



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione
Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

INSTRUCTIONS FOR INCOMING EXCHANGE STUDENTS

ONLINE APPLICATION FORM 2020/2021

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.



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In the section “ACCEDI AI SERVIZI DI UNITO.IT” click on the tag “REGISTRATI AL PORTALE”.

unito.it - accedi al portale x

unito.it
L'UNIVERSITÀ DI TORINO ON LINE

UNIVERSITÀ
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DI TORINO

Accedi ai servizi di unito.it

username

password

Login

Ricordami la password Istruzioni e supporto

Cambio password Registrati al portale

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To fill in the application form in English language, click on “REGISTRATION FOR FOREIGN 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.**

unito.it
L'UNIVERSITÀ DI TORINO ON LINE

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Registrazione al Portale di Ateneo
> Registration for foreign users

Nome: *

Cognome: *

Password: *

Ripeti la password: *

Sesso: *
☐ M ☐ F

Data di nascita: *

Nazione di nascita: *

Nazione di cittadinanza: *

Email: *

Numero di telefono cellulare:

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 update within 180 days (6 months).



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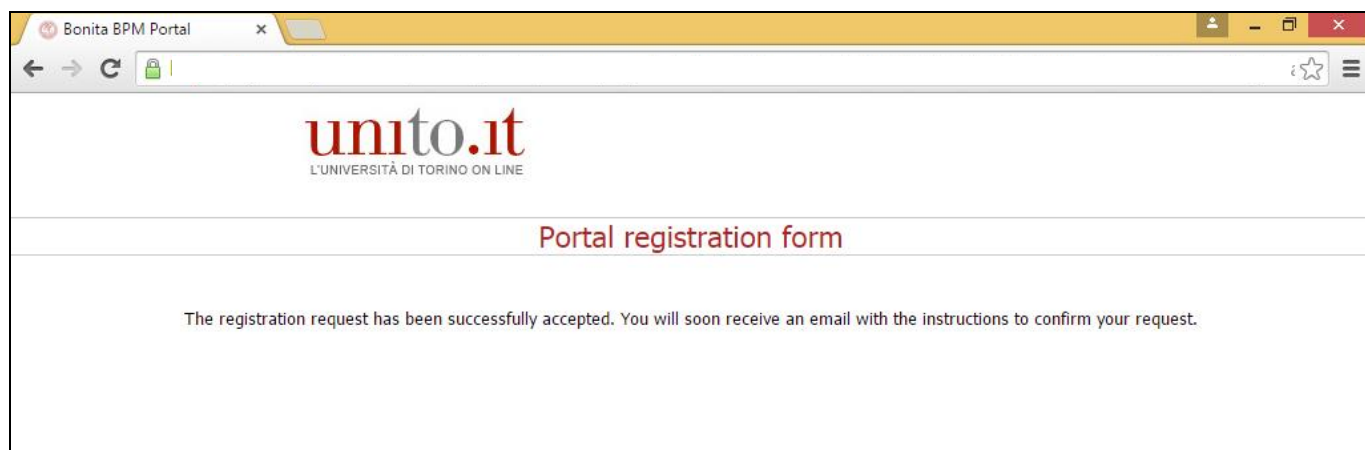
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FREQUENT ERRORS:

- 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 Đ)

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**”.



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YOUR REGISTRATION MUST TO BE CONFIRMED WITHIN 60 MINUTES!

Da no-reply@unito.it

Rispondi

Inoltra

Archivia

Indesiderata

Elimina

Oggetto **Registration to the University of Torino, Portal Services** 17:02

Altre azioni ▾

Dear User,

please click on this link to confirm your registration:

<https://unito-appserver.sidp.cineca.it/UnitoBPMServices/ConfirmRegistration?locale=en&token=9XKJZRMF6BBPTCORA6HW&bonitaUrl=https://bpm.sidp.cineca.it/bonita&tenant=102&userId=2>

You have 60 minutes left to confirm your registration.

After confirming your account, you will receive another email containing your username to access the University of Turin portal and online services. Your account password is the one you chose when you first registered and it will be possible to change it only after completing the registration process (document delivery, academic transcript collection, etc.).

