

# STUDENT EXCHANGE PROGRAMME

## HOW TO APPLY



# STUDENT EXCHANGE PROGRAMME

The Student exchange programme is an inter-university or inter-departmental non Erasmus agreement, dedicated to EU and non-EU international students that decide to spend a semester or entire academic year at the University of Pisa.

## Who can apply?

Students enrolled to a foreign university that has a bilateral agreement with the University of Pisa.



## When to apply?

It is always possible to apply, but in order to follow the courses and to allow the Department to have enough time to process the acceptance letter to the programme, we advise you to send your application:

- 1 before the 31st of May (to attend the I semester or the entire academic year).
- 2 before the 31st of October (to attend the II semester).

## Why apply?

With the Exchange Student programme, you have the opportunity to have an experience abroad and study in one of the most ancient and prestigious universities in Italy; you have the possibility to experience another teaching method; you can study new and different disciplines to enrich your university career; you can get credits that can be recognized in your home university.

## How does the academic year work?

The academic year is divided into **2 semesters**:

- 1 Semester: September – January
- 2 Semester: February – July

There are different **exam sessions** through the year:

- 1 Session: January – February
- 2 Session: June – July
- 3 Session: September



## What is the CFU?

Each course/activity has a number of Crediti Formativi Universitari (CFU) assigned, which indicate the amount of work ment as frontal lessons and individual study that a student must do to complete the activity.

**1 CFU = 1 ECTS**

The academic year corresponds to 60 CFU/ECTS

# How to apply?

## Before leaving

➡ Refer to the International Office of your home university to check that there is an agreement with the University of Pisa or with the department involved.

➡ If mobility can be activated choose courses from the academic offer of the University of Pisa:

📍 <https://www.unipi.it/index.php/ects>

Single courses held in English:

📍 <https://www.unipi.it/index.php/programmes-held-in-english/itemlist/category/1557-courses-held-in-english>

On the [portal Valutami](#), from the menu on the left, you can select "Syllabi", search the course you are interested in and verify if it is activated, if it is held in the first or second semester, number of credits, professor's name and contacts, programme, books, exams, etc.



➡ Fill the application form you can find attached at the end of [the dedicated webpage](#).

➡ Send to [exchange@unipi.it](mailto:exchange@unipi.it)

- the application form with the properly signed Learning Agreement
- the statement of exams passed at your home university (Transcript of records)
- photocopy of an identity document (passport for non-EU students)





If you attend courses in Italian we strongly recommend that you have at least a B1 Italian language level unless otherwise stated in the reference agreements.



Candidates accepted will receive an acceptance letter from the academic staff.

If your application is not accepted, you will receive an email.

fac-simile of an acceptance letter

 **UNIVERSITÀ DI PISA**  
DIPARTIMENTO DI .....

**To whom it may concern**

Con la presente, si attesta che il/la Sig. ...., Passaporto num. ....  
(Republic of .....), iscritto/a presso la ..... (*nome, indirizzo e Stato dell'Università estera*), è stato/a ammesso/a in qualità di **studente di scambio** al Corso di Laurea .....

Si tratta di un percorso di studi della durata di .... mesi che si svolgerà a Pisa, a partire dal ..... al ....., come da allegato Learning Agreement.

This is to certify that Mr/Ms....., passport n°....., citizen of the Republic of ....., who is currently enrolled at ..... (*name, address and Country of the foreign University*), has been accepted as an **exchange student** to the Course/Programme of .....

The student will remain in Pisa from ..... to ....., for a total of.....months, as indicated in the attached Learning Agreement.

Pisa, li.....

Il Coordinatore d' Area per l'Internazionalizzazione  
*(ove autorizzato/delegato dal Direttore del Dipartimento)*

Important Information:

Per informazioni sui visti per l'Italia: <http://vistoperitalia.esteri.it/home/it>  
Per soggiorni in Italia superiori ai 90 giorni, gli studenti non UE hanno l'obbligo di richiedere il **permesso di soggiorno** entro 8 giorni lavorativi dall'ingresso in Italia: <https://www.unipi.it/index.php/ingresso-e-soggiorno-in-italia/item/1278-permesso-di-soggiorno-per-studio>

Non-EU citizens are allowed into Italian territory only if they have a valid passport and an **entry visa**.  
All details at: <http://vistoperitalia.esteri.it/home/en>.  
For any stay longer than 90 days, non-EU students must apply for an Italian **Residency Permit** within 8 working days after arrival: <https://www.unipi.it/index.php/residency-permit/item/2292-residency-permit-for-non-eu-citizens>

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(via..... - 56126 -Pisa - Italy - [www.unipi.it](http://www.unipi.it))  
Tel. +39-050 ..... - E-mail .....  
Contact person: .....



