura for the renewal of the Permesso di Soggiorno:

- Photocopy of the statement certifying that at least one exam has been successful passed for the 1st renewal, and at least 2 exams have been successfully passed for each successive renewal of the residency permit.

EU citizens

For further information, please visit

▶ WWW.portaleimmigrazione.it

▶ WWW.interno.it

▶ WWW.poste.it

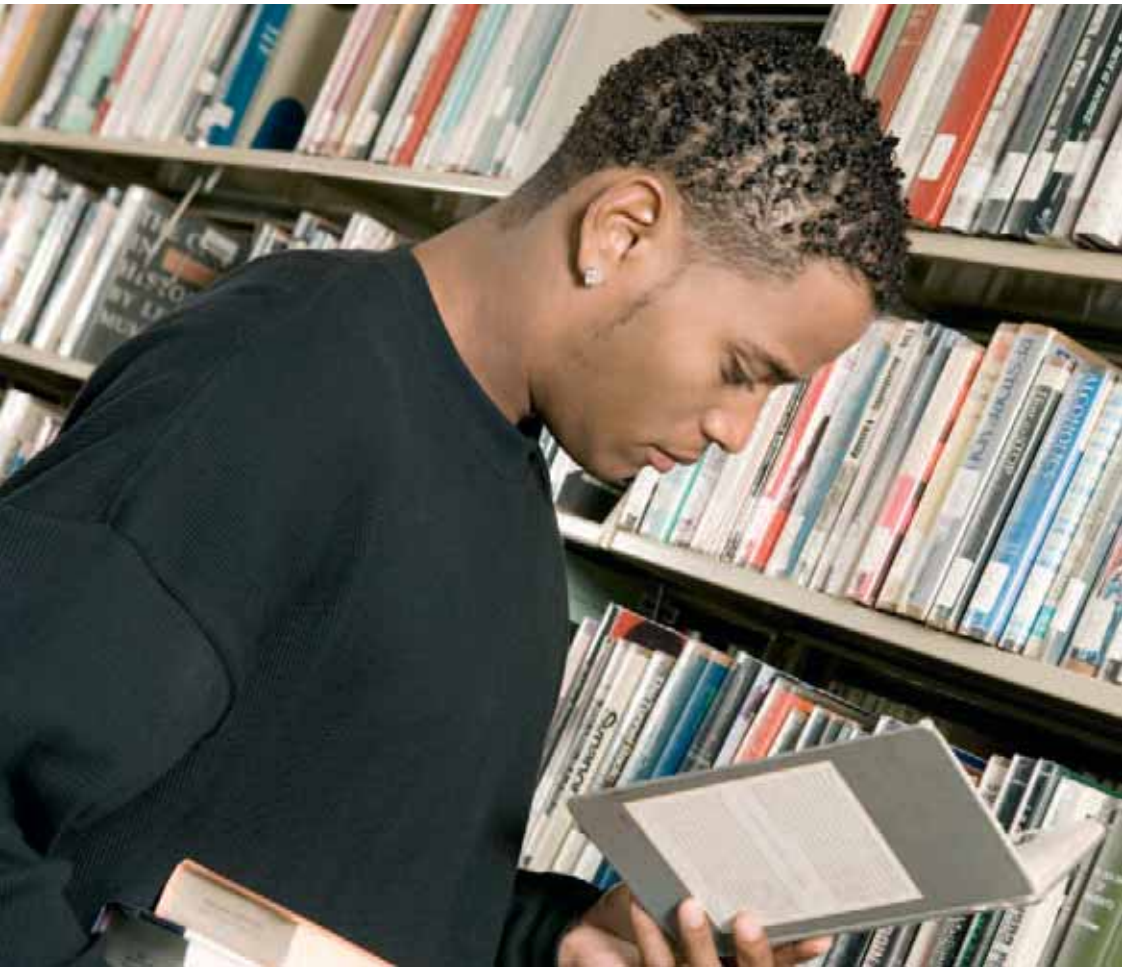
▶ <http://questure.poliziadistato.it/Milano>

Call toll free:

800.309.309

Contact Center:

848.855.888 (to verify the process of your application)



HOW TO GET

How to get your Codice Fiscale

The **Codice Fiscale** (Italian tax code) is a personal code which identifies every person within the Italian State and it is needed for all commercial dealings such as renting an apartment, signing a mobile phone contract, opening a bank account. In order to obtain a new Codice Fiscale you have to apply at the **Agenzia delle Entrate**, filling the request form and showing a valid identity document (one among: Passport, Permit of Stay, Consulate Certificate, VISA). Your Codice Fiscale should be issued in real time. In Milan there are two locations for Agenzia delle Entrate:

- Via Moscova, 2 Tel. 02-63.67.91 Metro line: 3 (yellow) / Metro stop Turati.
- Via Abetone, 10 Tel. 02-54.00.11 Bus 91 / Bus stop: Molise

Opening Hours

Monday, Wednesday, Friday 9.00 - 13.00
Tuesday, Thursday 9.00 - 15.30

How to apply for the National Health Service

In Italy the national healthcare system is provided by a public healthcare service: the ASL (Azienda Sanitaria Locale). Only foreign citizens with a valid stay (or residence) permit may apply for the service. To register to the ASL, students must turn to the ASL district registry office of the area where they live. If you live near Bocconi. The ASL offices are located at:

- Via Ripamonti, 20 Tel. 02-85.78.84.10
- Corso Italia, 52 Tel. 85.78.81.13

Opening Hours:

Monday to Friday 8.30 - 12.00

NON-EU CITIZENS

You will have to submit following documents:

- Permit of Stay (or the receipt you received when asking for it)
- Passport
- Codice Fiscale (Italian tax code)

- Certificate of University enrolment in Italian (you can print it at the "Punto Blu")
- Receipt of payment of € 149, 77 (valid for one year from 1st of Jan to 31 st of Dec)

*This payment can be made at the Post Office: **account N° 379222 of REGIONE LOMBARDIA, addressed to "Amministrazione P.T. – Contributo Servizio Sanitario Nazionale", causale del pagamento "Iscrizione volontaria SSN studente extracomunitario anno XXXX" (subscription to the healthcare system as a non-eu student for the year XXXX - to be filled in with the year you are subscribing for). You will be allocated a general practitioner ("medico di base") and your costs for medical examinations, treatments and analyses will be cheaper.***

EU CITIZENS

Before leaving you should fill out the **E111 form** at the nearest health office in your country unless you already have the **European Health Insurance Card** ("Tessera Sanitaria Europea"). When you are in Milan, please go to the ASL office with the form you received in your country OR with the EC Health Insurance Card and ask for a list of doctors. You will be allocated a general practitioner ("medico di base") and your costs for medical examinations, treatments and analyses will be cheaper.

