



UNIVERSITÀ
di **VERONA**

WORLDWIDE STUDY PROGRAMME 2025/2026

INFO DAY

International Mobility Office
Maddalena PIGOZZI



NOMINATION

NOMINATION: the International Mobility Office forwards the names of the selected students to the Universities of destination (according to the deadlines set by the latter), who will ultimately assess the admission or non-admission of each candidate and the access to the courses selected in advance, on the basis of their internal norms.



APPLICATION

after the nomination phase the students have to fill in the application according to the deadlines and the modalities set by the host Institution (filling of an online form or sending of documents via e-mail, etc).

Where documentation is required to be sent by e-mail
→ please put the International Mobility Office in CC
relazioni.internazionali@ateneo.univr.it



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APPLICATION FORM and REQUIRED ANNEXES

- Online application as an exchange student
- Study plan (Learning Agreement)
- Academic transcript (certificate of enrolment with list of the exams in ENGLISH)
- Diploma supplement
- Certificates of language proficiency (es. TOEFL, IELTS, CLA, etc)
- Cover letter
- Presentation letter written and signed by a professor from UniVr
- Copy of passport
- Certificate of good health (according to their model)
- Bank/Financial statement (declaration by the bank that the student has enough funds at their disposal)
- CV
- picture
- Application form for Accommodation
- ...other

The aforementioned documentation must be sent as it is requested by the host Institution: directly uploaded on the application link, sent by e-mail or via the International Mobility Office

!!!meet the deadlines!!!



ACCOMMODATION

The students can take into consideration the accommodation offer provided by the host Institution:

- offers included in the application form
- website
- contacts with Worldwide Study students of the previous editions
- contacts with the partner University

In case the host Institution offers accommodation, the students must fill in and send the document *Accommodation Form* according to the modalities and deadlines set by host Institution

Meet the deadlines!



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ACADEMIC TRANSCRIPT = previous academic career

- Bachelor Degree/Undergraduate
- Master Degree/Graduate

Academic Transcript = CERTIFICATE OF ENROLMENT WITH EXAM LIST IN ENGLISH, i.e. the updated version of one's own previous academic career in ENGLISH

The Academic Transcript is provided by the Teaching Office of one's own degree programme.



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DIPLOMA SUPPLEMENT

= Certificate of Bachelor Degree with a list of all the exams

Through the *Application Form* the host Institution may request to attach the **Diploma Supplement**

The students request their **DIPLOMA SUPPLEMENT** to the Diploma Office

ca. 14 pages – IN BOTH ITALIAN AND ENGLISH



ORGANISATIONAL ASPECTS REGARDING THE MOBILITY PERIOD

The students ought to autonomously deal with:

- **enrolment to the courses** of the corresponding semester, according to the modalities and deadlines set by the host Institution;
 - request and obtaining of a **student visa** in order to enter the country of destination;
 - **insurance coverage** requested by the host Institution;
 - arrangement of the round trip **flight**
!!! we recommend waiting to receive the official acceptance letter by the host Institution before purchasing the flight tickets, and insuring the flight!!!
-



Before the departure

NECESSARY DOCUMENTATION

- 1. Worldwide Study grant award letter**
- 2. Financial contract + bst1 MODEL**
- 3. Learning Agreement BEFORE THE MOBILITY**

students must send (via Service Desk) their complete L.A., with date; their signature and the signature of the UniVr Internationalisation Delegate and of the contact person of the receiving Institution (i.e. host Institution)



LEARNING AGREEMENT BEFORE THE MOBILITY

- **mandatory** document for all the students going abroad
= plan of the academic activities

it must be approved by all sides **before the departure.**

A copy of the L.A. must be sent via Service Desk

- students who will also carry out internship activities must include them in their L.A. Students must first check with the Internship and Traineeship Office that these internship activities are in order
 - students who will carry out a **thesis research** must indicate the topic of their thesis in the L.A.
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Worldwide Spring 2025

Learning Agreement before the mobility

DA COMPILARE A COMPUTER, NON A MANO – TO FILL IN ELECTRONICALLY, NOT HANDWRITTEN

Student	Last name(s)	First name(s)		Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Degree programmes	Address	Country	Contact person: name, phone number, e-mail address	
	Università degli Studi di Verona		Via dell'Artigliere 8, 37129 Verona	ITALY	International Relations Office +39 045 802 8196 relazioni.internazionali@ateneo.univr.it	
Receiving Institution	Name	Degree programmes	Address	Country	Contact person: name, phone number, e-mail address	

Planned period of the mobility: from [month/year] to [month/year]

