



GUIDELINES TO THE ERASMUS ONLINE APPLICATION

Dear Student,

We created these guidelines to help you, step by step, to fill in the online application for the Erasmus+ call. We encourage you to refer to this guide thoroughly before starting your application and to prepare all the required documents beforehand.

Enjoy the reading!

The International Mobility Office

1. Log in at this [webpage](#) with your Unimi credentials and select “New application”. We remind you that it is possible to change the draft application until the deadline. Once the application is submitted, it cannot be modified. It is possible to delete it and submit it again until the date and time of the deadline. Applications not finalised before the deadline will not be considered.

Welcome

You can submit your Erasmus+ application from 04/02/2025 at 15:00 to 28/02/2025 at 13:00.

[New application](#)

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 2025-26 at the time of departure.

Erasmus during your Master’s degree

You are currently enrolled in your final year of Bachelor’s degree.

Do you intend to leave for your mobility during your first year of Master’s degree, if you choose UNIMI for your future studies?

We remind you that all students must be enrolled to the academic year 25/26 at the time of departure.

If you select “Yes”, double-check the deadlines for your graduation.

We invite you to undertake a mobility in the second semester (choice in next page). *

Yes No

[Save >](#)

PLEASE NOTE: It is possible to apply for the current cycle of study within the 1st year off track.

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.**



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Erasmus during your Master's degree

You are currently enrolled in your final year of Bachelor's degree.

Do you intend to leave for your mobility during your first year of Master's degree, if you choose UNIMI for your future studies?

We remind you that all students must be enrolled to the academic year 25/26 at the time of departure.

If you select "Yes", double-check the deadlines for your graduation.

We invite you to undertake a mobility in the second semester (choice in next page). *

Yes No

Choose the faculty *

POLITICAL, ECONOMICS AND SOCIAL SCIENCES

Choose your future Graduate course *

MANAGEMENT OF HUMAN RESOURCES (CLASS LM-77)

Save >

3. Declare if and how many months of Erasmus+ mobility you already benefitted from 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).

✓ Erasmus during your Master's degree **Previous mobility** Important notice Destinations Languages Requirements and attachments Alternative conta

Previous mobility

I declare I have already benefitted from a physical exchange abroad with Erasmus+ Study during the same study cycle *

Yes No

Number of months for Erasmus+ Study mobility *

I declare I have already benefitted from a physical exchange abroad with Erasmus+ Traineeship during the same study cycle *

Yes No

Number of months for Erasmus+ Traineeship mobility *

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4. Read the notices carefully

Important notice

You can apply to the Erasmus+ Call 2025/26 until 28th February 2025, at 1 pm.

You can make changes to your draft until the deadline.
Once submitted, your application cannot be modified.
You can delete it and submit it again until the deadline.

Incomplete applications will NOT be accepted after the deadline: please make sure your application is submitted in due time.

Should you have any technical issues, please make sure to take a screenshot and to report it to Informastudenti at least 48 hours before the deadline. Any issues reported after the deadline will not be addressed.

We also remind you to READ CAREFULLY any additional information included in the "Notes" field for each chosen destination and to pay attention to the order of preference you'll select.

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5. On this screen you must select the chosen destination(s).



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You can choose up to a maximum of 3 destinations (based on your order of preference, important for the ranking list) by selecting, in order: Country, partner University, and academic period.

Destinations

You can choose up to 3 destinations.
The preference order is binding and will affect the final ranking list.
IMPORTANT NOTICE: deleting a destination will modify the order of your destinations.
Please check the entry requirements and the application's deadlines on the websites of partner universities before choosing them.
Please also consult the academic offer and the working language.

Choose the country *
DENMARK

Choose the destination *
Kobenhavns Universitet

Choose the period *
First semester

Country DENMARK	University Kobenhavns Universitet	City Kobenhavns	Erasmus code DK KOBENHA01
ISCED 0312	Number of months 6	Number of available places 9	Number of applications received 0
Period First semester	Language requirements English (B2)	Note Area disciplinare: Scienze del lavoro/Politologica/Sociologica/Comunicazione/filosofica Accordo nell'ambito del progetto 4EU+	

[Add destination](#)

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Read the destination details carefully. 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 should select the mobility's 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. In case of departures during the first year of Master's studies, you are advised to choose the second semester, as you must be enrolled to the academic year of the academic year of the Call for applications to be able to leave. If you need to apply for a Visa, you are also invited to choose the second semester. 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". Attention: by deleting one or more destinations, you will change the preference order.

