International exchange students:
INSTRUCTIONS FOR ONLINE APPLICATION
ONLINE APPLICATION PROCEDURE

You must fill in the online procedure following these 3 steps:
1) REGISTRATION
2) PASSWORD ACTIVATION
3) APPLICATION FORM

DOCUMENTS SUBMISSION

Before the deadline of the application session, the following documents must be sent by e-mail to incoming@unipr.it, in a readable PDF format (see our website for details):

- Application Form (with photo and signature)
- Identity Document (Identity Card for European citizens, passport for Non-European citizens)
- Learning Agreement, signed by at least you and your Home University

Important details about application documents, as well as additional documents required by some Departments, must be checked on our website:
http://en.unipr.it/whoareyou/exchange-students
IMPORTANT

Make sure to be very careful when entering your personal details in the online procedure, because they will be used to enrol you at the University of Parma.

In the online procedure, your surname/s and name/s must correspond exactly to your ID. We recommend that you don’t use special characters or accents because they are not recognized by the system; they should therefore be transliterated in the basic alphabet.

EXAMPLES: Á Â Å → A, Ñ → N

The following characters must be transliterated in a specific way:
Ä → AE
ÖØ → OE
ß → SS
Ü → UE
STEP 1: REGISTRATION

Go to www.unipr.it and select SERVIZI ➔ Servizi di segreteria on line ➔ LOGIN or click on the following link: https://unipr.esse3.cineca.it/Home.do

Click on REGISTRAZIONE (on the left menu).
Click on the English flag for the English version of the registration procedure.
Click on **REGISTRATION: NEW USER** at the bottom of the page.
Fill in with your personal details; these must correspond **exactly** to those contained in your identity document:

- NAME (given name)
- FAMILY NAME (surname)
- DATE OF BIRTH
- SEX (gender): Male or Female
- NATIONALITY (citizenship)
- COUNTRY OF BIRTH
As soon as you enter a Country that is not Italy, the next 2 fields will change into only one field, that is:

- CITY NOT LISTED → enter City of birth

- ITALIAN TAX NUMBER → this field is generated automatically by the system

Click on NEXT → the Tax number (“Codice Fiscale”) is generated.
Please note: this is not your official Italian Tax Code! You will receive further instructions by our office in order to apply for it later.

Click on NEXT again.
Fill in with the details of your Identity Document:

- DOCUMENT (type of document)
  - choose between: Identity Card / Passport
- NUMBER (document number)
- ISSUED BY (name of the authority that issued the document)
- DATE OF ISSUE
- DATE OF EXPIRY

Click on NEXT.
Fill in with the details of your permanent address:

- COUNTRY

As soon as you enter a Country that is not Italy, the next 2 fields will change into only one field, that is:

- THE TOWN ENTERED WAS NOT FOUND AMONG THOSE LISTED

   → enter the town of your permanent address
POST CODE

LOCALITY (local district or any extra details needed to complete your address, if necessary: e.g. name of the village where you live)

ADDRESS (street name)

HOME NUMBER (street number of your home)

START DATE (see note on screen)

TELEPHONE

DOES IT CORRESPOND TO YOUR CURRENT ADDRESS? → select YES if this is your main address / select NO if you want to add a secondary, temporary address in your Country and fill in the requested data (not compulsory)

Click on NEXT.
Fill in with your contact details:

- **POSTAL ADDRESS** → choose between your Permanent address and your Current address (if you have added one)
- **EMAIL**
- **INTERNATIONAL PHONE CODE** (of your Country) → (the first is the Italian one; other Country codes must be entered in the second field)
- **MOBILE PHONE NUMBER**
- Click on YES to consent to the treatment of your personal data according to Italian law.

Click on **NEXT**.
Scrolling down the page, you can check the summary of your details; these can still be modified, if necessary, by clicking on “Edit...”.

If everything is correct, click on CONFIRM.
At the end of this first step, you will receive an e-mail containing a TEMPORARY USERNAME and a PASSWORD ACTIVATION CODE.

Click on SAVE THE RECORD to save and print the registration sheet. Please note: this is not the Application Form! You are just at the end of Step 1 (Registration).

Then you have to activate your password by following STEP 2. You can do this now by clicking on the link ACTIVATE PASSWORD present on this page or, if you prefer, you can do it later at the link that can be also found on the registration sheet: https://www.idem.unipr.it/start/attivapwd
STEP 2: PASSWORD ACTIVATION

Go to the address that can be found on the registration sheet:
https://www.idem.unipr.it/start/attivapwd

Click on the English flag for the English version of the password activation procedure.
• USERNAME → fill in with your Temporary Username generated by the system at the end of your registration
• PASSWORD ACTIVATION CODE → fill in with your Password Activation Code generated by the system at the end of your registration
• CHOOSE YOUR NEW PASSWORD [ between 8 and 15 characters, including one of these compulsory characters: 0123456789!$%&/(),.]
• RE-ENTER THE PASSWORD
• I HAVE READ THE REGULATION → tick the square.

