



UNIVERSITÀ
DI PAVIA

ERASMUS FOR STUDY CALL FOR APPLICATIONS A.Y. 2024/25

INSTRUCTIONS TO APPLY

Step 2

IMPORTANT NOTES

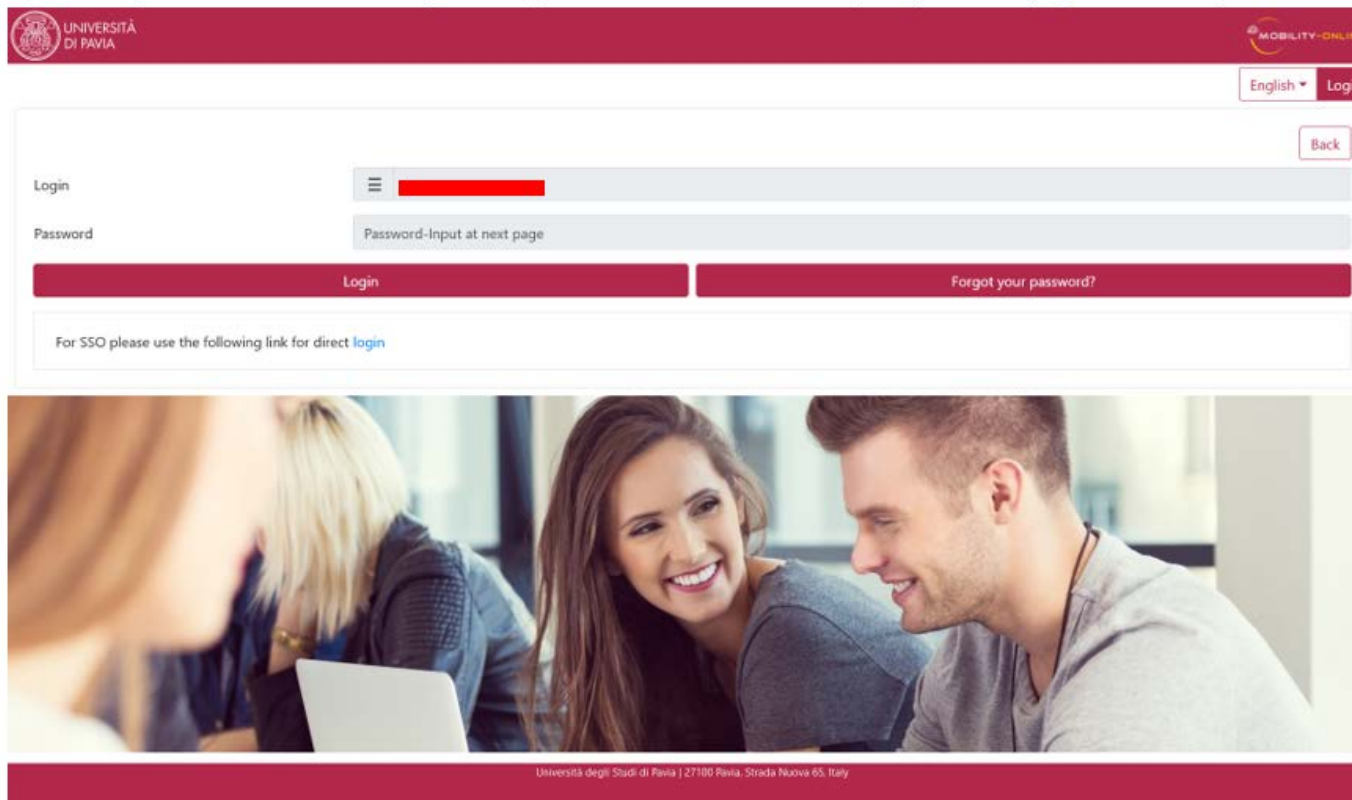
- The application must be submitted **by 22 February 2024 at 1 p.m.** and requires final approval by the International Mobility Unit. We, therefore, invite you not to start filling in your application close to the deadline. Any problems reported on the day of the deadline may not be resolved in time for the submission of the application
- Once your **application** has been submitted and approved, it **cannot be changed**. Please pay particular attention to the data you enter and any attached documents.
- **Only language certificates can be attached to the application**, as stated in the call for applications. Any other attached documents will not be taken into consideration

