Application, accommodation and travel documents
I HAVE BEEN SELECTED! 😊

...WHAT NOW?

To begin with:

• Go to the website of the host university (pay particular attention to the «Exchange Students/ Erasmus+/Incoming students/ Inbound mobility» section);

• Check the deadlines and the documents required for the application (the procedure through which you will hand in all the documentation requested by the host university);

• ONLY AFTER our office has sent your nomination to the partner university and notified it to you via email, proceed to the application;

• For any doubt concerning the application, contact the Erasmus unit at the host university, which is in charge of the procedure.
PLEASE NOTE!

• Our office is managing all nominations giving priority to the most urgent ones, according to the deadlines prescribed by each partner institution!

• The Application procedure and the relevant deadlines may vary for each university and according to the semester of mobility. You must always refer to official instructions and not to what your friends or colleagues might tell you!

• The host university might not contact you after receiving your nomination. Complete the application procedure anyway, according to the instructions available on the host university’s website!
WHICH DOCUMENTS?

The documents most commonly required by partner universities are the following:

**APPLICATION FORM**
A form to be filled out with you personal details, your study programme, the mobility period, etc…

**NOMINATION LETTER**
A letter issued by the International Office or to be sent as instructed by the partner university

**TRANSCRIPT OF ACADEMIC RECORDS at CA’ FOSCARDI**
A file (named Certificato d’iscrizione con esami in lingua inglese), to be downloaded from your Personal Area and sent to the International Office to get it stamped and signed (YOU WILL NOT NEED A REVENUE STAMP!)

**PROOF OF LANGUAGE PROFICIENCY**
A document that certifies your language proficiency, as requested by the host university

**HOUSING/ACCOMMODATION FORM**
A form to apply for the accommodation
PLEASE NOTE!

• You might be requested to present only some of the previously-mentioned documents;

• You might be required to send your Learning Agreement (see relevant presentation) in order to complete your Application;

• The Application form often needs to be signed both by the Institutional Coordinator (our unit) and the Academic Coordinator (the professor in charge of the exchange);

• Don’t forget to sign the documents yourself, if necessary, before requesting stamp and signature to our office!
PROOF OF LANGUAGE LEVEL

When completing the Application, you will have to demonstrate that you possess an adequate language proficiency (if required):

• Check the language requirements prescribed by the host university;

• If a declaration of your language level issued by our office is sufficient, please contact us via email to receive the relevant instructions;

• Some partner institutions might offer intensive language courses before the beginning of the semester, to allow exchange students to achieve the requested language level. You can refer to the host university for further information on this.
PLEASE NOTE!

Should you be requested a specific official language certificate that you do not possess and that you cannot obtain due to the current sanitary emergency, we invite you to contact our office to consider possible alternative solutions.
ID OR PASSPORT

• Make sure that your ID/passport is valid and does not expire during your mobility.

• In order to enter some non-EU countries (e.g. Turkey) it is necessary to obtain a Visa: you must refer to the diplomatic authorities of the country of destination in Italy.

• If you are not an Italian citizen, make sure to gather all the necessary information to request a Visa;

• Make sure that your Stay Permit is valid, if you have one. For further information and support, please refer to immigrationteam@unive.it;

• For further information check http://www.viaggiaresicuri.it
INSURANCE

• Check with your ASL or http://www.viaggiaresicuri.it whether the TEAM card (European Health Insurance Card) provides you with a basic health insurance in the country of destination or whether you need to sign an additional insurance;

• For detailed information about health insurance in each country, please check the website of the Italian Ministry of Health (http://www.salute.gov.it/portale/ministro/p4_9_0_1.jsp?lingua=italiano&categoria=Assistenza_all_estero&menu=ministeroSalute&id=138)

• As a Ca’ Foscari student, you will be also covered by an accident and civil liability insurance during your mobility.
The host university should provide you with all the necessary information regarding the search for an accommodation abroad (in campus or on the private market).

NB: Be very careful when using private channels not to incur in frauds!

If you struggle to find accommodation abroad and you haven’t received instructions from the host university, you can contact the Housing Office at Ca’ Foscari (housing@unive.it), which can give you useful information to look for an accommodation in the city of destination.
YOUR CONTACTS AT THE HOST UNIVERSITY

The first contact at the host university is the **Erasmus Office** (e.g. Erasmus Incoming / Exchange Students / Study Abroad Students from partner universities)

which you can refer to for information concerning:

application, language requirements/certificates, accommodation, language courses, welcome days/week, tandem and buddy programmes, etc…
All communications concerning your mobility will be sent to your **institutional email account**: check it frequently, and remember to check also the spam section of your account sometimes.

matriculationnumber@stud.unive.it
STUDENTS HELPING STUDENTS
CA’ FOSCARI STUDENTS IN ERASMUS

Several Ca’ Foscari students who carried out an Erasmus+ mobility have agreed to be contacted to share their experience with departing students.

