

# Università degli Studi di Genova

## *Information on how to apply to Genoa as an Erasmus student*

### ONLINE APPLICATION FORM PROCEDURE

This section contains detailed information for students based at other European Institutions who wish to participate in the Erasmus Programme at the University of Genoa.

*Please read this information carefully!*

- Students are accepted according to the rules decided by E.U. for the Erasmus programme
- Students can complete the online Erasmus Application Form **only if**
  - **There is a valid Erasmus bilateral agreement** between their home Institutions and University of Genoa for a.y. 2011/2012, including the area of study indicated in the Application Form
  - They have already been officially nominated by their home Institution to spend their 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 Bilateral Agreement, applications will be processed and accepted according to their chronological order of online confirmation and of receipt by University of Genoa's International Office of all necessary endorsed documents by surface mail (**Please note that the date of the postmark won't be considered**). Students in excess will be informed by e-mail and invited to contact their home university in order to solve the problem.

### **Application Procedure:**

The Application Form is an [online form](#)

The form is available on the website

<http://servizionline.unige.it/studenti/applicationform/> during the applications period

If technical problems occur during the Online procedure, please mail to [help.applicationform@unige.it](mailto:help.applicationform@unige.it)

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 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](mailto: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

## **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,ă,ą”

Use “e” instead of “è,é,ê,ë,ę,ě

Use “i” instead of “î,í,î,ï,ĩ,ı,ı”

Use “o” instead of “ò,ó,ô,õ,ō,ö,ő,ø”

Use “u” instead of “ù,ú,û,ü,ů,ů”

Use “c” instead of “ç,ĉ,č,č”

Use “n” instead of “ñ,ň,ń”

Use “l” instead of “ł”

Use “oe” instead of “ö”

Use “ue” instead of “ü”

3. **IMPORTANT: On the application form you have to indicate all first and family names 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) herewith attached*”**
  - **and send by surface mail, attached to the complete Application (according to the instructions contained in this document) , ALSO THE COPY OF A VALID IDENTITY DOCUMENT (PASSPORT OR IDENTITY CARD).**
5. **Remember to 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.**
6. Push “Data Confirmation” - please note that:
  - 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.

- if the application is confirmed, **no more changes can be done through the online procedure**. If changes occur, students have to contact directly the International Mobility Office ([coopint@unige.it](mailto:coopint@unige.it)).
7. Print the confirmed Application form (only “confirmed “ application forms can be printed)
  8. Sign the printed Application form
  9. Contact the International Office of your University
  10. Ask the International Office of your University to complete, stamp and sign the section of the Application Form dedicated to “*Sending Institution*”.
  11. Send the complete Application Form **by surface mail (fax and e-mail are NOT accepted) (Please note that the date of the postmark won't be considered)** to

**Università degli Studi di Genova**

**Servizio Mobilità Internazionale e Accoglienza Studenti Stranieri – Settore IX (International Mobility Office)**

**Via Bensa, 1**

**16124 Genoa Italy**

**The complete Application Form sent by surface mail, has to be received by the above mentioned Office within 40 days** from the date of the online confirmation of your Application Form.

12. **COMPULSORY FOR INCOMING STUDENTS AT THE FACULTY OF MEDICINE**: Please send also attached to the Application form a draft of Learning Agreement. It will be forwarded to the Faculty member in charge of the exchange.

**IMPORTANT:**

The Application Form procedure is complete only after the University of Genoa – International Mobility Office receives your Application **by surface mail (fax and e-mail are NOT accepted) completed and duly signed in all sections within 40 days from the online procedure (Please note that the date of the postmark won't be considered)**. In this case you will receive a confirmation message from International Mobility Office of University of Genoa.

If the complete application form **is not submitted by surface mail to the International office of University of Genoa in due time (within 40 days from the online confirmation date)**, all data concerning the application will be deleted from the database and the reserved place will be available for other students. You will be informed by e-mail.

