Dear Student,
This To-Do List contains all the steps you need to facilitate the administrative part of your exchange experience. Keep it, save it on your computer or mobile so you have it to hand as a quick point of reference.
IMPORTANT SARS-COV-2 MEASURES

NEWS ON COVID FROM UNIPR

https://www.unipr.it/coronavirus
https://en.unipr.it/node/3539

MAKE AN APPOINTMENT

Please be informed that in line with the current COVID-19 measures, students who wish to come to the Erasmus and International Home must first make an appointment by sending an e-mail to:

incoming@unipr.it

MEASURES TO RESPECT

• Make an appointment
• Wear a face mask
• Hand hygiene – use the hand sanitizer when entering and leaving the premises
• Take body temperature at the thermal scanner
• Use designated entry and exit routes
• Keep at least one metre of safe distance

Should you present any COVID-19 symptoms, please stay at home and contact the competent medical authorities.
TYPES OF MOBILITY

• **FACE-TO-FACE**
  For students who are in Parma and attend both face-to-face and online lessons

• **BLENDED**
  For students who combine both physical and online mobility

• **ONLINE (if applicable)**
  For students who attend only online lessons

**TIPS:**

- Any time you want to contact the UNIPR international office, send us an email at incoming@unipr.it
- Keep the original documents organized (we suggest keeping them together in a folder)
- For any clarifications, you can contact your Department Coordinators and/or our Mobility Tutors (see link below)
- Enjoy your exchange experience!

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<thead>
<tr>
<th><strong>MAIN ENGLISH PAGE FOR INCOMING STUDENTS</strong></th>
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<tr>
<td><a href="https://en.unipr.it/whoareyou/exchange-students">https://en.unipr.it/whoareyou/exchange-students</a></td>
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<td>Send an e-mail to <a href="mailto:incoming@unipr.it">incoming@unipr.it</a> and we will forward your e-mail to the right Mobility tutor</td>
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FOR FACE-TO-FACE STUDENTS

Once you have been enrolled as an incoming student, you will receive:

- **Student Matriculation Number**: a 6-digit code used as your reference.
- **UNIPR e-mail address**: name(s).surname(s)@studenti.unipr.it (and its activation code); this e-mail allows the student/trainee to access the university online services, including registration to exams, wi-fi, library entrance etc.

At the first appointment at the Erasmus and International Home, you will receive

- **Certificate of Arrival**: our office will issue the student/trainee the document, filled in and signed; usually your home University has its own specific form.
- **Italian tax code**: issued by Revenue Agency – Agenzia delle Entrate (necessary for anyone who needs to register an apartment lease, obtain a Residence Permit, open a bank account);
- **Welcome kit**: a fold-down backpack and a virtual kit on MS TEAMS with useful information

**Extras**

- **Residence Permit**: for VISA students, they must fill in the relevant documents and send their request to the Questura di Parma through the Post (for which the student may need to make an appointment at the post office) **within 8 days** of their arrival in Italy. **For those of you will have to do a self-isolation period upon your arrival (usually 14 days), please be informed that, provided the exceptional COVID-19 related circumstances, the Residence Permit procedures should be started only AFTER the self-isolation period has been completed.**
- **Photo**: in order to receive your student card, make sure you have uploaded your photo (if you haven’t done so already). Instructions available at: [https://en.unipr.it/node/3463](https://en.unipr.it/node/3463)
- **Student Card**: is a personal identification badge, debit card (if activated at the bank) and allows you access to the UNIPR structures (as well as some discounts!)
- **Instructions** about the UNIPR online services: recurring online meetings during September/March
- **For trainees (SMT)**: online safety training course.
FOR BLENDED AND ONLINE STUDENTS

Once you have been enrolled as incoming student, you will receive:

- **Student Matriculation Number**: a 6-digit code used as your reference

- **UNIPR e-mail address**: name(s).surname(s)@studenti.unipr.it (and its activation code); this e-mail allows the student/trainee to access the university online services, including registration to exams, wi-fi, library entrance etc.

