

## OLASZORSZÁG (CASTELLANZA) UNIVERSITÁ CARLO CATTANEO-LIUC

### Important points:

#### -Application:

Once your University informs us that you have been selected to study for one semester or one academic year at Università Carlo Cattaneo – LIUC, you will receive an e-mail with the instructions for the Application online as you will need credentials provided by the International Relations Office at LIUC.

Please check if you are coming from our partner universities in Europe or outside Europe.

The Application online has to be completed uploading the following documents:

- 1 scanned photo (jpeg format is preferable) it will be used for the student LIUC card
- Readable photocopy of your Identity card or Passport (driving licences are not accepted)
- Current Transcript of records (academic certificate of exams)
- **Language proficiency (it could be the form received along with the other documents or an English language certification like TOEFLS, IELTS, etc.)** only if you are not English or Italian mother tongue\*\*
- Learning agreement (signed both by the student and the home university)

#### \*\* Language proficiency

It is a document which should state the level of knowledge of English language of instruction. It can be the excel form sent to you by LIUC International Office along with all the other information and forms; or a recent international certification like TOEFL, IELTS or similar. If you use the form provided by LIUC it has to be completed and signed by a language teacher or the International office of your home university.

You can find that form from here: <http://www.liuc.it/wp-content/uploads/2016/07/2.Language-proficiency-form.pdf>

#### Learning agreement

On this form you have to indicate the courses you would like to follow during your exchange at LIUC, please note that you can upload the file in the Application online if you have it already signed by your home university and yourself, if you do not have this document at the time of the application you can send it at a later stage by e-mail to [ccolombo@liuc.it](mailto:ccolombo@liuc.it) or by post to the our address:

Cristina Colombo  
International Office  
Università Carlo Cattaneo – LIUC

Fax: +39 0331 572 435  
Corso Matteotti, 22  
21053 Castellanza  
Italy

LIUC will provide a format of the learning agreement along with all the other documents and information but if your university has its own form for the same purpose please use that one! as LIUC will accept that one.

This form is used to indicate the courses you wish to follow during your exchange at LIUC. It should be signed by the student and the home university and sent to the LIUC International Office by:

- **End of July for the First semester** ( check website for dateline change)
- **End of December for the Second semester** (check website for dateline change )

#### Documents to be ready before arriving in Italy

DOCUMENTS FOR REGISTRATION, to be given to the International Office the first day of the Orientation week:

Students who do NOT require a visa to enter Italy

- photocopy of your international health insurance card

N.B.= Non EU students currently studying in the European Union should check whether their current visa is also valid for Italy.

#### Arrival form

Please complete and send this form ONLY once you know all travel details and write in capital letters.

It is very important that the International Office has your arrival date and time by the deadlines:

- First semester: 16th August
- Second semester: 13th January

Students are required to arrive by the start of the Orientation Week. Please note that the campus accommodation is made available on the first of the month. Students arriving earlier can apply for temporary accommodation or make alternative arrangements.

Download the arrival form here: <http://www.liuc.it/wp-content/uploads/2016/07/5.Arrival-form.pdf>

#### **General information about arrival**

The closest airport to the University is “Milano-Malpensa” airport (12 minutes to Castellanza by train). Other airports for Milan are “Milano-Linate” (41Km from Castellanza) and “Orio al Serio” which is close to Bergamo city (71Km from Castellanza). Travel time on public transport from Milano-Linate airport to Castellanza is around 1,5-2 hours and from Orio al Serio airport to Castellanza around 2,5-3 hours.

A “meet and greet” service is offered by the Erasmus Student Network (ESN) from Castellanza train station. This service will only be offered for a limited time period indicated in the information package sent to the student. If you arrive before or after these dates, once at the Castellanza train station take the LIUC shuttle. Please indicate on the Arrival Form if you wish this service. Confirmation will be sent a few days before arrival.

If you arrive by train to Milan, there are two main train stations:

- from “Milan Central station”, take the train towards ‘Malpensa airport’, Castellanza is the 5th stop. The train leaves once an hour with no changes, takes approx 40 minutes.

- from “Milan Cadorna station”, take the train towards ‘Novara’, Castellanza is the 5th stop. The train leaves once an hour with no changes, takes approx 30 minutes.

Once at the Castellanza train station take the LIUC shuttle.

If you arrive by car it is essential that you give an approximate arrival time to the International Office (Cristina Colombo).

#### -Accommodation:

The University offers campus accommodation and guarantees a number of rooms for International Exchange students.

Please download the accommodation form here: <http://www.liuc.it/wp-content/uploads/2016/07/4.Accommodation-Application-Form-2017-1.pdf>

LIUC “Carlo Pomini” Hall's Residence is the ideal place to live the “LIUC experience”. Out of the chaos, one step away from Milan.

