UNIVERSITÀ DEGLI STUDI DI BERGAMO

Servizio orientamento e programmi internazionali

REGISTRATION AND APPLICATION GUIDE

Incoming

ERASMUS/EXCHANGE STUDENTS

To apply as an Erasmus/Exchange student at the University of Bergamo you have to be nominated from your Home University and complete very carefully two online procedures:

1 STEP: ONLINE PERSONAL DATA REGISTRATION
2 STEP: ONLINE APPLICATION FOR INCOMING STUDENTS

Before starting the online procedures you should have all the documents and certificates required for the application, please check the following webpage: incoming > application and the information that your home university has sent you.

 PLEASE NOTE:

- At the end of the 1st STEP you have to print/save a memo with your username (id) and password (pw).
- At the end of the 2nd STEP you have to print/save a confirmation of Enrollment

1st STEP: ONLINE PERSONAL DATA REGISTRATION

The on-line personal data registration on the University of Bergamo website is the first step of the Erasmus application procedure
It requires that the language of your browser is in English

- Click on University of Bergamo website and click on Dashboard
  In the next paragraph you will find more details
- Enter the access code you have received from the Virtual office (incoming – no reply email) of the International office of the University of Bergamo;

- Complete with your name and surname **without accents or special characters.** If you have more than one name or surname please write them all (as in your identity card or passport);

- Please check the personal information that the International office has uploaded. If they are wrong please contact the UNIBG International office to change them before proceeding.
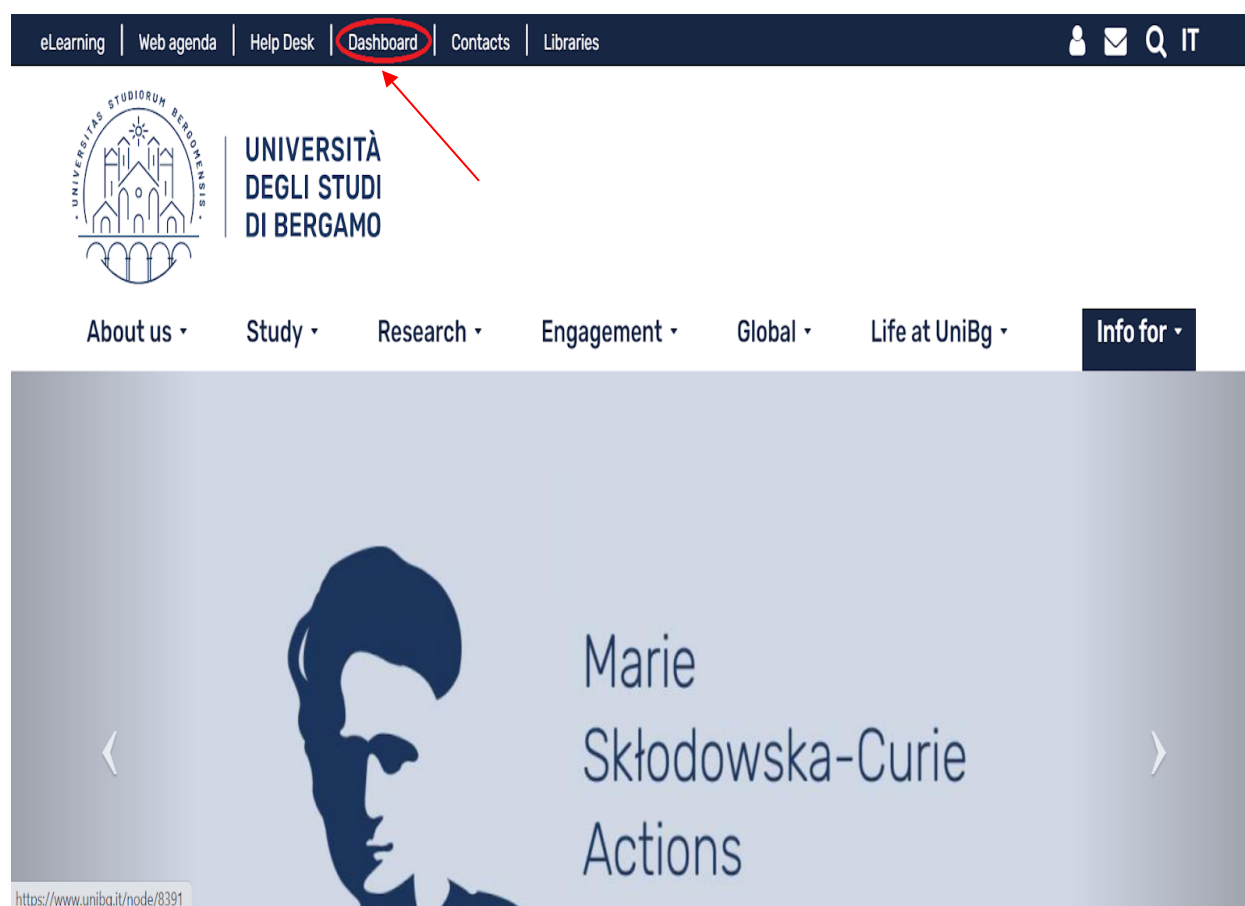
  o PLEASE NOTE: FIELDS WITH ***** ARE MANDATORY

