GUIDELINES TO THE ONLINE APPLICATION ERASMUS+ FOR STUDY 2019/2020

Dear Student,

We created these guidelines in order to guide you, step by step, through the online application process for the Erasmus+ Call 2019-2020. We encourage you to consult these guidelines thoroughly before you start submitting your application, in order for you to prepare all necessary documents in the required format. The online application procedure is in Italian, so we believe these guidelines will prove very helpful for our international students.

Enjoy the reading!

International Mobility Office

mobility.out@unimi.it

Online applications open on: 28/01/2019

Online applications close on: 25/02/2019, h. 14:00

1) You can submit your online application to the Erasmus+ call 2019-2020 by accessing the following page: http://www.unimi.it/ENG/relations/94129.htm

> Homepage   > International   > Students Mobility Outgoing   > Erasmus+   > How to participate

How to participate

- Informative meetings
- Applications
- Selections and results
- Erasmus grants

2) Now insert your UniMi login credentials.

Anno Accademico 2018/2019

Categoria STUDENTE DI CORSO DI LAUREA ▼
Nome utente
Password
Conferma Pulisci

3) Then, select "Domanda di partecipazione" (=submit your application)

Menù

Domanda di partecipazione
Servizio per la presentazione delle domande di accesso alla mobilità studentesca.

Learning Agreement
Questionario online per la compilazione del Learning Agreement.

Accordo di mobilita'
Compilazione accordo di mobilita'

Relazione individuale
Questionario online per la compilazione della Relazione individuale di fine soggiorno Erasmus.

4) Declare if and for how many months you already spent a period abroad with the Erasmus **for study** programme. We remind you that Erasmus mobilities, both for study and traineeship, cannot exceed the overall amount of 12 months for each study cycle (24 for single-cycle Master's degrees).

5) Declare if and for how many months you already spent a period abroad with the Erasmus Placement/Traineeship programme in the past. We remind you that the months you spent abroad with a placement mobility are counted with and added to those for study.

6) The following page informs you about the date and time the Erasmus+ Call will close, by which you are required to submit all the requested documents.

Avviso

La domanda di partecipazione al Programma Erasmus+ 2019/2020 dovrà essere presentata solamente ON LINE entro il 25 febbraio 2019 ore 14.00.

Per informazioni in merito è necessario consultare il bando Erasmus disponibile alla pagina:

www.unimi.it > Studenti > Studiare all'estero > Erasmus+ > Bando Erasmus+

Avanti

7) The following screenshot will appear only to those students who, at the time of application, are enrolled in their third year of their Bachelor's degree. If you fall within this category and your intention is to leave for Erasmus during your first year of Master's, select "si" and choose the course you will enroll to from the drop-down menu. On the other hand, if you are not planning to enroll to a Master's degree, select "no". We remind you that you must be enrolled to the academic year 2019/2020 throughout your entire mobility.

Richiesta partenza durante il corso di laurea magistrale

Risulti essere iscritto all'ultimo anno del corso di laurea triennale. Intendi partire per l'Erasmus durante il corso di laurea magistrale se ti iscrivi a questo Ateneo?

◉ SI ○ NO

Seleziona la facoltà e il corso di laurea magistrale al quale intendi iscriverti il prossimo anno accademico

Facoltà: MEDIAZIONE LINGUISTICA E CULTURALE ▾

Corso : K02 - LINGUE CULT.COMUN.E COOP.INT. ▾

Conferma

8) Here you have to insert the partner universities you wish to apply to. You may select up to three destinations and have to establish different levels of priorities (Alta=*High*; Media=*Medium*; Bassa=*Low*). You may find useful information about the universities by selecting "Dettagli (*Details*)". You also have to select in which semester you are planning to leave (Primo=*First*; Secondo=*Second*; Intero Anno Accademico=*Whole Academic Year*). You will also be asked to state whether you would like to be considered for unchosen destinations, should there be any available places and should the Commission decide you would be a suitable candidate for it. If so, tick the box at the bottom.

Elenco delle destinazioni previste

Selez.	Priorità	Sede	Stato	Attività	Posti	Durata (in mesi)	Semestre	Dettaglio
☑	ALTA	Universitat Osnabruck	Germany	Attivita' da definirsi	2	6	PRIMO	Dettagli
☑	MEDIA	University College Dublin	Ireland	Attivita' da definirsi	2	5	PRIMO	Dettagli
☑	BASSA	Universiteit Maastricht	Netherlands	Freq. corsi ed esami + Prep. Tesi	2	6	SECONDO	Dettagli

☑ Qualora non fossero piu' disponibili posti presso le sedi universitarie che ho scelto, sono disposto a recarmi presso altre sedi universitarie.

