



UNIVERSITÀ DEGLI STUDI
DI NAPOLI FEDERICO II



ERASMUS+ 22-23 – STUDENTS’ MOBILITY FOR STUDIES

FINANCIAL AGREEMENT AND INSTRUCTIONS

1st semester and full academic year

Students who have regularly accepted the Erasmus scholarship for the first semester or the full academic year 22-23 (students interested in the second semester will be informed in the month of October) have to send the following documents:

- A. Copy of the application form or Dichiarazione application Form available in the section Modulistica a.a. 22-23 on the Erasmus web page
- B. Copy of the certification/statement of language knowledge, according to the scholarships table enclosed to the call for application (students of the Department of Humanities and Political Sciences who have already uploaded their certificate/statement of language knowledge in the candidature are exempted, IRO will check it)
- C. Copy of the Learning Agreement signed at least by the student and the UNINA professor

The documents in point A, B, C have to be zipped in one PDF file should reach the International Office at least 15 days before the departure, **ONLY THROUGH THE FOLLOWING PROCEDURE:**

- 1) Enter the page mobility.unina.it
- 2) From the menu on the right (icon made up of three horizontal lines) click on Login
- 3) Enter using your UNINA credentials (**use your email credentials name.surname and then enter your password. EXAMPLE: if your e-mail is mario.rossi@studenti.unina.it, WRITE ONLY mario.rossi then your password in use**)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one
- 5) If you need to change your bank account coordinate (IBAN):
 - From the menu, select HOME and then ANAGRAFICA
 - In the section below select “Modifica Dati per ricevimento Borsa Erasmus
- 6) From the menu, select **Home** and then **Allegati carriera**

7) In the page **Allegati Mobilità Internazionale** click on **Inserisci Allegato**, fill in the compulsory fields of the form and, once selected the file to upload, select Avanti and the file will be effectively sent to the International Office

You will receive a message on you institutional e-mail address, confirming the correct delivery of the documents (it is a no-reply message)

The international Office will check the documents and will work out the Financial Agreement that will be uploaded in the same page **Allegati Mobilità Internazionale** from the 25th august 2022:

- Students have to verify that the financial agreement has been uploaded in the personal Mobility page (*the office will process them on the basis of the dates of departure indicated*). Please, do not call with demanding urge that will cause further delays.

Once received the Financial Agreement, students have to

- Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only from the students' secretary offices – NOT FROM INTERNATIONAL OFFICE)
- Only in case of substantial discrepancies between the period of mobility included in the Financial Agreement and the one foreseen from the receiving institution, contact the person of the International Relations Office who, according to the list available on the webpage ERASMUS+22-23 – REFERENTI AMMINISTRATIVI PRESSO L'UFFICIO RELAZIONI INTERNAZIONALI PER I DIPARTIMENTI - is in charge for your Department.
- Sign page 3 and 4 of the agreement (modifications or additional information are not allowed)
- Upload the Financial Agreement in the page **Allegati Mobilità Internazionale**. You will receive a message of confirmation

The IRO will verify the Agreement, will sign it and will upload it in the webpage of Mobility Allegati Mobilità Internazionale

Please, note that the enclosed II and III are available on the webpage www.unina.it, in the section Modulistica 2022-23

In the same section of the webpage you will find the certificate of attendance that the receiving institution will have to fill in and sign at the student's arrival and that you will have to upload in the area **Allegati Mobilità Internazionale** of the MOBILITY.UNINA.IT

The same document will have to be filled in from the receiving institution at the end of your study period and uploaded in the same ways described above, within 7 days after the end of your study period, together with a copy of the final Learning agreement (duly signed by the receiving institution, the student and UNINA coordinator) and the Transcript of records when not differently delivered to the University of Naples.