

A guide for the Milanese postdoc

This file is meant to be a repository of useful information for our visitors and especially for our postdocs. It's clearly work in progress; if you feel you have anything to add or any correction to make, please feel free to tell me, or just access the source file [here](#), modify it, and email it right back to me at tomasiel@gmail.com. [Many of our postdocs have contributed already, as you will see from the file. This is usually the case for sentences written in the first person. Most of them are due to Gautier Solard, who contributed enormously and who reformatted these notes in L^AT_EX + hyperlinks.]

If you have any doubts or questions, please feel free to contact Federica Crespi (room 5029; federica.crespi@unimib.it).

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1 Administrative stuff outside of the lab

1.1 The first thing to do, codice fiscale

Before doing anything in Italy, you should ask for your fiscal code (*codice fiscale*). You will need it for almost everything (renting a house, opening a bank account, subscribing to an internet/phone provider, health security...). You might have gotten it already during a previous visit to Italy.

Otherwise, please go to the Agenzia delle Entrate, at via della Moscova 2, close to Metro 3, stop Turati.

Here are the opening times: Monday: 9.00 - 13.00 Tuesday: 9.00 - 15.30 Wednesday: 9.00 - 13.00 Thursday: 9.00 - 15.30 Friday: 9.00 - 13.00. I can only advise you to go there early: I went there several times around 9h30 and haven't waited too much. But when leaving the building at 10h-10h30, there were a LOT more people in line.

The office is at the ground floor to the left. First fill in the form in the first queue as you enter, get a ticket and then wait for your turn to enter the offices. Concerning paperwork, you only need a valid ID. Contrary to Italian born people you will probably not get an ID card from doing that. They will just give you a piece of paper. But make a lot of copies of it, you will need them for all the following paperwork.

If you have a family, you also should register them for a codice fiscale. To do so, take a form for them, fill it and make them sign. Be careful, you also have to register babies and children. Note: when I arrived my baby was less than two months old, they also asked for a birth certificate. This resulted in him having a real ID card with his codice fiscale on it.

Important note : you should register the exact name that appears on your ID. In particular, if there are several first-names on your ID, you should register with all these. It will save you a lot of trouble later on. Also mind that the commas are important and that if possible, you should include them in the registration.

I advise you to make a lot of copies of the paper you will get since you will have to give it to a lot of administrative offices.

1.2 Housing

A few small apartments are provided by our University (building U22; see [here](#)) or by other institutions (see [here](#)).

Official statistics for prices to rent apartments:

<http://www.agenziaterritorio.it/?id=2158>

Web sites for renting (*affitto* in Italian):

- secondamano.it
- mioaffitto.com
- corriereimmobiliare.com
- <http://www.soloaffitti.it>
- <http://www.casa.it>
- <http://www.agenziauni.comune.milano.it/dccasa-front/home.html>

Residences in Milan:

- <http://www.abbadesse.com>
- <http://www.residencesettecupole.it>
- <http://www.lasostasolidale.comunitaefamiglia.org/>

Note: I looked for a house in mid-July. There was no problem to say that I wanted to rent the house starting mid-september: we signed a pre-renting contract to say that I would start renting it in September. I also had a letter from Alessandro saying that I would work as a postdoc starting October with my approximate salary. It helped a lot. Also note that house insurance is not mandatory in Italy.

1.3 Residency

If you decide to become an official resident in Italy, you have to register at the city hall of your house. You have to go to the *anagrafe* office and ask for a residency certificate. You will need your ID, your *codice fiscale*, your contract (I hadn't gotten it yet so I used Alessandro's letter and brought them the contract once I got it) and your rental contract. Some banks ask for this residency certificate before you can open an account but this is not a general rule.

1.4 Bank account

Note that you will need an italian bank account to receive your first pay. So it is a good idea to do it before signing your contrat so that you give them your account number while signing the contract. It will spare you some subsequent paperwork. If you can't, no worries as long as you do it before the middle of the month. Concerning paperwork, if I remember correctly, you will need your ID, your codice fiscale, a copy of your contract (once again, I used Alessandro's letter before getting my contract), and sometimes, your residency certificate.

Note: contrary to some countries, most mastercards in Italy are prepaid mastercard. If you want to have a non-prepaid mastercard, some bank can provide you with one (I know that the *posta italiana* as such an account).

