STUDENT INSTRUCTIONS

Dear student,

below you can find more details about ALICE and the Erasmus mobility platforms.

==ALICE== PORTAL

Important notes:

ACTIVATION OF YOUR ALICE CREDENTIALS

- Sign up Alice portal in order to obtain the username and password;
- Within 24h after your registration, you will receive a notification email that invites you to activate your credentials through the following link (Type your tax code generated on ALICE);
- Please note that you will be able to access the Erasmus Portal, only after you will activate your credentials by following these tips.
- After completing the procedure, you will have access to the UniPi Wi-Fi network and many other online services, such as the Alice web portal, Erasmus portal, your institutional email box, the web portal for exam registration and e-learning, the University Library System, and many more.

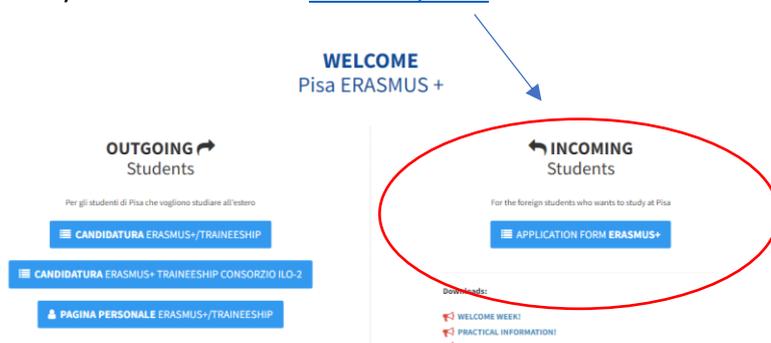## What you need to know about the ==APPLICATION FORM== on the Erasmus mobility portal

- If you encounter technical problems (ex: access or uploading documents issues), please, get in contact directly with the *HELPDESK* service (button on the top right of the home page). The personnel in charge will provide you with all the necessary support.

- Before submitting the application, make sure that you properly filled in the form with all the required data (please, double-check the form). For any doubt, do not hesitate to email erasmus.incoming@unipi.it;

- Once you have submitted your application, your Erasmus Departmental Coordinator will review it and, if necessary, they will contact you for integrations or corrections. On the other hand, if everything is fine, you will receive an email, which notify the approval of your application for the finalization of your enrollment at the University of Pisa.

HOW TO GET YOUR STUDENT CARD

- Access your account on the Erasmus portal
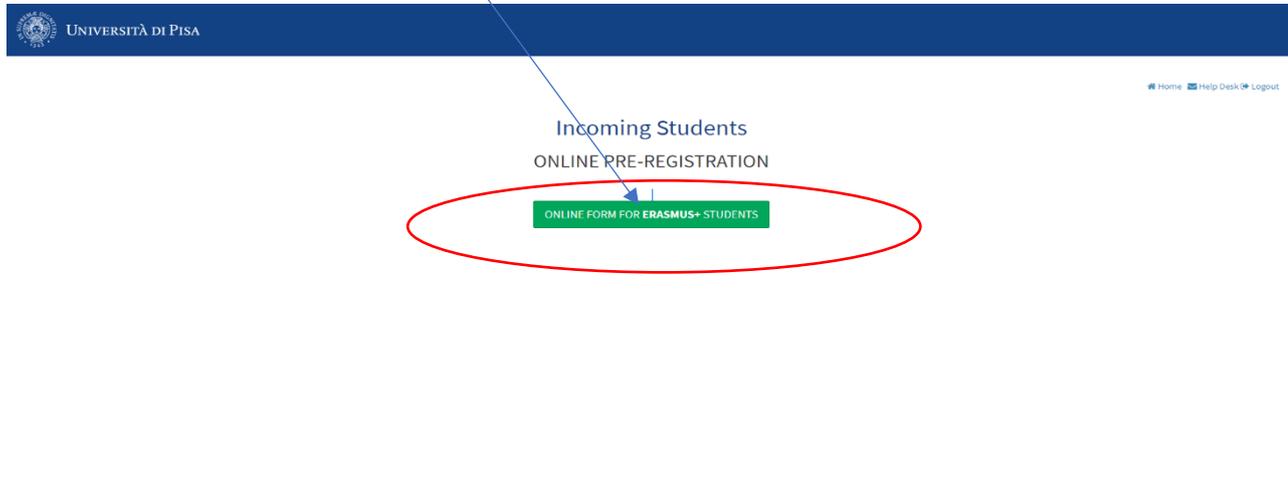

- Once your application will be approved, you can schedule an appointment with the Central office and pick up your student card.

Instructions for <mark>downloading the Erasmus mobility documents</mark>

- Log in the Erasmus Mobility platform using your ALICE's credentials
- Click on "Online Form for Erasmus+ students"

- Select the button **"View"**

- Go on "**Documents uploaded by your Erasmus Departmental Coordinator**" to find out all the documents and download them

Università di Pisa

ERASMUS+ 2021-2022

First name: **MARIO**
Last name: **ROSSI**
Ricevuta del: **01/07/2021**
Mobility type: **Erasmus study**
Where: **Università di Pisa**

Documents uploaded by your Erasmus Departmental Coordinator

Uploaded documents

primo test del doc: 📄 **file-test.pdf**

ACADEMIC DATA
Sending institution: **KARL-FRANZENS-UNIVERSITÄT GRAZ**

N. **381411** Area: **0220 Humanities (except languages), not further defined** - Duration: **10 months** - Level: **Undergraduate, Postgraduate, Doctoral** - Faculty: **Dipartimento di Civilta'' e Forme del Sapere**

EXCHANGE PERIOD
Duration of stay (in months): **6** (Semester: **I° Semester**)
Date of arrival (foreseen): **20/08/2021**
Date of departure (foreseen): **20/02/2022**

STUDENT PERSONAL DATA
Family name: **ROSSI**
First name(s): **MARIO**
Place of Birth: **Wien**

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