ERASMUS STUDY CALL
A.Y. 2025/26

APPLICATION INSTRUCTIONS
Step 2

IMPORTANT NOTES

- The application must be submitted **by 10 July 2025 at 1.00 p.m.** and requires final approval by the International Mobility Unit. We therefore invite you not to start filling out the application close to the deadline. Any problems reported on the day of the deadline of the call may not be resolved in time for the submission of the application
- Once submitted and approved, **the application will no longer be editable**. We therefore invite you to pay particular attention to the data entered and any attached documents
- Only language certificates can be attached **to the application**, as required by the announcement. Any other attached documents will not be taken into consideration

Before filling in the language skills part of your application, please read **Article 7, Paragraph 1** of the call for applications on **language requirements carefully**.

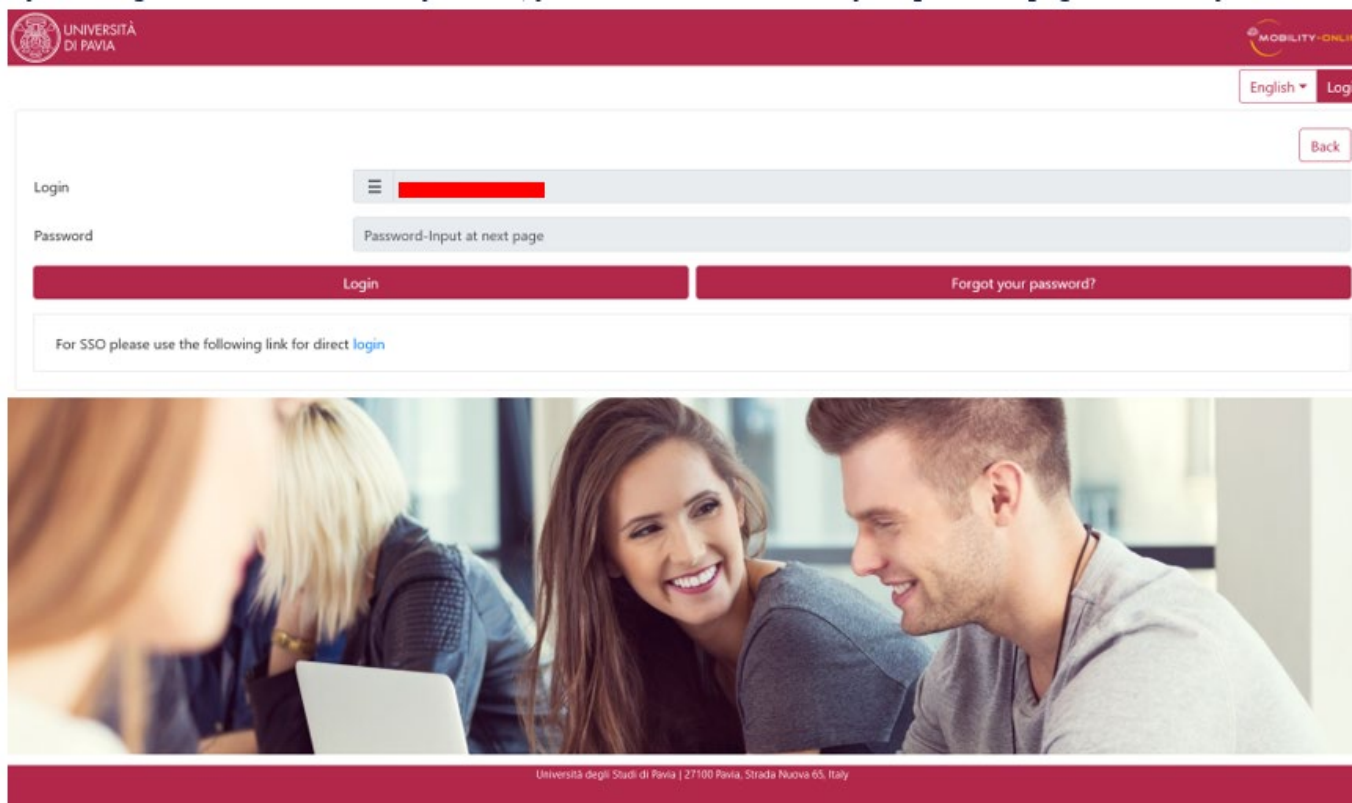You can demonstrate your language proficiency in the following ways:

- **Self-certification as a native speaker and international certifications** – to be uploaded during the application phase
- **Enrolment in an English-taught degree programme or verified prerequisite, enrolment in a doctorate, master's or graduate school** – no documents required, verification will be carried out ex officio
- **Language certificate issued by CLA UNIPV after January 2022** – no documents required, verification will be carried out ex officio

