

STUDENT GUIDE

*Useful information
Before your departure
and upon your arrival*

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WELCOME TO SAINT LOUIS!

Dear student,

Welcome to Saint Louis and welcome to Rome!

Our staff, teachers and students are looking forward to meet you and can't wait to get to know you!

ABOUT US



Founded in Rome in 1976, Saint Louis is among the most renowned music didactic realities in Europe, attended by over 1.800 students per year. It prides itself of a teaching staff made up of 120 tutors, known both on a National and on an International level, chaired by M° Stefano Mastruzzi. It is the first and only Institution of Higher Education in Music Studies in Italy to be recognized by the Ministry for Education, University and Research and enabled to award the equivalent of Bachelor's and Master's Degrees (1st and 2nd cycle academic diplomas).

Saint Louis has 4 locations in the heart of Rome, two steps from the Coliseum, with 36 multifunctional music rooms, 6 recording studios for classes and for recording productions, an artistic agency ([Saint Louis Management](#)), four recording labels ([urban49.com](#), [jazzcollection.it](#), [camillarecords.com](#), ARTuro Sounds), an artistic production centre to support and produce the best talents, managing concert, festivals and events worldwide (<https://www.slmc.it/festival%20e%20Rassegne/>), a free-press magazine ([Music In](#)), a publishing series ([Saint Louis DOC](#)).

ACADEMIC PROGRAMS

Bachelor/Undergraduate Level:
Jazz (performance) - http://www.saintlouiscollege.eu/jazz-1st-cycle/
Pop/Rock (performance) - http://www.saintlouiscollege.eu/popular-music/
Songwriting - https://www.saintlouiscollege.eu/popular-music-song-writing/
Electronic Music Composition - http://www.saintlouiscollege.eu/electronic-music-sonic-arts/
Applied Music - https://www.saintlouiscollege.eu/popular-music-song-writing/
Sound Technology and Music Technology - http://www.saintlouiscollege.eu/sound-engineering/
Composition and Film Scoring - http://www.saintlouiscollege.eu/composition-film-scoring/
Master/Postgraduate Level:
Jazz Composition and Arranging - http://www.saintlouiscollege.eu/jazz-2nd-cycle/
Jazz Performance - https://www.saintlouiscollege.eu/jazz-performance/
Pop Performance - https://www.saintlouiscollege.eu/popular-music-performance/
Pop Songwriting - https://www.saintlouiscollege.eu/master-song-writing/
Film & TV Scoring Composition - https://www.saintlouiscollege.eu/master-composition/
Applied Music - https://www.saintlouiscollege.eu/master-applied-music/
Electronic Music Composition - https://www.saintlouiscollege.eu/master-electronic-music/
Music production - https://www.saintlouiscollege.eu/master-music-production/
Sound Design & Postproduction - https://www.saintlouiscollege.eu/master-sound-design/
Sound Engineering - https://www.saintlouiscollege.eu/master-sound-engineering/

ACADEMIC CALENDAR

2021/2022

Tuition and Exams Periods

Winter Semester
Orientation Day: September 15 th 2021
Tuition Period: from September 20 th 2021 to February 7 th 2022
Exams*: from February 8 th to February 16 th 2022
Spring Semester
Orientation Day: Tuesday February 15 th , 2022
Tuition Period: from February 16 th to June 22 nd , 2022
Exams: from June 23 rd to July 8 th , 2022

* only for 1st semester Erasmus students and regular students of 2nd/3rd year

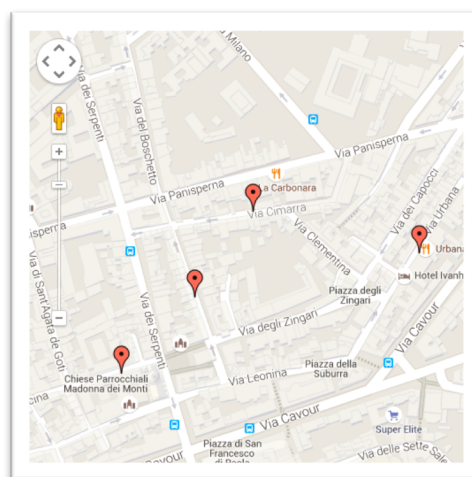
National Holidays and Tuition Breaks

Monday November 1 st , 2021
Wednesday December 8 th , 2021
Christmas Break: from December 24 th 2021 to January 6 th 2022
Didactic Break: from February 8 th to February 16 th
Easter Break: from April 14 th to April 20 th , 2022
Monday April 25 th and Tuesday April 26 th 2022
Thursday June 2 nd , 2022
Wednesday June 29 th , 2022

