



UNIVERSITÀ
DI PAVIA

CALL FOR MOBILITY FOR STUDY ERASMUS+ PROGRAMME A.Y. 2026/27

APPLICATION INSTRUCTIONS

Step 2

IMPORTANT NOTES

- The application must be submitted **by 2 July 2026 at 1 P.M.** and requires final approval by the office. We therefore invite you not to start filling out the application close to the deadline. Any problems reported on the day of the deadline of the call may not be resolved in time for the submission of the application
- Once submitted, **the application will no longer be editable.** We therefore invite you to pay particular attention to the data entered and any attached documents
- Only **language certificates** can be attached to the application, and, only for the courses of study and cases that require it, the **letter from your UNIPV supervisor professor** and your **personal CV**. Any other attached documents will not be taken into consideration

Before filling in the language skills part of the application, we invite you to carefully read **Article 7 – Selections** of the call for applications relating to **language requirements**.

You can demonstrate your language proficiency in the following ways:

- **Self-certification as a native speaker and international certifications** – to be uploaded during the application phase.
- **Enrolment in a degree programme taught in English or with verified prerequisite** – no documents required, verification will be carried out ex officio.
- **Enrolment in a PhD programme, first or second level master's degree, or specialisation school** – declaration by the UNIPV supervisor professor in the form to be attached to the application.
- **Language certificate issued by CLA UNIPV after January 2023** – no documents required, verification will be carried out ex officio.

TECHNICAL NOTES ON MOBILITY-ONLINE

- To edit a section click on "Forward to update"
- To confirm a change, click on "Update"
- To return to the main screen click on "Back/Back to the general overview"
- The step is complete when the checkbox turns green

1) At the end of the first part of the application, you have received an e-mail from noreply@unipv.it with the subject "**COMPULSORY registration for Erasmus for Study for a.y. 2026/27**" (also check your junk/spam inbox) to complete your application in Mobility-Online. We encourage you to follow the instructions below carefully.

By clicking on the link received by e-mail, you can access your personal page in Mobility-Online.

UNIVERSITÀ DI PAVIA

MOBILITY-ONLINE

English Login

Back

Login

Password

Password-Input at next page

Login

Forgot your password?

For SSO please use the following link for direct [login](#)

Università degli Studi di Pavia | 27100 Pavia, Strada Nuova 65, Italy

2) Then click on "[Login](#)", you will be redirected to this page, where you will have to enter your University credentials (tax code and password).

UNIVERSITÀ DI PAVIA

Mobility-Online

Per accedere a questo servizio devi autenticarti

The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.

ATENE0 SPID

Codice fiscale

Inserisci il tuo codice fiscale

Password

Inserisci la tua password

ACCEDI

Se sei Docente / Studente / Ex studente:
Recupera password

Se sei uno studente non ancora immatricolato:
Recupera password su Segreteria On Line

3) You will find the next steps to here.

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia (Test) MOBILITY-ONLINE

Reload Application Workflow Workplace Connect/EWP History Help

Application workflow

Applicant details

Last name: TEST UNO Type of application: Outgoing
 First name: SARA Host institution (first choice): B ANTWERP01 - UNIVERSITY OF ANTWERP
 Country of the home institution: Italy Country of host institution (first choice): Belgium
 Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	30/01/2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	30/01/2025	Automatically generated	
Online registration	<input type="checkbox"/>			
Personal data completed	<input type="checkbox"/>			Enter information about personal data
Please indicate your language competences here.	<input type="checkbox"/>			

4) Click on "Complete personal data" and confirm the data entered click on "Update personal details".

- Students enrolled in a PhD programme, first- or second-level Master's programme, or Specialisation School must attach a letter issued by their UNIPV supervisor professor.
- Students enrolled in a Bachelor's or Master's degree programme in the areas of Communication or Political and Social Sciences must attach their CV.

