



UNIVERSITÀ  
DI PAVIA

## CALL FOR APPLICATIONS ERASMUS TRAINEESHIP 2025/26 HOW TO APPLY

### Step 2

The **second part of the application** involves the confirmation of personal data, the possible upload of the letter of acceptance from the host institution, if the candidate already has it, and the letter from his/her supervising professor (only for those enrolled in Ph.D. courses, first and second level university masters, and specialization schools).

The **confirmation of personal data** and the possible **upload of the letter from your supervising professor** must take place **by 13.00 on Friday 28 November 2025**. Instead, it will be possible **to attach the acceptance letter until 15 December 2025** (the last day scheduled for area selection interviews).

ATTENTION: the International Mobility Unit will not carry out any formal check on the uploaded acceptance letters. Therefore, it will be the responsibility of the candidate to verify to have attached a correct and compliant document.

#### IMPORTANT NOTES

- We invite you not to start filling out the application close to the deadline. Any problems reported on the day of the deadline of the call may not be resolved in time for the submission of the application
- Once submitted, the application will no longer be editable. We therefore invite you to pay particular attention to the data entered and any attached documents
- Only the letter of acceptance can be attached to the application, as required by the announcement. Any other attached documents will not be taken into consideration

#### TECHNICAL NOTES ON MOBILITY-ONLINE

- To edit a section click on "Forward to update"
- To confirm a change, click on "Update"
- To return to the main screen click on "Back/Back to the general overview"
- The step is complete when the checkbox turns green



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### Step 2

1) At the end of the first part of the application, you have received an e-mail from [noreply@unipv.it](mailto:noreply@unipv.it) with the subject "COMPULSORY registration for Erasmus Traineeship 2025/26" (also check your junk/spam folder) to complete your application in Mobility-Online. We encourage you to follow the instructions below carefully.

By clicking on the link received by e-mail, you can access your personal page in Mobility-Online with your University credentials.

COMPULSORY registration for Erasmus Traineeship 2025/26 [Esterni](#) [Posta in arrivo](#)



[noreply@unipv.it](mailto:noreply@unipv.it) [noreply@unipv.it](mailto:noreply@unipv.it) [tramite](#) [service4mobility.com](#)

a

Gentile

in seguito alla tua registrazione al bando Erasmus Traineeship 2025/26 (fase 1), ti invitiamo a completare la tua candidatura in Mobility-Online (fase 2).

In questa seconda fase ti verrà chiesto di confermare i tuoi dati personali, di allegare l'eventuale lettera di accettazione rilasciata dalla sede ospitante, qualora ne fossi già in possesso (come previsto dall'art. 6 del bando), e, solo per coloro iscritti ad un corso di dottorato, master di I o II livello o scuola di specializzazione, la lettera rilasciata dal docente supervisore UNIPV.

Avrai tempo per caricare la lettera di accettazione fino al giorno del colloquio (previsto tra il 30 giugno e il 4 luglio 2025).

Nel caso in cui non riuscissi ad allegare la lettera sulla pagina personale di Mobility-Online entro la scadenza, potrai consegnarla alla Commissione direttamente al colloquio.

**Ti ricordiamo che, qualora non disponessi della lettera di accettazione di un'impresa entro la data del colloquio, non sarai ammesso alla selezione e non potrai concorrere all'assegnazione del tirocinio.**

Ti invitiamo inoltre a leggere attentamente le istruzioni qui indicate.

Per accedere a Mobility-Online potrai utilizzare il link in fondo a questa email.  
Potrai accedere utilizzando le credenziali di Ateneo (codice fiscale e password).

Un cordiale saluto,  
U.O.C. Mobilità Internazionale

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Dear

Following your registration for the Erasmus Traineeship call for a.y. 2025/26 (step 1), we invite you to complete your registration in Mobility-Online (step 2).

At this second step you'll be required to confirm your personal data and to attach any acceptance letter issued by the host Institution, if you already have one (as indicated in art. 6 of the call), and, only for those enrolled in a Ph.D. course, I or II level master or postgraduate school, the letter issued by the UNIPV supervisor.

You will have time to upload your acceptance letter until the day of your interview (scheduled between 30 June and 4 July 2025).

Should you fail to upload the letter on your personal Mobility-Online page by the deadline, you can hand it over to the Commission directly at the interview.

