

# Instructions for filling in the Application Form

BACHELOR AND MASTER DEGREE STUDENTS



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## ENTER THE PAGE [WWW.MOBILITY.UNINA.IT](http://WWW.MOBILITY.UNINA.IT)

From the menu on the right (icon made up of three horizontal lines) click on login

enter using your unina credentials (example:username [mario.rossi@studenti.unina.it](mailto:mario.rossi@studenti.unina.it), then your password in use)

In case you have more than one career (i.e. bachelor and master), select from menu “altre carriere” and the active one



2

In the menu on your right select “mobilità internazionale outgoing” and then “bandi di mobilità”

select from the drop down menu “accordi bilaterali” and then click on the figure of the small hand lens on the right of the call for thesis research



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## FILL IN THE FORM

Fill in the mandatory fields within the section “requisiti”, related to id (document and number), IBAN code of your bank account and the name of the university abroad where you are planning to go to.

Don't forget to flag the checkbox on your left before fill in the boxes on your right



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## SELECT FROM THE DROP-DOWN MENU “PREF”, NUMBER 1 AND CONFIRM YOUR APPLICATION

### UPLOAD THE MANDATORY DOCUMENTS

- Select ALLEGATO 1 - DICHIARAZIONE DEL RELATORE DI TESI (Thesis supervisor Statement) and attach it;
- Select LETTERA MOTIVAZIONALE (cover letter) and attach it;
- Select CERTIFICAZIONE/ATTESTAZIONE CONOSCENZA LINGUISTICA B1 (Language knowledge certificate) and attach it;

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### UPLOAD THE OPTIONAL DOCUMENTS

You can attach additional language knowledge certificates useful for evaluating your application in a single PDF file in the appropriate section.

If you have one, you can also attach a letter of acceptance of the host institution



## PRINT THE APPLICATION



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## PRINT THE APPLICATION AND KEEP THE PDF

ATTENTION: Printed application is the official confirmation. After being printed, the application cannot be modified or deleted. The program allows you to print a “promemoria”, that still allows you to make changes before submitting. Please note that the exam counts and the related credits visible in the printed application have no bearing on the score calculation. Career data will be extracted only as mentioned in the Call for Selection.