



**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. The **compulsory documents and certificates that students have to submit during the online application process** are:

- The official Transcript of Records – English version (listing all exams taken at the Home University prior to mobility), signed and stamped by the home University;
- A2 Italian Competence Level (if only courses taught in Italian will be attended) OR a B1 English Competence Level (if applicants choose courses taught in English) OR both Language competences (A2 Italian level and B1 English level) if courses in both languages will be attended.
It will be accepted: OLS test results, official language certificates (i.e. TOEFL, IELTS, Cambridge University, etc.), attendance certificates of intensive courses, certificates issued by University officers/professors attesting the language proficiency level.
- 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. It is necessary to check the expiry date of the date before the departure and to be sure to renew it in time in case of expiry during the mobility period.
- A copy of the Identity card or passport (Non-EU students have to submit a valid passport).

IMPORTANT: Before starting the application procedure make sure your documents are valid and not expired (e.g. EHIC card or passport).

Application and certificates sent by email will not be accepted.

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. Over the next pages it will be indicated a step by step procedure.

It requires that the language of your browser is in English.

- Click on University of Bergamo website and click on Dashboard;
- 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.

PLEASE NOTE: FIELDS WITH * ARE MANDATORY



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ONLINE REGISTRATION 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

The screenshot shows the top navigation bar of the University of Bergamo website. The 'Dashboard' link is circled in red, and a red arrow points to it from the text below. The navigation bar includes links for eLearning, Web agenda, Help Desk, Dashboard, Contacts, and Libraries. Below the navigation bar is the university logo and name. The main navigation menu includes links for About us, Study, Research, Engagement, Global, Life at UniBg, and Info for. The main content area features a banner for Marie Skłodowska-Curie Actions with a silhouette of a woman's face and navigation arrows.

https://www.unibg.it/node/8391



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2- Click on the MENU on the right side.

