

**Erasmus+ Call for applications for Traineeship a.y.  
2025/26**  
**Guide to filling out and submitting the online  
application**

**IMPORTANT:**

If you submit the documents using the personal credentials provided by the system, your identity will be verified, and no signature will be required. The Office will carry out appropriate checks, including random checks, in accordance with current legislation.

**Note:** before filling in the online form, students are asked to check the information contained in the 'personal details' section and to update the 'contact details' field (telephone/mobile number, email address, etc.) and to fill in the **Mandatory Annex 2**, the **Curriculum Vitae**. Those enrolled in Specialisation Schools must also attach the **Specialisation Schools Annex'** signed by the Director of the Specialisation School.

The application form must be completed online at <https://www.esse3.unimore.it/LoginInfo.do> no later than **1 p.m. of 23 June 2025** – DEADLINE 1st Round (for mobility from 04/08/2024) and **1 p.m. of 3 November 2025** - DEADLINE 2nd Round (for mobility from 06/01/2026). The online application will be available from 13/10/2025 for the 2nd Round.

NO HARD COPY OF THE APPLICATION FORM IS REQUIRED

<u>1</u>	Please enter: <u>USERNAME</u> <u>PASSWORD</u>
<u>2</u>	In the right-hand column under MOBILITÀ INTERNAZIONALE (INTERNATIONAL MOBILITY) choose BANDI DI MOBILITÀ (MOBILITY CALLS)
<u>3</u>	Choose the relevant Call for applications for your department from the table by clicking the magnifying glass
<u>4</u>	Click on COMPILA IL MODULO (FILL OUT THE FORM) to complete the online application.
<u>5</u>	Select the <b>"Country Group"</b> according to language (drop-down menu). For example, if an applicant chooses the English Language Country Group, this means that they are applying for a traineeship in an English-speaking country or at a company where English is the working language. The company must therefore state this in the acceptance letter. For example: a French company requesting English as a working language will have to state this on the acceptance letter.

Any language skills the student possesses must be specified in the **Mandatory Annex 2** following the procedure described below ("Upload").

N.B. Students who submit a letter of acceptance from the hostcompany at the application stage are not required to certify their language skills.

Upload the **Mandatory Annex 2**, your CV in EUROPASS format, the **Specialisation Schools Attachment** for those enrolled in Specialisation Schools, and any other documents deemed necessary, choosing the type from the drop-down menu and writing a brief description of the attachment consistent with its content.

**Click** on “CONFERMA ISCRIZIONE AL BANDO E STAMPA DEFINITIVA” (CONFIRM APPLICATION AND FINAL PRINT)

A further request for final confirmation is shown and you can choose to click “CONFERMA” (CONFIRM) or “INDIETRO” (back).

At this stage it is possible:

- check the accuracy of the data given and the completeness of the attached documents
- follow the instructions that the system provides for confirming and capturing data in the system.
- (If you need to delete your application and re-submit it, select DISABLE FORM and then REMOVE REGISTRATION FROM THE CALL FOR APPLICATIONS.)

If the data are correct and complete and the mandatory Annex 2 along with any further attachments **have been uploaded** and you wish to proceed to submit your application, please choose **CONFERMA ISCRIZIONE** (CONFIRM APPLICATION).

**ATTENTION:** from this moment on, **the flag turns green and the application can no longer be modified and/or deleted** and is taken over by the system. The application is deemed to have been submitted and the system automatically assigns the date.

**You must keep the printout. Paper delivery of the application is not required.**

#### **APPLICATION RECEIPT**

**Following the submission of the on-line application, the system will send you an e-mail confirming the acquisition of the application and attachments exclusively to UNIMORE's e-mail address.**

**It is recommended that you also check your junk mail - SPAM.**

**If you do not receive the email in the specified time, you can contact the International Relations Office.**

For any **computer problems** encountered when filling out the application online, please contact [webhelp@unimore.it](mailto:webhelp@unimore.it) (**we cannot guarantee that requests sent close to the deadline will be processed**)

#### **SUMMARY OF REQUIREMENTS FOR ONLINE APPLICATION:**

- Check data accuracy
- Upload annexes: Attachment 2, curriculum vitae, attachment for postgraduate schools (only for students of Postgraduate Schools), language certificates and/or certificates
- Fill out the **Mandatory Annex 2** - MANDATORY
- Preparation of the **Curriculum Vitae** - MANDATORY
- Send online application = **SUBMIT FINAL APPLICATION AND PRINT**

**For further information please contact the International Relations Office**

[studentmobility@unimore.it](mailto:studentmobility@unimore.it)