

Erasmus+

ERASMUS+ 23-24 – STUDENTS' MOBILITY FOR STUDIES FINANCIAL AGREEMENT AND INSTRUCTIONS 1st semester and full academic year

Students who have regularly accepted the Erasmus scholarship for the first semester or the full academic year 2023-24 (students interested in the second semester will be informed in the month of October) have to upload on mobility.unina.it in one PDF file, from 21/06/2023 to 2/07/2023, the following documents:

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	APPLICATION
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- A. Copy of the host university application form or acceptance letter or Dichiarazione application Form available at unina website Erasmus a.a. 2023-24 webpage - <u>Modulistica</u>
- B. Copy of the certification/statement of language knowledge, according to the scholarships table enclosed to the call for application (students of the Department of Humanities and Political Sciences who have already uploaded their certificate/statement of language knowledge in the candidature are exempted, Erasmus+ office will check it)
- C. Copy of the Learning Agreement signed at least by the student and the UNINA professor



D. International Students have also to add a valid resident permit "permesso di soggiorno" valid for the all study abroad period

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HOW TO ACCESS?

- 1) Enter the page https://mobility.unina.it
- 2) From the menu on the right (icon made up of three horizontal lines) click on Login
- 3) Enter using you UNINA credentials (use your email credentials EXAMPLE: if your e-mail is mario.rossi@studenti.unina.it WRITE mario.rossi@studenti.unina.it then your password in use)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one in link Altre carriere of the menu
- 5) If you need to change your bank account number (IBAN), write an email to: gerardo.imperato@unina.it
- 6) From the menu, select Home and then Allegati carriera
- 7) In the page Allegati Mobilità Internazionale click on Inserisci Allegato, fill in the compulsory fields of the form and, once selected the file to upload, select Avanti and the file will be effectively sent to the Erasmus+ Office
- 8) You will receive a message on you institutional e-mail address, confirming the correct delivery of the documents (it is a no-reply message)

The Erasmus Office will check the documents and will work out the Financial Agreement that will be uploaded in the same page Allegati Mobilità Internazionale, as soon as technically possible.

Students have to verify that the financial agreement has been uploaded in the personal Mobility page (the office will process them on the basis of the dates of departure indicated).

We kindly invite students not to call to accelerate the process, this will only couse further delays.

Students who will upload the required documents after 2/07/2023, will receive the financial agreements in September.

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FINANCIAL AGREEMENW



Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only by students' secretary offices - NOT FROM ERASMUS+ OFFICE)



If the mobility period indicated in the financial agreement is consideralby different from the one established by the receiving institution, contact the person in charge of your department at the Erasmus+ Office, according to the list available on the webpage ERASMUS+23-24 - Referente Ufficio Erasmus+ e Mobilità Internazionale.



Sign the last page of the agreement (modifications or additional information are not allowed)

Upload the Financial Agreement in the page Allegati Mobilità Internazionale. You will receive a message of confirmation

Please, note that the attachments II and III are available at unina website Erasmus a.a. 2023-24 webpage - <u>Modulistica</u>

TO DO





Once arrived at the host university, students have to download from the Erasmus a.a. 2023-24 unina webpage – link Modulistica – the *Certificate of attendance*, fill it in at the ARRIVAL section with host university International Office stamp and signature and upload it on MOBILITY.UNINA.IT – Allegati Mobilità Internazionale.

AT THE END OF THE MOBILITY PERIOD STUDENTS HAVE TO UPLOAD ON MOBILITY.UNINA.IT:

1. the *Certificate of attendance*, with host university International Office stamp and signature both at the ARRIVAL and DEPARTURE sections

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OBBLIGATORIO	Nationality [Study syste ¹	Field of education ¹			
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	Acadamic coordinator, email; phone		Country			
Receiving Institution Erasmus code (if applicable)	Name	Faculty/Gepartment	Address			
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2. Final Learning Agreement with all signatures



3. Transcript of Records

Students have to send the Transcript of Records by email to the Erasmus Administrave staff at their departments according to the list published at unina website Erasmus+ 2023-24 page.