

**GUIDE FOR LOCAL SERVICES AND SOCIAL  
ASSISTANCE OPPORTUNITIES  
FOCUSED ON THE SOCIETY INCLUDING PATHS  
OF MIGRANT CITIZENS**

Progetto cofinanziato da



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# Legal

## Entrance

Alien citizens that want to come in Italy must have:

- ✓ a valid passport or another valid travel document;
- ✓ an entry visa;

The visa is the authorization that allows the foreigner to enter the Italian Republic's country. It must be issued by the Italian diplomatic or consular representation in its own country or birth place, making application with a specific form.

Depending on the visa needed there are different documents to attach to the application form.

The application must have these information:

- ✓personal and its own relative's information;
- ✓information concerning a valid travel document;
- ✓information about the sufficient sustenance to cover the travel costs, the whole stay, the return to the own country or birth place (except for a work visa) or the transit toward a Third Country where the admission is granted. If the sufficient sustenance misses the foreigner shall be able to show to get it in a legal way;
- ✓travel motivations;
- ✓indications about the place where the foreigner will reside in;

To get the visa, the alien citizen that requires it:

- ✓must be not declared unsuitable in the Schengen System Information (SSI);
- ✓must pose not a threat for the public order, the internal security and the public health or for the international relationships of one's member States;
- ✓must have not been convicted ( concerning drugs, assistance clandestine immigration, younger recruitment for illegal activities, prostitution and its exploitation, copyright violation or sell of fake brands);
- ✓must have not been expelled;
- ✓must satisfy the Schengen entrance requisites such as to afford the sustenance and the repatriation;
- ✓must have a valid travel health insurance;

There are short-term and long-term visa ( until 90 days/ beyond 90 days)

For stays beyond the 90 days an alien citizen is always required to have an entry visa

The long-term visa owners can transit in the Schengen area for a period of time no longer than 90 days

Are dispensed with visa:

✓Alien citizens coming from Andorra, Argentina, Antigua and Barbuda, Australia, Bahamas, Barbados, Brasil, Brunei Darussalam, Canada, Chile, South Korea, Costa Rica, Croatia, El Salvador, Ex Yugoslavia Republic of Macedonia, Japan, Guatemala, Honduras, Israel; Malaysia, Mauritius, Mexico, Monaco, Montenegro, Nicaragua, New Zealand, Panama, Paraguay, Saint Kitts e Nevis, San Martino, State of Vatican City, Seychelles, Serbia, Singapore, United States Of America, Uruguay, Venezuela, Hong Kong, Macao, British Overseas, Albania, Bosnia and Herzegovina just for short-term visa (because of study, tourism, mission, affairs, invitation and sports challenge);

✓Alien citizens properly staying in Italy exiting and coming back through the national country (they just need to exhibit the passport or a valid permit of stay);

✓Alien citizens applying for the international protection

✓Alien citizens holding a CE permit of stay for long-term residents (LTR) given by another member State or its own relatives having a valid permit given by the member State (excluding permits given by United Kingdom, Ireland and Denmark);

✓Alien citizens holders of a studying permit of stay given by other member State who want to move in Italy for continuing or integrating their own studies;

✓Alien citizens with visa or permits of stay given by Schengen countries (Austria, Belgium, Denmark, Estonia, Finland, France, Germany, Greece, Latvia, Lithuania, Luxembourg, Malta, Holland, Poland, Portugal, Czech Republic, Slovakia, Slovenia, Spain, Sweden, Hungary, Iceland, Norway and Switzerland) for short-term visa and for transit toward other Schengen state (if they have valid travel documents, sufficient travel and stay sustenance and if they have not been declared unsuitable in the Schengen System Information (SSI);

Visa types:

✓Uniform Schengen visa (USV): A, B, C, type

- A type: airport transit, just valid in airport's international transit areas (territorial restricted validity);
- B type: transit (validity 5 days max)
- C type: for affairs, medical treatments, sport challenge, invitation, freelance work, dependent employment, mission, religious motivations, study, transport, tourism (validity 90 days max)

✓National Visa (NV)

- D type: for adoption, medical treatments, diplomatic, following relative, freelance work, dependent employment, mission, voluntary work, religious motivations, repatriation, elective residence, family reunion, study, job holiday (1 year max) (if the period of stay passes the year, the visa will be changed by a stay document before the deadline)

## **Permit of stay**

The permit of stay is the document that allows alien citizens duly come in Italy to remain on the national country. The permission's duration depends on the stay.



Permit of stay types and duration:

✓For dependent employment:

✓Open-ended contract: no more than 2 years renewable;

✓Fixed term contract: same time of business collaboration no more than 1 year renewable;

✓For freelance work: no more than 2 years;

✓For seasonal job: no more than 9 months renewable. A multi-year permit of stay (till 3 years) can be issued to the alien citizen who shows to be came in Italy to do a seasonal job at least two years in sequence. In this case, the boss can require the multi-year job go-ahead for the alien worker;

✓Waiting for a job: no less than 1 year;

✓CE for long-term residents: permanent time, valid like an ID card for a period of 5 years starting from the emission's date (renewable when it expires);

✓For study and education: no more than 1 year renewable for multi-year courses;

✓For family reasons: no more than 2 years;

✓For medical treatments: same time of that treatment;

✓For study or education: no more than 1 year;

✓For political asylum: duration of 5 years

✓subsidiary protection: duration of 3 years

✓humanitarian protection: duration of 1 year

The permit of stay for medical treatments includes the permission issued to alien pregnant women or those ones in the next six months after the son's birth. The permit of stay for medical treatments is issued also to the husband who lives together the pregnant woman.

Where ask for the permit

The permit of stay must be required within 8 workdays from the entrance date:

Going to Post office with counter friend service completing and exhibiting a free paper kit ( to know the to Post offices with counter friend service check in useful addresses-legal), for these reasons:

- custody;
- adoption;
- to update the permit of stay and the CE permit of stay for long-term residents (change residence, marital status, sons inclusion, change passport, photo update);
- waiting job;
- waiting for the citizenship's repossession;
- political asylum (renewal);
- permit of stay conversion;
- duplicated permit of stay and CE permit of stay for long-term residents;
- family-minor's 14-18 years old family;
- freelance work;
- dependent employment;
- sub-seasonal job;
- job in specific cases provided for by the law's article 27 T.U.;
- mission;

- religious motivations;
- CE permit of stay for long-term residents;
- elective residence;
- study;
- tourism;
- ✓ going directly to the central police station for:
  - affairs;
  - medical treatments;
  - sport challenges;
  - humanitarian reasons;
  - political asylum ( requirement- issue);
  - underage;
  - justice;
  - status of stateless;
  - minor's integration;
  - invitation;

The immigration office of the central police station calls the applicant through a registered mail or a sms for the photos and the digital printers and schedule a meeting to take the permit.

To get the permit of stay for dependent employment, sub-seasonal job or family reasons, the requirement must be completed directly to the Single Desk for immigration that is situated at the Prefecture ( check in useful addresses- legal)

To verify the progress status requirement, it is possible to check the web site [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it) inserting user ID and password written on the post receipt given at the moment of the requirement's presentation.

documents to attach to the application form for any permission type:

- ✓ application form;
- ✓ photocopy of the passport or another similar valid document ( A4 size) ( it is necessary to attach the papers with holder's personal data and the stamps of entry and exit visa);
- ✓ entry visa (where required);
- ✓ 4 passport photo;
- ✓ stamp of €14,62;
- ✓ residence certificate or domicile statement;
- ✓ documents attesting the availability to cover the repatriation costs (exclusive of working stay and family reasons);
- ✓ photocopy in A4 size of the whole other documentation required according to permit of stay ( check for other documents to attach to the application form according to permissions);
- ✓ current account form's receipt ( available at postal offices qualified to get the requests) concerning the payment of:
  - **€107,50** ( 27,50 to get the electronic permit + 80,00 fee) for permit of stay with a duration of more than 3 months and less than or equal to 1 year

- **€ 127,50** ( 27,50 to get the electronic permit + 100,00 fee) for permit of stay with a duration of more than 1 year and less than or equal to 2 years
- **€ 227,50** (27,50 to get the electronic permit + 200,00 fee) for CE permit of stay for long-term residents ( minors must have not pay the €200,00 fee) or permit of stay for managers or highly qualified person
- **€ 27,50** if you are underage, or if you need the permit of stay for asylum, asylum requirement, subsidiary protection, humanitarian reasons, medical treatments, or if you need the update or the conversion of your valid permit of stay.

Moreover, at the moment of the Kit deliver to the post office, shall be pay € 30,00 to the post operator.

Are dispensed with tax payment:

- ✓ alien citizens who need a permit of stay with a duration of less than 3 months;
- ✓ minors;
- ✓ alien citizens getting a permit for reunion acting as younger son;
- ✓ alien citizens coming for medical treatments and their partners;
- ✓ Those ones who asked for political asylum, subsidiary or humanitarian protection or need its renewal;
- ✓ Alien citizens who replace the permit.

The application form is anyway receivable even if the tax payment should misses.

Other documents to attach to the application form according to permissions:

- ✓ Permit of stay for dependent employment:
  - dependent employment stay contract's copy stipulated between the Italian or foreign boss ( duly resident) and the alien citizen, work provider. This contract includes the accommodation and the repatriation costs, it is offered by the boss to the worker and is signed at the Single Desk for immigration ( check for useful addresses-legal). The job's loss does not deprive the worker and his/her relatives of permit of stay: they can remain on the country for 1 year.
- ✓ Freelance work permit of stay:
  - photocopy of the being's certification about the qualification for the release of freelance work visa entry issued by diplomatic/consular Italian representation;
  - any possible admission to a book or register;
  - go-ahead issued by the authority in charge or the license for the task that must be done;
- ✓ permit of stay for waiting job:
  - statement certification given to the employment exchange;
  - permit of stay's copy that is going to be due;
  - fiscal code's copy
- ✓ permit of stay for study:
  - photocopy of the curriculum's certification that is intended to be followed ( university course or professional education); the certification must be approved by the Italian consular/ diplomatic representation at the moment of the entry visa issue;
  - photocopy of the health insurance and/or accident insurance valid on the national country for the whole stay;
- ✓ permit of stay for medical treatments:
  - hospitality communication combined to the ID card host's copy ;
  - declaration's copy of the health care setting chosen stating the treatment's type, its beginning and presumed duration presented to the embassy;
  - documents certifying the possibility to cover the health and repatriation costs and the room and board out of the health care setting.
- ✓ permit of stay for maternity reasons:

- medical certification certifying the pregnancy status and the presumed birth's data issued by a public/private facility or by a private doctor with an ASL endorsement;
- self-certification or residence document or host hospitality's communication copy and his/her ID card's copy;
- ✓ permit of stay for family reasons ( it is important to remember that the application must be completed to the Single Desk for immigration that issued the go-ahead at the entrance for the family reunion-check for family reunion):
- permit of stay's copy;
- relative's passport;
- documents certifying the kinship relations, the marriage and the younger age of the sons;
- documents certifying the suitability of the accommodation issued by the council offices;
- documents certifying a annual gross income that must not be less than the social security check.

### **Permit of stay's renewal**

The renewal's request must be presented 60 days before the deadline and not beyond 60 days from deadline, showing the requirement's permanence that allowed the permit's issue.

Are dispensed with tax payment:

- ✓ Alien citizens needing a permit with a duration of less than 3 months;
- ✓ Minors;
- ✓ Citizens came for medical treatments and their partner;
- ✓ Those who need the political asylum, the subsidiary or humanitarian protection or as for its renewal;
- ✓ Alien citizens who intend to replace the permit.

The permit of stay is renewed for a duration of no more than the starting one.

A fee must be paid for the permit of stay's renewal too.

### **Permit of stay's conversion**

When does a permit of stay can be converted?

- ✓ The permit of stay for freelance work can be converted into dependent employment's permit of stay and vice versa;
- ✓ The seasonal job's permit of stay can be converted into dependent employment's permit of stay, but just if the alien citizen is at the second entrance;
- ✓ The permit of stay for study or education can be converted into dependent employment's permit of stay in range of the entrance fee ( before the deadline and not before to have stipulated the contract to the one-stop desk);
- ✓ The permit of stay for family reasons can be converted into that one for job or study;
- ✓ The permit of stay for medical treatments can be converted into that one for medical reasons;
- ✓ The permit of stay for social protection can be converted into permit for studying or used to work if the alien citizen is working or studying at the deadline.

### **Permit of stay's holder's rights**

- ✓ Be registered in the Social Security Lists;
- ✓ Be registered in the National Health Service;
- ✓ Regularization at INPS ( National Institute for Public Welfare);
- ✓ Regularization at INAIL ( National Institute for Work Related Injuries);
- ✓ Personal data registration at his/her own district;
- ✓ School registration for the younger sons;

- ✓ To join or promote an association;
- ✓ Labor Union registration;

In case of refusal or suspension of the permit of stay it is allowed to have recourse to TAR ( Regional Administrative court) in charge. For actions about the family union it is allowed to have a recourse at the courthouse residence's place of the involved alien citizen.

To know how to do it address the associations that renders legal assistance ( check for useful addresses-legal)

## **Integration agreement**

When the alien citizen makes the application form to get the permit of stay he is bound to sign an agreement with the Italian State that is called Integration agreement. The foreign citizen, with this agreement, perseveres in getting specific integration aims which correspond to some credits or points ( among which the knowledge of the Italian language and the fulfilment of obligations like the younger sons education) to achieve in the permit of stay's validity period.

To sign this agreement is a necessary condition to get the permit of stay.

At the moment of the signature, 16 points that represent the basic level knowledge of the Italian language and culture are given to the alien citizen. Within 3 months from the agreement, the foreigner will be hadding up to join a session about civic education and life in Italy. To miss the meeting provokes the loss of 15 credits.

A month before the agreement's deadline, the one –stop immigration desk will verify the reached integration's degree inviting the foreigner to present the documents to get an additional credit's acknowledgement.

Missing his/her credits the alien citizen loses his/her own permit of stay and is expelled from the national country.

Are dispensed with permit of stay's expulsion and suspension, alien citizens who holds:

- ✓ Permit of stay for asylum;
- ✓ Permit of stay for asylum request;
- ✓ Permit of stay for subsidiary protection;
- ✓ Permit of stay for humanitarian reasons;
- ✓ CE permit of stay for long-term residents;
- ✓ Residency card for alien relative of UE citizen;
- ✓ Foreigner holders of any other permit of stay that exercised the right of family reunion;

The integration agreement can be stopped or extended for health problems, family reasons, job, course attendance or apprenticeship, professional update or orientation, apprenticeship/professional update or orientation attendance, studying abroad.

Referring to the session about civic education and life in Italy for alien citizens fixed from the integration agreement check for "Permanent Territorial Centres directed to foreigners coming in Italy for the first time"-cultural training.

## Family re-union

Family reunion is the authorization ( Single Desk for immigration's go-ahead and Italian embassy's visa abroad) that allows the relatives of alien citizens duly residents to enter the national country.

The family reunion can be request from:

- ✓ Foreigner with CE permit of stay for long-term residents;
- ✓ foreigner who holds a permit of stay with a duration of less than 1 year issued for freelance work/dependent employment, asylum, subsidiary protection ,study, religious reasons, family reasons or waiting of citizenship.

Alien citizen who is waiting for a permit of stay's renewal can asks for the go-ahead to get the reunion.

The family reunion can be requested for these types of relatives:

- ✓ Spouse not legally separated and not younger than 18 years old ( including the spouse of the same sex);
- ✓ Dependent minors, spouse's sons too or children born out of marriage, not married that is to say legally separated, providing the other parent, if he/she does exist, has given his/her writing consent;
- ✓ Minors legally held in trust or adopted;
- ✓ Dependent adult sons who cannot provide for their own sustenance because of their health status of total disability;
- ✓ Dependent parents who have not other sons in their birth or origin country;
- ✓ Parents older than 65, if the other sons shall be not able to their sustenance for serious confirmed health problems.

The family reunion process is made of two steps:

The first one ( at Single Desk for immigration) is about the check of the objective requirements for the go-ahead's issue ( title of stay, income and accommodation); the second one ( at consular representation), strictly connected to the first one, is about the check of the objective requirements for the visa entry issue ( family connections and other requirements of subjects to reunite).

The go-ahead request to the family reunion must be done at Single Desk for immigration at the Prefecture using a specific go-ahead application form combined to:

- ✓ Passport's copy;
- ✓ Permit of stay's copy;
- ✓ Documents concerning an accommodation's availability that respects the basic standard provided by the provincial regulations and suitability certificate of the accommodation issued by council offices ( to have information ask patronage and CAF)
- ✓ Documents certifying an annual gross income not lesser than the social security checks amount. To show the income's availability, **it is considers** not only the applicant's one, but **the income of those ones who cohabit with him/her** ( conveniently documented).

Alien citizens who hold the permit of stay **for political asylum must not show the sustenance of the income requirements and housing suitability.**

The permit of stay for family reasons allows:

- freelance work or dependent employment's development;
- registration to the job seeker's list;
- access to the helpful services;
- registration to studying courses or professional education.

The procedure

The applicant must present the application form at the Single Desk for immigration to get, within 180 days from the request, the go-ahead's issue. The relatives who must be reunited shall present this document to the Italian Consulate for the entry visa showing the papers certifying the family relationships, the minor age and the health status.

After 90 days from the go-ahead request it is possible to get directly the entry visa from Italian diplomatic and consular representations, showing the copy of the documents previously presented at the Single Desk for immigration in which can be read the request's presentation date.

Within 8 days from the entrance in Italy the relative must go at one-stop desk that issued the go-ahead to fill out the permit of stay's application form or his/her stay on the national country will be considered not legal.

The minor, who lives with his/her own parents and whose parents are properly residents, must be registered until the age of 14 in the relatives permit of stay or CE permit of stay for long-term residents.

Alien citizens who have just entered the eighteenth year and who hold a permit of stay for family reasons shall renew it for a duration as long as their parents one. ( on the condition that the latter satisfy the income's and accommodation requirements that have been provided for the family reunion)

## **CE permit of stay for long-term residents**

CE permit of stay for long-term residents (POS LTR) is the document that authorizes the stay in Italy for an indeterminate period of time and it is recognized to alien citizen who holds a permit of stay from 5 years at least.

Documents to present ( through post kit)

- ✓ 1 and 2 post kit's form with personal data and residence;
  - ✓ permit of stay and its copy;
  - ✓ passport and its copy;
  - ✓ fiscal code and its copy;
  - ✓ declaration of the residence places of the latest 5 years;
  - ✓ last declaration's copy of the incomes or CUD form, issued by the boss, concerning the previous year.
- Domestic staff ( colf/nurse) must show the INPS form or analytical balance;
- ✓ Sources of income including that ones coming from pension of disability;
  - ✓ Court records certificate and document certifying the lack of a legal action in progress;
  - ✓ Certificate concerning the family status or self-certificate;
  - ✓ Permit of stay's postal office payment account of €27,50;
  - ✓ Stamp of €14,62;

Alien citizen properly resident in Italy from 5 years and registered to the General Register Office can make a request of a document of historic stay that certifies the happened permanence in the country.

### **Additional documents in case of dependent employment:**

- ✓ Declaration of the boss and ID card's copy of the person who signs the declaration;
- ✓ Copy of the latest pay slips;
- ✓ Copy of the documents concerning the hiring;
  
- ✓ Copy of INPS deposits ( for domestic staff);
- ✓ Individual income tax return;

### **Additional documents in case of freelance work:**

- ✓ Registration's copy at the Chamber of Commerce, Industry and Handcraft, books or registers, and original version to see;
- ✓ VAT registration number: copy and original version to see;
- ✓ Individual income tax return copy of the last year and tax and fee payment;

### **Issue requirements:**

- ✓ Valid permit of stay ( with a duration of more than 3 months) for a reason that allows an undefined numbers of renewals ( family, dependent employment for permanent period of time, freelance work, elective stay, religious reasons, stateless status)
- ✓ Legal stay in Italy from 5 years at least;
- ✓ Availability of an income that is not less than the social security check's amount in case of motion of single foreigner without a dependent relative (requirement subject to a variation depending on the number of dependent relatives)
- ✓ Lack of crimes and sentences;
- ✓ Housing suitability;
- ✓ To have passed a test concerning the knowledge of the Italian language ( with some exceptions among which underage sons of 14 years old who are both one's own and spouse, born out of marriage too)

It is possible to make a request of CE permit of stay for long-term residents also for the spouse, underage sons( including those ones of the spouse or who are born out of marriage) and for adult dependent sons who cannot provide to their own life's needs because of their own health status and the dependent parents.

In this case it must be shown:

- ✓ Registry office certificate that attests the family relationship ( all the documents coming from abroad shall be traduced, legalized and validated by the consular authority in the dwelling place or where the foreigner inhabits)
- ✓ documents certifying the availability of a suitable accommodation and an yearly minimum income that is not less than the social security check's yearly double amount in case of two or more sons younger than 14 years old.



## **Holder's rights of CE permit of stay for long-term residents (valid in the all UE member nations)**

- ✓ To enter the Italian country without a visa;
- ✓ To carry out a dependent employment or freelance work;
- ✓ To enroll on study courses or professional education courses;
- ✓ To enjoy the public administration's performances and services;
- ✓ To access the economic assistances for legally disabled;
- ✓ To join the maternity benefit;
- ✓ To join the social security check;
- ✓ To join the local public life;
- ✓ To move and live in another UE nation showing to have the suitable economic availability.

CE permit of stay for family reasons cannot be requested and issued:

- ✓ to the spouse of an alien citizen who holds a CE permit of stay or to the spouse of an alien citizen who has made a request to get the CE permit of stay;
- ✓ to the underage son who is more than 14 and who inhabits with an alien citizen who holds a CE permit of stay or to the minor son of a foreigner who has made a request to get the CE permit of stay;
- ✓ to the younger son of 14 contextually when the parent ask for it;
- ✓ to the dependent parent who inhabits with an alien citizen who holds a CE permit of stay or to the dependent parent of a foreigner who has made a request to get the CE permit of stay;
- ✓ to the spouse who inhabits with an UE citizen of the same sex.

Against the issue's permit of stay refusal and its suspension it is allowed to have recourse to TAR ( Regional Administrative court).To know how to do it address the associations that renders legal assistance ( check for useful addresses-legal)

## **General Register Office**

Alien citizen whit a valid permit of stay must declare his/her residence at the place residence General Register Office ( see useful addresses-legal). The office issued to the foreigner an ID card whit his/her personal data and the residence address.

The registry subscription is necessary:

- ✓ to renew the permit of stay;
- ✓ to make a request for the issue of the CE permit of stay for long-term residents
- ✓ to request the issue of the ID card;
- ✓ to request the family reunion;
- ✓ to request the issue of the health insurance card;
- ✓ to make a request to enter an accommodation of a public housing scheme;
- ✓ to request the issue of the driving license;
- ✓ to request the Italian citizenship.

Documents to present:

- ✓ Registry office form (in which must be written one's own personal data, the birth place, and home address);
- ✓ Permit of stay with a validity's duration of more than 3 months (or receipt of the request);
- ✓ Proof of one's own domicile ( rental agreement, statement of hospitality);
- ✓ Passport or similar document;
- ✓ Fiscal code;

After the registration or the change of address, the Commune will send a supervisory control to be sure that alien citizen is in his/her new stay.

