CALL FOR ERASMUS MOBILITY FOR STUDY TO PROGRAMME COUNTRIES

(KA131) - A.A. 2022/2023

GUIDELINES FOR APPLICATION
This guide provides you with the instructions for applying to the call for the Erasmus mobility contribution for study to Programme Countries KA131 - a.y. 2022/2023. Students must access the Gomp student portal with their own credentials.

Then click on CARRIERA, PIANI DI STUDI, ESAMI.

Access the **Mobilità internazionale** section to submit the application.
First Step:

Choice of ISCED
In STEP 1 the student sees the ISCED code(s) available for his/her course of study and selects the one(s) compatible with his/her academic profile; then the list of available destinations appears for each ISCED. PLEASE NOTE THAT 3 ISCED CODES CAN BE CHOSEN.

The student must also indicate the purpose of the mobility, choosing one of the three options provided by the call for applications.
The choice of the type of educational activity causes a filter on the destinations that the system makes available to the student, as specified below:

- **Exams**
- **Thesis**
- **Exams and thesis**

Choosing the ISCED code, from those available for any course of study, allows the student to select the language requirement. To select the language, just click on the AGGIUNGI LINGUA button and a small menu will open. The language competence must also be declared by attachment 2, which must be uploaded onto the portal in one of the next steps, even if the student has no language competence. The student can choose up to 3 ISCED codes.

Once the language has been selected, also the level of competence can be selected by clicking on the menu.
After that operation, you will be able to go back by clicking the TORNA AL BANDO button.

**Second step:**

Choose the destination

The second step is to choose the destination/receiving university among those available. You can order them according to your preference by simply clicking on one of the universities and dragging it to the position of interest. The order will be taken into consideration for the ranking.
Once done this, it is possible to go to the following step by clicking on the blue button AVANTI.

**Third Step:**

**Academic records**

Going on to the third step, the student verifies the correctness of the academic records: matriculation, course of studies, legal duration, last enrolment and average of the exams in the career.

This mask is in display mode only.

Any anomalies must be reported to the Student secretariat to be resolved before the application is sent.
Fourth Step:

Attachments and declarations
The fourth step concerns the attachments and other declarations. It is compulsory for the student to enclose a self-declaration in which he/she declares that he/she possesses the language competences, otherwise he/she will be excluded from the selection. The form, attachment 2, available on the page, must be downloaded, printed, filled in, scanned in pdf format and finally attached to the application by uploading with the SCEGLI FILE function.

Similarly, the student can upload any international language certification(s) held.

In addition, in the lower part of the screen, there is a drop-down menu where you can choose the number of months of the previous Erasmus mobility carried out in the course of studies currently attended. If a period abroad has not taken place, select the option NESSUNA PREDEDENTI MOBILITA’.
Fifth Step:

Confirmation of the data and submission of the application

After carefully checking what has been selected, the student may proceed to send the final application. The preferences expressed cannot be modified after the application has been sent. It is therefore necessary to check that they are correct and consistent with your academic profile before confirming your application.

Finally, to confirm the final submission just click on the green button **INVIA LA DOMANDA**.
Sixth Step:

Receipt for sending the application

The last step is the receipt for the application submitted. The information in the receipt is about: date of sending, time, number and authentication code. At the bottom of the page there is also the button SCARICA LA RICEVUTA IN PDF (DOWNLOAD THE RECEIPT IN PDF), necessary to download the receipt.

By clicking on the button ALTRE AZIONI on the top right part of the screen it is possible to have a drop-down menu.

The applicant who has sent a wrong application can delete it by clicking the button ANNULLA L’ISCRIZIONE AL BANDO and can start a new application.

For further info write to erasmus@unitus.it