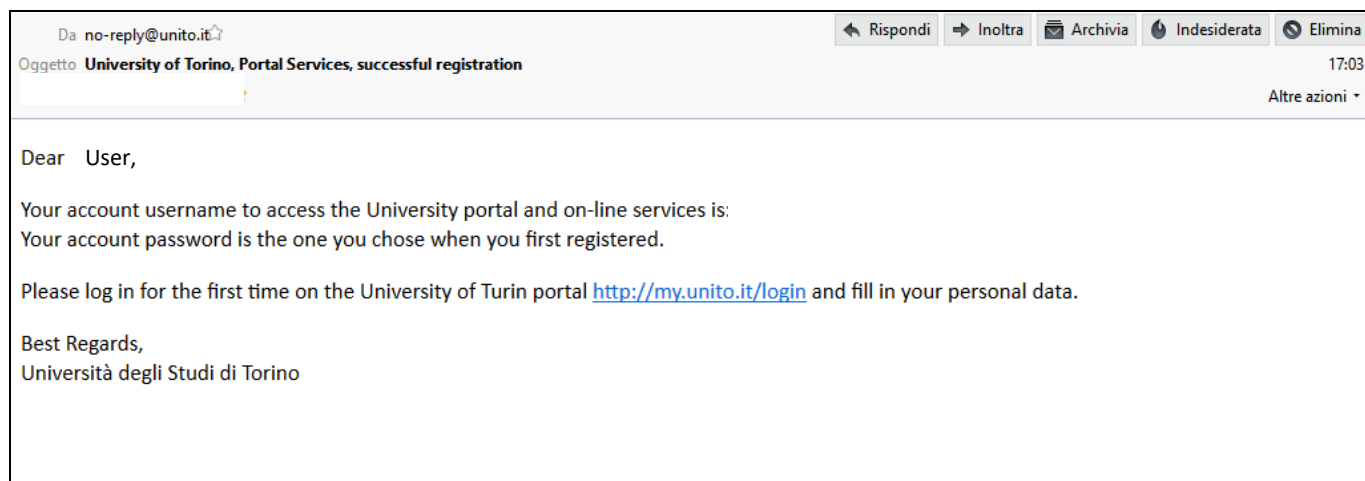
Best Regards,
Università degli Studi di Torino



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Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

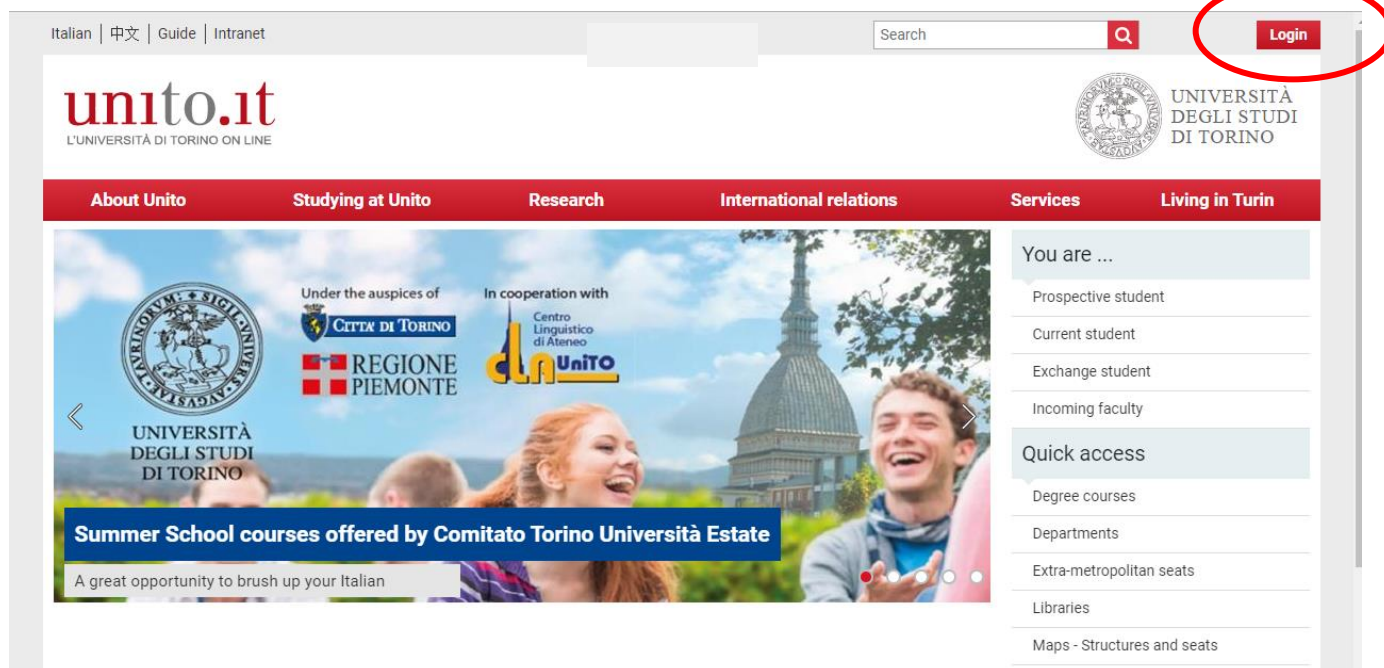
Once your registration is confirmed, you will receive a **second email with your username (name.surname)**. With this you can now login in MyUnito and continue your application form.



