



ERASMUS+ TRAINEESHIP PROGRAM

A.Y. 2025/2026

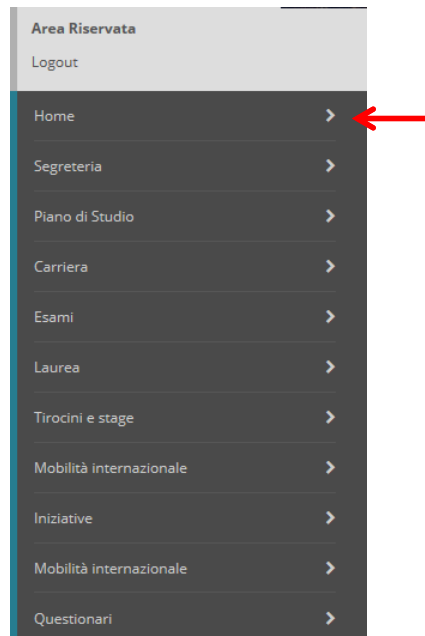
ESSE3 GUIDELINES

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1. ENTERING BANK DETAILS

Select “Home” from the menu on the right and then the “Personal Data” link to open the page where you can then enter the “Refund Data”.



At this point select “Edit Refund Data” to open the form and enter your bank details.

The screenshot shows the 'Area Riservata' page with a sidebar menu on the left. The 'Home' link is selected. The main content area displays the 'Personal Data' form, which includes fields for personal information, residence, and contact details. The form is divided into sections: 'Personal Data', 'Residenza', 'Recapiti', and 'Dati Rimborsi'.

Area Riservata	
Logout	
Home	>
Segreteria	>
Piano di Studio	>
Carriera	>
Esami	>
Laurea	>
Tirocini e stage	>
Mobilità internazionale	>
Iniziative	>
Mobilità internazionale	>
Questionari	>

Personal Data	
Nome	FIFO
Cognome	FIFO
Sesso	Maschio
Data di nascita	02/04/1962
Cittadinanza	BARBADOS
Nazione di nascita	MARCUS (SOLE)
Città non in elenco	dfasfasfda
Codice Fiscale	FFFFF62002Z709Z

Residenza	
Nazione	ITALIA
Provincia	Verona (VR)
Comune/Città	Verona
CAP	37121
Frazione	
Indirizzo	VIA ROMA
N° Civico	2
Data inizio validità indirizzo residenza	02/04/1962
Telefono	
Domicilio coincide con residenza	Sì

☐ Modifica Dati di Residenza Utilizza il link per modificare i Dati di Residenza

Recapiti	
Recapito Documenti	Residenza
Recapito Tasse	Residenza
Email	alesia.danzl@univr.it
Fax	
Cellulare	
Dichiaro di aver ricevuto l'informativa ai sensi dell'articolo 13 del D. Lgs. 196/2003 e presto il mio consenso al trattamento dei miei dati personali da parte dell'Ateneo; inoltre presto il mio consenso ai sensi degli artt. 20, 23 e 26 del D. Lgs. 196/2003 per il trattamento dei miei dati sensibili.	
Accordo alla comunicazione dei dati personali	Sì
Accordo alla diffusione dei dati personali	Sì

☐ Modifica Recapiti Utilizza il link per modificare i Recapiti

Dati Rimborsi	
Tipo Rimborsi	Non dichiaro modalità di rimborso

☐ Modifica Dati di Rimborso Utilizza il link per modificare i Dati di Rimborso



Choose from the “Bank Transfer Refund” menu:

The screenshot shows a web browser window with the URL <https://univ.esse3.pp.cineca.it/auth/AddressBook/ABSubWebDataBancaForm.do?sessionId=909096BCDDC41CF8ED1F5601>. The page is titled "Ambiente di test" and "Servizi online". The main content area is titled "Registrazione: Dati domiciliazione bancaria (Rimborsi)". It contains a form for entering bank details. The "Modalità*" dropdown menu is open, showing three options: "Seleziona", "Non dichiaro modalità di rimborso", and "Rimborso Bonifico Bancario". The "Rimborso Bonifico Bancario" option is highlighted. The form also includes fields for "Indietro" and "Avanti". A sidebar on the left contains links for "Registrato", "Area Riservata", "Logout", "Cambia Password", "Home", "Anagrafica", "Scelta Preferenze", "Canali tematici", "Segreteria", and "Mobilità Internazionale". A legend on the right indicates that a red star symbol denotes "Dato obbligatorio" (mandatory data).

Attention! You can only enter data relating to a current account with the following characteristics:

- Italian bank domiciliation (no foreign current accounts)
- the current account must be in the name or jointly in the name **of the student receiving** the Erasmus grant (no current accounts in the name of third parties)

All fields are mandatory, including the account holder's last name and first name/tax code, in order to correctly identify the account holder.

The program automatically checks the correctness of the IBAN entered (which must be 27 characters long).

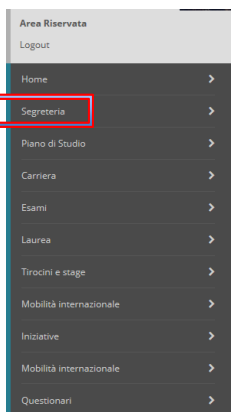
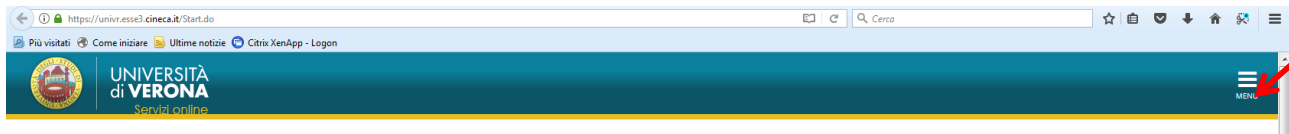


2. CONSULTATION OF STUDENT FILE

To consult your financial contract and other documents relating to mobility, you can access your personal file via Esse3.

Access the student career web services portal <https://univr.esse3.cineca.it/Start.do> and log in with your user “id....” and your password.

Once authenticated, select **Secretariat from the menu** and then **Consult Student File**





3. CU SINGLE CERTIFICATION

The CU CERTIFICAZIONE SINGLE will also be issued for income types not subject to taxation. The CU certifications, relating to the scholarships awarded in a given calendar year (e.g. 2024) are generally available from March of the following year (e.g. March 2025) within MyUnivr, by logging in with the GIA credentials:

<https://myunivr.univr.it/>

The path is as follows: click on the “Certificazione Unica Compensa” application and select the year of interest from the drop-down menu. Any documents will then be visible and downloadable.