You must take the acceptance letter to the Italian diplomatic authorities in the country of residence in order to request a study visa (if you are a non-EU student). For further information on visas for Italy:

 [vistoperitalia.esteri.it](http://vistoperitalia.esteri.it)



After being accepted, remember you have to register on the online portal of the University called *Alice*. You can do it before leaving or once in Pisa.

The portal is available in Italian and English

[https://www.studenti.unipi.it/Home.do?cod\\_lingua=eng](https://www.studenti.unipi.it/Home.do?cod_lingua=eng)

**Alice**, the online service portal for students of the University of Pisa

[Italian version](#)

### Services available through Alice

**My Alice**  
From your reserved area you have access to the most important online functions: from choosing the course of study to signing up to admission exams and from consulting your student booklet to paying your fees. If you have to get your username and passwords back or to set a new password, [click here](#).  
In order to surf on the portal, use the menu on the top right corner.  
If you are an enrolled student you can access from here to your institutional email.  
In order to access these features, you must **Login** or **Register** if you're a new user.

### Bachelor's and Master's degree courses

**Registration for admission exams, evaluation tests and enrolment**  
In order to register to an admission test to a degree course with limited places, to an evaluation test or to enroll, you have to access your reserved area and select the option of interest from the menu.  
All information (deadlines and procedures) are published on the [Matricolandosi portal](#). If you graduated in a Bachelor's or Master's degree, you can print off your Diploma Supplement at any time and free of charge.

Contact: [alice@unipi.it](mailto:alice@unipi.it)

Click on "Register" and then on "New user Registration".

## New user registration

The following pages will allow you to register as a new user of the portal. When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available; you will need to type in some personal details and phone numbers. Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Do the online registration if you are an International student (ERASMUS, Free Mover, Summer school, other exchange programmes).

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

[New user registration](#)

Insert your Tax Code if you already have one. If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".

## Tax Code

Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.

Tax Code

Foreign student without Italian Tax Code

Foreign student without Italian Tax Code

[Back](#) [Forward](#)

Click "Forward" to proceed.

Fill in with your personal information.

Registration: Personal details

Please use the following form to type in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message

Personal details

Name\*

Surname\*

Date of birth\*  (dd/mm/yyyy)

Gender\*  Male  Female

Primary nationality (if you are an Italian citizen, you must type in 'Italy')\*  Please, select the NATIONALITY

Country where you were born\*  Please, select the COUNTRY of BIRTH

Town where you were born\*

Italian tax code\*

Back Forward

Key

★ Compulsory field



Put your name and surname as they are reported on the ID you will upload.



If you don't have a Tax Code, double click on "Forward" (the system will calculate it automatically - remember to request the official one, once you are in Italy).

### ➤ ONLY FOR NON-EU STUDENTS

Registration: Residency permit

This page shows the form for entering the residency permit data.

Residency permit

Release Date  (dd/mm/yyyy)

Expiry date  (dd/mm/yyyy)

Type of residency permit\*  Permanent residence permit

Back Forward

Home

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Key

★ Compulsory field

Type of residency permit\*

- Permanent residence permit
- Permanent residence permit
- Temporary residence permit
- Post office receipt attesting the submission of the residence permit application form

Back Forward

If you don't have a residency permit, put 30th of June (of the current year) as expiry date, and "Post office receipt" as Type of residency permit.



Remember to [apply for the residency permit](#) within 8 working days from your arrival date in Italy.

Fill in with the information about your residence address (permanent address in your home country).

Registration: Residential address

The page shows the form for entering and modifying the user's permanent home address.

Permanent home address

Country\* Italy

Province\* Select a Province  
if in Italy

Town\* Select a town

Post code\*  
if in Italy

Town sub-division

Address\*  
(street, square, road)

House number\*

On what date did you move to this address?  
If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place\*

Landline phone number\*  
(if you do not have it, type inxxxx)

Temporary Italian address is the same as permanent home address\*  
 Yes  No

Back Forward

Key  
\* Compulsory field



If you don't have a landline phone number you can type XXXX.



If your permanent address and the current one are the same, click "Yes". If your current address is different (e.g. your address in Italy), click "No".

Fill in with the information about your current home address (address in Italy).

Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o

Country\* Italy

Province\* Select a Province  
if in Italy

Town\* Select a town

Post code\*  
if in Italy

Town sub-division

Address\*  
(street, square, road)

House number\*

On what date did you move to this address?  
If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place\*

Landline phone number\*  
(if you do not have it, type inxxxx)

Back Forward

Key  
\* Compulsory field

Insert your email address and your phone number, then click "Forward".