Click on CONTINUE.
Choose a question with the corresponding answer and an e-mail address that can be used to recover your password in case you lose it:

- QUESTION
- SECRET ANSWER
- PERSONAL EMAIL ADDRESS FOR PASSWORD RECOVERY

Click on CONTINUE.
On this page you can find a summary of your details for password recovery (secret answer and personal e-mail).

Make a note of this details... and of your password, of course!
STEP 3: APPLICATION FORM

Return to the first page of the procedure by going to www.unipr.it and selecting SERVIZI → Servizi di Segreteria On line → LOGIN, or by clicking on the following link: https://unipr.esse3.cineca.it/Home.do

Click on the English flag.
Click on LOGIN.
• USERNAME → enter your Temporary Username
• PASSWORD → enter your chosen password

Click on LOGIN.
Click on INTERNATIONAL MOBILITY / MOBILITÀ INTERNAZIONALE on the left of the page.
Click at the bottom of this page, on the blue button **APPLICATION FORM FOR INCOMING STUDENTS.**
Select the Country of your Home University.

Click on **FORWARD**.
Select the name of your Home University.

Click on **FORWARD**.
Select your exchange Program between:

**ERASMUS+ STUDENTS** (KA 103) must select a Program corresponding to the Department at the University of Parma they will be assigned to. On the next page you will find a list that will help you to choose your Program, by checking the right Department related to your general study area.

**NON-ERASMUS STUDENTS** (coming to study at our University in the frame of other types of agreements between the University of Parma and their University) must select the Program “ACCORDO COOPERAZIONE INTERNAZIONALE” (International Cooperation Agreement), valid for all study areas and all Departments.

**DOUBLE DEGREE** students must select one of the Programs related to the relevant degree courses. See the specific guide (Instructions for application Double Degree students) for detailed instructions.

**ERASMUS+ KA 107 STUDENTS** must select the Program “KA 107”, valid for all study areas and all Departments.

**ERASMUS+ ROMOR STUDENTS** must select the Program “Erasmus+ ROMOR PROJECT”, valid for all study areas and all Departments.
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<tr>
<th>DEPARTMENT</th>
<th>GENERAL STUDY AREA</th>
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<tr>
<td>Dipartimento di Medicina e Chirurgia</td>
<td>Medicine and Surgery</td>
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<td>Nursing, Midwifery, Physiotherapy</td>
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<td>Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali</td>
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<td>Art, Cultural heritage, Performing Art</td>
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<td>Psychology</td>
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<td>Dipartimento di Scienze Economiche e Aziendali</td>
<td>Economics</td>
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<td>Dipartimento di Giurisprudenza, Studi Politici e Internazionali</td>
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<td>Dipartimento di Scienze Chimiche della Vita e della Sostenibilità Ambientale</td>
<td>Biological Science, Biotechnology</td>
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<td>Environmental Science, Ecology</td>
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<td>Geological Science</td>
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<td>Dipartimento di Scienze Matematiche, Fisiche e Informatiche</td>
<td>Mathematics</td>
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<td>Computer Science</td>
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<tr>
<td>Dipartimento di Scienze degli Alimenti e del Farmaco</td>
<td>Food Science and Technology</td>
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<td>Gastronomic Science</td>
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<td>Pharmacy</td>
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<td>Dipartimento di Scienze Medico-Veterinarie</td>
<td>Veterinary Medicine</td>
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<tr>
<td>Dipartimento di Ingegneria e Architettura</td>
<td>Architecture</td>
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<td>Civil Engineering</td>
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<td>Mechanical and Management Engineering</td>
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<td>Information Engineering</td>
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NON ERASMUS

Accordo Cooperazione Internazionale | All study areas

ERASMUS+ KA 107

KA 107 | All study areas

ERASMUS+ ROMOR

Erasmus+ ROMOR PROJECT | All study areas
Once you have selected the program, click on **FORWARD**.
Select the information connected to your specific Program.

Click on **FORWARD**.
At the end of section A, you will get a summary of the data that you filled in.

Click on FORWARD.
Fill in the fields regarding your mobility period: Academic Year, planned arrival and departure date, expected duration of your stay (number of months).
Select the Period of Study:
FIRST SEMESTER (Primo Semestre)
SECOND SEMESTER (Secondo Semestre)
FULL YEAR (Annuale)

Click on FORWARD.
Section C is a summary of all the data entered in the application form: if everything is correct, click on FORWARD.
Click on **PRINT** at the bottom of the page to print the Application Form.

Complete the form by filling in the requested information by hand, then sign and send the application form by e-mail to the address incoming@unipr.it, together with the other required application documents listed on our website.

It is important that you **KEEP THE PASSWORD**, because you will need it for the student e-mail account given to you when you come to our office to complete your enrolment once you arrive.