



UNIVERSITÀ  
DI PAVIA

## ERASMUS TRAINEESHIP CALL FOR APPLICATIONS 2024/25

### HOW TO SUBMIT YOUR APPLICATION

#### Step 2

The **second part of the application** involves the confirmation of personal data and the possible upload of the acceptance letter from the host Institution if the candidate already has it. It will be possible to attach the acceptance letter **by 13 December 2024** (the last day for area selection interviews).

ATTENTION: the International Mobility Unit will not carry out any formal check on the uploaded acceptance letters. Therefore, it will be up to the candidate himself/herself to check that he/she has attached a correct and compliant document.

#### IMPORTANT NOTES

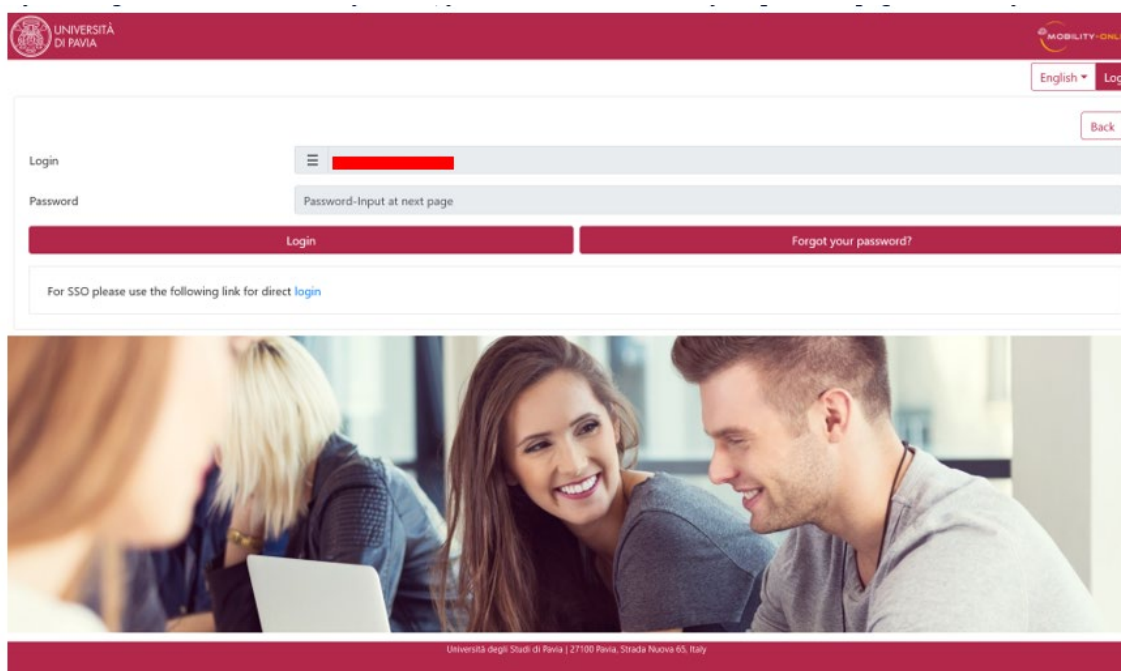
- We invite you not to start filling in your application close to the deadline. Any problems reported on the day of the deadline may not be resolved in time for the submission of the application
- Once your application has been submitted, it cannot be changed. We, therefore, invite you to pay particular attention to the data entered and any attached documents
- Only the acceptance letter 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. When you have completed the first part of your application, you have received an e-mail from [noreply@unipv.it](mailto:noreply@unipv.it) with the subject line "COMPULSORY registration for Erasmus Traineeship 2024/25" (check also your spam mailbox) to complete your application in Mobility-Online. Please follow the instructions below carefully.

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



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



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## Mobility-Online

Per accedere a questo servizio devi autenticarti



The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.

ATENE0

SPID

Codice fiscale

Inserisci il tuo codice fiscale

Password

Inserisci la tua password

ACCEDI

Se sei Docente / Studente / Ex studente:

[Recupera password](#)

Se sei uno studente non ancora immatricolato:

[Recupera password su Segreteria On Line](#)

Corso Strada Nuova, 65 Pavia - URP +39 0382 969898

[Informativa sui cookie](#) | [Informativa sulla privacy](#)

### 3. You'll find here the next steps to do.

The screenshot shows the 'Application workflow' page for a student at the University of Pavia. The page is in English and displays the applicant's details and a progress table for necessary steps.

