



UNIVERSITÀ DEGLI STUDI  
DI NAPOLI FEDERICO II

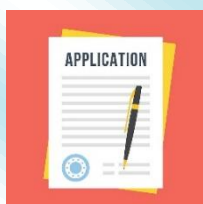
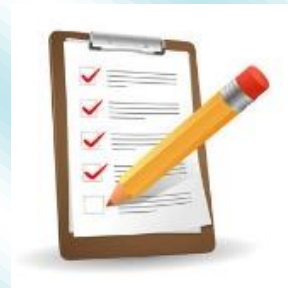


## ERASMUS+ 24-25 – STUDENTS' MOBILITY FOR STUDIES

### FINANCIAL AGREEMENT AND INSTRUCTIONS

#### 2nd Semester

Students who have regularly accepted the Erasmus scholarship for the Second Semester, have to upload on [mobility.unina.it](https://mobility.unina.it) in one PDF file, from 28/10/2024, the following documents:



- A. Copy of the host university application form or acceptance letter or Dichiarazione application Form available at [unina website](https://unina.it) Erasmus a.a. 2023-24 webpage - Modulistica



- B. Copy of the certification/statement of language knowledge, according to the scholarships table enclosed to the call for application (students of the Department of Humanities who have already uploaded their certificate/statement of language knowledge in the candidature are exempted, Erasmus+ office will check it)



- C. Copy of the Learning Agreement signed at least by the student and the UNINA professor



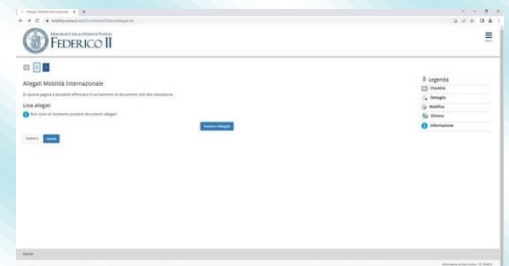
- D. International Students (Extra EU) have also to add a valid resident permit "permesso di soggiorno" valid for the all study abroad period.

**STUDENTS WHO WILL UPLOAD THE FINANCIAL AGREEMENT DULY SIGNED ON [MOBILITY.UNINA.IT](https://mobility.unina.it) WITHIN NOVEMBER, 20th WILL RECEIVE THE SCHOLARSHIP BY DECEMBER.**

# HOW TO ACCESS?



- 1) Enter the page <https://mobility.unina.it>
- 2) From the menu on the right (icon made up of three horizontal lines) click on Login
- 3) Enter using you UNINA credentials (**use your email credentials EXAMPLE: if your e-mail is mario.rossi@studenti.unina.it WRITE mario.rossi@studenti.unina.it then your password in use**)
- 4) In case you have more than one career (i.e. Bachelor and master), select the active one in link **Altre carriere** of the menu
- 5) If you need to change your bank account number (IBAN), write an email to: gerardo.imperato@unina.it
- 6) From the menu, select **Home** and then **Allegati carriera**
- 7) In the page **Allegati Mobilità Internazionale** click on **Inserisci Allegato**, fill in the compulsory fields of the form and, once selected the file to upload, select **Avanti** and the file will be effectively sent to the Erasmus+ Office
- 8) You will receive a message on you institutional e-mail address, confirming the correct delivery of the documents (it is a no-reply message)



The Erasmus Office will check the documents and will work out the Financial Agreement that will be uploaded in the same page **Allegati Mobilità Internazionale**.

Students have to verify that the financial agreement has been uploaded in the personal Mobility page. We kindly invite students not to call to accelerate the process, this will only cause further delays.

# FINANCIAL AGREEMENT



Read it carefully (personal data included address and telephone numbers are taken from the University database and can, eventually, be modified only by students' secretary offices - NOT FROM ERASMUS+ OFFICE)



Sign the last page of the agreement (modifications or additional information are not allowed)

Upload the Financial Agreement in the page **Allegati Mobilità Internazionale**. You will receive a message of confirmation

Please, note that the attachments II and III are available at una website Erasmus a.a. 2024-25 webpage - Modulistica

## ATTENTION:

DUE TO A DELAY IN MINISTRY OF UNIVERSITY AND RESEARCH FUNDS TRANSFER, THESE SCHOLARSHIP, FOR THOSE STUDENTS ELIGIBLE FOR, WILL BE ISSUED AS SOON AS UNIVERSTY WILL RECEIVE THEM



1. the **Certificate of attendance**, with host university International Office stamp and signature both at the ARRIVAL and DEPARTURE sections

2. **Final Learning Agreement** with all signatures

[illegible]

## Academic Transcripts

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