Italian citizenship:

It can be acquired by:

- ✓ birth: from Italian parent, in Italy from unknown/stateless parents or parents who cannot impart the citizenship;
- ✓ adoption: from Italian citizen;
- ✓ maternity or paternity recognition during the minor age;
- ✓ marriage: with an Italian citizen if it is properly inhabited in the national country from 2 years after the marriage day at least or after three years if you reside in a foreign state. These terms are split in half if there are sons who are born or adopted by the spouses;
- ✓ election: between the 18<sup>th</sup> and 19<sup>th</sup> year of age if he/she is born in Italy and there continuously resides from the birth until the full age ( even if the registry office certificate should miss for some years);
- ✓ automatic acquisition: if son or daughter of who acquires and reacquires the Italian citizen and if they live with them;
- ✓ residence in Italy if:
  - born in Italy and legally resident since 3 years at least;
  - son, daughter or nephew of Italian citizens by birth and resident since 3 years at least;
  - adult adopted by an Italian citizen and resident since 5 years at least after the adoption;
  - served the Italian State 5 years at least even if abroad;
  - UE citizen legally resident in Italy since 5 years at least;
  - non-UE national who legally resides in Italy since 10 years at least;

Documents to attach to the application form:

- ✓ application form for the citizenship's request of foreigners married with Italian citizens ( A form that can be downloaded from Home Office's web site in the area citizenship);
- ✓ birth extract translated and legalized according to the application form's data;
- ✓ penal certificate of the birth place, translated and legalized;
- ✓ certificate of registry residence;
- ✓ family status certificate;
- ✓ court records certificate;
- ✓ certificate of the income collected in the latest 3 years;

It is possible to certificate the spouse's citizenship and the marriage's validity with a document that replaces the attested affidavit. The application form must be presented at Prefecture of residence province.

### **Access to the justice and free legal aid**

In the civil and penal lawsuit alien citizen properly resident on the national country has right to:

✓ be assisted and defended by a lawyer at the expense of the State if he/she misses the sufficient economic means ( be admitted at free legal aid, an institution that transfers the legal assistance costs from alien citizen upon the Italian State);

✓ be assisted by an interpreter who translates the judiciary deeds in his/her language.

The free legal assistance request must be presented at the Associations of Lawyers Committee where the lawsuit is intended to be presented or, when it is already started, directly at judge who issued the measure (in open court, by paper or by the lawyer).

The free legal assistance request must contains:

✓ the admission request to the free legal aid;

✓ the process indication which refers to;

✓ personal data of the alien citizen and persons who inhabit with him/her including the respective fiscal codes;

✓ a replacement document of the alien citizen's tax income return.

If the free legal aid should be accepted, the defense attorney and technical adviser cannot neither demand nor get any payment or refund from their beneficiary different from that one which the law on free legal aids provides. It is recommended to address the associations that renders legal assistance ( check for useful addresses-legal).

## Useful addresses-Legal

### Public offices

#### Central Police Station

**Immigrants Office** Via G. Ferraris 131

Tel. 081 6064111

Monday to Friday 8:30 a.m.-1:00 p.m.

SMS service booking withdrawal permits 3424118080

#### Prefecture

#### Single Desk for Immigration

Via Vespucci 172

Tel. 081 7943901/081 7943880

### Orientation and listening centres

#### Call Center della solidarietà

Via Santa Maria degli Angeli alle Croci 12/G

Toll free number: 800.81.40.81

Legal desk on reservation

Tuesday 3:00 p.m. -5:00 p.m.

Thursday 2:30 p.m. – 5:30 p.m. (labor's right and minor)

#### Caritas diocesana

#### Immigrants Office

Immigration Area Coordination

Largo Donnaregina 12

Tel. 081 291248

Monday to Friday ore 8:30 a.m. – 1:00 p.m.

Contact Person: Giancamillo Trani - Vice Direttore Caritas diocesana di Napoli

Toll-free information access to Caritas: 804080

Monday to Friday 9:00 a.m. – 7:00 p.m.

#### Caritas Diocesana

#### Legal Desk

Largo Donnaregina 12

Tel. 081 5574309 (by appointment)

Contact Person: Avv. Giuseppe Bella

### Associations- Social Cooperative companies- Onlus

#### Centro di coordinamento per interventi e servizi a favore delle persone senza fissa dimora

**(Coordination center for services and assistance in favor of homeless people)**

Via Pavia 129 (II floor)

Tel. 081 5540340

Tuesday 3:00 p.m. – 5:00 p.m.

#### Dedalus Cooperativa Sociale

- **Legal desk** on appointment

- **El Bab Interventi integrati rivolti ai minori stranieri soli non accompagnati (Integrated interventions aimed at unaccompanied foreign minors only)** Support for the regularization

Centro Interculturale Nanà  
Vico Tutti i Santi 65  
Tel. 081 4420019

**Dedalus Cooperativa sociale**

**La Gatta – Interventions on non-EU prostitution**

Support for exit paths  
Via Vicinale S. Maria del Pianto  
Centro Polifunzionale Inail  
Torre 1 - 11 floor  
Tel. 081 7877333

**LESS Onlus**

**Progetto IARA**

Guidance and protection applicants and beneficiaries of international protection  
Piazza Santa Maria La Nova 43  
Tel. 081 5527104  
Monday, Wednesday and Friday 10:00 a.m. - 1:00 p.m.  
Wednesday 3:00 p.m.-5:00 p.m.  
Contact Person: Simona Talamo

**LTM – Gruppo Laici Terzo Mondo**

Via Depretis 62  
Tel. 081 5517067  
Monday to Friday 9:30 a.m. – 6:30 p.m. (for information)  
Tuesday 3:00 p.m. – 5:00 p.m. (Legal desk - active service until 30.06.2013)  
Contact Person: Cristina Morbelli

**Desk “Assistenza Legale”**

**Studio Legale nel Sociale**

Via dei Cimbri 8 (adiacente Via Duomo)  
Tel. 3406291443/3203119051  
Thursday 5:00 p.m. – 7:00 p.m.

**City Desk for Migrants**

**Progetto FEI - Comune di Napoli, LESS, CASBA , N:EA, ISGI**

Vico Santa Maria a Vertecoeli, 6  
Tel. 081 5571332  
Monday, Tuesday, Wednesday, Thursday 10:00 a.m. - 2:00 p.m./3:00 p.m. -7:00 p.m.  
Friday 10:00 a.m. - 2:00 p.m.  
U.R.P. head office of IV Municipalità  
Via Tribunali 227  
Monday 9:00 a.m. - 1:00 p.m.

**Orientation desk and social secretariat**

**Associazione Traparentesi Onlus**

Via Stella, 137  
c/o Istituto Frobiliano, ground floor  
Tel. 3806368702  
Wednesday and Thursday 5:00 p.m. - 7:00 p.m.  
Contact Person: Giuseppe Gargiulo

**Legal desk “Soccorso Legale Napoli”**

c/o Laboratorio Occupato SKA  
Calata Trinità Maggiore (P.za del Gesù Nuovo)  
Tel. 3336271815  
Thursday 5:00 p.m. – 7:00 p.m.  
Contact People: Cristian Valle, Francesca Viviani

**Labor unions and Sponsorships****ANOLF**

Via Medina 5  
Tel. 081 4203213  
Monday to Friday 9:00 a.m. – 1:30 p.m. e 3:30 p.m.-7:00 p.m.  
Contact Person: Kalid

**CGIL****Immigrants Office**

Via Torino 16  
Tel. 081 3456314  
Monday, Wednesday and Thursday 9:30 a.m. – 1:00 p.m./3:00 p.m. – 5:00 p.m.  
Tuesday and Friday 9:30 a.m. – 1:00 p.m.  
Contact Person: Enzo Annibale

**CISL****Immigrants Office**

Via Medina 5  
Tel. 081 4203213  
Monday to Friday 9:00 a.m. – 1:30 p.m./3:00 p.m.-7:00 p.m.  
Contact Person: Mohamed Saadi

**UIL****Immigration Office**

Via G. Ferraris 9  
Tel. 081 284829  
Monday, Wednesday and Thursday 9:00 a.m. - 12.00/3:00 p.m. - 5:00 p.m.  
Contact Person: Celeste Ramos

**CAF UGL**

Via Campania 26  
Tel: 081 19578858  
Monday to Friday 9:00 a.m. – 1:00 p.m./3:00 p.m. – 6:00 p.m.

**CISAL-FAILEXCO Federazione Autonoma Lavoratori Extracomunitari**

Vico Berio n.4 (in front of Galleria Umberto I)  
Tel. 081 406297  
Monday to Friday 10:00 a.m. – 1:00 p.m./3:30 p.m. - 6:00 p.m.

**UGL SEI (Sindacato Emigrati Immigrati)**

Piazza nazionale 94  
Tel. 3664585456  
Monday to Friday 2:00 p.m. -6:30 p.m.  
Contact Person: Marhary Kats

**Patronato INCA**

Via Torino 16

Tel. 081 3456226

Monday, Wednesday and Thursday 9:30 a.m. – 1:00 p.m./3:00 p.m. – 6:00 p.m.

Tuesday and Friday 9:30 a.m. – 1:00 p.m.

**Patronato INAS CISL**

Via Medina, 5

Tel. 081 5513247

Monday, Wednesday, Friday 9:00 a.m.- 13:00 p.m./3:00 p.m.-17h00

Tuesday and Thursday 9:00 a.m. – 1:00 p.m.

**Federconsumatori**

Corso Umberto I, 381

Tel. 081 420 2363

Thursday 4:00 p.m. – 6:00 p.m.

**General Register Office****Municipalità 1 - Chiaia, Posillipo, S. Ferdinando**

Piazza Santa Caterina a Chiaia 76

Tel. 081 7950512

**Municipalità 2 - Avvocata, Montecalvario, Mercato, Pendino, Porto, S. Giuseppe**

Piazza Dante n. 93

Tel. 081 7950201/09

**Municipalità 3 - Stella, S. Carlo all'Arena**

San Carlo - Via Lieti, 97

Tel. 081 7952419

Stella - Via Sant'Agostino degli Scalzi 61

Tel. 081 7952610

**Municipalità 4 - S. Lorenzo, Vicaria, Poggioreale, Zona Industriale**

Poggioreale - Via E. Gianturco 99

Tel. 081 7951317

San Lorenzo - Via Tribunali 227

Tel. 081 7951918

**Municipalità 5 - Arenella, Vomero**

Vomero - Via Raffaele Morghen n. 84

Tel. 081 7952712

**Municipalità 6 - Ponticelli- Barra- San Giovanni a Teduccio**

Ponticelli - Piazza Michele De Iorio 22

Tel. 081 7951412

Barra - Corso Sirena 305

Tel. 081 7950414/448

San Giovanni a Teduccio - Via Atripaldi 64

Tel. 081 7951817

**Municipalità 7 - Miano, Secondigliano, S. Pietro a Patierno**

Miano - Via Valente, 45

Tel. 081 7950912

San Pietro a Patierno - Piazza Guarino, 26

Tel. 081 7952017

Secondigliano - Piazzetta del Casale, 6/7

Tel. 081 7952217

**Municipalità 8 - Piscinola, Marianella, Chiaiano, Scampia**

Chiaiano - Corso Chiaiano n. 50/E

Tel. 081 7950607

Piscinola - Marianella - Via del Plebiscito a Piscinola n. 38

Tel. 081 7951243

Scampia - Viale della Resistenza Comparto 12

Tel. 081 7952117

**Municipalità 9 - Soccavo, Pianura**

Pianura - Via Parroco Simeoli, 6

Tel. 081 7951015

Soccavo - Piazza Giovanni XXIII, 2

Tel. 081 7952312

**Municipalità 10 - Bagnoli, Fuorigrotta**

Fuorigrotta - Via Benedetto Cariteo n. 51

Tel. 081 7950712

Bagnoli - Via Acate n. 65

Tel. 081 7950312

**Post office with counter friend service**

Piazza Enrico De Nicola

Tel. 081 2440631

Monday to Saturday 8:20 a.m. – 12.00

Piazza Luigi Miraglia 392

Tel. 081 455324

Monday to Saturday 8:20 a.m. – 12.00

Via Renato Gomez De Ayala 5/7

Tel. 081 6131351

Monday to Friday 8:20 a.m. - 7:05 p.m.

Saturday 8:20 a.m. – 12:30 p.m.

Piazza Neghelli 23/29

Tel. 081 2420411

Dal Monday to Saturday 8:20 a.m. – 12.00

Piazza Gabriele D'Annunzio 49/55

Tel. 081 6174931

Monday to Friday 8:20 a.m. – 7:05 p.m.

Saturday 8:20 a.m. – 12:30 p.m.



Via Nuova Poggioreale 161/H  
Tel. 081 5533501  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12:30 p.m.

Via Polveriera n. 4/9  
Tel. 081 5999111  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12.00

Corso Meridionale 54  
Tel. 081 5533711  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12:30 p.m.

Piazza Giuseppe Mazzini 1  
Tel. 081 5493314  
Dal Monday to Saturday 8:20 a.m. – 12:30 p.m.

Via Adriano 111/122  
Tel. 081 6133611  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12.00

Via Domenico Fontana 135  
Tel. 081 7704008  
Monday to Friday 8:20 a.m. – 13:15 p.m.  
Saturday 8:20 a.m. – 12:35 p.m.

Via Argine 422  
Tel. 081 5591147  
Monday – Friday 8:20 a.m. – 12: 40 p.m.

Via Baku n. 2 (Secondigliano)  
Tel. 081 701662  
Monday to Friday 8:20 a.m. – 13.15 p.m.  
Saturday 8:20 a.m. – 12:35 p.m.

Via delle Repubbliche Marinare n. 497  
Tel. 081 2439826  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12:35 p.m.

Piazza Giacomo Matteotti 2  
Tel. 081 4289585  
Monday to Friday 8:20 a.m. – 7:05 p.m.  
Saturday 8:20 a.m. – 12:30 p.m.

# Health care

## Basic health care

Alien citizen properly resident in Italy with a regular permit of stay has right to the same treatment reserved to Italian citizen enjoying the health assistance guaranteed by the National Health Service (SSN- Servizio Sanitario Nazionale). Foreigner's dependent relatives properly resident have right to health insurance too.

The NHS is the set of buildings and services that provide health assistance with all citizens both alien and Italian ones.

To avail of health assistance it is necessary to join the SSN going to Local Health Authority (ASL- Aziende Sanitarie Locali) on the country where foreigner has the residence or where he/she inhabits (the address written on the permit of stay).

At the moment of the registration alien citizen chooses a **general practitioner** (or pediatrician for minor less than 14) to whom you should refer for any health problem and get the **health insurance card**, necessary to access medical treatments and health services.

The health insurance card gives right to receive these services completely free or by a fee (health ticket) that changes in each residence place:

- ✓ general medical examination in the clinic and specialist medical examination;
- ✓ medical examinations at home;
- ✓ recovery in hospital;
- ✓ vaccinations;
- ✓ blood tests, x-ray, ultrasound;
- ✓ prescription drug;
- ✓ assistance in obtaining rehabilitation and prosthesis;

For the specialist medical examination it is necessary to pay the health ticket in case you have no right to specific exemptions for reasons of income, unemployment, pregnancy or certain diseases.

Upon expiry of the residence permit must be renewed enrollment in the SSN showing the receipt of the request for renewal of the permit

**Upon expiry of the permit of stay is therefore necessary to go to the Registry Office of the Health District of residence to obtain the extension of registration to the SSN (by showing the receipt of the request for renewal of a permit of stay). The extension is important to preserve the right of access to all health services.**

To a specialist or laboratory tests prescribed by the general practitioner must be booked at CUP (Single Booking Centres) located in all districts, hospitals and local health Unites Intermediate Napoli 1 Centro. The doors are open usually from Monday to Friday from 8:30 a.m. a.m. to 12:30 p.m. p.m.

For visits to the facilities ASL Napoli 1 Centro is also possible to book at contracted pharmacies (See Useful Addresses - Health). It is necessary the prescription and the health card.

Cannot be booked at the pharmacies, but only at the points CUP of ASL:

- ✓ urgent health services (to be completed within 3 to 10 days) or direct access (eg. laboratory analysis);
- ✓ health services that requires special preparations or preparatory visits;
- ✓ health services managed directly from centres where the patient is on relief, health services do not prescribed on red prescription (forensic, sports medicine, etc.)

**Free** registration at SSN is **compulsory**:

- ✓ for alien citizens with a permit of stay:
  - CE for long-term residents
  - for reasons of dependent employment
  - for reasons of freelance work
  - for waiting job
  - released for medical treatment to women who are pregnant or have recently given birth up to 6 months of life of the newborn and the infant
  - for family reasons;
  - for political asylum;
  - for humanitarian asylum;
  - for asylum request;
  - for reasons of waiting for adoption;
  - for reasons of custody;
  - for reasons of acquisition of citizenship;
- ✓ for dependent relatives (legally residing) of foreign citizens holding permits of stay listed above;
- ✓ for children (born in Italy) of foreign citizens holding permits of stay listed above;
- ✓ for adult sons with a study permit (if already legally in Italy and previously enrolled on a compulsory basis to the NSS);
- ✓ for foreign children adopted or in foster care for adoption;
- ✓ for alien citizens waiting for the renewal of the permit;

Registration ( by payment) at SSN is **voluntary**

- ✓ for alien citizens holding a permit of stay for:
  - reasons of study;
  - au pair job;
  - elective residence;
  - religious motivations;
  - diplomatic staff, participation in volunteer programs, scientific research, staff of international organizations

**Documentation to be submitted** at the registry office of the District of Assisted residence for **compulsory** membership of the SSN;

- ✓ for holders of a permit of stay for work, for family reasons, political asylum, humanitarian asylum, asylum, citizenship acquisition:
  - identification document;
  - fiscal code (self-certificate);

- permit of stay;
- certification of residence (waiting for residence address shown on the permit);
- ✓ for those who are waiting for a first permit of stay for employment:
  - identification document;
  - fiscal code (self-certificate);
  - sending postal receipt of the request for permission;
  - a copy of the employment contract;
  - a copy of the application form of the permit of stay issued by the Single Desk for immigration;
- ✓ for those who are waiting for a first permit of stay for family reunion (with the exception of the parent over the age of 65 who has applied for go-ahead after 5.11.2008):
  - identification document;
  - fiscal code (self-certificate);
  - sending postal receipt of the request for permission
  - entry visa;
  - a photocopy of the authorization issued by the Single Desk for immigration;
- ✓ for alien citizens who have permits issued for medical treatment for pregnancy or postpartum up to 6 months of the infant's life:
  - permit of stay;
  - fiscal code;
- ✓ for dependent relatives of foreigners with compulsory membership of the SSN (with the exception of parents over the age of 65 years holding first permit reunification):
  - residence;
  - permit of stay;
  - documentation certifying the condition of dependent family;
- ✓ for children (born in Italy) of alien citizens holding permits of stay entitling to compulsory registration with the SSN (registration is permitted until the expiry of the permission of the parent):
  - certificate of birth;
  - passport that lists the name of the child (or certificate of identity of the newborn issued by the diplomatic authorities in the country of origin);
- ✓ for foreign children adopted or in foster care for adoption:
  - the child's passport;
  - social security number of the child;
  - Identity of the parent;
  - family status (self-certificate);
  - authorization for entry into Italy of the Commission adoptions;
- ✓ for those who are waiting for the renewal of the permit of stay:
  - ID card;
  - fiscal code;
  - postal receipt of the request for renewal of the permit of stay;
  - permit of stay expired;
  - residence or self-certificate;

**Documentation to be submitted for voluntary enrollment in the SSN:**

- ID card;
- permit of stay;
- a copy of the payment;
- fiscal code;

For holders of **permit of stay for study purposes** also the documentation for the course of study (enrollment and duration).

Registration with the SSN is not allowed for foreign residents for tourism and business and for holders of a residence permit for medical treatment.

Foreign citizens who are not registered with the SSN are still guaranteed (paid) medical care provided by the ASL.

## **Health care for Foreigners Temporarily Present (STP)**

Alien citizens in an not regular situation, foreigners temporarily present (STP), are entitled to receive:

- ✓ ambulatory care and hospital emergency (life-threatening) and essential;
- ✓ performance of preventive medicine:
  - tests and checks required during pregnancy;
  - voluntary termination of pregnancy;
  - protection of the health of the child;
  - compulsory and recommended vaccinations
  - international prophylaxis;
  - prophylaxis, diagnosis and treatment of infectious diseases;

Foreign citizens in a not regular situation (SPT) who need health services must sign a declaration of poverty (ie the state of not having the financial resources sufficient to support care) and submit it to the Registry Office for the District of said address where you can withdraw the provisional STP health card (valid for 6 months). To renew should be submitted at the end a new declaration of indigence.

First frames of reference: clinics dedicated to STP of the health district of domicile declared and family counseling of dwelling place's health district (See Useful Addresses - Health).

**Access to health care does not, by law, no risk of reporting to public authorities.**

## **Family counseling**

Family counseling are facilities that deal with the protection of physical and mental health of the mother, the child, the family and the couple. Provide support to all women (even if they have no permit of stay) and their children until they come of age. All services are free.

Services provided for free by family counseling:

- ✓ assistance to the health of pregnant women: visits, inspections, examinations, childbirth preparation classes, psychological support, information and advices about breastfeeding;
- ✓ assistance to women who decide to terminate the pregnancy (possible up to the twelfth week and not more than);

- ✓ gynecological care: prevention of cancer exams, information on methods of contraception, information on sexually transmitted diseases, fertility problems, menopause support;
- ✓ assistance in case of abuse and violence;
- ✓ pediatric care;
- ✓ compulsory vaccinations.

## **Pregnancy protection**

Alien citizens who are pregnant or postpartum (up to a maximum of 6 months from the birth of the child) with the permit of stay issued for medical care are recognized all the health rights guaranteed by compulsory registration at SSN, including controls and free services provided during the pregnancy or the first 6 months of life of the child, on an equal footing with Italian citizens.

The foreign citizens in a state of pregnancy or childbirth without a permit of stay:

- ✓ can access all the care, control and treatment provided in the course of pregnancy or childbirth with STP procedure;
- ✓ cannot be expelled from Italy during pregnancy;
- ✓ has right to a permit for medical treatment until 6 months of age of the child (this right is recognized also to her husband cohabiting)

## **Rights of working mothers**

For women who are pregnant and up to one year of age of the child applies the absolute prohibition of dismissal or suspension from work or put her in a condition of redundancy worker. Came back, they shall have the right to work, to the conservation of the workplace carrying out the same tasks as well as all the allowances provided for by law in case of dismissal. In addition, they are prohibited from working during the 2 months before the birth and for the first 3 months after it.

## **Minor**

Dependent minor of parents with a permit of stay are has right to all the care and all the benefits of prevention (vaccination) guaranteed to Italian minors.

Dependent minor of STP parents has right to care and prevention services with STP procedure. The parent must sign a declaration of indigence for the child and withdraw the compulsory health insurance card (Pass STP) of the child at the registry office assisted of Health District of residence declared.

