



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 2021/2022

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.

The screenshot shows the Unito portal homepage. The browser address bar displays "Sicuro | https://en.unito.it". The navigation bar includes "Italian | 中文 | Guide | Intranet", a search box, and a "Login" button circled in red. The main content area features a banner for "Summer School courses offered by Comitato Torino Università Estate" with logos for the University of Turin, City of Turin, and Regione Piemonte. A sidebar on the right lists "You are ..." (Prospective student, Current student, Exchange student, Incoming faculty) and "Quick access" (Degree courses, Departments, Extra-metropolitan seats, Libraries, Maps - Structures and seats). The footer contains "News" and "Events" sections.



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

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**

Università degli Studi di Torino | Via Verdi, 8 - 10124 Torino | Centralino +39 011 6706111 | P.I. 02099550010 | C.F. 80088230018 | IBAN: IT07N0306909217100000046985



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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 !?+*\/\ ; ; ""{}[]()

Complesso Aldo Moro - Palazzina D - Via Sant’Ottavio 12 - 10124 Torino - Italy

Tel. (+39) 011.670.44.25

E-mail: internationalexchange@unito.it



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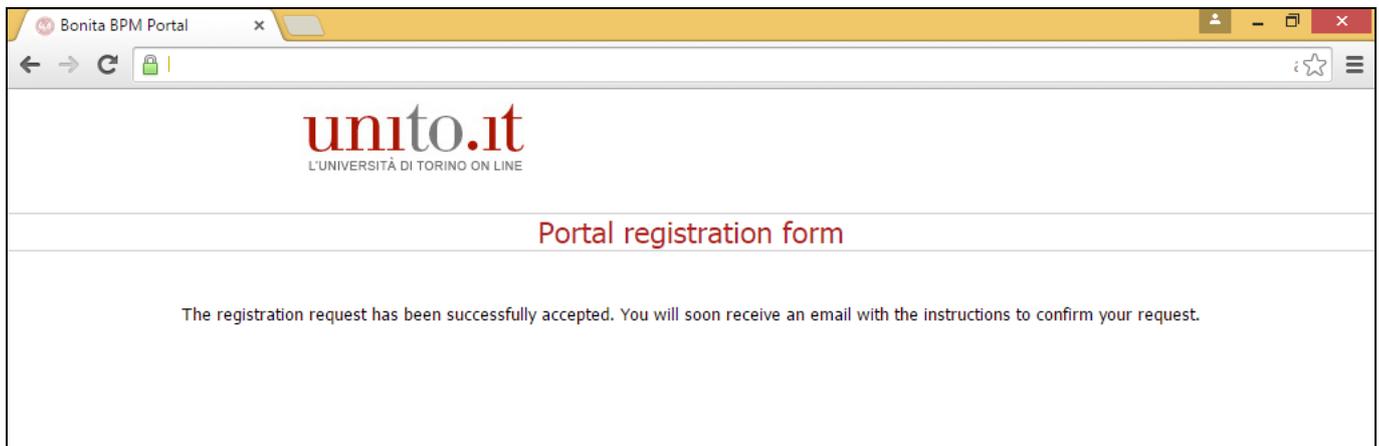
The password must be update within 180 days (6 months).

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 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

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

17:02
Altre azioni ▾

Rispondi Inoltra Archivia Indesiderata Elimina

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.).