NOW FOLLOW STEP BY STEP

1- Start the on-line registration, either click here (English webpage) or go on the university website and then click on DASHBOARD

2- Click on the MENU on the right side.

3- Click on **International Mobility** on the right side
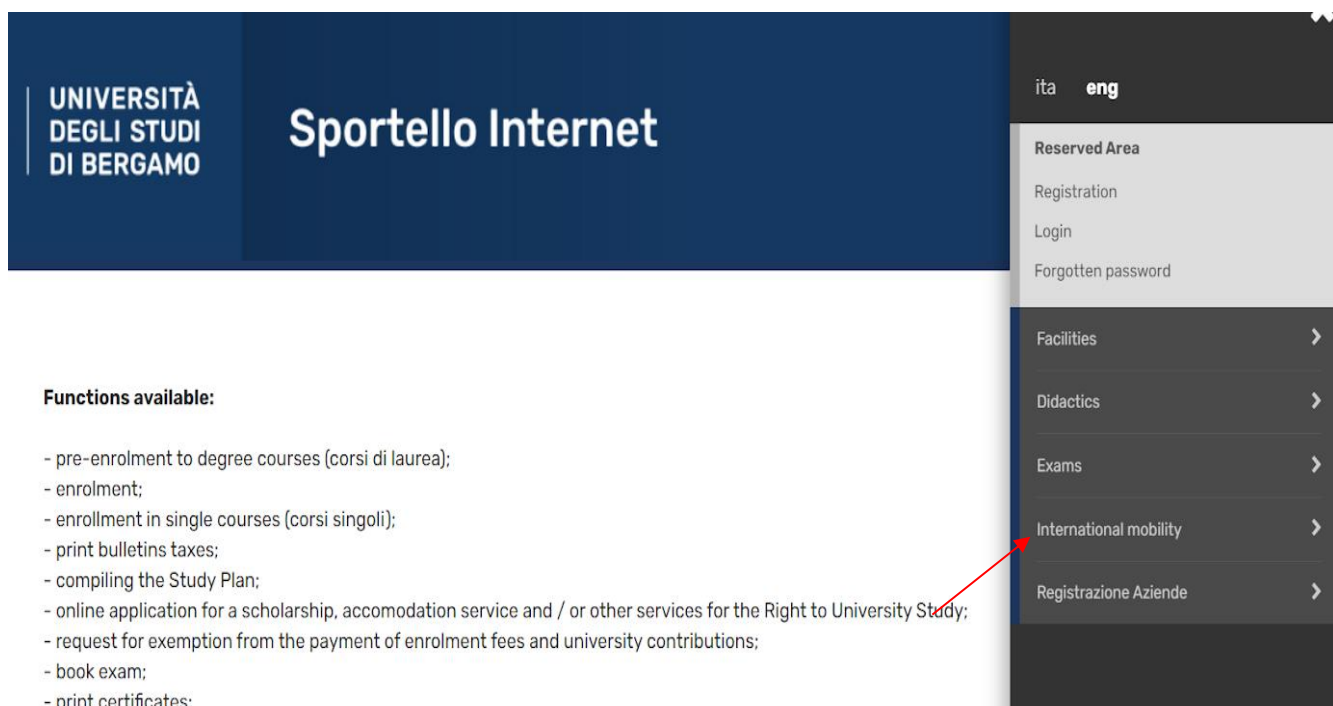
4- Click on AUTHORISATION CODE FROM ACCESS CODE

5- Enter the access code you have received from UNIBG Virtual Office

Write your complete name and family name without accents and special characters. If you have more than one name, write them all (as in your passport or identity card)

6- NEW USER REGISTRATION: PERSONAL DETAILS

You can now modify the personal information that has been entered by the International Office of the University of Bergamo.

