

UNIVERSITÀ DEGLI STUDI
DEL SANNIO
Benevento

International Student Enrollment and Mobility Guide for Unisannio

Operational Guide for Erasmus Incoming Students:
Procedures, Deadlines, and Requirements

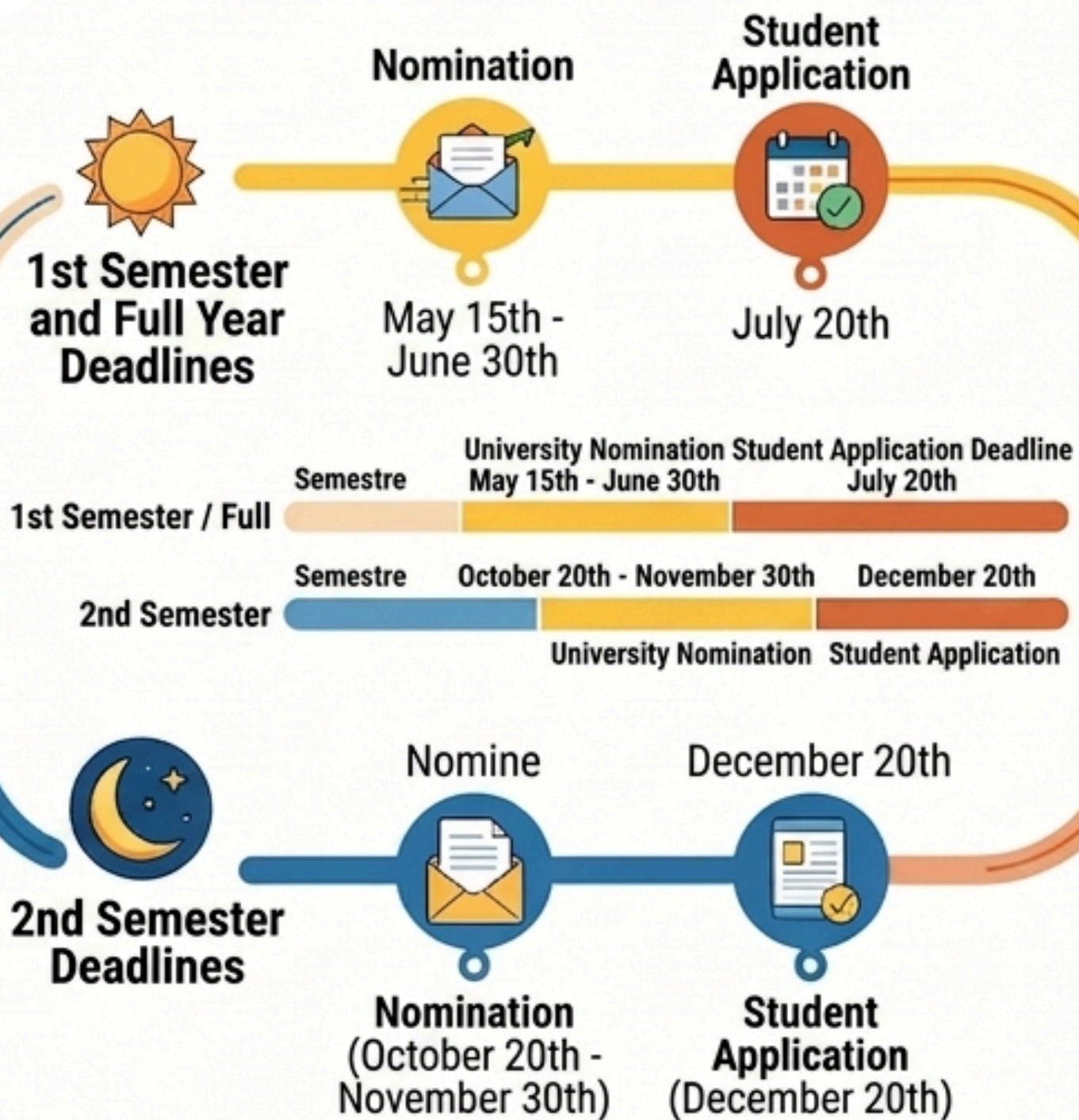
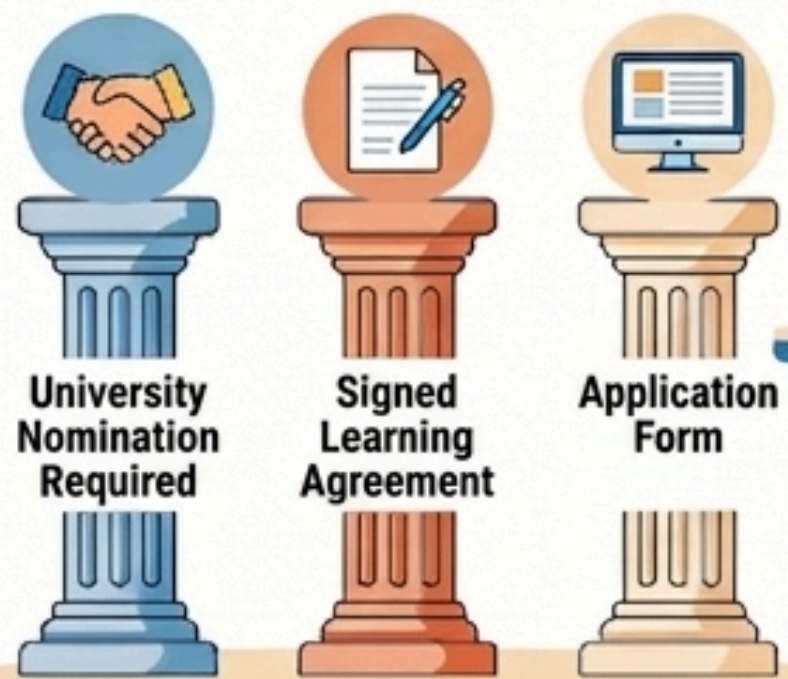


Incoming Erasmus Guide: Welcome to the University of Sannio

Guiding international students through the registration phases, deadlines, and bureaucratic procedures necessary for their stay in Benevento.