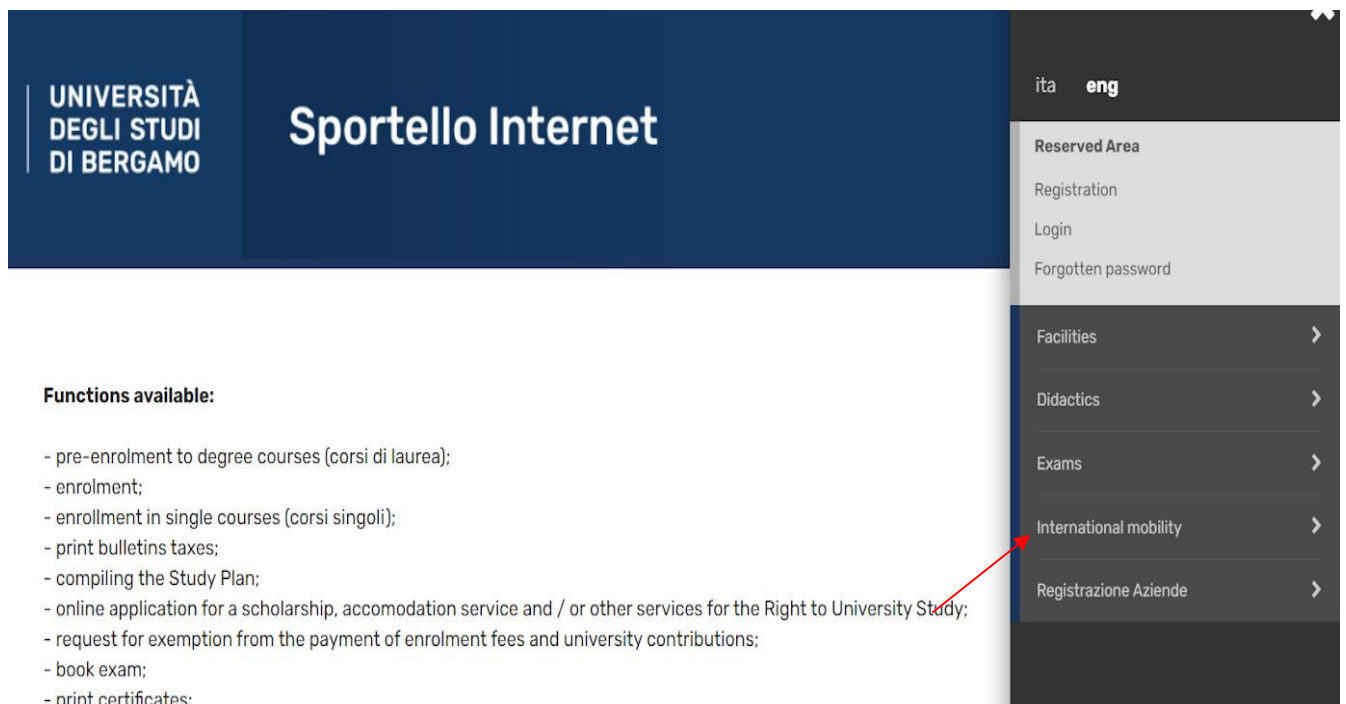


Welcome!

Functions available:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrollment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study;
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;
- request of Qualification;

3- Click on International Mobility on the right side





4- Click on AUTHORISATION CODE FROM ACCESS CODE

The screenshot shows the 'Sportello Internet' website header with the university logo and name. A navigation menu on the right includes 'Reserved Area', 'Registration', 'Login', 'Forgotten password', and 'International mobility'. Under 'International mobility', the option 'Authorization code from Access Code' is highlighted with a red arrow.

Welcome!

Functions available:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrollment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study;
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;

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)

Authorization code from ACCESS CODE

Enter the access code, name and family name.

Access authorization form

ACCESS CODE*	<input type="text"/>
Name*	<input type="text"/>
Family Name*	<input type="text"/>
Date of birth*	<input type="text"/>

(dd/mm/yyyy)

Proceed



6- NEW USER REGISTRATION: PERSONAL DETAILS – section 1

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. 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.

Personal details

Name	GRINGO
Family name	ERASMUS
Date of birth	01/05/1998
	(dd/mm/yyyy)
Sex*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	GERMANY
Country:*	Germany
City not listed*	BERLINO
Tax Code*	RSMGNG98E01Z112P
	(automatically calculated if not provided)

Mandatory data

Check List

Back

Next



7- NEW USER REGISTRATION: PERMANENT ADDRESS – Section 2

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*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Back **Next**

Permanent address and residence mean your address in your hometown.

Domicile: means your temporary address in Bergamo.

Option A: 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.

Option B: 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.



8- NEW USER REGISTRATION: DELIVERY ADDRESS – Section 3



New user registration: Delivery Address

This page shows the form for entering or modifying the user's contacts.

Delivery Address

Delivery documents* Residence Domicile

E-mail*

Certified E-mail

Fax

International prefix*
(international dialling code - number)

Mobile Phone*
Max 16 characters (es. 3486767676)

Privacy* I declare I have received the information about Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003
 Yes No

Diffusione dati personali* I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003
 Yes No

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 (*Privacy* and *diffusione dati personali*) must be filled as shown.



9- NEW USER REGISTRATION: ENTER AN ACCESS PASSWORD – Section 4



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 ",./():?@<>àèéìù&!*"
- 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*	<input type="password"/>
Confirm password*	<input type="password"/>

[Back](#) [Next](#)

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

10- NEW USER REGISTRATION: USER REGISTRATION SUMMARY – Section 5

In this section you can either change your personal data or confirm them.



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.	BNCLSU99E5Z116V

[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- NEW USER REGISTRATION: REGISTRATION COMPLETED – Section 6

UNIVERSITÀ
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DI BERGAMO **Sportello Internet**

11- NEW USER REGISTRATION: REGISTRATION COMPLETED – Section 6

New user registration:Registration Complete!

All the information requested has been entered correctly. In order to enter the new Personal Area you must carry out the Login procedure and enter the password shown below when requested. You are advised to write this information down in a safe place for future access.
For incoming students, it is necessary to reset the password from the menu at the end of personal data confirm process

Credentials

Name	TEST
Family name	ERASMUS
E-mail	luca.diglio@unibg.it
Username	terasmus

The access passwords have been successfully sent to the e-mail address you have entered:

Proceed with authentication

Print memo

Exit

Legenda

- Mandatory data**
- Check List**

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

The registration of your personal details has been completed.

