

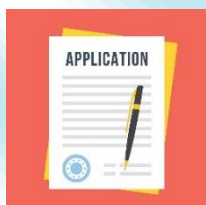


UNIVERSITÀ DEGLI STUDI  
DI NAPOLI FEDERICO II



## ERASMUS+ 25-26 - STUDENTS' MOBILITY FOR STUDIES FINANCIAL AGREEMENT AND INSTRUCTIONS 2nd semester and full academic year

SECOND SEMESTER Erasmus students' holders for year 2025-26 have to upload on [mobility.unina.it](https://mobility.unina.it), in one PDF file, the following documents:



A. **Copy of the host university application form** or acceptance letter or Dichiarazione application Form available at [unina website Erasmus+ 2025-26 webpage - Modulistica](https://mobility.unina.it)



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 and the same for students exempted in art. 7 of the Call) This documentation is mandatory even if the host university does not require 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 and copy of passport. Additional documents may be required for banking purposes; therefore, students are advised to regularly check their UNINA email account. A delayed response to such requests may cause a delay in the payment of the scholarship amount.

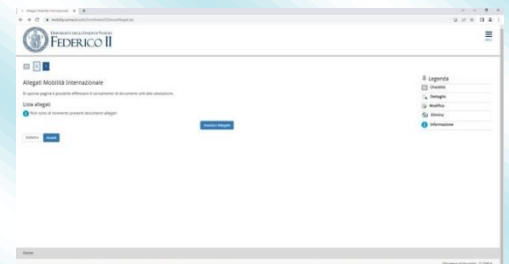
Students attending the courses of the **Scuola Superiore Meridionale**, before doing the upload of document, must contact the Erasmus administrative staff at the Erasmus+ and International Mobility Office, at the following link, in order to define the for the correct amount of Erasmus scholarship:

[old.unina.it/documents/11958/67064354/ER\\_25-26\\_2025-09-05\\_ref\\_Uff\\_ER.pdf](https://old.unina.it/documents/11958/67064354/ER_25-26_2025-09-05_ref_Uff_ER.pdf)

# 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: [virginia.friscia@unina.it](mailto:virginia.friscia@unina.it), using your institutional UNINA e-mail address. Please indicate **only your student ID number and the words "IBAN CHANGE"** in the email subject line. You will receive confirmation by email within **10 working days** from the date of your request. Please do not send follow-up messages before this deadline or write to other email addresses, as this would cause further delays in completing the procedure.
- 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 your 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, as soon as technically possible.

Students have to verify that the financial agreement has been uploaded in the personal Mobility page (the office will process them on the basis of the dates of attachment). We kindly invite students not to call to accelerate the process, this will only cause further delays.

The Financial Agreement must be signed **no later than the departure date**. Students **cannot leave without signing it**, because only the signed Agreement allows the student to obtain **Erasmus+ student status**.

# 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)

The planned dates of the study period are indicative. For this reason, only the actual dates, as certified by the host university in the Certificate of Attendance (see next page), will be considered for the final calculation of the Erasmus+ scholarship amounts.



Sign the last page of the agreement (modifications or additional information are not allowed. REMEMBER TO attach everything in a single file (files containing only the signature page will not be accepted)).

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

Please, note that the attachment II is available at [unina website Erasmus a.a. 2025-26 webpage - Modulistica](#)

# TO DO



**Remember!**

Once arrived at the host university, students have to download from the Erasmus+ 2025-26 unina webpage - link Modulistica - the Certificate of attendance, fill it in at the ARRIVAL section with host university International Office stamp and signature and upload it on MOBILITY.UNINA.IT - Allegati Mobilità Internazionale.

**AT THE END OF THE MOBILITY PERIOD STUDENTS HAVE TO UPLOAD ON MOBILITY.UNINA.IT:**

- 1 → **Certificate of attendance** completed, signed, and stamped by the partner university, indicating the end date of the activity/stay, to be uploaded according to the instructions above **within 7 days** of the end of the Erasmus+ study period.

| Student (N. Matricola)                                            | Last name(s)                                  | First name(s)                              | Date of birth                   | Sex (M/F) |
|-------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|---------------------------------|-----------|
| (OBLIGATORIO)                                                     | Nationality <sup>1</sup>                      | Study cycle <sup>2</sup>                   | Field of education <sup>3</sup> |           |
| Sending Institution (Erasmus code <sup>4</sup> (if applicable))   | UNIVERSITA' DEGLI STUDI DI NAPOLI FEDERICO II | Academic coordinator (Responsible form LA) | Address                         |           |
| International Office, Campus Universitario I, 40100 Napoli (IT)   | OSIRIS International@unina.it                 | Academic coordinator email phone           | Country                         |           |
| Receiving Institution (Erasmus code <sup>4</sup> (if applicable)) | Name                                          | Faculty/Department                         | Address                         |           |
| Contact person name, email, phone                                 |                                               |                                            | Country                         |           |

UNIVERSITA' DEGLI STUDI DI NAPOLI  
FEDERICO II

CERTIFICATE OF ATTENDANCE  
(DA COMPLETARE DOPO IL PERIODO DI MOBILITA' INTERNAZIONALE. DA PRESENTARE PRESSO L'INTERNAZIONALE)  
(CONFERMA IL SUCCESSO DEL PERIODO DI MOBILITA' INTERNAZIONALE)

ACADEMIC YEAR 2025 - 26

NAME: \_\_\_\_\_

DATE OF STUDY: \_\_\_\_\_

DATE OF DEPARTURE: \_\_\_\_\_

We confirm that the above mentioned student has arrived at our institution on: \_\_\_\_\_

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date of issue: \_\_\_\_\_ Signature of the International Office Representative: \_\_\_\_\_ (Official stamp)

We confirm that the above mentioned student has left our institution on: \_\_\_\_\_

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date of issue: \_\_\_\_\_ Signature of the International Office Representative: \_\_\_\_\_ (Official stamp)

- 2 → **Final Learning Agreement with all signatures**

- 3 → **Transcript of Records**



**THE ERASMUS+ AND INTERNATIONAL MOBILITY OFFICE DOES NOT HANDLE THE RECOGNITION OF ACADEMIC ACTIVITIES (EXAMS, THESIS RESEARCH, INTERNSHIPS) UNDERTAKEN DURING THE MOBILITY PERIOD.**

Students have to send the Transcript of Records by email to the Erasmus Administrative staff at their departments according to the list published at unina website Erasmus+ 2025-26 page.