1. **TAX CODE (CODICE FISCALE)**
   The Erasmus office will issue Tax Codes for all the incoming students. Tax codes will be sent by mail to each student.

2. **OFFICIAL REGISTRATION**
   The official registration will be made online by the Erasmus Office. Students will receive all the useful information by mail. After your registration, you will receive an e-mail on your personal e-mail address providing you with a University of Pavia e-mail address (name.surname01@universitadipavia.it). To activate your new account, you should use the password that will be sent to you.
   If you have any problems, please contact us at incoming.erasmus@unipv.it. Please note that you **MUST** set up your new e-mail account in order to access the Area Riservata, the Wi-Fi service and all the other services provided by the University of Pavia. Moreover, we will only get in touch with you through this e-mail address!
   **Area Riservata** (Reserved Area) is a personal area in which a student can find all the information regarding his/her academic career. The password to enter it will be sent to you by noreply@unipv.it to your Unipv email account, instead the username is the fiscal code.
   As you are an Erasmus incoming student, only certain sections will be useful to you (Home – Carriera – Esami), as the others are intended only for local students.

3. **BOOK A VIRTUAL APPOINTMENT AT THE ERASMUS OFFICE**
   It is possible to take an appointment in order to respond to particularly complex cases or not manageable remotely by phone or e-mail.
   To access the booking service, connect to http://gopa.unipv.it/visual_orario_mobint.asp, select the desired service and the preferred date and time slot. It is necessary to **precisely indicate the subject of the appointment request**: reservations without a valid and proven reason or judged to be solvable remotely will be cancelled. Upon completion of the reservation, you will receive an email with the confirmation of the appointment.

4. **LEARNING AGREEMENT**
   Students have to contact the Erasmus Coordinator to check the learning agreement with the up-to-date academic offer and course timetable.
   The Coordinators’ emails and office hours are available [here](#).
   The Erasmus office will upload your learning agreement on your Area Riservata, in order to allow you to access it online and register for exams. If during your Erasmus study period you need to change any of the academic activities listed in your learning agreement, you **must**:
   - fill in a “Learning agreement changes form” (If you haven’t a specific form provided by our university, forms are available on our [website](#))
   - get it signed by your Erasmus Coordinator in Pavia
   - get it signed by your home university Coordinator
   - get it signed by you
   - send a copy by mail to the Erasmus office and we will update courses in the Area Riservata
5. PERMIT OF STAY (ONLY FOR NON-EU STUDENTS)

Non-EU citizens staying in Italy for longer than three months need to apply for a permit of stay within 8 days of their arrival in Pavia. The cost for the application is about 140 Euro.

In order to do this, take the following documents to:
Help Desk for International Students at the Pavia Police Station (Questura di Pavia, Salone Immigrazione) Via Rismondo, 68. Open Thursdays 9AM – 1PM by appointment only available by http://gopa.unipv.it (click on the helpdesk, fill a form and confirm your appointment).

Students in quarantine can start anticipating their documents to permesso.soggiorno@unipv.it, attaching their passport with the study visa or (in case of renewal) their permit of stay.

Documents:

- Photocopy of all pages of your passport, including blank pages
- Photocopy of your health insurance policy
- Photocopy of your enrollment certificate at the University of Pavia*
- Proof of accommodation*
- Proof of economic support*
- Revenue stamp 16EUR
- Passport photos

*Proof of enrollment: if you are a degree seeker this document must be requested and issued by the students' administrative office.
* Proof of accommodation: photocopy of your house lease contract registered at the local tax office or, if guest in one of the colleges, a letter signed by the rector or the bursar of the college.
*Proof of economic support: photocopy of scholarship or bank account details or front and back of your credit card.

For exchange students: documents #3, #4 and #5 are included in the "NOMINATION LETTER" issued by the International Relations Office

Next Steps:
Take all the papers already filled to the post office and pay the fee (about 140 euro). You will receive an SMS or letter from the police inviting you to the police station to register your fingerprints. When going to the appointment, do not forget to bring 4 passport photos and your passport.

The status of your permit of stay can always be checked on the website of Portale Immigrazione (use the username and password that can be found on the post office receipt).

Remember to carry with you a photocopy of the application receipt of your permit of stay – this receipt has the value of a permit of stay until the document is ready.
6. APP FREQUENZA IN PRESENZA

Here some actions we all need to take in order to keep safe!

