



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE



Erasmus+

## UNIFI Erasmus/Exchange Incoming Students a.y.2022/2023

Web Registration prior to arrival in Florence



Dear student,

As prospective Erasmus/Exchange student of the University of Florence you need to enter your personal data in order to then be enrolled by the Office at the University of Florence through the online procedure. You are requested to complete only the following sections and NOT go beyond them: the enrolment procedure must be then finalized by the Office in charge only, that will contact you with additional requests in order to finalize the procedure and assign the Matricola (UNIFI registration number).

Please follow the steps below:

Go to [Servizi online Futuri studenti](#)

<https://sol-portal.unifi.it/vp-216-futuri-studenti.html>

The screenshot shows a dark blue navigation menu on the left with the following items: > [Futuri studenti](#), > [Studenti iscritti](#), > [Docenti](#), > [Personale Tecnico Amministrativo](#), and > [Altri](#). The 'Futuri studenti' item is circled in red. Below the menu, a white box contains the text: 'Alle piattaforme e agli applicativi si accede con le [credenziali](#). Alcuni servizi sono in [libera consultazione](#)'. To the right of this text is a list of services: 'Registrazione ai servizi online', 'Immatricolazioni online', 'Test ammissione corsi di laurea a numero programmato', 'Prove di verifica delle conoscenze in ingresso', 'Ammissione ai master', and 'Ammissione ai dottorati'. On the far right, there are social media icons for Facebook and Twitter, a globe icon, and a 'U-GOV' logo. Below these are the logos for 'SISTEMA BIBLIOTECARIO DI ATENEO' and 'E-LEARNING IN ATENEO', and a 'Calendario delle sospensioni periodiche'.

Click on [Registrazione completa](#)

<https://studenti.unifi.it/AddressBook/ABStartProcessoRegAction.do>







Per accedere ai **servizi** di questa pagina puoi usare **SPID**,  
altrimenti devi registrarti per impostare il tuo utente personale

<p>Se sei già stato iscritta/o all'Università di Firenze: <b>sp:d</b></p>	<p>per accedere</p> <p>Usa la tua identità digitale <b>SPID</b> oppure il Codice Fiscale e la password utilizzata per i servizi on line durante l'ultima carriera attiva.</p> <p>Se non hai <b>SPID</b> e non ricordi la password associata al tuo Codice Fiscale, puoi ottenerne una nuova con il servizio <a href="#">password dimenticata</a></p> <p>Se non riesci ad ottenere una nuova password perché non avevi registrato un indirizzo di posta elettronica privato oppure quello inserito non è più valido, puoi contattare la tua <a href="#">segreteria studenti</a> inviando:</p> <ul style="list-style-type: none"><li>- richiesta firmata di inserimento dell'email personale</li><li>- copia di un documento di identità</li></ul>	
<p>Se non sei mai stato iscritta/o all'Università di Firenze: <b>sp:d</b></p>	<p><u>Registrati con SPID</u></p> <p>ti verrà chiesto il consenso ad importare i tuoi dati e poi dovrai completare la registrazione (al termine tornerai in questa pagina)</p>	<p><del>Se non hai SPID puoi effettuare la</del> <u>registrazione completa</u> <del>che ti consentirà di creare il tuo utente e di scegliere la password (al termine tornerai in questa pagina)</del></p>

**You will be redirected to the registration portal. \***

Welcome! Follow the instructions on the next pages in order register your personal data on the University website. Once the procedure is completed, you will be sent a confirmation e-mail

### **Caption**

-  Information
-  Section in progress or Open section
-  Locked section; it can become available once the former sections are filled out
-  Successfully filled out section



Action	Section	Info	Status
A – Web Registration			
	Personal Data		
	Permanent Address		
	Current Address		
	Contact Details		
	Choose Password		
	User Registration Overview		
	Login Details Overview		

### Web Registration

Click on Web Registration – circled in red in the screenshot below – in order to start the procedure:

## Registrazione Web

Benvenuto! Le prossime pagine ti guideranno alla registrazione sul nostro sito. Ti verrà chiesto di inserire il codice fiscale avvenuta registrazione con i dati per l'accesso al sistema.

Attività	Sezione
A - Registrazione Web	
	Dati Personali
	Indirizzo Residenza
	Indirizzo Domicilio
	Recapito
	Scelta Password
	Riepilogo Registrazione Utente
	Riepilogo Credenziali

**Registrazione Web**



Caption



Required data



Checklist

## Registration: Personal Data

Personal data

**First name** (as the one on your ID card or passport)\*

**Family name** (as the one on your ID card or passport)\*

**Date of birth**\*

(dd/mm/yyyy)

**Gender**\* M / F

**Citizenship**\*

**Country of Birth**\*

**City**\*

**CODICE FISCALE**

**(Fiscal Code)\*** (determined by default if not entered by the applicant)

Important: Fiscal Code has been determined by default; please check if it is correct, before going any further with the procedure.