1.5 Health Care

The Health Care office is called ASL (*Azienda sanitaria locale*). The actual ASL which will be handling your file depends on where you live (that's why I can't link you to a website since each local ASL have a different website). To register you and your loved ones, you will need the ID and codice fiscale of every member of your family, the residency certificate and your contract.

They will then allocate you a given doctor. They will give you his address and the time he works. Note that if you are registered correctly, you won't pay the usual doctor. If you go to a more specialized doctor (dentist, eye specialist, osteopath...), then you will pay something. Note: from what I found, you can't really register to an health insurance that would pay for example for dental work (cavities, crown, ...).

1.6 Register your car

Depending on your country of origin, you might need to change the immatriculation plates of your car.

You will have to change the plates before subscribing to an italian car insurance. But be careful because when doing the paperwork to change the plates, they will take the original registration document of your car. So what I advise is the following: go to an insurance company and ask them what paper they will need to insure your car with the new plates. Then gather all these documents and only then change your plates and insure your car. By doing that, your car should always be insured. Note that car insurance in Italy is pretty high as compared to other european countries.

To change your plates, you have to go the Ufficio della Motorizzazione Civile. The one in Milano is via Cilea 119 - 20151 Milano, opened from monday to friday from 8h30 to 13h30. ([here](#) is the website). There is a counter there specialized in changing the license plate of foreign car. Depending on your home country, the paperwork could change but you will at least need: your ID, your codice fiscale, the registration document of your car and the bill of the buying of the car. They will ask you to pay some taxes (for me it amounted to around 70 euros) at the post office

which is very close to the UMC. Once you have all these, they will process your application and ask you to come back later (for me, it was one week later).

When going back there, they should redirect you to the relevant counter so that you can finalize your application. They will ask you to fill up some more form and to pay another tax which depends on the power of your car (once again, go to the post office to pay it). Once you've given them back the form and proof that you paid, you will have to wait for around half an hour for them to establish the paperwork. They will then call your name and give you the license plates and all the documents proving that you are the owner of the car and the registration license of your car. Note that you'll still have to pay the circulation tax every year, I think you can pay it in several places like the post office.

1.7 Phone/Internet

Here are the main mobile phone companies:

- [Wind](#)
- [Tre](#)
- [Tim](#)
- [Vodafone](#)

Most of them are also internet providers. There is also [FastWeb](#) that, for all I know, is only an internet provider.

In Italy, calls to mobile phones of the same company as the one you use is usually free.

1.8 Transport in Milano

The subway company is called [ATM](#) and here is the [subway map](#). For suburban train, you should rather look at [Trenord](#) with the [suburban trains](#) and [regional trains](#)

It is possible for postdocs to have a yearly pass for public transportation at a special University price. For ATM go [there](#). You need to fill a form ("Moduli e informazioni" at the website above) and send it with a jpg picture of yourself to dantina.chiesi@unimib.it. Ask one of us if you need help with the form. For Trenord, go [there](#)

1.9 Pension, INPS

If you want to register for pension, you have to register to INPS, gestione separata. First you need to get a pin from their [website](#). They will send half of it by mail (it took two weeks for me) and the other half on your phone. Once you have the pin, you can register to the gestione separata. You'll have to look where to do it on their website since it has changed since I did it.

2 In the lab

2.1 General info

- [Campus map](#)
- Theory seminars: usually on Thursdays 14:30–15:30, Room 5017. The calendar is [here](#).
- Common Room and Coffee: Room 5024

- Microwave and student Room: Room 5016
- [University webpage](#)
- [Department webpage](#)
- [Group webpage](#)
- [University address book](#)
- [INFN address book](#)
- Whom to contact for specific matters:
 - Administrative secretariat: Anna Mangano Room 5005 Tel. 2505
 - Network and Computers: Paolo Dini (INFN Room 4023 Tel. 2423, Antonello Boncristiano (MIB)
 - Building Carlo Balsamo Room U11-I-1014 Tel 5311

2.2 Signing your contract

You will get an email from Giuseppe Scilipoti (building U6, 4th floor, Room 4226; see "Campus Map" above). Please bring a document (ID card or Passport) and a "Marca da bollo" (Tax Stamp) for 16 Euro. You can buy those at tobacconists (the shops with a big "T" outside) and probably newsstands as well. After you sign the contract, the rector will have to sign it as well, and you will then get it by email (to the address you wrote in your official application some time ago). It might be useful at some point as a proof that you're working here. In a couple of weeks you should also get an official University name.surname@unimib.it; that will be announced to you by email, again to the email address you provided months ago.

