



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Education and Research Services Division
Mobility International Services Branch
International Mobility Office

During-mobility checklist

DOUBLE DEGREES

Academic year 2025-2026

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Letter of Arrival

- When you arrive at your host institution, get your Letter of Arrival signed, dated and stamped. You must upload the completed document to UniTS online Student Academic Services (Esse3) within **10 days** of the official start of your mobility period.
The Letter of Arrival attests to the beginning of activities at your host institution.

Procedure:

1. Use [this template](#) or a document provided by your host institution.
2. Log in to your reserved area in UniTS online Student Academic Services (esse3) and upload the document complete with signature and official stamp. To do this, follow these steps:
 - navigate to the relevant call for applications
 - scroll down to section No 7 – ‘*Upload allegati*’ (upload attachments)
 - upload the Letter of Arrival under the appropriate category (*Lettera di inizio attività*, i.e. letter attesting the beginning 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 Arrival has been verified and approved, you will receive an **automatic notification by email**.

Change

- You can modify your Learning Agreement (LA) once per semester. Any modification to your LA is called a **Change**.
- You can only modify your LA, i.e. **fill out your Change form online**, after you have received the automatic email confirming that your Letter of Arrival had been accepted.
- Submit your Change **no later than 60 days** before your return.
- To submit a Change, you must follow the same procedure you used to submit your LA. Click on ‘*nuovo Learning Agreement*’ (new LA).

IMPORTANT NOTES:

- Once you have submitted your Change, your LA will be blocked by the office and you won't be able to make any further changes.
- Only exams that have been included in your Learning Agreement will be recognised.
- **Submit your study programme** following the instructions and within deadlines for your course.
- Your LA is not a substitute for your study programme, with the exception of type-D courses (free-choice subjects). For more on this, see the instructions for filling in your LA.
- If you want make changes to the study programme created for 2025-2026 or take some exams earlier than planned, i.e., this year rather than in subsequent years of your course, contact Student Academic Services: <https://portale.units.it/en/study/contacts/students-career>.

Extension

You can request an **extension** of your mobility period for educational purposes. This must be done no later than 30 days before the scheduled end of your mobility, as per your financial agreement.

Please note: The Extension applications are subject to evaluation and may be rejected.

Depending on the availability of Erasmus funds, applications may be approved but not funded.

Who approves an extension request?

- your host institution
- the UniTS Exchange Coordinator

Remember: the document must be signed and stamped by both parties before you submit it.

How to apply for extension

- You can only apply for an extension **after you have started your mobility period**.
- Fill out the form available at <https://sites.units.it/internationalia/en/erasmusplus-out/?file=dottorandi.html&cod=2024/2025>. Get the document signed and stamped by your institution and the UniTS Exchange Coordinator.
- Send the complete document via email from your UniTS email account to: outgoing.students@amm.units.it
- You must submit your application **at least 30 days before** the end of the mobility period, as per your financial agreement.
For example: If your mobility period ends on 15th June, you must submit your request by 15th May.

Things you need to know about extension

- **Applications for extension are not automatically approved**; they are subject to evaluation. There can be no break in your mobility. The extension must start immediately after the original mobility period indicated in your financial arrangement.
- Funding is not guaranteed for all extensions, as it depends on the Erasmus funds available.
- Any additional scholarship money will be paid to you upon return, together with the final payment of your original scholarship provided for in your financial agreement.
- The entire mobility period, including the extension, must be completed by 31st December 2026.
- If UniTS is able to fund the extension of your mobility period, you will be updated about this via email to your UniTS email account.
- If you submit your application after the deadline (i.e. less than 30 days before the end of the mobility period), the extension may still be granted, but without funding.
- If you submit your application after the end of the mobility period stated in your financial agreement, the extension will be rejected.

International Mobility Office Contacts

email: outgoing.students@amm.units.it

Tel: +39 040 558 2994 or 7807