

UNIVERSITA' DEGLI STUDI DEL MOLISE
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Additional Info and Deadlines	
Application process	<ul style="list-style-type: none"> • Students are nominated by home University • Students must complete and return these documents to University of Molise's International Relations Office : <ul style="list-style-type: none"> - Student application form - Learning agreement <p>Students will receive a confirmation of their admission</p> <p>Find all info and download forms : http://www.unimol.it/pls/unimolise/v3_s2ew_consultazione.mostra_pagina?id_pagina=51552</p>
Application deadlines	<p>Full year / 1st Semester : 30 June 2nd Semester : 30 October</p>
Academic year	<p>September to July</p> <p>Important dates:</p> <ul style="list-style-type: none"> - 1st October: first semester begins - mid-January: first semester ends - end of January - end of February: examination session - 1st March: second semester begins - mid-May: second semester ends - end of May – mid July: examination session

GETTING TO KNOW US

What should I do to get info about University of Molise and the enrolment process?

- Visit http://www.unimol.it/pls/unimolise/v3_s2ew_consultazione.mostra_pagina?id_pagina=51552 the website
- Write an e-mail to the International Relations Office Staff (Loredana Di Rubbo relazint@unimol.it; Margherita Di Paolo mdipaolo@unimol.it) to find out what is the documentation to submit, the academic info, the contacts for accommodation and the duties to accomplish upon your arrival.

Will the University of Molise provide exchange students with student housing?

Get in touch with the IRO before your arrival: accommodation can be provided in one of the students' residences **- in limited number** - or in private flats.

Where do I go when I arrive?

Tell us date, time and place (train station, bus terminal) of arrival: we will give you instructions on how to reach your accommodation. If you arrive late at night, you may be asked to sleep at a hotel.

What do I do on my first day at UNIMOL?

Go to the International Relations Office to report your arrival; bring two passport-size pictures. We are open Monday through Friday 9-12; **you are kindly required to respect opening hours.**

What does the International Office do for exchange students?

On your arrival, the International Office will assist you in filling in the documentation required by your home Institution and by the host Institution; will give you all the necessary certifications to prove your status of Erasmus student; will take care of signing your learning agreement; will give you the student's guide and/or other informative material on the academic offer; will help you applying for restaurant vouchers; will give you an account for all internet-related procedures.

During your stay, the International Office will send to your Home Institution all the documentation that this may possibly require connected to your stay as an Erasmus student (**please, don't use the Office for sending or receiving personal communications – this is not appropriate**); will assist you in all administrative procedures linked to the examinations; will assist you in the procedures connected to the learning agreement changes and study period extension.

Before your departure, the International Office will prepare all necessary papers to validate your status as an Erasmus upon your return to the Home Institution: inform the International Office about your date of departure, so to allow the staff to prepare your Certificate of Stay and Transcript of records in due time. **Remember**: in order to sit for an exam you MUST enlist yourself via web through the students' portal. All exams not registered regularly won't be valid.

What does the International Office not do for exchange students?

The International Office won't cover for other offices' duties; know what you can or cannot ask to its staff (for example, we won't fill in applications for residence permits: the police office will assist

you). The International Office is not delegated to settle controversies between exchange students and third parties.

Who is my academic tutor?

Check his/her name on the list you find on this booklet; they will assist you in all the matters concerning your academic path (course contents, timetables, examination methods, programmes, etc). Respect their office hours and send e-mails for urgent communications/questions out of office hours. Also keep in mind that, besides being your tutor, he/she is an academic authority.

I need to have my Learning agreement signed, what do I do?

The Learning Agreement should be signed by the coordinator at your department and the institutional coordinator. First bring your Learning Agreement to your departmental coordinator's office and then to the International Office. Don't forget to sign it yourself, as well.

Can I take courses outside of the Department covered by the agreement with my University?

Yes, you have the flexibility to attend courses in other Departments. Obviously, some departments will have specific pre-requisites or other restrictions. For further details, you should contact your Academic Tutor.

Is there a Course of Italian Language I may attend?

Yes, and it can be listed in your learning agreement as part of your studies. It is specifically designed for foreign students and it grants 3 credits. It starts at the beginning of each semester.

Do I have a tutoring student?

Local students may volunteer to contribute in making your stay here easier and more pleasant; they show you the University and the town, help you sort your way through the classrooms/offices, help you with practical issues.