2.3 Wireless connection

The quickest network to access is infn-web. Access it and open a browser: you will be asked a username and a password. To get those, fill [this form](#) and have it signed by one of us, and give it to Paolo Dini (room 4023, fourth floor). This network has one inconvenience though: it will ask you for a password every time you switch on your computer (even after a pause).

The network infn-dot1x is longer to install, but it doesn't ask you for a password every time. Go [here](#) and click on your operating system to get instructions. Good luck!

At some point I would suggest you also get the network "eduroam". In case you don't know, this is a network present at many academic institutions around the world. Often when you are at a conference or visiting a department, you open your laptop and it connects automatically with the local eduroam, saving you and your host quite some time. Go [here](#) click on "certificato wi-fi"; authenticate with your unimib password. Now you need to import the certificate. For that, go [here](#) and click on "configurazione" for your OS. The instructions are for "unimib", another network, but you can simply replace that name with the name "eduroam" everywhere.

2.4 Email

Again Paolo Dini (room 4023, fourth floor) will get you a name.surname@mib.infn.it email address. Webmail is [here](#)

2.5 Badge

If you need to remain after hours (ie during weekends, or after 8pm) in university, you will need to obtain a badge. For that, you will need to take part in a one-hour “security course”, which takes places several times a year.

In order to apply to the next course please go [here](#); you will be asked to log in with your unimib password (the one discussed in section 2.2).

Cognome* → Surname

Nome* → Name

Posizione lavorativa o tipo di contratto* → Assegnista

Dipartimento* → Dipartimento di Fisica G. Occhialini

When 30 participants will subscribe, you will get an e-mail with all the info for the course. It will be in Italian. It may contain something like “Sessione di formazione per autorizzazione all’accesso in edifici e laboratori durante gli orari di chiusura”, and it should arrive from servizio.prevenzione@comunicazioni.unimib.it . If you are not sure, just ask Federica Crespi. Please provide her a copy of an ID of yours, and the following info: duration of your contract, and that you are a postdoc in the Theory group.

2.6 Applying to INFN

Our group, as well as being part of this Department and University, also hosts the local chapter (“sezione”) of the National Institute for Nuclear Physics (INFN). This is an important source of funding for us; it helps us with travels, computers, etc. The amount of funding we get from INFN depends among other things on how many people are part of our “sezione”. For this reason, we kindly ask you to apply to become a member.

The relevant procedure is “Associazione Scientifica” [here](#)

- Click on the second item on the line “Associazione Scientifica”; fill the online form; this will generate a pdf (“autocertificazione”) which you should then print and sign. some tips: attivit di ricerca in: your research field della durata di: how long your contract lasts overall decorrenza: starting date of your contract
- Click on the first item on the line “Associazione Scientifica” (“Proposta”), write your codice fiscale and fill the form. Some more tips: Aliquota: this could be either 27 or 38, depending on your precise salary. You should find it on your monthly payment statement. “Gruppo”: IV Esperimento: GSS (for string theory; resp. alberto.zaffaroni@mib.infn.it) “assenso scritto del Coordinatore del Corso di dottorato”: no Relazione o Att. ricerca: a brief research program.
- Click on the third item on the line “Associazione Scientifica”; fill the pdf form, print it and sign it.
- Print out [this form](#); fill it (Sig = you, qualifica = assegnisti; prof./dott. = Alberto Zaffaroni, who should also sign bottom right; you should sign bottom left).
- Now please take everything to Annalisa Cucchiarini (4th floor, room 4003), and keep your fingers crossed.

2.7 Travel reimbursement

You can use Department or INFN funds. (Please ask us before every trip which source of funding is best.)

Before you go (preferably at least a few days before):

- Department: follow [these instructions](#).
- INFN: go [here](#) and click on "richiesta missione on-line". After logging in, click on "Inserisci Missione". Some hints for the form: "Area Controllata" → "no", "Senza anticipo". "Località" is the city where you're going; in the various blocks that follow you should list all the expenses you plan to have (of course these are estimates). For example "mezzi di trasporto con biglietti" ("means of transportation with tickets") are travel expenses. "Esperimenti": Formally, each of us belongs to an experiment: for string theorists it is "GSS". Unless instructed otherwise, this is what you should put here. (Towards the end of the year, however, we might indeed instruct you otherwise, and ask you to write "Dotazioni gr. IV".) When you're done filling the form, click on "Sottometti" (= "Submit") at the bottom.

