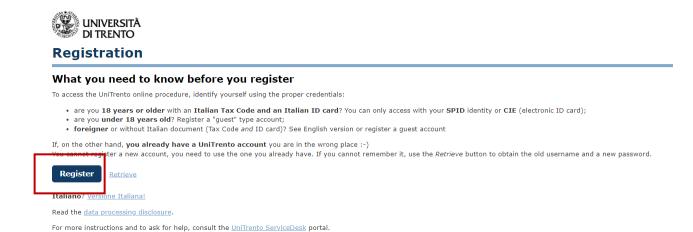
STUDENTS' APPLICATION INSTRUCTIONS

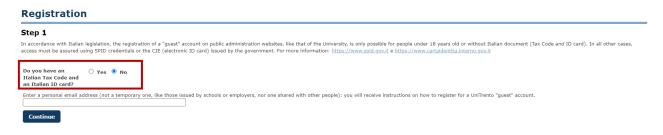
1. SETTING UP YOUR GUEST CREDENTIALS

Please enter the link: https://webapps.unitn.it/Registration/en/Home and then click on REGISTER



Select the option "no" when you are asked if you possess an Italian Tax code"

Then enter the mail address you want to use to register. **PLEASE! Use a mail address you check frequently and that has enough inbox space**. From now on we will contact you on that mail.



Once you click on "Continue" you will receive then an email with the registration link. Complete the registration and get your Guest credentials.

2. ENTERING THE APPLICATION

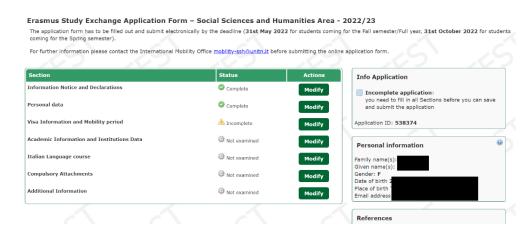
Enter the application called **Erasmus and UK Exchange Application Form – Social Sciences and Humanities Area - 2024/25** from this link:

https://webapps.unitn.it/Apply/it/MyUnitn/Home/53041/mob-in/Erasmus SSH 24 25

log in with the GUEST CREDENTIALS you created and start the application.

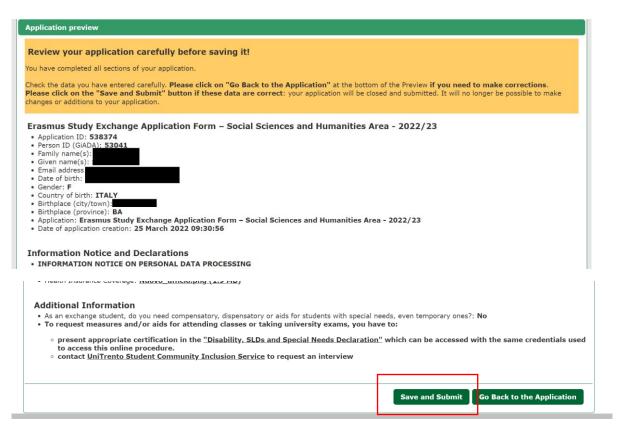
3. FILLING THE SECTIONS

Please click on Modify to complete each section.



4. SUBMITTING THE APPLICATION

Once all sections are complete the message below will pop up. Please review carefully the information and then click the **Save and Submit** button to SUBMIT the application, otherwise click on **Go Back to the Application** and modify the sections you need to modify.



Now you have completed your application! Please wait for the International Mobility Office to contact you with more information about the academic offer and Learning agreement. For any problem related to the application please email mobility-ssh@unitn.it

FREQUENTLY ASKED QUESTIONS

1 I have two surnames/names, should I add both to my application?

YES! Please complete your personal data section adding the multiple names or surnames you have as they appear in your ID or passport

2 How can I get the tax code for the application?

Please consider that the Italian Tax Code section will auto-fill at the end of the section.

3 Is the tax code in the application my official one?

No, the Official Italian Tax Code will be sent to you in the coming months by the International Mobility Office, the one that is auto-filled IS NOT YOUR OFFICIAL TAX CODE!

4 I have applied for my European Health card but I don't have it yet, what should I do?

Please upload the receipt of your request and complete the application, you will send us your European Health card as soon as you get it from your Health board.

5 Where can I upload my Learning agreement?

You don't have to upload your Learning agreement at this stage, you shall complete your Learning agreement on the Erasmus Without Papers platform provided by your Home University or on the Online Learning agreement dashboard. Should your University not be able to sign the Learning agreement on either one of these platforms please do send us your Learning agreement by mail.

6 My ID or passport is expired can I complete the application?

YES! Please upload the ID or Passport you do have right now making sure to send us the renewed one as soon as possible, without a valid one we cannot ask for your Tax code. Please always scan the ID/Passport front and back and upload a single file in pdf format.

7 I am a student with special needs how can I get support at UniTrento?

Please fill the application section about **Additional Information** including the support measures you need, the Inclusion office will contact you with more information and instruction on how to request them.