

HANDBOOK FOR INTERNATIONAL PHD CANDIDATES



UNITO DOCTORAL SCHOOL

This handbook is intended for international PhD candidates and provides useful information to help organise their arrival and stay in Turin. Please note that additional information is available on the [UniTO Portal](#) and on the [Doctoral School website](#).

<https://www.phd.unito.it/do/home.pl>

TAX CODE

The tax identification code (Codice Fiscale) is an alphanumeric code based on your first name, family name, date and place of birth. It is an essential document used by the Italian Public Administration to identify individuals living in Italy.

The Tax Code is required in order to apply for a residence permit, open a bank account, sign a tenancy agreement, receive scholarship payments, earn a salary, and carry out many other procedures and activities. Everyone living in Italy must have their own Tax Code.

If you have not obtained it at the Italian Consulate before departing, you can apply for it only after receiving your entry visa (for non-EU citizens):

- directly at the [@Agenzia delle Entrate](#) (Italian Revenue Agency);
- through the International Welcome Office (international.welcome@unito.it).



**APPLY FOR AN ITALIAN
TAX CODE**

UNITO CREDENTIALS AND SMART CARD

PhD candidates will receive their **UniTO e-mail accounts and credentials** by e-mail after the official start of the PhD programme and the completion of their enrolment.

Each PhD candidate is assigned two webmail accounts and two profiles:

- one as a PhD candidate (@unito.it): to access online services for PhD candidates (e.g. research services, payslip, complementary training, mailing list);
- one as a student @edu.unito.it: to access online services for students (e.g. MyUniTo fee invoices);

For further information or technical support, please refer to the [dedicated webpage](#) on the UniTO Portal.

The **Smart Card for PhD candidates** is available only in electronic format. To display your Smart Card, download the **MyUniTo+ App** and log in using your student credentials. All useful information regarding the **MyUniTo+ App** is available on the [dedicated webpage](#) of the UniTO Portal (in Italian only).



EDISU SERVICES AND INPS REGISTRATION

EDISU PIEMONTE

[EDISU Piemonte](#) is responsible for a range of student services, including housing, canteens, study halls, and more.

To benefit from the EDISU canteen service and any related reduced rates, please refer directly to EDISU.

For further information, please visit the [dedicated webpage](#).

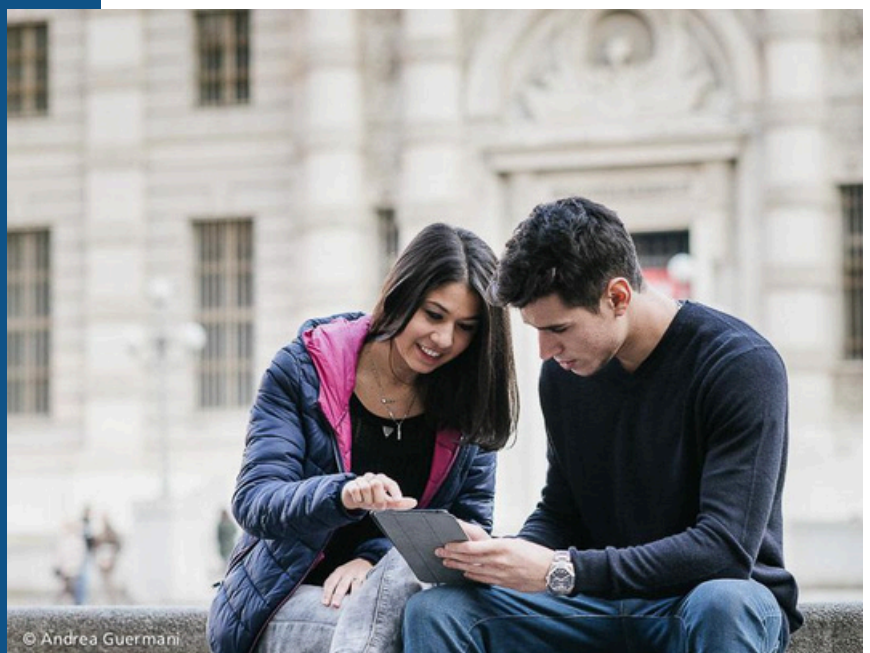
INPS REGISTRATION

Once the programme has begun, you must register with [INPS Gestione Separata](#) as a lavoratore parasubordinato.