Note

If you do not have a Fiscal Code to submit in the corresponding box, you may leave it blank and click on "Next":

Prev

Next



### Registrazione: Dati personali

Dati personali

**Nome\***

**Cognome\***

**Data Nascita\***   
(gg/MM/yyyy)

**Sesso\***  Maschio  Femmina

**Cittadinanza\***

**Nazione di nascita:\***

**Città\***

**Codice Fiscale\***   
(calcolato se non indicato)

Then, you will be redirected to the refreshed page, in which the Fiscal Code shall be determined by default according to the other personal data you have submitted:

**Sesso\***  Maschio  Femmina

**Cittadinanza\***

**Nazione di nascita:\***

**Città\***

**Codice Fiscale\***   
(calcolato se non indicato)

Attenzione: Il Codice Fiscale è stato calcolato automaticamente, controlla che sia corretto e prosegui.



### Registration: Permanent Address

Important: the box **Starting date of the period of validity** stands for the date from which you have started living at the submitted address as your domicile. If you do not know the specific date, you may fill out the box by stating the first day of the current year (for instance, 1<sup>st</sup> January 2022)

#### Permanent Address

<b>Country*</b>
<b>City*</b>
<b>Post Code</b>
<b>District</b>
<b>Address*</b> (street, square, road)
<b>House Number*</b> (if absent, you may put number 0)
<b>Starting date of the period of validity*</b> (dd/mm/yyyy)
<b>Phone number*</b>
<b>Permanent address is the same as the current address*</b> Yes / No

Prev

Next



### Registration: Current Address

Important: the box **Starting date of the period of validity** stands for the date from which you have started living at the submitted address as your temporary residence address. If you do not know the specific date, you may fill out the box by stating the first day of the current year (for instance, 1<sup>st</sup> January 2022).

#### Home Address

<b>At</b>
<b>Country*</b>
<b>City*</b>
<b>Post Code</b>
<b>District</b>
<b>Address*</b> (street, square, road)
<b>House Number*</b> (if absent, you may put number 0)
<b>Starting date of the period of validity*</b> (dd/mm/yyyy)
<b>Phone number*</b>

Prev

Next

#### NOTE

The section “Current Address” has to be filled out only in case you have answered *No* to the last question from the previous section (Permanent Address section). “Current Address” refers to the address you are currently living in.





## Registration: Contact details

### Contact details

**Personal E-mail address\***

**Confirm E-mail address**

(Please confirm your E-mail address)

**Country Code**

**Country Code**

if you cannot find your country code in the drop-down menu, please write it in the box above

**Mobile phone**

**Privacy\*** I declare to have read the [Privacy Policy](#) under the terms of the European Regulation regarding the safety of personal data (Reg UE 2016/679)  
Y / N

Prev

Next



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### Registration: Choose your password

Here you can choose your personal password. This password will be used for the access to the University Online Services (SoL) once you will be enrolled.



ATTENTION: the password shall be chosen according to the following conditions:

- it shall be at least 8 characters long
- it shall include at least 1 character of the type A-Za-z
- it shall include at least 1 character of the type 0-9
- it shall be no more than 20 characters long

Choose password

**Password\***

**Confirm password\***

Prev

Next



## Registration: Registration Overview

This page provides an overview of the information submitted in the previous sections.

### Personal data

<b>First name</b>
<b>Family name</b>
<b>Gender</b>
<b>Date of Birth</b>
<b>Citizenship</b>
<b>Country of Birth</b>
<b>City (non listed)</b>
<b>CODICE FISCALE (Fiscal Code)</b>



[Edit Personal Data](#) Use this link in order to edit the Personal Data submitted.

### Permanent Address

<b>Country</b>
<b>City (not listed)</b>
<b>Post Code</b>
<b>District</b>
<b>Address</b>
<b>House Number</b>
<b>Starting date of the period of validity</b>
<b>Phone number</b>
<b>Permanent address is the same as the current</b>



address



Edit Permanent Address Use this link in order to edit the Residential Address details submitted.

Contact details

Personal E-mail address

Mobile phone

I declare to have read the Privacy Policy under the terms of the European Regulation regarding the safety of personal data (Reg UE 2016/679)



Edit Contact details Use this link in order to edit the Contact details submitted.

Prev

Confirm

NOTE

If needed, you can fix/update the details already submitted by clicking on the link Modifica (Edit) – circled in red in the screenshot below. There is one link for each section of the Registration procedure.




### Registrazione: Riepilogo Registrazione

In questa pagina sono riepilogate le informazioni inserite nelle precedenti sezioni.

#### Dati Personali

Nome	[REDACTED]
Cognome	[REDACTED]
Sesso	[REDACTED]
Data di nascita	[REDACTED]
Cittadinanza	[REDACTED]
Nazione di nascita	[REDACTED]
Città non in elenco	[REDACTED]
Codice Fiscale	[REDACTED]

 [Modifica Dati Personali](#) Utilizza il link per modificare i Dati Personali

#### Residenza

Nazione	[REDACTED]
Città non in elenco	[REDACTED]

In case all details are correct, click on Conferma (Confirm) in order to complete the procedure. Then, you will be sent a confirmation message to your email box. Please consider the message only as a confirmation that you have followed the correct procedure, do not access to the system as indicated in the email.

**N.B. From this point onward, no further action is required from your side and the enrolment procedure will be taken over by the Office in charge, that will finalize the procedure and provide you with the Matricola (UNIFI registration number).**