LOCATIONS

Saint Louis is located in the actual City Centre of Rome, in an ancient, beautiful and alternative neighbourhood called “Rione Monti”, walking distance from the Coliseum. Not only is the Institute in the middle of the city centre, it is also very well connected to the underground service and close to Termini central station. The Institute is subdivided in 4 buildings, walking distance one from the other. Students generally follow their classes in more than one building, giving them the chance to get to know each other.

Via Baccina, 47	Headquarters	+39 (0)6 4870017
Via Urbana, 49/a	Performance Center	+39 (0)6 4870017
Via del Boschetto, 104	Performance Center	+39 (0)6 88650081
Via Cimarra, 19b	Historical Building	+39 (0)6 83529724

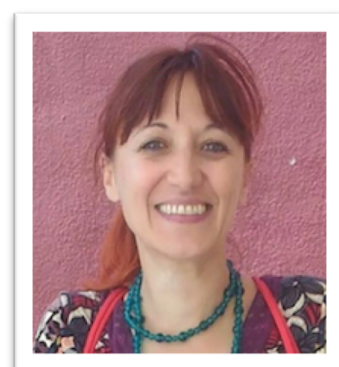


INTERNATIONAL OFFICE

The International Office here at Saint Louis is a friendly team, made up by staff who has a strong passion for intercultural exchanges and therefore always willing to help the students with any issues regarding their study period. We will be happy welcome you upon your arrival at Saint Louis and help you throughout your stay!



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ORIENTATION DAY

The start of each semester is introduced by an orientation day specifically organized for International and Erasmus+ students, during which all students will have the chance to meet the International Office staff and gain personalized information regarding their stay in Rome. The students will then have the opportunity of meeting the responsible professors of their specific study courses to discuss study programs and any queries they have regarding their studies at Saint Louis. A guided tour of the

buildings and facilities will be organized, too. Following the visit, a walk around the city centre will take place, allowing the International students to get to know the neighbourhood. The walk will then end in a social event (meal, drink, concert etc.).

Further info regarding the precise timetable will be provided before arrival.

DEDICATED SERVICES FOR ERASMUS+ STUDENTS

Language Course: Possibility of taking an Italian Language Course with other International students (2 ECTS). Free of charge
Buddy system: Each International student will be assigned to a local student who will assist him/her with information regarding courses, and to introduce him to Professors and fellow students
Social Media: You can gain extra information on the Institute through the Saint Louis Facebook page and the Youtube channel " SainLouis MOV "
International Nights Out: Social events managed by the International Team in live music clubs during student concerts, to let International students, both Erasmus+ and non- network and socialize
Mobility Certifications: Each single International incoming student will be individually followed by the International Office to obtain or fill in all the relevant mobility certifications such as the final Transcript of Records, also helping him/her in his/her own entire path in Saint Louis and in Rome

CFA, ECTS and GRADING SYSTEM

Saint Louis adopts and currently applies the CFA Credit system, according to which each credit is the equivalent of 1 ECTS and of a 25 hours workload, and each academic year correspond to 60 credits (1,500 workload hours).

The allocation of credits for our incoming Erasmus+ students will be carried out on the basis of a transparency and fair recognition policy, being supported by the use of practical tools such as the Learning Agreement, the Transcript of Records, ECTS marks.

Italian Academic Grading System: 30/30
under 18: fail
18 to 21: pass
21 to 24: satisfactory/good
24 to 27: good/very good
27 to 30: very good
30 cum laude: excellent

Each single International incoming student will be singularly followed while he/she obtains and fills in all these certifications by the International Office that will also help him/her in his/her own entire path in Saint Louis and in Rome. Click here to check Saint Louis' [GRADING TABLES](#)

PRACTICAL INFORMATION

ARRANGE ACCOMMODATION BEFORE ARRIVAL

Saint Louis does not have any student campuses, but the International Office provides all International Students with the specific detailed booklet “Accommodation in Rome” with info regarding the best neighborhoods, websites and newspapers to find accommodation near the College. Also, Saint Louis collaborates with the *Sturent* service, which offers students the possibility of receiving specific info and support for student accommodation in Rome.