Please see [here](#) how to register.

Foreign citizens must first request an INPS PIN code. A guide on how to request it is included among the e-mail attachments.

EDISU SERVICES AND THE ITALIAN NATIONAL INSTITUTE FOR SOCIAL SECURITY (INPS)



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PURSUING A PH.D. DEGREE

The [Doctoral School website](#) provides essential information about the PhD path, including complementary training, attendance, fees, financial aid, certificates, and more. Please note that in Italy PhD candidates are students enrolled in a third-cycle degree programme.

Additional guidance on how the PhD at UniTO works is available on the [Guide to UniTO PhD page](#).

Many common questions are also addressed in our [FAQs](#).



SUPPORT AND WELLBEING

Passi@UniTo is a [free counselling service](#) dedicated to international students at the University of Turin. You can book an appointment by writing to the counselling team at passi@unito.it, specifying your name and surname, nationality, and phone number. Email: passi@unito.it

INFOPOINT AND OTHER USEFUL INFORMATION

The [Infopoint](#) is an information and welcome space designed to promote the University of Turin in a supportive environment where students and graduates can access guidance and services.

[Libraries](#) [Canteens](#) [Transportation](#) [Sport \(CUS Torino\)](#)

HOUSING AND ACCOMODATION

University residences:

[EDISU Piemonte](#) [Collegio Einaudi](#) [Osservatorio Piemonte](#)

University housing service: [Cerco Alloggio](#)

Other useful links:

[Study in Torino](#)

[Abitare Giovani](#)

[Sportello casa Piemonte](#)

[Camplus](#)

[Stesso piano](#)

[Alloggiamenti Mirafiori Student Housing](#)



RESIDENCE PERMIT

Non-EU citizens must apply for a residence permit at an authorised Post Office **within 8 working days** of arriving in Italy. The **Post Office** provides a kit with the required form and instructions. Your invitation letter can serve as proof of your status as a UniTO PhD candidate.

For further information and assistance, please visit the [dedicated webpage](#) on the UniTO Portal or contact the **International Welcome Office**:

Tel.: +39 011 670 4367 **Email:** international.welcome@unito.it

HEALTHCARE

NON EU CITIZENS

When applying for a residence permit, it is required to provide proof of health insurance coverage. This can be obtained in two ways:

1. Private health insurance

- Must be valid in Italy and cover the entire period of your stay.
- It can be purchased either before departure or after arrival.

2. Voluntary registration with the National Health Service (SSN – Servizio Sanitario Nazionale)

- Provides universal healthcare coverage.
- It is valid for one calendar year (1 January–31 December), cannot be prorated or backdated.
- The annual cost for students is €700.
- Non-EU citizens may register only after applying for their residence permit.

Further information is available on the [🔗 EDISU website](#) or by contacting: info.healthcare@edisu-piemonte.it / +39 334 100 6710 (Monday–Thursday 8:00–16:00, Friday 8:00–12:00)



HEALTHCARE

EU CITIZENS

All necessary healthcare is covered by the Italian National Healthcare System. To access it, you must have the European Health Insurance Card (EHIC).

Please contact the health authorities in your home country for further information and/or obtain the card before leaving for Italy.

The EHIC ensures that you will have the same access to the public healthcare system as an Italian citizen.

Further information is available on the [EDISU website](#) or by contacting: info.healthcare@edisu-piemonte.it / +39 334 100 6710 (Monday–Thursday 8:00–16:00, Friday 8:00–12:00)



**HEALTHCARE:
EU CITIZENS
AND CITIZENS
FROM
COUNTRIES
WITH BILATERAL
AGREEMENTS**

CITIZENS FROM COUNTRIES WITH BILATERAL AGREEMENTS

PhD candidates from Australia, Brazil, Croatia, Bosnia and Herzegovina, North Macedonia, Serbia and Montenegro, and the Principality of Monaco may access the Italian National Health Service through a specific certificate issued by the health authorities in their home country.