Study Programme at the RECEIVING INSTITUTION				
Table A BEFORE the mobility	Component code	Component title at the Receiving Institution	Semester [Autumn, Spring]	Number of LOCAL credits (as indicated in the course catalogue)
				Total:

Web link to the course catalogue at the Receiving Institution describing the learning outcomes:(inserire link da parte dello studente)

Recognition at the SENDING INSTITUTION (University of Verona)				
Table B BEFORE the mobility	Component code	Component title at the Sending Institution	Semester [Autumn, Spring]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total:

Provisions applying if the student does not complete successfully some educational components: [web link to the relevant information]

Signatories	Name	E-mail	Position	Date (dd / mm / yyyy)	Signature
Student			Student		
Delegato all'internazionalizzazione di Dipartimento at the Sending Institution	Prof.				
Academic Coordinator Responsible person at the Receiving Institution	Professor		Academic Coordinator		



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WORLDWIDE STUDY MOBILITY GRANT **Spring 2025**

The total amount of the mobility grant **is gross of the taxes** on the part of both the home Institution (University of Verona) and the beneficiary

This means that **8,5%** for **IRAP** and a **variable percentage** for **IRPEF**, calculated on the basis of the student's income bracket, will be deducted from the total amount of the grant, as required by the law



FINANCIAL CONTRACT

The contract must be signed before the mobility

The payment of the mobility grant is arranged in two instalments:

First instalment: **50% of the total amount of the grant** will be paid **before the mobility period**. The percentage will be paid **ONLY UPON THE SUBMISSION OF THE LETTER OF ACCEPTANCE** from the host Institution, which must include the dates of the planned mobility period.

Second instalment: **the remaining 50% of the total amount of the grant** will be paid **at the end of the mobility period**. When the student will deliver the Transcript of Records and the Certificate of Stay (the latter must be duly completed, including the DEPARTURE section)



Upon arrival at the host Institution...

Students must:

- go to the International Relations Office of the host Institution and hand in the nominative Certificate of Stay
 - have the Certificate of Stay filled in and signed by the host Institution in the “ARRIVAL” section
 - send the aforementioned certificate via Service Desk (in PDF format) to the International Mobility Office of the University of Verona **within 5 days from their arrival date at the host Institution**
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UNIVERSITÀ DI VERONA, ITALY
Worldwide Study programme
Spring 2025

ATTESTAZIONE DI SOGGIORNO
Certificate of stay for International exchange students

to be filled in and signed by the RECEIVING Institution

Student's first name and surname <i>Nome e cognome dello studente</i>	
Receiving Institution <i>Università ospitante</i>	

ARRIVAL AT RECEIVING INSTITUTION

ARRIVAL DATE
Data di arrivo all'Università ospitante

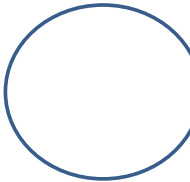
..... / /

dd / mm / yyyy

Place

Signature

Name and position


Stamp of Receiving Institution

DEPARTURE from Receiving Institution

DEPARTURE DATE
Data di partenza dall'Università ospitante

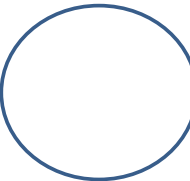
..... / /

dd / mm / yyyy

Place

Signature

Name and position


Stamp of Receiving Institution



LEARNING AGREEMENT DURING THE MOBILITY

Students must:

- **first fill in the L.A. DURING THE MOBILITY and have it approved by the academic Contact Person of the host Institution**
 - **then deliver it for approval signature to the Internationalisation delegate of their own Department at the University of Verona**
 - **finally send a copy of the L.A. DURING THE MOBILITY complete with all the required signatures via Service Desk to the International Mobility Office of the University of Verona**
 - ✓ **it is possible to make changes to the Learning Agreement **within 5 weeks from the start of the mobility semester****
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Worldwide study SPRING 2025
Learning Agreement during the mobility

DA COMPILARE A COMPUTER, NON A MANO – TO FILL IN ELECTRONICALLY, NOT HANDWRITTEN

DURING the Mobility

Student	Last name(s)	First name(s)		Sex [M/F]	Study cycle	Field of education
Sending Institution	Name	Faculty/Department	Address	Country	Contact person: name, phone number, address	
	Università degli Studi di Verona		University of Verona International Office Via dell'Artigliere 8, 37129 Verona	ITALY	International Relations Office +39 045 802 8196 relazioni.internazionali@ateneo.u	
Receiving Institution	Name	Faculty/ Department	Address	Country	Contact person: name, phone number, address	

Exceptional changes to Table A

(to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table A2 DURING the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Confirmed component	Nun LOCA
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						Total:

Exceptional changes to Table B

(to be approved by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)

Table B2 DURING the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Confirmed component	Nun ECTS (or
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						Total:

Signatories	Name	Email	Position	Date (dd / mm / yyyy)	Signature
Student			Student		
Delegato all'internazionalizzazione di Dipartimento at the Sending Institution					
Academic Coordinator Responsible person at the Receiving Institution					



Before coming back to Italy...