TECHNICAL NOTES ABOUT MOBILITY-ONLINE

- To edit a section click on "[Forward to update](#)"
- To confirm a change click on "[Update](#)"
- To return to the main screen click on "[Back/Back to the general overview](#)"
- The step is complete when the tick box turns green

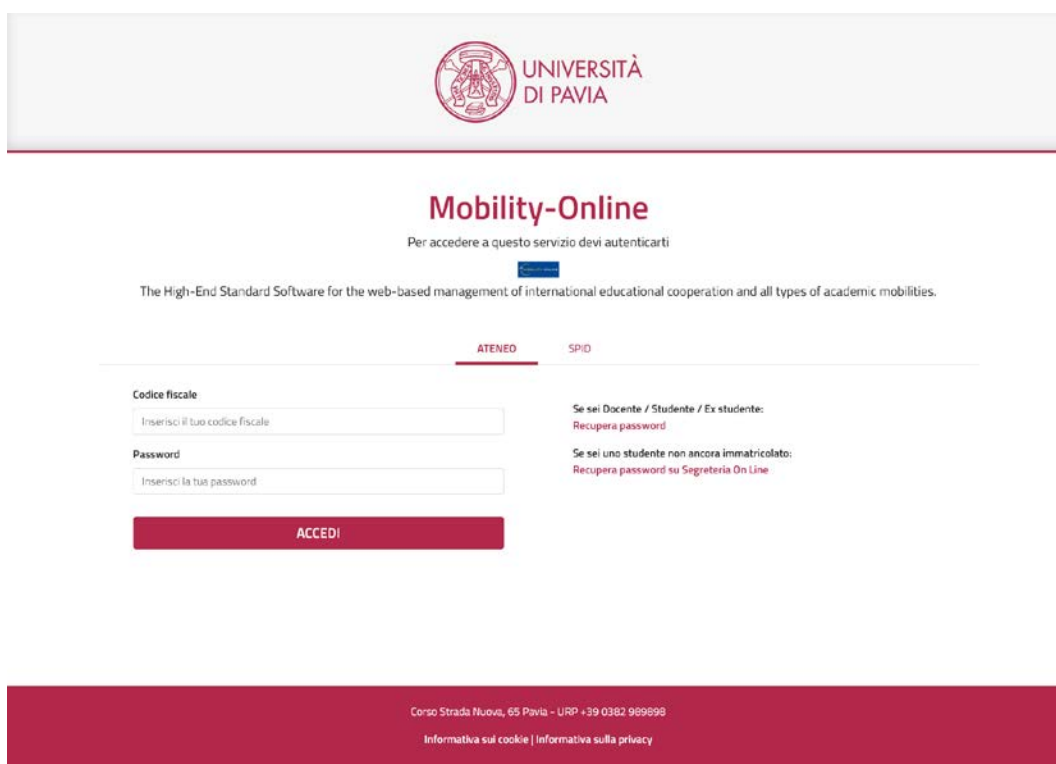
1) After completing the first part of the application you have received an email from noreply@unipv.it with the subject line "COMPULSORY registration for Erasmus for Study for a.y. 2024/25" (also check your spam) to complete your application in Mobility-Online. Please follow the instructions below carefully.

By clicking on the link received by e-mail, you will be able to access your personal page in Mobility-Online.



The screenshot shows the top navigation bar of the University of Pavia website, featuring the university logo and the 'MOBILITY-ONLINE' branding. Below the navigation bar is a login form with fields for 'Login' and 'Password'. The 'Login' field contains a redacted name, and the 'Password' field contains the text 'Password-Input at next page'. There are buttons for 'Login', 'Forgot your password?', and 'Back'. A message below the form states: 'For SSO please use the following link for direct login'. Below the form is a large image of three students smiling and looking at a laptop. At the bottom of the image, the text reads: 'Università degli Studi di Pavia | 27100 Pavia, Strada Nuova 65, Italy'.