You cannot re-open it and modify information.

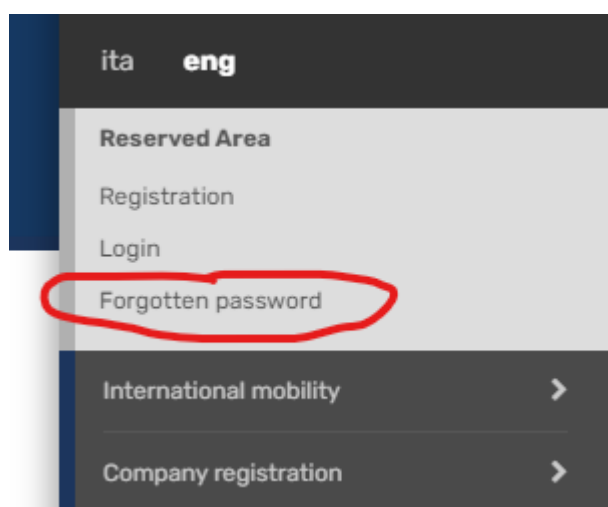
Please click on exit and follow the procedure to obtain YOUR PASSWORD.



HOW TO OBTAIN FINAL PASSWORD

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

Please go again on [dashboard](#) and click on the top right menu on FORGOTTEN PASSWORD and reset your temporary password.



The image shows a password reset form. At the top right, there is the Università degli Studi di Bergamo logo. Below it, there is a checkbox labeled 'Email a password reset link' which is checked. A yellow warning box contains the text: 'Enter your user name and your email address to reset your password. When you receive the email, click the link inside to complete the password reset. Check your secondary email [here](#)'. Below the warning box, there are three input fields: 'Login' (University username or email), 'Mail' (Secondary email), and 'Captcha - Enter the characters from the image'. A blue 'Send' button is at the bottom.

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.

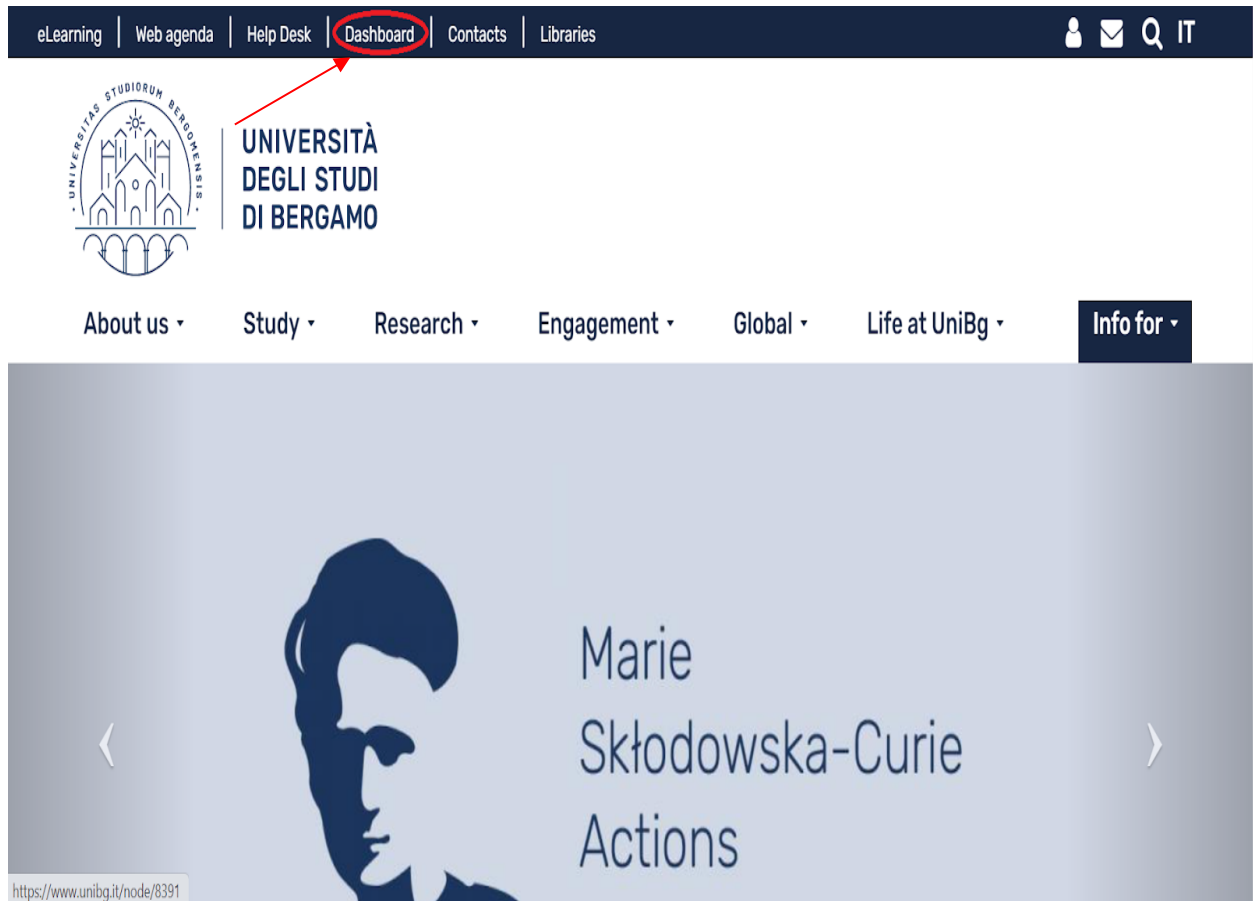
LET'S START!



