

# Instructions to fill in the application form for Erasmus Incoming Students

1. Fill in with your details and the access code received from the Int. Student Mobility Office. Then proceed.

## Authorization code from ACCESS CODE

Enter the access code, name and family name.

Access authorization form



ACCESS CODE\*

Name\*

Family Name\*


Date of birth\*

(dd/mm/yyyy)



**\*Write your complete name  
and family name without  
accents.  
If you have more than one  
name, write them all.**



 Legend:

 Mandatory Field



Proceed

2. Fill in with your details. Then click on forward.




**NB** The italian ID number will be automatically provided for the moment. You will have to collect it at the Tax Agency, once arrived in Brescia.



### Registration: Personal data

The page shows the form to enter and modify the user's personal data and place of birth.

 Legend:  
 **Mandatory Field**

Personal data

<b>Name</b>	ERASMUS
<b>Family Name</b>	INCOMING
<b>Date of birth</b>	01/01/1990 
	(dd/mm/yyyy)
<b>Gender*</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female
<b>Nationality*</b>	GERMANY 
<b>Country:*</b>	GERMANY 
<b>City not listed*</b>	Berlin
<b>Italian ID no.*</b>	NCMRMS90A41Z112U
	(automatically calculated if not provided)
	Warning: Italian ID no. has been calculated automatically; check that it is correct and continue.

3. Fill in with your permanent address, which is your home Country address.


### Registration: Permanent address

The page shows the form to enter and modify the user's permanent address.

 Legend:  
 **Mandatory Field**

Permanent address

<b>Country*</b>	GERMANY
<b>The town entered was not found among those listed.*</b>	Berlin
<b>ZIP CODE</b>	
<small>if in Italy</small>	
<b>Locality</b>	
<b>Address*</b>	niederstrasse
<small>(street, square, road)</small>	
<b>Street no.*</b>	1
<b>Data inizio validità</b> <small>(se non conosci tale data, inserisci 01/01 dell'anno corrente)</small>	01/01/2019
<small>(gg/mm/aaaa)</small>	
<b>Telephone</b>	
<b>Current address is the same as permanent address*</b>	<input type="radio"/> Y <input checked="" type="radio"/> N

Back Forward 

## 4. Fill in with your temporary address in Brescia (campus residences address or any other)

### Registration: Current address

The page shows the form to enter and modify the user's current address.

Legend:

\* Mandatory Field

Current address

C/o

Country\*

Province\*

if in Italy

Town/City\*

The town entered was not found among those listed.

ZIP CODE\*

if in Italy

Street

(digita l'indirizzo o parte di esso e seleziona quello corretto dall'elenco che si presenta)

Street no.\*

Data inizio validità  
(se non conosci tale data,  
inserisci 01/01 dell'anno  
corrente)  
\*

(gg/mm/aaaa)

Telephone

Back

Forward



## 5. Fill in with your contact details and give consent to Unibs to use your personal details.

### Registration: Delivery details

The page shows the form to enter and modify the user's delivery details.

#### Delivery address

 Legend:

 **Mandatory Field**

Postal address\*  Permanent address  Current address

Email\* incoming.erasmus@gmail.com

If you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code

--

International dialling code\*

+49

(international dialling code - number)

Mobile phone\*

1112233445

Maximum length 16 characters including the international dialling code

I authorize the processing of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003\*

Y  N

I authorize the processing of my Personal Data in compliance with current legislation\*

Y  N

I authorize the processing of my Personal Data in compliance with current legislation\*

Y  N

Back

Forward



## 6. Check all the information you have just filled in (part one)

### Registration: Registration Summary

The information entered in the previous sections can be reviewed on this page.