Please note: Do not fill in the "Codice fiscale" field.

The *Codice Fiscale /*"Tax code" will be calculated automatically by the system.

Please be aware this is not your official Italian Tax Code you gave to apply for the official Italian Tax code. You can NOT use it in official documents in Italy.

You have to apply for it at the Italian Embassy in your country or once you arrive in Bergamo you can apply. The International office will give you further information and support at your arrival.

The page shows the form for entering and changing the user's personal details and place of birth.

Name	GRINGO
Family name	ERASMUS
Date of birth	01/05/1998 📅
	(dd/mm/yyyy)
Sex*	● Male ○ Female
Nationality*	GERMANY
Country:*	Germany
City not listed*	BERLINO
Tax Code*	RSMGNG98E01Z112P
	(automatically calculated if not provided)

✖ **Mandatory data**

📋 **Check List**

Back Next

7- *Permanent address* and *residence* means your address in your home town.

Domicile: means your temporary address in Bergamo.

<u>Option A:</u> **If you have not yet booked a room in Bergamo, at the question "Domicile Address is the same as residence" answer "YES" and then click NEXT.**

<u>Option B:</u> If you have already reserved accommodation in Bergamo at the question *"Domicile address is the same as residence?"* Click "NO". Then in the next screen you will have to fill with the information about your temporary address in Bergamo. Then click "Next".

"Data inizio validità": is the date you started living in this address. If you do not remember it you can enter your date of birth.

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	Germany
City not listed*	Berlin
Post Code	
	if in Italy
Locality	
Address*	green street
	(steet, square, road)
Street no.*	55
Data inizio validità *	05/05/1993
	(gg/mm/aaaa)
	Nel campo "Data inizio validità" indicare da quando approssimativamente abiti a tale indirizzo. Se risiedi lì da sempre inserisci la tua data di nascita.
Telephone number	
Domicile address is the same as residence*	● Yes ○ No

Back | Next

8- Delivery address: click residence

NOTE: The e-mail address is very important for any communication the University needs to send you
"International Prefix": the international dialling code of your country
Further mandatory fields must be filled as shown.

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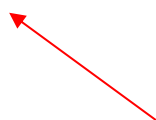
9- Pay attention to the rules to create your password. Create your temporay pw to complete the registration process confirm your pw and then click "next".

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Sportello Internet

New user registration:Enter an access password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.
N.B. Your password may be alphanumeric if you wish, but must contain at least 8 letters/numbers.

⚠️ *WARNING: the password entered must meet the following requirements:*

- there must be at least 8 characters
- there must be at least 1 characters of the set A-Z
- there must be at least 1 characters of the set 0-9
- there must be no more than 0 characters of the set "./():,?'@<>àèéìòù&|*
- there must be at least 1 characters of the set -_=$[]:#!
- there must be no more than 20 characters
- there must be at least 1 characters of the set a-z

Enter an access password

Password*	
Confirm password*	

Back   Next

10- Registration summary. You have two option: change your personal data or confirm

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Sportello Internet

New user registration:User Registration Summary

This page summarizes the information entered in previous sections.

Personal details

Name	LUISA
Family name	BIANCHETTI
Sex	Female
Date of birth	12/05/1999
Nationality	IRELAND
Country of birth	Ireland
Town/City not listed	Dublin
Italian ID no.	BNCLSU99E52Z116V

🖉 Change your personal details **Select the link to change your personal details**

Residence

Country	Ireland
Town/City not listed	Dublin
Post code	
Locality	
Address	King's street
Street no.	1
Phone number	
Domicile address is the same as residence	No

Domicile

Country	Italy
Province	Bergamo (BG)
Town/City	Bergamo
Post code	24122
Locality	
Address	Via dei Caniana
Street no.	
Phone number	
C/O	

✏ Change data of domicile **Select the link to change data of domicile**

Delivery address

E-mail	bianca.bianchetti@gmail.com
Certified E-mail	
Fax	
Mobile phone	+39 3456555666
I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes

✏ Change data of delivery address **Select the link to change data of delivery address**

[Back] [Confirm]

11- Now you have obtained your final Username (It is very useful and important to continue pre application process)

Now the registration of your personal details has been completed.