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





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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”.

The screenshot shows a web browser window with the address bar displaying 'unito.it - accedi al portale'. The page features the 'unito.it' logo on the left and the University of Turin logo on the right. The main heading is 'Accedi ai servizi di unito.it'. Below this is a login form with two input fields: the first contains 'user.user' and the second contains masked characters '.....'. A red 'Login' button is positioned below the password field. Under the button are two links: 'Ricordami la password' and 'Istruzioni e supporto'. At the bottom of the form area are two more links: 'Cambio password' and 'Registrati al portale'.



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Click on **"International Mobility"** and then on **"Application form for incoming students"** to continue your application.

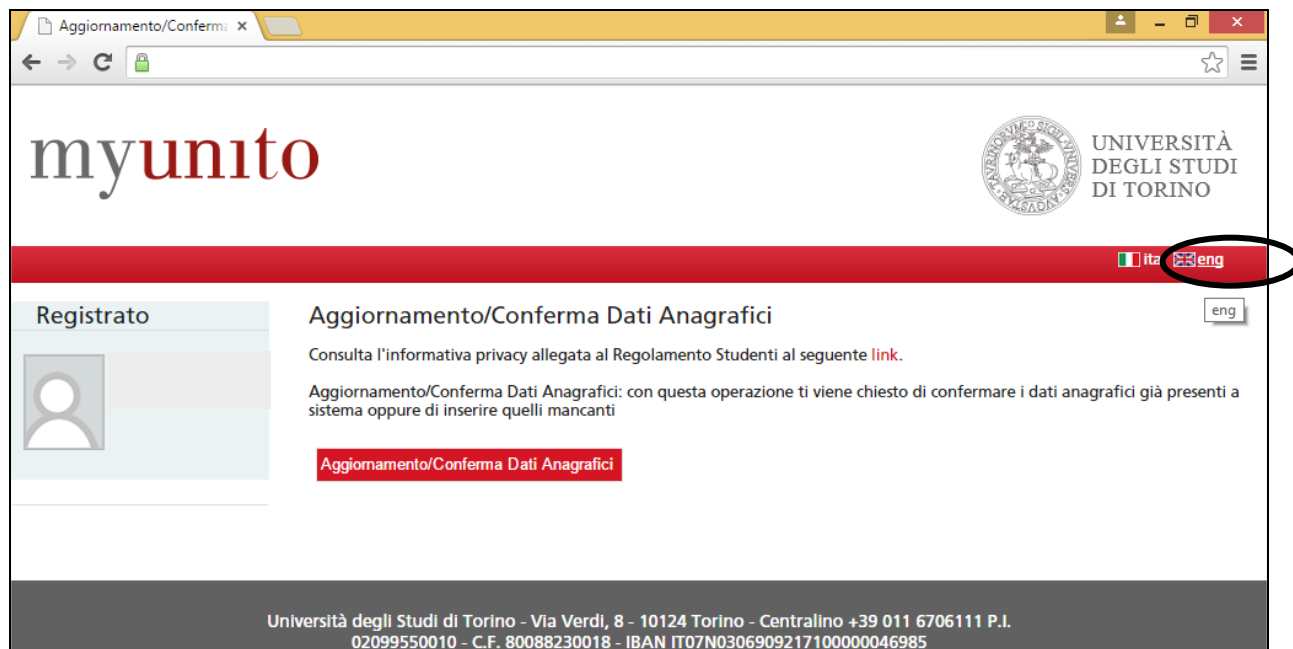
The screenshot shows the 'myunito' website interface. At the top, there is a language selector set to 'Italiano' and a red button labeled 'User User Futuro Studente'. The main navigation bar includes links for 'Enrolments', 'Career', 'International mobility' (which is circled in black), 'Online services', 'User support', and 'Living in Turin'. Below the navigation bar, the 'International mobility' section is active, displaying four icons: 'Atlante delle professioni', 'Edumap', 'Oriento#UniTO', and 'Scenario didattico'. To the left, there are sections for 'Orientation initiatives' (with links to 'Orientation days' and 'Porte Aperte - Visit our locations') and 'Guides' (with links to 'Orientation guide', 'Student's guide', and 'Smart card guide'). A 'Highlights' section lists: 'Academic offerings', 'Matriculations and enrolments', 'Front Offices', 'Administrative deadlines', and 'Learning Italian'. On the right, a 'Prospective Student' section lists: 'Highlights', 'Welcome kit', 'How to', and 'User support'. The footer contains contact information for the University of Turin, a list of links (References, Accessibility, Privacy policy, Legal notices, Portal User Guide, People directory, Site map), and social media icons (Facebook, Twitter, YouTube, Instagram, LinkedIn, etc.).