#### Biographical data

Name	ERASMUS
Family Name	INCOMING
Gender	Female
Date of birth	01/01/1990
Nationality	GERMANY
Country of birth	GERMANY
The Town/City entered was not found among those listed.	Berlin
Tax Identification Number	NCMRMS90A41Z112U

#### Permanent address

Country	GERMANY
Town/City not listed	Berlin
ZIP CODE	
Hamlet	
Address	niederstrasse
Street no.	1
Permanent address valid since	01/01/2019
Phone number	
Current address is the same as permanent address	No

#### Current address

 Legend:

 Mandatory Field

7. Check all the information you have just filled in (part two). Then click on forward.

### Current address

Country	Italy
Province	Brescia (BS)
Town/City	Brescia
ZIP CODE	25133
Hamlet	
Address	VIA DIOGENE VALOTTI
Street no.	3/B
Current address valid since	01/01/2019
Phone number	
C/o	

### Delivery Details

Correspondence address	Current address
Email	incoming.erasmus@gmail.com
Mobile phone	+49 1112233445
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I agree to the transmission of my Personal Data in compliance with current legislation	Yes
I agree to the disclosure of my Personal details in accordance with current legislation	Yes

back

forward



8. Now the registration of your personal details is complete. A reminder of your credentials (already provided by the International Student Mobility Office) is provided here.

Click on login to proceed with the specific application for the Erasmus Incoming Students.

**NB** So far you have only provided your personal details. **The application is not complete yet!**

### Registration: Registration completed


All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

 Legend:

 **Mandatory Field**

#### Personal Authorization Details:

Name	ERASMUS
Family Name	INCOMING
E-Mail	incoming.erasmus@gmail.com
Username	e.incoming
Password	AXSSVEF3

 The access keys have been sent successfully to the e-mail address you provided:

 Login

Exit



9. Enter the credentials you just saw/you have received from the International Student Mobility Office.

The image shows the login page of the University of Brescia (UNIBS.it). At the top left is the university logo and name. At the top right is the 'INFOSTUDENTE' call center information. Below the header is a dark blue bar with the text 'Accesso ai servizi online'. The main content area is divided into two columns. The left column contains a login form with a question mark icon, input fields for 'Username' and 'Password', an 'Accedi' button, and a link for password recovery. The right column contains contact information and a list of related pages. A red arrow points from the text 'ENTER YOUR USERNAME AND PASSWORD' to the input fields.

**UNIVERSITÀ DEGLI STUDI DI BRESCIA** **unibs.it**

**INFOSTUDENTE**  
CALL CENTER  
800 90 40 81 da telefono fisso  
199 40 10 32 da cellulare

Accesso ai servizi online

**ENTER YOUR USERNAME AND PASSWORD**

Username  
Password  
Accedi

Se non ricordi lo username o la password puoi utilizzare gli appositi servizi di recupero

Oppure:  
Entra con SPID

**Contatti**  
CALL CENTER Studenti  
dal lunedì al sabato 8.00-20.00  
Tel. 800904081 (da telefono fisso)  
Tel. 199401032 (da cellulare)

**Pagine Correlate**

- Servizio di Recupero Password
- Servizio di Recupero Username
- Informazioni sul Servizio di Gestione account
- Informazioni sulla sicurezza

© 2017 Università degli Studi di Brescia  
Piazza del Mercato, 15 - 25121 Brescia

10. Register the details of your ID/passport. This is mandatory to proceed.

## Registration: ID Documents

On this page you can enter or edit the details of your ID documents

Identity document

Type of document*	Identity Card	Error:Scegliere un tipo di documento di identità
Document number*	ab1122345	Error:Inserire il numero del documento di identità
Issued by*	Municipality	Error:Inserire il nome dell'ente di rilascio del documento di identità
Date of Issue*	15/05/2019	(dd/mm/yyyy) Error:Insert the date of issue
Date of expiry*	15/05/2029	(dd/mm/yyyy) Error:Insert the date of expiry

Legend:  
\* Mandatory Field

Previous

Forward



11. To proceed with the application form for the Erasmus mobility, click on the menu icon on the right.

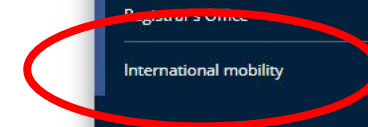
## Area Utenti Registrati - Benvenuto ERASMUS INCOMING

