INSTRUCTIONS FOR THE ONLINE APPLICATION FORM

Please read the application form instructions carefully and have them with you when you start your online application. Please bear in mind that the complete application process consists of three steps:

- **Step 1**: Register to Unito portal
- **Step 2**: Personal data confirmation
- **Step 3**: Fill in the application form

**STEP 1: REGISTER TO UNITO PORTAL**

Go to the Unito homepage [www.unito.it](http://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”.

![Image of the login page](image-url)
To fill in the application form in English language, click on “REGISTRATION FOR FOREIGN USERS”.

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”.

While filling it this section, have your ID or Passport with you. Your personal data must be the same as reported on your official and valid documents.

PLEASE NOTE: make sure to take note of the password and the email address you entered because 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.

Your registration is now complete.

To confirm it, access your email address and click on the link specified in the email you received “Registration to the University of Torino, Portal Services”.

PLEASE NOTE: YOUR REGISTRATION MUST TO BE CONFIRMED WITHIN 60 MINUTES!
Once your registration is confirmed, you will receive a second email with your username to login in MyUnito and continue your application form.

![Email Example](image)

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

![Login Page](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”.

![Login page screenshot]
Click on “International Mobility” and then on “Application form for incoming students” to continue your application.
In order to submit 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.

Warning! Do you want to change language?

OK    Annulla
Click on “Update/Confirmation personal data”
Insert your missing personal data. The boxes will remain red until the missing data is inserted.

**PLEASE NOTE DO NOT FILL IN THE TAX CODE* BOX.** It 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 made used by the Italian Public Administration to identify the citizens living in Italy. For further information: [https://en.unito.it/living-turin/when-you-arrive/residence-permit/tax-identification-code](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 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 **personal data protection**.

- **SMS with information about events at the University**
  - Y / N

- **I hereby declare that I read the information in compliance with article 13 of the Legislative Decree 196/2003 and I authorize the treatment of my personal data by the University. Furthermore I authorize the treatment of my sensitive data in compliance with articles 20, 23 and 26 of the Legislative Decree 196/2003**
  - Y / N

- **I agree to the transmission of my Personal Data in compliance with current legislation**
  - Y / N

- **I authorize the circulation of my personal data in compliance with regulations in force**
  - Y / N

Next
Click on “Forward” in order to check once again the correctness of your personal data.
STEP 3: FILL IN THE APPLICATION FORM

You can now go on with filling 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”.

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**Università degli Studi di Torino**

Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione

**Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale**

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E-mail: internationalexchange@unito.it
Select your **home University** and then click on "Forward".
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 point 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”.

![MyUnito Interface](https://example.com/myunito.png)
Select again the agreement related to your mobility and click on “Forward”.
Check the information once again and click on “Forward”.
Specify your **planned study period and the expected duration** of your mobility (number of months). In the “Period of study” box please specify if you will be at Unito for the **First semester (September-February)**; **Second Semester (January/February-July)** or **whole academic year (September-July)**.
Check the information once again and **remember to make note of the name of Professor and Department here at Unito.**

Click on “Submit” to send your application form. **After this step it will not be possible to change your application.**
Your application form has now been sent and you will also receive an email of 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.