## Other useful information:



### Checklist of what to bring

Please don't forget :

- ✓ valid identity card or passport
- ✓ 4 passport photos
- ✓ health insurance: European Health Insurance Card or written statement of insurance cover
- ✓ visa (if requested) – IF YOU NEED AN INVITATION LETTER, PLEASE READ CAREFULLY THE INFORMATION CONTAINED IN “[Information on how to get invitation letter for visa applications](http://servizionline.unige.it/unige/common/images/visa.pdf)” ( <http://servizionline.unige.it/unige/common/images/visa.pdf>)
- ✓ that the first place to go at your arrival in Genoa is:

**Università degli Studi di Genova**

**Servizio Mobilità Internazionale e Accoglienza Studenti Stranieri – Settore IX (International Mobility Office)**

Via Bensa, 1 – 2<sup>nd</sup> floor

16124 Genoa Italy

Fax 0039/010/209 5012

Tel.0039/010/209/9545

Opening hours: Monday to Friday 9.00 – 12.00, Tuesday and Wednesday also 14.30 – 16.00

for your registration as Erasmus student at the University of Genoa.

### Useful links:

- **University of Genoa – International area:**  
<http://www.studenti.unige.it/areaint/foreignstudents/erasmus/>
- **Faculties' websites:**
  - [architecture](http://arch.unige.it/sla/socrates/erasmusita/paginforeg.html) (<http://arch.unige.it/sla/socrates/erasmusita/paginforeg.html>)
  - [economics](http://www.economia.unige.it/03/socrates_erasmus.html) ([http://www.economia.unige.it/03/socrates\\_erasmus.html](http://www.economia.unige.it/03/socrates_erasmus.html))
  - [pharmacy](http://www.farmacia.unige.it/) (<http://www.farmacia.unige.it/>)
  - [law](http://www.giuri.unige.it/new/facolta/ersmus.php) (<http://www.giuri.unige.it/new/facolta/ersmus.php>)
  - [engineering](http://www.ingegneria.unige.it/ufftirrelint.asp) (<http://www.ingegneria.unige.it/ufftirrelint.asp>)
  - [arts and philosophy](http://www.lettere.unige.it/cms/index.php?section=25) (<http://www.lettere.unige.it/cms/index.php?section=25>)
  - [foreign languages and literature](http://www.lingue.unige.it/2/index.php?op=struct&struct=3) (<http://www.lingue.unige.it/2/index.php?op=struct&struct=3>)
  - [medicine and surgery](http://www.medicina.unige.it/) (<http://www.medicina.unige.it/>)
  - [education](http://www.sdf.unige.it/page.php?ID=ServiziInt) (<http://www.sdf.unige.it/page.php?ID=ServiziInt>)
  - [mathematical, physical and natural sciences](http://www.scienze.unige.it/index.php?option=com_frontpage&Itemid=1) ([http://www.scienze.unige.it/index.php?option=com\\_frontpage&Itemid=1](http://www.scienze.unige.it/index.php?option=com_frontpage&Itemid=1))
  - [political science](http://www.scpol.unige.it/aife/icomining_student.html) ([http://www.scpol.unige.it/aife/icomining\\_student.html](http://www.scpol.unige.it/aife/icomining_student.html))

- **[Accommodation Service](http://www.unige.it/sass/)** (<http://www.unige.it/sass/>)
- **[GEG \(Gruppo Erasmus Genova\)](http://www.esngenova.it/)**(<http://www.esngenova.it/>)
- **[Genova Turismo – Comune di Genova](http://www.turismo.comune.genova.it/)** (<http://www.turismo.comune.genova.it/>)
- **[Informagiovani - Comune di Genova](http://www.informagiovani.comune.genova.it/portal/page/categoryItem?contentId=519209)**  
(<http://www.informagiovani.comune.genova.it/portal/page/categoryItem?contentId=519209>)