## **Ticket exemption**

Foreign citizens enrolled in the National Health Service has right to, on an equal footing with Italian citizens, ticket exemptions for reasons of income, unemployment, pregnancy and other conditions.

## **Emergency**

In the event of a medical emergency should be called an ambulance for **people in serious condition who cannot be transported** by calling **118**. The service is free and is available 24 hours on 24.

## Useful addresses- Health care

### Clinics-protection health care's services

#### **Gynecological Clinic for immigrant women**

Progetto "Prendiamoci cura di lei" per la diagnosi precoce del carcinoma cervico-vaginale  
Ospedale Evangelico Villa Betania  
Via Argine 604 Ponticelli  
Tel. 081 5912362/081 5912550  
Thursday 2:00 p.m. - 4:30 p.m. (ground floor room n.9)  
Project Manager: Dott.ssa Rosa Giannatiempo  
Contact Person ambulatorio: Dott.ssa Mariella Postiglione

#### **Obstetric and Gynecologic Clinic for foreign women**

Nuovo Policlinico  
Via Pansini 5  
Reservations at Centro Interculturale Nanà  
Vico Tutti i Santi 65  
Tel. 081 4420019  
Medical examination: Thursday afternoon

#### **Popular Clinic "Salute Amica"**

Ospedale San Gennaro  
Via San Gennaro dei Poveri, 25  
On reservation  
Tel. 081 2545166 (Ask for sig.ra Antonella Esposito) Monday to Friday 9:00 a.m. - 2:00 p.m.  
Medical examination: on Wednesday at the orthopedic ward of the Hospital 9:30 a.m. - 2:00 p.m.

#### **Arciconfraternita dei Pellegrini** (ongoing restructuring)

#### **Opera assistenziale "B. Giovino"**

Ophthalmology, otorhinolaryngologist, surgery, dentistry, orthopedics, dermatology, gynecology  
Piazza S. Maria la Nova 8  
On reservation  
Tel. 081 5512201/081 5512605

#### **Call enter della solidarietà**

Consulenza psicologica  
Via Santa Maria degli Angeli alle Croci 12/G  
Toll free number 800.81.40.81  
Wednesday and Tuesday 10:00 a.m. - 1:00 p.m.

#### **Coordination Centre for services and assistance in favor of homeless people**

Via Pavia 129 (II floor)  
Tel. 081 5540340

#### **Basic medicine**

Thursday 3:00 p.m. – 5:00 p.m.

#### **Support for people with addiction problems**

Monday 3:00 p.m. – 5:00 p.m.

Tuesday 10:30 a.m. – 12:30 p.m.

Wednesday 10:30 a.m. – 12:30 p.m.

**Centro Territoriale Mammut - Clinic of homeopathic medicine**

Piazza Giovanni Paolo II – Scampia

On reservation

Tel. 338 5021673

Medical examinations every second Friday of the month 3:00 p.m. – 7:00 p.m.

Contact Person dell'ambulatorio: Dott. Vincenzo Esposito

**Fondazione M. Leone – Medical Clinic**

Dentist, otorhinolaryngologist dermatologist, internist, orthopedic ophthalmologist, psychiatrist, cardiology

Via Grande Archivio 20

On reservation

Tel. 081 264091

Monday 4:00 p.m. – 6:00 p.m.

Wednesday 9:30 a.m. – 12.00

**L'Arcipelago - Clinic****Opera Pia Purgatorio ad Arco**

Cardiologist, ophthalmologist, otorhinolaryngologist, breast care, orthopedics (only MOC examination)

Vico Storto Purgatorio ad Arco 15

Compulsory reservation

Tel. 081 298791

Monday, Wednesday and Friday 4:00 p.m. – 7:00 p.m.

Contact Person: Silvio

**La Tenda - Clinic**

Via Arena Sanità 95

Tel. 081 5441415

Monday Friday 4:30 p.m. – 7:00 p.m.

Contact Person: Don Antonio Vitiello

**Dedalus Cooperativa sociale**

Linguistic-cultural mediation on call at gli STP clinics for ASL Napoli 2 Nord

Via Vicinale S. Maria del Pianto

Centro Polifunzionale Inail

Torre 1 - 11 floor

Tel. 081 7877333

**Dedalus Cooperativa sociale**

Progetto Altri luoghi - Counseling low threshold for the protection of the health and rights of transsexual people

Via Giuseppe Palmieri 43

Tel. 081 0122973

**Dedalus Cooperativa sociale**

Kafila Drop in

Integrated interventions for street work and welcome to the reduction of the damage from the use of alcohol and psychotropic substances addressed to non-EU immigrants

Via Pavia 111/112

Tel. 081 7877333/3939660158



**Dedalus Cooperativa sociale**

La Gatta - Interventions on non-EU prostitution  
Prevention and health protection  
Via Vicinale S. Maria del Pianto  
Centro Polifunzionale Inail  
Torre 1 - 11 floor  
Tel. 081 7877333

**Dedalus Cooperativa sociale**

Cultural mediation in the ambulatory dedicated to foreign women of the Department of Gynaecology and Obstetrics of the Secondo Policlinico  
Via Pansini 5  
On reservation:  
Centro Interculturale Nanà  
Vico Tutti i Santi 65  
Tel. 081 4420019  
Medical examinations: Thursday afternoon

**Sportello "Aicha" – Associazione Cartagine**

Social health service mediation and information  
c/o Ospedale degli Incurabili  
Via Maria Longo 50  
Tel. 081 5789374  
Cell. 3291522391  
Contact Person: Kadjia

**Hospital units of ASL Napoli 1 Centro****Ascalesi (zona Ferrovia)**

V. Egiziaca a Forcella, 31  
Tel. 081 2542111  
Emergency: Tel. 081 2542117  
**CUP desk:** Via Egiziaca a Forcella 18. Tel. 081 2542024

**Pellegrini (zona Pignasecca)**

Via Portamedina alla Pignasecca, 41  
Tel. 081 2543596  
Emergency: Tel. 081 2543334  
**CUP desk:** Via Portamedina alla Pignasecca 41. Tel. 0812543335

**San Giovanni Bosco (zona Doganella)**

Via Filippo Maria Briganti, 255  
Tel. 081 19325200  
Emergency: Tel. 081 2545236  
**CUP desk:** Via Filippo Maria Briganti 255. Tel. 081 2546060

**Santa Maria degli Incurabili (zona Foria-Cavour)**

V. Maria Longo, 50  
Tel. 081 2549431  
Emergency(solo ostetrico): Tel. 081 2549457  
**CUP desk:** Via Maria Longo, 50. Tel. 081 2549360/61

**S. Maria di Loreto Mare (zona Mercato)**

V. Amerigo Vespucci 9

Tel. 081 2542701

Emergency: Tel. 081 2542743/2840/2753

**CUP desk:** Via Amerigo Vespucci. Tel. 081 2542777

**S. Gennaro dei Poveri (zona Sanità)**

V. San Gennaro dei Poveri, 25

Tel. 081 2545139

Emergency(**solo ostetrico**): Tel. 081 2545030

**CUP desk:** Via San Gennaro dei Poveri 25. Tel. 081 2545973

**S. Paolo (zona Fuorigrotta)**

Via Terracina, 219

Tel. 081 2548211

Emergency: Tel. 081 2547963

**CUP desk:** Via Terracina 219. Tel. 081 2547963

**Health intermediate units of ASL Napoli1 Centro**

Health intermediate units are second level structures that are accessed only by the prescriptions of the general practitioner (for STP the prescriptions are carried out at dedicated clinics).

**P.S.I del Corso Vittorio Emanuele**

Corso Vittorio Emanuele 690

**P.S.I Elena d'Aosta**

Via Cagnazzi 29

**P.S.I Napoli Est**

Via Ciccarelli 1 Barra

**P.S.I Santa Maria del Loreto Crispi**

Via M. Crispi 9

**Other hospitals****Azienda Ospedaliera "A Cardarelli" (zona Vomero alto)**

Via A. Cardarelli 9

Tel. 081 7471111

Emergency: Tel. 081 747292944

CUP desk: Via A. Cardarelli 9 (Administrative Palace – north wing – ground floor - room 3).

Tel. 800.019.774

**Ospedale "D. Cotugno" (infectious diseases) (zona Vomero alto)**

Via G. Quagliariello 154

Tel. 081 5908111

Emergency: Tel. 081 5908280

CUP desk: Via G. Quagliariello 154. Tel. 081 590 8253

**Azienda Ospedaliera Universitaria “Federico II” (zona Vomero alto)**

Via Pansini 5

Tel. 081 7463292

Emergency: Tel. 081 7462937 (obstetric emergency only)

CUP desk: Via Pansini 5 Building 14/E. Tel. 081 7464418/19/20/21

**Ospedale Santo Bono (child care) (Vomero)**

Via Mario Fiore 6

Tel. 081 2205355

Emergency: Tel. 081 2205908

CUP desk: 800912091

**Ospedale Monaldi**

Via L. Bianchi 41

Tel. 081 7062333

CUP desk: toll free number 800887086. Tel. Monday – Friday 8:30 a.m. - 6:00 p.m.

**Ospedale “ Fatebenefratelli” (zona Posillipo)**

Via Manzoni 220

Tel. 081 5981809

Emergency: Tel. 081 5981291

CUP desk: Tel. 081 5981806 Monday – Friday 1:00 p.m. – 6:00 p.m..

**Ospedale Evangelico “Villa Betania” (zona Ponticelli)**

Via Argine 604

Tel. 081 5912111

Emergency (emergency obstetric and gynecological only): 081 5912156/143

**Fondazione Pascale (treatment of tumors)**

Via Mariano Semmola

Tel: 081 5903111

**Patients’ Office of vital statistics/ Basic health care /STP hospital units/family counseling/CUP desks divided into Basic Health District (DSB-Distretto Sanitario di Base) ( ASL Napoli 1 Centro)**

**DSB 24: Municipality Chiaia, Posillipo, S. Ferdinand, Island of Capri**

**Help point:** Via Croce Rossa, 9. Tel 081 2547627 MariaPia Correlates

**Registry Office (pick up health card):** Via Acton 55 (Molosiglio). Tel 081 2542912

**Basic health care:** 55 Acton Street

**STP hospital units:** Via Acton 55. Tel 081 2542912

Monday, Thursday and Friday 9:00 to 13:00

**Family counseling:** Corso Vittorio Emanuele 690 (Chiaia - Posillipo). Tel 081 2547660/604; Via Generale Orsini 42 (San Fernando). Tel 081 2547058

**Hospital units pulmonary disease and TB:** Corso Vittorio Emanuele 690

**CUP desks:**

✓ Piazzetta M. Serao 7

✓ Molosiglio

✓ Cologne Geremicca Via Vincenzo Padula, 3

**DSB 25: Fuorigrotta, Bagnoli**

**Help point:** Via Winspeare 67. Tel. 081 2548165

**Registry Office(pick up health card):** Via Winspeare 67. Tel. 081 2548155

**Basic health care:** Via A. D'Alessandro 42. Tel. 081 7624363

**STP hospital units:** Via A. D'Alessandro 42. Tel. 081 7624363

Thursday 10:30 a.m. – 12:30 p.m.

Friday 8:30 a.m. – 10:00 a.m.

**Family counseling:**

Via Winspeare 67 (Fuorigrotta). Tel. 081 2542907/08/09

Via Enea 20 (Bagnoli). Tel. 081 2547910

**CUP desks:** Via Winspeare 67

**DSB 26 : Soccavo Pianura**

**Help point:** Via C. Scherillo 12 (Soccavo)

**Registry Office(pick up health card):** Via C. Scherillo 12

**Basic health care:** Via C. Scherillo 12. Tel 081 2548318

**STP hospital units:** Via C. Scherillo 12. Tel. 081 2548378

Monday 3:30 p.m. – 6:30 p.m.

**Family counseling:** Via C. Scherillo 12 (Soccavo). Tel. 081 2548350/51; Via S. Donato (Pianura). Tel. 081 2548603

**CUP desks :**

- ✓ Via Canonico Scherillo 12
- ✓ Via S. Donato

**DSB 27: Vomero, Arenella**

**Help point:** Via S. Gennaro ad Antignano 42. Tel. 081 2549752

**Registry Office(pick up health card):** Via S. Gennaro ad Antignano 42

**Basic health care:** Via S. Gennaro ad Antignano 42. Tel. 081 2549752

**STP hospital units:** Via S. Gennaro ad Antignano 42. Tel. 081 2549818

Tuesday 8:30 a.m. -12:30 p.m.

**Family counseling:** Via Recco 21. Tel. 081 2549817

**CUP desk:** Via S. Gennaro ad Antignano 42

**DSB 28: Piscinola, Chiaiano, Scampia**

**Help point:** Viale della Resistenza 25 (Scampia). Tel. 081 2546518

**Registry Office(pick up health card):** Viale della Resistenza 25

**Basic health care:** Viale della Resistenza 25 (ground floor)

**STP hospital units :** Viale della Resistenza 25. Tel. 081 2546591

Tuesday e Thursday 9:00 a.m. – 12.00

Saturday 9:00 a.m. – 1:00 p.m.

**Family counseling:** Viale della Resistenza 25 (5° floor). Tel. 081 2546521/08

**CUP desk:** Viale della Resistenza 25

**DSB 29: Stella, San Carlo all'Arena**

**Help point:** Corso Amedeo di Savoia 220. Tel. 081 2544661

**Registry Office(pick up health card):** Corso Amedeo di Savoia 220. Tel. 081 2544622

**Basic health care:** Corso Amedeo di Savoia 220

**STP hospital units:** Via Cagnazzi 29 c/o Presidio Sanitario Intermedio "Elena d'Aosta". Tel. 081 254 3127/28

Monday 8:30 a.m. – 1:30 p.m.

Wednesday 8:30 a.m. – 12:30 p.m.

Thursday 1:00 p.m. – 5:00 p.m.

**Family counseling :**

Via Scudillo a Pietravalle 24 (Colli Aminei). Tel. 081 2549977  
Via Sogliano 19 (Ponti Rossi). Tel. 081 2546220  
Via Cagnazzi c/o P.O. Elena D'Aosta (Stella). Tel. 081 2543222/3

**CUP desks:**

- ✓ Corso Amedeo di Savoia
- ✓ Via C. De Marco

**DSB 30 : Miano, Secondigliano, San Pietro a Patierno**

**Help point:** Piazzetta del Casale di Secondigliano 22. Tel. 081 2546977

**Registry Office(pick up health card):** Piazzetta del Casale di Secondigliano 22 room 3 ground floor

**Basic health care:** Piazzetta del Casale di Secondigliano 22

**STP hospital units:** Via Valente 4 (1° floor). Tel. 081 2546302

Tuesday 8:30 a.m. – 12:30 p.m.

**Family counseling:** Via Valente 4 (Miani). Tel. 081 2546302; Piazzetta del Casale 22 (Secondigliano). Tel. 081 2546983; Viale 4 Aprile (San Pietro a Patierno). Tel. 081 2546613/14.

**CUP desks :**

- ✓ Piazzetta del Casale di Secondigliano, 22
- ✓ S. Pietro A Patierno via IV Aprile

**DSB 31: Avvocata, Montecalvario, San Giuseppe, Porto, Mercato, Pendino**

**Help point:** Via dei Fiorentini 10. Tel. 081 2542363

**Registry Office(pick up health card):** Via Vespucci 9 (2° floor). Tel. 081 2542307

**Basic health care (Clinic):** Via C. Battisti 15. Tel. 081 2543593/11/94/95

**STP hospital units :** c/o Ospedale Ascalesi Via Egiziaca a Forcella 31 (scala D 3° floor)

Monday, Wednesday and Friday 2:00 p.m. – 6:00 p.m.

**Family counseling:** Via Vespucci 9 Palazzo della fontana. Tel. 081 2542302

**Vaccination center:** Corso Garibaldi 394. Tel. 081 287349

**CUP desk:** Via Cesare Battisti, 15

**DSB 32: Barra, San Giovanni a Teduccio, Ponticelli**

**Help point:** Via B. Quaranta 2/B Tel. 081 2544358

**Registry Office(pick up health card):** Via Fratelli Grimm 1 (Ponticelli). Tel. 081 2544332

**Basic health care:** Via Fratelli Grimm 1. Tel. 081 2544366

**STP hospital units** Via B. Quaranta 2/B

Monday, Wednesday and Thursday 9:00 a.m. – 12.00

**Family counseling and vaccination centres:** Marghieri 88 (Barra). Tel. 081 2544138/36; Via Quaranta 2/B (S. Giovanni). Tel. 081 2543738/40; Via Ammendola (Ponticelli). Tel 081 2544212/40

**CUP desk:**

via Fratelli Grimm, 178

Via Quaranta 2/B

**DSB 33 : Poggioreale, Zona Industriale, San Lorenzo, Vicaria**

**Help point:** Piazza Nazionale 95. Tel. 081 2549105

**Registry Office(pick up health card):** Via Acquaviva 45

**Basic health care:** Piazza Nazionale 95

**STP hospital units:** Via Acquaviva 45 (1° floor)

Tuesday, Wednesday and Friday 3:00 p.m. – 7:00 p.m.

**Family counseling:** Via Maddalena 40. Tel. 081 2549330

**CUP desk:** Piazza Nazionale 95

## Units of specific interest

### Centre for Health Protection of Immigrants

Ospedale Ascalesi

Via Egiziaca a Forcella 31

Tel. 081 2542129

Monday and Thursday 1st and 3rd week of the month 8:00 a.m. – 1:00 p.m.

Wednesday 2nd and 4th week of the month 8:00 a.m. – 1:00 p.m.

Every Tuesday per TBC 8:00 a.m. – 1:00 p.m.

Contact Person: Dott. Luciano Gualdieri

### Pharmacies adhering to CUP ASL Napoli 1

#### Health District Centre 31-Municipalità II

Pharmacy	Address	Telephone	Time
Alma Salus	Piazza Dante 71	081 5499336	Until to 6:30 p.m.
Caponegro	Corso Vittorio Emanuele 475	081 549 3400	Until to 6:00 p.m.
Carraturo	Via Santa Chiara 10/E	081 5517050	
Castiello Sas di Romano	Via Santa Maria delle Grazie a Loreto	081 202264	
Cervantes	Via Cervantes 51/53	081 5520282	
Cozzolino e Vecchione	C/so Umberto I 391	081 5540404	9:30 a.m. – 1:30 p.m.
D'Anna	Piazza Miraglia 381	081 459263	
D'Atri	Piazza Municipio 15	081 5524237	Until to 5:00 p.m.
Daniele	Via Speranzella 47	081 403125	8:30 a.m. – 11:00 a.m.
De Biasi	Piazza Garibaldi 103/104/105	081 266331	Until to 5:30 p.m..
Del Carmine	Via del Carmine 3	081 282960	
Del Mare	Via Imbriani 89/90	081 5441414	Until to 6:30 p.m.
Del Moro	Piazza Montesanto 24	081 5496483	
Di Prisco	Piazza Municipio 54	081 5523505	
Gargiulo	C.so Umberto I 98	081 284308	9:30 a.m. -12:30 p.m.
Gimmelli	Via Toledo 345	081 407126	Tuesday and Thursday 9:30 a.m.– 11:00 a.m.
Helvethia	C.so Umberto I 290/C	081 5548894	
Falconio	Via De Pretis 11	081 5520109	
Maggiore	Via Salvator Rosa 80	081 5498528	
Manna	Cso Vittorio Emanuele 437	081 5491947	
Materdei	Via G. Appulo 15	081 5441366	
Mezzocannone	Cso Umberto I 43	081 5517488	9:00 a.m. – 10:00 a.m./4:00 p.m.-5:00 p.m.
Nazionale	Via Salvator Rosa 344	081 5640899	
Paudice	Via Monteoliveto 1	081 5510840	Until to 6:00 p.m.
Petrone	Via Portamedina 8	081 5515027	Until to 6:00 p.m.
Porzio	Via Guglielmo San Felice 40	081 5519362	
Riccardi	Piazzetta Nilo 1	081 5520644	
Sorgente	Piazza Carità 9	081 5524128	
Spirito Santo	Via Toledo 404	081 5510232	
Stabile	Via Pietro Colletta 32	081 5539004	

**Pharmacies adhering to CUP ASL Napoli 1  
Health District Centre 31-Municipalità IV**

<b>Farmacia</b>	<b>Indirizzo</b>	<b>Telefono</b>	<b>Orari</b>
Addeo	C.so Garibaldi 103	081 5543221	Until to 7:00 p.m.
Andreotti	Via Duomo 32	081 456382	Until to 5:00 p.m.
Annicchiaro Petruzzelli	Via Tribunali 310	081 454607	
Arciero	Via Nicola Nicolini 36	081 7513224	Until to 6:30 p.m.
Arricchiello	Via S. Abate 123	081 286706	
Buonomo	Via Costantinopoli 86	081 454038	
Capobianco	Via S. Giuseppe dei Ruffi 2	081 446241	
Carrano	Via Carbonara 70	081 210901	
Carraturo	Piazza Nazionale 75	081 285676	4:30 p.m. – 7:30 p.m.
Carraturo	Via Giovanni Porzio 4	081 7879078	10:00 a.m. – 1:00 p.m.
Cautiero	Via Nazionale 96	081 5538863	Until to 5:30 p.m.
De Crescenzo	Via Duomo 156	081 297176	
Eredi Carraturo	Via Casanova 109	081 7879078	9:00 a.m. – 1:00 p.m.
Del Borgo	Via Sant'Antonio Abate 102	081 451868	Until to 1:00 p.m.
La Rocca	Via Stadera a Poggioreale 139	081 7590050	
Leone	Atrio Stazione Centrale F.S	081 268881	9:00 a.m. – 1:00 p.m.
Lorito	Via Genova 27	081 0282438	10:00 a.m. – 1:00 p.m./5:00 p.m. – 7:00 p.m.
Petrone	C.so Garibaldi 285	081 450409	
Murolo	P.zza Lo Bianco 5	081 7597105	
Orlando	C.so Garibaldi 317	081 201493	
Perillo	Via Foria 68	081 293668	Monday, Wednesday and Friday 4:00 p.m. – 6:00 p.m. Tuesday and Thursday 9:00 a.m. – 11:00 a.m.
Poerio	Via Poerio 48	081 268724	Until to 7:00 p.m.
Santilli	Via Sant'Antonio Abate 61	081 297499	
Santo Stefano	Via Colonnello Lahalle 16-18	081 7806766	Until to 7:00 p.m.
Schettini	Via Tribunali 215	081 445626	Until to 7:30 p.m.
Sorgente	C.so Garibaldi 262-263	081 292582	
Terrusi	Via Ettore Bellini 29	081 282107	
Zarrelli	Via Arenaccia 192	081 7515399	

## Social Services

### Maternity benefit

Alien citizen who hold a CE permit of stay for long-term residents or a permit of stay for Italian citizen's family or a UE permit of stay with a duration of five years (not enough the permit of stay even if issued for a reason that allows an undefined numbers of renewals) who do not receive any remuneration for maternity or receiving a salary lower than the amount of the check ( in this case the check will appertain for differential quota), have right to the maternity benefit for each biological child, adopted or in pre-adoptive custody. The application must be submitted by the mother at the CAF (Tax Assistance Centers) affiliated with the City of Naples (engaged in these activities free of charge) within a deadline of six months from the birth of the child.

