

MANUAL FOR THE COMPLETION OF THE ON-LINE APPLICATION

Before proceeding to the on-line application, please read the following manual and carefully follow all of the instructions

ATTENTION

The application is on-line. No hardcopies must be delivered.

LOGIN in your segreteria on line

<https://segreteriaonline.unisi.it/Home.do>



- ▶ Login
- ▶ Registrazione
- ▶ Authorization code from Access Code
- ▶ Recupero Password



Chi sei?

Scegli il tuo profilo per trovare ciò che ti serve...

Futuro Studente

Studente

Laureato

Docente

> L'Ateneo

Sede dell'Ateneo, Calendario accademico dell'Ateneo, Governo e organizzazione, ...

↳ Statuto e regolamenti

> Offerta formativa

↳ Dipartimenti
↳ Materiali informativi

- ▶ Corsi di Laurea
- ▶ Dottorati
- ▶ Master universitari
- ▶ Scuole di specializzazione
- ▶ Corsi di perfezionamento
- ▶ Corsi di formazione

> Tasse

Regolamento tasse, Borse di studio DSU, Pago PA, Rimborsi tasse, Modulistica, ...

↳ Simulazione calcolo tasse

> Laurea e post-laurea

- ▶ Almalaurea
- ▶ Alumni

> Lavoro - USiena Placement & Career Service

Orientamento al lavoro e career service. bandi.

Select English

- ▶ Login
- ▶ Registration
- ▶ Authorization code from Access Code
- ▶ Recupero Password

Chi sei?
Scegli il tuo profilo per trovare ciò che ti serve...

- Futuro Studente
- Student
- Laureato
- Professor

L'Ateneo

Sede dell'Ateneo, Calendario accademico dell'Ateneo, Governo e organizzazione, ...

↳ Statuto e regolamenti

Offerta formativa

- ↳ Dipartimenti
- ↳ Materiali informativi
- Corsi di Laurea
- Dottorati
- Master universitari
- Scuole di specializzazione
- Corsi di perfezionamento
- Corsi di formazione
- Corsi di aggiornamento professionale
- Summer School
- Esami di stato
- Formazione insegnanti

Segreteria Online

Piattaforma digitale per servizi didattici/amministrativi dedicati a:

- ▶ **Studenti:** iscrizione ai test di ingresso, concorsi di ammissione, immatricolazione, rinnovo delle iscrizioni, libretto online, prenotazione appelli, ...
- ▶ **Docenti:** verbalizzazione on line, registro delle lezioni on line, ...

Tools

- ↳ Ricerca Corsi
- ↳ Ricerca Insegnamenti
- ↳ Ricerca Docenti
- ↳ Ricerca Appelli

Tasse

Regolamento tasse, Borse di studio DSU, Pago PA, Rimborsi tasse, Modulistica, ...

↳ Simulazione calcolo tasse

Laurea e post-laurea

- Almalaurea
- Alumni

Lavoro - USiena Placement & Career Service

Orientamento al lavoro e career service, bandi, opportunità di stage e lavoro per studenti e laureati, info su tirocini, eventi e seminari del Placement, consultazione CV e pubblicazione adv, servizi di placement dedicati a enti e aziende, placement coach, ...

Servizi

- Uffici Studenti e Didattica
- Biblioteche
- Accoglienza disabili e servizi DSA
- Centro linguistico di ateneo
- Salute e sicurezza
- E-learning - ECDL
- Borse e incentivi allo studio

Attività extracurricolari e ricreative

- Alloggi
- Assicurazioni per gli studenti
- Sport
- Rappresentanti degli studenti

ita eng

Reserved Area

- Registration
- Login
- Recover UNISIPASS

International mobility >

Guide >

Postgraduate and other programmes >

University Information >

Information for students >

Select **International Mobility Outgoing**

Logout

Change Password

Altre Carriere

Home >

Registrar's Office >

Study Plan >

Career >

Exams >

Degree >

Tirocini e stage >

International mobility >

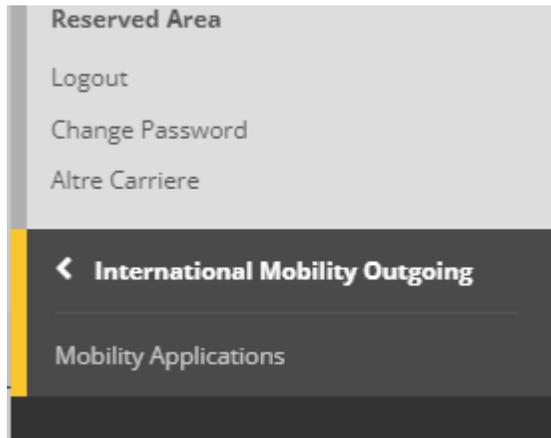
Incentivi, premi e borse, sottoscrizioni >

International Mobility Outgoing >

EO.



