



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

OUTGOING TRANSFER

Those enrolled in a Unimore degree programme may apply to continue their studies at another Italian university.

Transfer procedures to non-Italian universities are not permitted.

If the degree programme to which you want to transfer **is regulated by a call for applications**, you will have to comply with the requirements and timetable of the call for applications.

If the degree programme to which you wish to transfer is **open access**, you will need to comply with the deadlines indicated in the [regulations of your Unimore degree programme](#), also paying attention to any **deadlines** set by **your destination degree programme**.

SUBMITTING A TRANSFER APPLICATION

1. Send an e-mail to [your Registrar's Office](#) from your personal Unimore mailbox to communicate your wish to transfer to another university and attach the [outgoing transfer form](#) as well as your identity document.
2. The Registrar's Office will issue an invoice for **€16** corresponding to the virtual duty stamp and a second invoice for **€200** for the payment of the transfer fee.
3. Log in with your credentials at www.esse3.unimore.it and under the heading "**Tasse**" (**Fees**) check whether you are compliant with all payments up to and including the last academic year of enrolment (e.g. if you are requesting a transfer for a.y. 24/25 you must be compliant with payments up to and including a.y. 23/24). Pay any amount due through the PagoPa system, in addition to what is due for the outgoing transfer. For information on payment methods <https://www.unimore.it/en>
4. Send by e-mail the authorisation issued by the other university, if you are transferring to a degree programme with limited access, and the receipt of payment of the amount indicated in point 2.

AFTER APPLYING FOR A TRANSFER

Once the transfer application has been received and the payments due have been verified, the Registrar's Office will check the career record and forward it to the university of destination, at the same time informing the student of the transfer.