Decide if you want to go to class beforehand

We left behind the time where we could wake up in the morning and decide if we feel like to go to class. As a university we need to be aware of the number of students who prefer to go to class on premises. This is important to:

• Be sure that you can all attend on premises at some point
• Be sure on how many people are going to be on university premises at the same time

There is an online platform where you have to confirm if you want to attend online or on university premises – We are looking into how to use it in the next slides

Here some actions we all need to take in order to keep safe!

Before you decide about how to attend remember
You cannot go to class if you have a fever or other symptoms

• If you do not feel well and you have a fever, cough or a cold, DO NOT COME. You will not be asked to check your body temperature by an university official but it is your responsibility to enter university premises with a clean bill of health.

• It is mandatory to wear a mask in commonspaces.

• Follow the displays with all necessary information.

• When in a classroom remember to sit only where there is a sign allowing you to do so and do not stop and chat near the class entrance or exit

Wash your hands frequently or use the gel disinfectants. Do not touch your face or mask.
Some main information:

**When:** you have to confirm your preferences within the deadline decided by each department – Classes are going to start on the 21° or 28° September

**Change:** you can change your mind in the window of opportunity stated by each department

**Online:** lessons will be broadcasted and available online – more specific information will be shared by the professor or the department

**On premises:** only a limited number of student can be in class at the same time, if too many students confirm attendance on premises there may be shifts or schedule

LOGIN to https://frequenzainpresenza.unipv.it/

:Select English

**USERNAME:** fiscal code you used at the time of your registration on UNIPV website

**PASSWORD:** the password you use to access your personal area in the UNIPV website
ERASMUS:

This process does not substitute your Learning Agreement!

Click «show my courses» to access the list of classes!
If you do not find in the list courses a specific course you wish to attend or your learning agreement has not been uploaded yet, you can use the Add/remove courses option.

You can access this option on top or at the end of the webpage.
How to search:

- Search by name
- Check the **correct study course** (the university may offer the **same class** to different study courses, you need to make sure that you are choosing the correct course for your scientific field)
- Check the **correct name**
- Check the **correct number of credits**
- Check the **name of the professor**

Once you have selected your preference for each course, scroll down and click on «confirm your choice»>. Please notice that only complete courses are visible, for parts of exams, you have to directly contact professors.
UNIPASS
Unipass allows all UNIPV students (including Exchange students) free circulation on all buses in town and urban area for the whole academic year. To complete the application for the UNIPASS, please use the official email of Università di Pavia (name.surname@universitadipavia) given you after your enrollment. The issue of a bus pass can only take place online, following these steps.

- Go to website pavia.autoguidovie.it in "TESSERAMENTO"
  - click on "RICHIEDI LA TESSERA"
and select "RICHIEDI LA TESSERA"

Fill in the form with requested data, paying attention to upload your electronic photo (50 mm length, 40 mm width) in JPG low size format (max 2Mb).

- Select "Pavia" area; insert your fiscal code; select "Verifica agevolazione Università"

- System will send you a sms in order to complete enrollment procedure and a confirmation email with references of new Autoguidovie ID card.
- From this moment you can complete the procedure and purchase UNIPASS pass

**For users already held a valid AUTOGUIDOVIE ID CARD**

- Login with your credentials, in "DATI TESSERATO" section select "AGGIORNA CATEGORIA" and then "VERIFICA E AGGIUNGI CATEGORIA UNIPASS" in order to allow the system to verify your requirements for purchase UNIPASS and update your profile.

  *After obtained/renewed profile of ID card:"
Go to website pavia.autoguidovie.it in “BIGLIETTI” /“ACQUISTA ON LINE” section, login with your credentials received in registration phase and buy UNIPASS for the requested period.

Verify that "UNIPASS" is selected in menu "TIPO SERVIZIO". Payment can be made using the Ateneo Card or credit card (Visa and Mastercard circuits)

Alternatively, you can purchase UNIPASS via Autoguidovie App. Insert your Autoguidovie ID Card and proceed to buy the pass. Payment can be made using the Ateneo Card, credit card (Visa and Mastercard circuits) or PostePay and Satispay as well. Go to "ACQUISTA BIGLIETTI“ and select "RINNOVAABBONAMENTI".

If you purchased UNIPASS online, download Autoguidovie App from Apple Store or GooglePlay and register yourselves. In “I MIEI TITOLI” you will find your pass that has to be showed to Autoguidovie staff in case of control.