2) Then click on "Login", and you will be redirected to this page, where you will have to enter your University credentials (tax code and password).



The screenshot shows the main login page of the University of Pavia Mobility-Online system. At the top, there is the University of Pavia logo and name. Below this is the title 'Mobility-Online' and the subtitle 'Per accedere a questo servizio devi autenticarti'. A small blue button with a white icon is visible. Below the subtitle is the text: 'The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.' There are two tabs: 'ATENE0' (selected) and 'SPID'. Under the 'ATENE0' tab, there are two input fields: 'Codice fiscale' (with the placeholder 'Inserisci il tuo codice fiscale') and 'Password' (with the placeholder 'Inserisci la tua password'). Below these fields is a red button labeled 'ACCEDI'. To the right of the input fields, there are two links: 'Se sei Docente / Studente / Ex studente: Recupera password' and 'Se sei uno studente non ancora immatricolato: Recupera password su Segreteria On Line'. At the bottom of the page, there is a red footer bar containing the text: 'Corso Strada Nuova, 65 Pavia - URP +39 0382 999999' and 'Informativa sui cookie | Informativa sulla privacy'.

3) You'll find here the next steps to follow.

Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 7
Before the mobility					
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application	2 / 6
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated		
Online registration	<input checked="" type="checkbox"/>				
Personal data completed	<input type="checkbox"/>			Complete personal data	
Please indicate your language competences here.	<input type="checkbox"/>				
Application submitted for approval	<input type="checkbox"/>				
Application completed	<input type="checkbox"/>				

4) Click on "[Complete personal data](#)" and check the data already entered, completing, or correcting them if necessary. To confirm the data entered, click on "[Update personal details](#)".

Personal details

Back to the application workflow Update personal details

Personal details

Last name [REDACTED]
 First name [REDACTED]
 Gender Male Female Other
 Date of birth 24/04/1992
 Nationality Italy
 Second nationality <-- Please select -->

Permanent address details

Street [REDACTED]
 Country Italy
 Post code [REDACTED]
 City [REDACTED]
 Mobile phone number [REDACTED]

Current address details

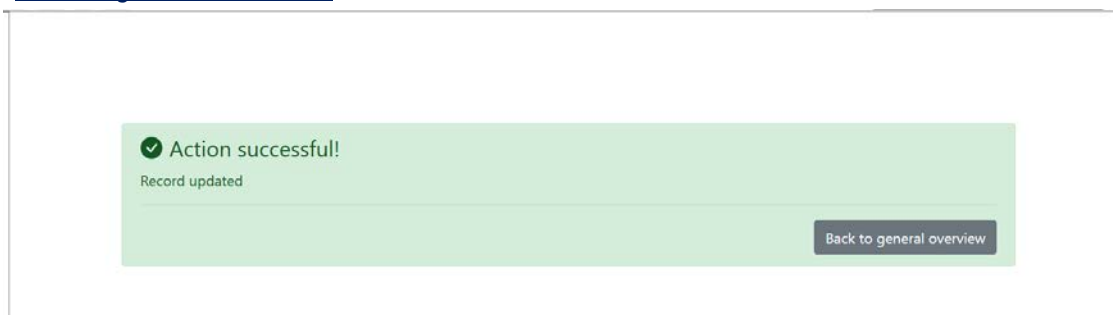
Copy permanent address

Street [REDACTED]
 Country Italy
 Post code [REDACTED]
 City [REDACTED]
 Mobile phone number [REDACTED]

Created by [REDACTED] / 2023-08-23 08:56 AM, last modified [REDACTED] / 2023-02-11 17:17 PM

Back to the application workflow Update personal details

5) Click on "[Back to general overview](#)" to return to the main screen.



6) You can now enter any language certificates you hold by clicking on "[Language competences](#)".