Students must:

- have the Certificate of Stay signed by the host Institution with the date of the end of their the mobility period in the “DEPARTURE” section
 - request the certificate attesting the passed exams (or a signed report in the case of thesis research)
= **Transcript of Records (officially issued by the host Institution)**
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AT THE END OF THE MOBILITY PERIOD...

It is necessary to hand in the required documents via Service Desk to the International Mobility Office of the University of Verona within **30 days** of returning to Italy

1. Certificate of Stay filled in and signed in both the the **ARRIVAL** and **DEPARTURE** section
2. Learning Agreement **BEFORE THE MOBILITY** and learning Agreement **DURING THE MOBILITY**
3. Transcript of Records

These documents are crucial to proceed with the balance of the mobility grant



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RECOGNITION OF ACTIVITIES AND CAREER REGISTRATION

Upon returning from the mobility period, students must:

- apply for the academic recognition of the activities taken at the host Institution according to the modalities set by their own Department or School and in compliance with the University Regulations for International Student Mobility
- have a minimum amount of credits (CFU) obtained abroad validated, as specified here below:
 - 12 CFU for one semester mobility (from 3 to 6 months)
 - 24 CFU for the annual mobility (from 7 to 12 months)

In case students do not obtain the required minimum amount of credits upon returning from their mobility period, their scholarship will be revoked.



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Health Emergency or other non-predictable situations

Given the various health emergencies or other unforeseeable and unavoidable circumstances that are affecting the world, it is **strongly recommended** to register on the MAECI website **“Dove siamo nel mondo”** managed by the Crisis Unit

<https://www.dovesiamonelmondo.it/public/cultura>

Please, indicate: name, city/country, university of destination, valid contact details and period of stay.

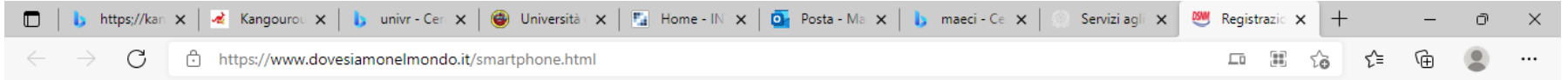


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Download the **App “Unità di Crisi”** to receive notifications during transits in the most at-risk areas, and real-time updates on possible dangerous situations, wherever in the world they occur



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informateci
Dove siamo nel Mondo



Home Chi siamo

Scarica l'APP
"Unità di Crisi"

Scarica l'APP "Unità di Crisi"



L'App dell'Unità di Crisi è disponibile sugli store.
Clicca sulle icone qui sotto per scaricarla.



Dispositivi Android



Dispositivi iOS





INSURANCE

Students who are regularly enrolled at the University of Verona are insured for:

- **general civil liability**
- **against accidents, occurred also abroad – inside the University buildings**

Policy links can be found on the University website

In the event of an accident occurred abroad it is necessary to contact the International Mobility Office in Verona, who will then contact the competent office within the University



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HEALTH INSURANCE ABROAD

For further information on healthcare abroad, please refer to the website of the Ministry of Health www.viaggiasesicuri.it

WE SUGGEST TAKING OUT A PRIVATE HEALTH INSURANCE FOR THE PERIOD THAT WILL BE SPENT ABROAD



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What to look up on the website

**INTERNATIONAL > Study Abroad > Worldwide Study section
> Worldwide Study – Outgoing 2025/2026**

- 1. Mobility regulation**
- 2. List of the Delegates for the Internationalisation and of the teaching facilities for the recognition and validation of activities carried out abroad**



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Assistance and information to request a student visa

For advice and logistical support in obtaining a student visa, please contact

ISU - International Students Union
Responsabile Dr. Andres MALDONADO

Via Campofiore 19 – 37129 Verona
tel. e fax 045 800 3198 - e-mail: info@isu-services.it

For further information www.isu-services.it



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Contact Person for the International Mobility Office

Maddalena PIGOZZI

Receiving hours by telephone

tel +39 045 802 8004

on Mondays, Wednesdays and Fridays from 9.00 am until 1.00 pm

For written communication

[Service Desk www.univr.it/helpdesk](http://www.univr.it/helpdesk)

- > direzione studenti > mobilità internazionale
 - > worldwide study > informazioni e supporto
-



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**Thank you
for your
attention and
have a nice trip!**