TECHNICAL NOTES ON MOBILITY-ONLINE

- To edit a section, click on "Forward to update"
- To confirm a change, click on "Update"
- To return to the main screen click on "Back/Back to the general overview"
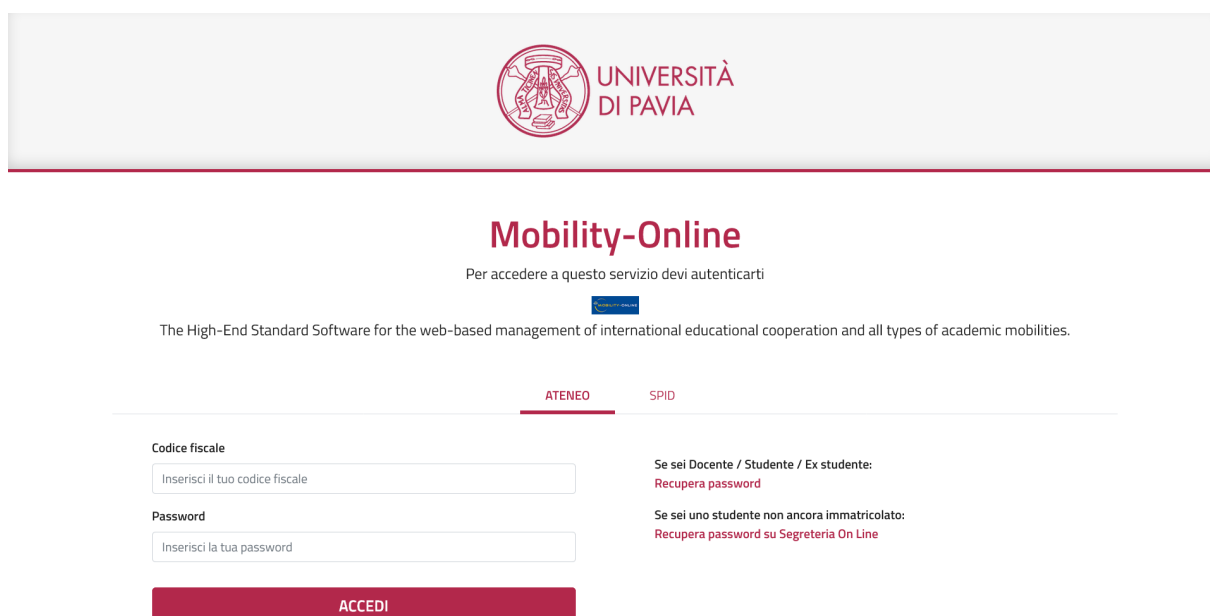- The step is complete when the checkbox turns green

1) At the end of the first part of the application, you have received an e-mail from the sender noreply@unipv.it with the subject "COMPULSORY registration for Erasmus for Study for a.y. 2025/26" (also check your junk/spam inbox) to complete your application in Mobility-Online. We encourage you to follow the instructions below carefully.

By clicking on the link received by e-mail, you can access your personal page in Mobility-Online.

2) Then click on "Login", you will be redirected to this page, where you will have to enter your University credentials (tax code and password).

3) You will find the next steps to take here.

4) Click on "Complete personal data" and confirm the data entered click on "Update personal details".

5) By clicking on "Back to general overview" you will be able to return to the main screen.

6) You can now enter any language certificates you have, by clicking on "Language competences" and following the flow described below.

1. Do you already have a language certificate?
- **Yes** → Skip to step 2.
- **No** → Skip to step 5.

2. Any English certificate?
- **Yes** → Skip to step 3.
- **No** → Skip to step 4.

3. Was it obtained after January 2022?
- **Yes** → The certificate is valid.
    - If the certificate is issued by the CLA, it does not need to be attached (automatic verification).
    - For all other certificates (including native speaker self-certification), it must be attached for validity verification.
    - Skip to step 4.
- **No** → In order to be eligible for locations that require the English language, you must take the CLA test.
    - Skip to step 4.

4. Any French certificate?
- **Yes** → Same procedure as in English: verification and possible upload depending on the type of certificate.
- **No** → Verify again also for other languages if necessary and at the end of the process check if you want to take a CLA test.

5. Are you enrolled in one of the study programs for which, according to the call, a language exemption (English only) is provided?
- **Yes** → No certificate is required for English. Skip to step 6.
- **No** → Skip to step 6.

6. Do you still want to take the CLA tests for other languages or to improve your current level?
- **Yes** → Skip to step 7.
- **No** → Skip to step 8.

7. Please let us know for which language(s) you intend to take the CLA tests:
- English
- French
- German
- Spanish
- Portuguese
    → Skip to step 8.

8. Verification of any attached certificates and closure of the process
A few minutes after sending your application, you will receive an e-mail from the sender noreply@unipv.it and with the subject "Application received Erasmus for Study for a.y. 2025/26" (also check your junk/spam inbox) informing you that we have received your application and that it will soon be checked by the International Mobility Unit.
- The office will then carry out a check on any attached certificates:
    - **If the certificates are compliant**: the application will be marked as complete, the candidate will receive confirmation and a copy of the application will be sent to the Erasmus delegate.
    - **If the attached certificates are invalid**:
        - The candidate will be notified of the rejection of the ineligible certificates by the sender

noreply@unipv.it and with the subject "Application incomplete Erasmus for Study for a.y. 2025/26.

- You will have the option to correct the documents or declare that you do not have any valid certificate to attach.
- The application will be evaluated again by the office.

- Once the verification is complete, the process ends and you will receive an email from the sender noreply@unipv.it with the subject "Application completed Erasmus for Study for a.y. 2025/26" (also check your junk/spam folder) confirming the completeness of the application. Attached you will find the print version of your application. The email will also be automatically sent to the Erasmus delegate.