

MANUAL FOR THE COMPLETION OF THE ON-LINE APPLICATION

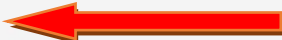
Before proceeding to the on-line application, please read the following manual and carefully follow all of the instructions

ATTENTION

The application is on-line. No hardcopies must be delivered.

LOGIN in your segreteria on line



- ▶ Login 
- ▶ Registrazione
- ▶ Authorization code from Access Code
- ▶ Recupero Password



Chi sei?

Scegli il tuo profilo per trovare ciò che ti serve...

Futuro Studente

Studente

Laureato

Docente

> L'Ateneo

Sede dell'Ateneo, Calendario accademico dell'Ateneo, Governo e organizzazione, ...

↳ Statuto e regolamenti

> Offerta formativa

↳ Dipartimenti
↳ Materiali informativi

- ▶ Corsi di Laurea
- ▶ Dottorati
- ▶ Master universitari
- ▶ Scuole di specializzazione
- ▶ Corsi di perfezionamento
- ▶ Corsi di formazione

> Tasse

Regolamento tasse, Borse di studio DSU, Pago PA, Rimborsi tasse, Modulistica, ...

↳ Simulazione calcolo tasse

> Laurea e post-laurea

- ▶ Almalaurea
- ▶ Alumni

> Lavoro - USiena Placement & Career Service

Orientamento al lavoro e career service. bandi.

Select English

The image shows a screenshot of a website interface. At the top, there is a header bar with a yellow border. On the left, the text "Guida de" is visible. On the right, there is a language selection dropdown menu. The menu is currently open, showing two options: "ita" (Italian) and "eng" (English). A blue arrow points from the text "Select English" to the "eng" option. Below the language selection, there is a user profile section with a placeholder for a profile picture and the text "Area Riservata". Below this, there are links for "Logout", "Cambia Password unisiPass", and "Altre Carriere". At the bottom, there is a list of navigation links: "Home", "Segreteria", "Piano di Studio", "Carriera", "Esami", "Conseguimento titolo", "Tirocini e stage", and "Mobilità internazionale in partenza".

