



GUIDE TO THE CORRECT SUBMISSION OF THE APPLICATION FORM A.Y. 2023/2024

The application form and all the documents required to take part in the call for proposals must be completed ONLINE by following the steps below:

1. Click on the following link: <https://servizi.lumsa.it/Start.do> and log in with your login details to start completing the application;
2. Click on the menu in the top right corner and select 'Outgoing International Mobility' and then 'Mobility Exam Notices';
3. Select the type of mobility chosen, which must be "EXCHANGE PROGRAMS" and select the call related to your area of study;
4. You will find a summary of all the stages of your application when you enter the Call for Mobility page.
WARNING: You must follow all the steps, checking the green check mark to confirm that you have done everything correctly;
5. Click on 'Fill in the form' at the bottom right of the main page to start your application;
6. Tick the two points concerning the **requirements** for participation in the call;
7. Make sure you have the necessary language skills when choosing your universities.
8. Once you have filled in all the required fields, click on 'Register';
9. Below you find a list of the universities you can choose. Please select up to three destinations in order of preference.
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 list of available destinations 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 that all your data entered are correct. 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 any 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 DESTINATION

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 Exam Notices".
3. At the bottom of the page, it will be possible to check if the destination has been assigned.
4. In the acceptance phase, you must indicate the expected date of departure and then the semester in which you want to carry out the Erasmus mobility.

NOTE: the departure in the first or second semester, in addition to the student's preference, must be evaluated primarily based on the academic offer of the assigned university. Please take a look at the University Offer (it will probably still be the one of the academic year 23/24, 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: September 1st (keep in mind that the academic year in some universities in Northern Europe starts already in August)

II SEMESTER: January 15th

5. In order to ACCEPT the Erasmus destination, 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, you will find "Destination confirmed". For any doubts regarding the compilation of the application form, please contact us.