



GUIDE TO THE CORRECT SUBMISSION OF THE APPLICATION FORM a.y. 2023/2024

The compilation of the application and the submission of all documents necessary to participate in the call, must be done **ONLY ONLINE** following these steps:

1. To begin the compilation of the application, click on the following link: <https://servizi.lumsa.it/Start.do> and login with your login credentials;
2. Click on the top right of the menu item and select "Outgoing International Mobility" and then "Mobility Calls";
3. Select the type of mobility chosen, which must be "EXCHANGE PROGRAMS" and select the call related to your area of study;
4. Once in the page related to the call for mobility is available the summary of all phases of your application. **PLEASE NOTE:** it is very important to follow all the steps and verify that the green tick is present to confirm the correctness of the operations performed;
5. To start the application process you must click on "fill in the form" on the right at the bottom of the main page;
6. Check the two items relating to the requirements for participation in the call;
7. Select the university of your choice, making sure you have the required language skills;
8. Use the "Additional Declarations" box if you need to make any specifications;
9. Once all the required fields have been filled in, click on "Enroll";
10. It is possible to modify the application form before confirming the application by clicking on "deactivate the form" and it is possible to view the summary of the application by clicking on "print in draft".
11. Once you are sure that the data entered is correct, proceed by attaching first of all the valid Identity Card or Passport in PDF format;
12. Attach the language certificates (if more than one) in a single PDF file (max 5MB);
PLEASE NOTE: Some universities offer courses in several languages. Please check that the courses you are interested in are held in the language for which you have the required level of language certification (see the "Cooperation Agreement" file published with the call for applications). If you are interested in taking courses at the host university in both available languages (e.g. Spanish and English), you will need to present both certificates.
13. Click on the "Print application receipt" button to generate your completed application form in PDF format. Please be careful and do not click on the "print application form" button unless you want to check the correctness of the data entered. The form valid for registration purposes is only the one you will get by clicking on "Print application receipt". Once this operation has been carried out it will no longer be possible to make changes;
14. The submission of the application can be considered completed. **PLEASE NOTE:** the PDF form that will be automatically generated once the procedure is completed should **NOT** be signed or sent to the International Office. It will be only a proof for the candidate of correct submission of the application.



GUIDE TO THE CORRECT ACCEPTANCE OF THE ASSIGNED LOCATION

1. In order to verify the possible assignment of the Erasmus seat and, consequently, to accept or refuse it, click on the following link: <https://servizi.lumsa.it/Start.do> and login with your access credentials.
2. Click at the top right on the menu item and select "International Outgoing Mobility" and then "Mobility notices".
3. At the bottom of the page, it will be possible to check if a seat has been assigned.
4. In the acceptance phase you must indicate the expected date of departure and then the semester during which you want to carry out the Erasmus mobility. NOTE: the departure in the first or second semester, as well as dictated by a preference of the student, must be evaluated primarily based on the academic offer of the assigned university. Please take a look at the above mentioned offer (it will probably still be the one of the academic year 21/22, but usually variations are minimal), consulting the website of the assigned university to check if the courses you are interested in will be held in the first or second semester. The dates to be entered are as follows:

I SEMESTER: 01/09/2023 (keep in mind that the academic year in some universities in Northern Europe starts already in August)

II SEMESTER: 01/02/2024 (please note that in some universities the academic year starts already in January).

5. In order to ACCEPT the Erasmus place, it is necessary to click on the button "Confirm Assignment" after entering the expected date of departure in the format dd/mm/yyyy (day/month/year) following the instructions given in the following point 6.
6. On your Mi@Lumsa page, once the assignment has been confirmed, the words "Destination confirmed" appear. For any doubts regarding the compilation of the application form, please contact.