



Registration guide for Incoming Students (short version)

Last updated: 11/05/2017

1) ON-LINE REGISTRATION

- Go to <http://www.esse3.unimore.it/> and click the "**Registration from Access Code**" link on the left section;
- fill-in the form with your name, family name and date of birth. The **ACCESS CODE** is the number you have received from the UNIMORE Students Mobility Office;
- insert the requested information, choose your **password** and complete the registration - **IMPORTANT:** check your data and in case you find any errors correct them;
- take note of your username and password , you will need them to register to the exams and to use the UNIMORE on-line services, such as Wi-Fi, university computers, DOLLY websites, etc.

2) APPLICATION FORM

- Using your username and password, login to <http://www.esse3.unimore.it/> and click the "**Application Form for Incoming students**" link on the left section;
- insert your expected dates of arrival and departure and **print the Application Form** (you can print immediately or later, by logging in again to <http://www.esse3.unimore.it/>).

3) SEND THE DOCUMENTATION

When finished, please **upload** at the following web page <http://www.isu-services.it/it/universities/exchange-incoming-students-2017-2018>:

- the scan printed copy of the **Application form** (duly signed by you);
- the scan copy of the **Learning agreement** (duly signed by you and your Home Coordinator);
- the scan copy of the **Transcript of records** (it is a certificate that lists the exams you've already passed and it's issued by your Home Institution);
- one **Picture** (passport size) .jpg format;
- copy of your **Passport/Identity card**.

You have to upload the above listed documents within the deadlines foreseen in the e-mail sent by the International Relations and Students Mobility Office.

All the information for incoming students and the full version of this guide are available at <http://www.international.unimore.it/incomingstudents.html>.