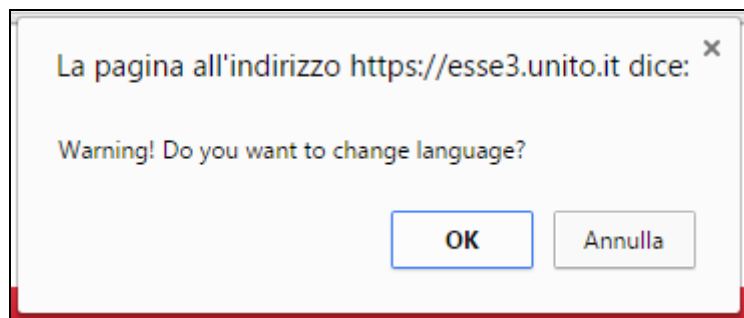
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First, it is necessary to confirm your **personal details**. Click on “English” to do it in English language.



Click on “OK” to continue in English.





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Click on "Update/Confirmation personal data"

The screenshot shows a web browser window with the URL "Update/Confirmation pers...". The page features the "myunito" logo on the left and the University of Turin logo and name on the right. A red navigation bar contains the flags for Italian (ita) and English (eng). Below the navigation bar, the page is titled "Registrato" and "Update/Confirmation personal data". A message states: "You are asked to confirm your personal data and to add the missing ones". A red circle highlights a red button labeled "Update/Confirmation personal data". Below this button is a smaller, lighter button with the same text. The footer of the page provides contact information for the University of Turin.

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

ita eng

Registrato

Update/Confirmation personal data

You are asked to confirm your personal data and to add the missing ones

Update/Confirmation personal data

Update/Confirmation personal data

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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".

The screenshot shows a web browser window with the URL <https://esse3.unito.it/auth/AddressBook/MsgComplAnaPreForm.do>. The page has a red header with language flags for 'ita' and 'eng'. On the left, there is a 'Registrato' section with a user profile icon. The main content area is titled 'Registration: Personal Data' and includes a navigation bar with tabs 'A', '1', '2', '3', '4', '5', and '>>'. Below the title, there is a definition of 'residence' and a 'Key' section indicating that a red asterisk (*) denotes a 'Mandatory field'. The 'Personal Data' form contains the following fields: 'Name*' (text input), 'Surname*' (text input), 'Date of birth*' (calendar icon and text input showing '08/03/1992' with a 'dd/mm/yyyy' format hint), 'Gender*' (radio buttons for 'Male' and 'Female', with 'Female' selected), 'Citizenship*' (dropdown menu showing 'FRANCE'), 'Country*' (dropdown menu showing 'France'), 'City not present*' (text input showing 'Avignon' with a yellow highlight and a red warning message 'Warning: Compulsory field'), and 'Tax code*' (text input with a red border and a red error message 'Error: Please, enter Italian ID no.'). A note next to the 'Tax code*' field states 'generated if not indicated'. At the bottom of the form, there are 'Back' and 'Submit' buttons.

