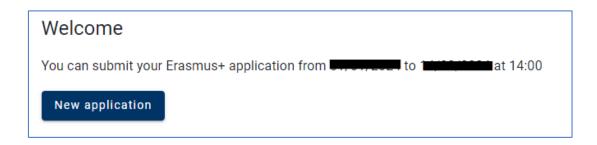


Dear Student,

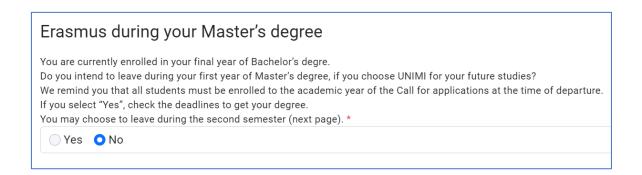
We created these guidelines to help you, step by step, to fill in the application for the Erasmus call through the new online procedure. We encourage you to consult this guide thoroughly before starting your application, in order for you to prepare all the required documents beforehand.

Enjoy the reading! International Mobility Office

Log in at <u>this webpage</u> 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.

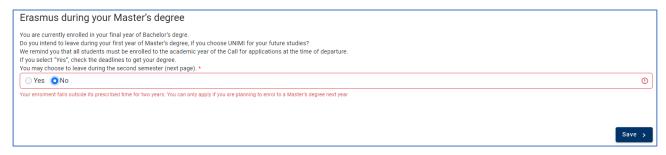


2. This screen will appear only if you are enrolled to the third year of a bachelor's degree. Select "No" if you intend to leave for Erasmus while still being a bachelor's student. We remind you that it is mandatory to be enrolled to the academic year 2024-25 at the time of departure.

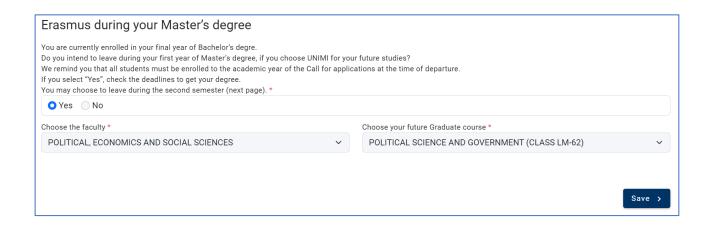


<u>PLEASE NOTE</u>: It is possible to apply for the current cycle of study within the 1st year off track. If off track for 2 years (and no more), you can only select "Erasmus during your Master's degree".

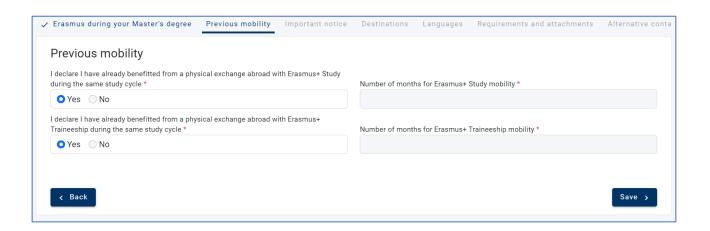




Otherwise, select "Yes" and the master's degree you intend to apply to. All the available destinations for the selected course will be shown automatically. In case you are selected, it will be possible to participate only if you enrol to the Master course selected during your application.

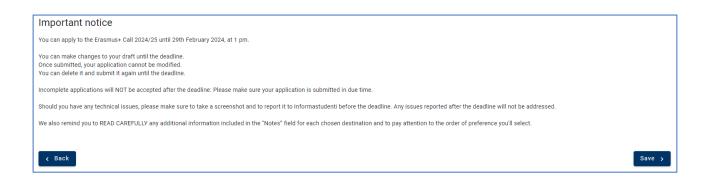


3. Declare if and how many months of Erasmus mobility you already benefitted during the study cycle you are applying for, considering both mobility for Study and for Traineeship. We remind you that Erasmus mobility cannot exceed the overall amount of 12 months for each study cycle (24 for single-cycle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