Select **Mobility Applications**



In Mobility Area select **“ACCORDI BILATERALI”**

List of International Mobility Calls

Mobility Area

ACCORDI BILATERALI



ACCORDI BILATERALI - BILATERAL AGREEMENTS

Academic year	Call num.	Title	Call status	Registration status	Actions
2021	1	Mobilità internazionale - overseas a.a.2022/2023- 1° bando	🔒		🔍 🗑️

Click on the magnifier



List of International Mobility Calls

Mobility Area

ACCORDI BILATERALI

ACCORDI BILATERALI - BILATERAL AGREEMENTS

Academic year	Call num.	Title	Call status	Registration status	Actions
2021	1	Mobilità internazionale - overseas a.a.2022/2023- 1° bando	🔒		🔍

Caption

- 🔗 External link
- 🔍 Details
- 🟢 Application submitted
- 🟡 Application unsubmitted
- 🔒 Registration procedure open
- 🔒 Registration procedure closed



Click on the magnifier

Click on **Complete the form**

Phase	Activities	Info	Status
Registration	1 Completion of the application form	mandatory	🔒
	2 Registration confirmation	mandatory	🔒
Destination assigned	3 Rankings Publication		🔒

Legend

- 🔒 Activity open
- 🔒 Activity blocked
- ✅ Activity completed
- 📄 Additional information

1 - Completion of the application form

You have not completed the application form yet

back

 [Complete the form](#)

Click to apply

Select up to 4 destinations **in order of preference**

Describe the Study plan (list of the exams to be taken abroad) and motivation
(max 2000 characters spaces included)
- Scroll the page down

ADVICE: Write what requested first in Word and then copy it into the cell

Select preferred destinations

Destination location	pref.	Erasmus code	Language	Study plan and motivation
Akita International University	3			
Chinese Culture University				
CHUKYO UNIVERSITY				
Doshisha University	1			
ESTADUAL PAULISTA	2			

DO NOT select any language. View only

Scroll down the page

Click on “register”

University of Toronto	4 ▾			
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Merit indicators

Marks average NaN

Weighted average 0

CHECK the application by printing the draft!!

1 - Completion of the application form



The application form has been properly completed
If any changes is needed, the form must be first removed anche then completed again

Selected destinations

Destination	Erasmus code	Website	Coordinator	Places	Months
Doshisha University	Doshisha University			2	
ESTADUAL PAULISTA	ESTADUAL PAULISTA			4	
Akita International University	Akita International University			2	

[remove the application](#) [Print the draft](#)

If changes are needed, remove the application and go through the procedure again

3 - Registration confirmation



Your registration to the call has to be confirmed.
After confirmation no changes can be done.

back

WATCH OUT!!!

 [Confirm your registration and print the application form](#)

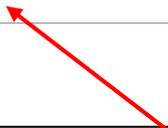
**If check is OK, confirm your application
After confirmation no changes can be done**

Application submission and Registration receipt

 Attention! Once downloaded the registration receipt, click again on the links on the left 'International Mobility Outgoing > Mobility Applications' and check the submission status. To submit the application press "Submit", to cancel the process press "Back". Please be aware that after submission no changes to the application can be made anyhow.

Submit

Back



ATTENTION AFTER CONFIRMATION NO CHANGES CAN BE
DONE

Matriculation n.

Protocol n.

ACCORDI BILATERALI - BILATERAL AGREEMENTS

A.Y. 2022/2023

born in on resident in
phone: , university e-mail personal e-mail:
nationality:

APPLIED TO

spend a period of study at one of the Universities listed below in order of preference and concerning the Mobilità internazionale - overseas a.a.2022/2023- 1° bando Area:

Preference	Destination	Code
1	ESTADUAL PAULISTA - ESTADUAL PAULISTA	
2	The City University of New York (CUNY) - The City University of New York (CUNY)	
3	Universidad de las Américas, Puebla - Universidad de las Américas, Puebla	

The student is enrolled in the academic year 2021/2022 which is his/her year of degree course of the Department matriculation n.

The student has taken the following exams so far:

Date	Exam	Mark	Credits
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The student declared:

ESTADUAL PAULISTA - ESTADUAL PAULISTA
Study plan and motivation
-

The City University of New York (CUNY) - The City University of New York (CUNY)
Study plan and motivation
-

When the system automatically downloads this file, it means your application has been submitted successfully. Please double-check by returning to the list of calls and verifying that the 'Registration Status' indicator is green."