Dati Personali

Nascondi dettagli ▼

<b>Nome Cognome</b>	ERASMUS INCOMING
<b>Residenza</b>	niederstrasse, 1
	tel:
<b>Domicilio</b>	VIA DIOGENE VALOTTI, 3/B 25133 Brescia
	tel:
<b>E-Mail</b>	incoming.erasmus@gmail.com
<b>E-Mail di Ateneo</b>	
<b>Cellulare</b>	+49 1112233445

## 12. Open the menu «International Mobility»



### Area Utenti Registrati - Benvenuto ERASMUS INCOMING

Dati Personali

Nascondi dettagli ▼

Nome Cognome	ERASMUS INCOMING
Residenza	niederstrasse, 1 tel:
Domicilio	VIA DIOGENE VALOTTI, 3/B 25133 Brescia tel:
E-Mail	incoming.erasmus@gmail.com
E-Mail di Ateneo	
Cellulare	+49 1112233445

# 13. Then open the Application Form for Incoming Students



## Area Utenti Registrati - Benvenuto ERASMUS INCOMING

Dati Personali Nascondi dettagli ▾

<b>Nome Cognome</b>	ERASMUS INCOMING
<b>Residenza</b>	niederstrasse, 1 tel:
<b>Domicilio</b>	VIA DIOGENE VALOTTI, 3/B 25133 Brescia tel:
<b>E-Mail</b>	incoming.erasmus@gmail.com
<b>E-Mail di Ateneo</b>	
<b>Cellulare</b>	+49 1112233445

## 14. Proceed with the application

### Application Form for Incoming Students

Attraverso le pagine seguenti potrai procedere con la registrazione al sito. Al termine ti saranno consegnati un nome utente e un codice di accesso che ti permetteranno di accedere al sistema per modificare i tuoi dati e accedere ai servizi offerti.

Application Form for Incoming Students

15. Check your «Erasmus details». Then click on forward.

A 1 C 1 D 1 ... >>

### Program Selection: Resume

Please, confirm the data you entered.

#### Data Entered

Institution of Origin:	Coventry University
Program:	Erasmus Economia
Type of Program:	EXCHANGE PROGRAMS
Project:	Erasmus Economia
Origin:	Coventry University
Area:	
Departmental coordinator:	CARMEN MARCHIORI
Institutional coordinator:	
Level of Study:	Ambito di Mobilità: Exchange Programs
Department:	DIPARTIMENTO DI ECONOMIA E MANAGEMENT
Course of Study:	Erasmus Economia
Field of Study:	comune

 Legend:

 **Mandatory Field**

[Back](#)

[Forward](#)

16. Upload the scanned copy of your ID/passport and click on forward.

## ID Documents

This page shows the list of IDs previously uploaded and offers the opportunity to upload new ones.

### ID Documents uploaded

Type of Document	Number	Issuing institution	Date of issue	Expiry date	Status	Attachments	Actions
Passport	ab1122345	Government	15/05/2019	15/05/2029		No	 

[Upload new ID document](#)

[Back](#) [Forward](#)

### Legend:

 Documento Valido

 Documento Scaduto

 Dettaglio documento

 Cancella documento



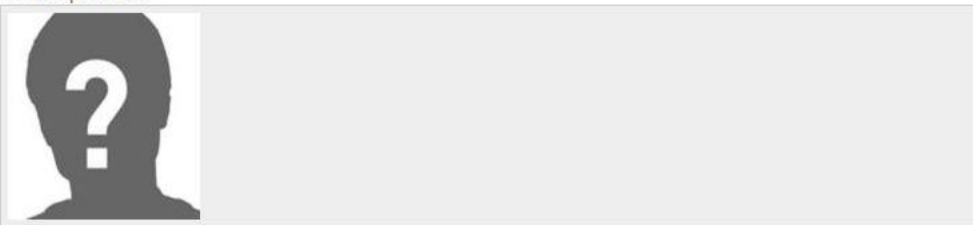
17. Upload a profile picture. The picture must be a passport-like one, close-up, with your face well visible and blank background (**please do not upload social network-like pictures, they will be rejected!**). The picture will be used to print your Unibs Student Card, therefore it has to be suitable for official documents.