**CANTEEN CARD**

If you want to eat in one of the University canteens at reduced rates (€ 6,50 for a full meal) you can register to the Edisu-Pavia Eat system, as follows:

- download the EDISU-Pavia.eat app on your device/smartphone (on Google play or on Applestore);
- enter your reserved "online student services” area at EDISU Pavia (using your University of Pavia credentials – Codice fiscale and password) and generate the qrcode;
- frame the qrcode with your device/smartphone phone to enable the operation of the app and to link your profile with the app. In this phase you will be requested to create a pin number to confirm the request for the generation of the qrcode;
- present the qrcode to the cashiers for the payment of the amount due (€ 6,50 for a full meal).

**EXTENSION OF ERASMUS STUDY PERIOD**

If you are an Erasmus Student for the first semester and you want to extend your period of study, you MUST complete a request for extension form for the period and hand it to the International Mobility Office signed by your Erasmus Coordinator in Pavia. You can use a form provided by your University, ask us for a specific form, or download it from our web page.

**LIBRARIES**

University libraries offer reading rooms, copying services, workstations for consulting online resources, free WI-FI, assistance in bibliographic research and a collection of books and magazines, which you can read in the library, or borrow according to the library regulations. You can find more information at: http://biblioteche.unipv.it/
Useful information

EXAMS

Each class you are going to follow will have few dates set for the final examination in the exam calendar. You can choose between these fixed dates and if for any reason you cannot take the exam on the chosen date or you do not pass it: don’t worry! You can choose the next one. If you have already booked an exam and you’re sure that you will not be able to take it, please inform the professor.

Concerning the ONLINE REGISTRATION:

1. Choose the date;
2. Register from your personal UNIPV area within 2 days of the exam date. In order to register you will be asked to give us feedback on the course by completing an online survey.

KIRO

Kiro is a platform in which you can find materials and information about the courses you follow.

Choose the degree course and "enroll" to the single course you are interested to attend.

→ Books and a lot more can be found in your specialized library!

APP UNIPV

Download it and log in with your UNIPV username and password.
You can access it from your PC at the link [https://studentionline.unipv.it/Home.do](https://studentionline.unipv.it/Home.do) or using the app.

AREA RISERVATA

From the **Exam session** you can:

1. Register for the exam
2. Register for just part of exam (only if you are going to take ALL THE PARTS of an exam)

*If you are going to take just parts of the exams, ask to the Erasmus Office, by mail, the document for the registration of the grades.*

Each exam is held in a fixed date. Register within the dates that are written in the registration column and then you will see the list of your registrations to the exams under "Booking notice board".
You pass an exam if you get **a mark of at least 18 out of 30** (min 18/max 30 and 30 cum laude). If your exam is divided into parts (i.e. a written test and an oral interview), professors may decide to use the average mark of the two parts or just the final mark.

The professor will publish online your result and you are going to get an email with your mark to your Unipv email address **BUT**

- if you don't like your mark and/or you think you can do better, **within 5 days** after receiving the e-mail, access your personal area and **REFUSE** it. You can try again in the next exam date on the calendar.

  **OR**

- you do like your mark! Great! Just let the 5 days pass and the professor will register it online.

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Please note that it is possible that **some types of activity will not be visible in your Area Riservata**. If you are going to take **just a module of a course** made up of different parts, the recording of the result cannot be completed on-line. You should therefore have a specific form filled out by your teacher. You can ask us for the specific form or download it from our web page.

Similarly, if you agree with a professor to **take an exam with a reduction of the number of credits** foreseen in your study plan (e.g. you have an 8 credits exam in your learning agreement, but you agreed with the teacher that only 4 out of 8 credits will be recognized in your academic career), you would **not** be able to enroll on-line (you should agree with the teacher in which way to enroll) and the exam would **not** be recorded in your Area Riservata. You should therefore have a specific form filled out by your teacher. You can ask us for the specific form or download it from our web page.

If you are going to perform **research activities** in order to work on your Thesis, you should have a form from your University or a specific form, the "Thesis activity Certificate", filled out by the teacher. You can ask us for the specific form or download it from our web page.
HOW TO KNOW AND USE YOUR UNIVERSITY OF PAVIA USERNAMES AND PASSWORDS

During your Erasmus stay in Pavia you will need to use:

1. username and password to access your University of Pavia email address (name.surname@universitadipavia.it)

2. username and password to access University Facilities (Area riservata, Kiro platform, Wi-Fi)

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY!

