

International Exchange Program 2024-2025 Instructions for completing and submitting the online application

The application can be filled out and submitted [online](#) from **Tuesday, January 9 to Friday, January 26, 2024, by noon.**

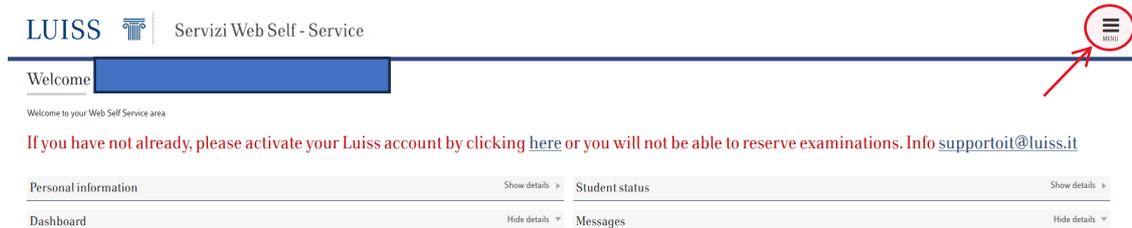
NB When the call for applications expires, the application system will shut down and submission will no longer be possible.

Before filling out the application, you should:

- Decide on the universities of choice.
- Consider the **compatibility of the exchange institution's educational offerings.**
- Take into account the language levels required by the universities of your interest.
- Check your European language levels.
- Check the validity of language certifications.
- Consult the documentation and websites of the partner institutions, and [Intranet](#).
- Prepare scans of the required mandatory attachments.

How to access and complete the online application

- Access Web Self-Service from your computer and click on menu - do not access via smartphone or tablet!



LUISS Servizi Web Self - Service

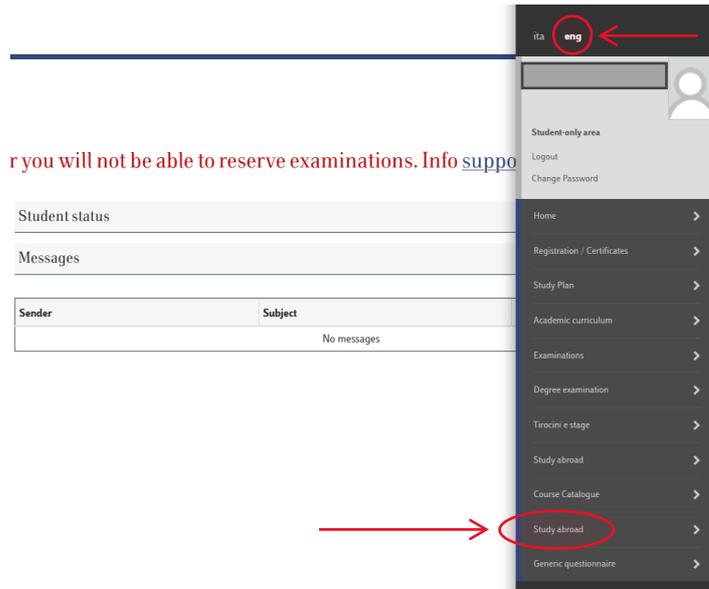
Welcome

Welcome to your Web Self Service area

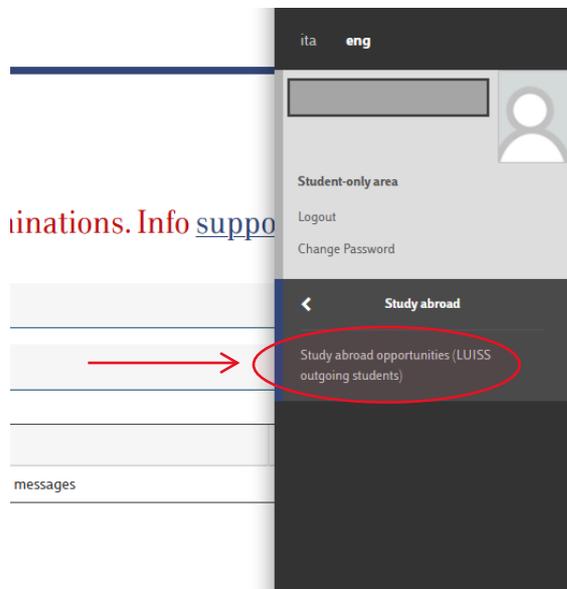
If you have not already, please activate your Luiss account by clicking [here](#) or you will not be able to reserve examinations. Info supportoit@luiss.it

Personal information	Show details >	Student status	Show details >
Dashboard	Hide details >	Messages	Hide details >

- Select the English language in the upper right-hand corner and click on the second item called “Study abroad” in the menu.