It is highly important to have a regular accommodation, since a habitation certificate will be asked for any legal or practical procedures, like consulting a Doctor, registering at Rome’s City Hall, signing a job contract, applying for a scholarship, and many more.

For further and detailed info read the “accommodation” file, separately provided.

VISA / RESIDENCE PERMIT / RESIDENCY REGISTRATION

EU-Students:

No visa is required for European students, although for stays that last longer than 3 months it is **mandatory to register your residency at Rome’s City Hall (*Anagrafe*)** within 90 days from the arrival in Italy.

For registering, each student must have the following documents:

- (1) ID Card/Passport
- (2) *Codice Fiscale*, (see dedicated instructions below)
- (3) Enrolling Certificate from Saint Louis
- (4) updated TEAM Card ([European Health Insurance Card](#))
- (5) *Dichiarazione delle risorse economiche* [form](#) (financial resources statement)
- (6) *Dichiarazione di Residenza* [form](#) (residency statement)

After having all the documents ready, you must take **an appointment at *Anagrafe***. As Rome is a large city *Anagrafe* has many offices, for this reason you may search for the right office based on the address of your accommodation. Click [here](#) to find out in **which *Anagrafe*’s office** you must register in.

Once you’ve found the right *Anagrafe* **office**, you must register yourself at [tupassi.it](#), it will enable you to enter **the calendar-agenda of the specific office** in order to book an appointment to deliver your documents. On the day of your appointment **bring with you all the required documents** – original and photocopies.

The whole process takes almost **45 days**. Once you’ve registered your residency, it needs to be verified.

According to the regular procedure (it usually does not really happen), a Rome Officer will **come to visit the address you’ve declared, to confirm you do lives there**. If you do not answer the door when the Officer passes by unannounced (if for example you are at Saint Louis, or at the supermarket, etc.), he will leave a card with day and time for you to come in person at Police Station to certify that your address is correct.

When you have everything done, within 45 days of your application, you may return to the *Anagrafe* office to pick up your **residency certificate**, which basically means you’re done with the bureaucratic work. **Bring a copy of the certificate to Saint Louis Office.**

N.B.: for legal reasons, every accommodation and rental contract must be registered at *Agenzia delle Entrate* ([Italian Revenue Agency](#)). Showing a statement of regular accommodation is one of the requirements to have the residency certificated done, for that reason be **sure that the landlord or the rental agency can provide you a regular contract.**

Non-EU Students:

Non-European students must apply for an **Entry Visa** at the Italian Embassy before travelling to Italy.

Very important: in Italy there are [20 kind of entry](#) Visa, and if you're travelling to Italy only for the *admission test* at Saint Louis, or if you're coming to enroll one of Saint Louis' courses, the kind of Visa you need may vary. You can **find out what kind of Visa you need on this [link](#)**, though it is highly recommended that you **consult the Italian Embassy in your Country on how to proceed.**

Once arrived in Italy, **within 8 days** students must request the [Residence Permit](#) (*Permesso di Soggiorno*), that actually converts the Visa (which grants you access into Italy) to a Permit of Stay (which allows you to actually stay in the Country). For that, you must:

1. GET THE PAPERS:

Go to a Post Office with a **special desk called a *Sportello Amico***. The main ones nearby Saint Louis are:

- 1) ROMA 44, Via Cavour, 277;
- 2) ROMA 158, Via Marsala, 39 (English speaking personnel).

At the Post Office you must **ask for the *Permesso di Soggiorno* applying kit**. It is a series of forms you may fill in with your data and documents. Up to the present date, the forms are all written in Italian, and you may ask for the support of Saint Louis International Office to fill them in.

2. PREPARE AND FILL IN THE PAPERS:

You will need: a copy of your **Passport** and **Visa** pages, as well as a **registered residence address (*)** in Rome, a **health insurance policy** (see info on *Health Insurance* session below), plus the **enrolling letter from Saint Louis** (containing the dates of your enrollment).

Go to the *tabacchi* (tobacco newsagent shop) and buy a **marca da bollo**. It is a stamp with a monetary value that they will affix to one of the forms at the Post Office. There are many *bolli*, so just showing the form at the *tabacchi* they will be able to give you the right one.