Guida de

ita eng

Area Riservata

Logout

Cambia Password unisiPass

Altre Carriere

Home >

Segreteria >

Piano di Studio >

Carriera >

Esami >

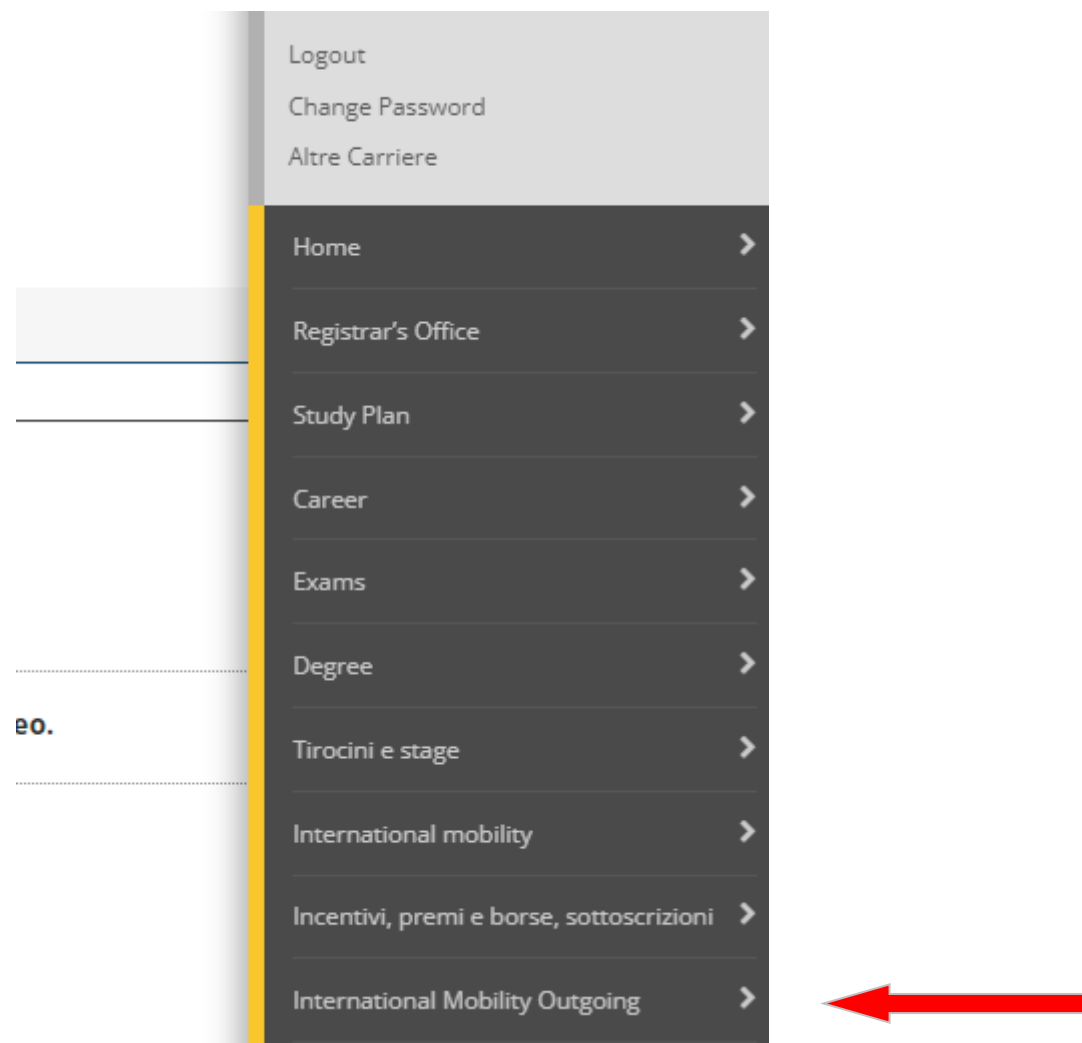
Conseguimento titolo >

Tirocini e stage >

Mobilità internazionale in partenza >

questo [link](#) e recarsi al **Centro Linguistico di Ateneo**.

Select International Mobility Outgoing



In Mobility Area select “DOPPIA LAUREA”

List of International Mobility Calls

Mobility Area

DOPPIA LAUREA

Double Degree

Academic year	Call num.	Title	Call status	Registration status	Actions	
2021	10	DoubleDegree Mobilità 22/23 ARCHEOLOGIA	🔒		🔍	🗨️
2021	19	DoubleDegree Mobilità 21/22 ECONOMIA E GESTIONE INTERMEDIARI FINANZIARI	🔒		🔍	🗨️

Caption

Click on the magnifier of the mobility call of your course

List of International Mobility Calls

Mobility Area

DOPPIA LAUREA

▼

Double Degree

Academic year	Call num.	Title	Call status	Registration status	Actions
2021	10	DoubleDegree Mobilità 22/23 ARCHEOLOGIA	🔒		<div><div>🔍</div><div>📄</div></div>
2021	19	DoubleDegree Mobilità 21/22 ECONOMIA E GESTIONE INTERMEDIARI FINANZIARI	🔒		<div><div>🔍</div><div>📄</div></div>

Caption

Click on “complete the form”

International Mobility Application

On this page it is possible to apply to the call and check all the steps of the procedure.





Attention: As far as the language assessment is concerned, please see the art. 6 of the notice of selection 2022/23 <https://en.unisi.it/international/mobility-abroad/study-and-research-abroad/erasmus-studies>

■ Call details


Title	DoubleDegree Mobilità 21/22 ECONOMIA E GESTIONE INTERMEDIARI FINANZIARI
Application completion period	from 04/02/2022 to 06/03/2022
Additional information	 See the call details

■ Application

You are not registered at the call

Phase	Activities	Info	Status
Registration	1 Completion of the application form	mandatory	
	2 Upload annexes	mandatory	
	3 Registration confirmation	mandatory	
Destination assigned	4 Rankings Publication		

Legend

-  Activity open
-  Activity blocked
-  Activity completed
-  Additional information

1 - Completion of the application form

You have not completed the application form yet

 [Complete the form](#)

Select destination.

Select the destination (if there is more than one destination, select in order of preference)

Don't write anything here

Selezionare le preferenze per le destinazioni

Destination location	pref.	Erasmus code	Language	Study plan and motivation
Lobachevsky State University of Nizhny Novgorod	<div>▼</div>			<div></div>
Lobachevsky State University of Nizhny Novgorod	<div>▼</div>			<div></div>
Siberian Federal University	<div>▼</div>			<div></div>
Vilnius University	<div>▼</div>	LT VILNIUS01		<div></div>

Merit indicators

Marks average 26

Weighted average 26

Register

Cancel

DO NOT select any language.

