

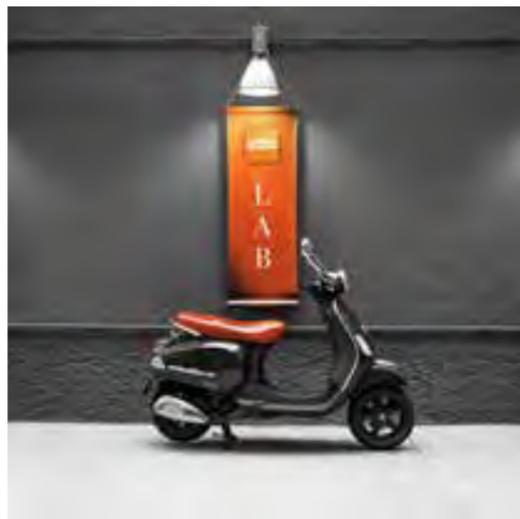
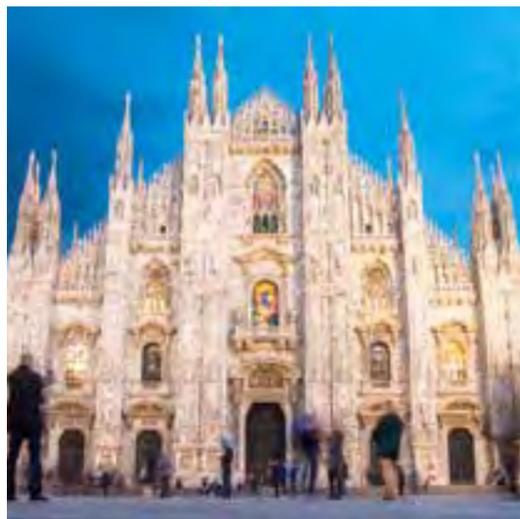


SCHOOL OF
FASHION & DESIGN

ACCADEMIA
DEL LUSO
VIA MONTENAPOLEONE 5
MILANO

PRE-ARRIVAL GUIDE

For international and EU students



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Welcome!

Congratulations on your acceptance at Accademia del Lusso!

As you make your arrival plans, please take time to read the practical information in this guide. We want you to be well prepared for your time at Accademia del Lusso and make sure you get the most out of your training.

You join our diverse community of staff and students who represent many different countries around the world. Everyone here is committed to providing you with the best possible support and opportunities to make your experience at Accademia del Lusso truly outstanding.

Combining traditional quality standards with innovative teaching, Accademia del Lusso offers a wide range of qualifications and courses to prepare students to enter the work place as well-qualified professionals.

Our dedicated and experienced support team is available to ensure your time with us is both enjoyable and successful. With many years of international experience, our support team is able to answer any questions you may have about living and studying in Milan.

The local region is one of natural beauty and culture, and also offers many opportunities for part-time work. It is a great place for living, and, as one of the most important fashion capitals worldwide, it truly is a great place for studying Fashion & Design.

We look forward to welcoming you soon to Accademia del Lusso.



About Accademia del Lusso

Accademia del Lusso Milan is the exclusive, independent Italian School of Fashion & Design providing top-level training for the key positions within the fashion and luxury sectors. Founded in 2005, Accademia del Lusso has since then acted as the meeting place between the demands of the job market and the aspirations of those who wish to embark on a career within the industries of fashion, luxury, and high-end products. The school has grown to offer a wide range of training courses in many different fields, from communication to design, styling to brand management, interior design to image consulting.

Accademia del Lusso prides itself on its unique identity: 100% Italian with a strong global outlook, giving students the unique opportunity to learn Made in Italy - a benchmark for quality & innovation worldwide - within a setting that is distinctly international.

The School's exclusive location, at the heart of Milan's fashion district, means students are surrounded by influences and are immersed in a dynamic, trend-setting environment that enhances learning and serves as a never-ending stimulus for creativity and originality. The second school location is also in Milan: the Luxury Lab is where the design, textile, web design & visual merchandising labs are, and where most lessons take place.

Accademia del Lusso dedicates itself to each individual who enters its doors. We believe in enabling students to develop their own style whilst giving them the support needed to learn the knowledge and techniques that will allow them to be successful in the current market. We care about and actively support the future of every one of our students, and through our Careers & Placement Office we maintain constant contact with businesses and brands in the sector. Students at ADL easily enter into contact with companies and have access to the best work positions & internships available. There are also frequent occasions during training to meet face-to-face with brands, industry professionals and to visit important sector events. Teachers at Accademia del Lusso are all working professionals with roles in prominent businesses within the fashion, design and luxury sectors. As well as being students' first point of contact with the world of work, this ensures up-to-date, market-led content and allows students to learn from experts who are passionate about sharing their know-how. Small class sizes solidify the student-teacher relationship and guarantee that everyone receives the attention they deserve and need in order to reach beyond their full potential.

