



UNIVERSITÀ DEGLI STUDI DI TORINO
Direzione Innovazione e Internazionalizzazione
Area Internazionalizzazione - Sezione UNITA e Mobilità Internazionale

INSTRUCTIONS FOR INCOMING EXCHANGE STUDENTS

ONLINE APPLICATION FORM 2022/2023

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 “**Sign in to the service of unito.it**” click on the tag “**Register**”.

Sign in to the service of unito.it

Login

Oppure:

Entra con SPID

Entra con CIE[Password recovery](#)[Instructions and helpdesk](#)

Are you a new user?

Se sei una futura matricola maggiorenne con cittadinanza italiana: [Register you with SPID](#)
Se sei una futura matricola minorenni oppure una futura matricola con cittadinanza non italiana o un'impresa: [Register](#)



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To fill in the application form in English language, click on “**REGISTRATION FOR FOREIGN USERS**”.
Even if you can speak Italian, **fill in the English form** since it is made specifically for non-Italian users.



Portal registration form

Registration form fields:

- Name(s): *
- Last Name(s): *
- Password: *
- Retype password: *
- Gender: *
☐ M ☐ F
- Country of birth: *
- Citizenship: *
- Email: *
- Date of birth: *
dd/mm/yyyy
- Mobile phone number:
- Profile: *
- ☐ I'm not a robot

Buttons: Please fill in, Next

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 update within 180 days (6 months).



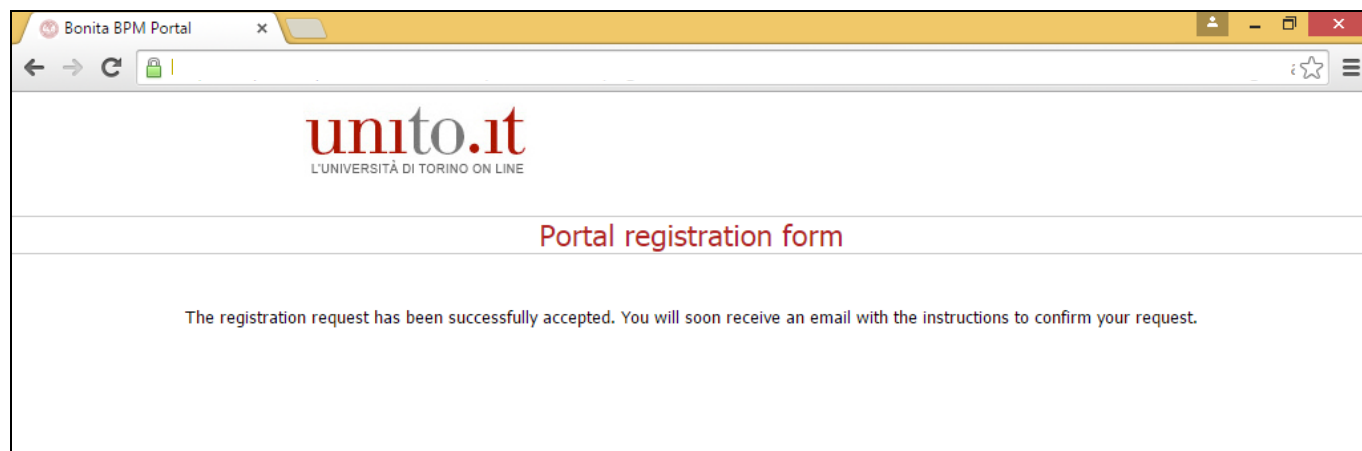
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FREQUENT MISTAKES:

- 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.