- Click on “Study abroad opportunities (LUISS outgoing students).”



- Select your area of study (***Impresa e Management, Economia e Finanza, Scienze Politiche, Giurisprudenza***)

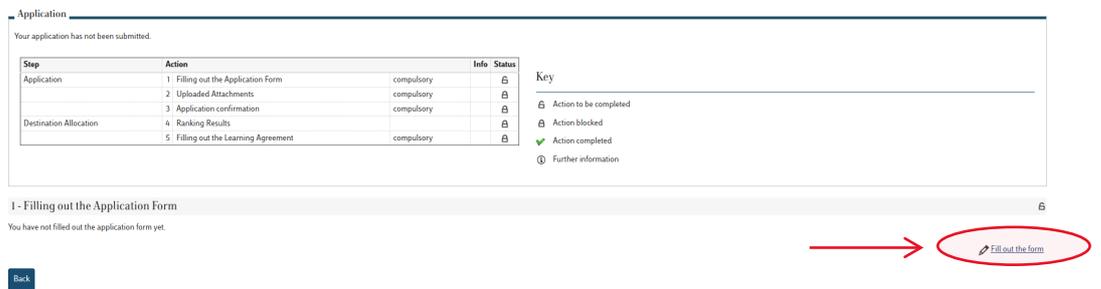
NB Students enrolled in Corporate Finance should select the area of “Impresa e Management” while those enrolled in Global Management and Politics should refer to the area of “Scienze Politiche”. Students enrolled in Law, Digital Innovation and Sustainability, on the other hand, may select either the area of “Giurisprudenza” **or** that of “Impresa e Management”.

To do so, it is necessary to click on the magnifying glass under “Azioni.”

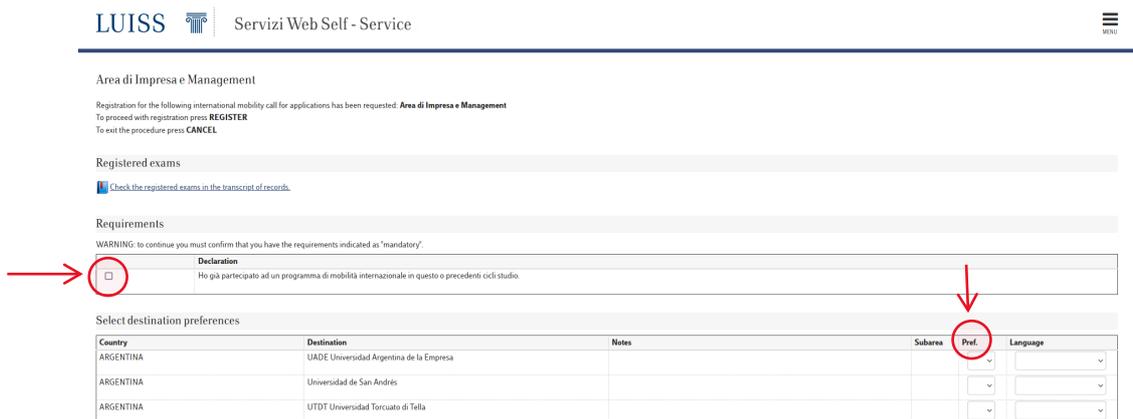


NB “Impresa e Management” in the image serves only as an example; each student will also see the call pertaining to their area.

- Click on “Fill out the form.”



- If you have already taken part in an international mobility program in this or previous cycles of study, click on the designated box. Thereafter, select up to nine locations using the priority selector from the “Pref.” drop-down menu.



- Select the selection language for each chosen location.

