





UNIFI Erasmus incoming students a.y.2022/2023

Web Registration prior to arrival in Florence

pag. 1 Unità di processo Internazionalizzazione – Mobilità internazionale





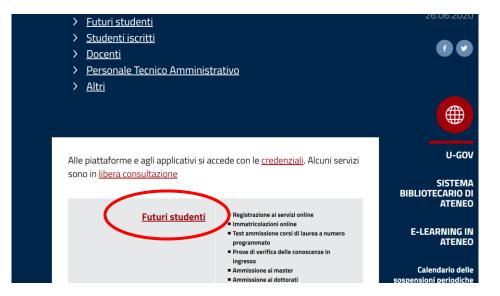


Dear student,

As prospective Erasmus student of the University of Florence you need to enter your personal data in order to then be enrolled by the Office at the University of Florence through the online procedure. You are requested to complete only the following sections and NOT go beyond them: the enrolment procedure must be then finalized by the Office in charge only, that will contact you with additional requests in order to finalize the procedure and assign the Matricola (UNIFI registration number).

Please follow the steps below:

Go to <u>Servizi online Futuri studenti</u> <u>https://sol-portal.unifi.it/vp-216-futuri-studenti.html</u>



Click on Registrazione completa

https://studenti.unifi.it/AddressBook/ABStartProcessoRegAction.do







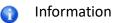
Per accedere ai servizi di questa pagina puoi usare SPID, altrimenti devi registrarti per impostare il tuo utente personale

Se sei già stato iscritta/o		cedere
all'Università di Firenze: Sped	• <u> </u>	Codice Fiscale e la password utilizzata per i l'ultima carriera attiva.
		ord associata al tuo Codice Fiscale, puoi ervizio <u>password dimenticata</u>
	posta elettronica privato oppure quello ins	ord perché non avevi registrato un indirizzo di erito non è più valido, puoi contattare la tua <u>denti</u> inviando:
	- richiesta firmata di inserimento dell'er	nail personale
	- copia di un documento di identità	
Se non sei mai stato iscritta/o all'Università di Firenze: sp:d	Registrati con SPID ti verrà chiesto il consenso ad importare i tuoi dati e poi dovrai completare la registrazione (al termine tornerai in questa pagina)	Se non hai OFID pusi effotuare la registrazione completa che ti concentirà di creare il tuo utente e di scegliere la password (al termine tornerai in questa pagina)

You will be redirected to the registration portal. *

Welcome! Follow the instructions on the next pages in order register your personal data on the University website. Once the procedure is completed, you will be sent a confirmation e-mail

Caption



Section in progress or Open section



Locked section; it can become available once the former sections are filled out



Successfully filled out section







Action	Section	Info	Status
A – Web Registration			
	Personal Data		
	Permanent Address		
	Current Address		
	Contact Details		
	Choose Password		
	User Registration Overview		
	Login Details Overview		

Web Registration

Click on Web Registration – circled in red in the screenshot below – in order to start the procedure:

Registrazione Web

Benvenuto! Le prossime pagine ti guideranno alla registrazione sul nostro sito. Ti verrà chiesto di inserire il codice fisca avvenuta registrazione con i dati per l'accesso al sistema.

Attività	Sezione	
A - Registrazione Web		
	Dati Personali	
	Indirizzo Residenza	
	Indirizzo Domicilio	
	Recapito	
	Scelta Password	
	Riepilogo Registrazione Utente	
	Riepilogo Credenziali	







Caption



Checklist

Required data

Registration: Personal Data

Personal data

First name (as the one on your ID card or passport)*	
Family name (as the one on your ID card or passport)*	
Date of birth*	(dd/mm/yyyy)
Gender*	M / F
Citizenship*	
Country of Birth*	
City (Place of birth)*	
CODICE FISCALE (Fiscal Code)*	(determined by default if not entered by the applicant)
	Important: Fiscal Code has been determined by default; please check if it is correct, before going any further with the procedure.

