



## GUIDELINES TO THE ERASMUS ONLINE APPLICATION

Dear Student,

We created these guidelines to help you, step by step, to fill in the application for the Erasmus call through the new online procedure. We encourage you to consult this guide thoroughly before starting your application, in order for you to prepare all the required documents beforehand.

Enjoy the reading!

International Mobility Office

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1. Log in at [this webpage](#) with your Unimi credentials and select “**New application**”. We remind you that it is possible to modify the draft application until the deadline. Once the application is submitted, it cannot be modified. It is possible to cancel it and submit it again until date and time of the deadline. Applications not finalised before the deadline will not be considered.

Welcome

You can submit your Erasmus+ application from [REDACTED] to [REDACTED] at 14:00

[New application](#)

2. This screen will appear only if you are enrolled to the third year of a bachelor’s degree. Select “No” if you intend to leave for Erasmus while still being a bachelor’s student. We remind you that it is mandatory to be enrolled to the academic year 2024-25 at the time of departure.

Erasmus during your Master’s degree

You are currently enrolled in your final year of Bachelor’s degree.  
Do you intend to leave during your first year of Master’s degree, if you choose UNIMI for your future studies?  
We remind you that all students must be enrolled to the academic year of the Call for applications at the time of departure.  
If you select “Yes”, check the deadlines to get your degree.  
You may choose to leave during the second semester (next page). \*

Yes  No

**PLEASE NOTE:** It is possible to apply for the current cycle of study within the 1st year off track. If off track for 2 years (and no more), you can only select “Erasmus during your Master’s degree”.



## GUIDELINES TO THE ERASMUS ONLINE APPLICATION

**Erasmus during your Master's degree**

You are currently enrolled in your final year of Bachelor's degree.  
Do you intend to leave during your first year of Master's degree, if you choose UNIMI for your future studies?  
We remind you that all students must be enrolled to the academic year of the Call for applications at the time of departure.  
If you select "Yes", check the deadlines to get your degree.  
You may choose to leave during the second semester (next page). \*

Yes  No

Your enrolment falls outside its prescribed time for two years. You can only apply if you are planning to enrol to a Master's degree next year

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Otherwise, select "Yes" and the master's degree you intend to apply to. All the available destinations for the selected course will be shown automatically. **In case you are selected, it will be possible to participate only if you enrol to the Master course selected during your application.**

**Erasmus during your Master's degree**

You are currently enrolled in your final year of Bachelor's degree.  
Do you intend to leave during your first year of Master's degree, if you choose UNIMI for your future studies?  
We remind you that all students must be enrolled to the academic year of the Call for applications at the time of departure.  
If you select "Yes", check the deadlines to get your degree.  
You may choose to leave during the second semester (next page). \*

Yes  No

Choose the faculty \*  
POLITICAL, ECONOMICS AND SOCIAL SCIENCES

Choose your future Graduate course \*  
POLITICAL SCIENCE AND GOVERNMENT (CLASS LM-62)

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3. Declare if and how many months of Erasmus mobility you already benefitted during the study cycle you are applying for, considering both mobility for Study and for Traineeship. We remind you that Erasmus mobility cannot exceed the overall amount of 12 months for each study cycle (24 for single-cycle courses).

Erasmus during your Master's degree **Previous mobility** Important notice Destinations Languages Requirements and attachments Alternative conta

**Previous mobility**

I declare I have already benefitted from a physical exchange abroad with Erasmus+ Study during the same study cycle \*

Yes  No

Number of months for Erasmus+ Study mobility \*

I declare I have already benefitted from a physical exchange abroad with Erasmus+ Traineeship during the same study cycle \*

Yes  No

Number of months for Erasmus+ Traineeship mobility \*

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## 4. Read the notices carefully

**Important notice**

You can apply to the Erasmus+ Call 2024/25 until 29th February 2024, at 1 pm.

You can make changes to your draft until the deadline.  
Once submitted, your application cannot be modified.  
You can delete it and submit it again until the deadline.

Incomplete applications will NOT be accepted after the deadline: Please make sure your application is submitted in due time.

Should you have any technical issues, please make sure to take a screenshot and to report it to Informastudenti before the deadline. Any issues reported after the deadline will not be addressed.

We also remind you to **READ CAREFULLY** any additional information included in the "Notes" field for each chosen destination and to pay attention to the order of preference you'll select.

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5. On this screen you must select the chosen destination(s).  
You can choose up to a maximum of 3 destinations (based on your order of preference, important for the ranking list) by selecting, in order: Country, partner University, and academic period.

You can select your preferred destinations, up to 3.

Please check the entry requirements and the application's deadlines on the websites of partner universities before choosing them.  
Please also consult the academic offer and the working language.

Choose the country \*

Choose the destination \*

Choose the period \*

Add destination

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Read the destination details carefully. They will help you identify key elements such as the duration (which cannot be changed), the number of places available, the subject area (ISCED code) based on the Bilateral Agreement that was signed, and any relevant notes.

For semester-long destinations, you will be asked to select the semester (first or second). This choice is free, but it needs to be taken consciously, depending on personal needs, on the period in which the courses of your interest are offered and on other possible academic necessities. Only in exceptional cases will it be possible to change this choice after your selection.

It is necessary to confirm through "Add destination" the data entered. Repeat the steps mentioned above for each new destination you want to add.