Necessary steps	Done	Done on	Done by	Direct access via following link	3 / 7
Before the mobility					
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application	3 / 6
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated		
Online registration	<input checked="" type="checkbox"/>				
Personal data completed	<input checked="" type="checkbox"/>	24/01/2023	[REDACTED]	Complete personal data	
Please indicate your language competences here.	<input type="checkbox"/>			Language Competences	
Application submitted for approval	<input type="checkbox"/>				
Application completed	<input type="checkbox"/>				

7) **OPTION 1: You do not have a language certificate.**

Click on "[Forward to update](#)", select "**No**" and tick "[I confirm that I entered all necessary data, and my data is correct](#)". Then click on "[Update](#)".

ATTENTION – If you do not have a language certificate or do not belong to one of the cases of exemption indicated in art. 7 of the call for applications, remember that you must register for the language assessment tests organised by the CLA (<http://cla.unipv.it> – section "[Erasmus+ Linguistic Assessment](#)") by noon on 23 February 2024.

8) Then click on "[Back](#)" to return to the main screen.
Then click on "[Enter confirmation](#)" to confirm your application.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	24/01/2023		Complete personal data
Personal data completed	<input checked="" type="checkbox"/>			
Please indicate your language competences here.	<input checked="" type="checkbox"/>	13/02/2023		Language Competences
Application submitted for approval	<input type="checkbox"/>			Enter confirmation
Application completed	<input type="checkbox"/>			

9) Click on "[Forward to update](#)", tick the box "[I confirm that I am ready to submit the application for approval](#)" and then click on "[Update](#)".

10) Click on "[Back](#)" to return to the main screen.

A few minutes after sending it, you will receive an e-mail from noreply@unipv.it with the subject "[Application received Erasmus for Study for a.y. 2024/25](#)" (also check your spam) informing you that we have received your application and that it will soon be checked by the International Mobility Unit.

11) As soon as your application has been checked by the International Mobility Unit, you will receive an e-mail from noreply@unipv.it with the subject "[Application completed Erasmus for Study for a.y. 2024/25](#)" (also check your spam) confirming that your application is complete.

Attached you will find the print version of your application. The e-mail will also be sent automatically to your international mobility coordinator.

You can also view the confirmation on your Mobility-Online page (green tick on "[Application documents checked and marked by International Office as complete](#)").

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	24/01/2023		Complete personal data
Personal data completed	<input checked="" type="checkbox"/>			
Please indicate your language competences here.	<input checked="" type="checkbox"/>	13/02/2023		
English certificate uploaded	<input checked="" type="checkbox"/>	13/02/2023		
Application submitted for approval	<input checked="" type="checkbox"/>	13/02/2023		
Application documents checked and marked by International Office as complete	<input checked="" type="checkbox"/>			

12) **OPTION 2. You own language certificates acquired after 1 January 2021 and included among those provided for in the notice** (<https://internazionale.unipv.eu/wp-content/uploads/2024/01/Allegato-II-Tabelle-esoneri-con-certificati-ed-elenco-corsi-2024-25-ITA-ENG.pdf>).

Click on "[Forward to update](#)" and select "[Yes](#)".

In this section, you can indicate all the languages for which you possess valid language certificates.

For each language, you will have to state whether or not you possess the certificate. If yes, you will have to indicate the type of certificate and state whether it was obtained after 1 January 2021.

Once you have entered all languages' information, click "[Update](#)".

13) Click on "[Back](#)" to return to the main screen.

Then click on "[Upload the language certificate](#)" for each of the languages for which you have declared that you have a valid language certificate.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility 4 / 8				
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	24/01/2023		Complete personal data
Personal data completed	<input checked="" type="checkbox"/>			Language Competences
Please indicate your language competences here.	<input checked="" type="checkbox"/>	13/02/2023		Upload language certificate
English certificate uploaded	<input type="checkbox"/>			
Application submitted for approval	<input type="checkbox"/>			
Application completed	<input type="checkbox"/>			

14) Please attach the language certificate in your possession.

The documents must be in PDF format and renamed as follows: "SURNAME NAME LANGUAGE LEVEL" (e.g.: "ROSSI MARIO FRENCH B1"). Then click on "[Create](#)".