How to open a bank account

If you want to open a bank account, you will have to go to one of the local banks with the following documents:

- Permit of Stay (or the receipt you received when asking for it)
- Codice Fiscale (Italian tax code)
- Certificate of University enrolment in Italian (you can print it at the "Punto Blu")
- Identity document or passport

Students are usually recommended by banks to open **Book Accounts**. To open a Book Account a marca da bollo of € 14,62 is required. Once opened this account does not require any service/maintenance fee. When a third party sends to a Book Account



holder money by wire transfer, she/he has to send money to the bank first (it means that money can **not be transferred directly to Book Account Holder's account**). After 5 working days the money is available and the Book Account Holder can decide whether receive it in cash or deposit it in his/her account.

Banca Popolare di Sondrio is located within the University area (SDA Bocconi Building, Via Bocconi, 8).

Opening Hours:

Monday to Friday 8.30 -13.30
and 14.45 – 15.45

How to get a cellphone number

Several phone companies operate in Italy. The four major providers in Italy are: Vodafone, TIM, Wind and 3. You should go to any cell-phone stores and ask to see their cell phone/mobile plans. We suggest you to ask how much is the monthly charge if you subscribe to a year-long plan ("abbonamento"). You can also buy rechargeable cards ("carta

ricaricabile") if you don't want to subscribe to a long term plan.

If you subscribe a plan, make sure you find out how much it costs to leave the plan, and how many months notice you must give (if any).

How much each call costs in Italy.

How much each call costs to your home country (even if we suggest you to buy an international phone card to call abroad. That's usually the cheapest way to call your home country. You can buy international phone cards in any tobacco shop and newsagent).

How much a call costs if you use your phone in a foreign country (remember that when you use your Italian mobile phone abroad you are charged for incoming calls also).

How much a SMS, MMS (and any other service such as Internet access, TV cost).

You must have your Codice Fiscale and your passport with you when you purchase a phone/phone card in Italy

If you have not already gotten the Codice Fiscale, please see "how to get your Codice Fiscale" at page 27.



GETTING AROUND MILAN

By Bicycle

Milan boasts over 70 kilometres of cycle lanes in many parts of the city. The longest itinerary is 24 kilometres. There are over 4700 parking spaces for bicycles and most of them are in the city centre. It is important to know that in some predetermined hours you can get on the trains of the three metropolitan railway lines with your bicycles. Each train may transport a maximum of 4 bicycles. Some hotels in Milan provide their guests with bicycles and there is an increasing number of shops renting bicycles.

RENT A BIKE

- **AWS** Via Ponte Seveso 33
Tel.: +390267072145
Web: www.awsbici.com
- **ROSSIGNOLI**, C.so Garibaldi 71
tel. 02/804960

Public Transport

In Milan the public transport service is managed by Azienda Trasporti Milanese (ATM) and offers 3 underground railway (metro) lines, 20 tram lines, 93 bus lines and 3 trolley bus lines. Public Transport runs from approximately 6am until midnight (but there are some buses which run at night).

ATM proposes several types of tickets according to the various needs of its clients: from single ticket, to the 10 ticket carnet for people who use public transport occasionally, to the day and two-day season-tickets for tourists or those who want to explore the city more deeply. All the types of tickets are purchased at the approximately 2000 authorised shops (bar, tobacconists, stationery shops, newsstands) distributed throughout the whole urban region and along the intercity lines.

Metro tickets can be bought directly in the stations, at:

- station agents, in the mezzanines of the underground railway, during evening hours when the shops on the underground railway are closed
- Automatic single tariff vending machines, which dispense ordinary

tickets and accept only coins. They are found in all stations.

- Automatic multi-tariff vending machines, which dispense ordinary tickets and accept coins and banknotes. They are found in various stations.

The **single ride ticket (cost: € 1)** is valid on the whole Milan urban network for 75 minutes from validation on any line but it cannot be used twice on the Metro. *The most convenient ticket for day-students is the monthly pass.*

How to get a Monthly Day-Students Pass

The **urban monthly day-students pass** is only for the students *not older than 26* and with an *income of maximum 7.226,04 €*. It is valid till the day (excluded) on which the student turns twenty-seven.

COST

- € 10.00 record of the student's profile for the ongoing year on the card
- € 17.00 for each monthly recharge

DESCRIPTION

The monthly pass for students is composed of an electronic card, which is valid 4 years, on which the monthly pass has to be recharged. It allows you to travel *without any limit* on the whole Milan urban network, on the rail link, on the urban sections of the State Railways, of the Northern Railways, of the interurban ATM and consortium lines.

The new monthly passes are issued on electronic rechargeable card.

DOCUMENTS REQUESTED:

- A passport size photo;
- The self-certification or Certificate of University enrolment in Italian (you can print it at the "Punto Blu")
- The filled-in application form (you can find it at the ATMPoint offices in the following underground stations: Duomo, Cadorna, Centrale, Loreto and Romolo. Office Hours: Monday to Friday 07.45 – 19.15).



When the validity of the delivered documentation has been verified the student receives a card proving the student's profile and a "receipt" which is valid 90 days and which proves the request for a new electronic card.

Terms of use The pass is composed of an electronic card on which the monthly pass has to be charged or which has to be used with the coupon of the ongoing month. The new electronic card must be validated at each travel at the suitable devices: on the surface means, when you get on a vehicle; in the metro both at the entry and at the exit of the system. The students with electronic card and monthly coupon travel "at sight".