## GUIDELINES TO THE ERASMUS ONLINE APPLICATION

**Destinations**

You can choose up to 3, in order of preference.  
Please check the entry requirements and the application's deadlines on the websites of partner universities before choosing them.  
Please also consult the academic offer and the working language.

Choose the country \*  
SPAIN

Choose the destination \*  
Universidad de Oviedo

Choose the period \*  
First semester

Country	University	City	Erasmus code
SPAIN	Universidad de Oviedo	Oviedo	E OVIED001
ISCED	Number of months	Number of available places	Number of applications received
0223	6	1	0
Period	Language requirements	Note	
First semester		Area disciplinare: Storico-filosofica	

**Add destination**

6. Check the summary of selected destinations and click on “next”.
7. In the following screen select the known languages (up to a maximum of 3), the related level (minimum A2) and the corresponding attachment, based on the indications found in par.4 of the Erasmus Call.

Once you have selected the language, the level and the type of attachment, select “add language skill”.

**Languages**

You must select the working language used at the chosen universities and provide the relevant certificate, up to 3 languages.  
Please refer to Art. 4 of the Call for Applications for useful information about their validity.

Language \*  
Spanish

Level (minimum A2) \*  
B2

Type of certificate \*  
Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)

Attachment \*  
Certificato\_Spagnolo.pdf

**Add language skill**

To add a new language to the list, repeat the procedure again, and click “save” at the end.

## GUIDELINES TO THE ERASMUS ONLINE APPLICATION



**Languages**

You must select the working language used at the chosen universities and provide the relevant certificate, up to 3 languages.  
Please refer to Art. 4 of the Call for Applications for useful information about their validity.

Language skills declared:

Language	Level (minimum A2)	Type of certificate		
Spanish	B2	Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)		
Norwegian	B1	Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)		
English	C1	SLAM language statement		

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8. In this screen, you have to authorize the processing of personal data and declare the truthfulness of all the data entered.

**Requirements and attachments**

Declarations

I authorise the treatment of my personal data in compliance with the current legislation. Further info: <https://bit.ly/3wI0xL5> (compulsory) \*

I declare that the information provided in this application is complete, true and correct. I am aware that not being excluded during the selection procedure does not guarantee the validity of the application itself, even following the selection. \*

9. You are now required to attach:

- **A valid ID/Passport/Driver's licence.** Indicate your document type and number-**MANDATORY**;
- **Learning Agreement proposal (Form 1)** - **MANDATORY**;
- **CV and academic Transcript of Records** (in a single file). Bachelor's degree and single-cycle students will have to attach the list of exams taken until the moment of application (it can be downloaded from Unimia). Master's degree students must also attach their Bachelor's transcript of records showing their final degree's grade and passed exams; Master's students who completed their Bachelor's degree in another Italian or international university, need to upload an academic transcript of records of the previous career showing their degree and final grade. (one single pdf document) - **MANDATORY**
- **Additional documents** that could be useful for selection purposes - **OPTIONAL**

Once uploaded the documents, select "save" to proceed.

# GUIDELINES TO THE ERASMUS ONLINE APPLICATION



Identification document

Type \*  Number \*

Attachments

Learning Agreement proposal - Form 1 (pdf) \*

Scegli file Nessun file selezionato

CV and academic transcript of records, showing the grade for each passed exam (document available in Unimia). Master's degree students must also attach their Bachelor's transcript of records showing their final degree's grade and passed exams, Master's students who completed their Bachelor's degree in another Italian or international university, need to upload an academic transcript of records of the previous career showing their degree and final grade. (one single pdf document) \*

Scegli file Nessun file selezionato

Any other documents considered useful for the purposes of the application (pdf - optional).

Scegli file Nessun file selezionato

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10. In this screen you have to indicate alternative contacts: both an alternative personal e-mail address, different from your institutional one; and name, phone number (with country code) and e-mail of a person close to you - to be used only in case of emergency during your mobility.

Alternative contacts

Write the name, phone number (with country code) and e-mail of a person close to you.  
We will use this contact ONLY should an emergency situation happen during your mobility.

Name \*  Telephone \*  E-mail \*

Write an alternative personal address, different from your institutional one.  
We will use this address to get in touch with you only if your official one has some technical problems (we remind you that all the official communications will be sent exclusively to @studenti.unimi.it)

Personal e-mail \*

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11. Check the application summary carefully. If you notice any mistakes or missing information, you can go back and edit it. You can also leave the completed application as a draft and confirm it later until the Call's deadline.

## GUIDELINES TO THE ERASMUS ONLINE APPLICATION



12. When sure of its content, select “CONFIRM”. From this moment, the application is submitted and cannot be changed.

Until the deadline of the Call, you may cancel the confirmed application and submit a new one.

**Applications not submitted by the deadline will not be considered.**

**KEEP THE PDF RECEIPT OF THE SUBMITTED APPLICATION.**

Your application is still a draft.

Student career

Student number: [REDACTED]

Degree: C22 - PHILOSOPHY (CLASS L-5)

Confirm ✓

We've just sent an e-mail to your Institutional e-mail address with your application summary attached

Your application has been confirmed.

Student career

Student number: [REDACTED]

Degree: C22 - PHILOSOPHY (CLASS L-5)

Download receipt

*In case an interview is expected for your study area (check the Call), remember to verify the date and the place at the page: <https://www.unimi.it/en/international/study-abroad/international-opportunities/erasmus-call-study-ay-2024-2025>. This publication is valid as a formal communication for all intents and purposes.*