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.

*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)

<table>
<thead>
<tr>
<th>Current address</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/o</td>
</tr>
<tr>
<td>Country*</td>
</tr>
<tr>
<td>Provinces*</td>
</tr>
<tr>
<td>Town/City*</td>
</tr>
<tr>
<td>ZIP CODE*</td>
</tr>
<tr>
<td>Street</td>
</tr>
<tr>
<td>Street no.*</td>
</tr>
<tr>
<td>Data inizio validità</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
</tbody>
</table>

Legend:
- Mandatory Field
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)
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.

<table>
<thead>
<tr>
<th>Dati Personali</th>
<th>Nascondi dettagli</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nome Cognome</td>
<td>ERASMUS INCOMING</td>
</tr>
<tr>
<td>Residenza</td>
<td>niederstrasse, 1</td>
</tr>
<tr>
<td></td>
<td>tel:</td>
</tr>
<tr>
<td>Domicilio</td>
<td>VIA DIOGENE VALOTTI, 3/B</td>
</tr>
<tr>
<td></td>
<td>25133 Brescia</td>
</tr>
<tr>
<td></td>
<td>tel:</td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:incoming.erasmus@gmail.com">incoming.erasmus@gmail.com</a></td>
</tr>
<tr>
<td>E-Mail di Ateneo</td>
<td></td>
</tr>
<tr>
<td>Cellulare</td>
<td>+49 1112233445</td>
</tr>
</tbody>
</table>
12. Open the menu «International Mobility»
13. Then open the Application Form for Incoming Students
14. Proceed with the application
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 \textbf{(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.

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

<table>
<thead>
<tr>
<th>Origin</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution of Origin:</td>
<td>Coventry University</td>
</tr>
<tr>
<td>Origin:</td>
<td>Coventry University</td>
</tr>
<tr>
<td>ERASMUS Code:</td>
<td>UK COVENTRO2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year:</td>
<td>2018</td>
</tr>
<tr>
<td>Type of Program:</td>
<td>EXCHANGE PROGRAMS</td>
</tr>
<tr>
<td>Project:</td>
<td>Erasmus Economia</td>
</tr>
<tr>
<td>Program:</td>
<td>Erasmus Economia</td>
</tr>
<tr>
<td>Level of Study:</td>
<td>Ambito di Mobilità: Exchange Programs</td>
</tr>
<tr>
<td>Department:</td>
<td>DIPARTIMENTO DI ECONOMIA E MANAGEMENT</td>
</tr>
<tr>
<td>Course of Study:</td>
<td>Erasmus Economia</td>
</tr>
<tr>
<td>Field of Study:</td>
<td>comune</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year:</td>
<td>2018/2019</td>
</tr>
<tr>
<td>Planned arrival date</td>
<td>09/09/2019</td>
</tr>
<tr>
<td>Planned departure date</td>
<td>07/02/2020</td>
</tr>
<tr>
<td>Expected duration</td>
<td>6</td>
</tr>
<tr>
<td>Period of Study</td>
<td>Primo Semestre</td>
</tr>
</tbody>
</table>
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.

UPLOAD YOUR LEARNING AGREEMENT
(SIGNED BY YOUR COORDINATOR)
21. When the LA is correctly uploaded, proceed clicking on *avanti* (forward)
22. Fill in the Questionnaire for Incoming Students.

<table>
<thead>
<tr>
<th>Form</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questionario per Incoming Students</td>
<td></td>
<td>Fill</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Coordinatore istituzionale o Ufficio relazioni internazionali</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognome</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telefono*</th>
</tr>
</thead>
</table>
25. Fill in with the name/contact details of **your** University departmental/academic coordinator

<table>
<thead>
<tr>
<th>Coordinatore dipartimentale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cognome</strong></td>
</tr>
<tr>
<td>Kepler</td>
</tr>
<tr>
<td><strong>Nome</strong></td>
</tr>
<tr>
<td>Hans</td>
</tr>
<tr>
<td><strong>Telefono</strong></td>
</tr>
<tr>
<td>+49 123456789</td>
</tr>
</tbody>
</table>
This section is dedicated to your Italian language skills. Answer and click on *avanti* (forward).

### Competenze Linguistiche

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stai studiando l'italiano?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Possiedi sufficienti conoscenze di italiano per seguire le lezioni?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Disponi di certificazioni di conoscenza della lingua italiana?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you studying Italian?

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

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

Compilazione del questionario "Questionario per incoming students"

Le domande contrassegnate con (*) sono obbligatorie.

Competenze Linguistiche

- **Stai studiando l'inglese?**
  - Si
  - No

- **Possiedi sufficienti conoscenze di inglese per seguire le lezioni?**
  - Si
  - No

- **Disponi di certificazioni di conoscenza della lingua inglese?**
  - Si
  - No

- Are you studying English?
- Are you proficient enough to attend classes held in English language?
- Do you have any English language certification?

[Avanti](forward)
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)
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.
You have finished, thank you for filling in!