



ERASMUS+ 23-24 - STUDENTS' MOBILITY FOR STUDIES FINANCIAL AGREEMENT AND INSTRUCTIONS 1st semester and full academic year

Students who have regularly accepted the Erasmus scholarship for the first semester or the full academic year 2023-24 (students interested in the second semester will be informed in the month of October) have to upload on mobility.unina.it in one PDF file, from 21/06/2023 to 2/07/2023, the following documents:



- A. Copy of the host university application form or acceptance letter or Dichiarazione application Form available at unina website Erasmus a.a. 2023-24 webpage - Modulistica



- B. Copy of the certification/statement of language knowledge, according to the scholarships table enclosed to the call for application (students of the Department of Humanities and Political Sciences who have already uploaded their certificate/statement of language knowledge in the candidature are exempted, Erasmus+ office will check it)



- C. Copy of the Learning Agreement signed at least by the student and the UNINA professor

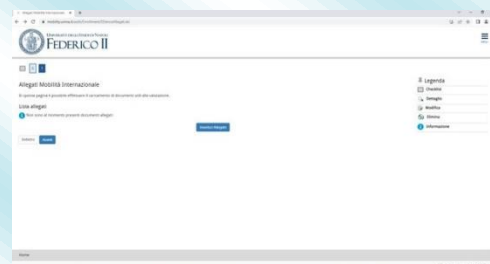


- D. International Students have also to add a valid resident permit "permesso di soggiorno" valid for the all study abroad period

HOW TO ACCESS?



- 1) Enter the page <https://mobility.unina.it>
- 2) From the menu on the right (icon made up of three horizontal lines) click on Login
- 3) Enter using you UNINA credentials (**use your email credentials EXAMPLE: if your e-mail is mario.rossi@studenti.unina.it WRITE mario.rossi@studenti.unina.it then your password in use**)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one in link **Altre carriere** of the menu
- 5) If you need to change your bank account number (IBAN), write an email to: gerardo.imperato@unina.it
- 6) From the menu, select **Home** and then **Allegati carriera**
- 7) In the page **Allegati Mobilità Internazionale** click on **Inserisci Allegato**, fill in the compulsory fields of the form and, once selected the file to upload, select **Avanti** and the file will be effectively sent to the Erasmus+ Office
- 8) You will receive a message on you institutional e-mail address, confirming the correct delivery of the documents (it is a no-reply message)



The Erasmus Office will check the documents and will work out the Financial Agreement that will be uploaded in the same page **Allegati Mobilità Internazionale**, as soon as technically possible.

Students have to verify that the financial agreement has been uploaded in the personal Mobility page (*the office will process them on the basis of the dates of departure indicated*).

We kindly invite students not to call to accelerate the process, this will only cause further delays.

Students who will upload the required documents after 2/07/2023, will receive the financial agreements in September.

FINANCIAL AGREEMENT



Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only by students' secretary offices - NOT FROM ERASMUS+ OFFICE)



If the mobility period indicated in the financial agreement is considerably different from the one established by the receiving institution, contact the person in charge of your department at the Erasmus+ Office, according to the list available on the webpage ERASMUS+23-24 - Referente Ufficio Erasmus+ e Mobilità Internazionale.



Sign the last page of the agreement (modifications or additional information are not allowed)

Upload the Financial Agreement in the page **Allegati Mobilità Internazionale**. You will receive a message of confirmation

Please, note that the attachments II and III are available at unina website Erasmus a.a. 2023-24 webpage - Modulistica

TO DO



Once arrived at the host university, students have to download from the Erasmus a.a. 2023-24 una webpage - link Modulistica - the **Certificate of attendance**, fill it in at the ARRIVAL section with host university International Office stamp and signature and upload it on MOBILITY.UNINA.IT - **Allegati Mobilità Internazionale**.

AT THE END OF THE MOBILITY PERIOD STUDENTS HAVE TO UPLOAD ON MOBILITY.UNINA.IT:

1. the **Certificate of attendance**, with host university International Office stamp and signature both at the ARRIVAL and DEPARTURE sections

Student (N. Matricola)	Last name(s)	First name(s)	Date of birth	Sex (M/F)
(OBBLIGATORIO)				
	Nationality	Study cycle	Field of education	
Sending institution Erasmus code* (if applicable) (NAPOLI)	UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II	Academic coordinator (Responsible firma LA)	Address	
	International Office - Corso Umberto I, 40 80138 Napoli (IT), email: international@unina.it			
	Academic coordinator email, phone	Country		
Receiving institution Erasmus code (if applicable)	Name	Faculty/ Department	Address	
	Contact person name, email, phone	Country		

2. **Final Learning Agreement** with all signatures

3. **Transcript of Records**



Students have to send the Transcript of Records by email to the Erasmus Administrative staff at their departments according to the list published at una website Erasmus+ 2023-24 page.