Note

If you do not have a Fiscal Code to submit in the corresponding box, you may leave it blank and click on "Next":







Registrazione: Dati pe	ersonali
-Dati personali	
Nome*	
Cognome*	
Data Nascita*	Canada a t
	(gg/MM/yyyy)
Sesso*	Maschio • Femmina
Cittadinanza*	
Nazione di nascita:*	
Città*	
Codice Fiscale*	
	(calcolato se non indicato)

Then, you will be redirected to the refreshed page, in which the Fiscal Code shall be determined by default according to the other personal data you have submitted:





(55/1VIIVI/ YYYY



Maschio Femmina
(calcolato se non indicato) Attenzione: Il Codice Fiscale è stato calcolato automaticamente, controlla che sia corretto e prosegui.







Registration: Permanent Address

Important: the box **Starting date of the period of validity** stands for the date from which you have started living at the submitted address as your domicile. If you do not know the specific date, you may fill out the box by stating the first day of the current year (for instance, 1st January 2022)

Permanent Address

Country*	
City*	
Post Code	
District	
Address*	
	(street, square, road)
House Number*	
	(if absent, you may put number 0)
Starting date of the period	
of validity*	(dd/mm/yyyy)
Phone number*	(Please respect the following format: +39 0000000) **
Permanent address is the	Yes / No
same as the current	
address*	

** Please note that the system accepts ONLY this format: international dialling code, blank space and number/mobile number)



Next







Registration: Current Address

Important: the box **Starting date of the period of validity** stands for the date from which you have started living at the submitted address as your temporary residence address. If you do not know the specific date, you may fill out the box by stating the first day of the current year (for instance, 1st January 2022).

Home Address

At	
Country*	
City*	
Post Code	
District	
Address*	
	(street, square, road)
House Number*	
	(if absent, you may put number 0)
Starting date of the	
period of validity*	(dd/mm/yyyy)
Phone number*	(Please respect the following format: +39 0000000) **

Prev

Next

Νοτε

The section "Current Address" has to be filled out only in case you have answered *No* to the last question from the previous section (Permanent Address section). "Current Address" refers to the address you are currently living in.

** Please note that the system accepts ONLY this format: international dialling code, blank space and number/mobile number)







Registration: Contact details

Contact details	
Personal E-mail address*	
Confirm E-mail address	
	(Please confirm your E-mail address)
Country Code	
Country Code	
	if you cannot find your country code in the drop-down menu, please write it in the box above
Mobile phone	
Privacy*	I declare to have read the <u>Privacy Policy</u> under the terms of the European Regulation regarding the safety of personal data (Reg UE 2016/679) Y / N
Prev Next	







Registration: Choose your password

Here you can choose your personal password. This password will be used for the access to the University Online Services once you will be enrolled.

All spaces at the beginning and at the end of the chosen password shall be deleted.

ATTENTION: the password shall be chosen according to the following conditions:

- it shall be at least 8 characters long
- it shall include at least 1 character of the type A-Za-z
- it shall include at least 1 character of the type 0-9
- it shall be no more than 20 characters long

Choose password

Password*

Confirm password*

Prev

Next







Registration: Registration Overview

This page provides an overview of the information submitted in the previous sections.

Personal data	
First name	
Family name	
Gender	
Date of Birth	
Citizenship	
Country of Birth	
City (non listed)	
Codice Fiscale (Fiscal Code)	

Edit Personal Data Use this link in order to edit the Personal Data submitted.

Permanent Address

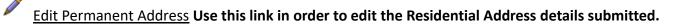
Country	
City (not listed)	
Post Code	
District	
Address	
House Number	
Starting date of the period of validity	
Phone number	
Permanent address is the same as the current	







address

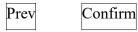


Contact details

Personal E-mail address

Mobile phone I declare to have read the <u>Privacy Policy</u> under the terms of the European Regulation regarding the safety of personal data (Reg UE 2016/679)

Edit Contact details Use this link in order to edit the Contact details submitted.



Νοτε

If needed, you can fix/update the details already submitted by clicking on the link <u>Modifica</u> (Edit) – circled in red in the screenshot below. There is one link for each section of the Registration procedure.







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odice Fiscale	

In case all details are correct, click on <u>Conferma</u> (Confirm) in order to complete the procedure. Then, you will be sent a confirmation message to your email box. Please consider the message only as a confirmation that you have followed the correct procedure, <u>do not</u> access to the system as indicated in the email.

N.B. From this point onward, no further action is required from your side and the enrolment procedure will be taken over by the Office in charge, that will finalize the procedure and provide you with the Matricola (UNIFI registration number).