ERASMUS INCOMING REGISTRATION GUIDE

2023/2024

v. November 2023
Dear Student, welcome to the application procedure for INCOMING ERASMUS STUDENTS

Please read carefully the following guidelines for the application procedure for your ERASMUS+ mobility at the University of Palermo. This procedure is obligatory to be accepted for your Erasmus+ mobility. Please follow the guidelines and complete it within the deadlines shared with your nomination email.

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 nominated by your University: the enrolment is mandatory in order to complete your administrative procedure and to be able to follow courses and undertake exams once in Palermo.

Without this procedure, your Erasmus Mobility can’t formally start: remember that until you click on “SEND APPLICATION FORM” your data won’t be registered on our platform.

We invite you to read it carefully and prepare all the required data and documents. If you have any questions, you can write to incoming.students@unipa.it with your questions, but before please read all the points in this guidelines and you will probably find your answer.

THE IRO INCOMING STAFF
**STEP 1 – UNIPA PROFILE REGISTRATION**

Go on the following website to start your registration:

https://immaweb.unipa.it/immareg/facelets/anag/ins_anag_generale.seam?cid=2179

Here you can start your registration procedure; you can change language choosing Italian or English. Click on “Continue” as shown in the picture below to proceed with the registration.
1.2 Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality; you can leave the Italian Tax Code filed empty: it will be generated automatically later as explained in the picture below. Then click on “Continue” to proceed.
1.3 Insert your personal data, as shown in the picture below. Do not forget to insert all the mandatory information and the nationality, paying also attention to the phone number format and other fields. **IF YOU CAN’T FIND YOUR PLACE OF BIRTH, PLEASE USE THE CLOSEST MUNICIPALITY AVAILABLE IN THE LIST.**
1.4 Here you can find the summary of your personal data; we ask you to note the ITALIAN TAX CODE generated by the system because it can be useful to recover your password if needed later.

Click on **CONFIRM** and you will successfully register your account.
STEP 2 – ACCOUNT ACTIVATION

After confirming the registration, you will be shown this confirmation screen. You will receive a confirmation email as in the sample below.

**Student Registration**

Result of the Registration

YOU HAVE 24 HOURS TO VALIDATE YOUR ACCOUNT

Registration successfully completed! Within a few hours you will receive an e-mail. Click on the confirmation link to complete your registration.

Click here to access to our services

**Registration to the Portal of University of Palermo**

University of Palermo <immaweb.noreply@unipa.it>
A: Utente corrente

Dear TEST FRANCESCO,
welcome at the University of Palermo Internet portal.

To confirm your registration please click on the following link:
http://immaweb.unipa.it/immareq/creg.seam?u=RSMTS199D01Z112G&t=Ozovhar2MQDFHhi

After you'll receive another email containing more detailed instructions on how to access to the Internet portal.

CLICK ON THE LINK TO ACTIVATE THE ACCOUNT

THIS IS A SAMPLE OF THE ACTIVATION EMAIL YOU WILL RECEIVE
2.1 After clicking the confirmation link in your email, you can now confirm your account, and set your password as shown below.

CLICK ON "CONFIRM REGISTRATION" TO ACTIVATE THE ACCOUNT
2.3 After clicking the confirmation link in your email, you can now confirm your account. You will now receive a new email containing the information of the account, in particular your **USER** that usually is `name.surname`

2.4 Set your password, paying attention to save the your user information, password, Italian tax code.
2.5 Set your password and save the information.

SELECT YOUR PASSWORD, CLICK ON THE CAPTCHA AND THEN CLICK ON "SALVA" TO SAVE

PLEASE, TAKE NOTE OF THE PASSWORD THAT YOU SELECT!
STEP 3 – LOGIN AND ERASMUS APPLICATION

Now you are ready to login on the Student Portal using your username and password. If you can’t find your username, you can find it in the registration email as explained in STEP 2. If you do not remember your password, you can recover it using the “forgot password” button.

You can login using the button as shown below.
3.1 Insert username and password and access the platform by clicking “Accesso con credenziali di Ateneo” as shown below. Username is usually yourname.yoursurname and the password is the one chosen by you. If you need to recover your user or your password you can click on “Username dimenticato” or “Password dimenticata”.
3.3 After your login, you will access your profile. Go on “STUDENT PORTAL” as shown in the picture below or by clicking the following link: https://immaweb.unipa.it/immaweb/home.seam
3.4 Click on “INCOMING STUDENTS” and then in “NEW APPLICATION” to start your enrolment procedure. You can also add your profile picture as shown below.
STEP 4 – APPLICATION SUBMISSION AND LEARNING AGREEMENT

You can now proceed with your application submission; your data will be automatically displayed as shown below. You can click on “NEXT” to continue and start your application.
4.1 Now, please select the correct information about: Academic year (2023/24 for spring semester 2024), the EXCHANGE PROGRAMME (for Study or for Traineeship according to your mobility plan)
4.2 Select the correct CYCLE OF STUDY: this is important because if you put the wrong cycle, your agreement won’t be displayed later.