CANADA	Carleton University	verificare attentamente i requisiti sul bando		
CANADA	HEC Montreal			
CANADA	Queen's University - Bachelor of Commerce	verificare attentamente i requisiti sul bando		
CANADA	University of British Columbia	Verificare attentamente i requisiti sul bando		
CECA REPUBBLICA	Prague University of Economics and Business (VSE)			
CILE	Universidad Adolfo Ibañez - Santiago o Viña del Mar			

- The system will already present the language data, if known. Otherwise, select the level from the drop-down menu and check the “Certification” box – you will then need to attach the certification at a later stage.

Language skills

Indicate the level of language proficiency related to the language of selection of the chosen destinations:

INGLESE C1.2
 FRANCESE
 SPAGNOLO
 TEDESCO

Select the language tests

You are already enrolled in:

B1A - B1A
 B1M - B1M
 B1S - B1S
 B2 - B2
 B2.1
 B2.2
 B2.3
 B2.4
 B2.A
 B2.S

Ulteriori informazioni

Further declarations of:

B2A - B2A
 B2M - B2M
 B2S - B2S
 C1 - C1

Certification
 Certification
 Certification
 Certification

Language	Select to enroll
French	<input type="checkbox"/>
Spanish Castilian,	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>
German	<input type="checkbox"/>

- Alternatively, leave the language field blank and enroll in the language assessment test by checking the box on the right, under the “Select to enroll” heading.

Select the language tests you want to enroll in:

You are already enrolled in the following tests	Type of test	Language	Select to enroll
<input type="checkbox"/>	Test di lingua Francese	French	<input type="checkbox"/>
<input type="checkbox"/>	Test di lingua Spagnola	Spanish Castilian,	<input type="checkbox"/>
<input type="checkbox"/>	Test di lingua Inglese	English	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Test di lingua Tedesca	German	<input type="checkbox"/>

- Click on “Register”.

Merit indicators

Weighted grade average

- On the next page, upload all necessary attachments (in PDF format only) by clicking on “Upload attachments.”

NB We recommend keeping the size of the attachments small to avoid uploading problems. In this regard, you can change the settings of your scanner or capture software in order to achieve a resolution of 150dpi and an image size that is not excessive. Contact an expert or a copy center if you have problems.

Document	Type	Actions
Documento di identità	compulsory	
Lettera di motivazione	compulsory	
Certificato o attestato di lingua	optional	

→ Upload attachments

[Back](#)

- Below are the attachments to be included:
 - Documento d'identità**
 - A copy of a **valid ID (passport or national identity card)**. Students applying for a bilateral exchange location (except for locations in Switzerland) or in the United Kingdom must necessarily attach a copy of a passport that does not expire before June 2025. Only attach the page showing the biodata and photo. Should that not be possible, it will be necessary to attach a copy of a valid ID and a receipt of the request of issuance of a passport or, if unavailable, the confirmation of booking of an appointment.
 - Certificato o attestato di lingua**
 - Certificates concerning IELTS, TOEFL, Cambridge, etc., when compulsorily required by the partner university (it is advisable to carefully read the list of locations and the places available).
 - Certificates, if any, concerning knowledge of language(s).
Certificates that are not easily legible will not be considered.
 - Lettera di motivazione**
 - Cover letter (in Italian or in English) addressed to the Student Mobility office. The document must be written by the candidate freely and independently, explaining the reasons for applying. The choice of language used has no bearing for selection purposes.

Upload Attachments

Application

Area Area di Impresa e Management

Upload documents

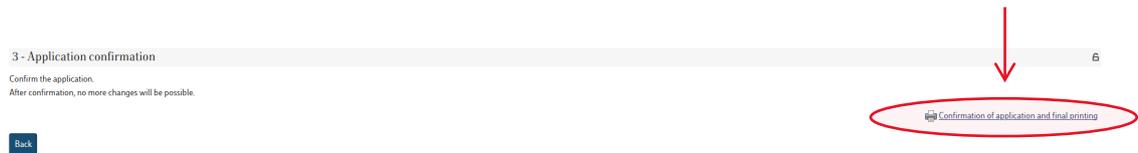
Requested document or further attachment

Description

Documento di identità
Certificato o attestato di lingua
Lettera di motivazione

Attachment (Max 5MB)

- Once you have verified that the application has been correctly completed, click on “Confirmation of application and final printing.”



NB The application will not be completed without taking this last step!

Please note, once you have submitted your application and printed out your application confirmation, you cannot change or resubmit your application!