You cannot re-open it and modify information.

Please click on exit.

HOW TO OBTAIN FINAL PASSWORD

Please note the password that you have create **is temporary,** now you have to create a final **password**.

Please go again on **dashboard** and click on the top right menu on FORGOTTEN PASSWORD and reset your temporary password.
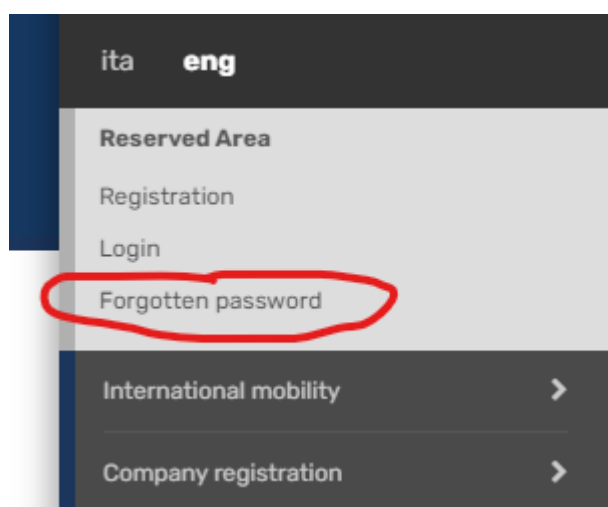
Once you have completed the procedure and obtained your final password you can go to the **second step.**

2nd STEP: ONLINE APPLICATION FORM FOR INCOMING STUDENTS

During the second step you have to confirm your personal information, study period and upload required certificates.

- Prepare required certificates and photo;
- Some information about Program selection has been entered by the UNIBG International office and you cannot modify them
- Please note: fields with * are mandatory;
- If you exit before completing the application the system saves the draft.
- You can retrieve the application in a second moment, complete it and save it.

LET'S START!

