



UNIVERSITÀ  
DI PAVIA

# **ERASMUS + Study OVERSEAS Programme**

# **CHECKLIST BEFORE DEPARTURE**

**WHAT DO I HAVE TO DO NOW?**



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Edited by the International Mobility Unit – APRIL 2026

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# WHAT'S ON THE AGENDA TODAY...

## Before/During/After Mobility

### Before the Mobility

- Nomination/Application Hosting Institution
- Visa and entry rules/insurance
- Digital Learning Agreement
- Mobility Agreement
- International Mobility Coordinators
- Economic Contributions
- OLS Test



# CHECK OUR WEBSITE!!

## After the selections - Erasmus+ Study

Select the phase of mobility you are currently in to discover the next steps to take.

### Before The Mobility

Complete the necessary tasks **before departure**.

**IMPORTANT:** If you are in Italy with a residence permit, make sure it remains valid for the entire duration of your mobility abroad. If you need to renew it, start the renewal process immediately in preparation for your departure with the Erasmus program. If you need assistance, contact the dedicated GOPA desk: HelpDesk Permit of Stay.

Accept or reject the assigned location



Nomination and Enrollment



Get Informed



# Before the mobility

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



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# NOMINATION

- The **International Mobility Unit nominates students** to the Receiving Institution
- The **Receiving Institution contacts students** directly (*unless differently specified on their website*), providing info about Univ. registration, course catalogue, possible accommodation.

**NOTE:** if you leave in the **2nd semester**,  
you'll be contacted **later** on!!

*1st Sem./Full year : from now until the end of May*

*2nd Semester: from September until end of October*



Query application work-flow

– Before the mobility

- ✓ Online application
- ✓ Confirmation e-mail online application
- Online registration
- Application form printed
- ✓ Application allocated to partner institution
- ✓ Application nominated at partner institution

# APPLICATION

## After nomination > Application to the Receiving Institution

Informative email from the Host University

Mobility Office

### *What might be required?*

- Official Unipv Transcript of Records
- Certificate of Assignment (or proof of nomination)
- Unipv Insurance policy
- Declaration confirming your language/level of knowledge (only for those enrolled in a program with English pre-requisite)
- Official language certificate
- Any other additional document required by the host university (e.g. recommendation letter)
- Passport / ID Card
- Criminal records and Bank Statement (**Overseas**)



# VISA and ENTRY RULES

Inform yourself about entry rules and healthcare assistance in the host country.

## You can rely on:

- Host Country Embassy
- Host University instructions
- <https://www.esteri.it/it/>
- <https://www.viaggiasesicuri.it/home>

## What UniPV can provide:

- Certificate of Assignment
  - Unipv insurance policies (Accident, Civil Liability)
- NO HEALTH INSURANCE!!**



# RESIDENCE PERMIT

If you are in Italy with a **residence permit**, make sure it remains valid for the entire period of mobility abroad. If you need to renew it, take action and start the renewal process as earliest as possible. If you need assistance, contact the dedicated office: [HelpDesk Permit of Stay](#)



BOOK AN APPOINTMENT



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# ACCOMMODATION

- Seek information from the host University:  
on-campus housing / students' residence or a list of accommodations
- Contact the local [Erasmus Student Network](#) section



ESN

<https://pavia.esn.it/>

<https://esn.it/>

Erasmus Student Network

- If you are looking for accommodation independently, be careful about making prepayments. Do not accept too high deposits or pay by untraceable and unsafe methods.



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# INSERT THE DATES OF THE MOBILITY

- The dates of the mobility are determined by the host institution's academic calendar > website or provided by the host institution.
- Insert the date in the Moiblity Online Platform
- **START DATE:** regardless of when you arrive, the **FIRST DAY OF THE SEMESTER**, unless differently specified by your host institution, e.g. welcome week.
- **END DATE:** end of the **EXAM SESSION**.
- The actual dates of your mobility will be filled in by the host institution at the end of the mobility in the "Attendance certificate". These dates will be used to calculate the actual mobility days and thus the remaining part of the Erasmus scholarship



# DIGITAL LEARNING AGREEMENT

- The LA contains the list of the activities to be followed abroad: courses and/or thesis research.
- To be completed through the MOBILITY ONLINE PLATFORM AT LEAST 1 MONTHS AND ½ HALF BEFORE THE START OF THE MOBILITY

**1. Select courses from the "course catalogue" of the Host Institution and insert them in the**

Mobility type: Semester(s)