* 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>



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As soon as the tax code appears on the screen click on “Submit” once again.

itaeng

Registrato

A12345...>>

Registration: Personal Data

By "residence" (permanent address, home address) we mean the place where you usually live, that is the address, Country and town mentioned on your passport or identity document. Residence is different from domicile (temporary address), which is the place where you have settled, even temporarily, the headquarters for your business and interests

Personal Data

Name*

Surname*

Date of birth*08/03/1992dd/mm/yyyy

Gender*☐ Male ☒ Female

Citizenship*FRANCE

Country*France

City not present*Avignon

Tax code*LA92C48Z110X automatically generated if not indicated
Warning: Temporary tax code automatically generated by the system

Key

* Mandatory field

Back

Submit



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Enter the requested data about your **ID document** or Passport.



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itaeng

Registrato



A12345...>>

Registration: Identification documents

Insert or modify identification documents data

Identification documents

Kind of identification document*
Passport

Number*
AC08031988

Issued by*
Mairie d'avignon
Error:Issueing authority

Issue date*
02/12/2013
Error:Insert issueing date

Expiring date*
02/12/2023
Error:Insert expiring date of identification document

Key

* Mandatory field

BackNext

Next

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Vicolo Benevello, 3/a – 10124 – Torino
Tel. (+39) 011.670.44.25 | Fax (+39) 011.236.10.17
E-mail: internationalexchange@unito.it

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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”).

The screenshot shows a web browser window with the URL https://esse3.unito.it/AddressBook/IndirizziSubmit.do;jsessionid=386F290A3974DC0ACB6B869C121FE589.jvm_unito_1. The page is titled "Registration residence address" and includes a navigation bar with "A", "<<", "...", "2", "3", "4", "5", "6". A sidebar on the left shows a profile icon and the word "Registrato". The main content area contains a form for "Residence address" with the following fields: Country* (France), The town entered was not found among those listed.* (Avignon), ZIP CODE (if in Italy), Locality, Address* (Rue des teinturiers (street, square, road)), Street no.* (23), Telephone (0644567891), and Current address is the same as permanent address* (Y). A "Key" icon and "Mandatory field" label are also present. At the bottom, there are "Forward" and "Proceed" buttons, and a footer with contact information for the University of Turin.

Registrato

Registration residence address

The following page shows the form to insert or modify your residence address

Residence address

Country* France

The town entered was not found among those listed.* Avignon

ZIP CODE if in Italy

Locality

Address* Rue des teinturiers (street, square, road)

Street no.* 23

Telephone 0644567891

Current address is the same as permanent address* ☒ Y ☐ N

Forward Proceed

Proceed

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Select your preferences about **personal data protection**.

https://esse3.unito.it/Addr x

my mobile number
SMS with information
about events at the
University *

I hereby declare that I ☒ Y ☐ N
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 *

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

I authorize the ☒ Y ☐ N
circulation of my
personal data in
compliance with
regulations in force. *

Back Next

Next

Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111
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Click on “Forward” to check that your personal details are correct.

The screenshot shows a web browser window with the URL <https://esse3.unito.it/auth>. The page features the "myunito" logo on the left and the University of Turin logo and name on the right. A red navigation bar contains language flags for "ita" (Italian) and "eng" (English). Below this, a section titled "Registrato" (Registered) includes a placeholder for a user profile picture. To the right of the profile picture is a navigation bar with buttons labeled "A", "<<", "...", "5", and "6". Below this bar, a message states: "Personal data updating completed. Click on next and verify data". At the bottom of this section are two buttons: "Back" and "Forward". A third "Forward" button is located further down the page. The footer of the page provides contact information for the University of Turin, including the address (Via Verdi, 8 - 10124 Torino), phone number (+39 011 6706111 P.I. 02099550010), fax number (+39) 011.236.10.17, and email address (internationalexchange@unito.it).



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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.