1. UNIPV EMAIL ADDRESS
Username and password to access your University of Pavia email address:

• Your username is the email address itself

• Your password is the one you already used to enter the very first online application at the University of Pavia

• What you should do: upon your registration, you will receive an e-mail to your personal e-mail address, in which we will provide you with a University of Pavia e-mail address (nome.cognome00@universitadipavia.it).

Dearest student,

We are happy to inform you that your enrolment has been completed successfully! From now onward you can use all the services Pavia University offers to its students: first of all the mailbox. Through your mailbox Pavia University will deliver directly to you official communications and administrative information.

Please find below how to proceed to its set up.

Your E-mail address is: name.surname00@universitadipavia.it.

As from tomorrow you can activate your mailbox: just connect to the following: http://mail.universitadipavia.it; your user name is your e-mail address and your password that assigned during REGISTRATION procedure.

Be aware that once enrolment has been completed you can use the above mentioned password only to set up and access your university mailbox.

As soon as it is enabled you will receive an E-mail reading your new log on credentials, ready for use.

You need them in order to access your Reserved Area and all the on line services offered by Pavia University.

University of Pavia (I PAV/01) 
Ufficio Mobilità Internazionale 
Via Sant'Agostino 1 
27100 Pavia (Italia) 
tel + 39 0382 98 46 01
Follow the instructions provided, and activate your new account.

- Remember that to activate your new account, you should use the same password you already used to fill in the very first online application at the University of Pavia

If you have any problems finding your password, please remember that you received it in an e-mail from "noreply@unipv.it".

- What you should do if you lose or you cannot remember your password: contact Ufficio Mobilità internazionale (incoming.erasmus@unipv.it)

2. UNIVERSITY FACILITIES
Username and password to access the University Facilities (Area riservata, Kiro platform, Wi-Fi)

- Your username is your codice fiscale

- Your password will be sent to you by email on your University of Pavia email address

What you should do: when you first open your University of Pavia email address, you will find an email from noreply@unipv.it giving you the password you will need to access university facilities

What you should do if you lose your password: you can ask for a new one on your Area Riservata, as follows. The new password will be sent on you University of Pavia email address.
Recupero password

Docente / Studente / Ex Studente con credenziali di Ateneo

ATTENZIONE si ricorda che le credenziali dei Servizi d'Ateneo e quelle della posta elettronica di Ateneo sono diverse.

NOTA PER GLI STUDENTI
Prima di richiedere il recupero password dei Servizi d’Ateneo devi verificare di poter accedere alla tua casella di posta elettronica di Ateneo.
Se hai smarrito o dimenticato anche la password della posta elettronica di Ateneo, devi inviare una mail password@universitadipavia.it indicando i tuoi dati anagrafici (compreso il CF) e dell’ateneo. Sarà inviata una nuova password sovvenzionale a cui accedere alla tua casella di posta elettronica di Ateneo.

TAX CODE IN CAPITAL LETTERS

CLICK ON “GENERNA NUOVA PASSWORD”
When your Erasmus period is over, please send us an email to incoming.erasmus@unipv.it in order to issue all the certificates you need.

1. **STATEMENT OF ERASMUS PERIOD/CERTIFICATE OF ATTENDANCE**
   The International Mobility office will issue this certificate to a student. The dates indicated on the document will be:
   - arrival
   - departure
   *If you need your own document signed and it includes subject-specific details such as language of instruction, exam dates or other academic information, please contact your departmental coordinator for a signature.*

2. **TRANSCRIPT OF RECORDS**
   Please note that all passed courses will be listed on your transcript, but no failed courses will be listed. Only courses you have taken at the University of Pavia will appear on your transcript.
   When your exam results have been registered by the departments, the International Mobility Office will send your transcript directly to the International Office at your home university after no more than five weeks! As a rule, it will not take more than 1 month for your grades to be entered into your account after your examination. This is when you will be able to see them in the online reserved area. *If you need your grades earlier, please contact your lecturer in good time to discuss your requirements and inform our office well in advance too!*  

**FINALLY, REMEMBER TO:**
- Make sure that you have passed all your exams!
- Collect the deposit of your flat, if you paid one.
- Make the necessary arrangements with the local authorities to leave the country.
- Give books back to the library!