

Phase	Who	When	What	Notes
Acceptance of the mobility	Student	Immediately after the acceptance	Consult the partner university's factsheet in the list of Extra-EU partners	Check: application period, required documents, required language certificates, academic calendar, accommodation information
Nomination	IRO	Before the host university deadline	Wait for the nomination from the International Relations Office (IRO)	Inform the International Relations Office if the deadline is within 5 days and the nomination has not yet been sent
Application	Student	After the nomination	Check the email and read the instructions for the application. Complete the procedure by sending the required documents by the deadline indicated by the partner university, in particular remember to request the study visa at the Embassy (info). Request accommodation, if available	Check your email regularly (including the spam folder). If signatures or official stamps are required, contact IRO
Learning Agreement (LA)	Student	When required by the host university / Before departure	The Learning Agreement must be agreed with the Erasmus Tutor of your Course of Study . Before proposing it, it is important to carefully check the courses offered by the partner university, the related local credits and their correspondence in ECTS/CFU credits (For further information, please contact IRO). Use this model	The Learning Agreement must be agreed with the Erasmus Tutor of your Course of Study. One semester usually corresponds to approximately 30 credits
Financial Agreement	Student	Before Departure	It is sent by email from the International Mobility Office . It must be read, signed, and submitted	It can only be signed if the LA is APPROVED. Without signing the contract, departure is not possible
Certificate of Attendance (COA)	Student/ Partner	Start of the Extra-UE mobility	It must be completed, signed and stamped by the International Relations Office of the host university, in the first section, and sent by the student to the International Mobility Office	If you do not complete this step, you will not receive the scholarship payment. The bank transfer usually arrives approximately two months after the submission date
Change LA	Student	During the mobility (only if necessary)	During the mobility period, the Learning Agreement may be modified, with the compliance of the Erasmus Tutor using the "Exceptional Changes" section of the LA. It must be signed by the student, the Tutor and the partner university and sent to the IRO	
Certificate of Attendance (COA)	Student	End of the Extra-UE mobility (by 15 days)	It must be completed, signed and stamped by the International Relations Office of the host university, in the second section, and sent by the student to the International Mobility Office	For the reimbursement of expenses, the student must also keep therelevant receipts (flights and visa) to be submitted to the International Mobility Office upon return
Transcript of Records (TOR)	Student/ Partner	End of the Extra-UE mobility	It is sent either to the student or to the IRO. When you receive it, send it to the International Mobility Office and to the IRO in order to start the credit conversion procedure	
Recognition of exams	Student/ IRO	Once the Transcript of Records has been received	The recognition of exams taken abroad must be requested to the IRO by sending the Transcript of Records by email.	The request is then approved by the Teaching Committee of the Degree Programme and, after approval, credits and grades are recorded in the student's academic record and visible on SOL
Study Plan	Student	After the credit recognition process	Update your study plan , following the instructions received, in order to include the free choice credits obtained abroad	