

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 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 30.04.2017