



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?

All nominated students will first receive an email with an access code (token) and instructions to register on our online Web Self-Service platform.

Second semester exchange students will receive their acceptance letters in October, once their applications have been reviewed. For first semester students, the acceptance letters and additional practical information will be sent via email starting in mid-June, as applications are processed.

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

Yes, non-Schengen citizens must apply for a Study Visa at the nearest Italian embassy or consulate as soon as they receive their admission letter from Luiss Guido Carli University.

If you are unsure whether a visa is required, please check the official website:

<https://vistoperitalia.esteri.it/home/en>. You can also find 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 of arrival in Italy, students must apply for a permit of stay. To complete this process, students need to provide, among other documents, the following:

- Photocopy of the official Luiss acceptance letter
- Photocopy of a financial statement proving sufficient funds (approximately €6,540 annually)
- Photocopy of health insurance coverage in Italy

Further information can be found in the [International Student's Handbook](#).



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

The yellow kit can typically be found at any post office, specifically at the ‘Sportello Amico’ counter. Additionally, Luiss organizes a special session where students can receive the kit and get assistance with completing and submitting it. If you miss this session, you may still collect a kit at our office, depending on availability.

Should I have health insurance?

Yes, all non-Schengen exchange students must have a health insurance policy (translated into Italian) that covers medical care and third-party liability. The insurance must be valid throughout Italy for either one year or the duration of your stay.

For students from European Union countries, many medical costs are typically covered by their national health service. All European students are advised to carry a valid **European Health Insurance Card (EHIC)**, which ensures access to necessary healthcare services during their stay in Italy.

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

The **mandatory Orientation Session** will take place in person on **January 30th, 2025** for the Spring 2025 intake and on September 4th 2025 for the Fall 2025 intake. The session will be held at the Viale Romania 32 campus.

Do I have to attend in person?

Yes, classes will be conducted in person, and exams will also be administered exclusively on campus.

Who can I contact for information about my accommodation?

If you have applied for [Luiss accommodation services](#), you can reach out to the team at residenza-collegi@luiss.it for assistance and further information.

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

You can view the list of available courses for incoming students [here](#).

Which courses can I take?

Exchange students have the flexibility to choose courses from both bachelor’s and master’s levels, provided they meet the necessary prerequisites outlined in the course syllabi. These prerequisites are intended for self-evaluation to ensure students have the foundational knowledge required for each course. It’s important to review the syllabi carefully to avoid enrolling in courses outside of your academic background.

Students are allowed to mix courses from different levels and areas of study but should be mindful that timetable clashes can only be accommodated up to a maximum of 30 minutes.

Master’s level courses are more advanced, so students must have the required academic background and demonstrate a strong proficiency in the language of instruction to succeed in these courses.



When will I be able to make my course selection?

Students coming for the Spring semester will be able to make a provisional course registration in December, while those coming for the Fall semester should do so in June/July.

The final course selection will occur at the beginning of each semester. Students will have one week to make any necessary changes to their course registrations. Detailed instructions will be provided with the acceptance letter.

Please note that courses have limited capacity, and placements will be allocated on a first-come, first-served basis.

How do I find the syllabus of a course?

You can find the syllabus for each course by visiting our [Cattedre online](#) webpage.

How do I find the timetables?

You can view the timetables by visiting our [Timetables](#) webpage.

Is there an Italian language course?

Yes, a free Italian language course is available for all incoming Erasmus and bilateral exchange students. The first session will focus on enrollment. For more information, please refer to the details received by email or the International Student's Handbook.

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

You can obtain a signature on your arrival or departure certificate either by visiting the office after the orientation session (for arrival) or after your final exam (for departure). Alternatively, you can email your certificate to in_erasmusexchange@luiss.it, and we will process it for you.

Please note that we digitally sign certificates using the date of the student's last registered exam as the official end date.

When can you sign my final Online Learning Agreement?

Students from Erasmus partner universities are required to have their Online Learning Agreement (OLA) signed. Please submit it through the platform designated by your home university.

Initial OLAs (before the mobility) will be processed after the first course enrollment. Any changes to these agreements will be signed after the first week of classes, once the add-and-drop period has concluded.

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

A mock tax code number was issued to all exchange students when applying to Luiss through the Web Self-Service platform. However, please note that this number is for internal use only and is not valid for official purposes. To obtain a valid codice fiscale, please refer to the detailed guide on how to apply for 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?

If you have forgotten your credentials, please reach out to supportoit@luiss.it for assistance.

Is there a student association, ESN, at Luiss? Are there activities to meet other exchange students and explore the city?

Yes, there is **ESN Roma Luiss!** The Erasmus Student Network (ESN) is a student-run organization that provides support for exchange students before, during, and after their time abroad. They organize a variety of activities, including a mentor/buddy/tutor system, orientation/welcome week, language exchange programs, cultural and social events, trips, and more. These activities are a great way to meet other exchange students and get to know the city.

For more information, you can contact board@esnromaluiss.net.

When will I receive my Transcript of Records?

You can view your grades on the Web Self-Service platform. Your Transcript of Records will be sent to your home university by email approximately one month after the conclusion of the examination periods. Please note that exceptions cannot be made.

As part of Luiss University's eco-friendly policy, hard copies will only be sent to partner institutions that explicitly request them.

Where can I find more information?

For additional details, please visit our dedicated webpage for incoming students [here](#).