



# UNIVERSITÀ DEGLI STUDI DI PALERMO

**DEAR ERASMUS STUDENT,**

The International Relations Office of the University of Palermo

**WELCOMES** you

and invite you to carefully follow these steps:

1. **Once you did your check-in at the International office** you are a real UNIPA Student! It means that since this moment you can use all UNIPA facilities like wifi, library etc...
2. With your “Erasmus-for-study-certificate” **go to the main canteen “SANTI ROMANO”** (1° floor) which is on the University campus in viale delle Scienze. The office is open in the morning until 12,30 a.m. There, you will receive a **student card** for the canteen service.
3. **Go to your school and speak with your Departmental Coordinator.**  
This is the most important step because your coordinator will talk to you about didactic information: lectures, examinations, credits, etc..  
In particular check with your coordinator your online Learning Agreement, make some changes, if you need, and **be sure that your learning agreement becomes approved online by your professor.**
4. **Contact ITASTRA for your Italian language course.**  
E-mail: [erasmusitastra@unipa.it](mailto:erasmusitastra@unipa.it), [scuolaitalianostranieri@unipa.it](mailto:scuolaitalianostranieri@unipa.it)  
Web: [www.itastra.unipa.it](http://www.itastra.unipa.it)  
Address: 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 collect all the documents you need for your University.** Meet your Coordinator to receive your signed “Transcript of records” with all examinations and credits you passed. With this document come to the International office to do your **certificate of stay**. These documents are very important and you should bring the original to your home University as soon as possible. Stated by the international rules, in no case we will send you the “certificate of stay” by email or give it to another person.
6. **For any doubt or problem**, about documents and certificates, please contact us:

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