Welcome to the application procedure for Incoming ERASMUS Students

This is a Step by Step Guide that will help you to register as an Erasmus Incoming Student to the University of Palermo.

Your UniPa Account is necessary for the acceptance procedure, even if you have already been accepted do it as well, because you will need it also for your exams and for all Erasmus facilities during your stay.

Until you click on “send application form” your data won’t be registered so please, before starting, read carefully this guide and prepare all the required data and documents.

UNIPA REGISTRATION:
Go to the University of Palermo official website: http://www.unipa.it, then click on “International students” in the middle of the page:

Click on the box “International Credit Mobility” on the right side of the webpage:
then click on the first box “Incoming students”

Then click on the menu “Erasmus + intra EU”: 
that will lead you to the menu “Application as Incoming students Erasmus+ intra EU” and you will finally find the link to the on-line application:

click on “Procedi”.

Viale delle Scienze, ed. 3 - 90128 Palermo - Tel. +39(0)9123893894, +39(0)9123893833, +39(0)9123893731, +39(0)9123893749
e-mail: incoming.students@unipa.it - pec: pec@cert.unipa.it
https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffi/u.o.incoming/
STEP 1: Personal Data

In the upper right side you can change the language of the page to english by clicking on ITALIANO [CAMBIA LINGUA].

Then fill all fields with your personal data, starting from the section “Dati anagrafici”.

After writing your personal data, the server automatically generates the Italian Tax code (codice fiscale), take note of it in case you forget your password.

If your own town doesn’t appear in the list, please choose the nearest to it.

Write the captcha verification and Click on “continue/procedi”.

(Continue filling in the form with your personal data.)
STEP 2: Address Information

Fill your Address Information, putting under “Residenza” the address where you usually live and under “Domicilio” the address in Palermo. If it’s not already available, put your own address and click “continue/procedi”.
STEP 3 - 4: Summary Personal Data and Confirmation

Please, check all personal data and make sure that you have provided a valid e-mail and click on “confirm/confirma”.
IMPORTANT:
You completed the registration online.
Please, check your e-mail and click on the provided link to confirm your account.
Since you receive the e-mail you have 24 hours to validate your account.

In this page you have to set your password clicking on “IMPOSTA LA TUA PASSWORD”.
The password must contain 8-20 characters and at least a number and a capital letter.
ERASMUS REGISTRATION:
Go to the link
http://www.unipa.it,

click on “LOGIN” on the right bottom,
insert your username (it is always name.surname) and password

Click on “LOGIN”
Click on “PORTALE STUDENTI”,

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e-mail: incoming.students@unipa.it - pec: pec@cert.unipa.it
https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationoffice/u.o.incoming/
Click on INCOMING STUDENTS

- click on “NEW APPLICATION FORM” (before arriving in Palermo):
  To insert all Erasmus data (home university, learning agreement, etc.)
- MY APPLICATIONS (during your stay):
  If you need to go to your documents.

Your data are already showed, click next.
STEP 1: Application form

- Select your Academic year, your Exchange programme and your Degree
- Click on “search agreement” and select the bilateral agreement between your home university and the University of Palermo
- Specify your ID Card or passport number, special requirements, your knowledge of Italian language and the data related to your stay in Palermo. If you require a first accommodation in our agreed hotel, remember to write the exact date of arrival. Reservation is not guaranteed for another date.
- Click “Avanti” (next)
STEP 2: Learning Agreement

Before completing the learning agreement you must already know the courses that you want to put in it.
If you have any doubt about didactic, you can consult our courses list on:
http://offweb.unipa.it/
(Italian or English version) or write to your Teacher coordinator (you find his/her email in “search agreement” step 1).

Search the subjects and when your learning agreement is complete, click on “next”
STEP 3: Summary of application and confirmation

- Download and print the generated application form and learning agreement
  **VERY IMPORTANT: USE OUR FORMS, CREATED DURING THIS PROCEDURE, OR YOUR APPLICATION WILL NOT BE ACCEPTED**
- Ask to your International Office to duly sign the downloaded documents
- Scan and upload them and also the other required documents (your photo is also required, in Jpg format)
- Send application form
- Click on “my application” anytime to see your application