Our mission is to shape our students into well-rounded experts with a global perspective who stand out in today's competitive job market.

We are sure that you will thrive at Accademia del Lusso, and look forward to being a fundamental part of your journey into Fashion & Design.



Before you leave home

Your passport

To enter Italy you must have a valid international passport or travel document. Make sure that you **record your name on all your documents in exactly the same way as on your passport**. Any inconsistencies may cause you problems when you are applying for your visa, at the airport when you arrive in Italy, and if you wish to open a bank account in Italy.

Your visa

INTERNATIONAL STUDENTS

International Students from outside the European Economic Area (EEA) will need to apply for a **visa** before travelling to Italy.

For further information please visit the visa section on the Italian Ministry of Foreign Affairs website:

<http://vistoperitalia.esteri.it/home/en>

To receive updated and precise information regarding obtaining a visa, we strongly recommend that you **contact your nearest Italian Embassy or Consulate**. The usual documents required for a student visa are as follows:

- Entry visa application form
- A recent passport-size photograph
- Valid travel document
- Admission Letter from Accademia del Lusso
- Training documentation acquired in the country of origin
- Proof that you have sufficient means of subsistence for your stay in Italy
- Statement for the availability in Italy of suitable accommodation, and the sum needed for repatriation, which may be verified by submitting a return flight ticket
- Health insurance

ITALIAN TAX IDENTIFICATION NUMBER

At the same time as applying for a visa, you can also apply for an Italian tax code (Codice Fiscale) from the same Italian Embassy/Consulate that is processing your visa application. This is a personal identification number that is essential for many bureaucratic procedures in Italy. You will save time by applying for this before you leave your country. (Please see pages 16/17 of this guide for more information on obtaining the Italian Tax Identification Number.)

WHEN TO APPLY

You can apply for your visa within 3 months of the official start date of your course, as given on your admission letter. Prepare all your documents in advance of this, so that you can make your visa application at the earliest opportunity to prevent a delay in your arrival to Italy. Our International Student Support Team can provide advice if needed.

ARRIVING LATE AND WITHDRAWAL FROM YOUR COURSE

The course start date is published on your Admission Letter. If you plan to arrive later you must let us know. This is very important as we must inform the Visas & Immigration service if you do not arrive on time.

Once you have received your visa please inform your Student Adviser or contact our admissions team at adl@accademiadellusso.com or +390575782329.

WHAT SHOULD I DO IF MY STUDENT VISA IS REFUSED?

If your student visa application is refused, please inform your Student Adviser or contact our admissions team at adl@accademiadellusso.com or +390575782329. We will need to receive the full copy of the refusal notice before we can advise on the options.

EEA AND SWISS NATIONALS

Students from EEA countries and Switzerland can enter Italy with a valid passport or National Identity Card, and do not require a visa.

Your money

Before you travel to Italy it is very important that you have made arrangements for enough money to cover your living expenses. Milan does offer many opportunities for part-time work, but please do not expect a part-time job to cover these costs completely, especially at the beginning (if you are staying in Italy on a student visa, by law you can work for up to 20 hours maximum per week).

If you are bringing money with a value of more than 10,000 euros (includes money in any currency, banker's drafts or travellers' cheques) into Italy from outside the EU, you must declare this. You will have to submit a completed declaration form to customs when you arrive in Italy. If you want to travel between EU countries with 10,000 euros or more in cash (or the equivalent in other currencies), you must check with the customs authorities in the countries you are leaving, entering and passing through whether you must declare it.

You should also check to see if there are any regulations or restrictions on the amount of money you can take out of your own country. We recommend that you carry no more than €500 in cash or on a pre-paid travel card when you travel to Italy.

Contact your bank in your country before leaving home to find out if you have a maximum daily withdrawal limit and if there are any special arrangements that you need to make to be able to use your card in Italy. ATMs in Italy also have daily withdrawal limits of between €250 and €1000, depending on the bank.

