If you have been selected by your University for a period of mobility at the University of Florence - Scuola di Studi Umanistici e della Formazione, follow these STEPS

STEP 1 APPLICATION PROCEDURE

Complete the Web Registration online by entering your personal information at https://studenti.unifi.it/AddressBook/ABStartProcessoRegAction.do

- **Read the tutorial online at https://www.st-umaform.unifi.it/p662.html**
- You do **not** need to have your TAX CODE (see below) at the moment of the online web registration. The system will automatically generate a temporary code while doing your web registration.
- If you do not have an address in Florence yet, you can register with your current address in your own country
- Be sure to register with ALL OF YOUR FIRST NAMES AND SURNAME(S) exactly as they appear on your ID/passport

The following documents listed below must be uploaded before the application deadline:

- 1st semester or full-year: **30th June** for all students
- 2nd semester: **30th November** for all students

1. Student Mobility Proposal - Enrolment form 2023-24 (See tutorial)
    N.B: Cycles of studies: 1 = Bachelor, 2 = Masters, 3 = PhD
2. Learning Agreement: **this document must be delivered through EWP (Erasmus Without Paper)**

   - Ask your home university coordinator for help in accessing and completing the form.
   - If it is impossible to use EWP, you can download the form (from Modulistica section) and send your completed application via email together with the other documents. If it you are unable to use EWP, you will need to explain the reason why.
   - You are advised to watch the tutorial How to choose your courses

- Select your courses from the <u>School of Humanities and Education</u>: you can choose a maximum of 50% of courses from ONE other School at Unifi.
3. Provide a legible scanned copy of your passport or national identity card.
4. Provide certification of your proof of knowledge of ITALIAN LEVEL B1. **NOTE: Enrolment will not be considered without a certificate.** Official certificates as well as official declarations of your linguistic level by professional instructors or universities are accepted. Online course certificates (OLS) are NOT accepted.
5. Provide proof of knowledge of your ENGLISH LEVEL B2 <u>ONLY IF</u> you decide to choose English-taught courses.

The above-mentioned documentation must be sent with the signatures and the official stamps of your home institution by email to the following address:

 erasmus@st-umaform.unifi.it

Your Online Learning Agreement (OLA) must also be uploaded.

STEP 2 HOW TO APPLY FOR AN ITALIAN TAX CODE

The tax ID number or code (Codice Fiscale, often abbreviated C.F.) is a fiscal identification code that identifies citizens when dealing with Italian public authorities and other administrative bodies. This code is required in Italy for a variety of procedures (e.g. applying for a resident permit, opening a bank account, applying for the National Health Service card, renting a flat, buying a mobile phone SIM card, etc.).

Follow the instructions here: https://www.st-umaform.unifi.it/vp-358-application-procedure.html

STEP 3 REGISTRATION and STUDENT NUMBER

The start date of your Erasmus period coincides with the working day (Monday to Friday) following your travel day, as certified by your **travel document** (e.g., airline ticket, boarding pass, train ticket, highway toll payment receipt, etc.).
In order to officially start your mobility period, you need to send your travel document to the Erasmus Desk: erasmusdesk-presnovoli@unifi.it

- If the travel document is not in your name, you will need to specify this in your email, and the Erasmus Desk will contact you.

- If you are a student from outside the European Union, you must also send a copy of your passport with a student visa (if required) in addition to your travel document. For visa information, see the Universitaly website. If your mobility period is longer than 90 days, a residence permit is also required.

You will receive a **USER ID (student number**) and a provisional password (= date of birth) to access the online services at https://sol.unifi.it/, the platform used to book exams and accept or refuse grades after you have completed your courses and taken your final exams.

When logging for the first time, you are requested to change the provisional password.

Should you forget your registration number or password, contact the Erasmus Desk in Novoli immediately (erasmusdesk-presnovoli@unifi.it).

You will also receive an email to activate your **UNIFI email account**:

- The format of your email address is name.surname@edu.unifi.it
- This email address is used for all institutional communication e.g. regular updates from your teachers, notification of cancellation of lessons, exams' marks, etc.

YOU ARE OFFICIALLY ENROLLED!
You will soon receive via email your CERTIFICATE OF ARRIVAL: **you do NOT need to request one**. As soon as enrolment is complete, the office will automatically send your certificate of arrival directly to you and your home university via email.

EXTRA-EU students
If you are a citizen of a Non-European country and you do not already have a resident permit already, you need to register at https://www.universitaly.it/#null in order to obtain your entry visa (information for registration at this link).
The International Relations Office will send Non-EU incoming students an acceptance letter that they need to upload with their application on Universitaly.

Students with Italian / dual nationality
If you are an Italian national, you will have to apply to obtain a DIGITAL IDENTITY, in order to access the online services of all public bodies, including unifi services. Consult the following link: https://www.spid.gov.it/cos-e-spid/come-attivare-spid/