



ADMINISTRATIVE PROCEDURES FOR EU INCOMING ERASMUS+ STUDENTS AT SAPIENZA UNIVERSITY - ACADEMIC YEAR 2025/2026

Dear Colleagues and Students,

please find here our Application Procedures for incoming students.

MOBILITY FOR STUDIES (SMS)

- Nominations

Student nominations are accepted on the basis of the existing inter-institutional agreements signed by our Universities for the a.y. 2025/2026. Sapienza University uses the online nomination tool available at <https://relint.uniroma1.it/rm1areapartner>. All Partner Universities have



received credentials. If your university has not received username and password, please contact erasmusincoming@uniroma1.it.

Nominations sent by email are no longer accepted.

Once you submit your nomination/s, you and your student/s will receive an automatic confirmation mail.

Then, students for the first semester/full academic year will receive the official registration email with all instructions by the end of May and students for the second semester students by the end of October.

- **Deadlines to submit nominations by Partner Institutions**
 - May 15th, 2025 for the 1st semester or full academic year
 - October 15th, 2025 for the 2nd semester

Please note that, if you wish to send additional students or to modify the period of study (i.e. number of months) of the inter-institutional agreement, you should send your request to erasmusincoming@uniroma1.it

- **Language requirements**

Candidates are not required to provide any official certificate stating the Italian/English language competence. Students are strongly recommended to have no less than an **intermediate** level of Italian/English to make the most of their stay and make daily life in Rome easier and more enjoyable.

APPLICATION PROCESS (SMS)

- **Online Application Form**

Students will receive by e-mail a login code to the online Application Form.

PLEASE NOTE: students have 30 days to fill in their online Application Form.

- After saving the online *Application Form*, a registration number (*matricola*) is generated: this number will be **completely** active once students arrive in Rome and register the arrival at the Erasmus Office of their receiving Faculty (<https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef>).

A copy of the Application Form and the latest Transcript of Records must be **signed and uploaded** on the Erasmus+ Student Personal Page at <https://relint.uniroma1.it/ppincoming/login.aspx>.



OLA (Online Learning Agreement) is required. In case University is not connected to EWP, students must upload the LA duly signed on their Student Personal Page.

- **Enrolment in Italian language courses**

Sapienza University facilitates students in the language learning process by offering **one** Italian language course (free of charge) to each Erasmus candidate.

In order to enrol in *Sapienza* Italian language courses, students have to fill in the proper section of the online *Application Form* **by the application deadlines**. Further information will be sent to students directly from the **CLA**, Sapienza Language Centre <https://web.uniroma1.it/cla/>.

Late registrations to Italian language courses will not be accepted.

Please, note that *Sapienza* University also organizes intensive language courses before the beginning of each semester, to support students in the learning process upon arrival. Intensive courses are strongly recommended to students with a lower level of Italian knowledge.

- **Registration at Sapienza University**

Once in Rome, it is **mandatory** to get in contact with the Erasmus+ Office of your receiving Faculty by **contacting**:

<https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef> in order to complete the registration process.

- **Academic calendar**

The academic year at *Sapienza* officially starts on October 1st and ends on October 31st of the following year

(<https://www.uniroma1.it/en/pagina/academic-calendar>).

However, the course schedule varies from faculty to faculty: students are strongly suggested to request the specific academic calendar to the administrative office of their receiving faculty

(<https://www.uniroma1.it/en/pagina/referenti-amministrativi-erasmus-di-facolta-raef>).

Examinations are usually held in winter (January and February), summer (June and July), autumn (September and October).



- **Course catalogue**

Full information on degree programmes, learning outcomes, syllabus, ECTS is available at <https://corsidilaurea.uniroma1.it/en> .

- **International Student Welcome Week**

Each semester Sapienza organizes an *International Student Welcome Week* for incoming students (September and February): it will offer various orientation meetings on academic life and services offered by our University.

MOBILITY FOR TRAINEESHIP (SMP)

- **Nominations**

Students nominated for traineeship are requested to submit a traineeship proposal directly to the structure at Sapienza University they are interested in (<https://www.uniroma1.it/en/pagina/structure>). The Acceptance Letter must be forwarded to erasmusincoming@uniroma1.it

Then the Home University can send the official nomination to erasmusincoming@uniroma1.it with the following **mandatory** details:

- Erasmus University code (ex.TR ISTANBU07 etc.)
- family name
- first name
- gender
- one valid e-mail address
- Receiving structure at Sapienza University
- Planned period of stay: from [day/month/year] to [day/month/year]

- **Deadlines**

- Both documents (Acceptance Letter from Sapienza and nomination from the Home University) have to be sent **at least two months before the student's arrival**.

- **Language requirements**

Students coming for traineeship are **strongly recommended to have an intermediate level of Italian/English**, according to the hosting department needs.



APPLICATION PROCESS (SMP)

- **Online Application Form**

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A copy of the *Application Form* together with the student's Learning Agreement must be **signed and uploaded** on the *Erasmus+ Student Personal Page* at <https://relint.uniroma1.it/incomingtraineeship/login.aspx>

USEFUL INFORMATION

Students may find further detailed information about their *Erasmus+* period at *Sapienza University* by downloading the *International Exchange Student Guide* at the following web-page: <https://www.uniroma1.it/it/pagina/students-coming-sapienza>.

For further questions, doubts or students' withdrawals, please contact the *Erasmus+ EU Mobility Unit* at erasmusincoming@uniroma1.it

TREATMENT OF PERSONAL DATA

The treatment of personal data is regulated by the new European Regulation n. 679 - 27.4.2016 – GDPR (General Data Protection Regulation) as well as current national legislation.

CONTACTS

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