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

The application can be filled out and submitted <u>online</u> 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 ac	ecount by clicking <u>here</u> o	or you will not be able to reserve examination	s. Info supportoit@luiss.it
Personal information	Show details >>	Student status	Show details 👂
Dashboard	Hide details 🔻	Messages	Hide details 🔻



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	Study abroad
\longrightarrow	Study abroad opportunities (LUISS outgoing students)
messages	

• 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".



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."

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• 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.

LU133 III	Servizi Web Self - Service		
Area di Impresa e Mana	gement		
Registration for the following internal To proceed with registration press RE To exit the procedure press CANCEL	ional mobility call for applications has been requested: Area di Impresa e Management GISTER		
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Student Mobility

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• Select the selection language for each chosen location.

CANADA	Carleton University	verificare attentamente i requisiti sul bando	~		
CANADA	HEC Montreal		•	1	
CANADA	Queen's University - Bachelor of Commerce	verificare attentamente i requisiti sul bando	-		FRANCESE
CANADA	University of British Columbia	Verificare attentamente i requisiti sul bando	-	1	INGLESE
CECA REPUBBLICA	Prague University of Economics and Business $\left(V\breve{S}E\right)$		~		
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 lang	uage proficiency related to the language of selection of the chosen destinations:			
	G2 ~	Certification		
FRANCESE	, ,			
SPAGNOLO	B1.2	Certification		
TEDESCO	B1.3 B1.A	Certification		
Select the language tests	B1.M B1.S			
You are already enrolled in t	BIA - BIA		Language	Select to enroll
	DIM - DIM BIS - BIS		French	
	B2 - B2 B2.1		Spanish Castilian,	
	B2.2		English	•
	B2.4		German	
	B2.A B2.4			
Ulteriori informazion	B2A - B2A RAM RAM			
Further declarations (o	B2S - B2S			
	C1 - C1 ~			

• 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:			K
You are already enrolled in the following tests	Type of test	Language	Select to enroll
	Test di lingua Francese	French	
	Test di lingua Spagnola	Spanish Castilian,	
	Test di lingua Inglese	English	•
	Test di lingua Tedesca	German	

• Click on "Register".

Merit indicators				
Weighted grade average				
Register	Cancel			

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• 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	Туре	Actions
Documento di identità	compulsory	
Lettera di motivazione	e compulsory	
Certificato o attestato di lingua	optional	
Book	\rightarrow	Doload attachments

- Below are the attachments to be included:
 - a. 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.
 - b. 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.
 - c. 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 attachmen	n Demonstra & identià
Description	Certificato attestato di lingua
	Lettera di motivazione
Attachment (Max 5MB	Slogb, Nesun file selectionats.
Upload Exit	



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