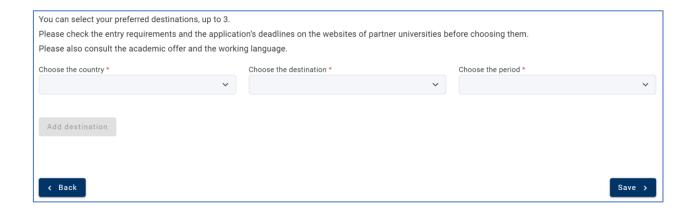




4. Read the notices carefully



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 <u>preference</u>, important for the ranking list) by selecting, in order: Country, partner University, and academic period.

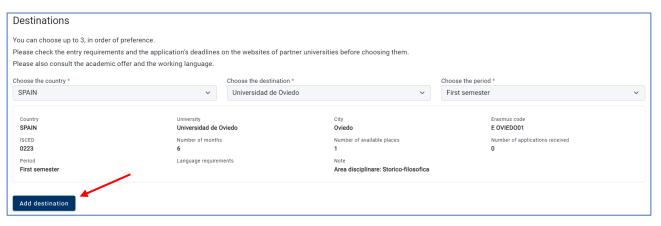


<u>Read the destination details carefully</u>. They will help you identify key elements such as the duration (which cannot be changed), the number of places available, the subject area (ISCED code) based on the Bilateral Agreement that was signed, and any relevant notes.

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.

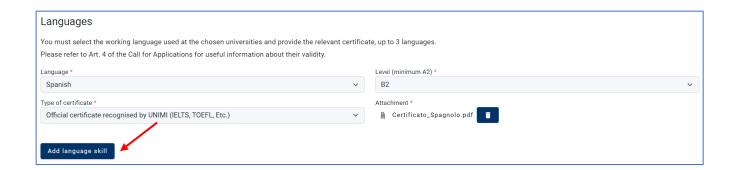
It is necessary to confirm through "Add destination" the data entered. Repeat the steps mentioned above for each new destination you want to add.





- 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".



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





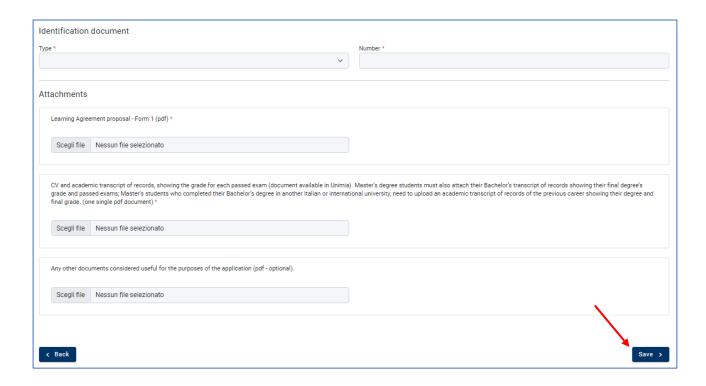
8. In this screen, you have to authorize the processing of personal data and declare the truthfulness of all the data entered.



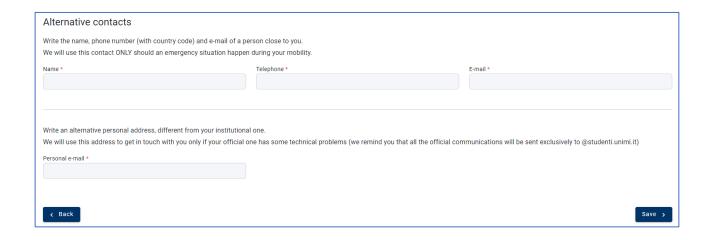
- 9. You are now required to attach:
 - A valid ID/Passport/Driver's licence. Indicate your document type and number-MANDATORY;
 - Learning Agreement proposal (Form 1) MANDATORY;
 - CV and academic Transcript of Records (in a single file). Bachelor's degree and single-cycle students will have to attach 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.





10. In this screen you have to indicate alternative contacts: both an alternative personal email 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.



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.



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.



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.