What are the benefits reserved to local students that I can take advantage of, too?

Have an internet account for using the University wi-fi and the student portal; have discounts in cafeterias; borrow books from the library; use the University sport facilities and be part of a team; get discounts in whatever centre, circle or facility that has special economic treatments for University students.

How do I apply for an exam?

Always report to the IRO your original learning agreement and any changes you make to it. This will allow the IRO to enter on the web portal the exams you are going to take. As the examination sessions approach (February for the 1st semester, end of May – mid July for the 2nd) look on the website for examinations dates. Therefore, go to your students portal (you need your credentials for that) and apply on line for the exams. **Remember: no special sessions apply for Erasmus students. You will take your exams on the regular sessions listed on the website. No exam taken outside those sessions, or for which you have not registered, will be considered valid.** Therefore, make sure you don't terminate your Erasmus period before the examination sessions start. When you sit for the exam, the professor will register your grade via on line procedure; this will generate a list that the IRO will use for drafting your transcript of records. Therefore, if you don't register on line and your grade is not registered on line, that particular exam will be automatically cancelled. The University of Molise offers courses in Italian for the most part; nonetheless, for some courses it is given the possibility to take the exam in English and study on

English-written supplies. Ask the International office to provide you the list of these courses if you are interested.

What do I do before departure?

Warn the International Office about your departure date; it will speed up the process of preparing your Certificate of Stay and your Transcript of Records.

DOs AND DON'Ts

- Go to the International Relations Office of the University of Molise and give them all the arrival documentation that your sending Institution has asked you to return for the grant: in no case the IRO of University of Molise can be held responsible for delays in your grant if they were not informed about all duties to accomplish.
- You don't need to register to classes in advance: just go to the first lesson and introduce yourself by giving your name; the attendance to some classes is compulsory (professors will ask for your signature every time): don't ignore this or pretend you didn't know – it may cost you the possibility of taking the exam!
- Try to be more independent when sorting out issues linked to your stay: the IRO may provide assistance, but cannot be required to fill or file papers for you.
- As much as you can, mingle with local students: your language and cultural knowledge will benefit from this. Also, try to adapt to this new way of life by respecting it.
- Always keep in mind that you are here to study (as well!): don't expect passing exams or having professors' indulgence just because you're an Erasmus if you are not adequately prepared.
- Failure to accomplish to the basic rules of pacific and honest behaviour has consequences: take your own responsibilities for that. We won't hesitate in reporting major offences to the police or ask your Universities to take you back.
- We would appreciate if you stepped by the International Office every now and then, even just to let us know you're OK.
- Remember you are ambassadors for your community: take as much as you can from this experience and transfer it when you're home.
- While you are here, you can take classes of Italian language, which will be considered part of your studies; nonetheless, we advise you to start some Italian even before your arrival: ability to understand the language basics will help you become comfortable with your new surroundings.
- Show some flexibility: things are unlikely to work exactly the way they do at home (e.g. restaurants are not open till late, and most shops close at lunchtime) ; don't be judgemental and keep an open mind.

ADMINISTRATIVE ISSUES LINKED TO YOUR STAY

Before Arrival

Download from the website www.unimol.it – Relazioni Internazionali – Foreign students :

1. the application form, duly filled in each part (including Home Institution data, student's personal data, field and period of study, photograph), signed and stamped by the coordinator in the Home Institution;
2. the learning agreement with the chosen study programme (for info and details concerning academic matters, you can directly contact the relevant faculty coordinator of the University of Molise or look for the required information on the web: <http://www.unimol.it>).

Provide / ask your Home Institution to provide:

1. Your transcript of records;
2. An official letter declaring that you have been selected as an Erasmus Student
3. A copy of your passport or identity card;
4. A copy of the European Health Insurance Card for EU students. Non-EU students must provide for a private health insurance to cover their entire stay

Send the whole package in one of the following:

- By e-mail in pdf (mdipaolo@unimol.it; relazint@unimol.it)
- By post to Università del Molise, Settore Relazioni Internazionali, Via de Sanctis s/n, 86100 Campobasso, ITALY

Documents bearing no signature and photo won't be accepted.

Before your arrival in Campobasso, please contact the above e-mail to be appropriately addressed to those who will take care of your **accommodation**.

Visas

Students must contact the Italian Embassy in their country to check on visa requirements for their study period in Italy.