Table A	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	B150216101	Business strategy	2/2	10,00
	B150123101	Corporate Strategy and Organization Design	2/2	10,00
	B150103101	Leadership and Organizational Communication	2/2	10,00
				<b>Total: 30,00</b>



# DIGITAL LEARNING AGREEMENT

2. Select the corresponding courses from your study plan curriculum at Unipv: "TABLE B" of the DLA

	Component Code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester	Credits (or equivalent) to be recognised by the Sending Institution
<b>Table B</b>	500263	INTERNATIONAL BUSINESS AND MANAGEMENT	2/2	9,00
	510209	BEHAVIOR DESIGN FOR STRATEGIC MANAGEMENT	2/2	6,00
	509585	MANAGING RESEARCH FOR BUSINESS	2/2	6,00
	510203	INTERNATIONAL ENTREPRENEURSHIP AND AGILE MARKETING	2/2	9,00
				 <b>Total: 30,00</b>

**The DLA must contain at least 18/20 CFU on Unipv activities!!**

**Once completed, notify by email your Erasmus Coordinator for approval**



# DIGITAL LEARNING AGREEMENT

Once your Erasmus Coordinator approves the DLA, the DLA is automatically sent to your host institution for approval:

Information concerning EWP

Learning Agreement signed by student	✓
Learning Agreement signed by coordinator	✓
Learning Agreement signed by partner	✓

Courses at the home institution entered in the Digital Learning Agreement	✓
Courses at the host institution entered in the Digital Learning Agreement	✓
Courses in Digital Learning Agreement approved and signed by home institution	✓
Courses in Digital Learning Agreement approved and signed by host institution	✓
Learning Agreement approved by all parties not yet downloaded	✓
E-mail with information regarding next steps for scholarship received	✓

The workflow of Mbility Onlinr can move to the next steps!

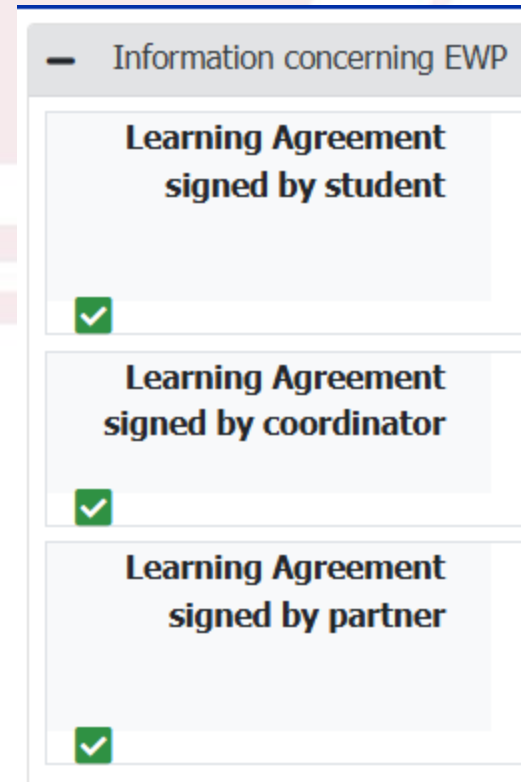


# DIGITAL LEARNING AGREEMENT

**DLA DEADLINE:** At least 1 month and ½ before departure

Ideally with all 3 signatures, **mandatory 2 signatures**,  
the student and the Coordinator from Unipv.

**Max 30 days upon your arrival:** the host institution must  
approve/sign your Learning Agreement



The screenshot shows a digital interface for a Learning Agreement. The title is "Information concerning EWP". Below the title, there are three rows, each representing a signature requirement. Each row has a green checkmark icon to its left, indicating that the requirement has been fulfilled. The rows are:

- Learning Agreement signed by student
- Learning Agreement signed by coordinator
- Learning Agreement signed by partner



# CHECK THE DATES OF THE MOBILITY

- 2<sup>nd</sup> Check: you have the possibility to adjust the date of the mobility.
- NOTE: Since it is impossible to establish the exact end date of the mobility, the actual dates of your mobility will be defined at the end through the "**Attendance certificate**" filled in by the host institution. These dates will be used to calculate the actual mobility days and thus the remaining part of the Erasmus scholarship