The screenshot shows the MyUnito website interface. At the top, there is a language selector set to 'Italiano' and a user profile area labeled 'User User Futuro Studente'. The main navigation bar includes 'Enrolments', 'Career', 'International mobility' (circled in red), 'Online services', 'User support', and 'Living in Turin'. Below this, the 'International mobility' section features four icons: 'Atlante delle professioni', 'Edumap', 'Oriento#UnitO', and 'Scenario didattico'. To the left, there are sections for 'Orientation initiatives' (with links to 'Orientation days' and 'Porte Aperte - Visit our locations') and 'Guides' (with links to 'Orientation guide', 'Student's guide', and 'Smart card guide'). A 'Highlights' section lists 'Academic offerings', 'Matriculations and enrolments', 'Front Offices', 'Administrative deadlines', and 'Learning Italian'. On the right, a 'Prospective Student' section includes links for 'Highlights', 'Welcome kit', 'How to', and 'User support'. The footer contains contact information for the University of Turin, a list of links (References, Accessibility, Privacy policy, Legal notices, Portal User Guide, People directory, Site map), and social media icons (Facebook, Twitter, YouTube, Instagram, LinkedIn, etc.).



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Click on “Application form for incoming students”.

The screenshot shows a web browser window with the URL 'https://esse3.unito.it/auth'. The page features the 'myunito' logo on the left and the University of Turin logo on the right. A red horizontal bar separates the header from the main content. On the left, there is a sidebar with a user profile icon and two menu items: 'Registrar's Office' and 'International mobility'. The main content area is titled 'Application Form for Incoming Students' and contains a red button labeled 'Application Form for Incoming Students'.

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

The screenshot shows the 'Program Selection: Origin Institution Country' page. The URL is 'https://esse3.unito.it/auth'. The page has the same header and sidebar as the previous screenshot. The main content area is titled 'Program Selection: Origin Institution Country' and includes a sub-header 'Select a Origin Institution Country'. Below this, there is a list of countries with radio buttons: Bulgaria, France (selected), Gran Bretagna e Irlanda del Nord, Netherlands, Polonia, Portugal, Spain, and Switzerland. At the bottom of the list, there are 'Back' and 'Forward' buttons. On the right side, there is a 'Key' section with a red star icon and the text 'Mandatory field'.



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

The screenshot shows a web browser window with the URL <https://esse3.unito.it/auth>. The page features the 'myunito' logo and the University of Turin seal. A sidebar on the left includes a 'Registrato' section with a user profile icon and links to 'Registrar's Office' and 'International mobility'. The main content area is titled 'Program Selection: Select Institution of Origin' and includes a navigation bar with tabs 'A', '1', '2', '3', '4', '5', and '>>'. Below this, a 'Select Institution of Origin' section contains a list of universities: 'UNIVERSITE DE PICARDIE JULES VERNE', 'Université de Savoie', 'UNIVERSITE PARIS 8 VINCENNES - SAINT-DENIS', and 'UNIVERSITE PARIS DESCARTES'. The 'UNIVERSITE PARIS DESCARTES' option is selected. At the bottom of the form are 'Back' and 'Forward' buttons. A 'Key' icon and a 'Mandatory field' note are also present. The footer of the page provides contact information for the University of Turin.

home | Myunito x <https://esse3.unito.it/auth> x

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

Registrato

Program Selection: Select Institution of Origin

Select Institution of Origin

Institution of Origin

- ☐ UNIVERSITE DE PICARDIE JULES VERNE
- ☐ Université de Savoie
- ☐ UNIVERSITE PARIS 8 VINCENNES - SAINT-DENIS
- ☒ UNIVERSITE PARIS DESCARTES

Back Forward

Key

* Mandatory field

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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”.

The screenshot shows the 'myunito' web application interface. The header includes the 'myunito' logo and the University of Turin seal. A sidebar on the left contains a 'Registrato' section with a user profile icon and links to 'Registrar's Office' and 'International mobility'. The main content area is titled 'Program Selection: Program Selection' and includes a navigation bar with tabs 1 through 6, where tab 3 is selected. Below the title, a message states 'The page shows the form for select a Program'. A 'Data Entered' section contains a text field for 'Institution of Origin' with the value 'UNIVERSITE PARIS DESCARTES'. Below this is a 'Program Selection' table with columns: Select, Program, Institution of Origin, Type of Program, and Project. The table contains one row with a selected checkbox, the program name 'F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella', the institution 'UNIVERSITE PARIS DESCARTES', the type 'EXCHANGE PROGRAMS', and the project 'DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO'. At the bottom of the form are 'Back' and 'Forward' buttons. A 'Key' legend on the right indicates that a red asterisk denotes a 'Mandatory field'.