When you come back:

- Department: follow [these instructions](#).
- INFN: go again [here](#) and click on "rimborso missioni on-line". After logging in, click on "Inserisci Rimborso". You can now modify your initial estimates. When you're done, click on "Invia", print the form and sign it anywhere near the bottom. Include your tickets, put everything in an envelope, and go put it in the mailbox marked "Marilena" near Marilena Perrone's office (room 4004, fourth floor, directly below the Dept. Secretariat on the fifth floor).

If you want to claim a **conference fee**, you have to ask for an invoice headed to

INFN Sezione di Milano-Bicocca
Piazza della Scienza 3
20126 Milano - Italy
P. IVA: 04439461006

or to

Università degli Studi di Milano - Bicocca
Dipartimento di Fisica "G. Occhialini"
Piazza della Scienza 3
20126 Milano - Italy
P. IVA: 12621570154

Depending on the funds you are using for the trip reimbursement.

2.8 Mailbox

You won't have a personal one; there is a collective "assegnisti" one at the reception of building U2. In any case, should there be anything important, the receptionist will warn us.

2.9 How to get access to online journals

You can find some instructions [here](#). A useful trick is to go [here](#) and to drag the link "Visualizza tramite EZ-proxy Bicocca" to your bookmarks. When you visit a journal webpage, you can click on this bookmark; it will ask you to insert your University login and password, and it will redirect you to a page from which you can download your pdf.

2.10 Printers

There are 3 printers in room 5021/22, an HP Laserjet 500 (lpu2p50), and two Kyocera printers (lpu2p51 and plu2p52c). For the latter, it might be necessary to install [drivers](#) for the model "Kyocera P7040cdn".

- For a Mac:
System Preferences → Printer and Fax → "+" ;
Protocol = Line Printer Daemon; Address = lpd.mib.infn.it; Queue = lpu2p50 (or lpu2p51, or lpu2p52c); Name = whatever you want;
- For a Linux/KDE desktop:
Linux/KDE desktop
System Settings → Printers → Add Printer → Manual URI → Connection:
lpd://lpd.mib.infn.it/lpu2p50
or
lpd://lpd.mib.infn.it/lpu2p51
or
lpd://lpd.mib.infn.it/lpu2p52c
- For Windows:
the HP Laserjet 500: lpu2p50.mib.infn.it with IP 193.206.157.93
the Kyocera printers: lpu2p51.mib.infn.it with IP 193.206.157.91 lpu2p52c.mib.infn.it with IP 193.206.157.244

2.11 Software

You should be able to download Mathematica from [here](#) once you have your unimib.it password. (See under "signing your contract" above.) If you don't have it yet on a desktop computer, you can ask one of us to install it.

2.12 Italian language classes

All the informations are [here](#)

2.13 Kindergarten

There is a University kindegarten: [Kindergarten Bicocca](#)

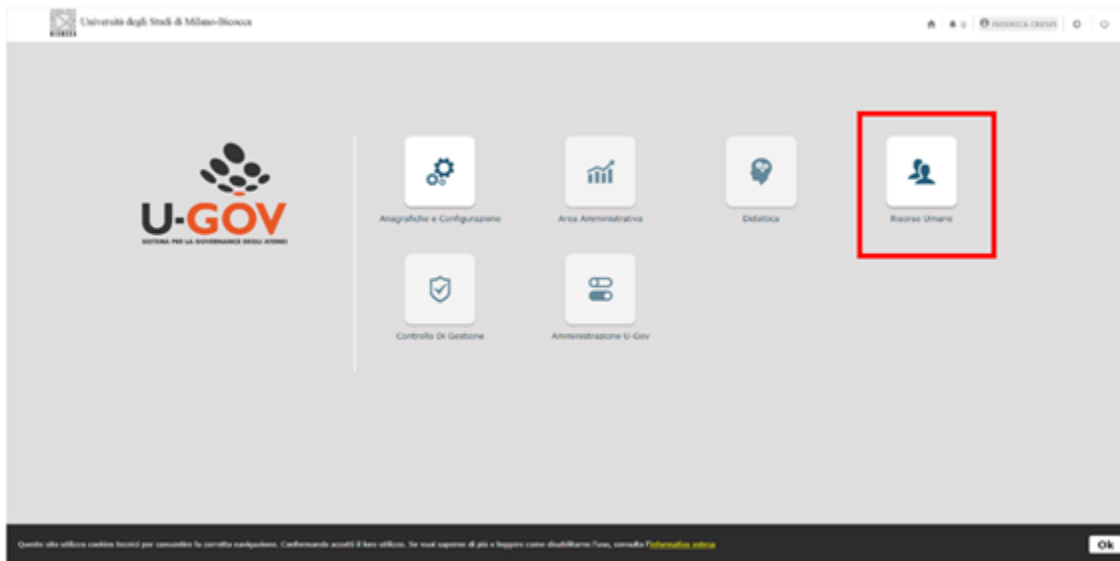
2.14 What to do if you change IBAN (bank account) or home address

