

# How to apply

## DEADLINES

### I SEM/FULL ACADEMIC YEAR

**15 June 2020**

### II SEM.

**31 October 2020**

students are asked to fill in the on-line application after receiving an e-mail from the informatic system

## APPLICATION PROCEDURE

### STEP 1 - Nomination

Before starting the online application procedure, be sure that your Home University has nominated you: your Coordinator has to send an official communication to [erasmus.incoming@univpm.it](mailto:erasmus.incoming@univpm.it) with the following details: *student name and surname, gender, date of birth, e-mail address, field of study, Faculty at UNIVPM, interest of study (exams/final work), months of stay.*

### STEP 2 - On-line application procedure

Please, note that it is a mandatory process.

- before completing the on-line application procedure remind that the following documents **have to be uploaded in the online procedure**
  - **Learning agreement**  
[https://www.univpm.it/Entra/Engine/RAServeFile.php/f/Learning\\_Agreement.doc](https://www.univpm.it/Entra/Engine/RAServeFile.php/f/Learning_Agreement.doc)
  - Final Work Form (just for those students that will come to Univpm for thesis research)  
[https://www.univpm.it/Entra/Engine/RAServeFile.php/f/tirocini\\_stage\\_estero/erasmus%2B/2019-2020/DOCUMENT\\_FOR\\_FINAL\\_WORK.doc](https://www.univpm.it/Entra/Engine/RAServeFile.php/f/tirocini_stage_estero/erasmus%2B/2019-2020/DOCUMENT_FOR_FINAL_WORK.doc)
  - a **copy** of your **identity card**
  - a **copy** of your European Health Insurance Card (only for European Union students)
  - a **photo (suitable for documents)**
- fill in the on-line application procedure: **you can find the link in the e-mail you will received**

**APPLICATIONS SENT AFTER THE DEADLINE CANNOT BE ACCEPTED.**

### N.B.

Please note that e-mail address which you indicate on your application form will be used to contact you, so make sure you have a valid and working e-mail address and inform us in case of any changes.

## ACCEPTANCE

The Erasmus Office will send the **letter of acceptance** by e-mail:

- to the students coming for the I sem/Full Academic Year **starting from the beginning of July**
- to the students coming for the II sem **starting from the end of November**