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia (Test) MOBILITY-ONLINE

Reload Application Workflow Workplace Connect/EWP History Help

Personal details

Personal details

Last name *
TEST UNO

First name *
SARA

5) By clicking on "Back to general overview" you will be able to return to the main screen.

✔ Action successful!
Record updated

Back to general overview

6) You can now enter any language certificates you have, by clicking on "Language competences" and following the flow described below.

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia (Test) MOBILITY-ONLINE

Reload Application Workflow Workplace Connect/EWP History Help

Application workflow

Last name: Test Type of application: Outgoing
 First name: BIP Virginia Host institution (first choice): UNKNOWN - Unknown
 Country of the home institut...: Italy Country of host institution (fi...): Unknown
 Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI ...

Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility				
Online application	<input checked="" type="checkbox"/>	04/02/2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	04/02/2025	Automatically generated	
Online registration	<input type="checkbox"/>			
Personal data completed	<input checked="" type="checkbox"/>	15/09/2023	BIP Virginia Test	Enter information about personal data
Please indicate your language competences here.	<input type="checkbox"/>			Language Competences

1. Do you already have a language certificate?

- **Yes** → Go to step 2.
- **No** → Skip to step 5.

2. Any English certificate?

- **Yes** → Go to step 3.
- **No** → Skip to step 4.

3. Was it obtained after January 2023?

- **Yes** → The certificate is valid.
 - If the certificate is issued by the CLA, it does not need to be attached (automatic verification).
 - For all other certificates (including native speaker self-certification), it must be attached for validity verification.
 - Go to step 4.
- **No** → In order to be eligible for locations that require the English language, you must take the CLA test.
 - Go to step 4.

4. Any French certificate?

- **Yes** → Same procedure as in English: verification and possible upload depending on the type of certificate.
- **No** → Retake the test for other languages if necessary and at the end of the process check if you want to take a CLA test.

→ The process is the same for all languages: English, French, German, Spanish and Portuguese.

5. Are you enrolled in one of the study programs for which, according to the call, a language exemption (English only) is provided?

- **Yes** → No certificate is required for English. Go to step 6.
- **No** → Go to step 6.

6. Do you still want to take the CLA tests for other languages or to improve your current level?

- **Yes** → Go to step 7.
- **No** → Skip to step 8.

→ BE AWARE: if you do not have any certificate and you are not enrolled in a course of study that provides for an exemption, you must take the CLA tests, otherwise you will not be admitted to the selection for a period of mobility abroad.

7. Please let us know for which language(s) you intend to take the CLA tests:

- English
 - French
 - German
 - Spanish
 - Portuguese
- Go to step 8.

8. Verification of any attached certificates and closure of the process

A few minutes after sending your application, you will receive an e-mail to your University email address from noreply@unipv.it with the subject "Application received Erasmus for Study for a.y. 2026/27" (also check your

junk/spam inbox) informing you that we have received your application and that it will soon be checked by the International Mobility Unit.

- The office will then carry out a check on any attached certificates:
 - **If the certificates are compliant:** the application will be marked as complete, the candidate will receive confirmation, and a copy of the application will be sent to the international mobility coordinator.
 - **If the attached certificates are invalid:**
 - The candidate will be notified of the rejection of the ineligible certificates by noreply@unipv.it and with the subject "Application incomplete Erasmus for Study for a.y. 2026/27."
 - You will have the opportunity to correct the documents or declare that you do not have any valid certificate to attach and possibly add languages for which you want to take the CLA tests.
 - The application will be evaluated again by the office.

→ This process is a continuous cycle that ends only when the office declares the application complete and correct.

- Once the verification is complete, the process ends and you will receive an email from noreply@unipv.it with the subject "Application completed Erasmus for Study for a.y. 2026/27" (also check your junk/spam folder) confirming the completeness of the application. Attached you will find the print version of your application. The email will also be automatically sent to the international mobility coordinator of your area.