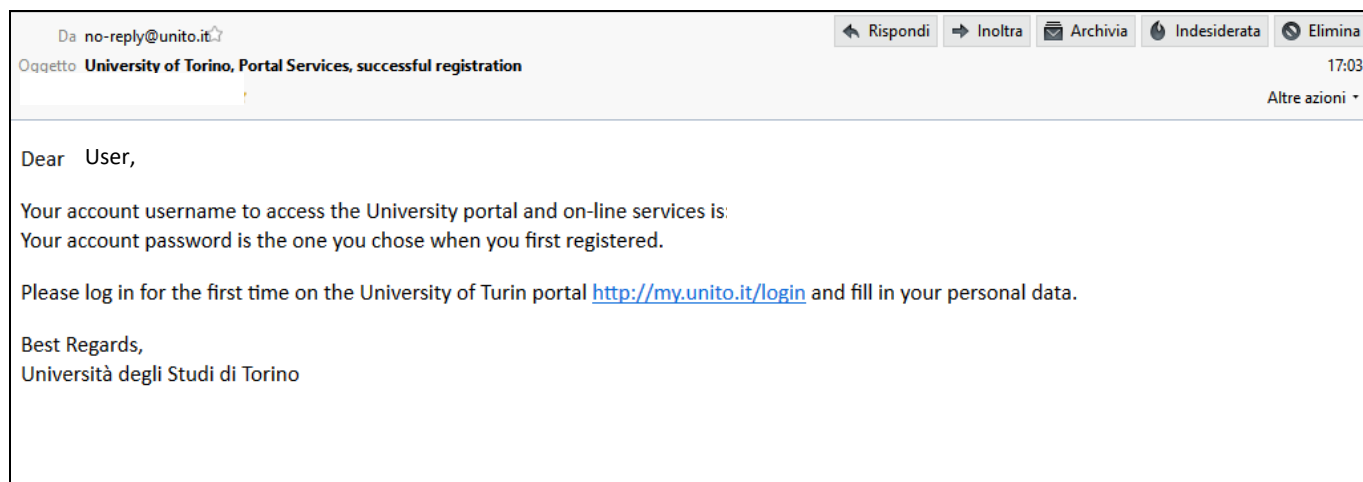
After confirming your account, you will receive another email containing your username to access the University of Turin portal and online services. Your account password is the one you chose when you first registered and it will be possible to change it only after completing the registration process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

Best Regards,
Università degli Studi di Torino



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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.



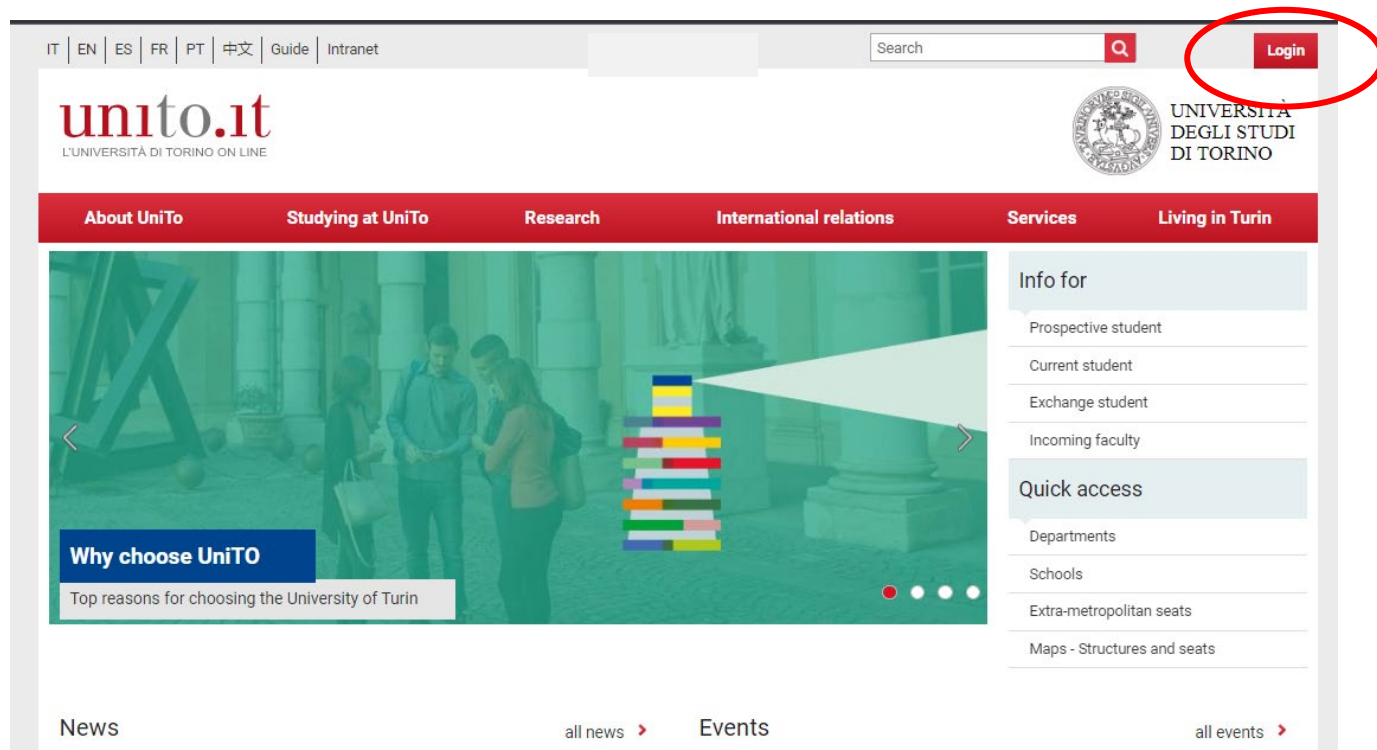
You can now proceed to Step 2 via the link provided in the email or via the Unito homepage.