FINANCIAL MATTERS

FINANCIAL SUPPORT AND FEES

PhD candidates can benefit from various forms of financial support. UniTo offers scholarships, scholarship increases for periods abroad, and a budget for research and training activities.

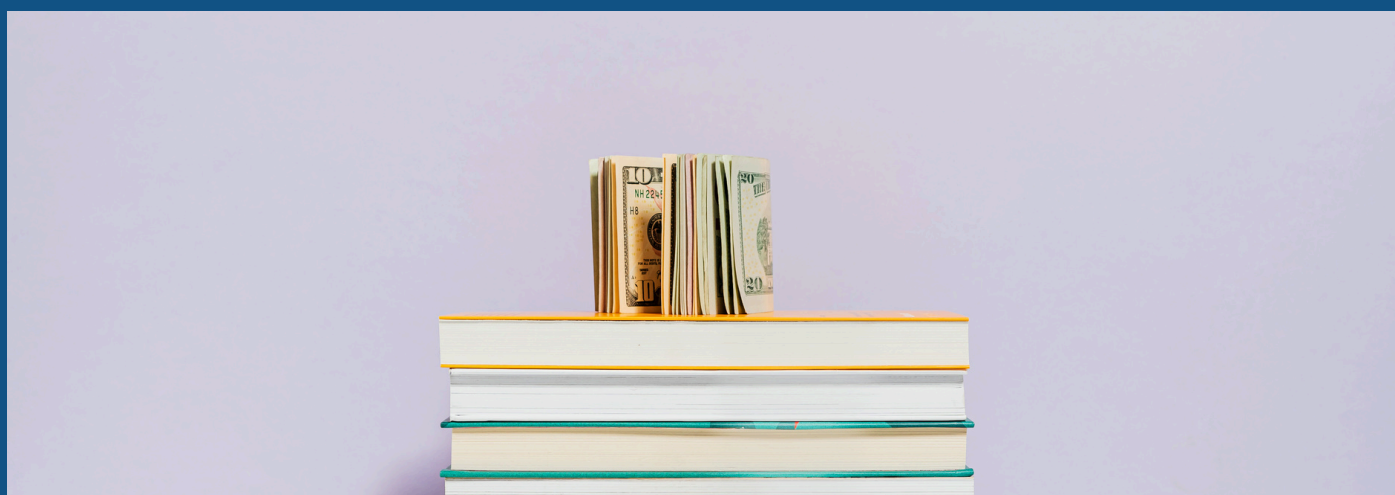
For further details, please visit the [Financial Aid](#) page on the Doctoral School website.

Each academic year, PhD candidates are required to pay only the regional fee for the right to education, a duty stamp, and a SIAE fee. The rules regarding taxes and fees are available [here](#).

BANK ACCOUNT

Opening a bank account in Italy can be useful for receiving your scholarship and for managing everyday payments during your stay in Turin.

Please note that non-EU citizens may be required to hold a residence permit in order to open a bank account. Requirements, terms and conditions, and policies vary from bank to bank, so it is advisable to check the websites of individual banks for detailed information.



ITALIAN LANGUAGE COURSES

PhD candidates who wish to learn or improve their Italian language skills can attend courses organised both by UniTo and by the Doctoral School.

For further details, please visit the [Complementary Training page](#) on the Doctoral School website, where you will find the specific free courses organised for PhD candidates, and the [Italian Language Courses](#) page on the UniTo Portal.



 <https://www.phd.unito.it/do/home.pl>

 dottorati@unito.it

 Area Dottorati, Via Bogino n. 9, ground floor, stairs B, Torino

If you wish to visit the PhD Office in person, please book an appointment via email