Your accommodation

Accademia del Lusso provides a free, full assistance service for international and EU students who need to find a suitable place to live. Accademia del Lusso has partnerships with trustworthy accommodation services who understand the needs of our students. We are affiliated with a university campus in Novedrate (30 minutes from Milan by train) and also have partnerships with estate agencies in Milan, offering students a range of options to choose between:

AFFILIATED UNIVERSITY CAMPUS

We are affiliated with eCampus University in Novedrate (Como province), whose campus is available to our students as an accommodation option. The campus is situated in a very green area about 30 minutes from Milan by train. On-campus accommodation is full-board (3 meals per day, including a packed lunch), and offers students a single room with private en-suite bathroom. Students have access to all on-campus facilities (study areas, computer labs, restaurant, bar, cafeteria, recreational areas, sports grounds, gym, ample car parking) and can live a true university campus experience. The prices of accommodation at the campus are as follows: **€1,100 per month** (full-board), or **€10,000 for 1 year** (full-board).

ACCOMMODATION IN MILAN

Thanks to our partnerships with local estate agencies, those who want to live in the city of Milan will easily be able to find accommodation that matches their individual needs. Options can include for example:

- Shared or single apartments (single or double rooms)
- Residences
- Hotels or residential hotels

We provide assistance for all of our students during the housing negotiation process, signing the rental contract, and any other paperwork required.

Rental prices in Milan can start from around €300 per month for a shared room, and €450 for a single room, depending on the type and location of the property.

Please note that accommodation costs are not included in course tuition fees. For more information about accommodation, please contact the International Office at: adl@accademiadellusso.com

Your Journey

Travel plans

Book a plane ticket to one of the airports in Milan or Bergamo (Milan Linate, Malpensa, Orio al Serio). Book your plane tickets as far in advance as possible for the best prices.

When to arrive

Plan to arrive in time for your course to begin. If you arrive early, you will have time to complete the necessary bureaucratic procedures (covered in the next section of this guide), shop for necessities and other practicalities.

Luggage

Many airlines will allow you around 20kg of luggage on your flight (check with your airline for the exact amount and for whether you will have to pay extra for this), and pack carefully to avoid paying excess baggage charges. You will be able to buy items such as bedding, towels and household goods in Italy when you arrive. Remember to label your luggage clearly with your name and your address in Italy. Attach these details securely to the outside of your suitcase and also put a copy of this information inside your case to help the airline return it to you if it gets lost on your journey.

You can buy laptops, tablets and mobile phones in Italy. If you are going to bring your own from home, check with your airline whether you can carry these as hand luggage or if they will need to be packed in your suitcase that will go in the hold of the aircraft. The weather in Italy varies depending on the season. In Milan the temperatures may vary between -5 to 30/35 °C, and it is helpful to have several layers of clothing. You will certainly need a warm coat for the winter. You can buy clothing locally at reasonable prices. A bilingual dictionary may also be useful.

Safety tips for your journey

- Do not bring large amounts of cash
- Do not put cash in your suitcase. Carry it in a money belt or shoulder bag that you will be able to wear across your body throughout your journey
- During your journey don't accept help with luggage from people you don't know
- Do not leave your luggage unattended at any time
- Pack your own luggage
- Do not accept requests to carry items for other people

Documents to bring

Here is a list of the documents you will need to bring. Carry these in your hand luggage as you may need to show all or some of these at Immigration on entering Italy.

- Passport (with visa for non-EEA students) or ID Card (for EU/EEA & Swiss students)
- Admission letter
- Health insurance policy

Please check with the Italian Embassy issuing your visa if you should have any other documents to hand while you travel.

Travel insurance

It is in your own interests to arrange travel insurance for your luggage and personal items before you travel to Italy. If your luggage is lost or damaged during your journey, you may be able to claim some compensation. If your luggage is damaged or lost on your journey, please note that it is essential to report it at the airport, before leaving the Arrivals area.

Airports: how to reach the city centre by public transport

Milan has 3 airports (one is located in Bergamo). Below is information on how to get from each of the airports to Milan city centre:

MILANO MALPENSA AIRPORT

By Bus: Taking the bus is the easiest (though slightly longer) way to reach Milan. Go to Terminal 1 (if you are at Terminal 2 there's a bus in front of the Arrivals exit which goes to Terminal 1 for free). Go to the arrivals floor to buy the ticket (approx. €10 one way). You can also purchase tickets on board. The bus departs from outside the Terminal, and the journey lasts around 50 minutes. Get off at the last stop: *Stazione Centrale* (main Railway Station).

By Train: When you arrive at the airport go to Terminal 1. (If you arrive at Terminal 2, there is a bus in front of the Arrivals exit which takes you to Terminal 1 for free.) From Terminal 1, you can reach the railway station and take the "Malpensa Express" train towards "Milano Centrale". The train ticket costs around €10 one way. It is best to buy the ticket before boarding, and remember to stamp it before boarding in the little machines in the station.

LINATE AIRPORT

Go to the arrivals floor to buy a bus ticket (€1.50 one way) from ATM (public transports) and take bus line 73 to San Babila.