Registration Roadmap and Deadlines

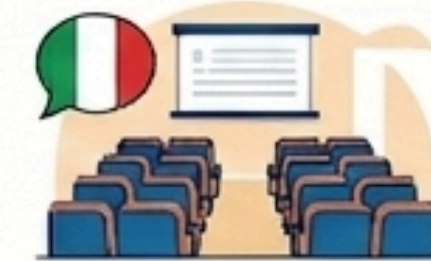
The 3 Pillars of Enrollment



Teaching and Practical Support

Language and Teaching Methods

Courses in Italian and lectures/exams exclusively in-person at university locations.



Tax Code Request



Sign the form



Attach passport and visa



Send everything to erasmus@unisannio.it

Support and Student Life



Contact the **International Office** for administrative procedures

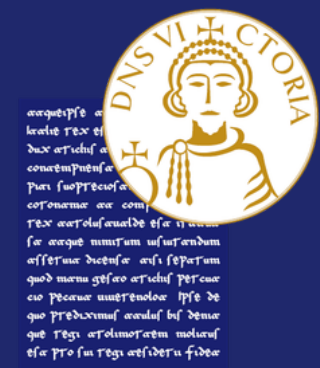


Contact **ESN Maleventum** for social life



Summary:

1. Essential Enrollment Requirements
2. Enrollment Deadlines and Semesters
3. Course Language and Academic Infos
4. Requesting the Italian Tax Code
5. Contacts for Didactic and Administrative Support



Essential Enrollment Requirements

- **What are the three fundamental documents required for enrollment?**

Admission to Unisannio will be finalized upon submission of the following documents:

1. **University Nomination:** official certification from your home University's Erasmus office.
2. **Learning Agreement (LA):** a detailed study plan signed by you and your Erasmus coordinator.
3. **Application Form:** the official request for institutional admission.

- **Receiving the Application form**

Once nominated by your home University, you will receive an email containing the link to complete your formal application.



- Is there a specific procedure for Turkish students?

Due to specific requirements, the University of Sannio will provide a formal Letter of Acceptance for Turkish students only after Nomination, Learning Agreement, and application form have been received and verified by our office.

- Strategic Importance of the Learning Agreement

The Learning Agreement acts as the **legal guarantee of credit transferability**. Under the European Credit Transfer and Accumulation System (ECTS), this document ensures that the subjects you master at Unisannio are recognized by your home institution. Finalizing your documentation correctly within the stated deadlines is a crucial step, as international mobility is governed by strict temporal constraints dictated by the Italian academic calendar.



Enrollment Deadlines and Semesters

• Erasmus Mobility Calendar

FIRST SEMESTER /FULL YEAR:

- University Nomination period: 15 May / 30 June
- Student Application deadline: 20 July

SECOND SEMESTER:

- University Nomination period: 20 October / 30 November
- Student Application deadline: 20 December

• What happens to early nominations?

Any nomination received before the stated date will be processed only when the University Nomination Period begins at Unisannio.

• When do courses typically start?

The academic year begins in September with the first semester and the second semesters starts in February.



Course Language and Academic Infos

- **In which language are lessons held?**

Lessons are held in ITALIAN. However, the Master's degree programme in Electronics Engineering for Automation and Sensing is taught entirely in English.

- **Is language support available?**

Yes. The University Linguistic Centre (**CLAUS**) provides two Italian language courses annually (one per semester). Students are encouraged to contact claus@unisannio.it to facilitate their integration.

- **Are remote lessons, online exams and early exams sittings permitted?**

No. **All lessons and exams are strictly face-to-face** and conducted "on-site." Exams can be taken only **at the conclusion of the relative course**. Early exam sittings are not admitted.



Requesting the Italian Tax Code

• How do I apply for the Italian Fiscal Code?

You can download the official Fiscal Code Request Form. The following data must be provided as a checklist:

- COGNOME (Surname): Must be in ALL CAPS.
- NOME (Name): Must be in ALL CAPS.
- DATE OF BIRTH: Standard format.
- QUADRO D: you must provide your permanent address in your home country (not your temporary Italian residence.)

• Which sections must be signed?

You must sign exclusively in the **SOTTOSCRIZIONE** and **DELEGA** sections. Do not change or edit any other part of the pre-filled form.

• Where should the completed request be sent?

Send the signed form and PDF attachments to the International Office at erasmus@unisannio.it, including your scanned visa document / passport.



Contacts for Didactic and Administrative Support

- **Departmental Delegates (Didactic Support)**

- **DEMM Department:** Prof. Biagio Simonetti (+39 0824 305726 | simonetti@unisannio.it)
- **DST Department:** Prof. Rosanna Filosa (+39 3475181456 | rfilosa@unisannio.it)
- **DING Department:** Prof. Carmela Galdi (+39 0824 305583 | galdi@unisannio.it)

- **International Office (Administrative Support)**

- Eugenia Goglia: +39 0824 305453
- Pasquale Campana & Maria Petti: +39 0824 305459 (Shared Line)
- Antonello Ciotola: +39 0824 305067
- Desk Support (In-Person): Via delle Puglie, 82; Monday - Friday, 10:00–12:00. Phone: +39 0824 305054.

- **Social and Integration Support**

- **ESN Maleventum Association:** benevento@esn.it