# INTERNATIONAL MOBILITY COORDINATOR – ERASMUS COORDINATOR

## [List of the Coordinators](#)

- Supports students in drafting the Learning Agreement
- Responsible for the approval of the Learning Agreement before departure
- Approves changes to the LA during mobility (if any)
- Responsible for the academic recognition of the results achieved abroad by the student upon return



# MOBILITY AGREEMENT

**Last step before the mobility: sign the Mobility Agreement > contains all details on the EU scholarship.**

**Released just before departure.**

## Erasmus for Study

- Learning Agreement approved by the UNIPV International Mobility Coordinator at least
- Exchange dates on Mobility Online

## Overseas Exchange

- Learning Agreement approved by the UNIPV International Mobility Coordinator at least
- Data Sheet and the Payment form



# MOBILITY AGREEMENT

The signature of the mobility agreement is a pre-requisite to receive the financial contributions.

The university has a **single payment deadline at the end of each month**, but the necessary information are provided to the payment office at the beginning of it.

Therefore, the first installment of the scholarship can only be paid if all preceding steps are completed (including signature of mobility agreement) at least one month ahead of the payment deadline.



# FINANCIAL CONTRIBUTIONS

## Monthly contribution based on the Country of destination

### ERASMUS Study - EU

MONTHLY GRANT	DESTINATION COUNTRY
400	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Luxembourg, Norway, Netherlands, Sweden and Program Countries: UK and Switzerland*
350	Cyprus, Greece, Malta, Portugal, Spain, Estonia, Czech Republic, Slovakia, Slovenia, Bulgaria, Croatia, North Macedonia, Lithuania, Poland, Romania, Serbia, Hungary, Turkey
700	China (Tongji University, Shanghai + SWUFE – Southwestern University of Finance and Economics, Chengdu) Morocco (Sidi Mohammed Ben Abdellah, Fes) Brazil (UNIVALI – Universidade do Vale do Itajaí, Itajaí)

+ **250** / MONTH for FEWER OPPORTUNITIES STUDENTS

Criteria available at Annex I (Article 6) of the Call, published on our website.

### Overseas - Unipv

MONTHLY GRANT	DESTINATION COUNTRY
400	Argentina, Brazil, Chile, Colombia, Mexico, India, Repubblica Domenicana, Tailandia, Uruguay Vietnam, Usa - Programma ISEP
700	Australia, Canada, Cina, Taiwan, Japan, USA (escluso ISEP)

\***Mobilities to Switzerland**, if financed directly by the Swiss government, will not receive the contribution for the Country of Destination (400,00 €) while they may be eligible to the other types of contribution (Fewer Opportunities, Travel, ISEE).

The monthly amount for the **country of destination** and for **fewer opportunities** are allocated for the indicative **nr. of months** of the destination **assigned**. For those who participate in the **Double Degree Programs** the Erasmus status and contributions can only be granted up to the **maximum** allowed period of **12 months** and, in any case, **not beyond the deadline** of the Erasmus mobility year set at 30th of September 2027

# FINANCIAL CONTRIBUTIONS based on ISEE

## ERASMUS / OVERSEAS

ISEE	MONTHLY GRANT
ISEE $\leq$ 13.000	400
13.000 < ISEE $\leq$ 21.000	350
21.000 < ISEE $\leq$ 26.000	300
26.000 < ISEE $\leq$ 30.000	250
30.000 < ISEE $\leq$ 40.000	200
40.000 < ISEE $\leq$ 50.000	150
ISEE > 50.000 or not declared	0

### Maximum

4 months → semester mobility

8 months → annual mobility

NOTE: your **ISEE** is collected automatically from your Esse3 reserved area and corresponds to the ISEE presented for the enrollment at the 2025/26 academic year

For **ISEP mobilities: NO ISEE integration**, since the student will already be exempted from paying board and lodging costs, which will be covered by the hosting University.



# FINANCIAL CONTRIBUTION – TRAVEL

**OVERSEAS:** 1000 Euro for all destinations. No need to send travel tickets

**ERASMUS + STUDY \*:** Amount based on the km distance. No need to send travel tickets

\* The [Distance calculator](#) is provided by the European Commission > Distance between Pavia and the location of the host institution.



