



**UNIVERSITÀ  
DEGLI STUDI  
DI TRIESTE**

Education and Research Services Division  
International Services Branch  
International Mobility Office

# Post-mobility checklist DOUBLE DEGREES ACADEMIC YEAR 2025-2026

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## Letter of Departure – end of activities

The Letter of Departure attests to the end of your activities at your host institution.

1. Use [this template](#) or a document provided by your host institution.  
**Please note:** your document cannot be signed before your stated end date.
2. Once you have completed your mobility, you have **15 days** to log in to your reserved area in UniTS online Student Academic Services (ESSE3) and upload the document complete with signature and official stamp:
  - navigate to the relevant call for applications;
  - scroll down to section No 7 – ‘*Upload allegati*’ (upload attachments);
  - upload the Letter of Departure under the appropriate category (*Lettera di fine attività*, i.e. letter attesting to the end of activities).If you can see the document in your reserved area, it means you have uploaded it correctly.
3. You don’t need to write to the International Mobility Office for confirmation. Once your Letter of Departure has been verified and approved, you will receive an **automatic notification by email**.

## Filling out the EU Survey

At the end of your mobility period you will have to fill in the EU Survey. You will receive it through an automatic email sent to your UniTS account.

You will have to complete the EU Survey within **30 days** of receiving the email.

Completion of the EU Survey is **mandatory**.

If you do not meet this requirement, you may be asked to reimburse part of your Erasmus grant in accordance with the provisions set out in your financial agreement.

**N.B.** The final instalment of the grant can only be paid after you submit your Letter of Departure and complete the EU Survey.

## Transcript of records (ToR)

Your transcript of records (ToR) is a document that gives details of the exams you have taken abroad. It will be released by your host institution at the end of your mobility. You will need a document certifying the activities you carried out during your mobility even if it consisted of an internship and/or the preparation of your thesis.

In the event that your host institution sends the ToR directly to UniTS International Mobility Office, the office will forward it to you.

Log in to your reserved area in UniTS online Student Academic Services (ESSE3) as soon as you have your ToR. To upload it, follow these steps:

- navigate to the relevant call for applications;
- scroll down to section No 7 – ‘*Upload allegati*’ (upload attachments);
- upload the ToR under the category ‘*ToR estero*’.

**Please note: the procedure for the recognition of any activities carried out during your mobility period will start only once you have met all requirements.**

## Credit Recognition

**Only activities included in both your ToR and Learning Agreement/Change** following the relevant [guidelines](#) **will be eligible for recognition.**

Any UniTS activities corresponding to the exams which you want to be recognised must be already included in your UniTS **study programme**.

After you submit your ToR, the office will check all your documents and forward your entire dossier to your exchange coordinator for converting the mark of exams you passed abroad.

Once the coordinator has completed the conversion, we will send the dossier to the student Academic Services where they will add your marks in your academic records.

## PLEASE NOTE

- You cannot take any exams at UniTS that you have already taken, passed and registered your mark for abroad.
- If you already know when you are going to graduate, inform us immediately at [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

## Contact the International Mobility Office

email: [outgoing.students@amm.units.it](mailto:outgoing.students@amm.units.it)

Tel.: +39 +39 040 558 2994 or 2981