



## Incoming Erasmus/Exchange students APPLICATION PROCEDURE MEMO a.y. 2024/25

### Step 1: NOMINATION

Partner Institutions should fill in the **NOMINATION FORM** (please refer to our [dedicated webpage](#)) for each student. The following information is required for each student:

- Erasmus code Home Institution (if applicable):
- complete name
- nationality
- email address
- Field of study/subject of the bilateral agreement (ISCED)
- Study cycle (bachelor/master level)
- chosen semester of study (First semester /Second semester/Full academic year)

#### NOMINATION DEADLINES:

- Winter Semester (First Semester) OR Whole Academic Year: **15<sup>th</sup> May;**
- Spring Semester (Second Semester): **1st October;**

Admission cannot be guaranteed to those students not officially nominated by their Home University.

**Step 2: On-line Application form and relevant documents** ([www.unibg.it](http://www.unibg.it) – English version EN – Global – Erasmus /Incoming Student –ADMISSION)

After the Deadline nomination, students will receive an email with all info about the registration and how to submit the application.

*The ONLINE APPLICATION* will be available after Mid- May onwards.

Before starting the procedure, please collect the following documents:

- o The official Transcript of Records (listing all exams taken at the Home University prior to mobility) signed and stamped by the Home University
- o **Language Requirements:** Italian competence Level **(A2)** for courses taught in Italian OR English Competence Level **(B1)** for courses taught in English; The certificate provided by university is accepted.
- o The European Health Insurance Card (EHIC) for EU students OR an adequate and private health insurance valid in Italy and throughout the whole study period abroad for NON EU students;
- o a copy of passport or Identity Card;

#### APPLICATION DEADLINES:

- **15<sup>th</sup> June** for the First semester or Full Academic Year
- **1<sup>st</sup> November** for the second semester



After the deadline application (see above) an acceptance email with other relevant info (such as how to reach Bergamo and other useful info) will be sent to students who have completed and sent all documents.

**Step 3 : ACCOMMODATION** ([www.unibg.it](http://www.unibg.it) – English version EN – Global – Erasmus /Incoming Student –Accommodation)

**Students** may apply for housing online only after application deadlines (June 15<sup>th</sup>/Nov. 1<sup>st</sup>), and once steps 1 and 2 have been completed and the International Office has received all necessary forms.

Housing applications are processed only by the Accommodation Service and the International Office has no influence on that process. For further information, contact [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it)

#### **STEP 4: LEARNING AGREEMENT FOR STUDIES- before the mobility**

Please note that the 2024/2025 course list is presently being approved at Department level. Therefore, incoming students are requested to send their Learning Agreement for studies – before the mobility – (that form should be typed and not handwritten), properly filled in, signed by the student and the student's home university Coordinator **by the deadline specified below**. TABLE B IS COMPULSORY AND MUST BE COMPLETED IN DETAIL.

Students coming for one academic year must sign up to 60 ECTS (credits) and students coming for one semester to 30 ECTS (credits).

**Incoming students should undertake at least 50% of their workload in the area/Department as specified in our Inter-Institutional Agreement.**

**Deadlines for sending Learning Agreements:**

- 30<sup>th</sup> August for the first semester or Full Academic Year
- 1<sup>st</sup> November for the second semester

#### **Course Catalogue – Syllabus**

Please note that though most courses do not differ from one year to the next, the semester in which the courses are held, might change. The 2024/2025 list is presently being approved at Department level. Information will be made available from June/July 2024 onwards.

#### **ACADEMIC CALENDAR**

The Academic Calendar for each Department will be available from June onwards at ([www.unibg.it](http://www.unibg.it) – English version EN – Global – Erasmus /Incoming Student –Academic Calendar). Students will be informed as soon as they are available.

#### **ITALIAN LANGUAGE COURSE**

Relevant information can be downloaded from ([www.unibg.it](http://www.unibg.it) – English version EN – Global – Erasmus /Incoming Student –Language Requirements and Italian Language Course)

Incoming students **should have a minimum knowledge of Italian to allow them to attend classes and take exams. The minimum recommended level is A2** of the Common European Framework of Reference. Please do attach a document stating the level of Italian .



**An Intensive Italian Language Course** is offered at the beginning of each semester. It is mostly designed for beginners. **Please note that we will not accept any absolute beginner. No credits will be assigned. The course is free of charge.**

Exchange students have the opportunity to enrol in Italian as a Foreign language classes at our Centro di Italiano (C.I.S) which specializes in Italian language learning for non-native Italian speakers.

During the semester [a General Italian Language Course](#) is available (for further details please refer to the website).

### VISA APPLICATION – NON EU STUDENTS

The Study Mobility Abroad may likely last more than 90 days (1<sup>st</sup> semester: from September to December) or (2<sup>nd</sup> semester from February to June). For this reason NO EU STUDENTS have to apply for a Study Visa. (UK Students included)

The International Office will issue the Invitation letter to NON EU Students after receiving all Application documents in order to start the Visa Procedure at the Italian Consulate.

For further details and doubts, please refer to UNIVERSITALY

### RESIDENCE PERMIT

Upon arrival in Italy, NON EU STUDENTS have to apply for a RESIDENCE Permit ( Permesso di Soggiorno) within 8 working days from their arrival in Italy. The cost is around : 100 euro

The International Office will support students from NON EU Countries to apply for a Residence permit.

### ARRIVAL

We strongly advise students to arrive at least one week before the start of classes (for those who are attending the Intensive Italian Language Course). This will give them time to complete the enrolment procedure at the University of Bergamo: registration, courses, accommodation, etc.

During the first week of each semester there will be a WELCOME DAY, an orientation session on courses and enrolment procedure. Students will also be given a tour of the facilities and meet Bergamo students.

Furthermore, to ensure the integration of exchange students, a social program is organised by student buddies in collaboration with AEGEE and ESN. During the exchange period, incoming students are coached by student buddies.



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