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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”.



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

myunito



Orientamento	Iscrizioni	Carriera	International mobility	Servizi on line	Sportelli
Coronavirus: aggiornamenti per la comunità universitaria					
E-learning > Dipartimento di Lingue e Letterature Straniere e Culture Moderne > Dipartimento di Psicologia > Dipartimento di Scienza e Tecnologia del Farmaco > Dipartimento Interateneo di Scienze Progetto e Politiche del Territorio > Scuola di Agraria e Medicina Veterinaria - SAMEV > Scuola di Management ed Economia > Scuola di Medicina > Scuola di Scienze della Natura > Scuola di Scienze Giuridiche, Politiche ed Economico-Sociali		 MyTest	 Student booking - Prenota il posto in aula	 Scenario didattico - Naviga corsi e insegnamenti	 Atlante delle professioni
 Possibilità di iscrizione contemporanea a due corsi di istruzione superiore Pubblicato Giovedì, 9 Giugno, 2022		 È online il terzo tema del podcast "Femminista si diventa! La morning routine per cambiare il mondo" Pubblicato Martedì, 21 Giugno, 2022		 Maker Faire 2022 - Call aperta fino al 26 giugno 2022 Pubblicato Mercoledì, 4 Maggio, 2022	 Torino OnMove - Il progetto che porta i professionisti del #CUSTorino nei parchi torinesi Pubblicato Venerdì, 1 Aprile, 2022

TUTTI GLI AVVISI >

User User Futuro Studente



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

Aggiornamento/Conferma: x

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

ita eng

Registrato

Aggiornamento/Conferma Dati Anagrafici

Consulta l'informativa privacy allegata al Regolamento Studenti al seguente [link](#).

Aggiornamento/Conferma Dati Anagrafici: con questa operazione ti viene chiesto di confermare i dati anagrafici già presenti a sistema oppure di inserire quelli mancanti

Aggiornamento/Conferma Dati Anagrafici

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Click on “OK” to continue in English.

La pagina all'indirizzo <https://esse3.unito.it> dice: x

Warning! Do you want to change language?

OK Annulla



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Click on “Update/Confirmation personal data”

The screenshot shows a web browser window with the address bar displaying "Update/Confirmation pers x". 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). On the left side, there is a "Registrato" (Registered) section with a user profile icon. The main content area is titled "Update/Confirmation personal data" and includes the text "You are asked to confirm your personal data and to add the missing ones". A red button labeled "Update/Confirmation personal data" is prominently displayed and circled in red. Below it, a smaller, faint button with the same text is visible. The footer of the page provides contact information for the University of Turin, including the address, phone number, and IBAN.