1- You can click again in your Sportello Internet/Dashboard on the
University of Bergamo Web page
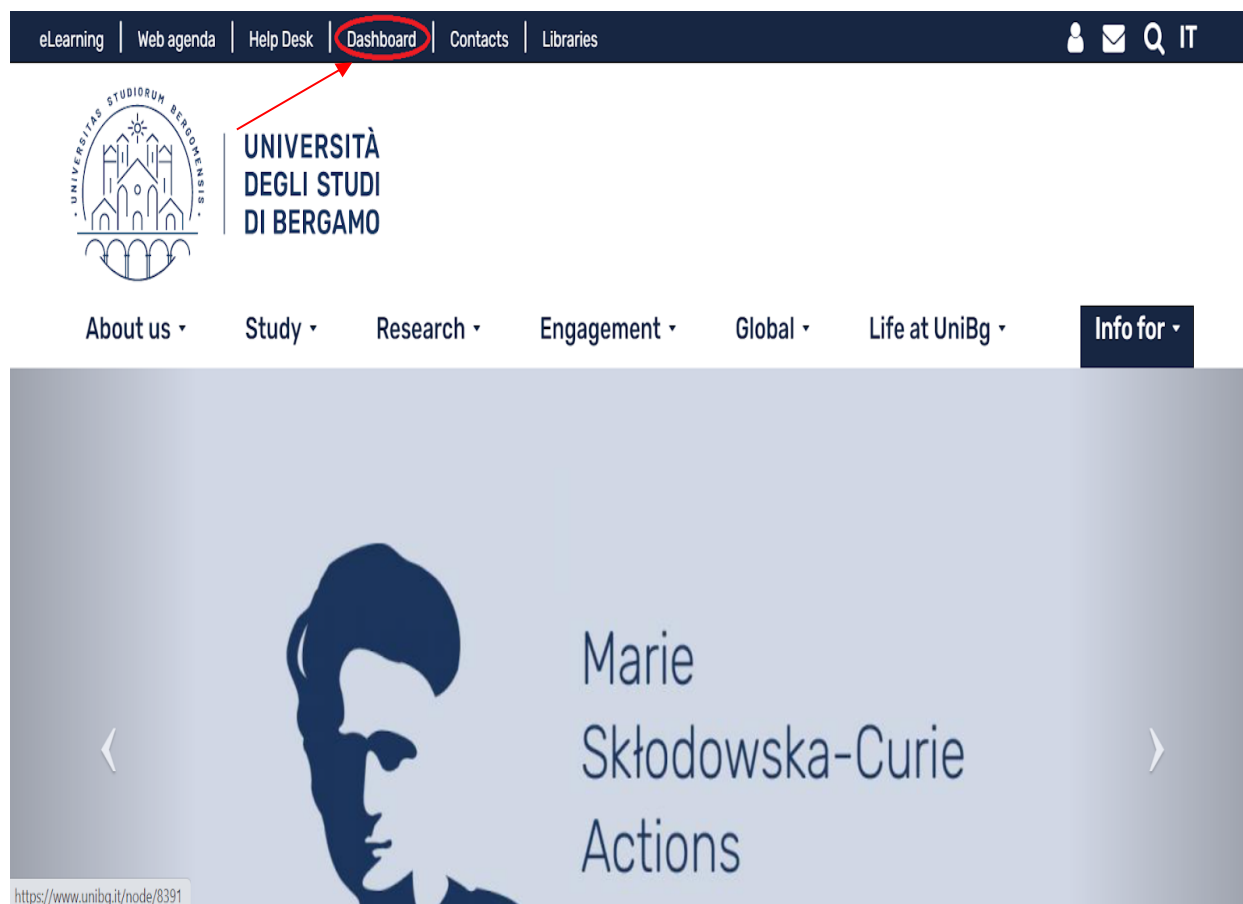
2 - To proceed with the Application form for Erasmus/Exchange Students:
click Menu on the top right of the page, choose the English language by clicking on
ENG and then click "Login"
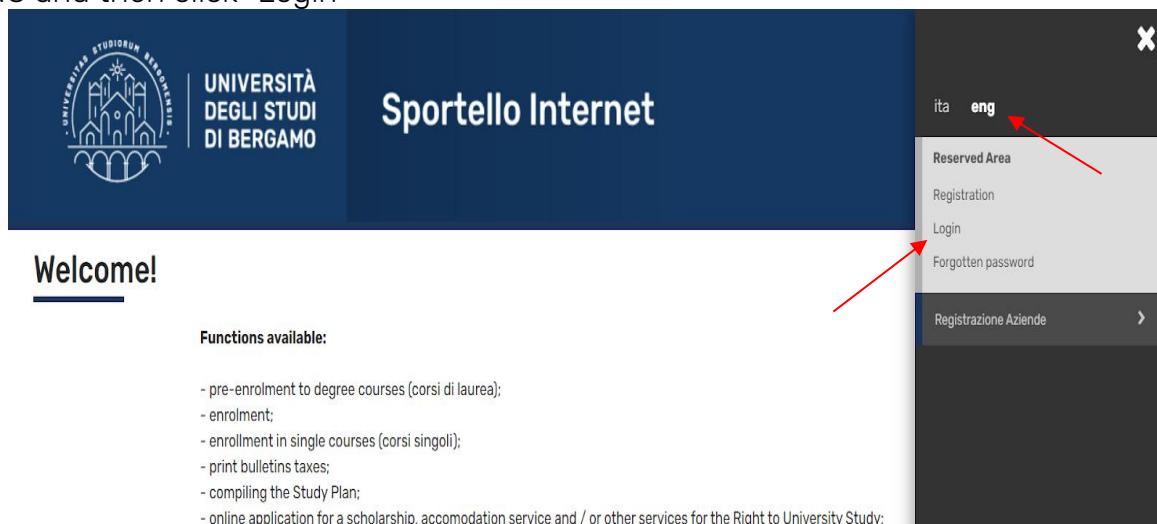
3- Login with your username and new password; if it does not work wait a few minutes

Nome utente

g.erasmus

Password

··········

LOGIN

4- And then click INTERNATIONAL MOBILITY on the right of menu

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Sportello Internet

LEA ERASMUS

Reserved Area
Logout
Change Password

| 1 | 2 | 3 | 4 | 5 |

Home   >

Registrar's Office   >

International mobility   >

ew user registration: Personal details

e page shows the form for entering and changing the user's personal details and place of birth.

ersonal details

Name*	LEA
Family name*	ERASMUS
Date of birth*	02/05/1998

5- Click on APPLICATION FORM FOR INCOMING STUDENTS

6- Click again on Application Form for Incoming Students

	---	ℹ	🔒
	Summary of program mobility information	ℹ	🔒
B - Confirmation of personal data		ℹ	🔒
	Summary of personal data	ℹ	🔒
D – Upload Photo		ℹ	🔒
	Upload Foto	ℹ	🔒
E - Upload attachments		ℹ	🔒
	Attachments list	ℹ	🔒
	Attachment summary	ℹ	🔒
F - Matriculation for mobility period		ℹ	🔒
	Matriculation for mobility period	ℹ	🔒
	Summary of matriculation for mobility period	ℹ	🔒
G - Riepilogo dell'immatricolazione per mobilità		ℹ	🔒
	Summary of matriculation for mobility period	ℹ	🔒

Application Form for Incoming Students

7- You cannot change this information.