More information and maps here:
www.atm-mi.it/ATM/eng

Radiobus

Radiobus is a new ATM service, accessible only by reservation, which directly picks up the client and takes him to his destination.

Radiobus runs from 20.00 to 2.00 at night and operates within the urban area.

The service can be reserved:

- Calling 02 48034803 everyday from 13.00 to 2.00
- Via SMS to number 335 7872571. In the short text message, you need to indicate: day, time and location of pick up, number of people (and possible disabilities), reference telephone number for possible problems.

Fares

The Radiobus supplement is found at the ATM shops or directly on board.

The cost is:

- € 1.50 if the supplement is purchased in a shop, plus the cost of a ticket for the urban network or the possible season-ticket
- € 2.00 if the supplement is purchased on board, plus the cost of a ticket for the urban network or the possible season-ticket
- € 3.00 if the supplement is purchased on board and one is not in possession of a valid travel document.

Taxicabs

Milan cabs are white and they have an identification number. Since the fares are frequently subject to changes you should carefully read the notices place inside the vehicle. It normally takes about 5 to 10 minutes for a cab to arrive depending on the time of the day. It is advisable to book your cab for early in the morning or late at night departures. When you order a cab the operator will tell you the minutes you will have to wait for the cab to arrive. Make sure you listen to this number as you will be charged for this time. Late night tariff and Sunday tariff surcharge are applied. Extra luggage is priced. If you take a taxi to Malpensa, make sure that it has the sticker "Taxi autorizzato per il servizio aeroportuale Lombardo" on the windscreen. This means that its taximeter is adjusted for this route and that you pay the displayed fare. Other taxis without the sticker may double the fare. A few taxis accept credit cards. If in doubt about price, ask the driver for an estimate before setting off.

For booking:

Auto Radio Taxi 02 8585
Taxiblu 02 4040
Yellow Taxi Multiservice 02 6969

Rent a Car

To rent a car you need:

- driving license (at least a 2 year old one)
- credit card

Students younger than 23 years cannot rent a car.

List of Companies at Linate Airport (BUS 73)

AUTOEUROPA	08.00 - 23.00	Mon - Sun	02/70208154
AVIS	07.00 - 24.00	Mon - Sun	02/715123
EASYCAR	08.00 - 22.00	Mon - Sat	800 939293
	08.00 - 16.00	Sun	toll free number
EUROPCAR	07.00 - 23.30	Mon - Sun	02/76110258
HERTZ	07.30 - 00.30	Mon - Sun	02/70200256
MAGGIORE	07.00 - 24.00	Mon - Sun	02/717210
SIXT	07.30 - 23.30	Mon - Sun	02/70200268
TARGA RENT	07.30 - 24.00	Mon - Fri	02/7560392
	08.00 - 23.00	Sat - Sun	
THRIFTY	07.00 - 23.30	Mon - Sun	02/76110234
TIRRENO	07.30 - 22.30	Mon - Sun	02/70200238

Driving and Parking in Milan

In case of a car breakdown, dial tel. **803-116** at the nearest telephone box; the nearest Automobile Club of Italy (ACI) will be notified to come to your aid.

There are parking restrictions in the city centre. Parking is allowed only on white (free of charge) or on **blue** lines. Areas marked by **Yellow** lines are for residents only.

Parking on blue lines: In the city centre you can park in the areas marked by blue lines. You'll need a "**Sosta Milano**" card which you can buy in tobacco shops. You scratch the month ("mese"), date ("giorno"), time in hours ("ora") and minutes ("minuti"), and then display it on your dashboard. Chances are you may find a parking attendant in a green or yellow vest to help you out.

Prices and regulations depend on: area, day of the week (Sunday and Holidays are cheaper and with less restrictions), time (in most areas, after midnight parking is free).

Read carefully the signs limiting the parking area.

Parking near Bocconi:

▶ WWW.parkingonline.it/regioni/lombardia/milano/viabocconib.htm

▶ WWW.parkingonline.it/regioni/lombardia/milano/viabocconic.htm

Municipal Police Headquarter
Car Removal Office
Tel. 02 77.27.232 (24hrs daily).

Airports

Milan is served by three airports:

MILANO LINATE

Airport Code: LIN

Distance from city centre: 7Km

Info: www.sea-aeroportoimilano.it

How to reach it:

- bus service from the right-hand side of the Central Station (running time: 30 min, info: Starfly tel. 02 71 71 06)
- bus #73 from Corso Europa near Metro 1 (red line) - San Babila Station (running time: 20 min, info: ATM 800 80 81 81)

MILANO MALPENSA

Airport Code: MXP

Distance from city centre: 45Km

Info: www.sea-aeroportoimilano.it

How to reach it:

- bus service from the right-hand side of the Central Station (tickets can be bought on the bus / running time: 60 min / info: Autostradale www.autostradale.it or Airpullman www.airpullman.com)
- Malpensa Express train service from Ferrovie Nord, (Metro 1 red, 2 green: Cadorna F.N. – Triennale stop) (running time: 40 min, info: www.malpensaexpress.it)

BERGAMO ORIO AL SERIO

Airport Code: BGY

Distance from city centre: 50Km

Info: SEA Tel. 02 74852200

Website: www.sea-aeroportoimilano.it

How to reach it: bus service from the right-hand side of the Central Station



((tickets can be bought on the bus / running time: 60 min / info: Autostradale www.autostradale.it or Airpullman: www.orioshuttle.com).

Trains

STATE RAILWAYS

Trenitalia - Ferrovie dello Stato (State Railways) is the national railway transport service and it has several stations in Milan. The main stations are:

Stazione Centrale (Metro line 2 green, 3 yellow: Centrale FS stop)

Stazione Garibaldi (Metro line 2 green: Pta Garibaldi FS stop).

Stazione Lambrate (Metro line 2 green: Lambrate FS stop).

Stazione Porta Genova (Metro line 2 green: Pta Genova FS stop).

Stazione Rogoredo (Metro line 3 yellow: Rogoredo FS stop).

