



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

Scuola di  
Architettura  
DIDA  
Dipartimento di Architettura



# UPON RETURNING FROM MOBILITY





## Step 1: DELIVERY OF INTERNSHIP PERIOD CERTIFICATE

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

- Email to the Office of Educational Services (**Ufficio Servizi alla Didattica** - *Via della Pergola, 60 – 50121 - Firenze* - [outgoing.erasmus@unifi.it](mailto:outgoing.erasmus@unifi.it)) the **Internship Period Certificate**, with the dates of the exact duration of your mobility, putting in Copy (Cc) [archint@unifi.it](mailto:archint@unifi.it)

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





## Step 2: Request of recognition

In order to obtain the Internship Recognition , you must send to *archint@unifi.it* **within 30 days after the end of mobility** the documents listed below:

1. **Transcript of Work** issued by the Studio/Company, within 15 days after the end of the mobility;
2. **Internship Period Certificate;**
3. **Request of Recognition** (which can be downloaded from the Forms and FAQs section)



## FINAL PROCEDURES

At this point, all the steps are completed.

All that remains is to await the **eventual registration of the internship and the release of the second part of the mobility grant.**

Should you experience any delays, please contact:

[outgoing.erasmus@unifi.it](mailto:outgoing.erasmus@unifi.it)     *for issues related to grant disbursement ;*

[archint@unifi.it](mailto:archint@unifi.it)     *for issues related to internship registration.*





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**YOU HAVE COMPLETED THE PROCEDURE**