Registration:Contacts

Contacts

Mailing address\*  Permanent home address  Italian home address

Delivery address for University fees\*  Permanent home address  Italian home address

Email\*

Certified email

International code of mobile phone\*   
(es: +39 - or +xxx)

Mobile phone\*   
(es: 3486767676 - or to insert xxxxx)

Mobile phone operator

Favourite language for communications

[Read the privacy policy.](#)

Privacy\* I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection  
 Y  N

See "Privacy Code"

SMS\* I wish to receive a text message on my mobile phone to be informed on any event organized by the University  
 Y  N

Back Forward

Key  
★ Compulsory field

Select "Bank Branch", then click "Forward".

Registration:Bank account number for Refunds

For any tax refund the following fields are required:  
Students with a foreign bank account not in the SEPA Area, please select "Refund at the bank counter" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address [calcolori@adm.unipi.it](mailto:calcolori@adm.unipi.it)  
Students with a foreign bank account in the SEPA Area, please select "Refund by bank transfer" and enter all the required data.

Bank account number for Refunds

Payment methods\*   
Select  
Bank Branch  
By Transfer

Back Forward

Key  
★ Compulsory field

Choose your password, then click "Forward".

Registration:Password

ATTENTION — THE PASSWORD:

- there must be at least 8 characters
- there must be no more than 200 characters
- there must be no more than 0 characters of the set |

Password

Password\*

Confirm the password\*

Back Forward

Key  
★ Compulsory field

Home

Informative utilizzo cookie |

Check the information you put, then click "Confirm".

We suggest you to save or print the reminder with your personal credentials (username and password).

- [Free Mover students](#)
- [Exchange students/Scambi internazionali](#)
- [Erasmus + students](#)
- [Foundation Course students](#)
- [Other mobility programmes \(CILS, CaoYang, etc\)](#)



Students from the above categories **only have to follow the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (check the links).

## Once in Pisa

➡ Apply for the [residence permit](#) within 8 working days from your arrival date in Italy (if you are a non-EU student, coming from a NON Schengen Country, and are going to carry out a mobility period of more than 90 days).

In case you come from a Schengen Country, please follow instructions at [this link](#).

➡ All the relevant information (including health insurance and the tax code) is available on the web pages dedicated to [welcoming international students](#).

➡ To complete your enrolment, register on the [Alice Web Portal](#) of the University of Pisa, entering your personal data, and then email to [wis@unipi.it](mailto:wis@unipi.it) the following documents:

- Copy of identity document (passport for non-EU students)
- Acceptance letter from the receiving Department
- Residence permit or copy of the postal receipt certifying the submission of the residence permit application (only for non-EU citizens being already in Italy)



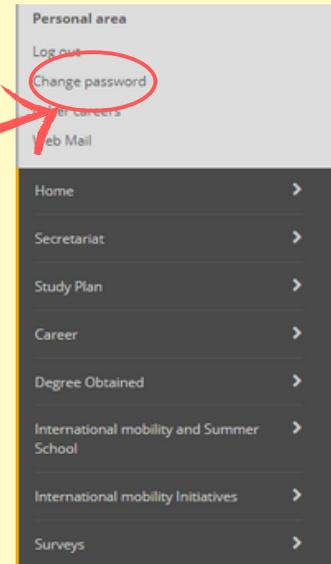
After the enrollment is completed, candidates already in Italy will receive the student card by mail. To this aim, the Italian address (residence or domicile) should be provided during the registration on the Alice web portal, after the reception of UNIPi credentials to access the personal page.

# Useful Information



## Set a new password

Once you are officially enrolled (and you have receive your Matricola/Student Number) - remember to set a new password in order to access all the services of the University.



You can do it from the Alice Portal:  
or at [this link](#).

You have to insert your Tax Code and the email, then you'll receive an email with a link to change the password.

## How can I access the Wi-Fi?



WI-FI University of Pisa



UniPisa

You can access, once enrolled, with your Alice Username and password



WI-FI City



Pisa Wi FI



To access the [free Wi-Fi provided by the municipality of the city of Pisa](#), upon first access, register online, fill in the fields, enter the 4-digit PIN which is obtained via SMS.

There are hotspots in the whole city.



## SEE YOU SOON IN PISA!

For technical assistance on the portal: [alice@unipi.it](mailto:alice@unipi.it) 

For info about the Student Exchange Programma: [exchange@unipi.it](mailto:exchange@unipi.it) 

For questions, guidance and assistance: [international@unipi.it](mailto:international@unipi.it) 

 <https://www.facebook.com/unipisaofficial/>

 <https://twitter.com/Unipisa>

 <https://www.youtube.com/channel/UCPmv4LUYs4e7kOrCbSRfscQ>