3. SEND THE PAPERS:

Take your forms (filled in), photocopies, and *bollo* back to the post office to deliver everything. Make sure to bring your Passport with you. At this time, you will need to **pay the fee for the *Permesso*** request plus the Post services. The price may vary from 40,00€ to 100,00€, depending on [length of validity](#).

Once the documents are accepted by the Post Office, you will get a **receipt – keep it safe!** This confirms the day and time that you must be at the **Questura** (immigration office) for actually having your *Permesso di Soggiorno* done. It is also your proof that you have applied for it, and you should technically carry it with you to move around in Italy before having the *Permesso di Soggiorno* Card. In addition to that, you must **bring a photocopy of your receipt to Saint Louis Office.**

The waiting time for the appointment in *Questura* may vary from a few weeks to a couple of months.

4. YOUR APPOINTMENT IN THE QUESTURA:

On the appointed day and time in *Questura*, **take your receipt from the Post Office**, your supporting **document photocopies** (health insurance policy, the enrolling letter from Saint Louis, etc.), your **Passport**, and **4 Italian passport sized photos** (you can find machines that take photos like these for about €5 all over Rome, and especially at metro stations).

Questura Building is located at Teofilo Patini Street, n. 23. You can get there by taking **Metro B line to Rebibbia Station, plus bus 437** (bus ride takes about 15 minutes). At *Questura*, officers will call your turn by name and have you lined up.

Once inside, you will go through a quick security screening. Upon entering, you will then pickup the folder of documents you dropped off at the Post Office by **showing your receipt**. When it is finally your turn, officers may do a **short interview** (having basic Italian knowledge will help you a lot). Mainly, the officer will go over your **personal information**, check your **documents** and take your **fingerprints**. They will also ask you **where you want to pick the Permesso Card up**, so be prepared to name a **Police Station near your house** (or to come back to the *Questura* building).

5. GET YOUR PERMESSO CARD:

The *Permesso* should be ready in **30-45 days** and you can then go pick it up at the Police Station nearest to your home. Check [online](#) with your record number to see if it is ready, or pass by the police station. **Always carry your passport and receipt from Post Office with you.**

(*) N.B.: for legal reasons, every accommodation and rental contract must be registered at *Agenzia delle Entrate* ([Italian Revenue Agency](#)). Showing a statement of regular accommodation is one of the requirements to have the *Permesso di Soggiorno* done. Therefore, be sure that your landlord (or rental agency) can provide you a regular registered contract.

Check out how the *Permesso di Soggiorno* form looks like, and how to fill it in [here](#) (only in Italian).

More information is available on the *Portale Immigrazione* (in Italian).

CODICE FISCALE

Copia per il contribuente

agenzia entrate

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

CODICE FISCALE NATURA GIURIDICA

DENOMINAZIONE

TIPO ATTIVITA'

DOMICILIO FISCALE INDIRIZZO

C.A.S. COGNOME PROV. RN

DATI RELATIVI AL RAPPRESENTANTE

CODICE FISCALE CODICE CARICA

EDIZIONE E NOME OVVVERO DENOMINAZIONE

DATA 21/03/2013

IL FUNZIONARIO

UFFICIO AGENZIA DELLE ENTRATE UT RIMINI

The *Codice Fiscale* is the Italian Tax Code, that serves as a unique identifier. The CF is issued by the *Agenzia delle Entrate*, and it is necessary for many activities in Italy, like rent an apartment, open a bank account, get an Italian phone number, or get internet set up at home...

You can request a *codice fiscale* at your Italian Consulate, before travelling to Italy (which is strongly recommended).

Otherwise, the CF can be requested upon your arrival in Italy at the Agenzia delle Entrate in Via Ippolito Nievo 36, open from Monday to Friday from 8.45 to 12.45 am (Tuesday, Wednesday and Thursday also

from 14.15-15.35). This is the *form* you must fill in and bring with you to get your CF, and here are the [English instructions](#) on how to fill it in. The office is 500 m from the railway station Trastevere, and it is easily reachable through the 3, 8, 730 bus lines, "Piazza Ippolito Nievo" stop.

HEALTH INSURANCE

EU-students owning an updated [European Health Insurance Card](#) (TEAM Card) may access Italian Healthcare for first aid services and urgent procedures (surgery included) without paying any fees.