The CAF are organizations that support for free employees, retirees and boss in the submission of tax returns and other tax obligations.

To know the locations of the CAF you can call **the number 0815627027**.

Documentation to be submitted:

- ✓ single self-declaration (DSU), which serves to document the economic situation of the family of the person requesting a social benefit;
- ✓ copy of ISEE (Equivalent Economic Situation Indicator) relating to individual members of the family still valid and containing the income received from the family unit in the year preceding the application;
- ✓ photocopy of the ID card and social security number.

**Maternity benefit is up, in the presence of all the necessary requirements, to political refugees and holders of subsidiary protection too.**

**For information contact the Office Social Security Check of the City of Naples or the Social Services Centres territorially responsible ( see useful addresses- Social Services)**

**In case of refusal of granting contribution you can request a review** to the person who issued the warrant or apply for judicial review to the Administrative Court competent for the territory within 30 days of notification of the communication or even extraordinary appeal to the President of the Republic within 120 days.

### Social Security Check

The social security check is a financial service aimed at people over the age of 65 years in conditions of severe economic hardship.

**It will also benefit foreign citizens who hold a permit of stay for EC long-term residents who:**

- ✓ have completed their 65th year of age;
- ✓ are without income, or possess incomes of less than the limits established by law;
- ✓ have resided legally and continuously in Italy for **at least 10 years of age (this applies only to those who have requested such benefits after 1.1.2009)**.



**Social Security Check is up, in the presence of all the necessary requirements, to political refugees and holders of subsidiary protection.**

**For information apply to CAF**

## **Other economic performances**

**Alien citizens who hold a permit of stay for EC long-term residents have the right, in the presence of certain requirements (health and / or profit), to other economic performance of social assistance supplied independently of the payment of social security contributions and assistance.**

**In the specific case of:**

- ✓ Disability check: payable to partial civilians disabled (disability of at least 74%) aged between 18 and 65 years with income below the maximum expected;
- ✓ disability pension: due to total disability (disability 100%) aged between 18 and 65 years with income below the maximum expected;
- ✓ attendance allowance: Total payable to disabled civilians or totally blind of all ages who require continuous care;
- ✓ attendance allowance: payable to disabled civilians under 18 years attending outpatient clinics or specialist in rehabilitative or therapeutic or schools or training centers;
- ✓ pension of the total blind: due to the totally blind over the age of 18 years;
- ✓ pension of the partial blind: due to the partial blind of all ages;
- ✓ special allowance for partial blind: due to the partial blind (released by income and age requirements);
- ✓ pension for deaf: due to the deaf between the ages of 18 and 65 years;
- ✓ communications allowance: payable at any age under disability (released from the income requirements);
- ✓ replacement social security check: The monthly assistance and disability pension for disabled civilians and that one for the deaf are replaced, at the age of 65, by check social.

For information apply to CAF

## **Other aid**

### **Economic contributions to minor recognized by a single parent**

Children foreigners with a permit of stay for EC long-term residents recognized by a single parent, residents and with low income parameters can enjoy an extraordinary subsidy. The application must be made to the Office Policies for Children and Adolescents of the City of Naples (See Useful Addresses - Social).

### **Special Situations**

Alien citizens who hold a permit of stay for EC long-term resident may, in exceptional cases (eg, sudden loss of job, eviction) take advantage of special grants. For more information contact the Social Services (See Useful Addresses -Social).

## Useful addresses-Social Services

### Public offices

#### **Social Security Checks Office (maternity allowances) - Comune di Napoli**

Via Salvatore Tommasi 19  
Tel. 081 7953208  
Contact Person: Dott.ssa I.D.A. Maria Clemente Accetta

#### **Women's Center Information Desk - Comune di Napoli**

Guidance to Rights  
Via Posillipo Parco Carelli 8/c  
Tel. 081 7953190  
Contact Person: Maria Rosaria Ferre

#### **Anti-violence listening center – Comune di Napoli**

Via Posillipo Parco Carelli 8/c  
Tel. 081 7953190/91  
Contact Person: Maria Rosaria Ferre

#### **Office Policies for Children and Adolescents – Comune di Napoli**

Via Margherita a Fonseca n. 19  
Tel. 081 7959241  
Contact Person: Ettore Grimaldi

#### **Family center (Integrated service ASL Na 1 – Comune di Napoli)**

Families in difficulty (separation, foster care children)  
Via del Parco Carelli 8/c  
Tel. 081 7956062  
Person in charge: Gabriella Ferrari Bravo  
Contact Person for the Municipality: Angela D'Addio

#### **Social operations center H24 – Comune di Napoli**

Guidance to social services of Comune di Napoli  
Tel. 081 5627027

### Listening centres- Social Cooperative companies- Onlus

#### **Family counseling “G. Toniolo”**

Via Toledo 16  
Tel. 081 5522234  
Monday to Friday 9:00 a.m. – 1:00 p.m./2:00 p.m.-5:00 p.m.

#### **Casba Cooperative Society - Services of linguistic-cultural mediation**

Legal office: Via Nuova Poggioreale 160 / C  
Administrative office: Corso Umberto I, 381 - stair C internal 26bis 3A Floor  
Info: interventions linguistic-cultural mediation for the integration of foreign citizens; cultural mediation on call; welcome, listening and guidance, support to local services, animation workshops, dance and music.  
Monday to Friday 9:30 to 13:00  
Tel-fax. 081 7875561/3346049916  
[www.coopcasba.org](http://www.coopcasba.org) / e-mail: [info@coopcasba.org](mailto:info@coopcasba.org)

**Call center della solidarietà**

Guidance to the services

Via Santa Maria degli Angeli alle Croci 12/G

Toll free number 800.81.40.81

Monday to Friday 10:00 a.m. – 6:00 p.m.

**Immigrants Listening Center – Caritas Diocesiana**

Largo Donnaregina 12

Tel. 081 5574309

Monday to Friday 8:30 a.m. – 12:30 p.m.

**Immigrant Women's Counselling Centre**

Via Concezione a Montecalvario 61 3° floor (c/o CIF Centro Italiano Femminile)

Tel. 081 5517607

Tuesday 9:30 a.m.– 12:30 p.m. Thursday 3:30 p.m. – 6:30 p.m.

**Centro Aiuto alla Vita**

Support for maternity and early childhood

Via Alcide de Gaspari 40

Tel. 081 5519283

Wednesday 8:30 a.m. – 1:00 p.m.

**Cidis Onlus**

Social Secretariat, mediation and support services

Via Milano 103

Tel. 081 5571218

Tuesday 10:00 a.m. – 1:00 p.m.. Wednesday and Thursday 3:00 p.m. – 6:00 p.m.

**Dedalus Cooperativa Sociale****Progetto Yalla - Cultural mediation - Orientation to local services**

Centro Interculturale Nanà

Vico Tutti i Santi 65

Tel. 081 4420019

Monday to Friday 9:30 a.m.– 6:00 p.m.

**Agenzia Regionale di Mediazione Culturale**

Piazza Giovanni Leone 5

Tel. 081 5545569. Fax. 081 5548880

**Dedalus Cooperativa Sociale****El Bab - Integrated interventions addressed to unaccompanied alone foreign minors**

Accompaniment to local services

Centro Interculturale Nanà

Vico Tutti i Santi 65

Tel. 081 4420019

**Social Services Centres****Municipalità 1 - Chiaia – Posillipo – S. Ferdinando**

Social Services Centre (unique)

Piazza S. Maria degli Angeli a Pizzofalcone n. 1

Tel. 081 7951761

**Municipalità 2 – Avvocata - Montecalvario – Porto - S. Giuseppe - Mercato – Pendino**

Social Services Centre di **Avvocata – Montecalvario**

Piazza Dante n. 43

Tel. 081 7950260/61/62

Social Services Centre **Mercato – Pendino**

Corso Garibaldi n. 394

Tel. 081 7950825/62

**Municipalità 3 - Stella – S. Carlo all'Arena**

Social Services Centre (unique)

Via SS. Giovanni e Paolo n. 125

Tel. 081 7952560/61/62

**Municipalità 4 - S. Lorenzo- Vicaria- Poggioreale – Zona Industriale**

Social Services Centre di **Poggioreale – Zona Industriale**

Via E. Gianturco 99

Tel. 081 7951360

Social Services Centre di **S. Lorenzo – Vicaria**

Via Tribunali n. 227

Tel. 081 7951970/68/69

**Municipalità 5 - Vomero – Arenella**

Social Services Centre **Vomero**

Via Morghen n. 84

Tel. 081 7952760

Social Services Centre **Arenella**

Via G. Gigante n. 242

Tel. 081 7950160/61/62

**Municipalità 6 - Ponticelli – Barra – S. Giovanni a Teduccio**

Social Services Centre di **Ponticelli**

Piazza De Iorio n. 22

Tel. 081 7951460/61/62

Social Services Centre di **Barra**

Piazza De Franchis (Corso Sirena 305) c/o sezione municipale

Tel. e fax 081 7950443/42

Social Services Centre di **S. Giovanni**

Via Atripaldi 64

Tel. 081 7951860/61

**Municipalità 7 - Miano – Secondigliano – S. Pietro a Patierno**

Social Services Centre di **Miano**

Via V. Valente n. 45

Tel. 081 7950925/60

Social Services Centre di **Secondigliano**

Il Traversa Cassano

Tel. 081 7952256

Social Services Centre di **S. Pietro a Patierno**

Corso S. Pietro n. 30

Tel. 081 7952060/61

**Municipalità 8 - Piscinola – Marianella – Chiaiano – Scampia**

Social Services Centre di **Piscinola – Marianella**

Via E. Scaglione n. 464 (Villa Nestore)  
Tel. 081 7959350/52/53  
Social Services Centre di **Chiaiano**  
Corso Chiaiano n. 50  
Tel. 081 7950619  
Social Services Centre di **Scampia**  
Viale della Resistenza comp. 12  
Tel . 081 7952160/61/62

**Municipalità 9 – Soccavo – Pianura**

Social Services Centre di **Soccavo**  
Piazza Giovanni XXIII n. 2  
Tel. 081 7952360/61  
Social Services Centre di **Pianura**  
Via Parroco Simioli n. 4  
Tel. 081 7951041

**Municipalità 10 - Bagnoli – Fuorigrotta**

Social Services Centre  
Via Diocleziano 330  
Tel. e fax 081 7950760/61/62

# Labor

## Access to the Italian labor market

The foreign citizen can enter the labor market in Italy in two ways:

### ✓Directly in Italy:

The foreign citizen already resident in Italy must hold a permit of stay issued for one of the following reasons:

- dependent employment;
- self-employment;
- family reasons and family reunification;
- political asylum;
- subsidiary protection or humanitarian assistance;
- study and professional training (in this case, the work can be carried out for a maximum of 20 hours per week);
- awaiting employment (the permit of stay for awaiting employment is issued if the foreigner is enrolled with the Employment Centres);
- assistance for minors (parents who assist sick children);

The foreign national already resident in Italy may not, however, work if he /she has a permit of stay for:

- medical treatment;
- tourism;
- religious reasons;
- minors;
- request for political asylum;
- business;
- justice.

### ✓ abroad, by calling name or number.

#### • Using call by name

A foreigner may enter Italy for work when an Italian boss wishes to hire foreign workers still resident abroad for dependent employment, fixed-term, permanent or seasonal basis.

Once the boss has followed the procedure for the request by name and has obtained authorization from the Single Desk for immigration (see Useful Addresses - Legal), the procedure is as follows:

- the foreign worker must apply for a visa to the consular offices of his country of origin;
- after obtaining the visa issued by the Consulate within 30 days of the request, the employee may enter Italy;
- within 8 working days from the arrival in Italy, the foreign worker must go to the authorized Desk Immigration, which examines the documentation and gives to the employee the fiscal code;
- at the same desk, the foreign worker must sign the residence contract for work (the residence contract will be filed at the Desk) as well as the application form of a permit of stay that is sent to the police authority by forwarding the special kit to a Post Office (see item Legal).

The foreign worker also awaiting the release of the first permit of stay may work and take advantage of all rights (birth registration, change of residence, issuing and renewing identity card, enrollment in the National Health Service, issuing fiscal code, sickness, maternity , income support benefits, like those who

are waiting for the renewal of the permit of stay) (see item Legal), provided that he/she has submitted a request to issue a permit of stay to the Single Desk for immigration within 8 days from the arrival on the national territory and signed a contract to stay.

#### ✓ using call by number

The number of alien citizens who may be admitted in Italy for dependent employment (including seasonal) or self-employment is set each year by the "entry quotas" imposed by the Decree flows.

#### **However, they can get in Italy outside of quotas (for dependent employment and self-employment):**

- managers / staff highly specialized;
- lecturers;
- university professors appointed to hold an academic position in Italy;
- Foreign citizens who hold a higher level qualification that allows to access ,in the country of origin, research programs or competitions PhD, provided that there is a request by a research institute duly registered in the list of research institutes authorized by the Ministry of Education, University and Research;
- translators and interpreters;
- foreigners aged between 20 and 30 years of age who participate in volunteer programs at legally recognized ecclesiastical organizations, non-governmental organizations and associations of social promotion (it is necessary for this purpose an agreement between the stranger and the host organization);

#### **Only for dependent employment can enter the following categories:**

- staff family members having, abroad and since at least 1 year, relationships of full-time domestic work with Italian citizens or of a Member State of the European Union resident abroad but who move to Italy;
- foreigners allowed to stay for the purposes of education and training who carry out internships at Italian boss also implementing performance of dependent employment;
- workers employed by organizations or enterprises operating in the Italian territory;
- seafarers;
- workers employed by circuses or shows traveling abroad;
- artistic / technical staff for opera, theater, concert and ballet;
- dancers / artists / musicians employed by musical theater and film, in radio and television companies and public institutions, for cultural and folklore events;
- professional athletes;
- accredited journalists and employees of the press or broadcasters;
- professional nurses employed by public and private health facilities;
- foreigners who have already played a seasonal job in the previous year: the stranger, in this case, also has the right of precedence for the return to Italy the following year as opposed to the citizens of the same country who have never made legally entered Italy for work reasons.

#### **✓Procedures to be followed to apply for visas and permits of stay for dependent employment (including seasonal) (see item Legal)**

#### **✓Visa and residence permit for self-employment (see also item Legal)**

Once in Italy, the foreign worker must obtain a permit of stay for self-employment, following the same procedure as the employee, within 8 working days from the entrance in the territory, sending the appropriate kit at a Post Office.

**It must then be submitted to the Police Headquarters responsible for the affixing of the provisional go-ahead for entry, the following documents:**

- declaration of non-existence of obstacles to the granting of a license;
- a declaration regarding the benchmarks regarding the availability of the necessary financial resources for the activity issued by the Chamber of Commerce, Industry, Handicraft and Agriculture or by the appropriate professional association;
- a statement of responsibility, to be presented to the authorized labor Inspectorate (in the case of entry on the basis of a project contract);
- the availability of adequate housing.

**If the foreign worker residing abroad may delegate (with proxy translated and authenticated) a person requesting the documents listed on.**

In this case, after having obtained the certificate of availability of financial resources needed for the activity, the foreign worker can apply for an entry visa for self-employment at the diplomatic or consular authorities responsible for nationality or residence . The visa is issued within 120 days of submission of the application and must be used within 180 days.

With the permit of stay for self-employment it can played any type of self-employment provided that the exercise of such activities is not reserved by law for Italian citizens or the European Union.

With a the permit of stay for self-employment, the worker may also exercise as an employee and therefore can be legally hired by a boss, without having to resort to the available entry quotas

## **The job research in Italy**

With a regular permit of stay, the foreigner looking for work to be put in contact with companies that wish to hire, can contact:

- ✓ public employment services (job centers);
- ✓ private employment services (temporary employment agencies).

## **Employment Centres (CPI)**

The job centers are public facilities where the alien worker who is looking for a job can subscribe for free to the "master list". At the Employment Services you will have to fill in:

- ✓ a registry card, with full personal details of the worker and his/her family, the educational level and occupational status;
- ✓ a professional card with information about training and professional experience, the availability and certification of professional competence.

You can subscribe to the CPI only responsible for its own Municipality of residence.

The Employment Services also offer the following services:

- ✓ reception, information and guidance for job seekers;
- ✓ intermediation between supply and demand for labor;
- ✓ advice to companies.



## **Employment Agencies**

The employment agencies are authorized private structures, in which the foreign job seekers can sign up by following this procedure:

- ✓ fill out forms that will be provided by the Agency and containing all the necessary personal data about the training received, the previous job activities, personal interests, the attitudes and the type or types of professional fields to which they feel particularly interested;
- ✓ the completed forms must be accompanied by a curriculum vitae and an identity document;
- ✓ a job interview which aims to assess personal motivations and attitudes to work.

You can subscribe to all the employment agencies that will be voted helpful.

Unlike the Employment Centres, any employment contract will not be concluded with the boss but with the Agency itself.

The Employment agencies also offer the following services:

- ✓ collection of work requests from various companies;
- ✓ filing of applications for employment and professional profiles of workers;
- ✓ selection activities of human resources;
- ✓ activities of HR administration assumed, for example, contracting, payroll management, in some cases providing the tickets for the meal, handling communications between the temporary agency and the company;
- ✓ organization and management of training courses for specific professional activities.

## **Employment contracts' types**

**The work in Italy is always governed by a contract and can be of 3 types:**

✓ Working as employee, determined, or seasonal:

- it is indeterminate when it does not provide a final deadline. The collaboration shall lapse in the event of death of the worker, by consent of both parties, for the resignation or dismissal of the employee by the boss;
- it is determined when it has a specific term of duration;
- it is seasonal when you can only play at certain times of the year and is time-limited. Special conditions are foreseen for non-EU workers who want to enter Italy for seasonal work:
  - specific entry quota;
  - Rights of precedence once entered Italy for the same reason.

**Rights of foreign workers with a contract of dependent employment:**

- ✓ the dependent employment contract is a valid title to the issue of a permit of stay, see Legal voice;
- ✓ the dependent employment contract provides for a guarantee by the boss of the availability of housing for workers, see item Hospitality;
- ✓ the dependent employment contract provides for the payment by the boss of the travel expenses for the return of the worker's country of origin;
- ✓ the worker is entitled to 11 hours of continuous rest every 24 hours and a rest period of at least 24 consecutive hours, as a rule on Sunday, every seven days;
- ✓ paid annual leave must last at least four weeks and are irrevocable;

- ✓ right to remuneration, which can be a time (depending on working time), piecework (based on performance provided by the employee), or on commission, participation in profits and capital, and others;
- ✓ right to indemnity;
- ✓ freedom of expression and protection of the privacy and dignity of the worker;
- ✓ right to study for student workers;
- ✓ freedom of association and trade union activity;
- ✓ right to strike.

**Obligations of the employee under a contract of dependent employment:**

- ✓ the worker is obliged to give the work to the place specified by the parties in the employment contract;
- ✓ normal hours of work are fixed at 40 hours per week, but you have to refer to the collective bargaining agreements established at national and sectorial level.

**The fixed-term employment contract may be extended, but the extension is permissible:**

- ✓ once;
- ✓ with the consent of the worker;
- ✓ if the initial contract duration is less than 3 years and if, by extension, the overall duration of the contract does not exceed 3 years;
- ✓ for the same work;
- ✓ if there are objective reasons.

**✓ Para-subordinate job:**

It is a termination of employment for which the worker carries out its activities independently and without a dependent employment contract even if coordinated by his/her employer. In the contract there are the working conditions, compensation, duration (in this case it is always a fixed-term contract) and the detailed description of the project that the employee undertakes to carry out.

The rights of the Para-subordinate worker are the same as for the employed and the obligations are specified in the contract.

For a quasi-subordinate worker is issued a permit of stay for self-employment, see Legal voice.

**✓ Self-employment:**

The self-employed person is free to decide how, when and how to conduct its business. It is possible to talk of self-employed if you fall into these two categories:

• **Self-employed or freelance professional**

Are self-employed freelancers entered in a register or in a professional association (accountants, lawyers, doctors, notaries, surveyors, agronomists, consultants, psychologists, journalists, architects, engineers, dentists, etc..) or not enrolled in professional bodies as in the case of all consultants who carry out the task without having passed the qualifying examination of an accredited (consultant, tax, information technology, publishing, web masters, etc..).

• **Individual Entrepreneur**

Is an individual entrepreneur the craftsman or dealer. In this case, you must register in the Commercial Register.

In both cases, if the work is performed occasionally do not need to open the VAT number, otherwise it is required that:

- ✓ a VAT registration number: please refer to the Revenue Agency responsible for the area, within 30 days of the start of the activity. The opening of VAT is free.
- ✓ subscribe to the Separate INPS (teachers, computer experts) or, if available, to the social security institution of his own Order (Labor Consultants, Chartered Accountants).
- ✓ open an I.N.A.I.L. position if you have employees (also not required).

## **Access to micro-credit opportunities**

A foreign citizen can also access micro-credit opportunities for which they are allowed, in general, all sectors of economic activity, except those excluded from the Community Regulations in force and that don't occur in the Campania region.

## **To terminate a job relationship**

### **The resignation**

If a foreign worker intends to resign from the job he is doing, respecting the notice period normally contained in his contract, must submit in writing his/her resignation, through a letter in 2 copies, generally containing:

- ✓ data of the company to which the letter is addressed;
- ✓ the place and date;
- ✓ the signature;
- ✓ the signature of the boss.

If the employee fails to comply with the warning time it must pay a compensation corresponding to the value of the remuneration of the period of notice.

The boss may withhold the notice and, in this case, the resignation is immediate and the compensation must not be paid.

In the event that the boss is guilty of serious breaches, the employee may stop work immediately, without any warning, as there is a right motivation.

### **The dismissal**

The dismissal may be challenged by the employee within 60 days from when he/she receives the notice of dismissal by submitting a written document that clarifies the will to contest the dismissal and enabling, for example, the mandatory settlement procedure.

The boss cannot dismiss an employee for acts committed outside of the employment relationship unless these facts are closely related to his/her job responsibilities.

An employee who carries out his work at a small company (not more than 15 workers) and is fired unjustly, has right to a compensation. The boss can choose between the reinstatement of the employee unlawfully dismissed, within 3 days, or the payment of a compensation from a minimum of 2.5 and a maximum of 6 months.

An employee who carries out his work at a large company (with more than 15 employees in the same municipality or with more than 60 employees altogether), in the case of unfair dismissal, is entitled to be reinstated in the place of employment and to get a compensation of at least 5 months.

## **Social security and insurance system**

Every citizen, and therefore also foreigners working in Italy, are guaranteed the means suitable to the needs of life in the event of accident, sickness, disability, old age and involuntary unemployment.

### **INPS**

The citizen turn to INPS for social security benefits:

- ✓ old-age pension;
- ✓ the retirement pension;
- ✓ survivor's pension;
- ✓ the disability pension;
- ✓ disability check;
- ✓ the pension in the International Convention for the work carried out abroad;
- ✓ social security check;
- ✓ check for the household;
- ✓ the civil disability.