- Scroll down the page
- Click on “register”

Appunti	Immagine	Strumenti	Forme	Colori
Siberian Federal University				
Vilnius University			LT VILNIUS01	

Merit indicators

Marks average 26

Weighted average 26

Register

Cancel

Insert the required annexes

Application

You registration to the call is not completed. Annexes is needed.

Phase	Activities	Info	Status
Registration	1 Completion of the application form	mandatory	✓
	2 Upload annexes	mandatory	🔒
	3 Registration confirmation	mandatory	🔒
Destination assigned	4 Rankings Publication		🔒

Legend

🔒 Activity open

🔒 Activity blocked

✓ Activity completed

📄 Additional information

- Completion of the application form

ie application form has been properly completed
any changes is needed, the form must be first removed anche then completed again

Selected destinations

Destination		Erasmus code	Website	Coordinator	Places	Months
Iberian Federal University	Siberian Federal University				2	6
Ilinius University	Vilnius University	LT VILNIUS01			2	6

remove the application

Print the draft

- Upload annexes

effettuare l'upload degli allegati obbligatori per la partecipazione al bando.
conferma della candidatura al bando sarà possibile solo quando saranno stati caricati tutti gli allegati obbligatori.

File	Type	Actions
Curriculum	🔴 mandatory	
Lettera motivazionale	🔴 mandatory	
Transcript	🔴 mandatory	

Insert annex

1-Click on annex

Upload Annex

Announcement Details

Title

DoubleDegree Mobilità 21/22 ECONOMIA E GESTIONE INTERMEDIARI FINANZIARI

Annex Details

Annex

transcript

or free annex (to be ignored)

Description

Annex (Max 5MByte)

Scegli file

transcript.docx

Upload

Exit

2-Choose the annex

3-Click on **upload**

CHECK the application by printing the draft!!

1 - Completion of the application form

The application form has been properly completed

If any changes are needed, the form must be first removed and then completed again

Selected destinations

Destination	Erasmus code	Website	Coordinator	Places	Months
Siberian Federal University	Siberian Federal University			2	6
Vilnius University	Vilnius University			2	6


 [remove the application](#)  [Print the draft](#)

2 - Upload annexes

Effettuare l'upload degli allegati obbligatori per la partecipazione al bando.

La conferma della candidatura al bando sarà possibile solo quando saranno stati caricati tutti gli allegati obbligatori.

Title	Type	Actions
curriculum	mandatory	  
lettera motivazionale	mandatory	  
transcript	mandatory	  


 [Insert annex](#)

3 - Registration confirmation

Your registration to the call has to be confirmed.

After confirmation no changes can be done.


[back](#)

 [Confirm your registration and print the application form](#)

If changes are needed, remove the application and go through the procedure again

If check is OK, confirm your application and print the application form
After confirmation no changes can be done

Application submission and Registration receipt

 Attention! Once downloaded the registration receipt, click again on the links on the left 'International Mobility Outgoing > Mobility Applications' and check the submission status.
To submit the application press "Submit", to cancel the process press "Back". Please be aware that after submission no changes to the application can be made anyhow.

Submit

Back

**ATTENTION AFTER
CONFIRMATION NO CHANGES CAN
BE DONE**



University of Siena -

Matriculation n.....

Protocol n.

Double Degree A.Y. 2021/2022

..... born in on, resident in, phone:, personal e-mail:..... university e-mail:, nationality:

APPLIED TO

spend a period of study at one of the Universities listed below in order of preference and concerning the DoubleDegree Mobilità 21/22
.....Area:

Preference	Destination	Code
1	Siberian Federal University - Siberian Federal University	
2	Vilnius University - Vilnius University	LT VILNIUS01

The student is enrolled in the academic year 2021/2022 which is his/her year of degree course of the Department, matriculation n. The student has taken the following exams so far:

Date	Exam	Mark	Credits
.....

The student declared:

Siberian Federal University - Siberian Federal University Study plan and motivation

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Vilnius University - Vilnius University Study plan and motivation

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