# INTERNATIONAL NON-EU MOBILITY
## A.Y. 2024/2025 STEP BY STEP

<table>
<thead>
<tr>
<th>When</th>
<th>What</th>
<th>Who does and where</th>
<th>Further information</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 February 2024</td>
<td>Publication Announcement</td>
<td>UNIFI International Mobility Office</td>
<td><a href="https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae">https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae</a></td>
</tr>
<tr>
<td>7 February 2024</td>
<td>Opening online applications</td>
<td>The student applies on <strong>TURUL</strong></td>
<td><a href="https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae">https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae</a></td>
</tr>
<tr>
<td>6 March 2024 1:00 pm</td>
<td>Call for Application deadline and closing date on TURUL</td>
<td><strong>TURUL</strong></td>
<td><a href="https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae">https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extrae</a></td>
</tr>
<tr>
<td>19 February 2024</td>
<td>Deadline for the registration in the Students Career of the taken exams</td>
<td></td>
<td>Art. 8 of the Announcement</td>
</tr>
<tr>
<td>Starting from March 26, 2024</td>
<td>Publication of the first School ranking and online acceptance (time for the student to accept the destination online: 3 working days). Any sliding of rankings will follow.</td>
<td>Publication in <strong>TURUL</strong> of the ranking list by the UNIFI International Mobility office and Online acceptance on <strong>TURUL</strong> by the student</td>
<td>Art. 9 of the Announcement</td>
</tr>
<tr>
<td>Nomination phase of the winning students to the receiving Institutions</td>
<td>International Relations Services of UNIFI Schools</td>
<td></td>
<td></td>
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<tr>
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</tbody>
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## Before the departure

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<tr>
<td>Before the departure</td>
<td>Informative sessions for winning students</td>
<td>International Relations Services of UNIFI Schools</td>
<td>UNIFI School website <a href="https://www.unifi.it/cmprov-p-5218.html">https://www.unifi.it/cmprov-p-5218.html</a></td>
</tr>
<tr>
<td></td>
<td>Submission of the Application form and the accommodation form, if any, to the receiving Institution</td>
<td>The student, in accordance with the deadlines set by the receiving Institution</td>
<td>Receiving Institution website</td>
</tr>
<tr>
<td></td>
<td>Learning Agreement Drafting</td>
<td>By the student</td>
<td>Modalities will be communicated to students</td>
</tr>
<tr>
<td></td>
<td>Financial Contract signature</td>
<td>Prepared by the UNIFI International Mobility Office and signed by the student and UNIFI</td>
<td><a href="https://www.unifi.it/vp-7464-erasmus-e-mobilita-internazionale.html#extra">Modalities will be indicated at</a></td>
</tr>
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## During the mobility

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<tr>
<td><strong>Within 7 days</strong> from the start of the mobility</td>
<td>Attendance Certificate (certificate of arrival/departure) stating the beginning of the mobility period</td>
<td>Completed, signed and stamped by the International Relations Office of the receiving Institution and sent by the student to <a href="mailto:outgoing.exatrae@unifi.it">outgoing.exatrae@unifi.it</a></td>
<td></td>
</tr>
<tr>
<td><strong>Within 30 days</strong> from the start of the mobility</td>
<td>Possible Changes to the original Learning Agreement</td>
<td>By the student</td>
<td>Modalities will be communicated to students</td>
</tr>
<tr>
<td>By the end of the mobility period</td>
<td>Possible request for extension of the study period, subject to the approval of the International Relations Office of the host Institution and of the International Relations Service of the UNIFI School</td>
<td>By the student</td>
<td><strong>UNIFI School website</strong> <a href="https://www.unifi.it/compromvp-5218.html">https://www.unifi.it/compromvp-5218.html</a></td>
</tr>
<tr>
<td>At the end of the Erasmus period and before the return</td>
<td>Request to the host Institution to complete and sign the Attendance certificate (certificate of arrival/departure) with the mobility end date</td>
<td>By the student at the International Relations Office of the host Institution</td>
<td></td>
</tr>
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### Upon return from the mobility

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<tr>
<td><strong>Within 15 days</strong>&lt;br&gt;after the end of the international mobility period</td>
<td>Submission of the Attendance certificate</td>
<td>Completed, signed and stamped by the International Relations Office of the receiving Institution and sent by the student to <a href="mailto:outgoing.extraue@unifi.it">outgoing.extraue@unifi.it</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sending travel documents (e.g., boarding card, visa fees) to the email outgoing.extraue(AT)unifi.it for reimbursement of travel costs within the limits indicated in Art.16. The Request for Reimbursement of Travel Expenses form should also be sent to the same email.</td>
<td>By the student to the email <a href="mailto:outgoing.extraue@unifi.it">outgoing.extraue@unifi.it</a> (In case the travel documents are in paper format, they should be sent or delivered to the UP Internazionalizzazione - Mobilità internazionale in Via della Pergola, 60-50121 Firenze)</td>
<td>The Travel Expense Reimbursement Request form can be downloaded at <a href="https://www.unifi.it/yp-7464-erasmus-e-mobilita-internazionale.html#extraue">https://www.unifi.it/yp-7464-erasmus-e-mobilita-internazionale.html#extraue</a></td>
</tr>
<tr>
<td>At the end of the international mobility period and before requesting for the recognition of the activities carried out</td>
<td>Send the Transcript of Records or Transcript of Work to the email <a href="mailto:outgoing.extraue@unifi.it">outgoing.extraue@unifi.it</a> and to the International Relations Office of your UNIFI School</td>
<td>By the student</td>
<td>UNIFI School website <a href="https://www.unifi.it/cmpro-v-p-5218.html">https://www.unifi.it/cmpro-v-p-5218.html</a></td>
</tr>
<tr>
<td><strong>Within 45 days</strong>&lt;br&gt;after the delivery of all documents</td>
<td>Request for recognition of the activities taken abroad</td>
<td>By the student at the UNIFI School's International Relations Service</td>
<td>UNIFI School website <a href="https://www.unifi.it/cmpro-v-p-5218.html">https://www.unifi.it/cmpro-v-p-5218.html</a></td>
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