



UNIVERSITÀ DEGLI STUDI DI MILANO

## INTERNATIONAL EXTRA-EUROPEAN MOBILITY GUIDE

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## THE OPPORTUNITY OF STUDYING ABROAD?

### I WOULD LIKE TO DO A STUDY EXPERIENCE ABROAD: WHERE DO I FIND INFORMATION?

You will find all UNIMI International Program Opportunities on this [page](#) and your personal Unimia page. Please read the application requirements carefully.

You can reach the Office by sending an e-mail (see the address above) or calling. Remember to always indicate your full name and student ID number ("*matricola*").

## BEFORE DEPARTURE

### I'VE BEEN SELECTED: HOW DO I PROCEED?

You have the possibility to confirm or deny.

If you have to deny, let us know through this [link](#) within 3 days from the publication of the results: this will give the opportunity to other students to take over in your place.

The waiver, even when communicated later than the 3 days provided, is always to be considered definitive.

### I CONFIRMED MY WINNING POSITION - WHAT HAPPENS NOW?

The Office will send your nominee to the Host University ("Nomination procedure"): you will receive a notification by e-mail (in cc).

The Host University will send you the instructions to formalize your registration as an exchange student ("Application procedure").

### I NEED DOCUMENTS FOR THE *APPLICATION*: WHO SHOULD I CONTACT?

You can contact the Office, which can provide you with necessary documents as follows:

- **Nomination letter**: certificate selection in English language



- **Letter of request** to start an emergency procedure for the issue of the new passport and / or residence permit.

Instead, it will be your responsibility to take care of:

- **Transcript of Records:** updated career, in English, through your UNIMIA page > Online services (SIFA) > Students administrative services > Certification self service > English Self-Certification of Enrolment with Exams

- **Visa\*:** you will receive an invitation letter ("*Acceptance letter*") from the Host University, that you will bring to the [Consulate](#) or the reference visa center

- **Registration of your stay** on the website "[Dove siamo nel mondo](#)". Remember to consult periodically the "[Viaggiare Sicuri](#)" website as well

- **Health insurance:** the Italian national insurance does not provide health coverage in non-EU countries, so you have to take a private one that is valid in the host country and covers the entire duration of your stay (medical-health costs for a foreign citizen can be significantly expensive!)

- **Accidents and civil liability insurance:** UNIMI covers exclusively during the performance of your study activities. In some cases, the Host University also requires the stipulation of their own policy

- **Accommodation:** the Host University offers accommodation for exchange / international students. You will receive adequate information in this regard from the Host University itself

- **Learning Agreement:** the document that reports the study program to be carried out abroad, that has to be confirmed in advance with the UNIMI Coordinator / Head Professor, even in case of changes before or during the stay. As to be valid, it must be approved (verified and signed) by UNIMI and by the Host University (that will tell you who needs to sign it; if not specified, ask the Host University). Keep the document until the end of your stay when you will have to send it to the Office.

The Office will provide you with a module and the Host University may also ask you to fill in their own.

Activities that can be carried out abroad:

- exams
- laboratories
- research activities for the thesis (the option of presenting only the final project is excluded)

Number of credits to obtain: preferably the same ones acquired in an equivalent period of time



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at UNIMI, i.e. 30 per semester (5-6 months). Minimum: preferably 21 (equal to 70%)

- **Language proficiency certification:** if you don't have any, you can obtain a language certificate through the [SLAM](#)
- **Reference letter:** contact the Academic Coordinator (see Contacts on the Call for selection) or a Professor with whom you have taken exams
- \* Depending on your citizenship and bilateral agreements between the host country and your home country, you will need to apply for a student visa before the departure and submit various documents. Documents generally required:
  - **Valid passport**, at least 6 months before the expiration date. In case of urgent need for renewal, you can contact the Office
  - **Acceptance letter** from the Host University
  - **Health Insurance** to cover the entire stay
  - **Booking of travel** (return flight ticket) and accommodation (just the first destination generally)
  - **Certificate of economic solvency** (the office will issue, upon request, a certificate of achievement of the financial contribution to support mobility)

Some countries may ask for:

- Certificate of the criminal record
- Certificate of pending proceedings
- Clinical tests

### **DO I NEED TO SUBMIT DOCUMENTATION TO OBTAIN THE FINANCIAL CONTRIBUTION?**

No. Selected students are automatically grant winners.