# FINANCIAL CONTRIBUTION – TRAVEL ERASMUS

Distance	Amount for sustainable travel <sup>5</sup>	Amount for non-sustainable travel
10 – 99 km	€ 56,00	€ 28,00
100 – 499 km	€ 285,00	€ 211,00
500 – 1 999 km	€ 417,00	€ 309,00
2 000 – 2 999 km	€ 535,00	€ 395,00
3 000 – 3 999 km	€ 785,00	€ 580,00
4 000 – 7 999 km	€ 1 188,00	€ 1 188,00
8 000 km or more	€ 1 735,00	€ 1 735,00

**Green travel\*: supplement** (= Amount of sustainable travel-amount -non sustainable travel)at the end of the mobility period. You are required to provide tickets or proof of travel for one journey only (to or from)

**\*main part of the trip using GREEN means of transport (train, bus).**



# ALLOCATION & CONFIRMATION OF FUNDINGS

**UE / OVERSEAS: JUNE 2026**

In order to Maintain EU/ Overseas scholarship **at least one activity** in the Learning Agreement must be successfully completed

**ISEE Integration: DECEMBER 2026**

Warning: ISEE contribution has a **merit-based requirements that must be achieved (Ministerial regulation) and can be granted to regular and up to 1 year "fuoricorso" students ONLY.**

**PAYMENT of the scholarship:**

**Exams mobility only:** Have **at least 2 CFU per months** recognized (approximately **2 exams** per semester)

**UE / OVERSEAS: 80% TOTAL**

**Thesis research Mobility:** must at least have documented an activity for thesis and/or internship that involves the recognition in the career.

**CONTRIBUTION UPON START**

NB. Thesis research activity must be previously confirmed by host institution (not all universities accept thesis research )

**20% AFTER RETURN**

E.g. TOTAL EU FUNDS : 1 Semester in Germany:  $400 \times 4 = 1600$

80% start = 1280 + non green travel grant, i.e. 309

20% upon return = 320 + the green travel difference if due

**ISEE Integration: AFTER RETURN**

Beware: if nr. Months/days is inferior to those indicated in the mobility agreement the final 20% is recalculated and adjusted; see explanation of calculation of the scholarship in Annex I to the Call "**Methods of disbursement of contributions**"



# BANK DETAILS

## ERASMUS + STUDY

- Enter the bank details of your Italian or foreign account in your [Area riservata](#).
- **Path: [Home](#)>[Personal Information](#)>[Enter/Modify refund data](#)**
- **Foreign bank accounts** are also required to fill out a specific form available on the website and return it to the International Mobility Office: [outgoing.mobility@unipv.it](mailto:outgoing.mobility@unipv.it)

**NB:** you must be the account holder or the joint account holder

## OVERSEAS EXCHANGE

- Fill out the **data sheet** and return it to the International Mobility Office at least two weeks before your departure
- Fill out and sign the **payment form**
- Documents are available at: •[Overseas Exchange Programme | Università di Pavia](#)



# OLS TEST: ONLY for ERASMUS STUDENTS!

## Online Language Support

- Offered by the European Commission
- **Goal:** to improve the language skills of the mobility programme participants
- Higher education students participating in mobility for at least 14 days must assess their language skills before departure

The results of the language assessment **do not** prevent participation in Erasmus+.

### WHEN

#### BEFORE DEPARTURE

To assess your language skill level

#### AFTER YOUR RETURN

To verify your improvements

### WHERE

#### EU ACADEMY Learning Platform

<https://academy.europa.eu/>


<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>





sort by ▾





language & culture

**German Placement Test**

★★★★★ 4.7 (6)

## German Placement Test


🕒 Less than an hour    📊 Novice

**Assessment details**

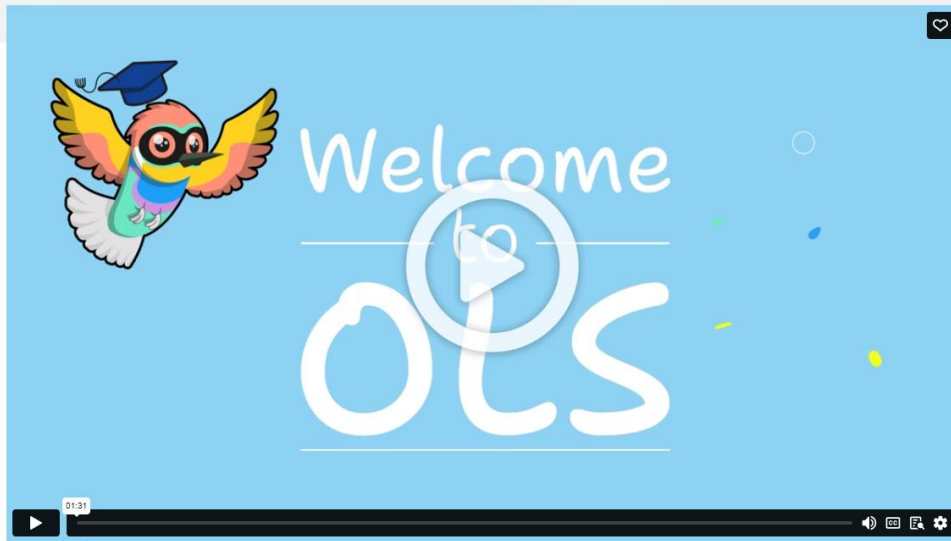
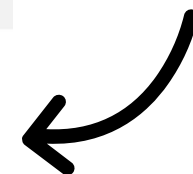
Knowing your language level is a great starting point to reach your learning goals faster! Take a few minutes to complete the placement test below and let us recommend the course that suits you best.