Program Selection: Resume

Please, confirm the datas you entered.

Data Entered

Institution of Origin:	FREIE UNIVERSITAET BERLIN
Program:	Bando di Scienze Economiche e Aziendali
Type of Program:	ERASMUS BILATERAL AGREEMENT
Project:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ
Origin:	FREIE UNIVERSITAET BERLIN
Area:	
Department:	Management, Economics and Quantitative Methods Department
Course of Study:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ

Back   Forward

8- You can now change "Favourite language for your communications" and from the dropdown menu choose English and confirm.

Personal Data

This page displays personal information, residence and domicile. By clicking on the Edit item in the various information sections, you can change the data.

Delivery address

E-mail	ddddd@gmail.com
Certified E-mail	
Mobile phone	
Favourite language for communications	Italian
I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes

✏️ Change data of delivery address **Select the link to change data of delivery address**

Back   Confirm

9- Enter your identity document 's information. Click next.

Identity documents

This page displays the form for entering or editing identity document

Identity document

Type of document*	
Id	
Authority issuing	
Date of issue	
	(dd/mm/yyyy)
Expiring date	
	(dd/mm/yyyy)

Back   Next

10- Click next to confirm, back to modify.

Confirm the details of the identity document

Identity document

Type of document	I.D.
Id:	345678
Issuing authority:	Berlin Municipality
Date of issue:	03/06/2021
Expiring date:	30/06/2026

Back   Next

11- Upload your passport-size photo (only the face), the image must be: jpg format and the size must be 35x40 mm (Max 60Mbyte).

Click on: scegli file (choose file) and choose your photo. Once the photo appears in PHOTO PREVIEW you can click on upload a photo and to confirm click on next.

New user registration:Personal photo

Select the photo to upload and press the button "Upload Photo".

Photo Preview

| Scegli file | Nessun file selezionato |

Note: the image size must be 35x40mm (Max60 MByte)

Upload photo

L'anteprima dell'immagine non è supportata su IE di versioni inferiori alla 10.
NOTA: per caricare l'immagine cliccare sul pulsante 'Upload Foto'

Back   Next

12- Upload the following mandatory certificates.
 You can upload 1 or 2 files for each type of document.
 You cannot go forward if you do not upload at least 1 file for each type of document.

Note: If you do not have all the compulsory documents you can log out and continue in a second phase. Do not worry, the system saves the entered information. In a second phase you only need to login again from the beginning, you will see all the entered information and you will be able to continue the application.

Upload the following mandatory certificates:

- The official Transcript of Records (listing all exams taken at the Home University prior to mobility)

- Evidence of Italian Competence Level (A2) for courses taught in Italian; OR Proof of English Competence Level (B1) (if applicants choose courses taught in English)

- The European Health Insurance Card (EHIC) for EU students OR an adequate private Health Insurance valid in Italy for the whole study period abroad for NON EU students

Back   Forward

« … E 1 2 F 1 … »

Attachment

On this page it is possible to upload documents related to the application.

Enrollment Request

Attachments

Type of attachment	Minimum number of attachments	Extension attachment	Status	Number of attachment	Title	Description	Action
The official Transcript of Records (listing all exams taken at the Home University prior to mobility)	1	*.pdf, *.pdf/A, *.jpg, *.png	🔴	0			Upload attachment

Type of attachment	Minimum number of attachments	Extension attachment	Status	Number of attachment	Title	Description	Action
Evidence of Italian Competence Level (A2) for courses taught in Italian; OR Proof of English Competence Level (B1) (if applicants choose courses taught in English)	1	*.pdf, *.pdf/A, *.docx, *.jpg, *.png	🔴	0			Upload attachment

Type of attachment	Minimum number of attachments	Extension attachment	Status	Number of attachment	Title	Description	Action
The European Health Insurance Card (EHIC) for EU students OR an adequate private Health Insurance valid in Italy for the whole study period abroad for NON EU students	1	*.pdf, *.pdf/A, *.jpg, *.png	🔴	0			Upload attachment