We suggest you to purchase your ticket at the ticket offices / ATM in the stations (or in any Travel Agency) as "on-board tickets" are subject to a surcharge. Remember also to validate your ticket by stamping it at the little yellow machines which are usually located at the track platform or around the stations (if you have a round trip ticket you have to validate it before each trip). You are supposed to use the ticket within 6 hours from validation.

Expired or not validated tickets are subject to fines / surcharges.

If you forget to validate your ticket (or you just could not do that for any reason i.e. validating machines out of order) you can avoid the surcharge by contacting immediately the *capotreno*, who is the Trenitalia "on board" Representative authorized to validate your ticket manually.

For general info, fares, timetables, online booking, visit:

www.trenitalia.com

FERROVIE NORD MILANO

Ferrovie Nord is mostly a commuter rail and serves some Milan's neighbouring cities such as Como and Varese and a large part of the northern Lombardy region. The main station of Ferrovie Nord is Cadorna, located in the homonymous

square in the city centre.

The station is served by Metro 1 (red) and 2 (green).

For updated schedule, visit:

www.ferrovienord.it

Buses

Milan has a good bus line network. Here is a list of the main operators:

AUTOSTRADALE VIAGGI

Buses to Italian tourist destinations

Departure from: Garibaldi Station /

Piazza Freud (Metro 2 green, Garibaldi stop)

Contacts: tel. 02 63 79 01 / 02 33 91 07 94,

www.autostradale.it

EUROLINES

Buses to European destinations

Departure from: Garibaldi Station / Piazza

Freud (Metro 2 green, Garibaldi stop)

Contacts: tel. 055 35 71 10,

www.eurolines.it

SGEA

Buses to spa and seaside resorts

Departure from: Piazza Castello, 5

(Metro 1 red, Cairoli stop).

Contacts: tel. 02 72 02 32 98,

www.sgea.it

SILA

Buses to Pavia, Certosa of Pavia, South Milan

Departure from: Famagosta

(Metro 2 green, Famagosta stop)

Contacts: tel. 02 89 54 61 32,

www.sila.it

S.T.I.E.

Buses to North-West Milan

Departure from: Via Paleocapa, 1

(Metro 1 red / 2 green, Cadorna FN Triennale stop).

Contacts: tel. 02 86 45 06 29,

www.stie.it

ZANI VIAGGI

Buses to tourist resorts

(Puglia, Calabria, Toscana, Veneto, spa resorts)

Departure from: Foro Bonaparte, 76

(Metro 1 red, Cairoli stop)

Contacts: tel. 02 86 46 48 54,

www.zaniviaggi.it

LIVING IN MILAN

Emergency Numbers

Ambulance tel. 118

Police tel. 113

Carabinieri tel. 112

Fire Department tel. 115

City Hall tel. 02 88 451

ATM (Public Transportation) tel. 800 808 181

Antidote Centre tel. 02 66 10 10 29

Burns Centre tel. 02 64 44 26 25

Pharmacies Hotline tel. 800 801 185

Pharmacy 24/7 tel. 02 66 909 35

Doctor Guardia Medica (at night and on holidays) tel. 02 34 567

Drug Hotline tel. 800 458 854

Sexual Violence First Aid

tel. 02 57 99 52 489

Lost-property Office tel. 02 88 45 39 00

Lost-property Office (Central Station)

tel. 02 63 71 26 67

Social Service tel. 02 88 46 30 00

Info for Disabled People tel. 02 55 01 75 64

SEA Airports tel. 02 74 851

Flights (arrivals/departures)

tel. 02 74 85 22 00

Baggage Room LINATE tel. 02 71 66 59

Baggage Room MALPENSA

tel. 02 58 58 12 85 (terminal 1)

Baggage Room MALPENSA

tel. 02 74 85 42 15 (terminal 2)

Emergency Roadside Service

tel. 803116 / www.aci.it

Municipal Police Headquarter

(Car Removal Office) Tel. 02 77.27.232.

Public Hospitals

NAME (and specialization)	Address	Phone	Website
Niguarda Ca' Granda (cardiology, neurology, orthopaedics, ophthalmology, oncology, rheumatology, urology, poison antidote centre, first aid for burn injuries)	Piazza Ospedale Maggiore 3 20162 Milano	0264441	www.ospedaleniguarda.it
San Carlo Borromeo (allergology, endoscopy, hematology, surgery, traumatology, urology, orthopaedics, radiology, emergency room)	Via Pio II, 3 20153 Milano	0240221	www.sancarlo.mi.it
San Paolo (andrology, dermatology, endoscopy, physiotherapy, otolaryngology, oncology, orthopaedics, psychiatry)	Via Di Rudini, 8 20142 Milano	0281841	www.ao-sanpaolo.it
Mangiagalli (obstetrics, gynaecology, radiology, sexual violence first aid)	Via della Commenda 12 20122 Milano	0257991	www.icp.mi.it
Vittore Buzzi (orthopaedics, traumatology, dermatology, neurology, ophthalmology, odontostomatology)	Via Castelvetro 22 20154 Milano	0257991	www.icp.mi.it
Fatebenefratelli - Ophthalmic Emergency Care (cardiology, plastic surgery, dialysis, nephrology, neurosurgery, oncology, urology, gastroenterology, radiology)	C.so di Porta Nuova, 23 20121 Milano	0263631	www.fbf.milano.it
C.T.O - Orthopaedics Emergency Care (arthroscopy, orthopaedics, plastic surgery)	Via Bignami 1 20128 Milano	0257991	www.icp.mi.it
Luigi Sacco (angiology, pneumology, bronchoscopy, allergology, study of diabetes, psychiatry, gastroenterology, radiology)	Via G.B. Grassi 74 20157 Milano	0239041	www.hsacco.it
Ospedale Maggiore di Milano (medulla transplant, dermatology, ophthalmology)	Via F. Sforza, 28 20122 MILANO	0255031	www.policlinico.mi.it
National Cancer Centre (radiology, intensive therapy, endoscopy, surgery)	Via G. Venezian, 1 20133 Milano	0223901	www.istitutotumori.mi.it
Carlo Besta (neurology, neurosurgery, neuroradiology)	Via Celoria, 11 20133 Milano	0223941	www.istituto-besta.it
Gaetano Pini - Orthopaedics Emergency Care (orthopaedics, traumatology, shoulder surgery)	Pza Cardinal Ferrari 1 20122 Milano	02582961	www.g-pini.unimi.it