ORIO AL SERIO AIRPORT (BERGAMO)

From this airport you can reach Milan's Stazione Centrale (main railway station) by bus only. You can buy the ticket just outside the protected area and also on-board the bus. The trip takes approximately one hour. You'll get off on one side of the station – to get to the metro from there, walk on following the side of the station.

OTHER AIRPORTS IN ITALY

If you arrive at another airport in Italy and are not able to get a connecting flight, you can travel onwards to Milan either by coach or train. To check timetables, you can use the following website: <http://www.trenitalia.com/tcom-en>

Travelling by car

If you are thinking about bringing your car with you, please check in advance with your accommodation provider whether there will be any car parking possibilities. Not all apartments have car parking availability for residents, and it is extremely important for you to find out before you arrive what the situation is and the costs that will be involved.

How to get to ADL from the city centre by public transport

How to arrive at the school location on Via Montenapoleone

On the metro (underground), take the Red Line (Line 1) to San Babila. Once you're out of the Metro station, go through the gallery. Via Montenapoleone is the first street on your right. Go down the street until you reach number 5. Enter the building and take the lift or stairs up to the third floor. Ring the doorbell and you will be let in by our staff.

How to arrive at the school location on Via Chioggia

From the San Babila metro station, the school location on Via Chioggia (Luxury Lab) is 7 metro stops away on the Red Line in the Sesto direction, getting off at Turro. Once out of the station, walk past the AtaHotel Linea Uno Residence building on your right, and continue down the road until you reach the crossroads. At the crossroads, turn right onto Via Privata Chioggia, and after around 50 metres you will find the school on the right.



Milan underground

Pre-arrival checklist

- ✓ Make sure you have a valid travel document
- ✓ Arrange accommodation
- ✓ Apply for a visa
- ✓ Make travel plans
- ✓ Make provisions regarding finances
- ✓ Ensure you have all the documents you need to bring in a safe place
- ✓ Pack your luggage

Arrival in Italy

Your first few days

IMPORTANT THINGS TO DO (these are explained in full below)

- Let us know that you have arrived
- Within **8 working days** of your arrival, apply for your residence permit (non-EU students)
- Apply for an Italian tax identification number if you have not already done so
- Organise your health insurance
- Go on a school tour to learn where the main facilities of the school are
- Go to the Welcome Day

Residence Permit (non-EU students)

If you are a non-EU national and plan to come to Italy for a period exceeding three months, you must apply for a residence permit. If it is your first time in Italy, you have **8 working days** to apply for a residence permit.

Our Student Office will give you the Residence Permit Kit once you arrive and help you to fill it in. The cost of obtaining a Residence Permit is around €120.

EU Citizens

If you are an EU citizen you can stay in Italy for up to 3 months without declaring your presence as long as you have an ID document that is valid for travel abroad. If you are staying for longer than 3 months, you must register with your local Registry Office (*Ufficio Anagrafe del Comune*). Staff at the school will be able to help you with this and tell you what you need to take with you to register.

Tax Identification Number

In order to complete many bureaucratic procedures in Italy, it is essential to have an Italian Tax Identification Number (*Codice Fiscale*). If you need to apply for a visa to

come to Italy, you can apply for the *Codice Fiscale* at the same time; the Italian Embassy/Consulate processing your visa application will be able to give you all of the information on how to do this. Once in Italy, if you are applying for a residence permit you may be automatically allocated an Italian Tax Identification Number, but this is not always the case.

Please note that if you do not need to apply for a visa/residence permit, you still need an Italian Tax Identification Number. If you have not already been issued with a *Codice Fiscale* as described above, you will need to go to the Italian revenue authority (*Agenzia delle Entrate*). Our staff is available to accompany students to the relevant offices in order to apply for the number, which is issued free of charge.

Health Insurance

Having valid health insurance in Italy is essential. It is also a requirement in order to apply for a residence permit. If you have not already taken out a valid health insurance policy in your own country before leaving (which must have been validated by the Italian Embassy/Consulate), you have two options:

1. NATIONAL HEALTHCARE SYSTEM

In Italy the National Healthcare System (SSN) is provided by a public healthcare service (ASL). Only students with a valid residence permit or EU students can apply. Subscribing to the SSN is not compulsory, but it is strongly recommended. The cost of the service is around €150 for one year. By subscribing, you will be able to choose a doctor who you will be able to visit free of charge and who can address you to health specialists and prescribe medicines or tests when needed. In order to register with the SSN, you have to go to your nearest ASL. To find your local office, go to the following website or ask school staff for help: <https://www.ats-milano.it/portale/Cerca-medico-o-pediatra>

N.B. Registering with the national healthcare service in Italy can take a long time, since you will have to wait for your residence permit to arrive before applying (this can take up to 4-5 months). For this reason, we only recommend it for students of 3-Year Courses. Students on shorter-length courses (i.e. Master's or 1-Year Courses) are advised to take out private healthcare insurance or use their EHIC card (EU citizens).

