

# CALL FOR APPLICATION ERASMUS+ 2018 - 2019

## *HOW TO SUBMIT THE APPLICATION*

**Thursday, February 15th, 2018 12:00 pm**

**Room TL, Building A**

Website to fill out the online application: <http://torvergata.llpmanager.it/studenti/> - "click" on "Application Submission Form" ("*Modulo Presentazione Domanda*").

You can connect:

- From Faculties equipped with special computer rooms;
- From home with a PC provided with Internet connection;
- from an *Internet Point*;
- From any PC connected to Internet.

The student who intends to apply for the Erasmus+ selection must:

- read the General Call for Application of the University (*Bando generale d'Ateneo*) and the Attachment of the School of Economics ;
- check the language requirements for the chosen School and the training offer at the following link:

<http://economia.uniroma2.it/international/info-sedi/>

- The system will ask for your matricola number:
- proceed by entering the matricola number and e-mail. **The system will automatically assign a password** that will be sent to the e-mail address you provided (make sure that email is not moved to the Trash/Spam) and must be entered to proceed with the completion of the application. That password should be saved so that later on you can resume the application for any changes and for final validation.

To complete the application you will be required to enter the following information and attach the documents listed below:

- Academic Position, *it is recommended to indicate the year of first enrolment for the Bachelor's programme even if it was made at another university. Students of Master's degree, who graduated from other universities, should enclose the degree certificate indicating the date of enrolment and the final grade.*
- Personal Data, enter properly the mobile phone number and e-mail for urgent communications;
- Residence and Domicile (to specify if different from the residence);
- Fiscal Code
- IBAN (mandatory);
- Certificate attesting the language proficiency for all known languages (mandatory attachment);
- The list of taken exams downloadable from <https://delphi.uniroma2.it/totem/jsp/index.jsp>
- Self-certification of the Bachelor's degree final grade for those who have achieved the degree at Tor Vergata. Degree certificate for those who have achieved the degree at other universities, including foreign ones, (mandatory attachment). **N.B:** Students who graduated abroad, are requested to stop by the Erasmus+ Office of the School, (Ms. Simona De Angelis) bringing with them the graduation certificate and the declaration of value for the conversion of the final grade;

Check of all the data inserted (before submitting the application, for any doubt, we suggest you contact the Erasmus+ Office of the School by taking an appointment or by showing up during office hours) and **validation** of the application **no later than** 12:00 pm on February 28, 2018.

For any questions, the Erasmus+ Office of the School of Economics (Building. B, ground floor) is at your disposal on the following days and time:

Monday from 10 am to 1 pm;

Wednesday from 10 am to 1 pm and from 2:30 pm to 4 pm;

Thursday from 10 am to 1 pm;

- Erasmus+ Coordinator, dr. Susanna Petrini, Tel. +39.06.72595507 – 5560, e-mail: [petrini@economia.uniroma2.it](mailto:petrini@economia.uniroma2.it)
- Mobility Assistant, dr. Simona De Angelis, Tel. +39.06.72595752, e-mail: [simona.de.angelis@uniroma2.it](mailto:simona.de.angelis@uniroma2.it)