



Frequently Asked Questions

For more information always refer to the most updated information on the [Luiss webpage](#) dedicated to incoming students and the documents therein.

Erasmus / Bilateral incoming students

I have been selected for an exchange at Luiss, when will I receive the acceptance letter?

After being nominated by the home university, exchange students will receive an e-mail with an access code (token) and instructions to register to our online Web Self Service platform.

From the middle of June, as soon as application forms are processed, the Student Mobility Office will send incoming students an acceptance letter and practical information via email.

Second semester incoming students will receive their acceptance letter in November.

Hard copies of the acceptance letters will only be sent to students that have to apply for a visa.

I am a non-Schengen citizen, should I obtain a Visa to enter Italy?

Non -Schengen citizens should go to the Italian diplomatic offices (embassy or consulate) and apply for a Study Visa as soon as they receive their letter of admission from Luiss Guido Carli University. If you are unsure whether you need a visa to enter Italy, please visit: <https://vistoperitalia.esteri.it/home/en> There is a list of Italian embassies and consulates on the Ministry of Foreign Affairs website:

<http://www.esteri.it/MAE/EN/Ministero/LaReteDiplomatica/Ambasciate/default.htm>

Within 8 days from arrival, students must apply for a permit of stay. To do so, they must bring: - The acceptance letter – A declaration of sufficient means of support – An original bank statement – Private health insurance valid in Italy.

Should I have a health insurance?

All non-Schengen citizen exchange students are required to have an insurance policy (translated in Italian) covering medical care and third -party liability, valid on the national territory for a year or for the period of stay in Italy. For students from countries that are members of the European Union some medical costs are generally covered by their national health service. All European students should have the European Health Insurance Card – EHIC.

When does the semester start and when is the arrival date?

The mandatory orientation session will be held in-person on Thursday of the week prior to the beginning of classes in September or February (according to the semester) in the Viale Romania 32 campus.



Do I have to come in person?

Classes will be taught in-person and exams will only be given in-person.

Who can I contact for information about my accommodation?

If you have applied for the [Luiss accommodation service](#), please contact residenze-collegi@luiss.it.

Where can I find the list of courses offered to incoming students?

The list of courses can be checked [here](#).

Which courses can I take?

Exchange students will be given access to all the courses at Bachelor and /or Master level if they have the necessary prerequisites and do not have timetable clashes.

The more they mix areas and levels, the more they risk having timetable clashes.

The Master courses are at advanced level and students must have the required background and very good language competences.

When will I be able to make my course selection?

Students coming for the Fall semester will have to make a provisional course registration in June/July while students coming for the Spring will make it in November/December.

The final course selection will take place at the beginning of each semester. Students will have one week to change courses if necessary. Detailed information will be sent with the acceptance letter.

Courses have a limited capacity, and the allocation of places will take place on a first come first served basis.

How do I find the syllabus of a course?

Please visit our [Cattedre online](#) webpage.

How do I find the timetables?

Please visit our [Timetables](#) webpage.

Is there an Italian language course?

An Italian language course is offered free of charge for all incoming Erasmus/bilateral exchange students. The first meeting is for enrollment, please refer to the information that you have received by email and specifically the international student's handbook.

How can I get a signature on my arrival/departure certificate?

After the orientation session for the arrival or after your last exam for departure, you can come to the office to get it signed or send your certificate by email to us (in_erasmusexchange@luiss.it) and we will take care



of it. Our policy is to digitally sign certificates with students' last registered exam as end date.

When can you sign my final Online Learning Agreement?

After the deadline of the second window of course enrolment.

Students from Erasmus partner universities will need a signed OLA (Online Learning Agreement). Please submit it through the platform designated by your Home University, and we will sign it in the same timeframe.

Can I get an Italian tax code number (*codice fiscale*)?

You may remember that a tax code number was given you upon applying to Luiss through the Web Self Service platform. However, please note that that one is not intended for official use, it is only an internal requirement of the system. If you need one, please refer to the guide on how to obtain it in the international student's handbook available [here](#).

I don't remember my password for the Luiss account/Web Self Service/etc. What can I do?

Please contact supportolT@luiss.it.

Where can I collect my yellow kit (to apply for my permit of stay)?

You can usually find the kit in any post office, at the so called 'sportello amico'.

Is there the student association ESN at Luiss? Are there activities to get to know the city and other exchange students?

Yes, ESN Roma Luiss. The ESN (Erasmus Student Network) is a student association that supports exchange students before, during and after their study abroad period. They organize a wide range of activities such as the mentor/buddy/tutor systems, orientation/welcome week, language exchange projects, cultural and social activities, trips and events. For more information please contact: romaluiss@esn.it.

When will I receive my Transcript of Records?

You will be able to see your grades on the web self-service. Your Transcript of Records will be sent by email to your Home University about one month after the end of the examination periods. Exceptions cannot be made. Luiss University is now embracing an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.

Where can I find more information?

Visit our webpage for incoming students [here](#).