



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Scuola di
Architettura
DIDA
Dipartimento di Architettura



UPON RETURNING FROM MOBILITY





Step 1: DELIVERY OF STUDY PERIOD CERTIFICATE

Within **15 days** upon your arrival back to Italy :

Email to the Office of Teaching Services (**Ufficio Servizi alla Didattica**, *Via della Pergola, 60 – 50121 - Firenze - outgoing.erasmus@unifi.it*) the **Study Period Certificate**, with the dates of the exact duration of your recently completed mobility, putting in Copy (Cc) in the email also archint@unifi.it

On the basis of the mobility dates, the last installment of the grant will be dispensed.





Step 2: REQUEST OF RECOGNITION

To obtain Recognition and career registration of exams taken abroad, proceed as follows:

1. Download the Form from <https://www.architettura.unifi.it/> > *Mobilità internazionale* > *Programma Erasmus+* > *Erasmus+ Studio* > *Modulistica e FAQ* > Request for Examination Recognition (*Richiesta di Riconoscimento Esami*) - and, if applicable, Confirmation of Thesis Research (*Conferma Ricerca Tesi*)
2. Fill out the Form in every part referring to the **Transcript of Records** and sign it
3. Send the Request for Examination Recognition **within 30 days** of returning to Italy to the International Relations Office via email archint@unifi.it, also attaching the **Transcript of Records** issued by the host university.



FINAL PROCEDURES

At this point, all the steps are completed.

All that remains is to wait for the **registration of the exams in your career** and the **release of the second part of the mobility grant**.

Should you experience any delays, please contact:

outgoing.erasmus@unifi.it *for issues related to grant disbursement ;*

archint@unifi.it *for issues related to internship registration*





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YOU HAVE COMPLETED THE PROCEDURE