**Applicant details:**

- Last name: [REDACTED]
- First name: [REDACTED]
- Date of birth: [REDACTED]
- Country of the home institution: Italy
- Home institution: PAV001 - UNIVERSITÀ DEGLI STUDI DI PAVIA
- Study field: Management - 10016

**Necessary steps progress table:**

Necessary steps	Done	Done on	Done by	Direct access via following link
Online application				
Confirmation e-mail online-application	<input checked="" type="checkbox"/>	20/04/2023	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	20/04/2023		
Personal details completed	<input type="checkbox"/>			<a href="#">Complete personal details</a>
Acceptance Letter uploaded	<input type="checkbox"/>			

**Important notice:**

Carica qui la lettera di accettazione rilasciata dalla sede ospitante, se ne sei già in possesso. Avrai comunque tempo fino al 9 giugno 2023 per allegarla. La lettera di accettazione potrà essere consegnata anche durante il colloquio di selezione (5-9 giugno 2023). Ti ricordiamo che è obbligatoria e che coloro che non saranno in possesso della lettera di accettazione di un'impresa entro la data del colloquio di selezione non potranno concorrere all'assegnazione di un tirocinio e del relativo contributo.

Please upload here the acceptance letter issued by your host Institution, if you already have it. You will still have until 9 June 2023 to attach it. Please note that the acceptance letter can also be handed in at the selection interview (5-9 June 2023). We remind you that it and those who do not have an acceptance letter from a host institution by the date of the selection interview will not be eligible for the award of a traineeship and the corresponding grant.

4. Click on **“Complete personal data”** and then on **“Update personal details”**.

The screenshot displays the 'MOBILITY ONLINE' interface for the University of Pavia. The header includes the university logo and name, and navigation links such as 'Rebuild Application Workflow', 'Workplace', 'Connect/EVP', 'Favorites', 'History', 'Help', and 'Logout'. The user is logged in as 'students'. The main content area is titled 'Personal details' and contains a form with fields for 'Last name' and 'First name', both of which are redacted with black bars. There are two buttons: 'Back to the application workflow' and 'Update personal details'. A timestamp '11:55 PM' is visible in the bottom right corner of the main content area. The left sidebar shows 'My application data' and 'My Settings'. The footer contains 'Info Box' and 'Refresh'.

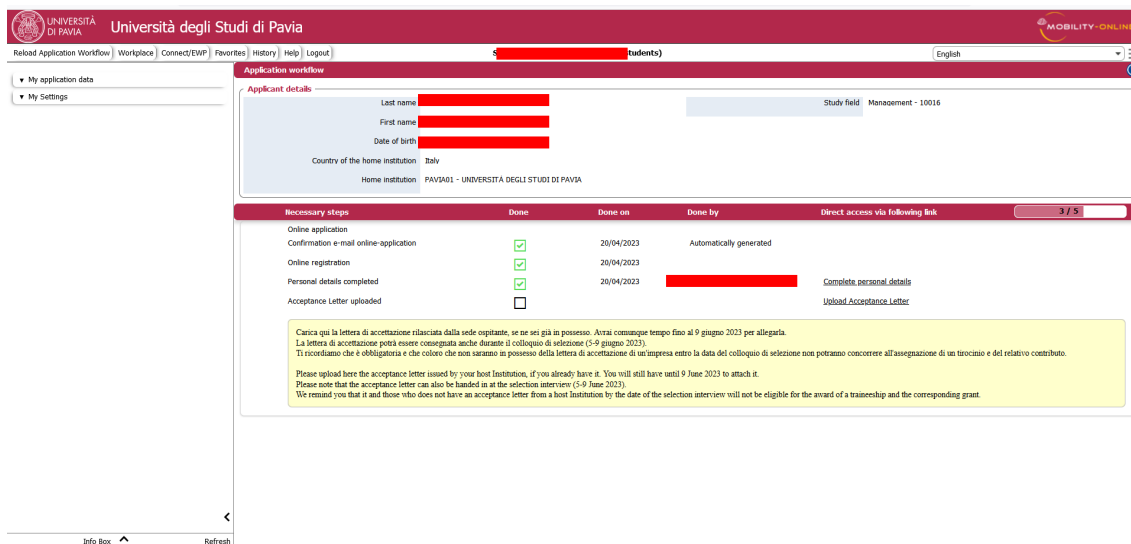
5. Click on "Back to general overview" to return to the main screen.