The INPS provides, moreover, the performance of income support:

- ✓ unemployment;
- ✓ disease;
- ✓ motherhood;
- ✓ income assistance;
- ✓ mobility;
- ✓ indemnities;
- ✓ provides medical exams to establish invalidity and incapacity for work.

Even in the event that the foreigner is waiting for the renewal of the permit of stay, or waiting for the first issue of the permit, is entitled to exercise regularly work activities, and to take advantage of the performance-related (sickness, maternity, performance income support), provided that he/she has the appropriate documentation to demonstrate to have applied for renewal or release under the terms established by law (copy of the old permit and a copy of the receipt for renewal in the first case, or a copy of the model request of a permit of stay issued by the Single Desk for Immigration and copy of the receipt of such request in the second).

### **INAIL**

The citizen turn to INAIL for insurance against accidents and occupational diseases.

Insurance is free for the worker and is paid entirely by the boss. The boss must submit, at the beginning of the activity, "the complaint of the year" and pay the premium for the risks associated with the activity itself.

Workers who may be insured by INAIL are:

- ✓ quasi-employees, dependent or self-employed workers who use machines, appliances, equipment or operating in organized environments in which these devices are working;
- ✓ housewives, but only for injuries that result in either a disability equal to or greater than 33%.

In the event of an accident at work, the worker must:

- ✓ immediately inform the boss;
- ✓ submit to the boss the first medical certificate and, if the treatment should continue, the certificate of the attending physician or INAIL;
- ✓ go as soon as he/she is physically able to do so, to the closest INAIL office for follow-up medical treatment and to do the medical-legal certification.

### **Pension**

All workers who provide dependent employment, regardless of nationality, are entitled to a pension. Boss must pay social security contributions for retirement of workers.

### **Unemployment Benefits**

In the case of unemployment the INPS pays compensation to the unemployed, in cases of dismissal and resignation, provided that they have paid for at least 2 years, of which at least one previous for dismissal / resignation.

The application must be submitted within 68 days from the end of the employment relationship and the amount of money is paid for a maximum period of 180 days.

The unemployment insurance at INPS manages the benefits payable to the worker in case of:

- ✓ suspension of work;
- ✓ industrial restructuring or conversion;
- ✓ business crises in the sector (in this case the indemnity cannot be given for more than 2 years).

## Useful addresses-Labor

### Employment centres

#### **CPI Napoli - Fuorigrotta**

Via Diocleziano 330

Monday, Wednesday and Friday 8:45 a.m.–1:00 p.m.

Tuesday and Thursday 8:45 a.m.–1:00 p.m./2:30 p.m.–3:30 p.m.

Tel. 081 5700330/081 6171745

Contact Person: Dott. Giannandrea Trombino

#### **CPI Napoli - Raimondi**

Via Raimondi 16/18

Tel. 081 7946858/081 7946867/081 5592931

Monday, Wednesday and Friday 8:45 a.m.–1:00 p.m.

Tuesday and Thursday 8:45 a.m.–1:00 p.m./2:30 p.m.–3:30 p.m.

Contact Person: Dott. Vincenzo Di Ruocco

#### **CPI Napoli - Scampia**

Viale della Resistenza, comparto 12 (Centro Polifunzionale)

Tel. 081 2384028/081 2384499

Monday, Wednesday and Friday 8:45 a.m.–1:00 p.m.

Tuesday and Thursday 8:45 a.m.–1:00 p.m./2:30 p.m.–3:30 p.m.

Contact people: Dott.ssa Della Volpe; Dott. Alessandro Robledo

### Temp Agencies

#### **Adecco Italia SpA**

Via Depretis Agostino 116

Tel. 081 5511073/081 5518572/081 5526682

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

#### **Adecco Italia SpA**

Via Crispi Francesco 52

Tel. 081 7618829

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

#### **Ali Agenzia Per il Lavoro SpA**

Piazza Bovio 21

Tel. 081 5518613

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

#### **Altro Lavoro SpA**

Piazzale Tecchio 33

Tel. 081 6174140/081 2425352

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

#### **Articolo 1 SpA**

Centro Direzionale Isola G 1

Tel. 081 19562800  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**C.i.s.f.a.p. Srl**  
Corso Umberto I, 329  
Tel. 081 5635626  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Cons. Idea ag. per il lavoro s.c.s.**  
Via Toledo 116  
Tel. 081 4201148  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Etjca s.p.a.**  
Via G. Porzio Isola Presso Centro Direzionale G/2  
Tel. 081 7879882  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**G.b. Job s.p.a.**  
Via Giovanni Porzio, 4  
Tel. 081 7347434/081 7347445  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Generazione Vincente**  
Centro Direzionale Isola E/7 - 80135 Napoli (NA)  
Tel. 081 7509011  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Gi Group s.p.a.**  
Centro Direzionale Isola B5 – Torre Francesco, 34° floor  
Tel. 081 7877653  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Idea Lavoro Società di fornitura di lavoro temporaneo P.A.**  
Largo Delle Mimose 1  
Tel. 081 7418180  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Intempo s.p.a.**  
Piazzale Immacolatella Vecchia  
Tel. 081 4206450  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Lavorint Risorse s.p.a.**  
Via Toledo 292  
Tel. 081 4104430  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Lavoro.Doc SpA**  
Centro Direzionale 8  
Tel. 081 6040116/081 7502405  
Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Manpower SpA**

Via Guglielmo 27

Tel. 081 493931

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Nuove Frontiere Lavoro s.p.a.**

Via S. Brigida 51

Tel. 081 409028/081 5516246/081 2514311/081 4206361/081 4238350

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Obiettivo Lavoro SpA**

Via G. Verdi 12

Tel. 081 5520915

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Openjobmetis S.p.A**

Centro direzionale Isola A7 – 6th floor Int. 20

Tel. 081 7502354/081 7347569

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

Via Loggia dei Pisani 25

Tel. 081 4202325/081 4202329

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Quanta Spa - Societa di fornitura di lavoro temporaneo**

Corso Umberto I 237 - 80138 Napoli (NA) |

Tel. 081 5630139

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Randstad Italia spa**

Centro Direzionale Isola F3 (2° floor)

Tel. 081 6025011/081 7348719

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Tempor s.p.a.**

Centro Direzionale Isola F1, 3° floor

Tel. 081 7502532

Monday to Friday 9:00 a.m.-1:00 p.m./2:00 p.m.-6:00 p.m.

**Napoli district services for vocational guidance****Comune di Napoli - Service Labour Market, Research and Economic Development**

Corso Umberto I n. 23

Tel. 081 7957765/081 7956463/081 7956465

Monday to Friday 9:00 a.m.-2:00 p.m.



**CEICC**

Via Partenope 36 (former Faculty of Business and Economics)  
Tel. 081 7956535/37/081 7956543  
Monday to Friday 9:30 a.m. a.m.-1:30 p.m./2:30 p.m.-6:30 p.m.

**CENTRI C.U.O.R.E. Comune di Napoli:****Centro C.U.O.R.E. San Giovanni a Teduccio**

Via Domenico Atripaldi - Centro Giovanile "Asterix"  
Tel. 081 7958137/081 7958141  
Tuesday and Thursday 9:00 a.m.-2:00 p.m.

**Centro C.U.O.R.E Secondigliano**

Piazzetta del Casale 6/7  
Tel. 081 7952288/081 7952271  
Tuesday and Thursday 9:00 a.m.-2:00 p.m.

**Centro C.U.O.R.E Soccavo**

Piazza Giovanni XXIII 2  
Tel. 081 7952332/081 7952335/081 7952334  
Tuesday and Thursday 9:00 a.m.-2:00 p.m.

**Centro C.U.O.R.E Stella**

Via S. Agostino degli Scalzi 61  
Tel. 081 7950311/081 7952401/2405/081 7952436  
Tuesday and Thursday 9:00 a.m.-2:00 p.m.

**Vocational guidance office****EURES Italy**

Regione Campania - Education and Employment Area  
Centro Direzionale Isola C5 - Agenzia della Campania per il Lavoro  
Tel. 081 7968868/081 7968656  
Contact Person: Dott.ssa Guglielmina De Simone

**Associations concerning vocational guidance****City desk for migrants**

Progetto FEI - Comune di Napoli, LESS, CASBA, NEA, ISGI  
Vico Santa Maria a Vertecoeli 6  
Tel. 081 5571332  
Monday, Tuesday, Wednesday, Thursday 10:00 a.m.-2:00 p.m./3:00 p.m.-7:00 p.m. and Friday 10:00 a.m.-2:00 p.m.  
U.R.P. seat of IV Municipalità  
Via Tribunali 227  
Monday 9:00 a.m.-1:00 p.m.

**Listening Center Immigrants of Caritas Diocesana di Napoli**

Largo Donna Regina 12  
Tel. 081 5574309  
Monday to Friday 8:30 a.m.-12:30 p.m.  
Contact Person: Giancamillo Trani

**Anolf**

Via Medina 5  
Tel. 081 4203213  
Monday to Friday 9:00 a.m.–1:30 p.m./3:30 p.m.–7:00 p.m.  
Contact Person: Kalid

**Hurtado - Training Centre for Culture and Employment in the centre of Scampia**

Viale della Resistenza  
Tel. 081 5431726  
Call for appointment or go in person  
Contact people: Valentino Maiello, Anna Mauro

**Dedalus Cooperativa sociale****Work guidance desk**

Centro Interculturale Nanà  
Vico Tutti i Santi 65  
Tel. 081 7877333  
Monday to Friday 9:30 a.m.–2:00 p.m.  
Tuesday and Friday 2:30 p.m. - 5:30 p.m.  
Contact Person: Eduardo Sorvillo

**Gesco Consorzio di Cooperative Sociali Soc. Coop. Sociale**

Via Vicinale S.Maria del Pianto 61 Centro Polifunzionale Torre 1 – Napoli  
Tel. 081 7872037/081 7873046/47/48/081 7871074  
Monday to Friday 9:00 a.m.–7:00 p.m.

**Centro Yalla Napoli**

CIDIS Onlus-GESCO Dedalus  
Via Milano 103 - Napoli  
Tel. 081 5571218  
Tuesday 10:00 a.m.–1:00 p.m.; Wednesday and Thursday 3:00 p.m.–6:00 p.m.  
Contact Person: Sara Cotugno

The project YALLA is divided through 13 centers in Campania, the list of centers is available at the website:  
<http://www.stranieriincampania.it/wp/> or see Useful Addresses - Hospitality

**Micro-credit help desk****Regione Campania****Office of Public Relations (URP)**

Via Raffaele De Cesare, 18/20 - 80132 Napoli  
Tel. 800 550 506 (Numero verde)/081 7962457  
Monday and Tuesday 9:30 a.m.–1:30 p.m./2:30 p.m.–3:30 p.m.  
Wednesday and Friday 9:30 a.m.–1:30 p.m.  
Thursday 9:30 a.m.–1:30 p.m. and 2:30 p.m.–17:45 p.m.  
Contact Person: Dott.ssa Anita Florio

# Education

## Right / duty to education

In Italy, for all Italian citizens and foreigners, there is a right / duty to education and training that begins at 6 years. It is also possible to enroll at school children under the age of 6 years (nurseries and kindergartens).

The national education system is represented by public and private schools.

The school is divided into two study cycles: the first consists of the primary school and the secondary school level. The second cycle comprises the high schools and vocational technical education. All the paths of the second cycle can lead to University.

Even foreigners not residing legally have the right to enroll at school, and up to 18 years of age.

The registration takes place at the administrative office of each school and, each in accordance with its rules, requires certain documents.

## Nursery or Daycare

The nursery is open to all children aged between 3 months and made 3 years. It lasts three years. It is managed by municipal or private, but only the municipal kindergartens are free.

To register you must apply for admission in the periods and locations established by the council. The application can include one or more nurseries in order of preference, based on the place of residence or work. The application form will be scored differently depending on the parents' employment status, the presence of other dependent children and any social and health problems. Is then defined as a list of admitted children.

For more information you can contact the council.

The tuition for communal nest is differentiated by categories and income groups. The cost of the private nest is established independently by each structure.

## Sections Spring

A new service is available for children of 2 years. Sections are nest aggregated to equal and private preschools aimed at children from 24 to 36 months. To join it you are required to apply directly to the manager of the school.

## Preschool

They can be enrolled at preschool all the children who will be 3 years of age by 30 April of the current school year. It lasts 3 years and is managed by municipalities, by the State or by private individuals.

For registration must apply:

- ✓At the Department of Academic Services of the municipality for the municipal school enrollment;
- ✓At the school office of interest, in other cases.

In the public school enrollment is based on a ranking.

Registration fees for municipal schools is differentiated by categories and income groups. The tuition fee for private schools is set independently by each institution.

## **Primary School**

For the first class, enrollment is mandatory to 6 years old. It is possible to enroll children male or female who turn 6 years of age by 30 April of the current school year. The registration is optional for children of 5 years and a half. It lasts 5 years.

There are both public and private primary schools.

For information and updates on enrollment should contact the school directly.

Secondary school degree

It is a training course next to primary school which lasts 3 years.

There are schools secondary schools both public and private.

To register you have to go to the Directorate school teaching, both in the case of public and private schools.

## **Secondary school-middle school**

It is a training course next to primary school which lasts 3 years.

There are secondary schools both public and private.

To register you have to go to the Directorate school teaching, both in the case of public and private schools.

## **Secondary school/high school-university**

In Italy there are various types of high schools: Artistic, Classic, Socio-Psycho-Pedagogical, Linguistic, Scientific. The school is divided into a two-year period and a three-year period. The frequency of high school is 5 years.

At the end of the fifth r high school's year you have to take an exam that is called examination of State. You need it to college enrollment and high level art, music and dance.

## **Technical and Vocational Education**

Technical education lasts five years and can allows to shape yourself in certain sectors of business: in the field of trade, tourism, industry, transport, construction, agriculture and social activities (addressed to the person).

There are many guidelines and levels of expertise. The main ones are: Accountant and Bookkeeper; industrial expert, a land surveyor, surveyor, appraiser for tourism.

Vocational education provides the opportunity to achieve professional qualification after the first three years.

Even technical training concludes with an examination of State and allows access to university education and subsequent professional.

## **University**

The system of higher education is on two levels and provides in every faculty:

- ✓ a three-year first level (degree);
- ✓ a second two-year level (post-degree).

At the University can enroll anyone in possession of high school diploma or vocational education.

Access to Italian Universities is allowed to:

- ✓ foreign citizens in Italy with a valid permit of stay;
- ✓ foreign citizens residing abroad who hold a visa for study purposes.

The academic qualifications for university entrance are those achieved after a period of at least 12 school years. If the period of study attended outside of Italy is less than 12 years, the foreigner who intends to continue his studies in Italy must present, in addition to the original diploma of secondary school, also a certificate issued by the university of provenance certifying that he/she has passed all the exams:

- ✓ for the first year of university studies, in the case of the school system of 11 years;
- ✓ for the first 2 academic years, in the case of the school system of 10 years.

The application form must be submitted to the Office of Admissions, in due time to which is attached also the title of the study, validated by the Italian Diplomatic Consular in charge.

At the discretion of the universities, can be an advantage:

- ✓ the diploma of Italian language and culture awarded by the University for Foreigners of Perugia and Siena;
- ✓ the certificate of competence in Italian language issued by the Third University of Rome, or the University for Foreigners of Perugia and Siena;
- ✓ certificates of competency of Italian language issued abroad.

The places are established by each university for each academic year and are available on the website of the Ministry of Education, University and Research: [www.miur.it](http://www.miur.it).

The cost of registration at University depends on the Athenaeum and the faculty chosen.

Foreign students can get scholarships, student loans and accommodations. The regions, may also allow free access to the University for foreign students in conditions of particular economic hardship if properly documented.

## **Recognition of foreign qualifications**

In order to continue the studies in Italy, after obtaining a degree in the country of origin, are the University, as part of its autonomy and bilateral agreements and international conventions on the subject, who decide on the recognition of foreign qualifications .

The following documents must be attached to the application form:

- ✓ A photocopy of the diploma translated, legalized and with a declaration of value of the Diplomatic Consular Italian;
- ✓ Copy of bachelor's degree, as listed above (in the case of enrollment in post-degree, graduate school or a master);
- ✓ Certificate of university examinations, translated and legalized;
- ✓ Program of the exams taken;
- ✓ A photocopy of identity card or permit of stay.

The University must make a decision within 90 days from the submission of the application. The academic authorities will evaluate the qualification, declaring in whole or in part equivalent to the Italian degree: in the first case, all the exams will be recognized; in the second one, only some of them.

## Useful addresses-Education

### Free/council nursery

#### II Municipalità

##### **Asilo Nido “Annalisa Durante”**

Circolo: 3° Circolo Comunale

Via Vecchia Vicaria

Tel. 081 286238

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Rita di Rubbo

##### **Asilo Nido “R. Jemma”**

Circolo: 4° Circolo Comunale

Via G. Appulo a Materdei 16/18

Tel. 081 5441468/081 7955607/081 7955608

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Anna Maria Limongelli

##### **Asilo Nido “Marcellino”**

Circolo: 3° Circolo Comunale

Via Gianbattista Manso (ang. Via Cosenza)

Tel. 081 286851

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Lucia Matrone

##### **Asilo Nido “P. Scura”**

Circolo: 4° Circolo Comunale

Vico Soccorso a Montecalvario 22

Tel. 081 4207328

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Anna De Rosa

##### **Micro-Nido “Fanciulli”**

Circolo: 4° Circolo

Corso Vittorio Emanuele 456 (viale Troise)

Tel. 081 19811755

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: M. Rosaria Coraggio

##### **Asilo Nido “Cairolì”**

Circolo: 3° Circolo Comunale

Via S. Giuseppe dei Nudi, 1

Tel. 081 19706854

Monday to Friday 8:00 a.m. – 3:00 p.m.

#### IV Municipalità

##### **Asilo Nido “Bice Zona”**

Circolo: 7° Circolo Comunale

Via della Piazzolla 36

Tel. 081 19706845

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Maria Rosaria Gugliotti

### **Asilo Nido “Parthenope”**

Circolo: 7° Circolo Comunale

Via Gaetano Bruno

Tel. 081 0083950

Monday to Friday 8:00 a.m. – 3:00 p.m.

Manager: Antonietta Russo

### **Sezione Primavera “S. Francesco”**

Circolo: 7° Circolo Comunale

Via Stadera a Poggioreale 80 (trav. Via Roberto Cuomo)

Tel. 081 7590246/081 7955917

Monday to Friday 8:00 a.m.-3:00 p.m.

Manager: Antonietta Russo

## **Preschool**

### **II Municipalità**

#### **Scuola dell'Infanzia “V. Martinelli”**

Circolo: 4° Circolo Comunale

Istituto Navale via Tarsia

Tel./fax: 081 5496509

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: M. Rosaria Coraggio

#### **Scuola dell'Infanzia “F. Girardi”**

Circolo: 3° Circolo Comunale

Vico Soccorso a Montecalvario 22

Tel. 081 5529200

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: Antonietta Ruocchio

#### **Scuola dell'Infanzia “G. Fanciulli”**

Circolo: 4° circolo Comunale

C.so Vitt. Emanuele 456

Tel. 081 19811755

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: M. Rosaria Coraggio

### **IV Municipalità**

#### **Scuola dell'Infanzia “Gesmundo”**

Via Aquileia 33

Tel. 081 7500054

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: Antonietta Russo

#### **Scuola dell'Infanzia “A. Beltramelli”**

Via Gaetano Bruno

Tel. 081 7955629

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: Antonietta Russo



**Scuola dell'Infanzia "Chiara d'Assisi"**

Circolo: 7° circolo Comunale  
Via Stadera a Poggioreale 86  
Tel. 081 0176548  
Monday to Friday 8:00 a.m.-3:00 p.m.  
School head: Antonietta Russo

**Elementary school****Il Municipalità****12° Circolo Did. "G. Oberdan"**

Via Carrozzeri A Monteoliveto 13  
Tel. 081 5510700  
Monday to Friday 8:00 a.m.-3:00 p.m.  
School head: Marco Ugliano

**13° Circolo Did. "Maestro I. Di Loyola"**

Via S. Ignazio di Loyola 35  
Tel. 081 467883  
Monday to Friday 8:00 a.m.-3:00 p.m.  
School head: Bianca Vinci

**I.C. "Arcoleo - Volino - B. Croce – Piazzì – Miradois"**

18° Circolo Did. "G. Arcoleo"  
Via Annibale De Gasperis 11  
Monday to Friday 8:00 a.m.-3:00 p.m.  
Tel. 081 440581  
School head: Marinella Allocca

**Anche Centro EDA****27° C.D. Volino, scuola dell'infanzia e scuola primaria**

Via Pontenuovo 21  
Tel. 081 293979/081 291507  
Monday to Friday 8:00 a.m.-3:00 p.m.

**S.M.S. Croce**

Via De Gasperis 15  
Tel. 081 440281  
Monday to Friday 8:00 a.m.-3:00 p.m.

**18° C.D. Piazzì, scuola dell'infanzia e scuola primaria**

Vicoletto De Gasperis 9  
Tel. 081 292525  
Monday to Friday 8:00 a.m.-3:00 p.m.

**18° C.D. S.A. Miradois, scuola primaria**

Salita Miradois 39  
Tel. 081 290121  
Monday to Friday 8:00 a.m.-3:00 p.m.

**26° Circolo Didattico Imbriani**

Via Borrelli 2

Tel. 081 5634184

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: Maria Capone

**IV Municipalità****22° Circolo Did. "Alberto Mario"**

Piazza S. Eframo Vecchio 130

Tel. 081 7519375/081 7512716

Monday to Friday 8:00 a.m.-3:00 p.m.