**Target audience**

Erasmus+ European Solidarity Corps



**Enrol** >



**It's FREE!**

- The placement test assesses your overall language level.
- The goal of the test is to suggest OLS learning content that is right for your level.
- The test consists of **31 questions** and takes between **10 - 30 minutes** depending on your level.
- During the placement test, you can end the test at any time and your results will be taken into account.
- To end the test, simply click the **"Finish attempt"** button.

# TRAVEL – INTERRAIL PASS for ERASMUS +

- A train pass reserved for Erasmus students.
- Non-European Erasmus+ participants must be residents of a European country,
- Last 6 months. Within this period you can travel 4 or 6 days in up to 33 European countries – regional trains. For high speed and night trains, reservation is needed.
- The pass allows up to 2 journeys in your home country: 1 to leave, 1 to return - at any stage of your Pass' validity.



**4 days**  
within 6 months  
[View details](#)

1  € 212



**6 days**  
within 6 months  
[View details](#)

1  € 301



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# CHECK OUR WEBSITE!!

## During the Mobility

Find out which required steps and documents you must fulfill during your mobility, such as the certificate of arrival, changes to the learning agreement, and extension requests.

**Upload the Certificate of arrival** 

**Update your Learning Agreement (if necessary)** 

**Request a Period Extension (if necessary)** 



# DURING THE MOBILITY

- Upload the **Arrival Certificate** on the Mobility Online platform possibly by the first week after your arrival.
- **Variations of the Learning Agreement:** through the mobility online platform. Approved **BEFORE** the end of the mobility.

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



# CHECK OUR WEBSITE!!

## Upon return

To close your mobility period, follow the mandatory steps listed. Make sure to meet the deadlines indicated in the Call and submit the documents in time to allow for prompt recognition.

**If you are about to graduate, you must submit the documents at least 45 days before the graduation session.**

**Note:** Until further notice, do NOT upload these documents on Mobility Online. Instead, send them via email to **outgoing.erasmus@unipv.it** with the subject: "Return Documents + Last Name."  
If you require urgent validation, please let us know!

Submit the Attendance Certificate



Submit the transcript of records



Retake the OLS test



Complete the EU Survey



# AFTER THE MOBILITY

## MANDATORY:

- Final ToR Transcript of Records (**at least one activity passed!**)
- Attendance certificate** (minimum period 60 days, max 360 days!)
- Thesis certificate (if you undertook thesis activity)
- Complete the final OLS test
- EU Survey

**Deadline for submission:**

**HARD DEADLINE : 30/09/2026**

**If you plan to graduate shortly after your return: documents submission must happen at least 45 days BEFORE graduation**

<https://en.unipv.it/en/international/going-abroad/opportunities-abroad/study-abroad/erasmus-study/after-selections-erasmus-study>



# HOW TO GET IN TOUCH WITH US?

## One-to-one meeting in a virtual room

**Wednesdays** from 13:30 to 15:00  
**Fridays** from 10:00 to 11:30  
(on appointment only)



Book an appointment

## One-to-one meeting in presence

**Tuesdays** from 9.00 a.m. to 12.00 p.m.  
(on appointment only)

**E-mail Contact HUB:** [outgoing.mobility@unipv.it](mailto:outgoing.mobility@unipv.it)

Erasmus+ for Study, Overseas Exchange Programme, Double Degrees, EC2U Alliance -



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**Thanks for your attention and..**

**Enjoy your mobility experience!**





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