



INTERNATIONAL NON-EU MOBILITY A.Y. 2024/2025 STEP BY STEP

Call for Application			
When	What	Who does and where	Further information
7 February 2024	Publication Announcement	UNIFI International Mobility Office	https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue
7 February 2024	Opening online applications	The student applies on TURUL	https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue
6 March 2024 1:00 pm	Call for Application deadline and closing date on TURUL	TURUL	https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue
19 February 2024	Deadline for the registration in the Students Career of the taken exams		Art. 8 of the Announcement
Starting from March 26, 2024	Publication of the first School ranking and online acceptance (time for the student to accept the destination online: 3 working days). Any sliding of rankings will follow.	Publication in TURUL of the ranking list by the UNIFI International Mobility office and Online acceptance on TURUL by the student	Art. 9 of the Announcement



	Nomination phase of the winning students to the receiving Institutions	International Relations Services of UNIFI Schools	
Before the departure			
When	What	Who does and where	Further information
Before the departure	Informative sessions for winning students	International Relations Services of UNIFI Schools	UNIFI School website https://www.unifi.it/cmpro-v-p-5218.html
	Submission of the Application form and the accommodation form, if any, to the receiving Institution	The student, in accordance with the deadlines set by the receiving Institution	Receiving Institution website
	Learning Agreement Drafting	By the student	Modalities will be communicated to students
	Financial Contract signature	Prepared by the UNIFI International Mobility Office and signed by the student and UNIFI	Modalities will be indicated at https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue



During the mobility			
When	What	Who does and where	Further information
Within 7 days from the start of the mobility	Attendance Certificate (certificate of arrival/departure) stating the beginning of the mobility period	Completed, signed and stamped by the International Relations Office of the receiving Institution and sent by the student to outgoing.extraue@unifi.it	
Within 30 days from the start of the mobility	Possible Changes to the original Learning Agreement	By the student	Modalities will be communicated to students
By the end of the mobility period	Possible request for extension of the study period, subject to the approval of the International Relations Office of the host Institution and of the International Relations Service of the UNIFI School	By the student	UNIFI School website https://www.unifi.it/cmpro-v-p-5218.html
At the end of the Erasmus period and before the return	Request to the host Institution to complete and sign the Attendance certificate (certificate of arrival/departure) with the mobility end date	By the student at the International Relations Office of the host Institution	



Upon return from the mobility

When	What	Who does and where	Further information
Within 15 days after the end of the international mobility period	Submission of the Attendance certificate	Completed, signed and stamped by the International Relations Office of the receiving Institution and sent by the student to outgoing.extraue@unifi.it	
	Sending travel documents (e.g., boarding card, visa fees) to the email outgoing.extraue(AT)unifi.it for reimbursement of travel costs within the limits indicated in Art.16. The Request for Reimbursement of Travel Expenses form should also be sent to the same email.	By the student to the email outgoing.extraue@unifi.it (In case the travel documents are in paper format, they should be sent or delivered to the UP Internazionalizzazione - Mobilità internazionale in Via della Pergola, 60-50121 Firenze) The Travel Expense Reimbursement Request form can be downloaded at https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extraue	
At the end of the international mobility period and before requesting for the recognition of the activities carried out	Send the Transcript of Records or Transcript of Work to the email outgoing.extraue@unifi.it and to the International Relations Office of your UNIFI School	By the student	UNIFI School website https://www.unifi.it/cmpro-v-p-5218.html
Within 45 days after the delivery of all documents	Request for recognition of the activities taken abroad	By the student at the UNIFI School's International Relations Service	UNIFI School website https://www.unifi.it/cmpro-v-p-5218.html