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 Italian (ita) and English (eng). On the left, there is a sidebar with a 'Registrato' section and a user profile icon. The main content area is titled 'Registration: Personal Data' and includes a navigation bar with tabs labeled A, 1, 2, 3, 4, 5, and >>. Below the title, there is a definition of 'residence' and a 'Personal Data' form. The form contains the following fields: Name* (text input), Surname* (text input), Date of birth* (calendar icon, 08/03/1992, dd/mm/yyyy), 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, highlighted in yellow), and Tax code* (text input, highlighted in red, with a warning message: 'Warning: Compulsory field' and an error message: 'Error: Please, enter Italian ID no.'). At the bottom of the form, there are 'Back' and 'Submit' buttons. A legend on the right indicates that a red asterisk (*) denotes a 'Mandatory field'.

* 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

Personal Data

Name*

Surname*

Date of birth*
08/03/1992 dd/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.

myunito

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ita eng

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

dd/mm/YYYY

Error:Insert issueing date

Expiring date*

02/12/2023

dd/mm/YYYY

Error:Insert expiring date of Identification document

Back

Next

Next

Key

Mandatory field

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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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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=386F290A3974DC0ACB68B869C121FE589:jvm_unito_. 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 user profile icon and the word "Registrato". The main content area contains a form for "Residence address" with the following fields:

- Country*: France (dropdown menu)
- The town entered was not found among those listed.*: Avignon (text input)
- ZIP CODE: (text input) if in Italy
- Locality: (text input)
- Address*: Rue des teinturiers (street, square, road) (text input)
- Street no.*: 23 (text input)
- Telephone: 0644567891 (text input)
- Current address is the same as permanent address*: ☒ Y ☐ N

At the bottom of the form are buttons for "Forward" and "Proceed". A legend on the right indicates that a red asterisk (*) denotes a "Mandatory field". The footer of the page contains contact information for the University of Turin.

Proceed

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

The screenshot shows a web browser window with the URL <https://esse3.unito.it/Adm...>. The form contains the following text and options:

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. *

At the bottom of the form, there are two buttons: "Back" and "Next". Below the form, there is a footer with the text: "Next" and "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 and the University of Turin seal. A red navigation bar contains language options for 'ita' (Italian) and 'eng' (English). The main content area is titled 'Registrato' and displays a confirmation message: 'Personal data updating completed. Click on next and verify data'. Below this message are 'Back' and 'Forward' buttons. A pagination control shows 'A', '<<', '...', '5', and '6'. The footer provides contact details for the University of Turin, including the address (Via Verdi, 8 - 10124 Torino), phone number (+39 011 6706111 P.I. 02099550010 - C.F. 80088230018), and IBAN (IT07N0306909217100000046985).



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STEP 3: FILL IN THE APPLICATION FORM

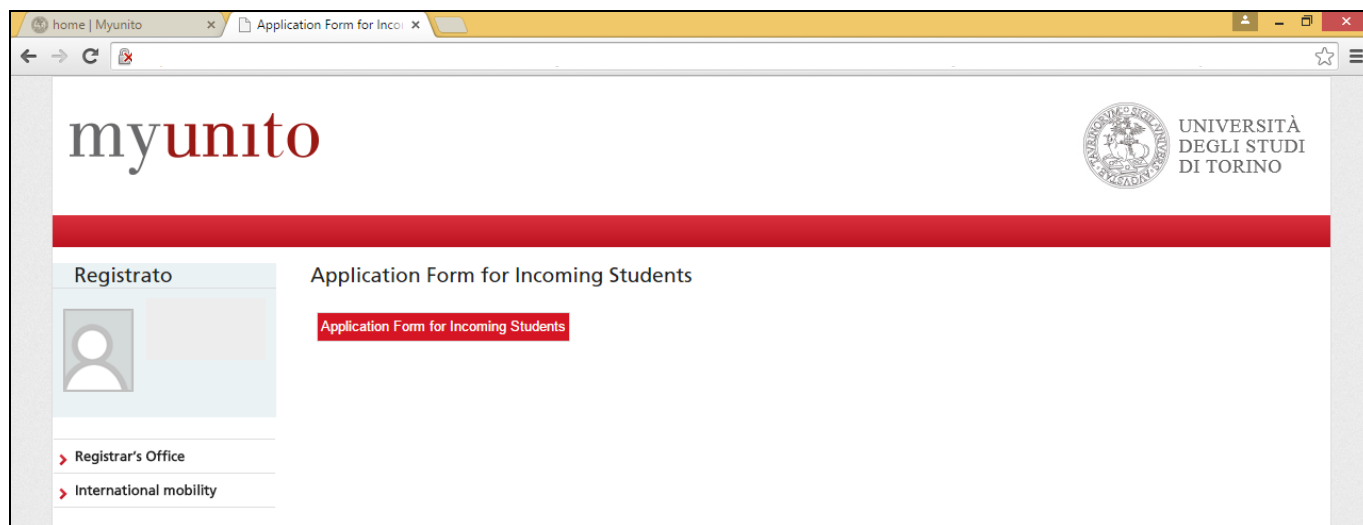
Go back to your MyUnito homepage, click on “**International Mobility**” and then on “**Application form for incoming students**” to continue your application.

