Incoming Erasmus students
Welcome guide 2017/18
• Register at the **International Mobility Office** of the University of Genoa

This is the first office you have to visit (don’t forget to bring a valid identity document with you). Here you will be registered and enrolled, you will receive a matriculation number and all necessary documents. You will be also given the student badge that is necessary to access to the labs, to libraries and student canteens. After you have enrolled you will be able to access all the facilities and services you are entitled to as a student of the University of Genoa.

• *Go to the Foreign students’ office (SASS)*

This office can help you in:

- finding the best accommodation for your needs
- applying for the tax code number
- applying for the permit of stay (only non EU citizens)

International Mobility Office
P.zza Nunziata 6, 2nd floor, 16124 Genova
tel. +39 010 209 9545
Fax +39 010 209 5012
E-mail: coopint@unige.it

Opening hours:
Monday, Wednesday, Thursday, Friday 9.00 - 12.00
Tuesday 9.00-11.00 and 14.30 - 16.00
• **Take part in the Italian Language Course**
The University of Genoa organizes, with the contribution of E.U., Italian language courses for foreign students, **completely free of charge**.
If you want to follow the course you have to fill in the appropriate section of the Application Form.
The courses are divided into levels from A1 (breakthrough) to C2 (mastery) in keeping with the criteria laid down by the Common European Framework of Reference for Modern Languages of the Council of Europe. The students have to sit for an entrance test that usually coincides with the beginning of the course. For information and timetables: [http://www.clat.unige.it](http://www.clat.unige.it)

**STARTING DATES:**

<table>
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<tr>
<th>September the 5th 2017 (intensive course)</th>
<th>October the 24th 2017</th>
<th>February the 15th 2018</th>
<th>March the 6th 2018</th>
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<td><strong>September the 26th 2017</strong></td>
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**THINGS TO DO AFTER REGISTRATION:**

• **Contact the professor responsible for the exchange** (indicated in the section «Erasmus+ stay data» of your Application Form). The professor responsible will support you in matters concerning your study/traineeship plan (learning agreement) and the course units.

• **Contact the international office of the appropriate Didactic Structure.**
It will provide all useful information regarding the organization of the Structure, academic calendar and course units.

**ATTENTION: learning agreement and changes**
The learning agreement and its changes have to be completed in accordance with the sending Institution and the professor responsible for the exchange at the University of Genoa (following the rules of each Didactic Structure.) As to the section of the document reserved to the receiving Institution, the document has to be approved by the professor responsible for the exchange and/or the ECTS Departmental Coordinator (if the course applies the ECTS method). If the document needs the approval of the **Erasmus Institutional Coordinator**, you have to come to the International Mobility Office after obtaining the signature of the professor responsible for the exchange.
**Ask for an extension of the Erasmus period**

If you wish to extend the duration of your Erasmus stay you need the authorization both of:

- your sending Institution (the authorization has to be emailed directly by your sending institution to coopint@unige.it)

- the professor responsible for the exchange at the University of Genoa (the authorization has to be emailed directly by the professor to coopint@unige.it)

These authorizations have to be received by the International Mobility Office at least 15 days before the end of the registered Erasmus period.

After receiving both authorizations, the International Mobility Office will issue a confirmation of acceptance.

**IMPORTANT:** Remember that the Erasmus period cannot exceed 12 months and must be completed within September 30, 2017.

**contact ALFA Regional Institute:**

ALFA offers general student services such as MEAL SERVICES and accommodation. **Canteens** are one of the main services provided for students, also Erasmus students can have access to this service, prior authorization. The complete list of canteens available for students and the prices of meals can be consulted at the web page www.arsel.liguria.it/ link https://www.arsel.liguria.it/index.php/dirit-studio/27-risto-stu/52-ristor-orga#.WHy2GVPbCHs

ALFA (Agenzia per il Lavoro La Formazione e l'Accreditamento)

Via San Vincenzo, 4

**Website:** http://www.arsel.liguria.it/

**Opening Hours:**
Monday to Friday 9.00 – 12.00
Tuesday and Wednesday also 14.30 – 16.30
**THINGS TO DO DURING YOUR STAY:**

- **contact GEG (Gruppo Erasmus Genova)**

  GEG is a non-profit student organization, part of the Erasmus Student Network (ESN), its goal is to promote student mobility in the framework of university exchange projects, according to the principle *students helping students*. GEG is run by volunteers and also organizes lots of activities to help foreign students to become part of the Genoese social structure. GEG also organizes a pick-up service upon request.