Conferma | Pulisci

9) Select the languages you speak. You may select up to 3 languages (Parlato=*speaking*; Scritto=*written*; Letto=*reading*):
ATTENTION: please be aware that these levels correspond to:
Discreto: A2
Buono: B1-B2
Ottimo: C1-C2

Lingue conosciute

Indicare al massimo 3 lingue

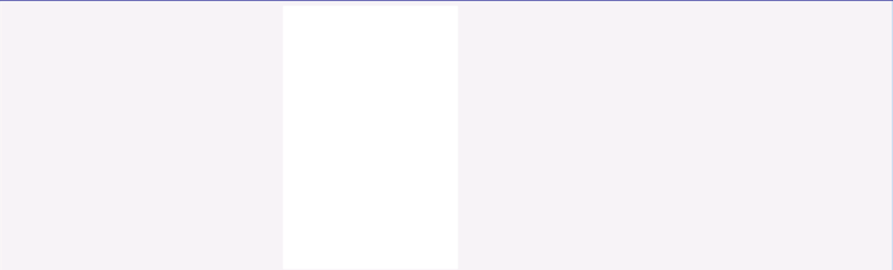| Selez.	Lingua	Parlato	Scritto	Letto
☐	Altra lingua			
☐	Bulgaro			
☐	Ceco			
☐	Danese			
☐	Finlandese			
☑	Francese	BUONO	BUONO	OTTIMO
☐	Greco			
☑	Inglese	OTTIMO	OTTIMO	OTTIMO
☐	Irlandese			
☐	Islandese			
☐	Norvegese			
☐	Olandese			
☐	Polacco			
☑	Portoghese	DISCRETO	DISCRETO	DISCRETO
☐	Rumeno			
☐	Russo			
☐	Sloveno			
☐	Spagnolo			
☐	Svedese			
☐	Tedesco			
☐	Turco			
☐	Ungherese			

Conferma | Pulisci

10) Attach a valid passport/I.D. in one of the following formats: JPEG, BMP, o PNG – with a maximum size of 2MB and write your document number and select the type of document you attached. Select "Invio" to check that the format is correct and then "Procedi" to move on to the next page.

Upload del Documento d' Identità (obbligatorio)

Note

- Il caricamento del documento d'identità è obbligatorio per la registrazione della domanda.
- Allegare un file di tipo JPEG , BMP o PNG (Max 2 Mb) contenente tutte le facciate/pagine del documento.
- Cliccare il tasto "Invio" per la verifica del file.
- Ripetere i due step precedenti per sovrascrivere il file precedentemente caricato in caso di errore.
- Cliccare il tasto "Procedi" per proseguire.

Documento d'identità:

Browse...   **Invio**

Numero documento: [   ]
Tipo documento: [▼]

Procedi

11) Now attach your CV in PDF – maximum size: 5MB. On your CV you are free to write all the relevant information about yourself and your previous studies.
You can use the template at this page.

Upload di Curriculum vitae (obbligatorio)

Note
- Si raccomanda di inserire in un unico file PDF la documentazione sopra elencata
- Il caricamento del Curriculum Vitae è obbligatorio per la registrazione della domanda.
- Allegare un file di tipo PDF (Max 5 Mb).
- Cliccare il tasto "Invio" per la verifica del file.
- Ripetere i due step precedenti per sovrascrivere il file precedentemente caricato in caso di errore.
- Cliccare il tasto "Procedi" per proseguire.

Curriculum Vitae:
[Browse...]   [Invio]
[Procedi]

12) Here you have to attach your Learning Agreement proposal in PDF – maximum 10MB (form 1).

Upload del Programma di formazione (obbligatorio)

Note
- Si raccomanda di inserire in un unico file PDF (max 10 Mb totali) la documentazione sopra elencata
- Il caricamento del Programma di formazione e' obbligatorio per la registrazione della domanda.
- Cliccare il tasto "Invio" per la verifica del file.
- Cliccare il corrispettivo tasto "Elimina" dall'elenco per eliminare un file precedentemente caricato.
- Terminato il caricamento di tutta la documentazione cliccare il tasto "Procedi" per proseguire.

Programma di formazione:
[Browse...]   [Invio]
[Procedi]

13) You are required to attach your language certificate(s) that prove you have at least a A2 level in the working language of your chosen university(ies): official certificate or SLAM certificate for those students who must prove their language knowledge through a language certificate; self-certification for students exempt from it and whose knowledge will be tested during the selection interview (form 2). We encourage you to double-check in which case your course falls within on Annexe A. Please attach this document is PDF (max 10 MB). If you need to test your Portuguese, please write to mobility.out@unimi.it

14) This last attachment is for any *optional* document you consider useful for your selection (language certificates, awards, courses etc). In particular, make sure you use this section if you pursued your undergraduate studies elsewhere and enclose all relevant docuements concerning your previous studies (please see point n.17).

15) This communication will provide you with useful information about the selection procedures.

16) Now, give your consent to personal data treatment and choose whether to allow the International Mobility Office to pass your email address to future students who may be interested in doing their Erasmus in the same desitinations in the future ("*autorizza*").

17) <u>Only students who earned their Bachelor's degree elsewhere will see this final page</u>. Here, they should write their GPA from the Bachelor's degree. <u>It is very important that this GPA is converted into Italian grades at this stage (18/30)</u>. This step is necessary in order for the procedure to calculate the Erasmus INDEX. If you fall within this category, you have to attach proof of your previous studies as optional documents (see point n. 14).

18) This final page gives you a summary of what you filled out so far. Double-check that everything is correct. If you need to, you can go back and modify any part until you click on "Registra" (=*Submit*). **Once the application has been submitted you cannot make any changes to it.**