2. PRIVATE HEALTHCARE

If you choose to take out private healthcare whilst in Italy, Accademia del Lusso has an agreement with Axa Assicurazioni, who offer our students a policy lasting 1 year at the cost of €90. If you are interested in this insurance policy, let us know and we will give you all of the details.

EU, EEA AND SWISS STUDENTS

Students from EU countries are entitled to use their European Health Insurance Card or equivalent to receive healthcare in Italy.

Your first week at ADL

School tour

When you first arrive in Italy, you will be able to come to the school to have a tour and become familiar with where things are. You do not need to book this, just let us know the day you will be arriving and we will organise for someone to show you around.

Your first day

Your first 'official' day at Accademia del Lusso will be a Welcome Day. This is organised so that you can meet staff and classmates, and to give you further details about the programme and the timetable for the first week. All of the details regarding the Welcome Day will be sent to you by email in advance.

Your lesson timetable

Lesson timetables are sent out by email on a weekly basis. Lessons are held from Monday to Friday in the mornings from 10am until 1pm, and in the afternoons from 2pm until 5pm.

Student support

Our Student Support Office is available throughout your time at Accademia del Lusso for any needs you may have. You can book an appointment with a member of staff if you have any concerns, or just get some quick advice on the go from the staff at reception. You can be sure to receive full academic, motivational, and welfare support whenever you need it.



Living in Milan

Cost of Living

We recommend that you calculate around €1,000 per month, as a rough guide, to live in Milan, including food, rent and transport.

Here are some examples of prices in Milan:

Cappuccino: €1.50

Loaf of fresh white bread (500g): €1.60

1L milk: €1.20

1kg of apples: €1.90

1kg rice: €2.40

Can of coca cola: €2

1 pack of cigarettes: €5.30

Meal, inexpensive restaurant: €15

Meal at fast food restaurant: €8

Cinema ticket: €9

Cocktail at club: €9

How to get around

PUBLIC TRANSPORTATION

Milan's public transportation system connects across the city centre, making it easy to get around the city's most popular attractions. Opting for public transportation is a great 'green' way to travel. It'll also save you lots of time and money. Milan's public transportation includes the subway, bus and tram. Ticket types include those for a single journey (lasting 90 minutes), a carnet of 10 tickets, one or two-day tickets, weekly passes, evening tickets, and more. Information on ticket types and updated prices can be found at any metro station. Student metro tickets start from €26 per month for residents in Milan for those under 26 years old. For those who choose to live at the university campus in Novedrate, train fare will cost around €100 per month.

BIKE SHARING SERVICE

The ATM Milano public transportation offers also a bike sharing service. You can easily choose between an annual, monthly or daily subscription. To sign up, and to find out updated prices, just go to one of the many ATM Points.

How to get a SIM card

In Milan there are many phone shops usually branded according to the network provider. There are four major network operators in Italy, as well as several network sellers. The main network operators are: Vodafone, Wind, Tre, Tim. Our staff are available to accompany you to purchase a SIM card when needed.

Opening a bank account

To open a bank account you must have already completed the procedures for the Res-



idence Permit and Tax identification number (Codice Fiscale). You will need to go into a bank branch directly and will probably need to take other documents with you such as your passport and rental contract.

Places of interest in Milan

Below are some of the places in Milan which may be of interest to you. You will be able to find out more information on the internet, including opening hours and prices (where applicable).

Armani Silos

Fashion art museum celebrating the work of Giorgio Armani

Fondazione Prada

Museum/gallery for arts & culture

Pirelli HangarBicocca

Contemporary art institution

Triennale

Design museum

Gallerie d'Italia

Art & culture museum

Museo del 900

Museum hosting 20th Century Italian art

Palazzo Reale

Various temporary exhibitions

Pinacoteca di Brera

Art gallery

Areas to visit in Milan

Historic centre, Navigli area, CityLife – 3 Torri, Piazza Gae Aulenti, Quadrilatero della Moda (Fashion district)

San Siro Stadium

Placement Office

Accademia del Lusso's Placement Office offers assistance to students in finding internships and placements with companies in the luxury, fashion, and design industries. We maintain constant contact with businesses and brands in the sector and are often approached by companies who ask us to recommend students. The Placement Office offers students support in terms of their professional profile, CV and applications, as well as any career advice needed.





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