

Università degli Studi di Firenze

Institutional Details

Full legal name of the institution	UNIVERSITÀ DEGLI STUDI DI FIRENZE
Erasmus Code	I FIRENZE01
University website	https://www.psicologia.unifi.it

International Office

Postal address	via della Torretta, 16 - 50137 FIRENZE
International office website	https://www.psicologia.unifi.it/vp-41-international.html
Contact data for incoming students	email → ripsico@unifi.it phone → +39 055 2755374 / +39 055 2755380
Contact persons	Marco Arrighini Martina Claudia Lemarquis
Erasmus coordinators	Prof.ssa Maria Michela Del Viva Prof.ssa Fiammetta Cosci

Before mobility

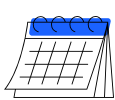
Required documents	☐ Enrolment form ☐ ID Card or Passport ☐ B1 Italian Language Certificate ☐ Tax Code Must be send before your mobility at ripsico@unifi.it ! Non-EU students, must send also a copy of their valid residence permit in the country of their home university
Language requirements	All the psychology courses are held in Italian, exept for these two: - Psychophysical assessment of sensory and attentional deficits 6 cfu - Models of Designing, Intervention and Evaluation in Psychology 6 cfu In order to attend classes and exams a B1 Italian Language Certificate is <u>mandatory</u> before the beginning of your mobility. Here you can find further informations about the language courses offered at the Università degli Studi di Firenze Linguistic Center: 🌐 Centro Linguistico di Ateneo UniFI UniFI
Tax Code	You can get this document by contacting the Italian Consulate in your city. <u>If this service is unavailable</u> in your city, you can schedule an appointment to collect it upon your arrival in Florence using this website: https://www.agenziaentrate.gov.it/portale/prenota-un-appuntamento

Web Registration	Click the link to log in on the University of Florence website: https://studenti.unifi.it/AddressBook/ABStartProcessoRegAction.do Here's a guide to support you during the web registration's process: https://www.unifi.it/sites/default/files/migrated/documents/incoming_students_registration.pdf
Learning Agreement	Università degli Studi di Firenze operates through the EWP (Erasmus Without Paper) platform, so we kindly ask incoming students to submit through this platform their learning agreement. If your sending institution doesn't operate with EWP, we accept Learning Agreement hard copy as well.
Accommodations	🌐 Alloggiare a Firenze Università di Firenze
Services and opportunities	🌐 Vivere l'università Università di Firenze

When in Florence

Matriculation	In order to begin the process of matriculation, incoming student must send their ticket to Florence at erasmusdesk-presnovoli@unifi.it After that you'll be given: ☐ Institutional mail ☐ Identification number ☐ Arrival Certificate ! The Arrival Certificate will be issued in the Università degli Studi di Firenze form.
Linguistic support	To take part in the language tandem you can register via THIS GOOGLE FORM To get a free Babbel licence to improve your italian please send a mail to ripsico@unifi.it Here you can find further informations about the language courses offered at the Università degli Studi di Firenze Linguistic Center: 🌐 Centro Linguistico di Ateneo UniFI UniFI

Useful Links

	To check classes' schedules Web Agenda Università degli Studi di Firenze
	To access the university web portal (online student services) SOL - Servizi Online per gli studenti
	To get the courses materials Home Corsi di laurea e post laurea
	To check exams dates Bacheca appelli

Check out procedures

The closing date of your Erasmus mobility is the same as the date of the last exam actually taken, passed or not, or the end date of classes if no exam was taken.

In the case of traineeship, the end date of mobility coincides with the end date of the activity.

Before checking out, check on [GCS Student Career Management](#) if all exams have been verbalised, fill in the [exams taken form](#) and send it to **erasmusdesk-presnovoli(AT)unifi.it**.



To avoid delays in the issuance of the final Transcript of records, while in Florence, check periodically on [GCS Student Career Management](#) the transcripts of exams taken. It is important that records are kept, even of failed exams (if actually taken). Hence, it is your responsibility to ask so to each Professor specifically.

By submitting the form, you communicate that you have completed the activities and wish to receive the **Certification of Stay** and **Transcript of records**. The Office will close the mobility and send the Certification of Stay and Transcript of records by email to the home university and in copy to the student.

You have formally ended your Erasmus mobility period in Florence by checking out. Therefore, you can no longer take exams or other educational activities.