Select	Program	Institution of Origin	Type of Program	Project
☒	F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella	UNIVERSITE PARIS DESCARTES	EXCHANGE PROGRAMS	DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO



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Select again the agreement related to your mobility and click on “Forward”.

home | Myunito x https://esse3.unito.it/auth x

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

Registrato

Program Selection: Program Origin Selection

The page shows the form to select a Program Origin

Data Entered

Institution of Origin:	UNIVERSITE PARIS DESCARTES
Program:	F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella
Type of Program:	EXCHANGE PROGRAMS
Project:	DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO

Program Origin Selection

Select	Program Origin	Area	Departmental coordinator:	Institutional coordinator:
☒	UNIVERSITE PARIS DESCARTES	Pharmacy	DONATELLA BOSCHI	MARIE-JOSE FOGLIETTI

Back Forward

Key
* Mandatory field



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Check the information once again and click on “Forward”.

home | Myunito x https://esse3.unito.it/auth: x
https://esse3.unito.it/auth/Enrollment/ESceBandoCdsForm.do

myunito  UNIVERSITÀ DEGLI STUDI DI TORINO

Registrato



Registrar's Office
International mobility

Program Selection: Resume

Please, confirm the datas you entered.

Data Entered

Institution of Origin:	UNIVERSITE PARIS DESCARTES
Program:	F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella
Type of Program:	EXCHANGE PROGRAMS
Project:	DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO
Origin:	UNIVERSITE PARIS DESCARTES
Area:	Pharmacy
Departmental coordinator:	DONATELLA BOSCHI
Departmental coordinator of Institution of Origin:	MARIE-JOSE FOGLIETTI
Department:	Science and Technology for Drugs

Back Forward

Key
* Mandatory field



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Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

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)**.

Please fill this in at the best of your knowledge since it will be used as reference to deliver specific information about your exchange.

The screenshot shows a web browser window with the URL <https://esse3.unito.it/auth/>. The page is titled "myunito" and features the University of Turin logo. On the left, there is a sidebar with a "Registrato" section containing a profile icon and two menu items: "Registrar's Office" and "International mobility". The main content area is titled "Application Form for Incoming Students" and includes a navigation bar with buttons labeled A, B, 1, 2, C, and 1. Below this, a message states: "The page shows the required datas for the Application Form". The "Period of Study" section contains the following fields:

Academic Year	2015/2016
Planned arrival date*	15/09/2015 (gg/mm/aaaa)
Planned departure date*	15/02/2016 (gg/mm/aaaa)
Expected duration*	5
Period of Study*	First Semester

At the bottom of the form, there are "Back" and "Forward" buttons.



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Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

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.**

home | Myunito x https://esse3.unito.it/auth x

Registrato

Application Form for Incoming Students

The page shows the Application Form Datas

Origin

Institution of Origin:	UNIVERSITE PARIS DESCARTES
Area:	Pharmacy
Departmental coordinator:	MARIE-JOSE FOGLIETTI

Destination

Academic Year:	2015
Type of Program:	EXCHANGE PROGRAMS
Program:	F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella
Departmental coordinator:	DONATELLA BOSCHI
Departmental coordinator Email:	donatella.boschi@unito.it
Department:	Science and Technology for Drugs

Period of Study

Academic Year	2015/2016
Planned arrival date	15/09/2015
Planned departure date	15/02/2016
Expected duration	5
Period of Study	First Semester

Back Submit

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Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

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. Further information on this point will be sent via email and in due time.

The screenshot shows a web browser window with the URL <https://esse3.unito.it/auth/>. The page features the "myunito" logo on the left and the University of Turin logo on the right. A red horizontal bar is positioned below the logos. On the left side, there is a sidebar with the heading "Registrato" and a placeholder for a user profile. Below this, there are two menu items: "Registrar's Office" and "International mobility", both preceded by red arrows. The main content area displays the heading "Application Form for Incoming Students" and the message "The application form has been sent". At the bottom of the page, a dark grey footer contains the following contact information: "Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111 P.I. 02099550010 - C.F. 80088230018 - IBAN IT07N0306909217100000046985".