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Chosen destinations:

Preference 1			
Country DENMARK	University Kobenhavns Universitet	City Kobenhavns	Erasmus code DK KOBENHA01
ISCED 0312	Number of months 6	Number of available places 9	Number of applications received 0
Period First semester	Language requirements English (B2)	Note Area disciplinare: Scienze del lavoro/Politologica/Sociologica/Comunicazione/filosofica Accordo nell'ambito del progetto 4EU+	

Preference 2			
Country SPAIN	University Universidad Autonoma de Barcelona	City Barcelona	Erasmus code E BARCELO02
ISCED 0413	Number of months 5	Number of available places 8	Number of applications received 0
Period Second semester	Language requirements Spanish Castilian, (B2), English (B2), Catalan (B2)	Note Area disciplinare: scienze del lavoro Network of European Masters in Labour Studies, offerta didattica vincolata (https://www.emls-mest.eu/). Il candidato deve selezionare il secondo semestre	

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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”.

Languages

You must select the working language used at the chosen universities and provide the relevant certificate, up to 3 languages.
Please refer to Art. 4 of the Call for Applications for useful information about their validity.

Language *	Level (minimum A2) *
Spanish	B2
Type of certificate *	Attachment *
Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)	Certificato_Spagnolo.pdf

Add language skill

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







GUIDELINES TO THE ERASMUS ONLINE APPLICATION




Languages

You must select the working language used at the chosen universities and provide the relevant certificate, up to 3 languages. Please refer to Art. 4 of the Call for Applications for useful information about their validity.

Language skills declared:

Language	Level (minimum A2)	Type of certificate	
Spanish	B2	Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)	 
Norwegian	B1	Official certificate recognised by UNIMI (IELTS, TOEFL, Etc.)	 
English	C1	SLAM language statement	 



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

Requirements and attachments

Declarations

I authorise the treatment of my personal data in compliance with the current legislation. Further info: <https://bit.ly/3wI0xL5> (compulsory) *

I declare that the information provided in this application is complete, true and correct. I am aware that not being excluded during the selection procedure does not guarantee the validity of the application itself, even following the selection. *

9. You are now required to attach:

- **A valid ID/Passport** 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.

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Identification document

Type * Number *

Attachments

Learning Agreement proposal - Form 1 (pdf) *

Scegli file Nessun file selezionato

CV and academic transcript of records, showing the grade for each passed exam (document available in 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) *

Scegli file Nessun file selezionato

Any other documents considered useful for the purposes of the application (pdf - optional).

Scegli file Nessun file selezionato

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10. In this screen you have to indicate alternative contacts: both an alternative personal e-mail 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.

You can also allow the mobility office to provide your institutional e-mail address to other students selected on your destination.

Alternative contacts

Write the name, phone number (with country code) and e-mail of a person close to you.
We will use this contact ONLY should an emergency situation happen during your mobility.

Name * Telephone * E-mail *

Write an alternative personal address, different from your institutional one.
We will use this address to get in touch with you only if your official one has some technical problems (we remind you that all the official communications will be sent exclusively to @studenti.unimi.it)

Personal e-mail *

Do you give your consent to the International Mobility office to provide your institutional e-mail address to other students selected on your same Erasmus destination or who will be selected on your destination over a two-year limit and will request to be put in touch with other fellow students?

Share contact * Yes No

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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.

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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.

Your application is still a draft.

Student career

Student number: [REDACTED]

Degree: C22 - PHILOSOPHY (CLASS L-5)

Confirm ✓

We've just sent an e-mail to your Institutional e-mail address with your application summary attached

Your application has been confirmed.

Student career

Student number: [REDACTED]

Degree: C22 - PHILOSOPHY (CLASS L-5)

Download receipt

In case an interview is expected for your study area (check Annexe A), remember to check the date and the place at the page: <https://www.unimi.it/it/internazionale/studiare-alleestero/cerca-una-opportunita-internazionale/bando-erasmus-studio-2025/2026> . This publication is valid as a formal communication for all intents and purposes.