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

Proceed

*Write your complete name and family name without accents. If you have more than one name, write them all.
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.
3. Fill in with your permanent address, which is your home Country address.
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.

Current address

- **Country**: Italy
- **Province**: Brescia
- **ZIP CODE**: 25133
- **Street**: VIA DIOGENE VALOTTI CAP 25133
- **Telephone**

[Forward]
5. Fill in with your contact details and give consent to Unibs to use your personal details.
6. Check all the information you have just filled in (part one)

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

### Biographical data

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>ERASMUS</td>
</tr>
<tr>
<td>Family Name</td>
<td>INCOMING</td>
</tr>
<tr>
<td>Gender</td>
<td>Female</td>
</tr>
<tr>
<td>Date of birth</td>
<td>01/01/1990</td>
</tr>
<tr>
<td>Nationality</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Country of birth</td>
<td>GERMANY</td>
</tr>
<tr>
<td>The Town/City entered was not found among those listed.</td>
<td>Berlin</td>
</tr>
<tr>
<td>Tax Identification Number</td>
<td>NCMM595A412112U</td>
</tr>
</tbody>
</table>

### Permanent address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>GERMANY</td>
</tr>
<tr>
<td>Town/City not listed</td>
<td>Berlin</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td></td>
</tr>
<tr>
<td>Hamlet</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>niederstrasse</td>
</tr>
<tr>
<td>Street no.</td>
<td>1</td>
</tr>
<tr>
<td>Permanent address valid since</td>
<td>01/01/2015</td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
</tr>
<tr>
<td>Current address is the same as permanent address</td>
<td>No</td>
</tr>
<tr>
<td>Current address</td>
<td></td>
</tr>
</tbody>
</table>
7. Check all the information you have just filled in (part two). Then click on 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!**
9. Enter the credentials you just saw/you have received from the International Student Mobility Office.
10. Register the details of your ID/passport. This is mandatory to proceed.
11. To proceed with the application form for the Erasmus mobility, click on the menu icon on the right.
12. Open the menu «International Mobility»
13. Then open the Application Form for Incoming Students
14. Proceed with the application

Application Form for Incoming Students

Attenzione: ai pagine seguenti puoi 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.
16. Upload the scanned copy of your ID/passport and click on forward.
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.
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.
19. Check the details you have filled in and proceed.
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.
21. When the LA is correctly uploaded, proceed clicking on avanti (forward)
22. Fill in the Questionnaire for Incoming Students.
23. Click on *nuova compilazione* (new questionnaire) in order to fill it in.
24. Fill in with the name/contact details of your University Erasmus Office
25. Fill in with the name/contact details of your University departmental/academic coordinator.

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).

### Competenze Linguistiche

<table>
<thead>
<tr>
<th>Question</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you studying Italian?</td>
<td>Sì</td>
<td>No</td>
</tr>
<tr>
<td>Are you proficient enough to attend classes held in Italian language?</td>
<td>Sì</td>
<td>No</td>
</tr>
<tr>
<td>Do you have any Italian language certification?</td>
<td>Sì</td>
<td>No</td>
</tr>
</tbody>
</table>
27. This section is dedicated to your English language skills. Answer and click on *avanti* (forward).

Are you studying English?

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

Do you have any English language certification?
28. This section is dedicated to other language skills. Answer and click on **avanti** (forward).

Do you know any other language?
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.
30. Fill in with your planned dates of stay, then click on avanti (forward)
31. Would you like to attend our Italian language course? Answer si/no (yes/no) and click on avanti (forward)
32. In case you are interested in attending the Italian language course, choose the level, then click on *avanti* (forward)

![Questionario per incoming students](image_url)

*Corso di italiano*

- A quale livello vorresti il corso di italiano?*
  - Principiante
  - Intermedio
33. Click on *conferma* to confirm the questionnaire you have just filled in.
34. Click on *esci* to close the procedure. Your questionnaire has been acquired.
35. **IMPORTANT!** Before loggin out, click on *print* in order to print the application form receipt (2 pages) which you will have to bring to Unibs in two copies (with two pictures) upon arrival.

This is how the application form receipt looks like
You have finished, thank you for filling in!