School head: Cesira Foà

**24° Circolo Did. "D. Alighieri"**

Piazza Carlo III 33

Tel. 081 599200/081 5992006

School head: Filomena Porrari

**29° Circolo Didattico**

Piazza Nazionale 88

Tel. 081 201442/081 200012

School head: Florio Giuseppina

**44° Circolo Did. "Lombardo Radice"**

Via Stadera a Poggioreale 78

Tel. 081 7590290/081 2509301

School head: Franzese Giuseppe

**46° Circolo Did. "A. Scialoia"**

Via Ferrante Imparato 150

Tel. 081 7520328/081 7520333

School head: Rosa Stornaiuolo

**76° Circolo Did. "F. Mastriani"**

Via Gorizia 1/a

Tel. 081 7500070/081 7500034

School head: Gennaro Rovito

**Comprehensive school****II Municipalità****Ist. Comp. "Duca d'Aosta"**

Via F. Gioia 85

Tel. 081 5520537/081 5520537

School head: Eugenio Tipaldi

**Ist. Comp. "6° C.D. Fava – Gioia"**

Vico Trone 14/a

Tel. 081 5441471/081 5441471

School head: Flavia Piro

**Ist. Comp. "T. Confalonieri"**

Vico Sanseverino 27 - SS. Filippo e Giacomo  
Tel. 081 5517035/081 5517035  
School head: Alfredo Fiore

**Ist. Comp. 7° C.D.- SMS "Lombardi – Montale"**

Via S. M. delle Catene alle Fontanelle  
Tel. 081 5441351/081 5441351  
School head: Petronzi Nicola

**Ist. comp. 11° C.D. - SMS "P. Scura"**

Piazzetta Montecalvario 2  
Tel. 081 4414741/081 427929  
School head: Suraci Aurora

**Ist. Comp. "Casanova"**

Piazza Cavour 25  
Tel. 081 291403/081 291403  
School head: Maria Pia Musella

**IST. Comp. - 9° C.D. SMS – "Cuoco – Schipa"**

Via S. Rosa 118  
C/so Vittorio Emanuele 456  
Tel. 081 5448765/081 5642114/081 5448765/081 5642114  
School head: Longo Angela

**IV Municipalità****IST. Comp. Statale 45 "Bonghi"**

Via Vesuvio  
Tel. 081 7596907/081 7596907  
School head: De Feo Rossella

**Ist. Comp. - 27° C.D. - Sms - "B. Croce"**

Via Annibale De Gasperis 15  
Tel. 081 440281/081 4420205/081 440307  
School head: Pasquale Vitiello

**Ist. COMP. - 23° C.D.- SMS- "B. Colletta"**

Via S. Giovanni Carbonara 31  
Tel. 081 293556/081 293767  
School head: Anna Rita Quagliarella

**Ist. Comp.- 31° C.D. - Sm "P. Borsellino"**

Via E. Cosenza 47  
Tel. 081 5539467/081 5539467  
School head: Fabrizia Landolfi

**Ist. Comp. "Campo del Moricino"**

Piazza Guglielmo Pepe 7  
Tel. 081 284126/081 5548264  
School head: Carmine Negro

**Ist. Comp. "A. Ammaturo"**

Cupa Carbone 65 Bis

Tel. 081 19706879/081 9706879

School head: Marisa Nardiello

**Ist. Comp. "Gabelli"**

Via Casanova 30

Tel. 081 286131/081 286131

School head: Raiola Gaetano

**Middle School****II Municipalità****"Foscolo"**

Piazza del Gesù Nuovo 2

Tel. 081 5524731/081 5524731

School head: Stella Taranto

**"S. Maria di Costantinopoli"**

Via S. Maria di Costantinopoli 126

Tel. 081 441374/081 441374

School head: Adele Barile

**"Sogliano"**

Via E. Bellini 77

Tel. 081 269224/081 269224

School head: Rosa Baffa

**High school****II Municipalità****Lyceum (humanities)****"Genovesi"**

Piazza del Gesù Nuovo 1

Tel. 081 5514756/081 7903186

School head: Salvatore Lettieri

**"G.B. Vico"**

Via S. Rosa 117

Tel. 081 5645731/081 5645731

School head: Maria Clotilde Paisio

**"Vitt. Emanuele II"**

Via S. Sebastiano 51

Tel. 081 459142/081 447698

School head: Carlo Antonelli

**Training schools****“Fonseca”**

Via B. Croce 2

Tel. 081 2520054/081 7909402

School head: Mirella Scala

**Professional Institutes****Ist. Sup. “Elena di Savoia”**

Largo S.Marcellino 15

Tel. 081 5517034/081 5517022/081 5527361

School head: Paola Guma

**Ist. Sup. “F. de Sanctis”**

Lic. Sc. , IPC, IPC C. Serale, ITT

Piazza Santa Maria in Portico 23

Tel. 081 7618942/081 663417/081 681302

School head: Patrizia Pedata Stellato - Rosaria Anna

**Ist. Sup. “Margherita di Savoia”**

Salita Pontecorvo 72

Tel. 081 5495919/081 5646344

School head: Anna Maria di Nocera

**Ist. Sup. “Casanova” Ipia C. Serale**

P.tta Casanova 4

Tel. 081 451038/081 451043

School head: Luciana Mascia

**Convitto - Conservatorio ed Accademia:****Accademia Belle Arti**

Via Costantinopoli 107

Tel. 081 441900/081 441888/081 441900

**Convitto Naz.Le**

Piazza Dante 41

Tel. 081 5499402/081 5499376/081 5499402

School head: Vincenzo Racioppi

**Conservatory of Music**

S. Pietro A Majella

Tel. 081 5644411/415/081 291575/081 291575

School head: Vincenzo De Gregorio

**IV Municipalità****Lyceum (humanities):****“Garibaldi”**

Via Pecchia 26

Tel. 081 7809339/081 5991996

School head: Laura Colantonio

**Scientific lyceums:**

**“Caccioppoli”**

Via Nuova del Campo 22/R  
Tel. 081 7805620/081 7511988  
School head: Roberta Tagliafierro

**Art schools:**

**Liceo Artistico di Napoli**

Via S.S. Apostoli 8/A  
Tel. 081 457960/081 298756  
School head: Renato Savarese

**Technical Institutes and Commercial Surveyor:**

**“Caruso”**

Sede Carceraria  
Via S.Giovanni de Mata 8  
Tel. 081 7516731/081 7516746  
School head: Vittorio delle Donne

**“Diaz”**

C. Serale  
Via Tribunali 370  
Tel. 081 459226/081 211870/081 447275  
School head: Francesco Magri

**Industrial technical institute:**

**“Da Vinci”**

C. Serale  
Via Foggia 37  
Tel. 081 5534910/081 5535903/081 5541606  
School head: Marcello Annabella

**“Fermi – Gadda”**

C. Serale  
Corso Malta 141  
Tel. 081 7806938/081 7510890/081 5993796/081 5991219  
School head: Mirabella Gennaro

**“Volta”**

Via Martiri d’Otranto 81  
Tel. 081 287405/081 269972  
School head: Aviani Salvatore

**Professional institutions for trade:**

**“D’Este”**

Via Savarese, 60  
Tel. 081 268584/081 268741/081 5631974  
School head: Giuseppe Tranchini

**Professional Institutes Hospitality and catering:**

**Antonio Esposito Ferraioli**

Via Gorizia 2, Poggioreale  
Tel. 081 7500060

School head: Pagano Rita

**University:**

**Università degli Studi di Napoli "L'Orientale"**

Segreteria Studenti:

Via Nuova Marina 59

Palazzo del Mediterraneo, ground floor

Tel. 081 6909111

Monday, Wednesday and Friday 8:30 a.m.-12:30 p.m.;

Tuesday and Thursday 8:30 a.m.-12:30 p.m. e 2:30 p.m.-4:15 p.m..

**Service Orientation and Tutoring**

Via Nuova Marina 59

Palazzo del Mediterraneo, VIII floor, room 6

Tel. 081 6909228

Monday to Friday 10:00 a.m. - 12.00

**Università degli Studi di Napoli "Federico II"**

Corso Umberto I 40

Tel. 081 2531111

**Agriculture**

Via Università 100 Portici

Tel. 081 2539145

**Architecture**

Via Monteoliveto 3 (aula T4)

Tel. 081 2538043

**Economy**

Via Cintia 26

Ed. Centri Comuni - C.U. Monte S. Angelo

Tel. 081 675131

**Pharmacy**

Via D. Montesano 49

Tel. 081 678710/45

**Law**

Via Marina 32

Tel. 081 2534261

**Engineering**

Piazzale Tecchio 80

Tel. 081 7683435

**Arts and Humanities**

Via Porta di Massa 1

Tel. 081 2536330

**Medicine and Surgery**

Via Pansini 5

Tel. 081 7463115

**Veterinary Medicine**

Via F. Delpino  
Tel. 081 2536465

**Biotechnological Sciences**

Via Cintia 26  
Ed. Centri Comuni - C.U. Monte S. Angelo  
Tel. 081 7682541

**Science Mm. Ff. Nn.**

Via Cintia 26  
Ed. Centri Comuni - C.U. Monte S. Angelo  
via Mezzocannone 12  
Tel. 081 676181

**Political Science**

Via Leopoldo Rodinò 22  
Tel. 081 2536386

**Sociology**

Via Monte di Pietà 1  
Tel. 081 2535814

**Università degli Studi di Napoli "Parthenope"**

Via Ammiraglio Ferdinando Acton 38  
Tel. 081 5475151/5136/5248/5617  
Monday to Friday 9:30 a.m.-1:00 p.m.  
Tuesday and Thursday 9:30 a.m.-1:00 p.m./2:00 p.m. - 4:00 p.m.

**Student secretariats:****Faculty of Economics**

Palazzo Pacanowski, via Generale Parisi 13 (Monte di Dio)  
Tel. 0815474428/29/30/31/32/33/34/35/36/37  
Monday, Wednesday and Friday 9:00 a.m. a.m.–12.00  
Tuesday and Thursday 8:30 a.m.–12.00/2:00 p.m.–3:30 p.m.

**Faculty of Law**

Palazzo Pacanowski, via Generale Parisi 13 (Monte di Dio)  
Tel. 081 5474421/22/23/24/25  
Monday, Wednesday and Friday 9:00 a.m. a.m.–12.00  
Tuesday and Thursday 8:30 a.m.–12.00/2:00 p.m.–3:30 p.m.

**Faculty of Sports Science**

Via Amm. Acton, 38  
Tel. 081 5475648/081 5475669/081 5475671  
Monday, Wednesday and Friday 9:00 a.m.–12.00  
Tuesday and Thursday 8:30 a.m.–12.00/2:00 p.m.–3:30 p.m.

**Faculty of Science and Technology**

Centro Direzionale Isola C4  
Tel. 081 5476662



Monday, Wednesday e Friday 9:00 a.m.–12.00  
Tuesday and Thursday 8:30 a.m.–12.00/2:00 p.m.–3:30 p.m.

**Faculty of Engineering**

Centro Direzionale Isola C4  
Tel. 081 5476661/081 5476662  
Monday, Wednesday and Friday 9:00 a.m.–12.00  
Tuesday and Thursday 8:30 a.m.–12.00/2:00 p.m.–3:30 p.m.

**Università degli Studi “Suor Orsola Benincasa”**

Via Suor Orsola 10  
Tel. 081 5475111

Segreteria Studenti  
Corso Vittorio Emanuele 292  
Tel. 081 2522224/322  
Monday to Friday 9:00 a.m.-12.00  
Tuesday and Thursday 9:00 a.m.-12.00/3:00 p.m.-4:30 p.m.

**Il Università degli Studi di Napoli**

Piazza Luigi Miraglia  
Tel. 081 5661111  
Via S. M. di Costantinopoli 104  
Tel. 081 5666960

**Students Office**

Via Luciano Armanni 5  
Tel. 081 5667468  
Monday and Wednesday 1:30 p.m.-3:30 p.m.  
Tuesday, Thursday and Friday 9:00 a.m.-12.00

**Student Activities Service**

Viale Lincoln n. 5 - Palazzina A, Caserta  
Tel. 0823 274128  
Tuesday, Thursday and Friday 9:00 a.m.–12.00  
Wednesday 2:00 p.m.–4:00 p.m.  
Contact Person: Luisa Sellitti

**Guidance Section**

Tel. 0823 274131  
Contact Person: Francesco Renzullo

**Section of the Student Activities and Internships**

Tel. 0823 274114  
Contact Person: Marianna Morelli  
Tel. 0823 274130  
Contact Person: Riccardo Marocco

**Sezione Placement**

Tel. 0823 274122  
Contact Person: Raffaele Macri  
Tel. 0823 274124

Contact Person: Sonia Sanzullo

**Section Student Council and announcement for students**

Tel. 0823 274107

Contact Person: Cristina Fava

Tel. 0823 274122

Contact Person: Melania Spina

**Alternative educational services to the school:**

**Nidi di Mamme**

Comune di Napoli - Servizio Educativo e Scuole Comunali

Piazza Cavour 42 - 6° floor

Tel. 081 7959545/081 7959406

Beneficiaries: Children between 18 months and 3 years old residing in the Municipality of Naples

Documentation: application form made on the appropriate self-certification form, accompanied by the following documents: certificate of vaccination, single self-declaration and certificate ISEE.

**Progetto Re Mida**

Centro "Re Mida"- Quartiere Ponticelli (Municipalità 6)

Via C. Malaparte 90 nei pressi della Stazione Circumvesuviana Bartolo Longo

Tel./fax 081 5770407/3333295215

Monday to Thursday 9:30 a.m.- 12:30 p.m.

Beneficiaries: Children between 3 and 13 years, and school operators of all levels

**Listening desk**

Comune di Napoli - Servizio Educativo e Scuole Comunali

Piazza Cavour, 42 6° floor

Tel. 081 7959545/081 7959406

Structures where it has been activated the Listening desk:

Scuola dell'Infanzia Girardi

Vico soccorso 22

Scuola dell'Infanzia Decroly

Viale Colli Aminei 18

Scuola dell'Infanzia La Lodoletta

Piazzetta Lieti 30

Scuola dell'Infanzia Folliero

Via M.Guadagno 130

Scuola dell'Infanzia Sant'Antonio

Via Belvedere 33

Scuola dell'Infanzia Capocci

Via Caccavello 10

Scuola dell'Infanzia Scaglione

Via Compagnone 27

Asilo Nido Fata Colorella  
Via Cupa Spinelli

Scuola dell'Infanzia Quintiliano  
Via Quintiliano 30

Scuola dell'Infanzia Novelli  
Via Palazziello 86

Scuola dell'Infanzia Nuccio  
Via Stanislao Manna 25

Asilo Nido Nosengo  
Viale Traiano 92

Asilo Nido Ciaravolo  
Via Ciaravolo 13

Asilo Nido Altavilla  
Via D. Winspeare 6

Scuola dell'Infanzia La Loggetta  
Via Ciaravolo 1

Scuola dell'Infanzia Cappuccetto Rosso  
Via Ronchi Legionari 7

Scuola dell'infanzia I Rondinotti  
Via L. Rizzo 2

# Vocational training

## Vocational training

The vocational training deals with the goodwill of young people not occupied and retraining of workers.

The training takes the form of study courses lasting three and four years which allows to attain professional qualifications.

**The only courses that are recognized at national and European level and immediately usable in the workplace are those offered by the centers accredited by the Region of Campania (see Useful Addresses - Training).**

To enroll in courses recognized by the Campania Region, the requirements that the foreigner must possess are:

- ✓ Knowledge of Italian;
- ✓ Permit of stay;
- ✓ Age over 16 years;
- ✓ Identity Card.

For detailed information about individual courses, how to enroll and documents it is necessary to refer to the secretariats of the bodies that organize the courses.

## Technical Education and Training (IFTS)

The Technical Education and Training (IFTS) takes the form of paths of highly specialized technical and vocational education, for periods of one or two years, including internships and long apprenticeships. IFTS courses are in the planning of the Regions, according to a three-year plan.

Course attendance is free and in some cases, is also provided a refund.

The requirements that must be held in order to be admitted to a course of vocational training are:

- ✓ Good level of knowledge of the Italian language;
- ✓ Owning a secondary education diploma or a four-year diploma of vocational education and training;
- ✓ Age not less than 16 years;
- ✓ Permit of stay;
- ✓ Identity Card.

## Recognition of professional qualifications

They are entitled to the recognition of professional qualifications, all foreign citizens wishing to pursue a professional activity in a different State than that one in which it was granted the appropriate qualifications.

To obtain the recognition of professional qualifications in the field of activity which he/she is interested, the alien citizen shall submit an application to the Ministry responsible for matters:

- ✓ If you are in possession of a qualification that licenses to medical or nursing profession the jurisdiction lies with the Ministry of Health;
- ✓ If you are in possession of a qualification to the profession of lawyer / accountant / biologist / chemist / agronomist / geologist / engineer / psychologist / counselor job / surveyor / journalist / agrarian or industrial, the Ministry responsible for recognizing is the Ministry of Justice;
- ✓ If you are in possession of a qualification to the profession of the ministry the responsible is the Ministry of Education, University and Research.
- ✓ If you are in possession of a qualification to the profession of industrial property consultant / broker to trade, the Ministry responsible for recognizing is the Ministry of Economic Development.

To apply for recognition of professional qualifications:

- ✓ The application form can be downloaded from the website of the Ministry responsible for the subject;
- ✓ Once completed, the application should be sent, preferably by registered mail with return receipt requested, to the address indicated in the application;
- ✓ The documentation required is indicated in the application form and instruction paper.

In general, for professional qualifications obtained in non-EU countries, it must be produced:

✓ **The value declaration in loco:**

A summary document attesting to the authenticity and legitimacy of all the documents submitted, issued by the Italian diplomatic mission (embassy or consulate Italian) established in the country in which the qualification was obtained and stating the nature of diplomas and certificates of training and professional qualification possessed and their local value for professional purposes.

✓ **Title of study, duration of training and the list of subjects studied:**

It is a document that indicates the list of subjects that have been studied in each year of the course and duration of the training received. All documents in a foreign language must be submitted in original or certified photocopy and accompanied by a sworn translation.

✓ **Documented professional experience gained over the last 10 years (if owned):**

It is a documentation indicating that any professional experience, gained over the past decade in the specific field of activity in which you want to work in Italy, and must be presented with a different certificate depending on whether gained in the European Union (register businesses, tax returns, payment of contributions); non-EU countries (declaration of a public authority legalized by Italian Embassy or Consulate in the country) or by an annotation (special seal applied by an authority certifying that is a copy of the original document) Italy (extract INPS contributions, CUD, cadastral chambers of commerce).

✓ **valid identity document;**

✓ **permit or residence card;**

✓ **N. 2 stamps of € 14.62.**

Italian law requires that the procedure is completed within four months from the acquisition of complete documentation.

## **Apprenticeship**

The training and orientation (or stage) is a temporary form of integration of young people into the world of work, which can range from a minimum of four months to a maximum of 2 years. The apprenticeship is not

an assumption or an employment relationship, only serves as a guideline to work and to carry out work experience.

The activities carried out during the internship count as educational credit and can be included in the curriculum vitae.

You can access the opportunities of apprenticeship if you ended the school and you fall into the following categories:

- ✓ Students who attend secondary school: maximum duration, 4 months;
- ✓ Unemployed workers (including those enrolled in the lists of mobility): maximum duration of six months;
- ✓ Students from state vocational schools and vocational training courses: maximum duration of six months;
- ✓ College students: maximum duration 12 months;
- ✓ Disadvantaged people: maximum duration 12 months;
- ✓ Handicapped: maximum duration of 24 months.

In the case of the apprenticeship there will be no salary. The boss may, however, decide whether to give a refund, a subsidy, a prize, a scholarship.

Can promote apprenticeships:

- ✓ Regional Agencies for Work;
- ✓ employment centers;
- ✓ universities and institutes of higher education state and non-state;
- ✓ Regional School Offices - Provincial Administrative Services Center;
- ✓ non-state educational institutions which offer degrees with legal value;
- ✓ Operators accredited for services to work and enrolled in the regional services;
- ✓ therapeutic communities, auxiliary bodies and social cooperatives, provided that written in the specific regional registers, if any;
- ✓ job placement services for people with disabilities managed by public bodies delegate from the region.

**Foreigners already in Italy** with a valid permit of stay (e.g. for study purposes), can play an apprenticeship without the need to check the availability of quota.

If the alien citizen is still abroad, it is not required a go-ahead to perform a job, but you will require a visa for study or training directly to the Italian diplomatic or consular representation in the country of residence. Visas will be granted within the limits of the annual quota provided.

Placements are made according to a special agreement signed between the promoter and the host boss, to which must be attached a specific training project.

The person who performs the training is insured against accidents at work and for third party liability; the costs of such insurance shall be borne by the Entity in which the training takes place.

The Convention and the apprenticeship project, expected to be borne by the promoter, in addition to the ordinary, the obligation to provide the trainee with suitable accommodation and meals as well as obligations towards the State, to pay the expenses of repatriation.

Anyone wishing to do an apprenticeship at the Campania Region must:

- ✓ check if he/she falls between the beneficiaries;

✓see if there is a convention, on the basis of which draw up the training plan, stipulated by the Campania Region and the Promoter to which the trainee refers.

Currently the promoters which are activated conventions are:

a) apprenticeships coordinated by the Department of Organization and Method - Training of staff and can be activated at the offices of the Campania Region:

✓ University of Naples Federico II

✓ Università Commerciale Luigi Bocconi

✓ University of Naples L'Orientale

✓ University of Sannio

✓University of Salerno - Department of Public Law and General Theory of Institutions

✓ Suor Orsola Benincasa University - Faculty of Education

b) training coordinated by the Youth Policies:

✓Faculty of Humanities University of Salerno

✓ Department of Communication Sciences, Faculty of Humanities University of Salerno

✓ University "Suor Orsola Benincasa" in Naples

✓ Faculty of Foreign Languages and Literatures University of Naples - L'Orientale

The apprenticeships coordinated by the Youth Policies can be done at:

✓ Region: Youth Policies and Regional Resource Centre, Regional Youth Forum;

✓Provinces: offices responsible for youth participation (Forum), agencies and information centers;

✓ Common: youth information centers and points venues and the Youth Forum.

For access to work placements organized by the industry for Youth selective procedures are carried out by universities involved.

In the event that there is an active Convention, the aspiring trainee to request activation of the apprenticeship will have to contact his/her promoter. (In the event that you contact a University we suggest you to ask in the educational secretariats and offices dedicated to guidance and placement, see Useful Addresses - Education).

If the Convention does not exist, the aspiring trainee must request activation at his/her university or other structure reference urging the signing of an agreement with the Campania Region:

✓ At the Campania Region, Sector Study Organization and Method - Training of staff;

✓ At the Campania Region, Youth Policies and Regional Youth Forum.

## **Adult Education**

The Adult Education (EDA), is a tool that allows all citizens and foreign duly residents, a second opportunity of their education, work, social, cultural and family training.

One of the fundamental tools of EDA consists of the CTP - Permanent Territorial Centres (see Useful Addresses and Cultural Education - Cultural Education).

## Useful Adresses-Vocational training

### Public offices

#### Regione Campania

##### Ufficio Relazioni con il Pubblico (URP)

Via Raffaele De Cesare 18/20

Tel. 800 550 506 (toll free number)/081 7962457

Monday and Tuesday 9:30 a.m.-1:30 p.m./2:30 p.m.-3:30 p.m.

Wednesday and Friday 9:30 a.m.-1:30 p.m.

Thursday 9:30 a.m.-1:30 p.m./2:30 p.m.-17:45 p.m.

Contact Person: Dott.ssa Anita Florio

##### Servizio accreditamento Regione Campania - ARLAS

Centro Direzionale Is. C5, II floor

The help-desk service works on Tuesday and Thursday 10:00 a.m.-1:00 p.m.

Tel. 081 7968875/76/081 7968656

#### Università degli Studi di Napoli "L'Orientale"

##### Centro di Studi Lifelong Learning

Palazzo du Mesnil, Via Chiatamone 62

Tel. 081 6909195/081 6909129

Monday to Friday 9:30 a.m.-2:00 p.m.

Tuesday and Thursday also 9:30 a.m.-4:30 p.m.

Contact Person: Prof.ssa Luigia Melillo

EDA courses, initial training, continuous and lifelong learning; Guidance to vocational training, continuous and lifelong.

