



UNIVERSITÀ DEGLI STUDI DI PALERMO
AREA RICERCA E SVILUPPO
U.O.A. POLITICHE DI INTERNAZIONALIZZAZIONE PER LA MOBILITA'

International Relations Office

Dear Erasmus Student,

The International Relations Office of the University of Palermo welcomes you and invite you to carefully follow this steps:

1. **Do the Copy of your Erasmus Study Certificate.**
This document is very important for you because it contains your data and it represents your I.D. card in Palermo. Take the copy always with you and maintain the original copy in your house.
2. With your Erasmus study certificate and one picture **go to the main canteen SANTI ROMANO (1° floor)** which is in the University campus in Viale delle Scienze. The office is open the morning until h. 12,30. There, you will receive a **student card** to use the canteen service for € 3 (complete meal).
3. **Go in your faculty and speak with your Departmental Coordinator.**
This is the most important step because with him you will talk about all that regards didactic: lectures, examinations, credits, etc. In particular, check with your coordinator your *Learning Agreement*, let him signs it and once it is duly signed send back a copy to your home university. Please, ask to your coordinator to approve your learning agreement also online.
4. **Italian language course.**
Mail: erasmusitastra@unipa.it, scuolaitalianostranieri@unipa.it
Web: www.itastra.unipa.it
Indirizzo: Piazza Sant'Antonino n° 1
90134 - Palermo
Tel. +39/091/23899202 - +39/091/23869601
5. **At the end of your Erasmus period don't forget to complete and finish all documentations needed to your University.** Compile with your Coordinator your Transcript of records with examinations and credits that you passed and with this documents come to the International Office to do your attendance certificate. This documents are very important and you should bring the original copy to your Home University as soon as possible.
6. **For anyhelp or problem**, above all regarding documents, fax and certificates contact us:

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*We are happy to invest our knowledge
and our experience in your professional and personal career!*

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