Back | Forward

13- PERIOD OF STUDY:
Select your Academic Year;
Please **enter planned arrival date and planned departure date as follow**:

- enter the starting date and final date (exam date session included)of the **1/Winter Semeste**r if you have been nominated for the 1/Winter Semester.
Expected duration: 5 months

- Enter the starting date and final date (exam date session included) of the **2/Spring Semester** if you have been nominated for the 2/Spring Semester
Expected duration: 5 months

- Please enter the starting date and final date of the Whole Academic Year if you have been nominated for the whole Academic Year (Annuale in Italian)
Expected duration: 10 months

Period study: indicate first/second semester or year

Further detailed information about Semesters' dates will be published on the following webpage: [Incoming](#).

The Erasmus Office will register your **definitive arrival date** during the Welcome meetings once you will arrive in Bergamo and your **definitive departure date** before you leave Bergamo and will enter them in the system.

Click forward

Application Form for Incoming Students

The page shows the required datas for the Application Form

Period of Study

Academic Year	2022/2023
Planned arrival date*	03/10/2022 📅
	(gg/mm/aaaa)
Planned departure date*	28/02/2023 📅
	(gg/mm/aaaa)
Expected duration*	5
Period of Study*	first semester ⌄

Back | Forward

14- Personal Data and Mobility Period Summary: to change the data you can go back, to confirm click forward. You have completed the APPLICATION FORM (you cannot reopen it!)

Application Form for Incoming Students

The page shows the Application Form Datas

Origin

Institution of Origin:	FREIE UNIVERSITAET BERLIN

Destination

Academic Year:	2021
Project:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ
Program:	Bando di Scienze Economiche e Aziendali
Course of Study:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ

Period of Study

Academic Year	2022/2023
Planned arrival date	03/10/2022
Planned departure date	28/02/2023
Expected duration	5
Period of Study	first semester

Back | Forward

15- APPLICATION FORM DATAS
Now the application form is completed. If you click on PRINT you can receive a confirmation, please save it!

The page shows the Application Form Datas

Origin

Institution of Origin:	FREIE UNIVERSITAET BERLIN

Destination

Academic Year:	2021
Project:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ
Program:	Bando di Scienze Economiche e Aziendali
Course of Study:	ERASMUS BILATERAL AGREEMENT Dip SAEMQ

Period of Study

Academic Year	2022/2023
Planned arrival date	03/10/2022
Planned departure date	28/02/2023
Expected duration	5
Period of Study	first semester

Print

CONGRATULATIONS!!!

You have completed your online Erasmus application!!!

You can now save or print a summary.

The Erasmus office is going to check your Erasmus application.

In the next few weeks you will receive:

A- an official confirmation of your successful application and all the useful information for your mobility period at the University of Bergamo.

B- A request to send missing or incomplete certificates

We ask you to be patient as have to check many applications!

The Erasmus office is going to publish updated information on the following webpage: https://en.unibg.it/global/students-exchange/erasmus-incoming-students

Now you have your final username and password that you will be very useful during your mobility period to enter all the University of Bergamo online services

 Do not forget them!!

FORGOTTEN PASSWORD

If you forgot your password: go back to www.unibg.it , click on the top right eng click on Dashboard and click the top right menu FORGOTTEN PASSWORD and follow the instructions.
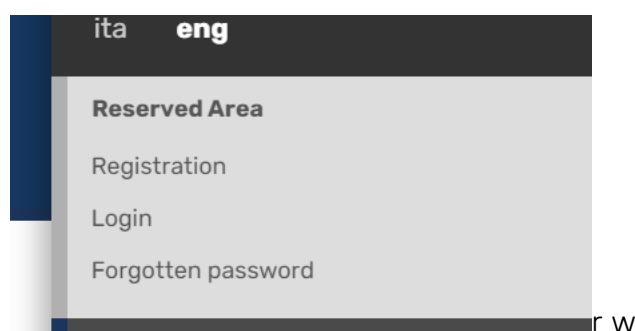
For further support write to supporto.idem@unibg.it

HOW TO SEND AN EMAIL: when you send an email to the International Office incoming@unibg.it the subject of the email should be: **Erasmus online application, your department, home university, surname and name** and do not forget to write at the end of your email your complete name and surname.

See you soon!

 Erasmus Staff

Last update 16-05-2023