

SERVIZIO SANITARIO NAZIONALE

—SURVIVAL GUIDE—

○ NATIONAL HEALTH SERVICE (SSN)

'SPORTELLO UNICO' (CUP AUSL RAVENNA)

ENTRANCE TO THE RIGHT OF THE STAIRCASE



Via Fiume Abbandonato, 134
Tel.: 0544 286648



Mon - Fri: 7.30 - 13.00
Saturday: 7.30 - 12.00

DOCUMENTS TO BRING WITH YOU:

- PASSPORT
- TAX CODE (*CODICE FISCALE*)
- RESIDENCE PERMIT APPLICATION RECEIPT (*RICEVUTA*)

NATIONAL HEALTH SERVICE (SSN) ○

1

Go to CUP with your documents, press letter 'A' to get the ticket, and wait in line for the first available worker to help you



*BE READY TO SPEND 1-1,5 HOURS THERE,
TAKE A BOOK, SOME WATER, AND/OR A FRIEND*

2

Ask for the registration for SSN for the current year (until December 31st), as well as for the payment slip for next year



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IF THE WORKER TELLS YOU THAT YOU CAN ONLY PAY FOR THE CURRENT YEAR, EXPLAIN THAT YOU ARE A STUDENT AND NEED TO PAY FOR THE SUBSEQUENT YEAR **NOW** IN ORDER TO GET YOUR RESIDENCE PERMIT.



LET THEM KNOW THAT YOU WILL BE BACK IN JANUARY TO ACTIVATE THE INSURANCE YOU ARE PAYING FOR NOW



*BE CONFIDENT & DON'T GIVE UP
YOU CAN DO THIS*

NATIONAL HEALTH SERVICE (SSN)

3

Fill out the documents and pay the fee of €149,77 for EACH year (*2 separate payment slips for the total of €299,54*) at the machine in CUP by scanning the barcode **on the bottom** of each slip

4

Come back to the counter with the receipts to activate your health insurance and choose a general practitioner.

Ask the worker to stamp the second payment slip and write 'PAGAMENTO ANNO + SUBSEQUENT YEAR' on it (*e.g., 'Pagamento anno 2023' if paying in 2022*)

5

Bring the copy of the documents the worker gives you together with the stamped payment slip and the attached receipt to the police (*questura*) on the day of your fingerprints appointment

6

Come back to CUP AUSL RAVENNA again once you receive your residence permit and activate your Health Insurance for the year.



THE INSURANCE WILL BE VALID UNTIL THE EXPIRATION DATE OF YOUR RESIDENCE PERMIT. AS SOON AS YOU APPLY FOR THE RENEWAL, REPEAT STEPS 1 THROUGH 6.

SOME ADDITIONAL TIPS

- **Registration is done on a yearly basis** (from January to December each year). If you are making insurance in autumn, you will still have to pay for the entire year, even though the insurance will only be valid until December 31st.
- **It is best if you speak some Italian since *(most likely)* the workers are not able to communicate in English**
- **If you don't speak Italian,**
you can request the assistance of one of the tutors, who will accompany you to CUP AUSL RA and provide help with Italian to make the experience easier for you.
- **Be patient and get ready to face Italian bureaucracy at its best**

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|---------------------------------------|--------------------------------------|
| • Servizio Sanitario Nazionale | National Health Service |
| • Passaporto | Passport |
| • Codice Fiscale | Tax Code |
| • Ricevuta | Residence Permit Application Receipt |
| • Permesso di soggiorno | Residence Permit |
| • Distinta del pagamento | Payment slip |
| • Medico di base | General Practitioner |

GLOSSARY

- **Ciao, vorrei iscrivermi al Sistema Sanitario Nazionale per quest'anno e l'anno prossimo**

Hello, I would like to register with the National Health Service for this and next year

- **Potresti darmi una distinta di pagamento per l'anno prossimo? Vorrei pagare ora e tornare a gennaio per attivare l'iscrizione**

Could you give the payment slip for next year?
I would like to pay now and come back in January to activate the registration

- **Devo pagare ora per fare la domanda del permesso di soggiorno per motivi di studio**

I need to pay now to apply for the residence permit

- **Grazie mille e buona giornata!**

Thank you and have a good day!