The screenshot shows the MyUnito homepage. At the top right, there is a red button labeled 'User User Futuro Studente' and the University of Turin logo. Below this is a navigation bar with tabs: 'Orientamento', 'Iscrizioni', 'Carriera', 'International mobility' (circled in red), 'Servizi on line', and 'Sportelli'. Below the navigation bar is a yellow banner with the text 'Coronavirus: aggiornamenti per la comunità universitaria'. On the left, there is a section titled 'E-learning' with a list of departments: 'Dipartimento di Lingue e Letterature Straniere e Culture Moderne', 'Dipartimento di Psicologia', 'Dipartimento di Scienza e Tecnologia del Farmaco', 'Dipartimento Interateneo di Scienze Progetto e Politiche del Territorio', 'Scuola di Agraria e Medicina Veterinaria - SAMEV', 'Scuola di Management ed Economia', 'Scuola di Medicina', 'Scuola di Scienze della Natura', and 'Scuola di Scienze Giuridiche, Politiche ed Economico-Sociali'. In the center, there are four icons: 'MyTest', 'Student booking - Prenota il posto in aula' (circled in red), 'Scenario didattico - Naviga corsi e insegnamenti', and 'Atlante delle professioni'. At the bottom, there are four news items: 'Possibilità di iscrizione contemporanea a due corsi di istruzione superiore' (Published Thursday, 9 June, 2022), 'È online il terzo tema del podcast "Femminista si diventa! La morning routine per cambiare il mondo"' (Published Tuesday, 21 June, 2022), 'Maker Faire 2022 - Call aperta fino al 26 giugno 2022' (Published Wednesday, 4 May, 2022), and 'Torino OnMove - Il progetto che porta i professionisti del #CUSTorino nei parchi torinesi' (Published Friday, 1 April, 2022). At the bottom right, there is a link 'TUTTI GLI AVVISI >'.



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Click on “Application form for incoming students”.



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



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

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

Registrato

1 2 3 4 5 ... >>

Program Selection: Origin Institution Country

Select a Origin Institution Country

Origin Institution Country

- ☐ Bulgaria
- ☒ France
- ☐ Gran Bretagna e Irlanda del Nord
- ☐ Netherlands
- ☐ Polonia
- ☐ Portugal
- ☐ Spain
- ☐ Switzerland

Back Forward

Key

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 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: Select Institution of Origin' and includes a progress bar with steps 1 through 5, where step 2 is currently active. Below the title, it says 'Select Institution of Origin' and 'Institution of Origin'. A list of institutions is provided with radio buttons: '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' indicator are also visible. The footer contains contact information for the University of Turin.