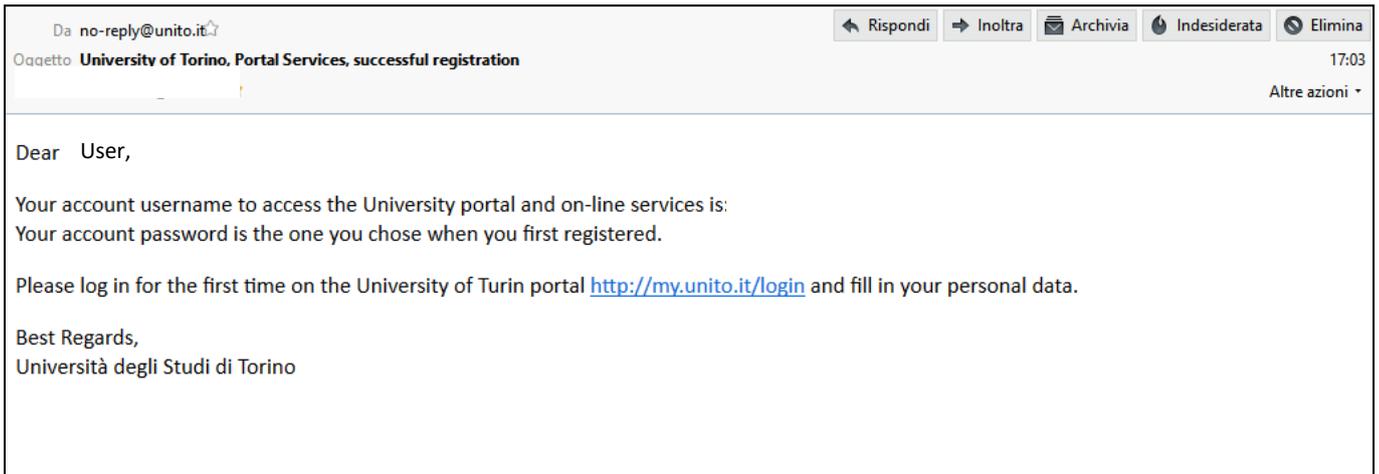
Best Regards,
Università degli Studi di Torino



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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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The screenshot shows the homepage of the University of Turin's international relations website. At the top, there are navigation links for 'Italian', '中文', 'Guide', and 'Intranet', a search bar, and a 'Login' button. The main header features the 'unito.it' logo and the university's name. A red navigation bar contains links for 'About Unito', 'Studying at Unito', 'Research', 'International relations', 'Services', and 'Living in Turin'. The main content area is a banner for 'Summer School courses offered by Comitato Torino Università Estate', featuring logos for the University of Turin, the City of Turin, the Region of Piedmont, and the Center for Linguistic Studies. A sidebar on the right offers user selection options (Prospective student, Current student, Exchange student, Incoming faculty) and quick access links (Degree courses, Departments, Extra-metropolitan seats, Libraries, Maps - Structures and seats).

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”.



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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 content area is titled "Accedi ai servizi di unito.it" and contains a login form with a text input field containing "user.user", a password input field with masked characters, and a red "Login" button. Below the button are links for "Ricordami la password", "Istruzioni e supporto", "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 right, there is a red button labeled 'User User Futuro Studente'. The main navigation bar is red and contains the following items: 'Enrolments', 'Career', 'International mobility' (circled in black), 'Online services', 'User support', and 'Living in Turin'. Below the navigation bar, there are four green icons representing different services: 'Atlante delle professioni', 'Edumap', 'Oriento#UnitO', and 'Scenario didattico'. On the left side, there are sections for 'Orientation initiatives', 'Guides', and 'Highlights'. The 'Highlights' section lists: 'Academic offerings', 'Matriculations and enrolments', 'Front Offices', 'Administrative deadlines', and 'Learning Italian'. On the right side, there is a 'Prospective Student' section with links for 'Highlights', 'Welcome kit', 'How to', and 'User support'. At the bottom, there is a dark grey footer with contact information for the University of Turin, including address, phone numbers, and social media icons.



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

The screenshot shows a web browser window with the URL "Aggiornamento/Conferm:". The page features the "myunito" logo on the left and the University of Turin logo on the right. A red navigation bar at the top contains language options: "ita" (Italian) and "eng" (English). The "eng" option is circled in red. Below the navigation bar, the page title is "Aggiornamento/Conferma Dati Anagrafici". A sidebar on the left is labeled "Registrato" and contains a placeholder for a user profile. The main content area includes a link to the privacy policy and a red button labeled "Aggiornamento/Conferma Dati Anagrafici". At the bottom of the page, contact information for the University of Turin is provided.

Click on “OK” to continue in English.

A warning dialog box with a close button (X) in the top right corner. The text inside reads: "La pagina all'indirizzo <https://esse3.unito.it> dice: Warning! Do you want to change language?". At the bottom of the dialog, there are two buttons: "OK" and "Annulla".