For ordinary check-up or consulting a Family Doctor you shall register at ASL (Local Healthcare Agency, based upon your address). In these cases a fee should be paid.

Check out the complete [Guide](#) to register in the National Healthcare System.

Non-Eu students must have a **health insurance policy valid in Italy** (both for applying for the Visa, and requesting the *Permesso Di Soggiorno*).

If you are a health insurance subscriber in your country, it could be valid also in Italy. You may **check within the Italian Embassy before traveling if it is possible to validate it** (strongly recommended).

Otherwise, you may enroll voluntary the Italian National Healthcare Service ([Servizio Sanitario Nazionale](#)), or subscribe to a private Insurance company, such as for example Generali (<https://www.waitaly.net/en/>) which provides good combos for Non-EU students (<https://www.waitaly.net/en/pacchetti-welcome/cittadino-extra-ue-richiedente-permesso-di-soggiorno/>)

the *INA Assitalia* ([Insurance National Institute](#)) for having a private health insurance policy done. Both are chargeable services.

Check out the complete [Guide](#) to register in the National Healthcare System.

HOW TO GET to SAINT LOUIS

From Fiumicino Airport:

- **TRAINS**: Taking the train is an easy and direct way to get from Fiumicino airport to Rome's city center. There are two trains: one of which is an **express** ([Leonardo Express](#)) that goes **directly to Termini Station** (central station); the other one is a **regional commuter train** with **several stops, including Trastevere Station, Ostiense, and Tiburtina** (which could be an option only if your accommodation is placed over the railway line).

"Leonardo Express" (€ 15) train runs every 30 minutes from Fiumicino Airport to "Termini" Central railway Station, and the journey lasts about 30 minutes. From "Termini" you can either get the Metro B line (€ 1.50) towards "Laurentina" and step off at "Cavour" Station (it is just one stop from Termini), or you can walk (10 minutes approximately).

Otherwise, the **regional train** (€ 8) leaves every 15 minutes from Fiumicino (except on Sundays and late at night when it runs every 30 minutes). If you plan on using the train to reach the metro, exit at *Ostiense* and follow signs to the *Piramide* metro station. From there you can take the Metro B line towards "Jonio" or towards "Rebibbia", and get off at "Cavour" Station (4 stops).

You can also use FL1 rail line for regional trains to "Tiburtina" train station (€ 6). From "Tiburtina" get the Metro B Line towards "Laurentina" and get off at "Cavour" Station (6 stops, € 1.50)

You can check all the directions and trains timetable at [Trenitalia's website](#).

- **TAXI**: Taxis are available just outside the Airport. The average fare to get to Rome's City Centre, and therefore to Saint Louis, is about € 50 per journey. There are many companies operating the service. We advise you to avail yourself of the 3570 company, that is quite reliable and that can be reached by dialing (+39) 06 3570.

- **BUS:** Though it is not recommended to take the public bus from Fiumicino airport to the city center, because there is no direct route. Instead, there are many companies operating the service. You'll find the complete list and info about them here: <http://www.adr.it/web/aeroporti-di-roma-en-/pax-fco-bus>

A reliable company is Terravision. The journey takes approximately 55 minutes, the buses run approximately every 30 minutes, and the cost is € 5 per journey if booked on-line: www.terravision.eu

From Ciampino Airport:

- **TRAINS:** There is no train direct connection to Rome City Centre.

- **TAXI:** Taxis are available just outside the Airport. The average fare to get to Rome's City Centre, and therefore to Saint Louis, is about € 35 per journey. There are many companies operating the service. We advice you to avail yourself of 3570 company, that is quite reliable and can be reached by dialing (+39) 06 3570.