15) Click on "[Back](#)" to return to the main screen.

Then click on "[Enter confirmation](#)" to confirm your application.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>			
Personal data completed	<input checked="" type="checkbox"/>	24/01/2023		Complete personal data
Please indicate your language competences here.	<input checked="" type="checkbox"/>	13/02/2023		Language Competences
English certificate uploaded	<input checked="" type="checkbox"/>	13/02/2023		Upload language certificate
Application submitted for approval	<input type="checkbox"/>			Enter confirmation
Application completed	<input type="checkbox"/>			

16) Click on "[Forward to update](#)", tick the box "[I confirm that I am ready to submit the application for approval](#)" and then click on "[Update](#)".

Applications outgoing (ID = 1395260)

Back Update

Internal information

I confirm that I am ready to submit my application for approval.

Back Update

17) Click on "[Back](#)" to return to the main screen.

A few minutes after sending it, you will receive an e-mail from noreply@unipv.it with the subject "[Application received Erasmus for Study for a.y. 2024/25](#)" (also check your spam) informing you that we have received your application and that it will soon be checked by the International Mobility Unit.

18) If one or more of the attached language certificates are incorrect, you will receive an e-mail from noreply@unipv.it with the subject line "[Application incomplete Erasmus for Study for a.y. 2024/25](#)", containing the reason for rejection and instructions for modifying the rejected attachments.

You can then log back into Mobility-Online and follow the instructions in the yellow box.

If you have new certificates that are eligible under the call for applications, you will be able to upload them to replace the ones that were rejected and confirm your application again.

Otherwise, confirm that you have no other certificates to attach and complete your application.

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	13/02/2023		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	13/02/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>			
Personal data completed	<input checked="" type="checkbox"/>	24/01/2023		Complete personal data
Please indicate your language competences here.	<input checked="" type="checkbox"/>	13/02/2023		Language Competences
English certificate uploaded	<input checked="" type="checkbox"/>	13/02/2023		Upload language certificate
Application submitted for approval	<input checked="" type="checkbox"/>	13/02/2023		
E-mail about incomplete application documents received	<input checked="" type="checkbox"/>	13/02/2023	Gala Garancini	

Reason for incompleteness : Certificato inglese ottenuto prima di gennaio 2020

Your application has been marked as incomplete, because one or more of the language certificates you uploaded were not eligible.

Now you have two options:

- If you want to submit a new language certificate, please upload it using the relevant steps above ([Upload language certificate](#)) and then click on [Confirm the submission of missing documents](#).
- If you do not have any additional language certificate to upload and want to close your application, click on [Confirm the submission without attaching any new language certificate](#).

Confirm the submission without attaching any new language certificate

Confirm the submission of new language certificates

Application completed

19) As soon as your application has been checked by the International Mobility Unit, you will receive an e-mail from noreply@unipv.it with the subject "[Application completed Erasmus for Study for a.y. 2024/25](#)" (also check your spam) confirming that your application is complete.

Attached you will find the print version of your application. The e-mail will also be sent automatically to your international mobility coordinator.

You can also view the confirmation on your Mobility-Online page (green tick on "[Application documents checked and marked by International Office as complete](#)").

Necessary steps		Done	Done on	Done by	Direct access via following link	7 / 9
Before the mobility						7 / 8
Online application	<input checked="" type="checkbox"/>		13/02/2023		Show application	
Confirmation e-mail online application	<input checked="" type="checkbox"/>		13/02/2023	Automatically generated		
Online registration	<input checked="" type="checkbox"/>		24/01/2023		Complete personal data	
Personal data completed	<input checked="" type="checkbox"/>		24/01/2023			
Please indicate your language competences here.	<input checked="" type="checkbox"/>		13/02/2023			
English certificate uploaded	<input checked="" type="checkbox"/>		13/02/2023			
Application submitted for approval	<input checked="" type="checkbox"/>		13/02/2023			
Application documents checked and marked by International Office as complete	<input checked="" type="checkbox"/>					

