

# How to apply

## DEADLINES

### I SEM/FULL ACADEMIC YEAR

✚ **31 May 2017**

Students coming for the I SEM/FULL A.Y. are asked to fill in the on-line application starting from **30.04.2017**

### II SEM.

✚ **31 October 2017**

Students coming for the II SEM are asked to fill in the on-line application starting from **30.09.2017**

## APPLICATION PROCEDURE

### STEP 1 - Nomination

Find out whether your university has an Inter-institutional agreement with UNIVPM and before starting the online registration, be sure that your Home University has nominated you: your Coordinator has to send an official communication to [international.mobility@univpm.it](mailto:international.mobility@univpm.it) with the following details: *student name and surname, gender, field of study, Faculty at UNIVPM, interest of study (exams/final work), months of stay, e-mail.*

### STEP 2 - On-line registration

Please, note that this is an obligatory process:

- Fill in the **on-line** documents: APPLICATION FORM and LEARNING AGREEMENT.
- **Print** the application form and the learning agreement.
- The printed documents are to be checked, signed and stamped **by your coordinators.**

✚ If you come for the **final work** don't forget to fill in the form (you will find it in your on-line registration) and don't forget to send it with the application form

### STEP 3 - Sending Documents

Send:

- ⇒ the **application form**
- ⇒ the **learning agreement** or the **final work form**
- ⇒ two **passport photos**
- ⇒ a **copy** of your **identity card**
- ⇒ a **copy** of your European Health Insurance Card

to:

Università Politecnica delle Marche  
International Relations Office – Erasmus mobility  
Via Menicucci, 6 – 60121 Ancona, Italy

**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 end of June**

to the students coming for the II sem **starting from the end of November**

**ON-LINE APPLICATION FORM**  
*available starting from 30.09.2017*