After Arrival

- 1) contact the International Relations Office, Via F. De Sanctis, Faculty of Agriculture, 1st floor, open from Monday to Friday from 9 to 12, for registration and for Computer passes ;
- 2) Tutoring students will take you to the relevant office that will have to issue documents connected with your stay here and the cafeteria cards.

Accommodation

Ask the International Relations Office, well in advance as to your arrival, what are the procedures to follow to apply for the students' residence – **if available** – or rent a private apartment.

Any changes of accommodation must be your care and responsibility; you can:

- Look at rent ads at university
- Look at rent ads on local papers and on specialized magazines
- Go to a real estate agency. Please notice that real estate agencies charge a fee for their service.

Safety and Security when searching for an Apartment

- ❖ Always see the apartment and meet the landlord/rental agent in person before giving money to the landlord/rental agent
- ❖ Always ask a friend to come with you when seeing the apartment and meeting the landlord/rental agent
- ❖ Never send money in advance to secure an apartment especially through wire transfers without seeing the apartment and meeting the landlord/rental agent in person
- ❖ Never send copies of your documents and credit cards as a guarantee for securing an apartment, in order to protect yourself from identity theft and frauds
- ❖ Be careful of deceptive ads and photos which are aimed at attracting your attention and may hide frauds and crime schemes

As a general rule, the lease must be registered by the landlord, and you will be asked to pay half of the registration charges that amount to 2% of the total amount of the rent. You will probably be asked to pay also a two-month security deposit (*deposito/caparra*) to cover possible damages.

Utilities, such as heat, electricity, gas and telephone are not included in the rent and are usually paid by the tenant usually through a *bollettino postale*. Most utility bills are issued every two months.

YOU ARE KINDLY REQUESTED TO INFORM THE INTERNATIONAL RELATIONS OFFICE OF ANY POSSIBLE CHANGE OF ADDRESS OR PHONE NUMBER.

Residence permit

The residence permit is the only legal document that legitimizes the stay in the country. It is issued in electronic format on a smart card which contains your personal data, photograph and fingerprints in digital format. Its duration corresponds to the length of your visa.

Grantees who will reside in Italy for a period longer than **3 months** must apply for a “Resident Permit for Study Purposes” (*Permesso di soggiorno per motivi di studio*) within **8 days** of the date of arrival in Italy.

You can apply for the *residence permit for study purposes* at one of the post offices located throughout the city (*Sportello Amico*), where you can receive the kit containing the application form and instructions. To find the office nearest you that has the *sportello amico*, visit: <http://www.poste.it/online/cercaup/>

Two types of kits are available:

- Envelope with blu stripes: for EU citizens
- Envelope with yellow stripes: for non-EU citizens

In addition to the completed application form, you must also submit the following documentation:

- Your valid passport or any other equivalent travel document bearing the entry visa
- A photocopy of all pages of your passport or another valid travel document bearing the entry visa
All copies must be in A4 format, one sided (no two-side copies allowed)
- A €14,62 revenue stamp (*marca da bollo* that you can get at *Tabacchi* – Tobacco shops)

You will be asked to provide in the application your residential address in Italy and your contact information.

NB.:

1. **Bollettino postale:** many payments in Italy are made through a “bollettino postale” (literally translated as “postal paying-in slip”) accepted in every Italian post office and in many *tabacchi*. The bollettino postale is a white paper slip that must either be filled out or is already pre-printed (as in the case of utility bills) and is divided into two parts: one-half is taken by the post office or tabacchi and the other is given as a proof of payment. It is a rather common method of payment in Italy as it is used for a variety of services.

Codice Fiscale (Tax code: alphanumerical number for personal identification)

The “Codice Fiscale” identifies citizens when dealing with public offices or administration. It is also often required when entering into a contract with utility companies, when opening a bank account or renting an apartment. The only valid “codice fiscale” is issued by the Inland Revenue (*Agenzia delle Entrate*). No other body is authorized to produce programs to calculate or print the code.

Grantees are recommended to apply for a “Codice Fiscale” upon arrival in Italy. The request for the “Codice Fiscale” can be made at one of the various Local Inland Revenue Office (*Ufficio Locale dell’Agenzia delle Entrate*), whose addresses can be found on the web at: http://www1.agenziaentrate.it/indirizzi/agenzia/uffici_locali/.