Annex 1 – INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM

(Students enrolled in Bachelor's, Specialist/Master's degree courses)

1) Enter the page https://mobility.unina.it

2) From the menu on the right (icon made up of three horizontal lines) click on Login

3) Enter using you UNINA credentials (use your e-mail credentials *name.surname* and then your password EXAMPLE: if your mail is mario.rossi@studenti.unina.it, enter Mario.rossi and then your password)

4) Wait for your data to be charged

5) In case you have more than one career (i.e. Bachelor and master), select the active one

6) In the menu on you right select "Mobilità internazionale" and then "Bandi di mobilità"

7) Select your Department from the list clicking on the icon on your right
(students belonging to all the School of Medicine Departments – included MOLECULAR MEDICINE AND MEDICAL BIOTECHNOLOGY have to select SCUOLA DI MEDICINA)

Following steps:

a) Fill in the form

i) Fill in the fields related to ID (document and number), and IBAN CODE NUMBER of your BANK ACCOUNT;
flag the checkbox on your left and then fill in the boxes on your right;

ii) Select the destination ENTE DA DEFINIRE;

iii) Confirm your application

b) Upload the LANGUAGE CERTIFICATION/STATEMENT or the declaration ANNEX 2 (see art. 3 of the Call for Applicants)

c)   Print the application

Print the application and keep the pdf
ATTENTION: Print of the application is the official confirmation, after "print" the application can not be modified or deleted.

The programme allows you to print a "promemoria", including all your data that still allows you to make changes.

WITH FURTHER NOTICES THE INTERNATIONAL OFFICE WILL PROVIDE INSTRUCTIONS CONCERNING THE DELIVERY OF THE LEARNING AGREEMENT FOR TRAINEESHIP AND THE SIGNATURE OF THE FINANCIAL AGREEMENT