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Click on “Update/Confirmation personal data”

The screenshot shows a web browser window with the URL 'Update/Confirmation per: x'. The page header includes the 'myunito' logo and the University of Turin logo. A red navigation bar contains language options for 'ita' and 'eng'. The main content area is titled 'Registrato' and 'Update/Confirmation personal data'. Below the title, it says '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, greyed-out version of the same button. The footer contains contact information for the University of Turin.



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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 is titled "Registrato" and "Registration: Personal Data". It features a navigation bar with "ita" and "eng" language options. A progress indicator shows steps 1 through 5, with step 1 highlighted in red. A "Key" section indicates that a red asterisk (*) denotes a mandatory field. The form fields are: Name* (empty), Surname* (empty), Date of birth* (08/03/1992), Gender* (Male/Female), Citizenship* (FRANCE), Country* (France), City not present* (Avignon), and Tax code* (empty). A warning message "Warning: Compulsory field" is shown below the City field. Below the Tax code field, it says "automatically generated if not indicated" and "Error: Please, enter Italian ID no.". At the bottom, 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.

ita eng

Registrato

A 1 2 3 4 5 ... >>

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

Key
* Mandatory field

Personal Data

Name*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text" value="08/03/1992"/> dd/mm/yyyy
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Citizenship*	<input type="text" value="FRANCE"/>
Country*	<input type="text" value="France"/>
City not present*	<input type="text" value="Avignon"/>
Tax code*	<input type="text" value="A92C48Z110X"/> automatically generated if not indicated Warning: Temporary tax code automatically generated by the system



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



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ita eng

Registrato

A 1 2 3 4 5 ... >>

Registration: Identification documents

Insert or modify identification documents data

Key
* Mandatory field

Identification documents

Kind of identification document*

Number*

Issued by*
Error:Issuing authority

Issue date* dd/mm/YYYY
Error:Insert issuing date

Expiring date* dd/mm/YYYY
Error:Insert expiring date of identification document

Back Next

Next

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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_. The page is titled "Registration residence address" and includes a navigation menu with options 1 through 6, where option 3 is selected. A "Registrato" sidebar is visible on the left. The form fields are as follows:

Country*	France
The town entered was not found among those listed.*	Avignon
ZIP CODE	<input type="text"/> if in Italy
Locality	<input type="text"/>
Address*	Rue des teinturiers (street, square, road)
Street no.*	23
Telephone	0644567891
Current address is the same as permanent address*	<input checked="" type="radio"/> Y <input type="radio"/> N

Buttons: Forward, Proceed (highlighted in red). A "Key" icon and "Mandatory field" indicator are also present.

Footer: Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111
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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
P.I. 02900550010 - C.F. 80088120018 - IBAN IT270300900317100000160085



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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 options for 'ita' and 'eng'. Below this, a 'Registrato' (Registered) section displays a user profile icon. A progress indicator shows a sequence of steps: 'A', '<<', '...', '5', and '6', with '6' highlighted in red. The main message reads: 'Personal data updating completed. Click on next and verify data'. Below this message are two buttons: 'Back' and 'Forward', with 'Forward' highlighted in red. A second, smaller 'Forward' button is located further down. The footer contains contact information for the University of Turin: 'Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111 P.I. 02099550010 - C.F. 80088230018 - IBAN IT07N0306909217100000046985'.



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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 right, there is a red button labeled "User User Futuro Studente". The main navigation bar is red and contains the following items: "Enrolments", "Career", "International mobility" (circled in red), "Online services", "User support", and "Living in Turin". Below the navigation bar, there are four green icons representing different services: "Atlante delle professioni", "Edumap", "Oriento#UnitO", and "Scenario didattico". On the left side, there are sections for "Orientation initiatives" (with links for "Orientation days" and "Porte Aperte - Visit our locations"), "Guides" (with links for "Orientation guide", "Student's guide", and "Smart card guide"), and "Highlights" (with links for "Academic offerings", "Matriculations and enrolments", "Front Offices", "Administrative deadlines", and "Learning Italian"). On the right side, there is a "Prospective Student" section with links for "Highlights", "Welcome kit", "How to", and "User support". The footer contains contact information for the University of Turin, including the address "Via Verdi, 8 - 10124 Torino", phone numbers, and email addresses. It also includes links for "References, contacts, complaints and feedback", "Accessibility", "Privacy policy", "Legal notices", "Portal User Guide", "People directory", and "Site map". Social media icons for Facebook, Twitter, YouTube, Instagram, LinkedIn, and others are also present.



