

# STUDENT INSTRUCTIONS

Dear student,

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

## ALICE PORTAL

Important notes about your registration on the ALICE platform.

### 1. REGISTRATION FORM:

- **PERSONAL DATA:** It is important that your name and surname correspond exactly to those recorded on your passport/Id, including your full surnames and names (we specify that “nome” is for “name” and “cognome” is for “surname”);
- The registration form has been created for all students in general. You can skip the section "Bank Account number";
- Moreover, when you register on the Alice portal, you will see your tax code will be automatically generated, so you can move forward with no problems at all;
- Please take into account that the tax ID generated on the Alice portal is not the official one – for that, you will need to go to the “Agenzia Delle Entrate” in Pisa once you will be here;
- In case the system asks for a domicile address in Pisa, just type XXX – you will amend it when you will be in Pisa or as soon as you will be able to indicate a domicile’s address in Italy.

### 2. 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.

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

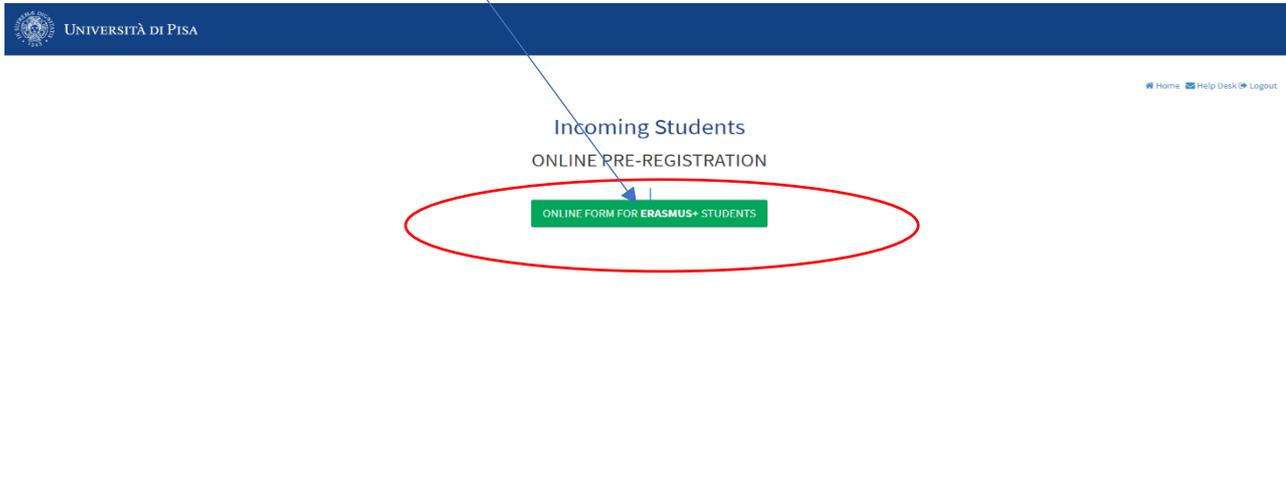
- If you encounter technical problems (ex: access or uploading documents issues), please, get in contact directly with the **HELPDESK** service (button on the top right of the home page). The personnel in charge will provide you with all the necessary support.



- 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](mailto: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.

## Instructions for **downloading the Erasmus mobility documents**

- 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 Civiltà 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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