



### Incoming Erasmus/Exchange students APPLICATION PROCEDURE MEMO a.y. 2018/2019

#### Step 1 : NOMINATION

**Partner Institutions** should send a short notice via email to [incoming@unibg.it](mailto:incoming@unibg.it) including the following information for each student:

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

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

#### Step 2: On-line Application form and relevant documents ([www.unibg.it/incoming](http://www.unibg.it/incoming) > SECTION ADMISSION)

**Students** are required to [fill out the application on-line](#), **save**, **submit** and **print** it.

Any handwritten and incomplete application (*missing signatures, information, documents*) will not be accepted.

For each student, please make sure to send us the following forms **by post**:

- The Application Form duly signed and stamped by the home institution's coordinator.
- The official Transcript of Records (listing all exams taken at the Home University prior to mobility).
- a certificate of Exchange/Erasmus status, including grant assigned, if applicable, issued by Home University;
- a document stating the level of Italian competence (or English, if applicable) issued by home University.
- a copy of adequate health insurance for non EU students (or equivalent) or Health Insurance Card for EU students;
- a copy of passport;
- one passport size photo (to be attached directly on the application form)
- the application form for the Italian language course

Information on how you will reach Bergamo and Travel Info Form (to be emailed at least a week before arrival).

#### \*Deadlines for applications:

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



### Step 3 : (July or November): ACCOMMODATION ([www.unibg.it/accommodation](http://www.unibg.it/accommodation) )

Students may apply for housing online **only after** application deadlines (June 15<sup>th</sup>/Nov. 1<sup>st</sup>), and once steps 1 and 2 have been completed and the International Office has received all necessary forms.

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 2018/2019 course list is presently being approved at Department level.

Therefore, incoming students are requested to send their Learning Agreement for studies -before the mobility - (that form should be typed and not handwritten ), properly filled in, signed and stamped 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.

#### ECTS Course Guide

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 2018/2019 list is presently being approved at Department level. Information will be made available from June 2018 onwards.

#### 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**

#### Postal address is:

International Office  
University of Bergamo  
via S. Bernardino, 72/e  
24122 BERGAMO - Italy

#### ACADEMIC CALENDAR

The Academic Calendar for each Department will be available from May onwards at [www.unibg.it/incoming](http://www.unibg.it/incoming) > Admission. Students will be informed as soon as they are available.

#### ITALIAN LANGUAGE COURSE

The **Application form** and relevant information can be downloaded from [www.unibg.it/incoming](http://www.unibg.it/incoming) > Language Course.

Completed forms should be included in the Student Application to be submitted in June or November (see step 2: **deadlines**).

Please note that 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 their level of Italian (or English) to their Application Form.

Please note that, along with the **60-hour general course DURING the semester**, and in addition we offer **an Intensive Italian Language Courses BEFORE the semester**. The intensive Italian language course is



# UNIVERSITÀ DEGLI STUDI DI BERGAMO

## ORIENTAMENTO E PROGRAMMI INTERNAZIONALI

mostly designed for beginners CEFR A1/A2 and it is offered at the beginning of each semester. **Please note that we will not accept any absolute beginner. No credits will be assigned.**

Students who have applied to Bergamo can also take advantage of **PASE: a distance e-learning Italian language activity tool, specifically-designed for exchange students**. It has been conceived to help beginners improve their Italian Language skills and introduce them to the university.

Please note that a [SUMMER INTENSIVE LANGUAGE COURSE](#) is also available.

### ARRIVAL

We strongly advise students to arrive at least one week before the start of classes (two weeks for those 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 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 organised by student buddies in collaboration with AEGEE and ESN. During the exchange period, incoming students are coached by student buddies and the Exchange Coordinator.