

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

STEP 1 _ APPLICATION

Do the [Web Registration](#): please register 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>
- **N.B.:** 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 one while doing your web registration.
- If you don't have an address in Florence yet, you can register with the current address in your own country
- Be sure to register with ALL YOUR FIRST NAMES AND SURNAMES exactly as they appear on your ID/passport

Send ALL the following documents before the application deadline:

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

DOCUMENTS:

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**
 - Ask your coordinator from your own University how to access and fill it in
 - ONLY IF it is impossible to use EWP, you can download the form (from Modulistica section) and send it via email together with the other documents. You need to explain the reason why you are not using EWP
 - See [tutorial How to choose your courses](#)
 - Select your courses from the School of Humanities and Education: you can choose 50% of courses maximum from ONE other School at Unifi
3. 1 scanned copy of passport or national identity card (LEGIBLE)

4. Proof of knowledge of ITALIAN LEVEL B1 (**mandatory**). **NOTE: Enrolment will not be considered without the certificate.** Official certificates as well as official declarations of the linguistic level by professional instructors or universities are accepted. OLS certificates are NOT accepted.
5. Proof of knowledge of ENGLISH LEVEL B2 ONLY IF the student chooses English-taught courses

Please send the above-mentioned documentation with the signatures and the stamps of your home institution THROUGH THE DEDICATED FORM, which you received by email (except for the Online Learning Agreement or OLA which must be sent online).

STEP 2 _ APPLY TO GET 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 Administrations. It is required in Italy for all sorts 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 _ CHECK-IN and STUDENT NUMBER

The start date of the Erasmus period coincides with the business 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, send your travel document to the Erasmus Desk: erasmusdesk-presnovoli@unifi.it

- If the travel document is not in your name, specify this in the email, and the Office will get back to you.
- If you are a student from outside the European Union, in addition to your travel document, you must also send a copy of your passport with a student visa (if required). For visa information, see the [University](#) website. If the mobility period is longer than 90 days, a residence permit is also required.

Students 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.

Students are requested to change the password at their first access.

If students should lose their registration number or their password, they are invited to contact the **Erasmus Desk in Novoli** as soon as possible (erasmusdesk-presnovoli@unifi.it).

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

- the email address is name.surname@edu.unifi.it
- access it to receive updates from the teachers, 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 ask for it**. As soon as the enrollment is complete, the office will automatically send it directly to you and your University via email.

ONLY for EXTRA-UE students

PLEASE NOTE: If you are a citizen of a NON European country and you do not have a resident permit already, you need to register at <https://www.universitaly.it/#null> in order to get your entry visa (information for registration to the [link](#))

The International Relations Office will send incoming students **who require it** (non-EU students) an acceptance letter that they need to upload in their application on [Universitaly](#).

ONLY for students with an Italian/dual nationality

If you have an Italian nationality, you will have to apply to get a **DIGITAL IDENTITY** in order to access Online Services of all Public Administrations, including the Online Services of the University. See the following link: <https://www.spid.gov.it/cos-e-spid/come-attivare-spid/>