  **GEG (Gruppo Erasmus Genova)**  
  Albergo dei Poveri  
  Piazzale E. Brignole 2  
  E-mail: genova@esn.it  
  Website: http://www.esngenova.it/

- **contact CUS (Centro Universitario Sportivo)**

  If you are interested in sports, you can contact CUS. All useful information can be found consulting the web page http://www.cusgenova.it

  **CUS (Centro Universitario Sportivo)**
  
  Via Monte Zovetto, 21 A  
  Tel. 010-362.30.01 Fax: 010.31.81.26  
  E-mail: segreteria@cusgenova.it  
  Website: www.cusgenova.com
THE UNIVERSITY OF GENOA AND THE MUNICIPALITY OF GENOA, IN COLLABORATION WITH GEG, ORGANIZE A WELCOME EVENT FOR EACH SEMESTER DEDICATED TO INTERNATIONAL STUDENTS. AFTER A WARM WELCOME, STUDENTS WILL BE GIVEN THE GENOVA WELCOME PACK AND THEY WILL BE GUIDED THROUGH THE FASCINATING HISTORICAL CENTRE OF THE CITY IN A GREAT WALKING TOUR.

STUDENTS WILL RECEIVE THE INVITATION BY EMAIL AND THEY WILL BE REQUESTED TO CONFIRM THEIR PARTICIPATION.
**ASK FOR THE ATTENDANCE CERTIFICATE:**

This is an essential document stating your Erasmus exchange period spent at the University of Genoa. Before leaving, you have to contact the Professor responsible for the exchange or the Erasmus office of the competent Didactic Structure, in order to get your confirmation of attendance duly signed and stamped.

**PICK UP YOUR TRANSCRIPT OF RECORDS:**

At the end of your exchange period you have to go the Students’ registrar’s Office (Segreteria) in order to get the document stating your didactic activities during the Erasmus period.
Students’ registrar’s Offices:

- **School of Mathematical, Physical and Natural Sciences** – Viale Benedetto XV, 7
  - **Tel.** 0039 – 010 353 38190  **Fax:** 0039-010-353.38179  **E-mail:** Studenti.scienze@unige.it

- **School of Medical and Pharmaceutical Sciences (Medicine and Surgery – Pharmacy)** - Viale Benedetto XV, 7
  - **Tel.** 0039 – 010 - 353. 38190  **Fax:** 0039-010- 353. 38190  **E-mail:** Studenti.medfar@unige.it

- **School of Humanities (Arts and Philosophy – Foreign Languages and Literature)** - via Balbi 4
  - **Tel.** 0039 – 010 -209. 51690  **Fax:** 0039-010-209.9610  **E-mail:** Studenti.uma@unige.it

- **Polytechnic School (Architecture - Engineering )** - Stradone Sant'Agostino 37
  - **Tel.** 0039 – 010 -209. 5660  **Fax:** 0039-010-209.9652  **E-mail:** Studenti.poli@unige.it

- **School of Social Sciences (Economics- Law – Education- Political Science)** - Piazza della Nunziata 9 r (Belimbau Building)
  - **Tel.** 0039 – 010 -209. 51890  **Fax:** 0039-010-209.9610  **E-mail:** studenti.soc@unige.it

**Opening hours**
Monday – Wednesday – Thursday - Friday  9.00 -12.00
Tuesday  9.00 -11 and 14.30 -16.00
Erasmus Office at Didactic Structure:

All useful information regarding the Erasmus Office of the appropriate Didactic Structure is given at arrival by the staff of the International Mobility Office and can be consulted at the web pages dedicated to the Didactic Structure of interest.

- **School of Mathematical, Physical and Natural Sciences**
  
  Email: sportello@scienze.unige.it

- **School of Medical and Pharmaceutical Sciences (Medicine and Surgery – Pharmacy)**
  
  E-mail: erasmus.medicina@unige.it

- **School of Social Sciences (Economics- Law – Education- Political Science)**
  
  Economics - Email: relazint@economia.unige.it
  
  Law – Email: erasmus@giuri.unige.it
  
  Education – Email: relint.sdf@unige.it
  
  Political Science – Email: aife@unige.it

- **School of Humanities (Arts and Philosophy – Foreign Languages and Literature)**
  
  E-mail: relint@scienzeumanistiche.unige.it

- **Polytechnic School (Architecture - Engineering )**
  
  Architecture E-mail: erasmus.architettura@politecnica.unige.it
  
  Engineering E-mail: erasmus.ingegneria@politecnica.unige.it

Professor responsible for the exchange:

All useful information regarding the responsible for your Erasmus exchange is given at arrival by the staff of the International Mobility Office, his/her consulting hours and other contacts can be asked directly to the Erasmus Office of the Didactic Structure of interest.
Enjoy your stay at University of Genoa!