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Click on “Application form for incoming students”.

The screenshot shows a web browser window with the URL 'Application Form for Inco...'. The page features the 'myunito' logo on the left and the University of Turin logo on the right. A red horizontal bar is present below the logos. On the left side, there is a 'Registrato' section with a user profile icon and a menu with '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 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 present below the logos. On the left side, there is a 'Registrato' section with a user profile icon and a menu with 'Registrar's Office' and 'International mobility'. The main content area is titled 'Program Selection: Origin Institution Country' and contains a form with a navigation bar (A, 1, 2, 3, 4, 5, ..., >>) and a list of countries: Bulgaria, France (selected), Gran Bretagna e Irlanda del Nord, Netherlands, Polonia, Portugal, Spain, and Switzerland. A 'Key' section indicates that a red asterisk (*) denotes a mandatory field. At the bottom of the form, there are 'Back' and 'Forward' buttons.



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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 navigation menu on the left includes 'Registrato', 'Registrar's Office', and 'International mobility'. The main content area is titled 'Program Selection: Select Institution of Origin' and includes a breadcrumb trail 'A 1 2 3 4 5 ... >>' where '2' is highlighted. Below this, the text 'Select Institution of Origin' is followed by a form titled 'Institution of Origin' with a list of radio buttons: 'UNIVERSITE DE PICARDIE JULES VERNE', 'Université de Savoie', 'UNIVERSITE PARIS 8 VINCENNES - SAINT-DENIS', and 'UNIVERSITE PARIS DESCARTES' (which is selected). A 'Back' button and a red 'Forward' button are at the bottom of the form. A legend on the right indicates that a red asterisk denotes a 'Mandatory field'. The footer contains contact information for the University of Turin.



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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' website interface. The main content area is titled 'Program Selection: Program Selection'. It includes a navigation bar with 'A', '<<', '2', '3', '4', '5', '6', '...', and '>>'. Below this, there is a 'Data Entered' section with a text box for 'Institution of Origin' containing 'UNIVERSITE PARIS DESCARTES'. A 'Program Selection' table is displayed with the following data:

Select	Program	Institution of Origin	Type of Program	Project
<input checked="" type="checkbox"/>	F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella	UNIVERSITE PARIS DESCARTES	EXCHANGE PROGRAMS	DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO

At the bottom of the form, there are 'Back' and 'Forward' buttons. A 'Key' section on the right indicates that a red asterisk (*) denotes a mandatory field.



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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:
<input checked="" type="radio"/>	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".

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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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 features the 'myunito' logo and the University of Turin seal. A navigation menu on the left includes 'Registrato', 'Registrar's Office', and 'International mobility'. The main content area is titled 'Application Form for Incoming Students' and contains a form for entering study details. The form fields are as follows:

Period of Study	
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 are 'Back' and 'Forward' buttons. A breadcrumb trail at the top of the content area shows 'A << ... B 1 2 C 1', with 'B 1' highlighted.



UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione
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

Registrar's Office
International mobility

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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UNIVERSITÀ DEGLI STUDI DI TORINO

Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione
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/auti>. 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. The main content area is titled 'Registrato' and 'Application Form for Incoming Students'. Below the title, it states 'The application form has been sent'. On the left side, there is a user profile icon and a navigation menu with the following items: 'Registrar's Office' and 'International mobility'. At the bottom of the page, contact information for the University of Turin is provided: 'Università degli Studi di Torino - Via Verdi, 8 - 10124 Torino - Centralino +39 011 6706111 P.I. 02099550010 - C.F. 80088230018 - IBAN IT07N0306909217100000046985'.