



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Education and Research Services Division
International Services Branch
International Mobility Office

Post-mobility checklist OVERSEAS MOBILITY ACADEMIC YEAR 2025-2026

Contents

Letter of Departure – end of activities	2
Transcript of records (ToR).....	2
Credit Recognition.....	2
Important information.....	3
Contact the International Mobility Office	3

Letter of Departure – end of activities

The Letter of Departure attests to the end of 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**.

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 issued by your host institution at the end of your period abroad. Even if you have done an internship or carried out research for a thesis while you are abroad, you still need a document that certifies the activities you carried out.

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 your ToR under the category ‘*ToR estero*’.

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

As indicated in the original call for applications, **grants will only be paid if the recipient obtains at least 1 ECTS/CFU abroad during their mobility period.**

If the student fails to obtain any credits, they will be required to return any amounts already received and will lose their right to the second instalment.

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 **study programme**.

The International Mobility Office will send your ToR to your exchange coordinator as soon as it is available in order to convert your marks.

Once the exchange coordinator has converted your marks, the International Mobility Office will forward your file to Academic Services, who will record your exams with the converted marks.

Important information

- You will not be able to take exams at UniTS during your mobility period.
- You cannot take any exams at UniTS that you have already taken, passed and registered your mark for abroad.
- You cannot take any exams at your host institution after the end of your mobility period.
- If you already know when you are going to graduate, inform us immediately at:
outgoing.students@amm.units.it

Contact the International Mobility Office

email: outgoing.students@amm.units.it

Tel.: +39 040 558 2994 or 2981