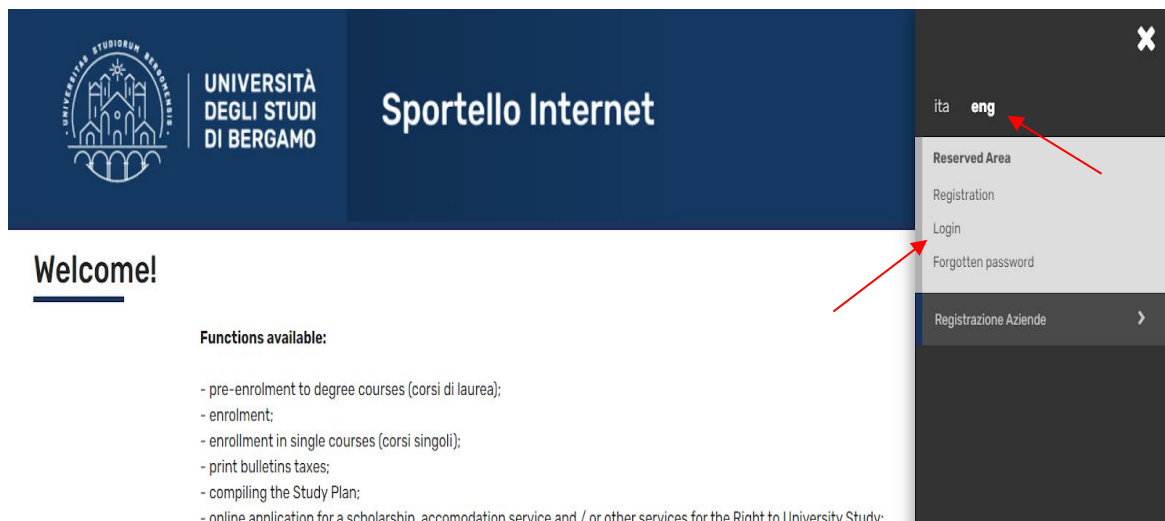
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1- ACCESS: You can click again in your [Sportello Internet/Dashboard](#) on the University of Bergamo Web page



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 please wait a few minutes (the system may require a few moments to validate your first step).

Nome utente

g.erasmus

Password

.....