Consulates

◉ ALBANIA

Piazza Duomo, 17 - 20121 Milano
Tel. 0286467423 Fax 0286995396

◉ ARGENTINA

Corso Venezia 9 - 20121 Milano
Tel. 0277729420 Fax 0277729444

◉ AUSTRALIA

Via Borgogna 2 - 20122 Milano
Tel. 02777041 Fax 0277704242

◉ AUSTRIA

Pza del Liberty, 8/4 - 20121 Milano
Tel. 02783743 Fax 02783625

◉ BAHAMAS

Corso Magenta 54 - 20123 Milano
Tel. 0248516391 Fax 024693248

◉ BANGLADESH

Onorario Piazza Missori 3 - 20123 Milano
Tel. 0272100408 Fax 0272000358

◉ BELGIUM

Via F. Turati, 12 - 20121 Milano
Tel. 0229062062 Fax 026575457

◉ BOLIVIA

Onorario Viale Elvezia 10 - 20154 Milano
Tel. e Fax 023319127

◉ BOSNIA ED HERZEGOVINA

Via Fabio Filzi, 19 - 20124 Milano
Tel. 0266982707 Fax 0266984688

◉ BRAZIL

Corso Europa 12 - 20122 Milano
Tel. 027771071 Fax 0276015628

◉ BULGARIA

Via Bonaventura Cavalieri, 4 - 20121 Milano
Tel. 0229060176 Fax 0262690067

◉ CANADA

Via Vittor Pisani 19 - 20124 Milano
Tel. 0267581 Fax 0267583900

◉ CAPE VERDE

Corso Europa - 20122 Milano
Tel. 027602377 Fax 0276022389

◉ CZECH REPUBLIC

Via G. B. Morgagni 20 - 20129 Milano
Tel. 0229403007 Fax 0229404401

◉ CHILE

Via San Pietro all'Orto 11 - 20121 Milano
Tel. 0276016070 Fax 0276016067

◉ CHINA

Via Benaco, 4 - 20139 Milano
Tel. 025693869 Fax 025694131

◉ CYPRUS

Foro Bonaparte 12 - 20123 Milano
Tel. Fax 0272003872

◉ COLOMBIA

Foro Bonaparte 12 - 20121 Milano
Tel. 0272003872 Fax 02801189

◉ COSTA RICA

Via Giulini, 5 - 20123 Milano
Tel. e Fax. 0286454585

◉ CROATIA

Via Dante 9 - 20123 Milano
Tel. 028051772 Fax 028051541

◉ CUBA

Via Pirelli 30 - 20124 Milano
Tel. 0267391344 Fax 0266712696

◉ DENMARK

Via Lodovico Ariosto, 30 - 20145 Milano
Tel. 0248012007 Fax 024812445

◉ DOMINICAN REPUBLIC

Ple Cadorna, 9 - 20123 Milano
Tel. 0280509804 Fax 0272011433

◉ ECUADOR

Piazza Bottini, 1 - 20123 Milano
Tel. 022662601 Fax 0226626032

◉ EGYPT

Via Porpora 26 - 20121 Milano
Tel. 0229510352 Fax 0229518194

◉ EL SALVADOR

Via Carlo Botta 19 - 20135 Milano
Tel. 0255017890 Fax 0255017898

◉ ERITREA

Via Temperanza - 20127 Milano
Tel. 022824834 Fax 0228970039

◉ ESTONIA

Galleria Passarella 2 - 20122 Milano
Tel. 0276006804 Fax 0276409201

◉ ETHIOPIA

Via Leopardi 28 - 20123 Milano
Tel. 024390143 - Fax 024390488

◉ FINLAND

Via F. Ferruccio 2 - 20145 Milano
Tel. 023191071 Fax 0234538166

◉ FRANCE

Via della Moscova 12 - 20121 Milano
Tel. 026559141 Fax 0265591344

◉ GABON

Via Emilio De Marchi 1 - 20125 Milano
Tel. 0266986896

◉ GAMBIA, THE

Via Fontana 4 - 20122 Milano
Tel. 0254116012 Fax 0255180514

◉ GERMANY

Via Solferino 40 - 20121 Milano
Tel. 026231101 Fax 026554213

◉ GHANA

Via Plinio, 29 - 20129 Milano
Tel. 0229532961 Fax 0245490814

◉ GREECE

Via Turati 6 - 20121 Milano
Tel. 02653775/026598624 Fax 0229000833

◉ GUATEMALA

Vicolo Calsca 2 - 20123 Milano
Tel. 0289400454 Fax 0289403034

◉ GUINEA

Via Cechov 50 - 20151 Milano
Tel. 0233402183 Fax 0223084670

◉ HAITI

Piazza Duomo 19 - 20121 Milano
Tel. 0286464016 Fax 02804255

◉ HONDURAS

Via Rosolino Pilo, 19/b - 20129 Milano
Tel. 0236535614 Fax 0229531746

◉ HUNGARY

Via Fieno 3 - 20123 MILANO
Tel: 02726009 Fax: 02726009250

◉ INDIA

Via Larga 16 - 20122 Milano
Tel. 028057691 Fax 0272002226

◉ INDONESIA

Via Santa Sofia, 12 - 20122 Milano
Tel. 0258304677 Fax. 0258320244

◉ IRAN

Piazza Diaz 6 - 20123 Milano
Tel. 028052615 Fax 0272001189

◉ IRELAND

Piazza San Pietro in Gessate 2 - 20122 Milano
Tel. 0255187569 Fax 0255187570

◉ ICELAND

Via A. Maffei 1 - 20135 Milano
Tel. 02/55195387 Fax. 02/55190223

◉ JAPAN

Via Cesare Mangili 2/a - 20121 Milano
Tel. 026241141 Fax 026597201

◉ JORDAN

Via Fieno 3 - 20123 Milano
Tel. 028692903 Fax 028692850

◉ KUWAIT

Via Baracchini 1 - 20123 Milano
Tel. 0286461622 Fax 0272001170

◉ LESOTHO

Via Visconti di Modrone, 6 - 20122 Milano
