STEP BY STEP INSTRUCTIONS FOR THE ONLINE APPLICATION FORM

Visit the Unito homepage www.unito.it and click on “Login” on the upper right side of the page.
In the section “ACCEDI AI SERVIZI DI UNITO.IT” click on the tag “REGISTRATI AL PORTALE”.
In order to fill in the application form in English language, click on “REGISTRATION FOR FOREIGN USERS”.

**WARNING:** the password you enter in this form is the password to be used to login in MyUnito and will be necessary to complete your application form and manage all procedures during your mobility period. **THEREFORE PLEASE MAKE SURE YOU ALWAYS REMEMBER THIS PASSWORD.**

Make sure you enter a valid and active email address, as it will be used to confirm your registration and continue your online application form.
Insert your personal data in the form and then click on “NEXT”.
Check once again the information you specified and click on “Submit” to send your data.
Your registration has been completed.

**WARNING:** YOUR REGISTRATION HAS TO BE CONFIRMED WITHIN ONE HOUR!

The registration request has been successfully accepted. You will soon receive an email with the instructions to confirm your request.
Access immediately your email account and confirm your registration by clicking on the link specified in the email you received “Registration to the University of Torino, Portal Services”.

Once your application form has been confirmed, you will receive a second email with your username to login in MyUnito and continue your application form.
Enter Unito website and click once again on “LOGIN”.
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.
In order to send the Application form, it is necessary to confirm your personal data. Click on “English” to do it in English language.

Click on “OK” in order to continue in English.
By clicking on the red button, you will be able to update your personal data.
Insert your missing personal data.

NOTE: the tax code DOES NOT HAVE TO BE INDICATED as it will be automatically generated by the system after clicking on "Submit".
As soon as the tax code appears on the screen click on “Submit”.
Enter the requested data concerning your ID document or Passport.
Specify the city and the address of your residence and **make sure you have selected “Y” (that is to say “yes”) with reference to the option “Current address is the same as permanent address”**.
Select your preferences about privacy and the transmission of your personal data.
Click on “Forward” in order to check your personal data.
Once you have checked your personal data are correct, you can go on with the application form procedure. Return to the MyUnito homepage, click on “International Mobility” and then on “Application form for incoming students” to continue your application form.
Click on “Application form for incoming students”.

Select your home Country and then click on “Forward”.

Select your home University and then click on “Forward”.
Select the Agreement of your exchange programme and then click on “Forward”.

![Image of myunito interface showing program selection and institution origin.]
Select again the agreement related to your mobility and click on “Forward”.

![Image of myunito system](image-url)
Confirm the agreement you selected by clicking on “Forward”.
Specify the planned study period and the expected duration of your mobility.
Before going on, please write down your Department and the contact details of your Departmental coordinator who you will contact for the approval of your Learning Agreement.

Click on “Submit” to definitely send your application form.
Your application form has been sent. You should receive an email confirming that the application has been sent.

In the following weeks you will receive a feedback via email from the International Mobility Office informing you about the correspondence of the data you submitted with the data sent by your Home Institution.