## Registration: Personal photo

Select the photo to be uploaded and press "Upload photo"



Photo preview



Scegli file Nessun file selezionato

Note.

The following image formats are accepted:  
Bitmap (\*.bmp) or jpeg (\*.jpg)  
Maximum size: 3x4 cm at 500 dpi (equivalent to 576x768 pixels) (Max 60 MByte)

**Upload photo**

The photo preview does not support visions on IE lower than 10.  
**NOTE: to upload the image click on "Upload photo"**

Legend:  
\* Mandatory Field



**Upload a passport-like picture!**

18. Fill in with your planned mobility period and the semester. These dates are only provisional, the final ones will be reported on your arrival/attendance certificates.

### Application Form for Incoming Students

The page shows the required data for the Application Form

#### Period of Study

<b>Academic Year</b>	2018/2019
<b>Planned arrival date*</b>	09/09/2019 
	(gg/mm/aaaa)
<b>Planned departure date*</b>	07/02/2020 
	(gg/mm/aaaa)
<b>Expected duration*</b>	6
<b>Period of Study*</b>	Primo Semestre 

[Back](#) [Forward](#)



19. Check the details you have filled in and proceed.



## Application Form for Incoming Students

The page shows the Application Form Data

Origin	
Institution of Origin:	Coventry University
Origin:	Coventry University
ERASMUS Code:	UK COVENTR02

Destination	
Academic Year:	2018
Type of Program:	EXCHANGE PROGRAMS
Project:	Erasmus Economia
Program:	Erasmus Economia
Level of Study:	Ambito di Mobilità: Exchange Programs
Department:	DIPARTIMENTO DI ECONOMIA E MANAGEMENT
Course of Study:	Erasmus Economia
Field of Study:	comune

Period of Study	
Academic Year	2018/2019
Planned arrival date	09/09/2019
Planned departure date	07/02/2020
Expected duration	6
Period of Study	Primo Semestre



## 20. Upload your Learning Agreement.

It should be signed by your coordinator. We will download it from here in order to check it and have it signed by Unibs coordinator.

Please wait for the International Student Mobility Office staff to give you feedback on the LA.

It might need some corrections and amendments.

### Attachments to the application form

In this page you can upload documents useful to evaluation

#### List of Attachments

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Azioni
Preliminary Learning Agreement	1		0			  <a href="#">Upload attachment</a>

**UPLOAD YOUR LEARNING AGREEMENT  
(SIGNED BY YOUR COORDINATOR)**

#### Legend:

-  Upload Allegati effettuato
-  Upload Allegati obbligatorio
-  Upload Allegati non obbligatorio
-  Dettaglio
-  Modifica
-  Elimina
-  Informazione

21. When the LA is correctly uploaded, proceed clicking on *avanti* (forward)



### Attachments to the application form

In this page you can upload documents useful to evaluation

List of Attachments

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Azioni
Preliminary Learning Agreement	1		1	Learning Agreement	my learning	  

Legend:

-  Upload Allegati effettuato
-  Upload Allegati obbligatorio
-  Upload Allegati non obbligatorio

 Dettaglio

 Modifica

 Elimina

 Informazione

Indietro

Avanti

## 22. Fill in the Questionnaire for Incoming Students.

A << ... F 1 G 1

### Other forms list

In this page you can find available forms

Available forms

Form	Status	Actions
Questionario per Incoming Students *		

#### Legend:

-  **Mandatory Field**
-  **Completed form**
-  **Not completed form**
-  **Not completed and compulsory form**

Back

Forward


23. Click on *nuova compilazione* (new questionnaire) in order to fill it in.

» Lista Questionari

Pagina riassuntiva con i questionari compilati o compilabili.

Compilazioni del questionario "Questionario per incoming students"

il questionario "Questionario per incoming students" è compilabile per un massimo di 1 volta

 Nessun dato da visualizzare  
Non è mai stata fatta nessuna compilazione!