At the first online appointment with the Erasmus and International Home, you will receive

- **Mobility Certificate**: our office will issue the student/trainee the document, filled in and signed; your home University may have its own specific form;

- **Italian tax code**: issued by Revenue Agency – Agenzia delle Entrate (necessary for anyone who, during their stay in Parma, needs to register an apartment lease, obtain a Residence Permit, open a bank account);

- **Welcome kit**: a virtual kit on MS TEAMS with useful information

EXTRAS FOR BLENDED STUDENTS

Once in Italy, book an appointment with the Erasmus and International Home via email at incoming@unipr.it to go over the following topics:

- **Certificate of Arrival**: our office will issue the student/trainee the document filled in and signed; usually your home University has its own specific form

- **Residence Permit**: for VISA students, they must fill in the relevant documents and send their request to the Questura di Parma through the Post (for which the student may need to make an appointment at the post office) within 8 days of their arrival in Italy. For those of you will have to do a self-isolation period upon your arrival (usually 14 days), please be informed that, provided the exceptional COVID-19 related circumstances, the Residence Permit procedures should be started only AFTER the self-isolation period has been completed.

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- **Student Card**: is a personal identification badge, debit card (if activated at the bank) and allows you access to the UNIPR structures (as well as some discounts!)

- **Instructions** about the UNIPR online services: recurring online meetings during September/March

- **For trainees**: online safety training course
DURING THE EXPERIENCE

- **Requesting an Extension**: it is possible to extend the mobility period meeting the maximum exchange duration requirements, depending on the exchange programme; this must be accepted by both the host and home institution Coordinators. Fill this [form](#).

- **Requesting a Reduction**: it is possible to reduce the period, meeting the minimum exchange duration requirements depending on the exchange programme; this must be accepted by both the host and home institution Coordinators.

- **Change the Learning Agreement with the «During the Mobility»**: in case of potential changes in the period, exams/tasks, working hours etc. the form must be filled in and signed by the student/trainee, Italian Referent and home Referent.

- **As soon as these documents are signed by the 3 parties (you, your Home Coordinator, your Host Coordinator)**, make sure you send it to [incoming@unipr.it](mailto:incoming@unipr.it)

**The DEADLINE for changes to the Learning Agreement**

- for the fall semester is 31st October 2021 and
- for the spring semester is March 31th 2022.

Students can change their Learning Agreement only once per semester.
BEFORE RETURNING

FOR FACE TO FACE MOBILITY

Remember: you must keep the original copies of your documents

- Keep all the documents related to the exchange experience, making sure to fill them in and sign them correctly; collect every document used during the exchange (e.g. Reference letter, assessments, certifications etc.).

- Send an e-mail to incoming@unipr.it and write the employees that you are going to close your mobility;

- In case (if your Home University has a specific form) attach to the e-mail a Certificate of Attendance; employees will fill it in and send you and your home University a scanned copy;

**IF YOU ARE STUDENT**

- You will receive a document that lists exams you passed; verify the document and confirm information on it or report everything is different; this will be useful to issue your Transcript of Records.

**IF YOU ADD AN INTERNSHIP TO YOUR MOBILITY FOR STUDIES**

- Ask your tutor to write a report; it must include dates, credits, grade/mark and a summary of your work. Ask the tutor to send it to incoming@unipr.it;

**IF YOU WORK FOR THE THESIS WORK**

- Ask your tutor to write a report; it must include dates, credits, grade/mark and a summary of your work. Ask the tutor to send it to incoming@unipr.it;

**IF YOU ARE TRAINEE (SMT)**

- Have filled in the Learning Agreement «After the Mobility» by the Italian Referent; the office must keep the copy – send it by e-mail to incoming@unipr.it;

**IF YOU ARE A VISA STUDENT/TRAINEE**

- Keep the original VISA documents or the Residence Permit with you at the airport, a public official could ask to see it.
ONCE AT HOME

IF YOU ARE A STUDENT

- You will receive the Transcript of Records within 5 weeks of your request.

IF YOU ARE TRAINEE (SMT)

- You already have your Learning Agreement «After the Mobility».

Deliver all the documents to the International Office of your home University!

Enjoy your exchange experience!

For any more information don't hesitate to contact us

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U.O. Internazionalizzazione
Erasmus and International Home
P.le San Francesco, 2
43121 Parma (Italia)
Phone: +39.0521.904203
E-mail: incoming@unipr.it