LOGIN

4- Once you logged in, click INTERNATIONAL MOBILITY on the right of menu

The screenshot shows the 'Sportello Internet' interface. At the top left is the university logo and name. The main header is dark blue with the text 'Sportello Internet'. Below the header is a navigation bar with tabs 1 through 5, where tab 1 is selected. The main content area is titled 'New user registration: Personal details' and contains a form with the following fields:

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

On the right side, there is a user menu for 'LEA ERASMUS' with a profile icon. The menu items are:

- Reserved Area
- Logout
- Change Password
- Home >
- Registrar's Office >
- International mobility >

A red arrow points from the 'International mobility' menu item to the 'Date of birth' field in the form.



5- Click on APPLICATION FORM FOR INCOMING STUDENTS

Sportello Internet

LEA ERASMUS

Reserved Area
Logout
Change Password

International mobility
Application Form for Incoming students

ew user registration: Personal details

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

Personal details

Name* LEA

Family name* ERASMUS

Date of birth* 02/05/1998
(dd/mm/yyyy)

6- Click again on Application Form for Incoming Students to start the procedure

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

Application Form for Incoming Students



7- PROGRAM SELECTION: RESUME – section 1

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](#)

This information have been uploaded by the University and you cannot change them.


If you find out some mistake, please contact the International office at erasmus.exchange@unibg.it.

8- PERSONAL DATA – DELIVERY ADDRESS – section 2

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	dddd@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- PERSONAL DATA – DELIVERY ADDRESS – section 3

Enter your identity document 's information and click next.

Identity documents

This page displays the form for entering or editing identity document

Identity document

Type of document*	<input type="text"/>
Id	<input type="text"/>
Authority issuing	<input type="text"/>
Date of issue	<input type="text"/>
	(dd/mm/yyyy)
Expiring date	<input type="text"/>
	(dd/mm/yyyy)

10- Click again next to confirm or 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:	03/05/2021
Expiring date:	30/05/2026


11- NEW USER REGISTRATION – PERSONAL PHOTO – section 4

New user registration: Personal photo

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



Photo Preview



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

Scegli file Nessun file selezionato

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

Upload photo

Back Next

Upload your **passport-style photo**, the image must be:

- .jpg format;
- size 35x40 mm (Max 60Mbyte);
- good resolution;
- **frontal headshot photo from the neck up, on a clear background. (The photo will be used in your UniBg student ID card).**

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 clicking on next.

12- UPLOAD THE FOLLOWING MANDATORY CERTIFICATES – section 5

In the following section 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



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
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
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





13- APPLICATION FORM FOR INCOMING STUDENTS- PERIOD OF STUDY

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

- Select your Academic Year;
- Further detailed information about Semesters' dates will be published on the following webpage: [Incoming](#).
- Please enter planned arrival date and planned departure date as follow (please note, these date can be changed with the definitive ones at your arrival):
 - o enter the starting date and final date (exam date session included) of the **1/Winter Semester** if you have been nominated for the 1/Winter Semester. **Expected duration: 5 months**
 - o 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**
 - o 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
- Click forward

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. They both will be entered in the system by the International Office.



14- APPLICATION FORM FOR INCOMING STUDENTS- PERIOD OF STUDY SUMMARY

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](#)

In this section you will see a summary of the previously uploaded information. To change the data you can go back, to confirm click forward.

You have completed the APPLICATION FORM (you cannot reopen it!)

15- APPLICATION FORM DATA

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. If you click on PRINT you can receive a confirmation, please save it!

The Erasmus office is going to check your Erasmus application.

In the next few weeks you will receive:

- A- An official confirmation e-mail 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 we 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>

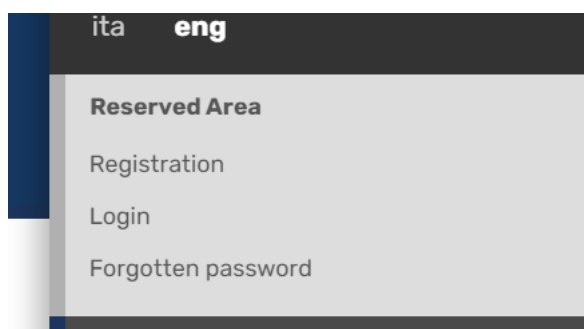


Now you have your final username and password that you will be very useful during your mobility period to enter all the University of Bergamo online services

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 18-04-2024