

# 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



### Registration

#### What you need to know before you register

To access the UniTrento online procedure, identify yourself using the proper credentials:

- are you **18 years or older** with an **Italian Tax Code and an Italian ID card**? You can only access with your **SPID** identity or **CIE** (electronic ID card);
- are you **under 18 years old**? Register a "guest" type account;
- **foreigner** or without Italian document (Tax Code *and* ID card)? See English version or register a guest account

If, on the other hand, **you already have a UniTrento account** you are in the wrong place :-)

~~You cannot register~~ a new account, you need to use the one you already have. If you cannot remember it, use the *Retrieve* button to obtain the old username and a new password.

**Register**

[Retrieve](#)

[Italiano?](#) [versione Italiana!](#)

Read the [data processing disclosure](#).

For more instructions and to ask for help, consult the [UniTrento ServiceDesk](#) portal.

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.

### Registration

#### Step 1

In accordance with Italian legislation, the registration of a "guest" account on public administration websites, like that of the University, is only possible for people under 18 years old or without Italian document (Tax Code *and* ID card). In all other cases, access must be assured using SPID credentials or the CIE (electronic ID card) issued by the government. For more information: <https://www.spid.gov.it> e <https://www.cartaidentita.interno.gov.it>

Do you have an Italian Tax Code and an Italian ID card?  Yes  No

Enter a personal email address (not a temporary one, like those issued by schools or employers, nor one shared with other people): you will receive instructions on how to register for a UniTrento "guest" account.

**Continue**

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](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.

#### Erasmus Study Exchange Application Form – Social Sciences and Humanities Area - 2022/23

The application form has to be filled out and submit electronically by the deadline (31st May 2022 for students coming for the Fall semester/Full year, 31st October 2022 for students coming for the Spring semester).

For further information please contact the International Mobility Office [mobility-ssh@unitn.it](mailto:mobility-ssh@unitn.it) before submitting the online application form.

Section	Status	Actions
Information Notice and Declarations	Complete	Modify
Personal data	Complete	Modify
Visa Information and Mobility period	Incomplete	Modify
Academic Information and Institutions Data	Not examined	Modify
Italian Language course	Not examined	Modify
Compulsory Attachments	Not examined	Modify
Additional Information	Not examined	Modify

**Info Application**  
 Incomplete application: you need to fill in all Sections before you can save and submit the application  
Application ID: 538374

**Personal information**  
Family name(s): [REDACTED]  
Given name(s): [REDACTED]  
Gender: F  
Date of birth: [REDACTED]  
Place of birth: [REDACTED]  
Email address: [REDACTED]

**References**

### 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.

**Application preview**

**Review your application carefully before saving it!**  
You have completed all sections of your application.  
Check the data you have entered carefully. **Please click on "Go Back to the Application"** at the bottom of the Preview **if you need to make corrections**. **Please click on the "Save and Submit" button if these data are correct**: your application will be closed and submitted. It will no longer be possible to make changes or additions to your application.

**Erasmus Study Exchange Application Form – Social Sciences and Humanities Area - 2022/23**

- Application ID: 538374
- Person ID (GIADA): 53041
- Family name(s): [REDACTED]
- Given name(s): [REDACTED]
- Email address: [REDACTED]
- Date of birth: [REDACTED]
- Gender: F
- Country of birth: ITALY
- Birthplace (city/town): [REDACTED]
- Birthplace (province): BA
- Application: Erasmus Study Exchange Application Form – Social Sciences and Humanities Area - 2022/23
- Date of application creation: 25 March 2022 09:30:56

**Information Notice and Declarations**

- INFORMATION NOTICE ON PERSONAL DATA PROCESSING

**Additional Information**

- As an exchange student, do you need compensatory, dispensatory or aids for students with special needs, even temporary ones?: No
- To request measures and/or aids for attending classes or taking university exams, you have to:
  - present appropriate certification in the "Disability, SLDs and Special Needs Declaration" which can be accessed with the same credentials used to access this online procedure.
  - contact [UniTrento Student Community Inclusion Service](#) to request an interview

**Save and Submit** **Go Back to the Application**

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](mailto: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.