- **BUS:** There are many companies operating the service. You'll find the complete list and info about them here: <http://www.adr.it/pax-cia-autobus> A reliable company is Terravision. The journey takes approximately 40 minutes, the buses run approximately every 30 minutes, and the cost is € 4 per journey if booked on-line: www.terravision.eu

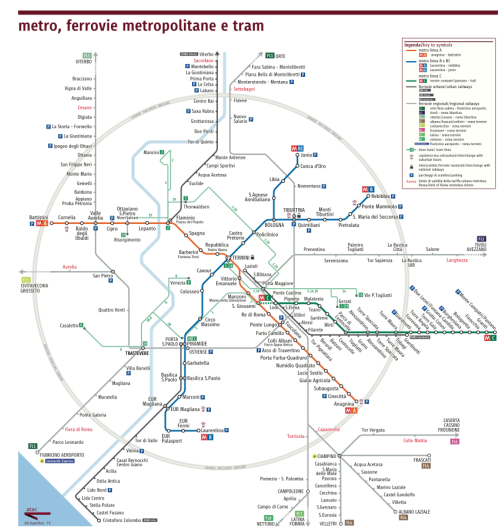
TRANSPORTS

Public transport in Rome is made available by ATAC. The ATAC service includes buses, metro, trams and trains to move within Rome. Buses and trams are active every day from 5.30 am to 12 pm.

The metro is active every day from 5.30 am to 11.30 pm (1.30 am on Fridays and Saturdays). An official [Rome metro map](#) is available from ATAC.

For precise hours and possible warnings it is very useful to check the ATAC website (<http://www.atac.roma.it>) before travelling, or to download the specific app "[Muoversi a Roma](#)".

The underground system is usually the quickest, easiest way to get to Saint Louis, and to move throughout Rome. Saint Louis is a 2-minute walk from **CAVOUR METRO STATION**. B LINE (the Blue one).



Tickets and season tickets:

The urban tickets and seasonal tickets are valid on all buses (also the urban Cotral routes), trams, metros and regional trains (2nd class), within the city of Rome.

BIT 100 minutes € 1,50 (valid for 100 minutes since validating it- all though it is only valid for one trip on the metro;
BIG – Daily € 6,00; BTI – 3 days: € 16,50; CIS – weekly: € 24,00

Monthly ticket: € 35,00 – Strongly recommended; Annual ticket: € 250,00

It is possible to buy different types of tickets in most newspaper shops, stationary shops, tobacconist's shops in the city. Also, there are automatic machines in the metro stations and near the bus stops (on some buses it is also possible to buy a ticket on the bus).

For further information: <http://www.atac.roma.it/page.asp?p=229&i=14>

Car, Scooters, Bike:

The Roman traffic situation is hectic.

Unless you are a very skilled, experienced and patient car driver, we strongly recommend you not to choose this transport option.

Scooters are on the other hand a good solution to survive in Rome's traffic jams during congested hours, but again, you have to be a really skilled scooter driver.

As to the bike, Rome is not a bike friendly town: famous for its 7 hills, it is not plain; its heavy traffic makes it risky for a Biker to cross the town; there are very few bicycle lanes, and not in city centre. Despite this, there is a very small but strong biker community who fights and resists. In the most popular suburban, fancy areas, such as Pigneto, you'll find many services for Bikers, such as "Ciclofficine", urban oasis where you'll be helped in this courageous choice.

BANK ACCOUNT

There are two main alternatives when looking into opening an account:

- Bank account:

It may not be easy to open a bank account, given the nature of your stay, but if you decide to do so, to open a bank account you should bring:

- Residence Permit (Permesso di Soggiorno) or proof of application;
- Tax number (Codice Fiscale);
- ID card/passport;
- proof of registration to Saint Louis.

The most used banks in Italy are: Unicredit SpA, Banca Monte dei Paschi di Siena SpA, Intesa Sanpaolo SpA and BNL. Banks are open from Monday to Friday from 8.30a.m. to 2 p.m. In the afternoons the opening hours change from bank to bank between 2.45 and 3.45 p.m. Outside most banks there is a cash dispenser.

Most students are using online accounts that have no transaction fee, so it is definitely something you could look into directly on the bank websites.

- Conto Bancoposta

Alternatively it is possible to open a current account at the post offices, which provides the same services as a bank account, with a cash card and a credit card, with cheaper costs of maintenance of standard bank conditions. Remember to bring your documents with you, including the "Codice Fiscale", which is an essential document here in Italy.

For further info visit: <http://www.poste.it/bancoposta/conti-correnti/index.shtml>

EMERGENCY NUMBERS

Police (Polizia): 113

Ambulance: 118

Fire: 115

Emergency Break-Through: 4197

English-speaking doctors: 06.488 2371

Taxis: 06.3570, 06.66 45, 06.55 51, 06.49 94, 06.41 57, 06.88 22