**Admission Procedure**

1. Once your university officially nominates you for an Erasmus mobility, you need to fill out the online application form, following the guideline received by email, and download the receipt of the application. Remember to bring with you a copy of this document to complete the registration. The deadlines for applying are:

* Winter semester & full academic year: 30th July.
* Spring semester: 31st October.

1. Choose which courses to follow here at UPO during your Erasmus mobility and complete your Learning Agreement. In the final section of this document, you will find the list of the responsible professors (one for each Department) who can sign your LA.
2. Once you book your flight, **you have to send an e-mail to the Administrative Contact Person and inform him/her about your actual arrival date** in order to get an appointment.
3. After your arrival, you will need to go to the Student Office (Segreteria studenti) in order to confirm your registration.
4. Make an appointment with your tutor here at UPO to arrange a meeting.
5. Accommodation: Erasmus and Free Mover students can apply to stay at the EDISU residence in Vercelli. It is only a 10 minutes walk from the faculty of Humanities and a 15 minutes train-ride from Novara. It is quite complicated to arrive in Alessandria from Vercelli by any means but students who are going to stay in Alessandria can rent private accommodation there. If you intend to apply for the EDISU residence in Vercelli, you can find further information in the page below:

<https://www.edisu.piemonte.it/it/servizi/abitare/soggiorni-su-prenotazione/studenti-erasmus-master-dottorandi>.

**Documents you must bring with you:**

* Your Identity Card or your Passport. Make sure these documents are valid;
* Your EU health insurance card;
* Your learning agreement and a certificate of your home university that confirm your 'Erasmus status';
* Travel Insurance.

**Student Offices**

Below you will find the detailed contacts of every Department:

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| **DISUM**  **Dipartimento di Studi Umanistici - Department of Humanities** |
| <https://www.disum.uniupo.it/chi-siamo/rubrica/contatti> |
| Via G. Ferraris 107 – Vercelli |
| **Administrative Contact Person**: Dott.ssa Ombretta Finotello  [ombretta.finotello@uniupo.it](mailto:ombretta.finotello@uniupo.it) – 0161 228231 |
| **Responsible Professor**: Prof.ssa Miriam Ravetto  [miriam.ravetto@uniupo.it](mailto:miriam.ravetto@uniupo.it) – 0161 228308 |

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| **DISEI**  **Dipartimenti di Studi per l’Economia e l’Impresa - Department of Studies for Economics and Business** |
| <https://www.disei.uniupo.it/chi-siamo/come-siamo-strutturati/amministrazione/didattica-e-servizi-agli-studenti> |
| Via E. Perrone 18 – Novara |
| **Administrative Contact Person**: Dott.ssa Alice Colombo  [alice.colombo@uniupo.it](mailto:alice.colombo@uniupo.it) – 0321 375525 |
| **Responsible Professor**: Prof.ssa Caterina May  [caterina.may@uniupo.it](mailto:caterina.may@uniupo.it) - 0321 375334 |

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| **DIGSPES**  **Dipartimento di Giurisprudenza e Scienze Politiche, Economiche e Sociali - Department of Law and Political, Economic and Social Sciences** |
| <https://www.digspes.uniupo.it/tutto-studenti/segreteria-studenti> |
| Piazza Ambrosoli 7/8 - Alessandria |
| **Administrative Contact Person**: Dott.ssa Cinzia Chiarella  [cinzia.chiarella@uniupo.it](mailto:cinzia.chiarella@uniupo.it) – 0131 283754 |
| **Responsible Professor**: Prof.ssa Fabrizia Santini  [fabrizia.santini@uniupo.it](mailto:fabrizia.santini@uniupo.it) – 0131 283883 |

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| **SCMED**  **Scuola di Medicina - School of Medicine** |
| <https://www.scuolamed.uniupo.it/chi-siamo/come-siamo-strutturati/uffici-amministrativi/didattica-e-servizi-agli-studenti/segreteria>  <https://www.scuolamed.uniupo.it/chi-siamo/contatti-0> |
| Via E. Perrone 18 - Novara |
| **Administrative Contact Person**: Dott.ssa Cristina Cavallaro  [cristina.cavallaro@uniupo.it](mailto:cristina.cavallaro@uniupo.it) – 0321 660581 |
| **Responsible Professor**: Prof. Diego Cotella  [diego.cotella@uniupo.it](mailto:diego.cotella@uniupo.it) – 0321 660538 |

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| **DSF**  **Dipartimento di Scienze del Farmaco - Department of Pharmaceutical Sciences** |
| <https://www.dsf.uniupo.it/chi-siamo/come-siamo-strutturati/amministrazione/didattica-e-servizi-agli-studenti>  <https://www.dsf.uniupo.it/tutto-studenti/segreteria-studenti> |
| Largo Donegani 2/3 – Novara |
| **Administrative Contact Person**: Dott. Lorenzo Manni  [lorenzo.manni@uniupo.it](mailto:lorenzo.manni@uniupo.it) – 0321 375641 |
| **Responsible Professor**: Prof. Dmitry Lim  [dmitry.lim@uniupo.it](mailto:dmitry.lim@uniupo.it) – 0321 375822 |

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| **DISIT**  **Dipartimento di Scienze e Innovazione Tecnologica - Department of Science, Technology and Innovation** |
| <https://www.disit.uniupo.it/tutto-studenti/segreteria-studenti> |
| Viale T. Michel 11 – Alessandria |
| **Administrative Contact Person**: Dott.ssa Michela Gobbi  [michela.gobbi@uniupo.it](mailto:michela.gobbi@uniupo.it) – 0131 360387 |
| **Responsible Professor**: Prof. Lavinia Egidi  [lavinia.egidi@uniupo.it](mailto:lavinia.egidi@uniupo.it) - 0131 360 198 |