- Fill in the form you can find [here](#) Flag VARIAZIONE DATI and if you have any other question do not hesitate to contact Federica.
- Attach a copy of your passport/identity card.
- Send it by e-mail to pagamenti.assegni_borse@unimib.it or bring it to Ufficio gestione personale e collaborazioni per le attivit di ricerca del Settore trattamenti economici (U6, Piano: IV)
- Inform Marilena Perrone (INFN) of the change: Marilena.Perrone@mib.infn.it

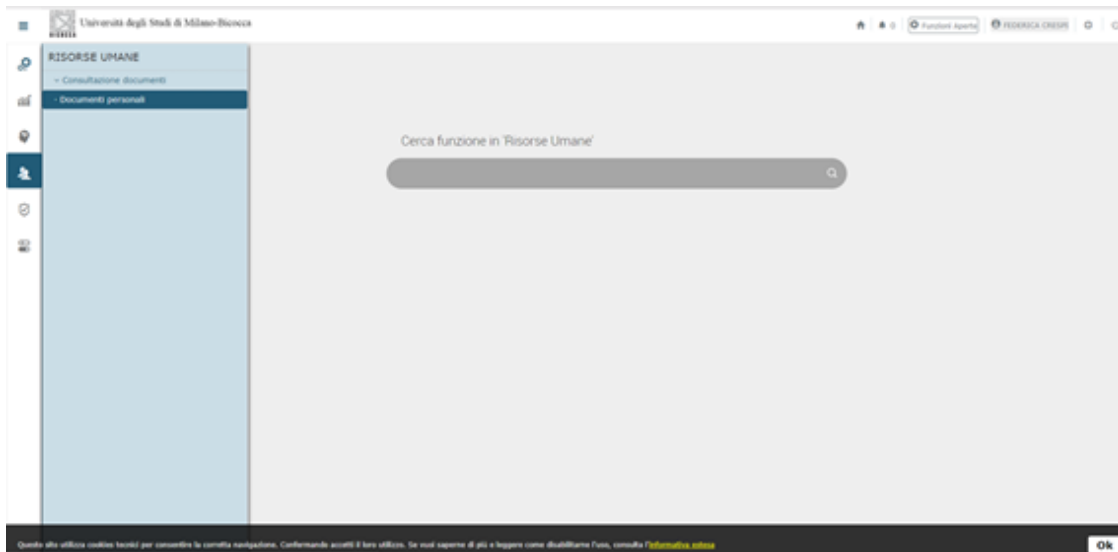
2.15 How to see your pay-sheet

If you get your pay from University, you can see your pay-sheet on **u-gov**. Use your unimib account and password and

- click on “Risorse umane”:




- click on “Consultazione documenti” and “Documenti personali”



- And then on the download button:


Consultazione Documenti

FEDERICA CRESPI - Matricola 002743


 Filtra
 
 Annulla filtro

Visual.	Tipo Doc.	Anno	Mese	Descrizione	Stato
		2017			Publicato
 NUOVO	Cedolino		2017 Agosto	STIPENDIO AGOSTO 2017	Publicato
  NUOVO	Cedolino		2017 Luglio	STIPENDIO LUGLIO 2017	Publicato
 NUOVO	Cedolino		2017 Giugno	STIPENDIO GIUGNO 2017	Publicato
 NUOVO	Cedolino		2017 Maggio	STIPENDIO MAGGIO 2017	Publicato
	Cedolino		2017 Aprile	STIPENDIO APRILE 2017	Publicato
	CUO		2017 Marzo	CERTIFICAZIONE UNICA 2017	Publicato
 NUOVO	Cedolino		2017 Marzo	STIPENDIO MARZO 2017	Publicato
 NUOVO	Cedolino		2017 Febbraio	STIPENDIO FEBBRAIO 2017	Publicato
	Cedolino		2017 Gennaio	STIPENDIO GENNAIO 2017	Publicato

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