Tel. 02777041 Fax 0277704242

◉ LATVIA

Piazza Bertarelli, 1 - 20122 Milano

Tel. 0272095127 Fax 0289093268

◉ **LIBANO**

Via Larga 26 - 20122 Milano
Tel. 028061341 Fax 0272000468

◉ **LIBYA**

Via Baracchini 7 - 20123 Milano
Tel. 0286464285 Fax 02874504

◉ **LITHUANIA**

Via Boccaccio 27 - 20123 Milano
Tel. 0245409686 - Fax 0248008774

◉ **LUXEMBURG**

Via Borgogna, 2 - 20122 Milano
Tel. 0277791923 Fax 02784002

◉ **MACEDONIA**

Viale Rimembranze di Greco, 8 - 20125 Milano
Tel. 0266825086

◉ **MALAYSIA**

Via V. Pisani 31 - 20124 Milano
Tel. 0266984614 Fax 026702872

◉ **MALTA**

Via V. Gioberti 2 - 20123 Milano
Tel. 0248013656 Fax 0294943635
e-mail: acamisasca@libero.it

◉ **MOROCCO**

Via Martignoni, 10 - 20124 Milano
Tel. 0266806919 Fax 0266825086

◉ **MAURITIUS**

Via Manzoni, 31 - 20121 Milano
Tel. 0229062493

◉ **MEXICO**

Via dei Cappuccini 4 - 20122 Milano
Tel. 0276020541/02784435 Fax 0276021949

◉ **MOLDOVA**

Via Mascheroni 23 - 20145 Milano
Tel. 0248010473 Fax 0248005129

◉ **MONACO**

Via Aurelio Saffi 34 - 20123 Milano
Tel. 0248012038 Fax. 0248519101

◉ **MOZAMBICO**

Via R. Lepetit 4 - 20124 Milano
Tel. 0266711940 Fax 0266711922

◉ **NAMIBIA**

Via Quintino Sella 4 - 20121 Milano
Tel. 02804041 Fax 0289010314

E-mail: consolato.namibia@iol.it.

◉ **NICARAGUA**

Largo Corsia dei Servi 11 - 20122 Milano
Tel. 0276023204 Fax 0276024171

◉ **NIGER**

Via Monte Grappa 18 - 20100 Milano
Tel. e Fax 023543798

◉ **NORVEGY**

Regno di
Onorario Piazza Castello 20 - 20121 Milano.
Tel. 02801137 Fax 02862874

◉ **NEW ZELAND**

Via Guido d'Arezzo 6 - 20145 Milano
Tel. 0248012544 Fax 0248012577

◉ **NETHERLANDS**

Via San Vittore 45 - 20123 Milano
Tel. 024855841 Fax 0248558452-3

◉ **PAKISTAN**

Viale Cassiodoro, 3 - 20145 Milano
Tel. 024819041 Fax. 0248008277

◉ **PANAMA**

Via Monte Napoleone 23 - 20121 Milano
Tel. 0276005220

◉ **PARAGUAY**

Via V. Monti 79/3 - 20145 Milano
Tel. 0234530359 Fax 0234534515

◉ **PERU**

Via Giacosa 31 - 20127 Milano
Tel. 0226821276 Fax 0226821752

◉ **PHILIPPINES**

Via Santa Maria Segreta 6 - 20123 Milano
Tel. 028051400 Fax 02878797

◉ **POLAND**

Corso Vercelli 56 - 20145 Milano
Tel. 0248018978 Fax 0248020345

◉ **PORTUGAL**

Via Vittor Pisani 31 - 20124 Milano
Tel. 0266984104 Fax 0266985230

◉ **REPUBLIC OF KOREA
(SOUTH KOREA)**

Via Larga 31 - 20122 Milano
Tel. e Fax 0258303934

◉ **ROMANIA**

Via Gignese 2 - 20100 Milano
Tel. 0240074018 Fax 0240074023

◉ **RUSSIA**

Via Sant'Aquilino 3 - 20148 Milano
Tel. 0248705912 Fax 0240090741

◉ **SENEGAL**

Viale F. Testi 285 - 20135 Milano
Tel. 0266117021

◉ **SERBIA AND MONTENEGRO**

Via Matilde Serao, 1 - 20144 Milano
Tel. 024812019 Fax. 0248010426

◉ **SEYCHELLES**

Galleria Passarella 2 - 20122 Milano
Tel. 0276394989 Fax 0276398000

◉ **SIERRA LEONE**

Via Goldoni, 33 - 20129 Milano
Tel. 027015600 Fax 02713167

◉ **SLOVAKIA**

Piazzale Lugano, 9 - 20158 Milano
Tel. 0239325866 Fax 0239325867

◉ **SOUTH AFRICA**

Vicolo S. Giovanni sul Muro, 4 - 20121 Milano.
Tel. 028858581 Fax 0272011063

◉ **SPAIN**

Via Fatebenefratelli 26 - 20121 Milano
Tel. 026328831 Fax 026571043

◉ **UNITED STATES**

Via Principe Amedeo 2/10 - 20121 Milano
Tel. 02290351 Fax 0229001165

◉ **SWEDEN**

Via Buonarroti, 39 - 20145 Milano
Tel. 0243911713 Fax 0248519663

◉ **SWITZERLAND AND LIECHTENSTEIN**

Via Palestro 2 - 20121 Milano
Tel. 0277791621 Fax 0276014296

◉ **TANZANIA**

Via S. Sofia 12 - 20122 Milano
Tel. 0258307534 Fax 0258307499

◉ **THAILAND**

Viale Berengario 15 - 20149 Milano
Tel. 024988439 Fax 02460299

◉ **TUNISIA**

Viale Bianca Maria 8 - 20129 Milano
Tel. 0254100500 Fax 0254100400

◉ **TURKEY**

Via San Barnaba, 30 - 20122 Milano
Tel. 025513370 Fax. 0255181811

◉ **UKRAINE**

Via Privata Maria Teresa, 8
20123 Milano.

