

***Università degli Studi di Genova***

**HOW TO FILL IN THE ONLINE APPLICATION FORM**

* **the English or Italian alphabet has to be used and no special characters should be typed.**

If your names or addresses contain special characters, please use the following characters in place of them:

|  |  |  |
| --- | --- | --- |
| **A** instead of “°á,â,ã,ä,å,ă,ą”  | **E** instead of “è,é,ê,ë,ę,ě  | **I** instead of “ì,í,î,ï,ĩ,ī,ĭ”  |
| **O** instead of “ò,ó,ô,õ,ō,ŏ,ő,ǿ”  | **U** instead of “ù,ú,û,ũ,ū,ŭ,ů”  | **C** instead of “ç,ĉ,ċ,č”  |
| **N** instead of “ñ,ň,ń”  | L instead of “ł”  | **OE** instead of “ö”  |
| **SS** instead of “ß | **UE** instead of “ü”  |  |

* **indicate all your names and surnames as they as in your identity documents**
* If you **don’t find the name of your place of birth** in the application form, select the option “*Others, as indicated in the copy of my identity documents (identity card or passport)*
* **check the correctness of the e-mail address** you indicate in your Application Form, since all official communications will be sent to you by e-mail**. Write only 1 email address.**

At the end of data entry 2 options are available:

***“Data Confirmation”:*** if you select this option, you create the definitive version of your Application Form and **your data are registered** in the Erasmus + Incoming database of the University of Genoa. You can now “save” or “print” your application form.

 No more changes can be done through the Online procedure, if changes occur, you have to contact directly the International Mobility Office (coopint@unige.it)

***“Cancel”:*** if you select this option, all data you inserted will be deleted and a new online procedure has to be started

**If you don’t confirm the application, your data won’t be registered.**

* **Once saved or printed, the application form has to be signed and stamped by your home University and sent by your home University to the address erasmusapplicationform@unige.it**
* You will receive a confirmation email once your application form is validated by University of Genoa.
* If technical problems occur during the Online procedure, please mail to help.applicationform@unige.it