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

![Register Portale](unito.it)
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.

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 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 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”.

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YOUR REGISTRATION MUST TO BE CONFIRMED WITHIN 60 MINUTES!

Dear User,

please click on this link to confirm your registration:

https://unito-appserver.sidp.cineca.it/UnitoBPM/Services/ConfirmRegistration?locale=en&token=9XX1ZRF5BBPTG6A6HW&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
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
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. Click on “English” to do it in English language.

Click on “OK” to continue in English.
Click on “Update/Confirmation personal data”
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”.

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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
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 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](https://en.unito.it/international-relations/students-mobility/exchange-students-and-erasmus-mobility)

Click on “Forward”.

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**myunito**

Program Selection: Program Selection

The page shows the form for select a Program

<table>
<thead>
<tr>
<th>Data Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution of Origin: UNIVERSITE PARIS DESCARTES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>✔️</td>
</tr>
</tbody>
</table>

**Key**

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

![Image of myunito interface with filled out form]
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)**.

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

![Application Form for Incoming Students](image)

<table>
<thead>
<tr>
<th>Origin</th>
<th>Université Paris Descartes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area</td>
<td>Pharmacy</td>
</tr>
<tr>
<td>Departmental coordinator</td>
<td>Marie-Jose Fugletti</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>2015</td>
</tr>
<tr>
<td>Type of Program</td>
<td>Exchange Programs</td>
</tr>
<tr>
<td>Program</td>
<td>F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella</td>
</tr>
<tr>
<td>Departmental coordinator</td>
<td>Donatella BOSCHI</td>
</tr>
<tr>
<td>Departmental coordinator Email</td>
<td><a href="mailto:donatella.boschi@unito.it">donatella.boschi@unito.it</a></td>
</tr>
<tr>
<td>Department</td>
<td>Science and Technology for Drugs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period of Study</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>2015/2016</td>
</tr>
<tr>
<td>Planned arrival date</td>
<td>15/09/2015</td>
</tr>
<tr>
<td>Planned departure date</td>
<td>15/02/2016</td>
</tr>
<tr>
<td>Expected duration</td>
<td>5</td>
</tr>
<tr>
<td>Period of Study</td>
<td>First Semester</td>
</tr>
</tbody>
</table>
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.