1st CYCLE → Bachelor Students / Undergraduates
2nd CYCLE → Master Students / Post graduated / degree
3rd CYCLE → PhD Students

THEN CLICK ON "SEARCH AGREEMENT"
After you correctly select the exchange programme and the cycle, you will have the full list of the agreements. Please search for your University, using the Erasmus Code or the name of the University. Do not use the “Filter” box but instead use the search feature clicking on the keyboard CTRL and F as explained below, then click “Select”.

**IMPORTANT** Your University might have more agreements: pay attention to the FIELD OF STUDY as explained below. If you can’t find your agreement please contact your International Relations Office at your Home University and ask to contact by email erasmus.agreement@unipa.it specifying the problems.
4.4 Now is time to create your LEARNING AGREEMENT: we only accept Learning Agreement generated by the UniPa system; no other agreements will be accepted. To select the subjects, start inserting the Subject Names and related ECTS as foreseen at your Home University; then click on SELECT to search for the subject related at the University of Palermo. If you want to perform research activities, you can select the box as shown below.
First check the subject from the UniPa Course Catalogue, at the following link: https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam, and search for the Courses related to the subject you want to undertake. (e.g. below with Statistics and Data Science Course as sample). You can use the filters provided by the Course Catalogue or just the CTRL+F search tool of the browser as in the sample below.
4.6 After you open the Course Catalogue selected, you can search for the subject you want to undertake; subjects with lessons in English are marked with an asterisk (*). You can ask your teacher coordinator for more information about the courses. Take note of the Course Code as show below that will be used to search your subject for the learning agreement. We also suggest contacting your Teacher Coordinator at UniPa (name and surname are mentioned in the Agreement) in order to ask for any questions related to the didactics.
4.7 Now that you found your courses, go back on your application procedure: step 1 will be SELECTING THE FACULTY/SCHOOL as shown below and then click “SELECT”. If you don’t know which faculty/school is related to your course, you can ask your teacher coordinator, or select one and then check in the step 4.8 if the courses is available.
4.8 Step two will be selecting the COURSE, from the list as shown below.
4.9 After selecting the course, you can search for the unit courses you want to add in your learning agreement; use the field “Course Unit Code” inserting the code from the Course Catalogue as explained in points 4.5 and 4.6, then click on “SEARCH”. The courses will be displayed below. Then click **select** to add the subject.
4.10 Another way to find your courses will be inserting KEYWORDS in the Unit Description; in this way you will be able to see all the courses that can be selected and added in your learning agreement. Once you found your subject, click “SELECT”
4.11 Now, once selected the subject, you can click on ADD TO LEARNING AGREEMENT; repeat the same procedure for all the subjects you want to include in your Learning Agreement.
STEP 5 – APPLICATION SUBMISSION AND MANDATORY DOCUMENTATION

After completing your Learning Agreement, it's time to upload the required documents and submit your application for the acceptance by our offices. You'll be able to review a summary of your information and make any necessary changes if needed by going back.

As specified below, it is mandatory to download the APPLICATION FORM and LEARNING AGREEMENT.

IMPORTANT: Download the Application Form and the Learning Agreement. The documents must be signed and stamped following the information described.
5.1 STEPS TO COMPLETE THE APPLICATION:

1) **DOWNLOAD AND PRINT THE APPLICATION FORM AND LEARNING AGREEMENT.** Only documents generated by the system are accepted. No other Learning Agreement or documents will be accepted. 

2) The **APPLICATION FORM** must be Signed and Stamped by your International Relation Office; 

3) The **LEARNING AGREEMENT** must be signed by You and by the Coordinator from your University. The signature of the UniPa Coordinator is mandatory for all Traineeship mobilities and only for Medicine Students. 

4) Upload valid ID/Passport 

5) Upload your Picture, it must be a recognizable photo with your face visible 

6) Upload the Learning Agreement duly signed. 

7) Upload the Application form duly signed and stamped. 

8) After you upload all, **CLICK ON SEND APPLICATION FORM!**
5.2 After you send the application, it will be evaluated by the UniPa incoming office, and you will receive an **ACCEPTANCE EMAIL if the application will be successful.**

In case some of the documents are not correct, you will receive an email with the correction needed, and you must again follow the indication provided, to complete your application. You can also view and delete the application by clicking the yellow icon (to modify) or the red x to delete your application.
CONTACTS AND FINAL INFORMATION:

- For any questions regarding the administrative aspects and problems with the application procedure, you can send an email to incoming.students@unipa.it specifying your problems and eventually enclosing screens of the issue.

- For any questions regarding the agreements or you can’t find your agreement, please contact your International Relations Office at your Home University, and ask to contact by email erasmus.agreement@unipa.it specifying the problems.

- For any questions regarding the didactics, such as subject selection and other information, you can contact your TEACHER COORDINATOR that is mentioned in the agreement. Email can be found in the UniPa website.

IRO INCOMING OFFICE
Educational offer is available here:
https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam

Subject in English are marked with an asterisk (*).

Academic calendar is available here:
https://www.unipa.it/mobilita/en/useful-information/the-didactic-calendar/

FAQ about your mobility:
https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.incoming/faq/