### **HOW DO I OBTAIN THE EXPECTED FINANCIAL CONTRIBUTION?**

All the information will be provided by the Office.

The payment will be transferred through a registered bank account (nominative or joint) or a pre-paid card with an IBAN code. Check in time the maximum credit / reload limit of the card provided, it will be appropriate to eliminate it in order to avoid a reversal operation.



The grant will be paid in one single payment: by the end of August if the mobility is scheduled for the 1<sup>st</sup> semester, by the end of January if it is scheduled for the 2<sup>nd</sup> semester.

The amount of the financial contribution, exempt from taxes or equivalent fees, is calculated on the basis of the last ISEE submitted (at the time of the Call) and on the basis of the actual duration of the mobility, which if it lasts shorter than that established by the Call will result in a partial refund.

To check compatibility with other contributions, go to this [page](#).

Attention: the Excellence Scholarship is incompatible with any other financial contribution.

## UNIVERSITY FEES: DO I HAVE TO CONTINUE TO PAY?

Yes, but only at UNIMI, also during the entire period of stay at the Host University, and not at the Host University.

You must also be regularly enrolled in UNIMI and having paid the registration fees, otherwise the status of exchange student is lost.

## DURING THE PERIOD ABROAD

### DO I NEED TO OBTAIN DOCUMENTATION FOR MY STAY?

Yes. You need to take care of:

- **Certificate of Stay (CoS)**. You have to upload this document through [Elixforms](#).

The document will be used to calculate the length of your stay abroad. It must be filled in by the International Relations Office of the Host University, upon your arrival (see *Arrival* section) and upon your departure (see *Departure* section).

- **Transcript of Records (ToR)**. This is the certification issued by the Host University, attesting the didactic activities performed abroad with relative credits and marks: you will need it for recognition / validation of exams at UNIMI. Also for the thesis preparation.

At the end of your stay, remember to inform yourself on how to obtain this document.



## AFTER COMPLETING THE PERIOD ABROAD

### DO I HAVE TO PRODUCE OTHER DOCUMENTATION?

Yes. You will need to take care of:

- *sending to the Office a digital copy of the complete CoS*, through [Elixforms](#) (we advise you to make a copy first, just in case), within 10 days from the end of the program (if it is not possible to respect these times, please notify us by e-mail)

- *sending to the Office the digital copy of the L.A.* (the original one along with the one eventually modified) *and ToR* as soon as possible: in this way, the Office will be able to close your mobility practice

- ***starting the recognition procedure***: to recognize your career and the activities carried out abroad, you have to send to the competent person (at the Departmental Didactic Secretariats or at the Erasmus Desk) the L.A. and the ToR.

Remember: this procedure is not automatic, it is your duty to take care of it.

### IN CASE OF CANCELLATION/DEFERMENT DUE TO COVID-19

Unless no longer useful, you will be required to fill in the [International Mobility Student Disclaimer](#) before departure.

#### - In case of cancellation:

should it not be allowed to reach the destination country, upon the consent of the Partner University, the exchange program will be held on a virtual basis: the Office will be responsible for providing the available updates.

By participating in the virtual mobility, you will still acquire the CFU/ECTS but you will not be granted any funding, except in the case of being requested by the partner University to incur expenses for participation in the training itself.

#### - In case of deferment:

upon consent of the Partner University, you will be allowed to postpone your mobility program, generally to the next academic semester. If you will defer your mobility program, you will inform the Office accordingly.