Tel. 0286995789 Fax. 0286984863

◉ **UNITED KINGDOM
AND NORTHERN IRELAND**

Via S. Paolo 7 - 20121 Milano
Tel. 02723001 Fax 0286465081

◉ **UNITED STATES**

Via Principe Amedeo 2/10 - 20121 Milano
Tel. 02290351 Fax 0229001165

◉ **URUGUAY**

Piazza A. Diaz 7 - 20123 Milano
Tel. 028056786 Fax 0286464977

◉ **VENEZUELA**

Largo Toscanini 1 - 20121 Milano
Tel. 0276006293 Fax 0276002170



Banks & Lost/Stolen Credit Cards Contacts

Banks are open from 8.30 until 13.30 and from 15.00 to 16.00 (afternoon opening time may vary about 15 minutes, depending on the bank). Banks are closed Saturday and Sunday. Many banks make you place your bag in a locker before entering—look for them at the entrance. Failure to do so can stop the electronic doors from opening.

Bancomats (ATMs) are easy to find and operate on the Cirrus network. None will let you take out more than €250 at once.

Change Office:

Banca Ponti, Piazza del Duomo 19
Tel. 02 72 27 71.

Opening hours:

Monday to Friday, 8.30 – 16.15,
Saturday, 9.10 – 12.45

Emergency numbers (lost or stolen card)

American Express: 06 72 90 03 47

Diners: 800.864.064 (toll free)

Cartasì: 800 15 16 16 (toll free). Once you have blocked your card, you must go to the Police to file a loss/theft report. Then you have 48 hours to fax the police report at one of the following numbers:
02/3488.4140 o 02/3488.4141.

You are also supposed to inform your bank.

MasterCard 800 870 866 (toll free)

Visa 800-819-014 (toll free)

Postage & Couriers

Post offices are marked with a “Poste Italiane” (or PT) sign (blue text on yellow background). The *Central Post* office in via Cordusio 4 is open Mon-Fri 8.00-19.00; Sat 8.30-12.00, Sun closed.

Other post offices are located all around the city and they generally open in the morning only, Mon-Fri 8.00-14.00, Sat 9.30-13.00.

Stamps are also available at tobacconists (T sign). Prices change regularly, it is a good idea to check on the Poste Italiane website www.poste.it/en/ (in English) or ask directly the tobacconist / postal officer. Red post boxes are usually located outside post offices and tobacconists. They have two slots: 1) “*Per la Città*” Slot: city mail, 2) “*Per tutte le altre destinazioni*” Slot: all the other domestic

and international destinations

For important letters etc., we recommend using a postage system that gives you a traceable receipt (such as “*posta raccomandata*”: registered mail).

Italian first day covers and other philatelic products are sold at the Central Philately Office, Via Cordusio 4

Main Couriers

UPS Tel. 800 877 877 (toll free),

www.ups.com/content/it/en/index.jsx
(in English)

TNT Tel 803 868 (toll free),

www.tnt.it (in Italian)

DHL Tel. 199 199 345

www.dhl.it/publish/it/en.high.html
(in English)

Bartolini www.bartolini.it/eng
(in English)

Ex-patriate Organizations

American Business Luncheon. Conceived by and for members of the (north) American community living and working in Milano, today the American Business Luncheon is open to all those having interests or business dealings with North America and North American companies. Luncheons are held once a month. Info: info@americanbusinessgroup.it

Association Milan Accueil helps French and French-speaking people who have moved to Milan. It organises meetings, social, sport and hobby events. It publishes the bimonthly “*Tam Tam*”. Info: tel. 02.4871.2519

Benvenuto Club of Milan. Club of English speaking women of many nationalities. They meet monthly to support women who moved into the Milan area and they have an extensive program of special activities, visits and volunteer work. Contact the Newcomers Director at 338.969.1563, e-mail: newcomersbenvenuto@yahoo.com

The British Chamber of Commerce for Italy is the focal point of the British business community in Milan and other major Italian cities. Activities in Milan include a monthly lunch – an ideal

networking opportunity – on the last Thursday of the month, seminars, tax and legal round tables, as well as an interesting social calendar (wine trips, golf outings, etc). Further details on www.britchamitaly.com or tel. 02.8056094.

Czech association. The Association of Friends of the Czech Republic in Milan offers many cultural and social activities to Czech citizens and to everyone interested in Prague and the Czech Republic. Info: e-mail czassocia@iol.it, tel. 348.472.3737, address Via G. B. Morgagni 20, Milan.

Eurocircle was founded in 2000 in NY. Its goal is to enable expatriated professionals to meet, to express themselves, network, socialize, and find information about the city to which they have moved. Milan's EuroCircle organizes a monthly happy hour and dinner in the centre of town for expats from all over the world. Contact Maria Chiara Russo, milan@eurocircle.com and state "membership to EuroCircle" in subject line.

Finland. Club Finlandia Milano,
club.finlandia@libero.it

Ellenic Culture Centre, tel. 02.5519.0450,
www.centroellenicodicultura.it

The Royal Milan & Bordighera Hash House Harriers, is a branch of the original club formed in Malaysia by British colonists who, given the lack of hares or foxes in that distant land, invented a chase based on a human hare leaving trails (true and false) of flour. Today in their attempts to cater for "the fit, the unfit and the social misfit", they hold a group run in Milan, a run in the countryside and various other events. Info on their website at www.milanhhh.com

iBrit, Istituto Brasile Italia, is the official organisation for Brazilian culture in Milan, providing information on the country, and organising various cultural events including children's activities. For further information, iBrit, Via Borgogna 3, phone 02.7639.2273, e-mail info@ibrit.it.

The Indian association of Milan is a social, non-profit organisation, celebrating Indian festivals and running other events, cricket matches and more. Info: tel/fax 02.21590175.