(For info and contacts, please write to erasmusout@unive.it)
ERASMUS STUDENT NETWORK

ESN (European Student Network) can represent your reference point before/during/after your Erasmus+ mobility. Find ESN at your host university at galaxy.esn.org
FAQs - APPLICATION and LANGUAGE REQUIREMENTS

APPLICATION

What is the application?
The application procedure is the registration at the host University, which you must complete in order to be accepted as an Erasmus student.

What does the application procedure consist in?
It can be a procedure to be completed entirely online, or you can be asked to forward to the partner university via post/email a number of documents.

Which documents are usually required to complete the application procedure?
Each university establishes which documents to require. Students are usually requested:
- ID/Passport
- transcript of records (certificate of enrolment with exams)
- nomination letter
- language certificate
- Learning Agreement
- accommodation form (if the university provides this service)

Who should I contact for any doubt concerning the application procedure and the documents required?
You can refer to the International Office at the host university.

What is the transcript of academic records?
It is your certificate of enrolment with the list of exams already passed, a file named “certificato di iscrizione con esami in lingua inglese” that you can download from your Personal Area and send to erasmusout@unive.it, in order to get it signed and stamped by our office (International Office – Mobility Unit). ONCE THE DOCUMENT IS SIGNED AND STAMPED BY THE STAFF OF OUR UNIT YOU WILL NOT NEED A REVENUE STAMP.

What is the nomination letter?
It is a document that certifies that you have been nominated for an Erasmus+ mobility. Should the host university provide you with a specific form to fill out, please send it to our office. Otherwise, you can contact our office, that will prepare the document and send it to you.

When shall I complete the application procedure?
After receiving from our office an email that notifies you that your nomination has been sent to the partner university, and within the deadlines established by the partner university.

PLEASE NOTE: deadlines may differ according to the semester of mobility.
I received an email from the International Office – Mobility Unit that informs me that my nomination has been sent. However, I will carry out my mobility during the second semester of a.y. 2020/2021. Shall I complete my application anyway?
It depends. Check on the host university’s website what are the deadlines for students carrying out their mobility during the second semester. If a single deadline is prescribed for all students, complete your application. Otherwise, wait for the appropriate application period.

My application form must be signed by my institutional coordinator and my academic coordinator. Who shall I refer to?
In order to get the document signed by your institutional coordinator, you can refer to our office, whereas your academic coordinator is the professor in charge of the exchange.

I did not complete the application procedure within the prescribed deadline. What now?
Contact our office and inform the International Office at the host university promptly. Please note that, in this case, the host university may reject your application. You will therefore have to withdraw from your mobility and will not be allowed to apply to the next Erasmus+ for studies Call for Applications (2021/2022).

I did not manage to send all the documents required in order to complete my application. What now?
Contact our office and inform the International Office at the host university promptly. Please note that, in this case, the host university may reject your application. You will therefore have to withdraw from your mobility and will not be allowed to apply to the next Erasmus+ for studies Call for Applications (2021/2022).

LANGUAGE CERTIFICATE
Shall I necessarily possess a language certificate in order to carry out my mobility?
It depends on the language requirements of the host university. Check the partner university’s website carefully and the factsheet uploaded at https://www.unive.it/data/12637/ (section “Destinations”), if available.

By what date shall I obtain a language certificate?
If the language certificate is one of the documents required to complete your application, you must obtain it within the deadline prescribed by the host university. Otherwise, the host university will inform you about the deadline to obtain and present the certificate.

Which language certificates are accepted?
Check your host university’s website or contact their international office to find out the list of accepted language certificates.

My host university can accept a certificate issued by the sending institution as a proof of my language level. Who shall I refer to?
Contact our office via email. Please, remember to specify the language and level you need to certify, and to send us the documentation confirming that you obtained the required level for that specific language. We will send you via email a declaration that you can send to the host institution.
The host university requires a B2 level of proficiency in English. I passed the CLA B2 test, how can I certify it?
If the host university can accept a declaration issued by our office, you can send us your certificate of enrolment with the list of exams you have already passed, where the CLA B2 test is included. Our office will issue the declaration for you.

Due to the current COVID-19 emergency I cannot obtain the required language certificate within the prescribed deadline, since all certifying agencies are temporarily closed to the public. What can I do?
Contact our office as soon as possible. We will try to find possible solutions.

What if I do not have the required language proficiency?
The host university might decide to reject your application and exclude you from the Programme.