

A few netiquette advice

- ✎ **Kindness pays off:** start your emails with a formal greeting. Avoid "Ciao" when writing to Public Administration.
- ✎ **Subject line:** Always specify the subject of your email. Use the term "URGENT" very sparingly.
- ✎ **Attachments:** If sending an attachment, always write a brief introductory text (e.g., "Please find attached...").
- ✎ **Clarity:** Ensure your inquiries are stated clearly and concisely.
- ✎ **Proofread:** Always check your emails for formal correctness and spelling before hitting send.
- ✎ **Avoid ALL CAPS:** Remember that writing in capital letters is equivalent to shouting.
- ✎ **Avoid duplicates:** Do not resend the same email multiple times; it creates confusion and clogs system queues.
- ✎ **Institutional account:** Always write from your official university email address.



Università
Ca' Foscari
Venezia

Your contacts at Ca' Foscari

www.unive.it

You can address any administrative inquiry regarding the Overseas programme to:

International Office – Mobility Unit

You can find us at Ca' Foscari Main Building, first floor.

Address: Dorsoduro 3246 – 30123 Venezia

T: +39 041 234 7566/8377

Email: overseasout@unive.it

Webpage: www.unive.it/overseas

Telephone appointments: <http://www.unive.it/pag/10594/>

Face-to-face appointments: to be agreed upon by writing an email to: **overseasout@unive.it**



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What shall I do now? First steps!





First steps

- 📌 **Monitor your inbox:** we write exclusively to your institutional email (matricola@unive.it): check it regularly!
- 📌 **Passport validity:** check your passport immediately. Many countries require a validity extending 6 months beyond your expected return date. If it's expired or close to expiring, renew it now.
- 📌 **Language Certification:** check if your host university requires a language certificate (e.g., IELTS, TOEFL). Book tests promptly so results arrive before deadlines. The deadlines for application are listed in the Attachment A of the Call for Application.
- 📌 **Do not contact hosts directly:** wait for instructions from our office before contacting host partner universities.
- 📌 **Remember:** join the informative meetings organized by the International Relations Office for selected Overseas students.



Your mobility through steps: timeline

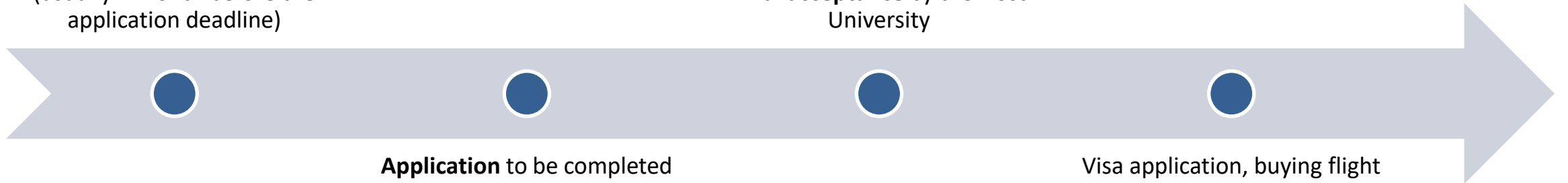
Nomination to be made by
Ca' Foscari International
Office

(usually 1 month before the
application deadline)

Final acceptance by the Host
University

Application to be completed
by the student following the
instructions received from
International Office

Visa application, buying flight
tickets, pre- departure
documents and **departure**





Nomination

Our office sends your **name and details** to the host university about **one month before** the **application deadline** listed in the **"A-Destinations" Annex**. You will receive a confirmation email and the instructions to apply from overseasout@unive.it once this step is done.



Application

Shortly after your nomination, you will receive **application guidelines**.

The Application is the **official registration file** you must complete and submit directly to the Host University, strictly following their designated portals and timelines.

In the next few slides you will find a **short guide** to help you understand the application process and set of materials.

Required documents vary extensively by destination. Not all host universities require the exact same set of materials!



Application Guide

Nomination Letter: the International Office prepares it. If you are required to submit it along with the application, please send us an email. The digital copy usual suffices. Should you need the hard copy of the letter, please send us an email.

Reccomendation Letter: you shall ask it either to one of the professors of your BA/MA/PhD course who knows you or to the Overseas Academic Coordinator.

Coordinator (or **Student Exchange Coordinator / Program Coordinator / Institutional Coordinator**): either **Speranza FRESIA** or **Elena BERGAMIN**. Please use office details if you are asked for our contacts (you might be asked for email address, address, phone number, etc.).

Academic Coordinator: the professor in charge of the Overseas Programme (either the Coordinator of the Teaching Committee or the Professor specifically nominated by the Department).



Application Guide

Bank Balance Certificate: usually issued by your Bank. It must state the **financial availability** (either yours or your sponsor's who usually is a parent) needed to cover the expenses during your mobility period. Should the Bank not issue the letter, you may use the **Bank account balance** (either yours or your sponsor's who usually is a parent). Remember to translate into English the key words ("account holder", "balance", etc.).

Official Transcript of Records: you may find it in your Personal Area under *Certificati*. We can sign them (only for the Overseas Programme) and there is no need for the revenue stamp. If you need to attach it to an online application, please send us the certificate via email and we'll send it back to you scanned and signed. Should you need the hard copy of the letter, please ask us for the letter once you come into the office to deliver the hard copy of the application to be sent to the Host University via courier. Some Universities may ask for the original version of the documents (in Italian for example).

Official Certificate of Enrollment: see above.

Degree Certificate: see above.



Official Admission

After evaluating your application, the host university sends an **official admission/acceptance letter**. You will receive it after the application deadline and **on time** to **apply for the visa** and **organize your travel**.

The Host University might reject your application (if you do not meet one or more requirements or for other reasons): **do not purchase flights before receiving your official Confirmation of Acceptance from the host institution!**

Visa

Official acceptance is required to start visa procedures. After receiving it, **apply for the visa** at the **relevant Embassy/Consulate** as soon as possible.



Safety

Check travel safety details on www.viaggiaresicuri.it and register on www.dovesiamonemondo.it

Health Insurance

- ✎ Ca' Foscari does not have partnerships with insurance companies
- ✎ Ensure you get comprehensive health coverage for your entire stay.



University fees

Don't forget to pay Ca' Foscari University fees regularly and according to the deadlines!

Financial Aid

If you hold a Scholarship for Student Financial Aid, you will continue to receive it even if you are abroad.





The mobility period at the Host University:

- 📌 **must be completed** according to the academic calendar of the Host University;
- 📌 it is strictly **forbidden to take exams at Ca' Foscari or to obtain the final degree during the mobility period**;
- 📌 It must **not be interrupted**;
- 📌 if you carry out the mobility in the **second semester, it cannot be extended**.

Attention:

- 📢 **The mobility period cannot be brought forward or postponed in order to participate in Ca' Foscari University of Venice exams or degree session!**



Students helping students!

In your Personal Area in «**Rapporti Finali**» you will find the reports of all the students who carried out an Overseas mobility in the last years. You can read the reports regarding your Host University. You may also find the e-mail addresses of the students, should you want or need to contact them.

