



## Incoming Exchange students APPLICATION PROCEDURE MEMO a.y. 2025/26

### Step 1 : NOMINATION

Partner Institutions should fill in the *NOMINATION FORM* (please refer to our [dedicated webpage](#)) for each student. The following information is required for each student:

- Erasmus code Home Institution (if applicable):
- complete name
- nationality
- email address
- Field of study/subject of the bilateral agreement (ISCED)
- Study cycle (bachelor/master level)
- chosen semester of study (First semester /Second semester/Full academic year)
- student passport

#### NOMINATION DEADLINES:

- Winter Semester (First Semester) OR Whole Academic Year: 15<sup>th</sup> May;
- Spring Semester (Second Semester): 1st October;

Admission cannot be guaranteed to those students not officially nominated by their Home University.

### Step 2: On-line Application and relevant documents

(<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/application>)

After the Deadline nomination, students will receive an email with all info about the registration and how to submit the application.

*The ONLINE APPLICATION* will be available after Mid -May onwards.

Before starting the procedure, please collect the following documents:

- The official Transcript of Records (listing all exams taken at the Home University prior to mobility) signed and stamped by the Home University
- Language Requirements: Italian competence level (A2) for courses taught in Italian OR English Competence Level (B1) for courses taught in English; The certificate provided by the university is accepted.
- The European Health Insurance Card (EHIC) for EU students OR an adequate and private health insurance valid in Italy and throughout the whole study period abroad for NON EU students;
- a copy of passport or Identity Card;

#### APPLICATION DEADLINES:

- 15<sup>th</sup> June for the First semester or Full Academic Year
- 1<sup>st</sup> November for the second semester



After the deadline application (see above) an acceptance email with other relevant info (such as how to reach Bergamo and other useful info) will be sent to students who have completed and sent all documents.

Once completed the online application Exchange students will receive an Invitation letter fundamental for the VISA application.

### Step 3: ACCOMMODATION (<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/before-your-arrival>)

Students may apply for housing online only after the online application deadlines (June 1<sup>st</sup>/Nov. 1<sup>st</sup>), and once steps 1 and 2 have been completed and the International Office has received all necessary forms.

Please be informed that: there are no places available in the University of Bergamo dorms for Erasmus/Exchange students. The accommodation service will support students to find a single/double/triple room in a private apartment, they will share it with other students of the University of Bergamo.

It will be asked to sign a contract with the owner of the apartment.

Housing applications are processed only by the Accommodation Service and the International Office has no influence on that process. For further information, contact [accommodation.service@unibg.it](mailto:accommodation.service@unibg.it)

### STEP 4: LEARNING AGREEMENT FOR STUDIES- before the mobility

Please note that the 2025/2026 course list is presently being approved at Department level. Incoming students are requested to send their Learning Agreement for studies - before the mobility.

Students can find the specific form on our website (<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/before-your-arrival>), the form should be typed and not handwritten, properly filled in, signed by the student and the student's home university Coordinator by the deadline specified below.

Deadlines for sending Learning Agreements:

- 30<sup>th</sup> August for the first semester or Full Academic Year
- 1<sup>st</sup> November for the second semester

### Course Catalogue - Syllabus

Please note that though most courses do not differ from one year to the next, the semester in which the courses are held, might change. The 2025/2026 list is presently being approved at Department level. Information will be made available from June/July 2025 onwards.

### ACADEMIC CALENDAR

The Academic Calendar for each Department will be available from June onwards at (<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/before-your-arrival>). Generally, the first semester starts in mid-September and it ends by the end of February (exam session included). The second semester generally starts in February and it ends in July (exam session included).

Students will be informed as soon as they are available.



## ITALIAN LANGUAGE COURSE

Relevant information can be downloaded from the website  
(<https://en.unibg.it/global/students-exchange/erasmus-incoming-students/learn-italian>)

Incoming students should have a minimum knowledge of Italian to allow them to attend classes and take exams. The minimum recommended level is A2 of the Common European Framework of Reference. Please do attach a document stating the level of Italian.

An Intensive Italian Language Course is offered at the beginning of each semester. It is mostly designed for beginners. Please note that we will not accept any absolute beginner. No credits will be assigned. The course is free of charge.

Exchange students have the opportunity to enroll in Italian as a Foreign language classes at our Centro di Italiano (C.I.S) which specializes in Italian language learning for non-native Italian speakers.

During the semester [a General Italian Language Course](#) is available (for further details please refer to the website).

## ITALIAN TAX CODE

The Italian tax code is mandatory for each student, please refer to the attached guide for further information.

## VISA APPLICATION - NON EU STUDENTS

The Study Mobility Abroad may likely last more than 90 days (1<sup>st</sup> semester: from September to December) or (2<sup>nd</sup> semester from February to June). For this reason, NO EU STUDENTS have to apply for a Study Visa. (UK Students included)

The International Office will issue the Invitation letter to NON EU Students after receiving all Application documents in order to start the Visa Procedure at the Italian Consulate.

For further details and doubts, please refer to UNIVERSITALY

## RESIDENCE PERMIT

Upon arrival in Italy, NON EU STUDENTS have to apply for a RESIDENCE Permit ( Permesso di Soggiorno) within 8 working days from their arrival in Italy. The cost is around: 100 euro

The International Office will support students from NON EU Countries to apply for a Residence permit.

## ARRIVAL

We strongly advise students to arrive at least one week before the start of classes (for those who are attending the Intensive Italian Language Course). This will give them time to complete the enrolment procedure at the University of Bergamo: registration, courses, accommodation, etc.

During the first week of each semester, there will be a WELCOME DAY, an orientation session on courses and the enrolment procedure. Students will also be given a tour of the facilities and meet Bergamo students.

Furthermore, to ensure the integration of exchange students, a social program is organized by student buddies in collaboration with AEGEE and ESN. During the exchange period, incoming students are coached by student buddies.