### Regione Campania recruitment authorities:

#### Work casa s.r.l.

Corso A. Lucci 52

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 287385/081 6336427

EDA courses too

#### Istituto Falcone Linda

Via Paolo della Valle 32 – Soccavo (Napoli)

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7672880/3358199644

EDA courses too

#### S.E.S. Scuola estetica Siesto S.a.s. di Siesto Maria Rosaria

Via A. D'Antona 20

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 7702030/081 7701320

EDA courses too

#### Centro A.N.A.M. (Accademia Nazionale Acconciatori Misti) di Napoli

Via Carlo Pisacane 29



Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 299627

**L'Estetica Srl**

Via San Donato 30, 32, 34 e 16  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 588928

**Multicenter School S.r.l.**

Via San Donato 17 e 36  
Tel. 081 5882125  
EDA courses too

**Accademia Vanity di Carmela Minieri & C. sas**

Via Paolo De Matteis 10  
Via Duomo 109 strair A  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 7544636  
EDA courses too

**Consorzio Sadra**

Piazza Garibaldi 60  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 287002/081 5548745  
EDA courses too

**Ieso Accademy sas di Salvatore Visconti**

Via Diomede Carafa 58  
Monday 4:00 p.m.-7:00 p.m.  
Tuesday to Thursday 10:00 a.m.-1:00 p.m./4:00 p.m.-7:00 p.m.  
Tel. 081 19571928  
EDA courses too

**Alla Violetta S.a.s. di Antonio Cataldo**

Via Bernini 25  
Monday to Saturday 9:00 a.m.-8:00 p.m.  
Tel. 081 5565141/081 2292033/081 2298900  
EDA courses too

**ACIIEF S.r.l.**

Via Francesco Parrillo 3  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 7529695/800.12.33.15 (toll free number)  
EDA courses too

**Hair do Top**

Via Biagio Miraglia 71  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 7701986

**Alma Point**

Corso A. Lucci 96  
Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 5541416/081 5630493

**Scuola di estetica Liliana Paduano Srl unipersonale**

Piazza Garibaldi 136

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 19320992/081 19571574

**FOSVI Scarl Società consortile per la formazione e lo sviluppo**

Via Nuova Poggioreale 61 - Torre 6

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 7872851/081 7872831

EDA courses too

**Res International S.r.l.**

Via Napoli Roma verso Scampia 192

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 7013757/081 7022589

EDA courses too

**Cesvitec Centro per la Promozione e lo Sviluppo Tecnologico delle PMI del Mezzogiorno**

Centro Direzionale di Napoli - Is. E2

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 5532101/081 5532136

EDA courses too

**Associazione Quartieri Spagnoli ONLUS**

Corso Vittorio Emanuele 580/581

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 412597

EDA courses too

**Form & ATP**

Via Molsie 7-9

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 0124823/081 0112311

EDA courses too

**Cosvitec Soc.Cons.a r.l.**

Via Galileo Ferraris 171

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 5621292/081 6023912

EDA courses too

**ERFAP UIL Campania**

Piazzale Immacolatella Nuova 5

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 2252404/081 2252404

EDA courses too and language courses for alien citizens

**Adim S.r.l.**

Via Nuova Poggioreale 61 - Centro Polifunzionale INAIL Torre 7

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 7871810/081 32231125  
EDA courses too

**Intesa Sanpaolo**

Piazza Bovio 22  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 4930411/081 4930470  
EDA courses too

**Charisma Srl**

Centro Direzionale di Napoli, Is. E1  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5824911/081 5824920  
EDA courses too

**IS.CON. - Istituti consorziati di studi, ricerche e formazione**

Centro Direzionale di Napoli Isola - F3  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 7348060

**A.Vo. G.**

Via Don Luigi Guanella 20  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 2384007/081 2384985  
EDA courses too

**PMI Consulting Coop Società Cooperativa**

Viale colli Aminei 7/21  
Tel. 081 7648752/081 7640360  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
EDA courses too

**S.T.A.M.P.A. S.c.r.l.**

Via Loggia dei Pisani 25  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5529588/081 5517001  
EDA courses too

**Casartigiani Formazione e Ricerca**

Piazza Garibaldi 73  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5545365/081 264843  
EDA courses too

**Centro per la Formazione delle Maestranze Edili ed Affini di Napoli e Provincia**

Via Leonardo Bianchi 36  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5453377/081 5465402/081 2296108  
EDA courses too

**Consul Service Società Cooperativa**

Via Carlo Conte di Castelmola 14  
Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 266957/081 5635857

**Gesco Consorzio di Cooperative Sociali Soc. Coop. Sociale**

Via Vicinale S.Maria del Pianto 61 - Centro Polifunzionale Torre 1

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7872037/081 7873046/47/48/0817871074

EDA courses too

**CONSAER Centro Bonifacio**

Via Louis Bleriot 82

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 8039296

Centro Direzionale, Isola E/7

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 5624620/081 6029538

EDA courses too

**Ente di formazione professionale MAXWELL**

Via A.G. Campano, 103-105

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 585433

EDA courses too

**Consorzio Forma arl**

Corso Umberto I 329

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 206321/081 206321

EDA courses too

**META Consorzio per lo Sviluppo della Formazione, dell'Innovazione e del Management**

Via Carducci 29

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 410090/081 403066

EDA courses too

**Associazione Formatime**

Viale delle Mimose, 14

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7418824

EDA courses too

**E.R.F.E.S. Campania**

Via Ausilio Cdn Is. E5

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 18963429/081 6028491

EDA courses too

**Dedalus Società Cooperativa sociale**

Via Vicinale S. Maria del Pianto Torre I

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7877333

EDA courses too

**C.I.L.I.S. Società Cooperativa a r.l.**

Corso Arnaldo Lucci 102

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 5630382/3385963480

EDA courses too

**ARCI Napoli**

Via Abate Minichini 37

Monday to Friday 10:00 a.m.-1:30 p.m./3:00 p.m.-6:00 p.m.

Tel. 081 19339008

EDA courses too

**Centri Linguistici Consorziati Scpa**

Centro Direzionale di Napoli, Is. G7

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7500532/081 7877137

EDA courses too

**Confcommercio Imprese per l'Italia della Provincia di Napoli**

Piazza Carità 32

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 7979111/081 5515019

EDA courses too

**Associazione Menhir Onlus**

Via Angelo Camillo de Meis 221

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 5960700/081 5963678/081 19308184

EDA courses too

**Deloit International Consulting srl**

Via G. Porzio isola G1 (scala B int. 6 e scala A int. 12)

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 5123795/081 7502671

EDA courses too

**Consorzio Antico Borgo Orefici**

Via Duca di San Donato 73

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 260500/081 19737994

EDA courses too

**Centro Chiaia di Indigeno Adriana & C. snc**

Piazza Mercato 226/230

Monday to Friday 9:00 a.m.-7:00 p.m.

Tel. 081 553747

EDA courses too

**Società Umanitaria Napoli**

Piazza Vanvitelli 15

Monday to Friday 10:00 a.m.-12.00/4:30 p.m.-6:30 p.m.; from 1<sup>st</sup> of December it will be close on Wednesday and Friday

Tel. 081 5780153/081 5782485  
EDA courses too

**NOVA SPES**

Via G. Ferraris 43  
Monday Friday 9:00 a.m.-7:00 p.m.  
Tel. 081 6335337/081 202185  
EDA courses too

**Ente bilaterale del Turismo Campania**

Via Santa Lucia 36  
Monday to Friday 9:00 a.m.-7:00 p.m.  
Tel. 081 2471318/081 2457700  
EDA courses too

**Percorsi S.p.a.**

Via Vicinale S. Maria del Pianto Centro Polifunzionale Inail Torre 3  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 19711784/081 19711785  
EDA courses too

**Zahir Srl**

Via Rondinella 1  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 0606113/081 0606026/081 3606219  
EDA courses too

**Check-up s.r.l.**

Via Luigi La Vista 5  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5548568/081 201397

**P.A. Advice S.p.a.**

Piazza Esedra CDN is F10  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5464655/081 5457467/081 3606946  
EDA courses too

**SFC Società Cooperativa a rl**

Via Nuova Poggioreale 61 Centro Polifunzionale INAIL Torre 7  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 7872851/081 7873886  
EDA courses too

**Multicenter School S.r.l.**

Via San Donato 17 and 36  
Monday to Friday 9:00 a.m.- 6:00 p.m.  
Tel. 081 5882125  
EDA courses too

## **Professional requalification**

**Caritas Diocesiana**

**Sportello Karama – professional requalification**

Largo Donnaregina 12 c/o Ufficio Immigrazione

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 5574309

Contact Person: Wanda Teresa Fiorentino

# Cultural education

## Cultural education

The area "**Cultural education**" is directed to implement all training activities aimed at immigrants for their socio-cultural integration. Through the Cultural education we aim to:

- ✓ the dissemination of all relevant information to the positive integration of foreigners in Italian society, such as knowledge of the Italian language, knowledge of their rights and responsibilities, opportunities for integration and personal and community growth;
- ✓ the knowledge and appreciation of cultural expressions, recreational, social and religious of foreigners properly residing in Italy, and all actions of information on the causes of immigration and the prevention of racial discrimination.

Specifically, people in the area can use the services offered by the centers for the development of culture and learning of languages in the context of coexistence of diversity and the protection of its own cultural identity. In particular, the school (see Useful Addresses - List 1 and List 2 Permanent Territorial Centres- Permanent Territorial Centres directed to foreigners coming in Italy for the first time), but also several **local voluntary associations** and private social organizations have actively work for the development of intercultural education (see Useful Addresses - intercultural Association).

## Permanent Territorial Centres

As part of Adult education (EDA), as outlined in "Agreement between the Government, Regions, Provinces, Municipalities and Mountain Communities" of 2 March 2000, the priority objectives underlying the Agreement are:

- ✓ recover low levels of education and training, as a precondition for development training and job placement;
- ✓ offer educational opportunities to adult citizens to acquire basic skills in different fields for the full exercise of citizenship.

In this context, the root node of EDA is the recognition and validation of the results of the training, however acquired, with particular attention to the various forms of extra-curricular learning.

**CTP** networks and evening classes are devoted since several years to this aspect with the aim to facilitate and support the passage of adults and young adults in secondary education level

In the city of Naples are operating at the schools listed below, the **CTP** at which the courses take place both **formal education (middle school)** and **short courses** in different subjects such as **computer science, foreign language, Italian language**, etc. . For short courses is released, generally, a certificate valid not only for the acquisition of skills but also as a training credit (see List 1 Useful addresses - Permanent Territorial Centres)

For the short courses are some important caveats:

- ✓ **Short Course "computer science"**. For this course some CTP shall issue, after the course, the "European Computer Driving License" (ECDL);
- ✓ **"Pathways integrated with high school."** This course allows people (mostly included in the age groups 18-25 years) who have dropped out of high school, to recover the credits useful in reintegrating the evening course for achieving the upper-school title.



## **Permanent Territorial Centres directed to foreigners coming in Italy for the first time**

On January 17, 2013 was carried out in the Prefecture of Naples, the signing of the Memorandum of Understanding with the Regional School Office, under the new rules on the **Agreement of Integration**. In particular, with this new discipline in our country was meant to pursue the path, initiated in other European countries, to enter into a deal with a mutual commitment by the State to provide the tools of language, culture and the general principles of Italian constitution and by the foreigner, the commitment to respect the rules of civil society in order to pursue mutual interest, an orderly process of integration based on the principle of receivables (see item **Integration Agreement**). Sixteen credits are awarded to foreigners who can be increased through the acquisition of certain knowledge (the Italian language, civic culture and civic life in Italy) and the carrying out of certain activities (vocational education and training, qualifications, registration to the service national health or the execution of a lease or purchase of a home). The first step towards the confirmation of the credits earned will be the attendance at a training course on civil education and information, which will have a duration ranging from 5 to 10 hours, free of charge at the Single Desk for immigration of the Prefectures.

The agreement provides that within two years the alien citizen reaches the target of at least 30 credits in order to stay on the Italian territory. These, in addition to being accumulated, may also be lost in some cases such as the commission of crimes or serious violations of the law.

The Memorandum of Understanding with the Regional School Office, under the new rules **on the Agreement of integration** is worth to identify educational institutions, places of CTP, at which they are carried out, starting from the month of March, **the training courses on civil education and civil life in Italy for foreigners entering for the first time in our country**. The Permanent Territorial Centres identified for the courses are distributed throughout the province, including the islands, in order to meet the needs of foreign citizens (see List 2 Useful addresses - Permanent Territorial Centres directed to foreigners coming in Italy for the first time).

## Useful Addresses – Intercultural Associations

### Associations- Social Cooperative companies- Onlus

#### **Arciconfraternita dei Pellegrini**

##### **Opera assistenziale “B. Giovino”**

Via Giovanni Ninni 17

Info. Italian courses for alien citizens

Monday and Thursday 9:00 a.m.- 4:00 p.m.; Friday 9:00 a.m.- 1:00 p.m.

Tel. 081 4203201

Contact Person: Giuseppe Brancaccio

#### **Associazione Ashiwa**

Corso Italia 34 (Quarto)

Beneficiaries: immigrant children

Info.: after-school care for children of migrant families; Italian language courses for foreigners

Monday and Thursday 3:30 p.m.- 6:30 p.m.

Tel. 3346247682

Contact Person: Eduardo Lubrano

#### **Associazione 3 febbraio**

Piazza Garibaldi 80

Info.: Italian language courses, promotion of a culture based on ethnic solidarity and on welcoming; school projects of intercultural education, international cooperation projects

Tel. 3391625513/3465708065

Contact Person: Gianluca Petruzzo

#### **Associazione Interculturale Grammelot**

Via D’Alessandro 94

Info.: intercultural workshops, advisory services on Immigration

Monday to Friday 9:00 a.m.- 1:00 p.m./4:00 p.m.- 6:00

Tel. 081 487535

Contact Person: Glauco Iermano

#### **Associazione Interculturale “Uninsieme di... Culture”**

Coop. Iris Iride

Viale della resistenza Scampia

Info.: intercultural workshops, advisory services on Immigration

Monday to Friday 9:30 a.m.-1:00 p.m.

Tel. 081 7875561

Contact Person: Chitra Aluthwatta

#### **Associazione L.E.S.S. ONLUS**

**Progetto I.A.R.A.** Integrazione e Accoglienza per Rifugiati e richiedenti Asilo

Piazza Santa Maria La Nova 43

Requirements: Applicants for international protection; holders of subsidiary international protection and humanitarian

Info.: Italian language courses for foreigners

Monday, Wednesday and Friday 10:00 a.m.-1:30 p.m.

Tel. 081 5527104 (administrative office)

Contact Person: Simona Talamo

**Associazione Pianoterra Onlus**

Piazza San Domenico Maggiore 3

Beneficiaries: weaker groups, Italian and foreign families in need

Info: Italian language courses for foreigners

Thursday 3:30 p.m.-5:30 p.m.; secretariat from Monday to Friday 10:00 a.m.-1:00 p.m./3:00 p.m.- 600

Tel. 081 293433/3296343640

**Associazione Scuola di Pace**

Via Foria 93

Info.: Italian language courses for foreigners, the Association is in contact with the University for Foreigners of Siena to obtain the qualification of certifying body of the CILS exams, film club, ethnic dinners, guided tours in the city

Monday and Friday 5:30 p.m.-9.00 p.m.

Tel. 081 7373462/3333963476

Contact Person: Carmela Maffia

**Associazione Traparentesi Onlus**

Via Stella 137c/o Istituto Frobeliano, ground floor

Info.: Italian language courses; desk service orientation; social secretariat

Wednesday and Thursday 5:00 p.m.-7:00 p.m.

Tel. 3806368702

Contact Person: Giuseppe Gargiulo

**Centro Astalli Sud**

Voluntary Association

Via Mazzini 7- Grumo Nevano (NA)

Info.: School of Italian Language and Culture (Wednesday and Friday 18-20 hours)

In collaboration with Young Shipyard, the School is also held on Thursday at 6:00 p.m. to 8:00 p.m. at the Center of Frattamaggiore The shipyard in Via Roma 44

Monday to Friday 9:00 a.m.- 1:00 p.m./4:00 p.m.-7:00 p.m.

Tel. 081 5054921

Contact Person: Giovanna Lauro

**Centro La Tenda**

Associazione ONLUS

Via Sanità 95

Info.: Italian language courses for foreigners and intercultural events

Monday and Thursday 6:30 p.m.- 9.00 p.m.

Tel. 081 5441775

Contact Person: Titti De Marco

**Centro Territoriale Mammuto Napoli**

Piazza Giovanni II, Scampia, Napoli

Beneficiaries: immigrant adults

Info.: Italian language courses and services of audiovisual library

Tel. 081 7011674

Tuesday and Thursday 10:00 a.m.-1:00 p.m. for Italian courses and audiovisual library

Contact Person: Alessandra Tagliavini

**Centro Yalla Napoli**

CIDIS Onlus- GESCO Dedalus

Via Milano 103

Info.: Italian language courses for foreigners; guidance and support services (school)  
Tuesday 10:00 a.m.- 1:00 p.m.  
Wednesday and Thursday 3:00 p.m.- 6:00 p.m.  
Tel. 081 5571218

**Centro Yalla2 Napoli**

CIDIS Onlus- GESCO Dedalus  
Centro Interculturale Nanà  
Vico Tutti i Santi 65

Info.: Italian language courses for foreigners; guidance and support services (school)  
Monday, Wednesday and Thursday 9:00 a.m.-1:00 p.m.  
Tel. 081 4420019  
Contact Person: Vittoria Iapoce

**Centro Yalla Frattamaggiore**

CIDIS Onlus-GESCO Dedalus  
Via Genonio 69, c/o Centro per l'impiego

Info.: Italian language courses for foreigners; guidance and support services (school)  
Monday to Friday 9:00 a.m.-5:00 p.m.  
Tel. 081 8319006  
Referenti: Rosaria De Ponte

**Centro Yalla Somma Vesuviana**

CIDIS Onlus-GESCO Dedalus  
Piazza Vittorio Emanuele III 33

Info.: Italian language courses for foreigners; guidance and support services (school)  
Monday to Thursday 3:00 p.m.-5:00 p.m.  
Tel. 3348315054  
Contact Person: Maria Bruscano

**CISS ONG Cooperazione Internazionale Sud Sud**

Piazza Bellini 75  
Info.: language laboratory  
Monday to Friday 10:00 a.m.-6:00 p.m.  
Tel. 081 5571060  
Contact Person: Raffaella Ciriello

**Comunità di Sant'Egidio**

Via San Nicola a Nilo 6  
Info.: Italian language courses for foreigners  
Until June, Monday to Saturday (but on Wednesday) 5:00 p.m.-6:30 p.m.; Sunday 9:30 a.m.-11:00 a.m.  
Tel. 081 2528220/081 5513092/081 55111177  
Contact Person: Francesco Dondolo

**Cooperativa sociale Onlus Semi di Pace**

Via Università 63, Portici (Na)  
Info.: Italian language courses for foreigners; intercultural activities  
Tuesday and Wednesday 9:30 a.m.-1:30 p.m.  
Thursday 3:00 p.m.-5:00 p.m.  
Tel. 081 7753786/081 0500044  
Referenti: Antonio Campese; Giampiero Formicola

**Cooperativa Sociale Onlus Shannara**

Via Libertà, III Traversa Palazzo Portolano n. 3 Portici (Na)

Info.: activities in favor of immigrants; formative accompaniment; regularization of documents, guidance activities; (welcome unaccompanied minors at Utopia Utopia Ilaria and Luana, see Useful Addresses Voice-Hospitality)

Tel. 081 7761647

Contact Person: Anna Schettini

**ERFAP Uil Campania**

Associazione no profit

Piazza Immacolatella Nuova 5

Info.: Italian language courses for foreigners with CILS (Certificate of Italian as a Foreign Language at the University for Foreigners of Siena). The CILS is a qualification officially recognized certifying the degree of linguistic and communicative competence in Italian as L2.

Tel. 081 2252404

**Garibaldi 101**

(Filcams CGIL) Piazza Garibaldi 101

Info: Italian language courses for foreigners; courses at the vocational technical high school Leonardo Da Vinci (A2 certification and diploma); mediation activities.

Italian courses:

Tuesday 5:00 p.m.–8:00 p.m.

Wednesday 1:00 p.m.–5:00 p.m.

Friday 5:00 p.m.–8:00 p.m.

Courses at the Technical Institute training Leonardo Da Vinci from Monday to Friday 17:00 to 20:00

Tel. 3466277954

**INSEF Associazione Onlus “Insegnanti senza frontiere”**

Via Trinità degli Spagnoli 41

Requirements: identity document

Info.: Italian courses for alien citizens; the Association is in contact with the University for Foreigners of Siena to obtain the qualification of certifying body of the CILS (Certificate of Italian as a Foreign Language at the University for Foreigners of Siena). The CILS is a qualification officially recognized certifying the degree of linguistic and communicative competence in Italian as L2.; intercultural meetings and workshops.

Thursday 5:00 p.m.–7:00 p.m.

Tel. 081 416027/3397406446

Contact Person Mariella Masucci

**La Locomotiva Società Cooperativa Sociale A.R.L.**

Istituto La Palma, Salita Mauro 21

Info.: social and educational services to the community; fight against social exclusion, children's rights

Tel. 081 7434213

Contact Person: Danilo Tuccillo

**LTM ONG Laici Terzo Mondo**

Via De Pretis 62

Info.: Italian courses for foreigners

Wednesday 4:30 p.m.–6:30 p.m.

Tel. 081 5514147/081 5517067

Contact Person: Cristina Morbelli

**N:EA**

Via Fiorelli 5

Beneficiaries: immigrants

Info.: recreational activities

Monday to Friday 10:00 a.m.-2:00 p.m.

Tel. 081 660606/3394819858

Contact Person: Annarita Cardarelli

**Scuola Popolare di Italiano Lo Ska**

Calata Trinità dei Monti 15

Info.: Italian courses for alien citizens

Monday, Tuesday e Wednesday 8:00 p.m.-10:00 p.m.

Tel. 3289747951

Contact Person: Carlo Arcamone

**Casba Società Cooperativa Sociale - Servizi di mediazione linguistico culturale**

Legal office: Via Nuova Poggioreale 160/C

Administrative office: Corso Umberto I n.381 - stair C internal 26bis 3A° floor

Info: interventions of linguistic-cultural mediation for the integration of foreign citizens; cultural mediation on call; welcome, listening and guidance, support to local services, animation workshops, dance and music.

Monday to Friday 9:30 a.m.-1:00 p.m.

Tel./fax 081 7875561/3346049916

The social cooperative **Dedalus**, which also operates on the territory of the metropolitan area of Naples, in partnership with several organizations and associations offer some ongoing projects listed and described below:

**Progetto Casa della cultura delle differenze**

Dedalus is the leader partner in ATI with Eva cooperativa sociale, Studio Erresse società cooperativa e Gesfor s.r.l.

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto

Centro polifunzionale Inail, Torre 1, 11° floor

Centro Donna

Via Posillipo P.co Carelli 8/C

Beneficiaries: Italian and immigrant unemployed women with social distress

Info.: Workshops for inter-culture aimed at immigrant and Italian women (Italian language course and career guidance, computer lab, sewing, catering and banqueting, entertainment for children, theater workshop, active citizenship, on conscious consumption and other).

