Erasmus+ for Study a.y. 2023/2024
Guidelines for filling out the on-line application form

Before you apply, please read the following documents carefully: "**Programme guide and instructions for submitting the application**"; "**University list**".

Log in with your email address and password, in order to identify and verify your personal data.

Please check your personal data before applying, in particular the sections "General data" and "Contacts"

Applications shall be submitted exclusively by filling out the online application form - available from **7 March 2023** - on https://www.esse3.unimore.it/ - by **21 March 2023 at 1:30 pm**

1	Enter: USERNAME PASSWORD
2	Select **MOBILITY EXAM NOTICES** – under INTERNATIONAL MOBILITY in the right hand column
3	You can then select the call related with your Department, click on the hand lens in the right hand column
4	Select **COMPILA IL MODULO** to complete your online application.
5	Click on **CHECK THE EXAMS REGISTERED IN THE BOOKLET**. **Note**: If you have passed exams that have not yet been registered on your booklet, or if you have achieved the First Level Degree in another University, you are requested to certify all the data (exams and final mark) in Annex 2
6	Choose the activity available: Examinations, Study and traineeship, Thesis preparation
7	Based on your Department, there is a list of institutions you can choose from Select your destination in order of preference (drop-down list).

IMPORTANT: students stating not to have any language knowledge (declaring to have some language certificates) must fill out Annex 2 (Upload documents).

Select "STAMPA IN BOZZA DEL MODULO DI CANDIDATURA" to check your application.

Note: the "STAMPA IN BOZZA DEL MODULO DI CANDIDATURA" step does not mean you have submitted your application. You can finalize your application later.

You still can:

➡ Check your data and verify the uploaded documents

➡ Follow the instructions to confirm your data

You can click on "**CONFERMA ISCRIZIONE AL BANDO E STAMPA DEFINITIVA**" (final step) after uploading Annex 2

(If you need to cancel your application, select "DISATTIVA IL MODULO")

Upload Annex 2 (mandatory). You may upload additional documents that you think might contribute to your profile. In this case, select the appropriate item in the drop-box list and describe the documents uploaded.

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SUBMISSION OF ON-LINE APPLICATIONS

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If you have checked your data and uploaded Annex 2 and/or other additional documents, you can select "**CONFERMA ISCRIZIONE AL BANDO E STAMPA DEFINITIVA**".

ATTENTION: if your application is submitted successfully, this will be marked with a green LED light and your application cannot be amended or removed anymore. Your application has been submitted.

You may save and keep a printed copy. We do not require a hard copy of your application.

CONFIRMATION APPLICATION SUBMITTED: After submitting your Application Form, an automatic confirmation email will be sent to your UNIMORE email address.

Please also check in your SPAM folder.

*For any **technical issues** related to the application submission, please contact webhelp@unimore.it.*

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BEFORE STARTING, PREPARE ALL THE DOCUMENTS YOU HAVE TO UPLOAD

IN SUPPORT OF YOUR ONLINE APPLICATION:

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- **Check your personal data**

- **Fill out Annex 2 - MANDATORY**

- **Upload documents (Annex 2 and/or other additional documents)**

- **Submit the online application form by pressing the button: "INVIO CANDIDATURA DEFINITIVA E STAMPA"**

If you need to contact us with regard to your application, please write an email to studentmobility@unimore.it