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

myunito

UNIVERSITÀ DEGLI STUDI DI TORINO

Registrato

Registrar's Office

International mobility

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 top navigation bar includes the 'myunito' logo and the University of Turin logo. The main content area is titled 'Registrato' and shows a user profile icon. The 'Program Selection' form is displayed, with a 'Data Entered' section showing 'Institution of Origin: 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 entry: 'F PARIS005 - 0916 - Pharmacy - Prof. BOSCHI Donatella', 'UNIVERSITE PARIS DESCARTES', 'EXCHANGE PROGRAMS', and 'DIPARTIMENTO DI SCIENZA E TECNOLOGIA DEL FARMACO'. The form includes 'Back' and 'Forward' buttons at the bottom.

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

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Registrato

Program Selection: Program Origin Selection

The page shows the form to select a Program Origin

Key
* Mandatory field

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



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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



Registrars 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 sidebar on the left is labeled 'Registrato' and contains 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 breadcrumb trail: A << ... B 1 2 C 1. Below the title, it 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), 'Planned departure date*' (15/02/2016), 'Expected duration*' (5), and 'Period of Study*' (First Semester). At the bottom of the form are 'Back' and 'Forward' buttons.



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Area Internazionalizzazione - Sezione UNITA e Mobilità 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. If you need to change information click on back.**

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

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

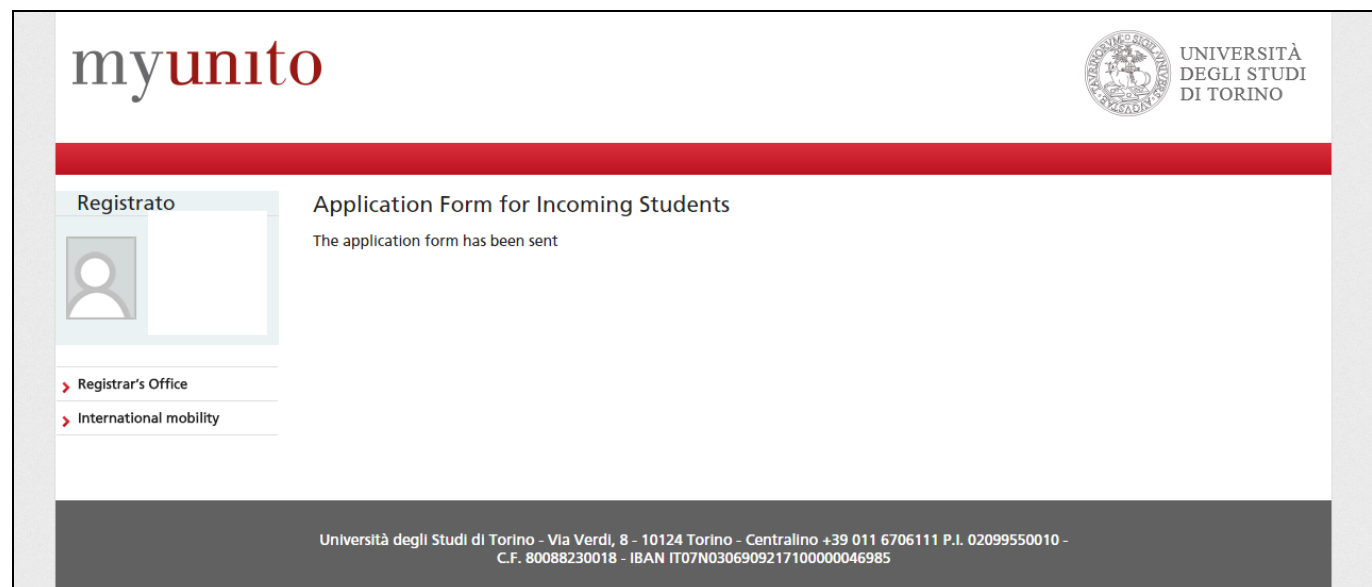


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Your application form has now been sent and you will also receive an email of confirmation after a couple of minutes.

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.



PLEASE NOTE: should you see the following image, this will mean that your application is **still pending**. Sometimes to solve an issue, you can delete the pending application and re-start the process.



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myunito

Application Form for Incoming Students

Application Form for Incoming Students

Delete process