Monday to Friday 9:00 to 16:00

Tel. 081 7877333

Centro Donna Tel. 081 7953190

**Progetto El Bab - Integrated interventions aimed at unaccompanied foreign alone minors**

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11° floor

Beneficiaries: unaccompanied foreign alone minors

Info: accompaniment to local services; supporting the regularization; work orientation and context, handbags work; placement; literacy to the Italian language; preformation

Monday to Friday 9:00 to 16:00

Dedalus cooperativa sociale: Tel./Fax 081 7877333/081 19571368

Centro Interculturale Nanà: Tel./Fax 081 4420019/081 19560302

Contact Person: Lassaad Azzabi

**Progetto: Esplor@ndo - Pathways to language training and new technologies for teenagers foreigners); in partnership con l'Università degli Studi di Salerno**

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11° floor

Beneficiaries: Unaccompanied children, adolescents reunited newly enrolled in school

Info: The project aims to promote literacy and language learning Italian L2 among foreign children between 12 and 18 years. Specifically, the project aims to develop different tools for distance learning of the language.

Monday to Friday 9:00 to 16:00

Tel. 081 7877333

Contact Person: Maria Vittoria Iapoce

**Progetto: I Fratelli di Iqbal - Activities of linguistic and cultural mediation**

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11° floor

Centro Educativo Interculturale

Via Giuseppe Palmieri 43

Beneficiaries: Foreign minors in the CPA and in daycare centres

Info: The project has the objective of promoting pathways to integration cultural support and accompaniment of foreign minors, in particular alone minors unaccompanied; cultural mediation, acceptance, listening and guidance, support to local services.

Monday to Friday 9:00 to 16:00

Dedalus cooperativa sociale Tel. 081 7877333

Centro Interculturale Nanà Tel. 081 4420019

Contact Person: Glauco Iermano

**Progetto: Kafila Drop In**

Dedalus is leader partner of the project that join: Cooperativa Sociale Il Calderone, Cooperativa Sociale Casba, Associazione Gruppo Abele

Drop In

Via Pavia 111/112

Beneficiaries: non-EU citizens

Info.: useful activities to enhance the levels of information among immigrants on issues of drug addiction and alcohol; insertion in paths out of situations of dependence on alcohol or psychotropic substances;

Monday to Friday 9:00 to 16:00

Dedalus cooperativa sociale Tel./Fax 081 7877333/081 19571368/3939660158

Contact Person: Ernestina Servo

**Progetto: La Gatta. Interventions on non-EU prostitution through information, prevention and health protection, support to exit paths.**

Dedalus is implementing partner of the project, the City of Naples is sponsoring body

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11° floor

Beneficiaries: Foreign women, adults and children, victims of trafficking and exploitation

Info.: The project aims to intervene on non-EU prostitution, supporting the prostitutes in the protection of their rights, linguistic and cultural mediation; reception protected; accompaniment and orientation to social and health services in the area free legal advice; activation of pathways to the Italian language and literacy computer literacy, job-oriented training.

Monday to Friday 9:00 a.m.-4:00 p.m.

Tel. 081 7877333/081 19571368

**Progetto: Marcella. Integrated actions for the construction of equal access to citizenship for transgender people.**

Dedalus collaborates with the voluntary association Priscilla

Dedalus cooperativa sociale

Via Vicinale S. Maria del Pianto

Centro Polifunzionale Inail, Torre 1 – 11° floor

Priscilla voluntary association

Centro Interculturale Nanà

Vico Tutti i Santi 65

Beneficiaries: Transsexuals Italian and foreign, adults and children

Info: counseling, prevention, and health education, supported employment and training; activation of an artistic laboratory.

Monday to Friday 9:00 to 16:00

Tel. 081 7877333/081 19571368

## **List 1- Permanent Territorial Centres**

### **I.C. "A. Casanova – Costantinopoli"**

Piazza Cavour 25

Monday to Friday 4:00 p.m.- 8:00 p.m.

Tel. 081 291403

Contact people: Emilia Donatelli; Giuliana Ricciardi

### **I.C. "Bovio – Colletta"**

C.so Garibaldi 330

Monday to Friday 3:30 p.m.- 5:30 p.m.

Tel. 081 261494

Contact people: Luigi Malafronte; Maria Rosaria Vorzillo

### **I.C. "C.D. 60° - S.M. Pavese"**

Via D. Fontana 176

Monday to Friday 10:00 a.m.-12.00/4:00 p.m.-6:00 p.m.

Tel. 081 5457087

### **I.C. "D'Aosta - P. Scura"**

Piazza Montecalvario 24

Monday to Friday 5:00 p.m.-7:00 p.m.

Tel. 081 414741

### **I.C. "E. Berlinguer"**

Via Tagliamonte 106

Monday to Friday 4:00 p.m.-8:00 p.m.

Tel. 081 7374039/081 7383232

Contact Person: Liberato Cavotta

### **I.C. "Minniti - 52° C.D."**

Via Consalvo 93

Monday to Friday 4:00 p.m.-7:00 p.m.

Tel. 081 2391129

Contact Person: Laura Damiano



**I.C. "83° Porchiano – Bordiga"**

Via Molino Fellapane  
Monday to Friday 8:00 a.m.-4:30 p.m.  
Tel. 081 5613927  
Contact Person: Nello Liotta

**I.C. "64° Rodari - G. Moscati"**

Via Lombardia 28  
Monday to Friday 4:00 p.m.- 8:00 p.m.  
Tel. 081 7544639  
Contact Person: Concetta Ferrara; Rosa Sbrizzi

**I.C. "61° Sauro - Errico - G. Pascoli"**

Viale delle Galassie 2  
Monday to Friday 4:00 p.m.-7:30 p.m.  
Tel. 081 7374452  
Contact Person: Antonio Casola

**I.C. "Volino - B. Croce – Arcoleo"**

Via A. De Gasperi 15  
Monday to Friday 2:00 p.m.-6:00 p.m.  
Tel. 081 440281  
Contact Person: Annabella Di Finizio

**S.M.S. "A. Belvedere"**

Vico Acitillo 90  
Monday to Friday 4:00 p.m.-8:00 p.m.  
Tel. 081 7142041/081 5601562  
Contact Person: Maria Luisa Cilento

**S.M.S. "C. Levi"**

Via Bakù, Lotto 4/Q  
Monday to Friday 4:00 p.m.- 8:00 p.m.  
Tel. 081 7012335  
Contact Person: Marco Mailers

**S.M.S. "F. Solimena"**

Corso Bruno Buozzi 55  
Monday to Friday 3:00 p.m.-7:00 p.m.  
Tel. 081 5723405  
Contact Person: Giuseppina Iusto

**S.M.S. "Michelangelo"**

Via Ilioneo, 12  
Monday to Friday 3:30 p.m.- 7:00 p.m.  
Tel. 081 19706018/081 5702525  
Contact Person: Giuseppina Spada

**S.M.S. "T. Livio"**

Largo Ferrantina 3  
Monday to Friday 5:00 p.m.-7:00 p.m.  
Tel. 081 400485  
Contact Person: Maria Rosaria Balzerano

## **List 2- Permanent Territorial Centres directed to foreigners coming in Italy for the first time ( training courses on civil education and civil life in Italy)**

### **CTP “Belvedere”**

Vico Acitillo 90  
Tel. 081 5601562/081 7142041

### **CTP “Benedetto Croce”**

Via Benedetto Croce, Casavatore (NA)  
Tel. 081 731663

### **CTP “Caportano”**

Via Caportano 14bis, Portici (NA)  
Tel. 081 479776

### **CTP “D’Aosta-Scura”**

Piazza Montecalvario  
Tel. 081 414741

### **CTP “G. Leopardi”**

Via Cavour 26, Torre Annunziata (NA)  
Tel. 081 536934

### **CTP “G.A. Rocco”**

Via Firenze, Afragola (NA)  
Tel. 081 8691442

### **CTP “L. Ariosto”**

Via Napoli 24, Arzano (NA)  
Tel. 081 7312977

### **CTP “Minniti -52° CD”**

Via Consalvo 93  
Tel. 081 2391129

### **CTP “Pavese”**

Via D. Fontana 176  
Tel. 081 5457087

### **CTP “S. Anastasia”**

Via Verdi 100, S. Anastasia (NA)  
Tel. 081 8930709

### **CTP “T. Tasso”**

Via Marziale 18, Sorrento (NA)  
Tel. 081 8782207

### **CTP “Volino Croce Arcoleo”**

Via Annibale De Gasperi 15  
Tel. 081 440281

# Hospitality

## Hospitality's regulation

The foreign citizen legally residing in Italy has the right to ask, in case of difficulty, **homeless shelters**, which offer hospitality for limited periods. The homeless shelters are managed by local authorities, who often collaborate with voluntary associations.

The foreign citizen in possession of a valid permit of stay (at least the biennial one), or a permit for EC long-term residence, which perceives a low income and is registered as unemployed, or is engaged in a regular activity of work, has the right to access, like the Italian citizen, **the public housing estate** (ERP), addressing the appropriate offices of the municipality of residence. The apartments of public housing, are assigned by the municipalities at lower prices than those in the private housing market and the rent is calculated basing on the income of the applicant. Every municipality sets out the income requirements to be entitled to submit an application for the allocation of public housing. To participate in the assignment you need to submit an application within the time limits provided for in a competition organized periodically by the City (usually every two years). Once expired the deadline of submission of the application, the City form the ranking of applicants on the basis of a score determined by meeting the requirements set by regional legislation on housing scheme (income, number of family members, the disabled, children , old, dilapidated or overcrowded housing, eviction, etc.). Applicants placed in the list of assignments are summoned to the tasks necessary to the housing delivery(submitting documents, signing of the agreement, handing over the keys, etc.). The assignee has the right to live in the house with his family until persist the economic and social conditions that led to the assignment and is required to comply with the provisions of the Regulation: permanently occupy the housing, not sublet, not use the accommodation for illegal activities, etc..

The foreign citizen legally residing in Italy, **may enter into the lease** (or rent) and the contract must be made in writing, recorded by the home owner and can have a variable duration. The phase of the registration of the contract is compulsory and takes place at the territorial Income Revenue authority. Normally, the cost is divided in half between landlord and tenant. The payment of the lease (or rent) must be done each month, or as required in the contract. In case of delay in payment of more than 20 days, the owner has the right to demand the release of accommodation and communicate the cancellation of the contract. If the tenant decides to leave the house, has the duty to communicate his intention, usually with six months in advance.

There are two certificates relating to housing that may be required to the foreign citizen: 1) **the certificate of housing suitability** (or alloggiativa) that certifies the habitability of accommodation where you live, that is to say that the square footage of the property is large enough by the number of individuals who live together; 2) **the certificate of compliance with sanitation requirements** attesting to the health of the domestic environment in which he/she lives, that is to say that the property is provided with adequate sanitation and adequate ventilation and temperature. Both certificates are required for foreign citizens if:

- ✓ have applied for permit of stay for EC long-term residents, former "residence card";
- ✓ submitted an application for family reunification;
- ✓ just worked in Italy for dependent employment at the time of conclusion of the contract of stay;
- ✓ have just entered Italy for self-employment;
- ✓ have implemented the procedure "entry of dependent family members";
- ✓ have implemented the procedure of "family cohesion"

Failure to meet the housing and sanitation requirements constitute an hindrance at the issuance of residence permits referred to above.

Minimum parameters of conformity:

- ✓ The minimum useful headroom of living areas must be of 2.70 m, reducible to 2.40 m for the corridors, lobbies in general, bathrooms, toilets and storerooms. In the mountain above 1,000 m a.s.l. may be permitted a reduction of the minimum height of the locale at 2.55 m
- ✓ The housing area should be not less than:
  - . 14 sq.m. - for 1 person
  - . 28 sq.m. - for 2 persons
  - . 42 sq.m. - for 3 people
  - . 56 sq.m. - for 4 persons
  - . + 10 sq.m. - all the people next
  - . 28 sq.m. – single room accommodation for 1 person
  - . 38 sq.m. – single room accommodation for 2 people
- ✓ The bedrooms, the living room and the kitchen must be equipped with openable window.
- ✓ The bathroom must be provided with outside opening for air replacement or with a mechanical exhaust system.

The certificate of housing suitability (or alloggiativa) must be requested at the municipality of residence. The office of competence as well as the forms to be submitted for the issue vary from town to town. In most cases, the request for issuance of the certificate must be completed on a form provided by the local government to which you must attach the following documents:

- ✓ photocopy of the identity document of the applicant in course of validity;
- ✓ permit of stay or receipt insured;
- ✓ copy of the tenancy agreement or lease or substitute declaration of affidavit by the owner;
- ✓ technical report prepared by a qualified professional regarding the conformity of accommodation requirements established by Ministerial Decree of 5 July 1975, enclosing a copy of the cadastral plan or graphic representation of accommodation drafted by the same technician;
- ✓ administrative fees;
- ✓ stamp

If you hold a permit of stay for dependent employment, the boss must provide workers with the availability of an housing that meets the legal minimum requirements for public housing estate.

The foreign citizen legally residing in Italy, holding a permit for EC long-term residence, has the right to **buy a house**, under the same conditions as a Italian citizen. The documents required for the purchase of a dwelling are: **the promise of sale** or trade (preliminary) and **the public deed of sale** (deed). In preliminary compromise must be contained all of the elements of the agreement that will be included in the sale contract. Normally at the signing of the preliminary agreement the purchaser shall pay a sum of deposit (or deposit) on the agreed price to the seller. The bill of sale, it is stipulated in the presence of a notary who has the role of formalizing the contract and certify the will of the parties.

Some associations listed below, offer a real **estate brokerage service** for foreigners. This service is useful in promoting specific assistance in finding housing and provides support information about bureaucratic

procedures to be followed for the rent of a house, the rent laws, financial instruments and regulatory support in the hiring of a house.

## Useful addresses-Hospitality

### Associations-Social Cooperative companies-children's home-homeless shelters-early homeless shelters- Intermediation housing services

#### **Associazione Agar**

Battered women shelter  
Via F. Caruso 19 - Giugliano (NA)  
Beneficiaries: homeless women  
Tel. 081 894508  
Contact Person: Suor Ornella Baratelli

#### **Associazione Regina Pacis**

Associazione Caritas – Center multipurpose of first reception immigrants  
Via S. Teresa D'Avila 42 – Giugliano (NA)  
Beneficiaries: homeless men  
Info.: close on Sunday  
Tel. 081 5069595  
Contact Person: Don Raffaele Grimaldi

#### **Casa di Tonia**

Centro di accoglienza polifunzionale  
Via S. Maria degli Angeli alle Croci 12/G  
Beneficiaries: pregnant women, single mothers, homeless  
Tel. 081 0332010  
Contact Person: Luca Trapanese

#### **Casa Famiglia Gaia**

Homeless shelter Fondazione Massimo Leone ONLUS  
Via Serafino Biscardi 13  
Requirements: permit of stay  
Info: (welcome subject to an interview)  
Tel. 3666374933  
Contact Person: Rosario Di Lorenzo

#### **Casa Famiglia "La Nuvola" dell'associazione Le Ali**

Piazza Lobianco 10  
Beneficiaries: Italian immigrants and children between 0 and 10 years of age  
Tel. 081 5844407  
Contact Person: Liliana Pagano

#### **Casa Giovanna Antida**

Caritas Diocesana Napoli  
Vico Gaudioso 3  
Beneficiaries: homeless  
Access time 8:00 p.m.-7:00 a.m.,  
Office time 9:00 a.m.-1:00 p.m.  
Tel. 081 4421501/081 5574264/65/3425758926  
Contact Person: Suor Aurelia Suriano

**Casa Saimir- Comunità alloggio per minori**

Via Diaz 117 Portici (Na)

Beneficiaries: Italian and foreign girls, aged between 11 and 18 years, living in difficult situations, and that are devoid of a suitable family environment

Tel. 081 7762769

Contact Person: Maria Forino

**Centrale operativa sociale H24 – Comune di Napoli**

Sorting homeless

Municipal service available 24 hours service orientation and sorting required for public dormitories

Tel. 081 5627027

**Centro ascolto Santa Maria la Palma**

Fondazione Massimo Leone ONLUS

Via Ferri Vecchi 19

Info: service real estate brokerage, active from Monday to Thursday 14:30 to 17:30

Tel. 081 262063

Referenti: Aurora Caliendo; Claudia Cozzolino

**Centro Astalli Sud**

Voluntary Association

Via Mazzini 7, Grumo Nevano (NA)

Beneficiaries: homeless men

Tel. 081 5054921

9:00 a.m.- 1:00 p.m./4:00 p.m.-7:00 p.m.

Contact Person: Giovanna Lauro

**Centro Comunale Accoglienza di Supporto Territoriale  
c/o ex plesso scolastico DELEDDA**

Centro di prima accoglienza

Via Cassiodoro 87, Soccavo (Na)

Beneficiaries: Rom of Romanian origin

Monday and Thursday 9:30 a.m. a.m.- 1:00 p.m.

Tel. 081 7959212

**Centro di Prima Accoglienza**

Former public Dormitory, Policies service of Social Inclusion

Via de Blasis 10

Beneficiaries: homeless

Info: Access allowed from 2:30 p.m. to 8:30 p.m. during the winter and from 3:30 p.m. to 8:30 p.m. in summer (June-September).Guests must leave the structure before 8:30 a.m.

Tel. 081 7956987

Contact Person: Luigi del Prato

**Centro Interculturale Nanà**

Cooperativa sociale

Vico Tutti i Santi 65

Info: monday to Friday, for gathering and sorting applications homeless immigrants

Monday to Friday 9:00 a.m.- 6:00 p.m.

Tel. 081 4420019

Contact Person: Maria Vittoria Iapoce

**Centro La Tenda**

Associazione ONLUS

Via Sanità 95

Beneficiaries: homeless 8:30 p.m.-7:30 a.m.

Tel. 081 5441775

Contact Person: Padre Antonio Vitiello

**Centro per il Coordinamento "Salvatore Buglione"**

Via Pavia 129, II floor

Beneficiaries: homeless, immigrants

Info.: sorting services, guidance and activities to assist homeless people

Monday and Thursday 3:00 p.m.-5:00 p.m.

Tuesday, Wednesday, Friday and Saturday 10:30 a.m.-12:30 p.m.

Tel. 081 5540340

**Centro Yalla Napoli**

CIDIS Onlus- GESCO Dedalus

Via Milano 103

Info: housing intermediation

Tuesday 10:00 a.m.-1:00 p.m.

Wednesday and Thursday 3:00 p.m.-6:00 p.m.

Tel. 081 5571218

**Centro Yalla2 Napoli**

CIDIS Onlus-GESCO Dedalus

Centro Interculturale Nanà

Vico Tutti i Santi 65

Info: housing intermediation

Monday, Wednesday and Thursday 9:00 a.m.-1:00 p.m.

Tel. 081 4420019

Contact people: Zami Abdelfahah; Rosaria De Ponte

**Centro Yalla Frattamaggiore**

CIDIS Onlus-GESCO Dedalus

Via Genonio 69 c/o Centro per l'impiego

Info: housing intermediation

Monday to Friday 9:00 a.m.-5:00 p.m.

Tel. 081 8319006

Contact Person: Rosaria De Ponte

**Centro Yalla Somma Vesuviana**

CIDIS Onlus-GESCO Dedalus

Piazza Vittorio Emanuele III 33

Info: housing intermediation

Monday and Thursday 2:30 p.m.- 5:30 p.m.

Wednesday 10:00 a.m.- 1:00 p.m.

Tel. 3348315054

Contact Person: Luigi Sarnataro

**Comunità 'a Scalinatella**

Casa Famiglia

Salita Miradois 39

Beneficiaries: girl mothers



Tel. 081 446348/081 440350  
Contact Person: Suor Pasqualina Sanzari

### **Cooperativa Alisei**

Largo Regina Coeli 8  
Info.: helpdesk at location  
Monday 12.00-2:00 p.m.; Tuesday and Friday 10:00 a.m.-12.00  
Tel. 081 299944; 3666525108  
Contact Person: Carla Barbarella

### **Seguimi**

Casa famiglia  
Via Volpicella 310(tra Barra e Ponticelli)  
Beneficiaries: pregnant women, mothers with children  
Info: access granted after an interview or through social services  
Tel. 081 5961090  
Contact Person: Consuelo Esposito

### **Utopia Ilaria**

(minor home)  
Via Libertà III Traversa a Palazzo Portolano n.3, Portici (Na)  
Beneficiaries: males between 12 and 18 years of age with hereinafter up to 21 years; unaccompanied foreign minors  
Info.: access allowed by social services  
Per info. Contact the Cooperativa sociale Shannara  
Tel. 081 7761647  
Contact Person: Pasquale Duraccio

### **Utopia Luana**

(Residenza minori)  
Via Rosa Luxemburg 3, San Giorgio a Cremano  
Beneficiaries: femmine dai 12 ai 18 anni di età con prosieguo fino ai 21 anni; minori stranieri non accompagnati; donne vittime di tratta  
Info.: accesso consentito tramite servizi sociali; la residenza offre anche un servizio di protezione sociale per le donne vittime di tratta  
Per info. rivolgersi alla Cooperativa sociale Shannara  
Tel. 081 7761647  
Contact Person: Rosa Mattiucci

The social cooperative **Dedalus**, which also operates on the territory of the metropolitan area of Naples, in partnership with several organizations and associations offer some ongoing projects listed and described below:

### **Progetto: Portiamo a casa i diritti. Caracoles**

Dedalus is partner institution of the project carried out by Caracoles  
Via Vicinale S. Maria del Pianto  
Centro Polifunzionale Inail, Torre 1, 11° floor;

### **Associazione Caracoles onlus**

Centro Interculturale Nanà  
Vico Tutti i Santi 65  
Info: real estate brokerage; desk for the rental market orientation; accompaniment in the search of the house, taking care of users who demand a guarantee from the township in signing leases, begin preliminary investigation aimed at obtaining a municipal contribution for accommodation

Monday to Friday 9:00 a.m.- 5:00 p.m.  
Tel. 081 7877333  
Contact Person: Gaetana Castellaccio

**Progetto: Comunità Karabà:** Meet and greet service and empowerment for battered women alone or with minor children.

Dedalus is partner institution of the project carried out by Caracoles  
Centro Interculturale Nanà  
Vico Tutti i Santi 65

Via Vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11° floor

Reception facility reserved address.

Beneficiaries: Women, alone or with children, asking hospitality to escape difficult situations or violence.

Particular attention is paid to migrant women.

Info: residential care and protection for women experiencing abuse in the family, for women who are victims of sexual or labor exploitation, and for their children; support in the resolution of economic problems and in finding accommodation.

Monday to Friday 9:00 a.m.-4:00 p.m.

Tel 081 7877333

Contact Person: Gaetana Castellaccio

**Progetto: Casa di Accoglienza Fiorinda**

Dedalus, collaborates with cooperativa sociale EVA and Arcidonna Napoli

Reception center: address reserve

Legal office: Via vicinale S. Maria del Pianto - Centro Polifunzionale Inail, Torre 1, 11°floor

Beneficiaries: alone women with minor children victims of violence

Info: residential care and protection for women experiencing abuse in the family and their children; guidance and support to local services legal support and psychological support in the resolution of economic problems and in finding accommodation; linguistic-cultural mediation for women migrants.

Dedalus Tel. 081 7877333

Anti-violence center of the City of Naples Tel 081 7953191

Women's Center of the City of Naples Tel 081 7953190