✓ Action successful!

Record updated

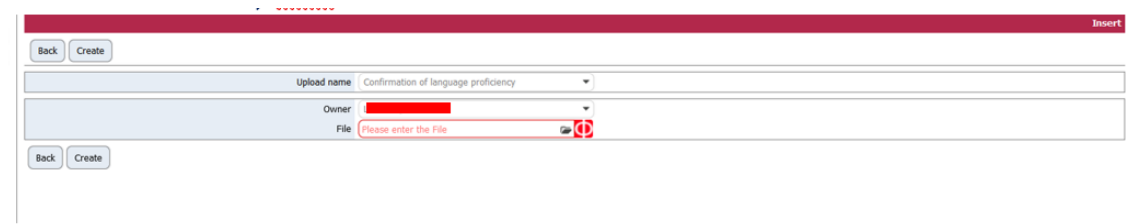
Back to general overview

6. If you already have one you can now enter your acceptance letter, by clicking on **Upload acceptance letter**".



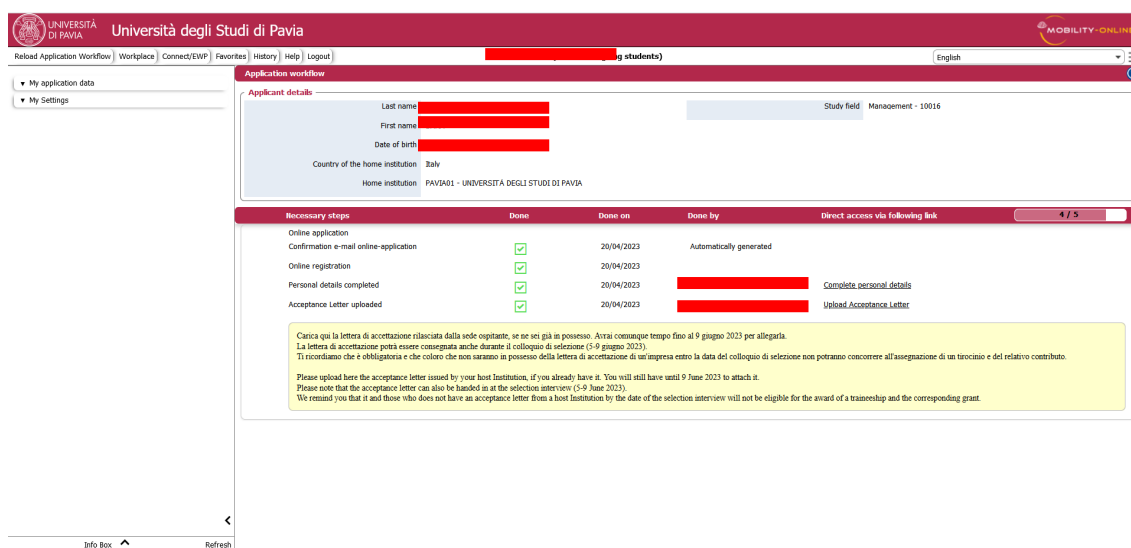
Attach then the acceptance letter.

The documents must be in PDF format and renamed as follows **“acceptance letter COGNOME NOME”** (es.: **“acceptance letter ROSSI MARIO”**). Then click on **Create**”.



A few seconds later you will receive an e-mail from [noreply@unipv.it](mailto:noreply@unipv.it) with the subject line **Application completed Erasmus Traineeship 2024/25** (also check your spam mailbox) informing you that the letter has been correctly attached.

You will also see the confirmation on your personal Mobility-Online page (green tick on **Acceptance letter uploaded**”).



You will have until 13 December 2024 to upload it.

Uploading the letter on your personal Mobility-Online page is not obligatory, you can also hand it in during the selection interview (10-13 December 2024).

We would like to remind you, however, that those who will not own an acceptance letter by the date of the selection interview will not be eligible for the award of a traineeship and the corresponding grant.

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