



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

Step 1 : NOMINATION

Partner Institutions should complete the nomination via Google 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 information
- 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)

NOMINATION DEADLINES:

- Winter Semester (First Semester) OR Whole Academic Year: 15th 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.

Please note that is fundamental to complete the application as soon as student receive the instructions about the registration. The same credential they will create will be used also to access the Accommodation service platform.

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 (self-certification or certification downloaded form the students are not accepted)
- 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 (please ask to students to apply in advance for this card, some countries need a long process to issue this card);
- a copy of a valid passport or Identity Card.

APPLICATION DEADLINES:

- 15th June for the First semester or Full Academic Year



- 1st November for the second semester

After the application deadline (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. Please note, the acceptance email will arrive once the Incoming office check and validate each 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 1st/Nov. 1st), 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 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

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.

Thanks to the Erasmus Without paper it is possible to fill out the Online Learning Agreement (OLA) via EWP. Please note that we do not approve OLA through other platforms. In case your university does not use the OLA via EWP, we kindly ask you to inform us and to use the Learning Agreement before the mobility form and send it via email (incoming@unibg.it).

In case you use the form, it 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.

TABLE B IS COMPULSORY AND MUST BE COMPLETED IN DETAIL.

Students coming for one academic year must sign up to 60 ECTS (credits) and students coming for one semester to 30 ECTS (credits).

Incoming students should undertake at least 50% of their workload in the area/Department as specified in our Inter-Institutional Agreement.

Deadlines for sending Learning Agreements:

- 30th August for the first semester or Full Academic Year
- 1st 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.

ONLINE INFORMATION MEETING

In May and November we will organize an Information meeting online, we will send students all



information via email.

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>). 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).

RESIDENCE PERMIT - NON EU STUDENTS

Before arriving in Italy, NON EU STUDENTS have to submit a valid RESIDENCE Permit (Permesso di Soggiorno) issued from the Country of their Home University where they are enrolled and valid for the whole period of their mobility in Italy.

ARRIVAL

We strongly advise students to arrive a few days before the start of classes (for those who are attending the Intensive Italian Language Course one week before). 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.