

## ERASMUS INCOMING STUDENTS

### APPLICATION PROCEDURE

#### BEFORE THE MOBILITY

1. Once we have received your nomination from your Home University, an Application Form will be sent per email. Please fill in the Application Form and send it back per email to [erasmus@unilink.it](mailto:erasmus@unilink.it) adding a scan/picture of an ID document currently valid.
2. As soon as you will have received per email our Course Catalogue and Academic Calendar (once ready), check the list of the available courses in English and select the courses you wish to apply for in order to prepare your Learning Agreement (LA). In case of doubts, please get in touch with the Erasmus Office. If you want to apply for courses held in Italian, you have to consider that a minimum level of B1 in Italian might be required.
3. Send to [erasmus@unilink.it](mailto:erasmus@unilink.it) copy of the Learning Agreement (LA) signed by you and your Home Coordinator. PDF format only. The Erasmus Office will send the LA to the Erasmus+ Academic Coordinator for approval. Following the approval of the LA, you will get a confirmation email for acceptance. Non EU students will get a copy of the invitation letter.

#### DURING THE MOBILITY

**Italian Tax Code:** in order to complete your enrollment at Link Campus University you will need an Italian tax code. At your arrival, you'll receive an email with the procedure you have to follow to get your Italian tax code.

**ESSE 3 Platform:** once you'll be completely enrolled, you'll be provided with the procedure to access your ESSE 3 platform. If you have problem with your access, please contact the Erasmus Office

**Exam registration:** it is compulsory to register to the exams before taking them on the ESSE 3 platform. If you are not able to register or you can't choose the exam, please contact the Erasmus Office.

**Learning Agreement Change:** please contact the Erasmus Office for approval. Once approved you will have to send a copy to your Home Institution where your Erasmus+ Coordinator will have to sign it and send it back to us.

**Extension of your stay:** if you wish to extend your period of stay, first of all you have to ask your Home University and the Erasmus+ Coordinator. Once the extension has been approved by both the Universities, you can proceed with the changes to the Learning Agreement.

#### AFTER THE MOBILITY

The Transcript of Records will be issued and delivered to the student as soon as all the exams are registered. A hard copy of the document can be sent to the Home University upon request.