INSTRUCTIONS FOR INCOMING EXCHANGE STUDENTS ONLINE

APPLICATION FORM 2023/2024

PLEASE COMPLETE THE APPLICATION CAREFULLY AS ALL DETAILS WILL BE USED FOR OFFICIAL PURPOSES.

The complete application process consists of three steps:

- Step 1: Register to UniTO portal
- Step 2: Personal details confirmation
- Step 3: Fill in the application form

STEP 1: REGISTER TO UNITO PORTAL

Go to the UniTO homepage www.UniTO.it and click on “Login” on the upper right side of the page.
In the section “Sign in to the service of UniTO.it” click on the tag “Register”
To fill in the application form in English language, click on “REGISTRATION FOR FOREIGN USERS”. Even if you can speak Italian, fill in the English form since it is made specifically for non-Italian users.

While filling it this section, have your ID or Passport with you. Your personal details must be the same as reported on your official and most up-to-date documents.

Please complete the application carefully as all details will be used for OFFICIAL PURPOSES.

You will be requested to provide the following personal data: first name and last name and a password, retype the password, gender, date of birth, country of birth, citizenship, ID or passport number, email. Under profile select “prospect student” and then tick off “I am not a robot”.

**PASSWORD: it must**
- be at least 8 characters long
- contain at least one uppercase character
- contain at least one lowercase character
- contain at least one numeric character (0-9)
- contain at least one of the following special character !?-*\`;\'\"{}[]

The password must be updated within **180 days** (6 months).

**FREQUENT MISTAKES:**
- Make sure that your chosen password is typed correctly in both boxes, otherwise you will not be able to submit the form
- Some accented or special letters may not be recognised by the system. In this case, refer to the “basic” letter closer to it (ex: D instead of Ð)

**PLEASE NOTE:** make sure to take note of the password and the email address you entered. You will need both to log in MyUniTO and will be necessary to complete your application form and manage your profile during your mobility period.

Click on “Next”, then tick off the box “Data protection policy” and then “Submit” your registration.
To confirm the registration, access your email address and click on the link specified in the email you received with subject “Registration to the University of Torino, Portal Services”.

YOUR REGISTRATION MUST BE CONFIRMED WITHIN 60 MINUTES!

Once your registration is confirmed, you will receive a second email with your username (name.surname). With this you can now login in MyUniTO and continue your application form.

You can now proceed to Step 2 via the link provided in the email or via the UniTO homepage.
STEP 2: PERSONAL DATA CONFIRMATION

Log in the website once again:

![Login to Unito.it](image)

Insert your username (as specified in the email you received) and password (the one you indicated in the registration form) and then click on “LOGIN”.
Click on “International Mobility” and then on “Application form for incoming students” to continue your application.
First, it is necessary to confirm your **personal details**. Should it be necessary, please click on “English” to do it in English language.

Click on “**OK**” to continue in English.

Click on “**Update/Confirmation personal data**”.

![Update/Confirmation personal data screen](image_url)
Insert your missing personal details. The boxes will remain red until the missing details are inserted.

PLEASE NOTE: DO NOT FILL IN THE TAX CODE* BOX. This will be automatically generated by the system after clicking on “Submit”.

* Tax Code: The tax code (“Codice Fiscale” in Italian) is a personal identification code used by the Italian Public Administration to identify citizens living in Italy. For further information: https://en.UniTO.it/living-turin/when-you-arrive/residence-permit/tax-identification-code
As soon as the tax code appears on the screen click on "Submit" once again.

Enter the requested data about your ID document or Passport.
Specify the city and the **address of your residence (the place where you live regularly)**. Under “Current address is the same as permanent address” select “Y” (“yes”).
Select your preferences about personal data protection.

Click on “Forward” to check that your personal details are correct
STEP 3: FILL IN THE APPLICATION FORM

Go back to your MyUniTO homepage, click on “International Mobility” and then on “Application form for incoming students” to continue your application.
Click on “Application form for incoming students”.

Select the **country of your Home University** and then click on “Forward”.

Select your **home University** and then click on “Forward”. 

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**Direzione Innovazione e Internazionalizzazione**  
*Area Internazionalizzazione - Sezione UNITA e Mobilità Internazionale*
Select your exchange programme. Here you will find a list of all the agreements we have with your home University listed as follows:

Erasmus code/Name of University – study area code – study area name – UniTO Professor in charge of the agreement.

Under the tag “Project” you will find the name of your host Department in Torino.

Please make note of this information since it will be your reference point for your choice of courses at UniTO and signing of your Learning Agreement.

For further information on this and to read the complete Erasmus+ agreement list please read the section “Academic Information – courses, exams and transcripts” incoming webpage carefully: https://en.UniTO.it/international-relations/students-mobility/exchange-students-and-erasmus-mobility

Click on “Forward”.

Confirm your selection of programme related to your mobility and click on “Forward”.

https://en.UniTO.it/international-relations/students-mobility/exchange-students-and-erasmus-mobility
Check that all the information is correct and click on “Forward”.

Remember to make note of this information since it will be your reference point for your choice of courses at UniTO and signing of your Learning Agreement.
Please fill the following section at the best of your knowledge since it will be used as reference to deliver specific information about your exchange.

In this section specify:

- **your planned study period** (they do not have to be the future exact dates)
- **the expected duration** of your mobility (**number of months**).
- **Period of study**: choose the semester of arrival according to your planned mobility:
  - First semester (September- February);
  - Second Semester (January/February-July)
  - whole academic year (September-July).
- **Modalità di fruizione/ Type of mobility**: Reale (in person); Virtuale (Virtual); Mista (Blended)
- **Livello di mobilità/Study level**: Undergraduate; Graduate; Postgraduate
- **Tipo di mobilità/Mobility programme**: Study; Traineeship.
Check the information once again and remember to make note of the name of Professor and Department here at UniTO!

If you see any mistakes, you can change information by clicking on back

Click on “Submit” to send your application form. After this step it will not be possible to change your application anymore.

Your application form has now been sent and you will also receive an automatic email confirmation after a couple of minutes.

The International Mobility Office will contact you in the following weeks with feedback and further request of information if necessary.

Your status will remain as “Futuro Studente/Future Student” until you arrive and register in person at UniTO. Further information on this point will be sent via email and in due time.
PLEASE NOTE: should you see the following image, this means that your application is still pending. Sometimes to solve an issue, you can delete the pending application and re-start the process FROM STEP 3 ONLY.