UNIFI Erasmus incoming students a.y.2022/2023
Web Registration prior to arrival in Florence
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 Servizi online Futuri studenti

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

<table>
<thead>
<tr>
<th>Se sei già stato iscritto/o all'Università di Firenze: SpID</th>
<th>per accedere</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usa la tua identità digitale SpID oppure il Codice Fiscale e la password utilizzata per i servizi on line durante l'ultima sessione attiva.</td>
<td></td>
</tr>
<tr>
<td>Se non hai SPID e non ricordi la password associata al tuo Codice Fiscale, puoi ottenere una nuova con il servizio password dimenticata</td>
<td></td>
</tr>
<tr>
<td>Se non riesci ad ottenere una nuova password perché non avevi registrato un indirizzo di posta elettronica privato oppure quello inserito non è più valido, puoi contattare la tua sezione studenti inviando:</td>
<td></td>
</tr>
<tr>
<td>- richiesta firmata di inserimento dell'email personale</td>
<td></td>
</tr>
<tr>
<td>- copia di un documento di identità</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Se non sei mai stato iscritto/o all'Università di Firenze: SpID</th>
<th>Registrati con SPID</th>
<th>Se non sei SPID puoi effettuare la registrazione completa</th>
</tr>
</thead>
<tbody>
<tr>
<td>ti verrà chiesto il consenso ed importara i tuoi dati e poi dovrai completare la registrazione (al termine tornerai in questa pagina)</td>
<td>che ti concentrerà di creare il tuo utente e di scegliere la password (al termine tornerai in questa pagina)</td>
<td></td>
</tr>
</tbody>
</table>

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**

- Information
- Section in progress or Open section
- Locked section; it can become available once the former sections are filled out
- Successfully filled out section
A – Web Registration

Personal Data
Permanent Address
Current Address
Contact Details
Choose Password
User Registration Overview
Login Details Overview

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

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

<table>
<thead>
<tr>
<th>Attività</th>
<th>Sezione</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Registrazione Web</td>
<td>Dati Personali</td>
</tr>
<tr>
<td></td>
<td>Indirizzo Residenza</td>
</tr>
<tr>
<td></td>
<td>Indirizzo Domicilio</td>
</tr>
<tr>
<td></td>
<td>Recapito</td>
</tr>
<tr>
<td></td>
<td>Scelta Password</td>
</tr>
<tr>
<td></td>
<td>Riepilogo Registrazione Utente</td>
</tr>
<tr>
<td></td>
<td>Riepilogo Credenziali</td>
</tr>
</tbody>
</table>
Caption

Required data

Checklist

Registration: Personal Data

Personal data

<table>
<thead>
<tr>
<th>First name (as the one on your ID card or passport)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name (as the one on your ID card or passport)*</td>
</tr>
<tr>
<td>Date of birth*</td>
</tr>
<tr>
<td>(dd/mm/yyyy)</td>
</tr>
<tr>
<td>Gender* M / F</td>
</tr>
<tr>
<td>Citizenship*</td>
</tr>
<tr>
<td>Country of Birth*</td>
</tr>
<tr>
<td>City*</td>
</tr>
<tr>
<td>CODICE FISCALE (Fiscal Code)* (determined by default if not entered by the applicant)</td>
</tr>
</tbody>
</table>

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”:
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:
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, 1\textsuperscript{st} 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***

**Permanent address is the same as the current address*** 
Yes / No
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, 1\textsuperscript{st} January 2022).

Home Address

<table>
<thead>
<tr>
<th>At</th>
<th>Country*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City*</td>
</tr>
<tr>
<td></td>
<td>Post Code</td>
</tr>
<tr>
<td></td>
<td>District</td>
</tr>
</tbody>
</table>
|    | 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* |

**NOTE**
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.
Registration: Contact details

Contact details

<table>
<thead>
<tr>
<th>Personal E-mail address*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm E-mail address</td>
<td>(Please confirm your E-mail address)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country Code</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country Code</th>
<th></th>
</tr>
</thead>
</table>

if you cannot find your country code in the drop-down menu, please write it in the box above

<table>
<thead>
<tr>
<th>Mobile phone</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Privacy*</th>
<th></th>
</tr>
</thead>
</table>

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

Y / N
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**

- **Edit Permanent Address**: Use this link in order to edit the Residential Address details submitted.

**Contact details**

<table>
<thead>
<tr>
<th><strong>Personal E-mail address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mobile phone</strong></td>
</tr>
</tbody>
</table>

I declare to have read the Privacy Policy 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.

**NOTE**
If needed, you can fix/update the details already submitted by clicking on the link **Modifica (Edit)** – circled in red in the screenshot below. There is one link for each section of the Registration procedure.
In case all details are correct, click on Conferma (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, do not 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).