The Residence is not only a high-quality hotel for overnight stay, but also a place that offers many recreational and meeting opportunities. A reality that allows not only Italian and international students, but also to visiting lecturers and speakers for conferences, to enjoy fully all the amenities of an “Anglo-Saxon” inspired structure. The Residence lives in harmony with the University as it has been directly inserted within the Campus: a “small town” that features, among other things, a large park. The many opportunities offered to the students staying at the Residence are increased with the proposals of the student associations’ initiatives, for which this structure has become more and more an authentic point of reference.

#### The Residence in figures

14,000 square metres of total area

4 floors within the structure

440 beds

252 rooms (including 24 hotel rooms and 6 suites)

550 places in the dining area

120 covered parking spaces reserved for guests

2 TV rooms

30 study rooms

#### A small town

The Residence has been designed so that the students may have it all “at their fingertips” for added convenience (from the bank with a respective counter to the laundry). In addition, to allow the students to keep fit and to ensure further opportunities for meeting, they are offered a fitness course and a yoga course. There is also a large car parking area that is open to the entire university population.

### Spaces to be together

Large and diversified areas are dedicated to study and leisure: the Residence has in fact numerous study and lecture halls, and also two TV rooms and a relaxation room. These areas are often used by LIUC student associations for their numerous initiatives.

Inside the Residence there is also the headquarters of Radio LIUC, the web radio of the University created by the students for the students. An opportunity for students not only to network, but also one to test their skills and be more protagonistic with regard to their university experience.

### At the table

The Residence is equipped with a self – service canteen (open to the entire university population) with a menu that always offers a wide choice. Inside it, there is also a snack – bar, open day and evening, equipped with an Internet point and TV monitor. For students who wish, it is possible to take advantage of some areas dedicated to preparing meals on their own.

### Rooms with all the amenities

Each accommodation unit is equipped as a studio-room, with attached bathroom. On request, it is possible to take advantage of some additional services (a safe and customised cleaning) that ensure a standard comparable to the best hotels. In all there is a phone line and Internet connection.

The Residence has 30 hotel rooms available to teachers and relatives of the guests.

### Safety first

The reception is open 24 hours a day all year, to ensure an excellent service and maximum safety for the students. It is also equipped with an automated video system and a night inspection service. Access to the rooms and the car park is via a personalised smart card that reads the lock for the control of entry and exit.

### How to reach us

Castellanza is 15 minutes from Milan-Malpensa airport and Milan. LIUC is circa 2 km from the exit of Castellanza – A8 Milano Laghi motorway. Milan may be reached by Trenord (Milano – Varese, leaving from Porta Garibaldi or the intermediary stops, a suburban service that crosses Milano), stops at Legnano station where there is a STIE bus service. Alternatively, always with Trenord, there is the Milan – Malpensa line from Milan Centrale, Porta Garibaldi and Milano Bovisa and the Milan – Novara line, from Milan Cadorna or Milano Bovisa). From Castellanza station, there is a local shuttle-bus service.

For information on booking, availability, costs:

Email: [ru.pomini@libertatem.eu](mailto:ru.pomini@libertatem.eu)

Reception: +39 0331 508

Administration: +39 0331 508933

Students may of course make their own housing arrangements. In this case we suggest arriving at least 1 week before the Orientation Week to look for accommodation. You may apply for temporary accommodation at the campus hotel during your search.

### **Temporary accommodation**

If you wish to book a hotel room before arriving at the University you should send the last page of the Accommodation form duly completed and signed to the e-mail address of the Residence Hall at least 15 days before arrival indicating the exact period of the stay. The Hotel inside the Residence Halls will confirm the booking by e-mail. The payment has to be made upon arrival.

If you wish to book a hotel room for friends or relatives once you are on campus, you can apply directly to the Campus Reception.

Current rates are indicated on the booking form.

All visitors must register at reception upon arrival. If they wish to stay overnight they must apply for accommodation in the Hotel rooms of the Campus halls. For security reasons they are not allowed to stay in student rooms.

### Contacts:

- **International Office**  
tel +39 0331 572544  
fax +39 0331 483445  
[international@liuc.it](mailto:international@liuc.it)
- **Coordinator for Incoming Students**  
Cristina Colombo  
tel +39 0331 572295  
[ccolombo@liuc.it](mailto:ccolombo@liuc.it)

### Useful links:

- <http://en.liuc.it/international-office/incoming-students/procedures/>
- <http://en.liuc.it/campus-life/university-residence/>
- <http://en.liuc.it/international-office/incoming-students/course-in-english/> ( courses in English)
- <http://en.liuc.it/contatti-residenza-universitaria/> ( contact for accommodation)
- <http://www.liuc.it/wp-content/uploads/2016/04/LIUCinternationalProgramme17-18.pdf> ( student guide)
- <http://www.esncastellanza.it/> ( ESN Castellanza)
- <http://en.liuc.it/how-to-find-us/>