Partyamo is an idea created by Steven Walthew for international people. Partyamo organises social events which bring together everyone staying in Milan: picnics in the park, ceilidhs, aperitivi, Sunday brunch, day trips and more. See the website for details and enrolment form. www.partyamo.com

Toastmasters: a bilingual club for improving public speaking abilities: it holds twice-monthly meetings on Tuesdays. Info: www.toastmasters.it, info@toastmasters.it

At Old Fashion Café, Viale Alemagna 6, a popular event for international students and tourists is organised every Wednesday: music, buffet, cocktails, film in original language, disco, run by Eventsplace.

Fnac. Via Torino (angolo via della Palla) runs English, French and Spanish conversation sessions, admission free. French, every Tuesday 13.15-14.15; English, every Wednesday, 13.15-14.15. Spanish, every Thursday, 13.15-14.15. Info from Fnac, Via Torino/Via della Palla, tel. 02.869541.

Leopardi 13 has launched "International Happy Hours", every Tuesday, run by a language school in cooperation with an event organiser. It is aimed at international people in Milan for brief periods, for those who are studying a language and want to practice conversation in a relaxing atmosphere. Via Leopardi 13 (MM1/2 Cadorna), open from 7 am to 02.00 am. Happy hour every evening 18.30-22.00. Info +39.02.43319190 or +39.339.312826 (Angelo Trigila)



Museums and sightseeing

CENACOLO VINCIANO

Piazza Santa Maria delle Grazie, 2 (corso Magenta)
tel. 02 89421146 -
www.cenacolovinciano.org

MUSEO BAGATTI VALSECCHI

Via Santo Spirito, 10/ Via Gesù
Tel. 02/76006132 -
www.museobagattivalsecchi.org

MUSEO POLDI PEZZOLI

Via Manzoni, 12
Tel. 02/794889 - www.museopoldipezzoli.it

PINACOTECA DI BRERA

Via Brera, 28
Tel. 02/722631-
www.brera.beniculturali.it

MUSEO DIOCESANO

Corso di Porta Ticinese, 95
Tel. 02/89404714 -
www.museodiocesano.it

MUSEO DELLA SCIENZA E DELLA TECNOLOGIA "Leonardo da Vinci"

Via S. Vittore, 21
Tel. 02/48555200 - www.museoscienza.org

PINACOTECA AMBROSIANA - BIBLIOTECA AMBROSIANA

Piazza Pio XI, 2
Tel. 02/806921 - www.ambrosiana.com

MUSEO DEL DUOMO DI MILANO

Piazza Duomo, 14 - Palazzo Reale
Tel. 02/860358 - www.duomomilano.it

MUSEO SANT'EUSTORGIO

Piazza S. Eustorgio, 3
Tel. 02/58101583 - www.santeustorgio.it

MUSEO CASA MANZONI

Via Morone, 1
Tel. 02/86460403 -
www.museidelcentro.mi.it

TRIENNALE BOVISA

Via Lambruschini, 31 -
www.triennalebovisa.it

SOCIETA' PER LE BELLE ARTI ED ESPOSIZIONE PERMANENTE

Via Filippo Turati, 34
Tel. 02/6599803-6551445 -
www.lapermanente-milano.it

BIBLIOTECA NAZIONALE BRAIDENSE

Via Brera, 28
Tel. 02/86460907 - www.braidense.it

FONDAZIONE ANTONIO MAZZOTTA

Foro Bonaparte, 50
Tel. 02/8055803 - www.mazzotta.it

BIBLIOTECA DI VIA SENATO

Via Senato, 14
Tel. 02/76215318 -
www.bibliotecadiviasenato.it

SPAZIO OBERDAN

Via Vittorio Veneto, 2
Tel. 02/77406302 -
www.provincia.milano.it/cultura/

STUDIO MUSEO ERNESTO TRECCANI

Via Carlo Porta, 5
Tel. e Fax 02 6572627 -
www.fondazione.corrente.org

MUSEO BENI CULTURALI CAPPUCCINI

Via Antonio Kramer, 5
Tel. 02/7712 2321 -
www.bccmuseum.org/museo/museomainframe.htm

MUSEO DEL GIOCATTOLO E DEL BAMBINO

Via Pitteri, 56
Tel. 02/26411585 -
www.museodelgiocattolo.it

MUSEO POPOLI E CULTURE

Via Bianchi Mosé, 94
Tel. 02/438201 - www.pimemilano.com/

MUSEO TEATRALE ALLA SCALA

Largo Ghiringhelli 1 - p.zza Scala
Tel. 02/4691249 - www.teatroallascala.org

ARCHIVIO DI STATO

Via Senato, 10
Tel. 02/7742161 - <http://213.156.63.135/>

LA TRIENNALE DI MILANO

Viale Alemagna, 6
Tel. 02/724341 - <http://www.triennale.it/>

FONDAZIONE LUCIANO MINGUZZI

Via Palermo, 11
Tel. 02/8690180 - www.lucianominguzzi.it

**MEAZZA STADIUM (SAN SIRO)
& MUSEUM**

Via Piccolomini, 5
Tel. 02 4042432
www.sansirotour.com/english/index.html

AC Milan: www.acmilan.com
FC Internazionale: www.inter.it

For further information on Milan you can
have a look at the following links:

Official Milan Website
<http://www.comune.milano.it/>

City Guides:

www.milanozine.eu
www.aboutmilan.com
www.hellomilano.it/index.htm
www.milanometropoli.com
www.easymilano.it/eng/index.php
<http://ciaomilano.it/e/index.asp>

Online Newspapers

www.corriere.it/english/?fr=tc01
(English version of the most popular
Italian newspaper)
[www.ansa.it/site/notizie/awnplus
/english/english.html](http://www.ansa.it/site/notizie/awnplus/english/english.html)
(news in English)

Nightlife and entertainment

www.milanotonight.it
(nightlife)
[www.mymovies.it/cinema/milano/
\(cinemas\)](http://www.mymovies.it/cinema/milano/cinemas)

www.fieramilano.com
(the two Milan's trade fair districts
website)

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