WELCOME

to the application procedure for Incoming ERASMUS+ Extra E.U. or Exchange for study Students

This is a Step by Step Guide that will help you to register as an “Erasmus+ Extra EU or Exchange for study” 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 link of the University of Palermo official website: http://www.unipa.it
➢ Click on “Futuri studenti” in the top of the page:
➢ https://www.unipa.it/target/futuristudenti/servizi-agli-studenti/portale-degli-studenti/
Click on “Portale degli studenti”, this will lead you to the registration page:

➢ If you are a new student click on “Registrazione al portale studenti”, this will lead you to the registration page (step 1);
STEP 1: Personal Data

➢ On the top of the page, on the right side, you can change the language choosing ENGLISH or ITALIAN.
➢ Fill all the requested fields with your personal data.
➢ The server will automatically generate the Italian Tax code (codice fiscale). It is a temporary code that you need to change when you arrive in Italy.
➢ Write the captcha verification and click on “continue”.

Student Registration

Registration with Italian tax code

Italian Tax Code (for foreign students is automatically generated)

Continue

International Students

Continue

Student Registration

Fields marked with * are mandatory

Personal Data

Surname *

Date of Birth *

Place of Birth *

Italian Tax Code (for foreign students is automatically generated) *

Gender *

Nationality (as in Passport) *

Fiscal code

Email *

Confirm email *

Captcha verification

Insert the 5 characters (numbers and/or letters) that you see in this image*

Continue

Go back
STEP 2: Address Information

➢ Fill with your Address Information and click continue.
**STEP 3: Summary Personal Data Student**

- Please, check all personal data and make sure that you have provided a valid email and click “confirm”.

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**Student Registration**

**Summary Personal Data Student**

Upon confirmation of the underlying data you will receive an email containing a link of activation account. Make sure you have provided a valid email address otherwise the account cannot be activated.

**Personal Data**

- **Surname**
- **Name**
- **Italian Tax Code (for foreign students is automatically generated)**
- **Gender**
- **Place of Birth**
- **Nationality (as in Passport)**
- **Email**

**Home address**

- **City**
- **Country**
- **CNA**
- **Phone**
- **Postal Code**
- **Address**

**Italian address**

- **City**
- **Country**
- **ITALIA**
- **Phone**
- **Postal Code**
- **Address**

**Postal address**

- **C/o**
- **Send Mail**
- **DOMICILIO**

**Other Addresses**

- **Mobile Phone**
- **Fax**

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**Go back**

**Confirm**
VALIDATION ACCOUNT:

Please, check your e-mail and click on the provided link to confirm your account. After receiving the email you have 8 hours to validate your account.

➢ Please, click “To confirm your registration”.

➢ Please, click “>IMPOSTA LA TUA PASSWORD<”.

Adesso ti preghiamo di impostare la password seguendo la procedura mostrata nel links seguente: >IMPOSTA LA TUA PASSWORD<
It is mandatory to set a password, it must contain from 8 to 20 characters and at least a number and a capital letter.

➢ Please, click “cliccare qui”.

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Head Office, Piazza Marina, 61- 90133, International Program Office, Viale delle Scienze, Block. n. 3, 1° floor – 90128
tel. 0039 091/23893832/93833/99523/93648 e-mail: valeria.floriano@unipa.it; e-mail2: programmi.internazionali@unipa.it; e-mail3: internationalstudents@unipa.it
Step 4: Result of the registration

➢ You completed successfully the registration online.

➢ Please, click “LOGIN”.

Congratulations for your registration! 😊
You are registered in our official database “Portale dello studente” now!

Erasmus+ Extra EU or Exchange for study REGISTRATION:

Head Office, Piazza Marina, 61- 90133/, International Program Office, Viale delle Scienze, Block. n. 3, 1° floor – 90128
tel. 0039 091/2389382/93833/99523/93648 e-mail: valeria.floriano@unipa.it;
e-mail2: programmi.internazionali@unipa.it; e-mail3: internationalstudents@unipa.it
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”
Click on INCOMING STUDENTS

- click on “NEW APPLICATION FORM” (before arriving in Palermo):
  To insert all Erasmus+ Extra EU or Exchange for study 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/](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
If you have questions or doubts you can contact our office “International programs”
send an e-mail to programmi.internazionali@unipa.it
Our office is located in Viale delle Scienze, Block 3, 1° floor, 90128 – Palermo.
Our offices is located in Viale delle Scienze, Block 3, 1° floor, 90128- Palermo"see google map "
See the Map of University Campus

We are waiting for you!

Good luck!

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Enjoy your stay in Palermo!