[Nuova compilazione](#)

Legenda

 = Confermato  = Non Confermato  = Non Accessibile

[Prosegui](#)

## 24. Fill in with the name/contact details of your University Erasmus Office

» Questionario

### Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Coordinatore istituzionale o Ufficio relazioni internazionali

**Cognome**

**Nome**

**Telefono\***



## 25. Fill in with the name/contact details of your University departmental/academic coordinator

» Questionario

### Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Coordinatore dipartimentale

**Cognome\***

Kopfer

**Nome\***

Hans

**Telefono\***

+49 123456789

26. This section is dedicated to your Italian language skills. Answer and click on *avanti* (forward).

» Questionario

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Competenze Linguistiche

Stai studiando l'italiano?\*

Sì  
 No

Are you studying Italian?

Possiedi sufficienti conoscenze di italiano per seguire le lezioni?\*

Sì  
 No

Are you proficient enough to attend classes held in Italian language?

Disponi di certificazioni di conoscenza della lingua italiana?\*

Sì  
 No

Do you have any Italian language certification?

annulla Esci Indietro **Avanti**



27. This section is dedicated to your English language skills. Answer and click on *avanti* (forward).

» Questionario

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Competenze Linguistiche

Stai studiando l'inglese?\*

- Sì  
 No

Are you studying English?

Possiedi sufficienti conoscenze di  
inglese per seguire le lezioni?\*

- Sì  
 No

Are you proficient enough to attend classes held in English language?

Disponi di certificazioni di conoscenza  
della lingua inglese?\*

- Sì  
 No

Do you have any English language certification?

[annulla](#) [Esci](#) [Indietro](#) [Avanti](#)



28. This section is dedicated to other language skills. Answer and click on *avanti* (forward).

» Questionario

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Competenze Linguistiche

Altre lingue conosciute?

Do you know any other language?

annulla Esci Indietro **Avanti**

29. Would you like to have a bed-place (*alloggio*) in our Campus Residences?  
Click on *si/no* (yes/no) and then click on *avanti* (forward).

**NB** This is not a reservation form, just a preference expression.

**In case you are accepted in our Campus Residences**, dates will be important in order to let them know your planned period of stay at Unibs. You will be contacted approx one month before your arrival by the Residence staff to confirm your final dates of stay.



MENU

» Questionario

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Alloggio

Necessiti di un alloggio?\*  Sì  No

annulla Esci Indietro **Avanti**



Home InfoStudente Email di ateneo

Informativa utilizzo cookie | © CINECA

30. Fill in with your planned dates of stay, then click on *avanti* (forward)

» Questionario

### Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Alloggio

**Data di inizio\***

09/09/2019

(gg/mm/aaaa - )

**Data di fine\***

07/02/2020

(gg/mm/aaaa - )

annulla

Esci

Indietro

**Avanti**

31. Would you like to attend our Italian language course? Answer *si/no* (yes/no) and click on *avanti* (forward)

[» Questionario](#)

## Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Corso di italiano

Desideri partecipare ad un corso di  
italiano?\*

Sì  
 No

[annulla](#) [Esci](#) [Indietro](#) [Avanti](#)



32. In case you are interested in attending the Italian language course, choose the level, then click on *avanti* (forward)

» Questionario

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (\*) sono obbligatorie.

Corso di italiano

A quale livello vorresti il corso di italiano?\*

- Principiante  
 Intermedio

annulla Esci Indietro **Avanti**






33. Click on *conferma* to confirm the questionnaire you have just filled in.

» Questionario

## Riepilogo Questionario per incoming students

 Il questionario non è stato **CONFERMATO**.

 Tutte le domande del questionario sono complete.

Conferma

Abbandona

Stampa

PAGINA 1

Coordinatore istituzionale o Ufficio relazioni internazionali


Home

Wilde

34. Click on *esci* to close the procedure. Your questionnaire has been acquired.

» Questionario

## Riepilogo Questionario per incoming students

 Il questionario è stato **CONFERMATO**.

**Esci**  Stampa

PAGINA 1

Coordinatore istituzionale o Ufficio relazioni internazionali

Cognome

Wilde

Nome

Maria

Telefono

+49 258258258

E-Mail

You have finished, thank you for filling in!