UNIVERSITÀ DEGLI STUDI DI BERGAMO

SERVIZIO RICERCA, POST LAUREA E INTERNAZIONALIZZAZIONE

Incoming Exchange/Erasmus students
APPLICATION PROCEDURE
Memo for Partner Institutions
a.y. 2009/2010

Step 1 (May/June):

Please email/fax us the following information concerning your students coming to Bergamo:

- complete name
- nationality
- email address
- study area
- chosen semester of study (First/Second/Full academic year)

Admission cannot be guaranteed to those students not officially nominated by their Home University.

Step 2 (*June or November): Student Application forms (www.unibg.it/incoming > **"Admission and Registration")**

Please make sure to send us (by fax and post) the following forms duly completed, signed and stamped for each student:

- ECTS Application Form and Proposed Learning Agreement (duly signed and stamped) - *please note that the L.A will be finalised upon arrival;*
- Official Transcript of Records (*listing all exams prior to departure).*

Also to be included:

  - a certificate of Exchange/Erasmus status, including grant assigned, issued by Home University;
  - adequate health insurance for non EU students or Health Insurance Card (or equivalent) for EU students;
  - copy of valid ID card for EU students or passport for non EU students;
  - one passport size photo.

- Information on how to reach Bergamo and Travel Info Form (to be faxed at least a week before arrival).

Incomplete applications (missing signatures, information, documents) will not be processed.

***Deadlines for applications:**

- **30th June for the first semester or Full Academic Year**
- **1st November for the second semester**

Step 3 (July or November): Accommodation (www.unibg.it/accommodation)

Students may apply for housing online only after application deadlines (June 30th/Nov. 1st), and once steps 1 and 2 have been completed and the International Relations Office has received all necessary forms.

24127 Bergamo, via S.Bernardino 72/E tel. 035 2052 830 / 831 / 832 / 833 fax 035 2052 838 e-mail:relint@unibg.it
Università degli Studi di Bergamo www.unibg.it Cod. Fiscale 80004350163 P.IVA 01612800167

ECTS COURSE GUIDE

The 2009/2010 ECTS Guide is presently being updated and will be uploaded in the coming months. In the meantime, students can access the 2008/2009 ECTS Guide at www.unibg.it/ects: by clicking on "Degree Programmes" to the left.
Please note that though most courses do not differ from one year to the next, the semester is not guaranteed until Faculty Boards officially approve class schedules around end of July/beginning of August.

Academic Calendar
The Academic Calendar for each Faculty will be available from June onwards at www.unibg.it/incoming

Italian Language Course
The **Application form** can be downloaded from www.unibg.it/incoming > "Italian Language Course". An Intensive Language Course for beginners is also available at the start of each semester.
Completed forms should be included in the Student Application to be submitted in June or November (see step 2: **deadlines)**.

Students who have applied to Bergamo can also take advantage of **PASE (**www.unibg.it/incoming > PASE)**., a distance e-learning Italian language activity tool, specifically-designed for exchange students.** It has been conceived to help beginners improve their Italian Language skills and introduce them to the university. To request an individual login and password, students can write to relint@unibg.it

Beginners in Italian may also benefit from the **EILC Courses** offered by the European Commission. Further information can be found at:
http://europa.eu/education/programmes/llp/erasmus/eilc/index_en.htlm

Arrival
We strongly advise students to arrive at least one week before the start of classes (two weeks for those following the Intensive Italian Language Course). This will give them time to complete the enrolment procedure at the University of Bergamo: registration, courses, accommodation, etc.
During the first week of each semester there will be a WELCOME DAY, a sort of orientation session on courses and enrolment procedure. Students will also be given a tour of the facilities and meet Bergamo students.

Address: The International Office
Università degli Studi di Bergamo
Via S. Bernardino,72/E (second floor, room 20/22)
24122 Bergamo (Italy)
tel. 0039 035 2052 830 / 832
fax.0039 035 2052 838
email: relint@unibg.it