



Dipartimento amministrativo per la ricerca,
la didattica e le relazioni esterne
Area servizi innovativi per la didattica e gli studenti
Settore III – Mobilità internazionale e accoglienza studenti stranieri
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Università degli Studi di Bari

LIFELONG LEARNING/ERASMUS PROGRAMME

ADMISSION

For admission, students have to fill in both the application form and the learning agreement in full and return them, on line : <http://uniba.llpmanager.it> to our Office, no later than:

20th May (starting from March, 10th) - **first semester and for the whole academic year**
20th November (starting from September, 1st) - **second semester**

All students are obliged to register on line. The system for on-line reception of applications will be blocked on 20th May – First semester and for the whole academic year, 20th November – Second semester at 12,00 p.m. Application forms will not be accepted after these deadline.

After that, students are asked to print the forms and send them by post, with the signatures of the Departmental and Institutional Coordinators, no later than : **30th May – First semester and for the whole academic year, 30th November – Second semester** to:

UNIVERSITÀ DEGLI STUDI DI BARI
SERVIZIO ARCHIVISTICO DI ATENEO SETTORE I PROTOCOLLO
Piazza Umberto I, 1 - 70121 Bari (Italia)

The application forms will be accepted ONLY when we receive the documents signed by the departmental and institutional coordinators of the home university.

The official acceptance letter will be sent to the students only after reception of the duly signed application.

To be enrolled at our University, Erasmus students have to submit the following documents:

- an **official document issued**, signed and stamped **by their home University** certifying that they have been awarded a LLP/Erasmus grant to study at the University of Bari and the duration and dates of the study grant;
- **two identification photos**;
- a photocopy of the **passport or of the identification card**;
- an **E-111/the international card for health insurance**. Students coming from countries not included in the EU (Middle Eastern Europe) have to provide a health insurance, indicating that the health insurance covers illness and personal accidents in order to be recognised by the police headquarters. This document must be written in English or if not, a declaration, released by the Italian Consulate of their country could be acceptable. In addition, in order to benefit from health care in Italy, students must submit the health care form issued by their country of origin to ASL (Local Health Organization), together with their identity card. Thus, they can choose the doctor who will treat them during their stay in Italy.
- a **14.62 € tax stamp** (it can be bought at any tobacconist's in Bari);

- a **transcript of records** released by their University;
- a **LLP/Erasmus learning agreement**. Students have to bring a learning agreement signed, in original, by the Institutional and Departmental Coordinators that must be deposited at the Erasmus Office, at the end of their study period. Erasmus students can download the learning agreement in the web-site: <http://uniba.llpmanager.it> section: FORMS.

These documents are **essential**; please do not forget them.

REGISTRATION AT THE ERASMUS OFFICE

At the beginning of the academic year or at the beginning of the second semester students are registered temporarily, for one or two semesters, at the Erasmus Office.

They are asked to arrange their arrival on the date indicated in their letter of acceptance and/or on the date of their registration on the on-line system, not before or later. In addition, the Office is glad to receive students for registration, during the following days and opening hours, otherwise students could not be accepted by the Office:

Monday:	10.00 – 12.00
Tuesday:	15.30 – 17.30
Thursday:	15.30 – 17.30
Friday:	10.00 – 12.00

For further information, please, contact:

- Dott. Lucia Cioce, Head Office Area Servizi Innovativi per la Didattica e gli Studenti, Settore III: Mobilità internazionale ed accoglienza studenti stranieri (International mobility and Erasmus Incoming students reception) - Piazza Umberto I, 1 - 70121 Bari (Italia) – tel. +39 080 5714834, fax. +39 080 5714463, e-mail: l.cioce@relint.uniba.it