



Università degli Studi di Genova

Information on how to apply as an Erasmus+ student

Please read this information carefully!

Students are accepted according to the rules decided by E.U. for the Erasmus+ programme.

You can complete the online Erasmus + Application Form **only if** :

- ➡ **There is a valid Erasmus+ Interinstitutional agreement** between your home Institution and the University of Genoa for a.y. 2018/2019, (if in the application form you do not find your study area, please contact your home University);
- ➡ **You have already been officially nominated by your home Institution** to spend your Erasmus + period at the University of Genoa.

If the number of students applying for a place exceeds the number of places available in the signed *Erasmus+ Interinstitutional Agreement*, applications will be processed and accepted according to their chronological order of online confirmation and of receipt by the University of Genoa's International Office of all necessary documents.

Students in excess will be informed by e-mail and invited to contact their home University in order to solve the problem.

Online Application Procedure

The Application Form is an online form.

If technical problems occur during the Online procedure, please mail to help.applicationform@unige.it



CHECKLIST OF WHAT TO DO:

1. Fill in the form completely and carefully
2. **IMPORTANT:** when you enter names and addresses , please use the English or Italian alphabet and do not use special characters.

If names or addresses contain special characters, please use the following characters in place of them:

Use "a" instead of "°á,â,ã,ä,å,ą"

Use "e" instead of "è,é,ê,ë,ę,ě"

Use "i" instead of "î,í,ï,ĩ,ī,ı"

Use "o" instead of "ò,ó,ô,õ,ö,ő,ø"

Use "u" instead of "ù,ú,û,ü,ů,ů"

Use "c" instead of "ç,č,ć,č"

Use “n” instead of “ñ,ñ,ń”


Use “l” instead of “ł”

Use “oe” instead of “ö”

Use “ue” instead of “ü”

3.  **On the application form you have to indicate **all** your names and surnames (as they are printed in your identity documents)**

4. **If in the list included in the Application form, you don't find the name of your place of birth, you have to select the option “Others, as indicated in the copy of my identity documents (identity card or passport)”**

5.  **check the correctness of the e-mail address you indicate in your Application Form, since all official communications will be sent to you by e-mail.**

At the end of data entry 2 options are available:

- ✓ **“Data Confirmation”**: if you select this option, you create the definitive version of your Application Form and **your data are registered** in the Erasmus + Incoming database of the University of Genoa. No more changes can be done through the Online procedure, if changes occur, you have to contact directly the International Mobility Office (coopint@unige.it)
- ✓ **“Cancel”**: if you select this option, all data you inserted will be deleted and a new online procedure has to be started



If you don't confirm the application, your data won't be registered in the Erasmus + Incoming database of University of Genoa. A new procedure has to be started.

6. After confirmation, 2 options are available:

- **“save”** if you want to save a PDF version of your application form on your computer
- **“print”** if you want to print the application form.

7. **Once saved or printed, the application form has to be signed and stamped by your home University.**

8. the signed and stamped application form has to be sent only via email to the address erasmusapplicationform@unige.it directly by the international Office of your home University. Email sent by unofficial email addresses or students' addresses (@gmail.com, @yahoo.com...) won't be considered.

9. The complete Application Form sent by e mail by your home University, has to be received by the International Mobility Office.

10. **COMPULSORY FOR INCOMING STUDENTS AT THE SCHOOL OF MEDICAL AND PHARMACEUTICAL SCIENCES**: Please send also attached to the Application form a draft of Learning Agreement. It will be forwarded to the School member in charge of the exchange.

IMPORTANT

Your application procedure will be completed when:

- The International Mobility Office receives your Application Form duly filled in, signed and stamped;
- The application form is sent to the address erasmusapplicationform@unige.it
- You receive the Official confirmation message by International Mobility Office.