**Please note that if you do not have the acceptance letter by the interview date, you will not be admitted to the selection process and will not be eligible for the traineeship.**

We invite you to read carefully the instructions attached here.

To access Mobility-Online you can use the link at the bottom of this email.  
You will be able to log in with your UNIPV credentials (tax code and password).

Kind regards,  
the International Mobility Unit

Login:

Login

[https://www.service4mobility.com/europe/LoginServlet?ben\\_login=\[REDACTED\]&prache=en&is\\_sso=1&identifier=PAVIA01](https://www.service4mobility.com/europe/LoginServlet?ben_login=[REDACTED]&prache=en&is_sso=1&identifier=PAVIA01)



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**CALL FOR APPLICATIONS  
ERASMUS TRAINEESHIP 2025/26  
HOW TO APPLY  
Step 2**

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MOBILITY-ONLINE

English | Login

Back

Login

✓

Password

Password-Input at next page

Login

For SSO please use the following link for direct [login](#)





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## CALL FOR APPLICATIONS ERASMUS TRAINEESHIP 2025/26 HOW TO APPLY

### Step 2

2) You will then find the next steps to take:

- by 1.00 p.m. on 28 November 2025:

- Confirmation of personal data
- upload of the letter from your supervising professor (only for those enrolled in PhD courses, first and second level university masters, and specialization schools)

- by 15 December 2025:

- possible upload of the letter of acceptance from the host institution



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# CALL FOR APPLICATIONS ERASMUS TRAINEESHIP 2025/26 HOW TO APPLY

## Step 2

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia MOBILITY-ONLINE

Filter menu entries Reload Application Workflow Help Update

My application data My Settings

Personal details Personal details

Last name \* First name \*

07/05/2025 (stable v2.1234) Back Create Back to the application workflow Update personal details

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia MOBILITY-ONLINE

Filter menu entries Reload Application Workflow Help Update

My application data My Settings

Allocation of documents Back Create

Letter from UNIPV supervisor uploaded (ONLY relevant for those enrolled in a Ph.D. course, first/second level masters, postgraduate schools)

Per i soli iscritti a dottorati di ricerca, master universitari di I e II livello, e scuole di specializzazione. Scadenza presentazione documentazione: ore 13.00 del 12 giugno 2025. Allegare la lettera del proprio docente supervisore (è possibile scaricare il modello da compilare direttamente dalla [pagina internazionale di Ateneo](#)).

Upload name Letter from UNIPV supervisor

Allowed Filetypes All File Types allowed

File

Drag your files here  
Or Search files

23/05/2025 (stable v2.1650) Back Create



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## CALL FOR APPLICATIONS ERASMUS TRAINEESHIP 2025/26 HOW TO APPLY

### Step 2

UNIVERSITÀ DI PAVIA Università degli Studi di Pavia MOBILITY-ONLINE

Filter menu entries Reload Application Workflow Help ▾

Acceptance Letter uploaded

My application data My Settings

● Canica qui la lettera di accettazione rilasciata dalla sede ospitante, se ne sei già in possesso. Avrai comunque tempo fino al 4 luglio 2025 per allegarla.  
La lettera di accettazione potrà essere consegnata anche durante il colloquio di selezione (30 giugno - 4 luglio 2025).  
Ti ricordiamo che è obbligatoria e che coloro che non saranno in possesso della lettera di accettazione di un'impresa entro la data del colloquio di selezione non potranno concorrere all'assegnazione di un tirocinio e del relativo contributo.  
Please upload here the acceptance letter issued by your host Institution, if you already have it. You will have until 4 July 2025 to attach it.  
Please note that the acceptance letter can also be handed in at the selection interview (30 June - 4 July 2025).  
We remind you that it is compulsory and that those who does not have an acceptance letter from a host Institution by the date of the selection interview will not be able to compete for an internship and the corresponding grant.

Upload name Lettera di accettazione

Allowed Filetypes All File Types allowed

File

23/05/2025 (stable v2.1650) Back Create

Drag your files here  
Or Search files



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## CALL FOR APPLICATIONS ERASMUS TRAINEESHIP 2025/26 HOW TO APPLY

### Step 2

3) A few seconds later you will receive an e-mail from [noreply@unipv.it](mailto:noreply@unipv.it) and with the subject "Application completed Erasmus Traineeship 2025/26" (also check in your junk/spam box) informing you that the letter has been correctly attached.

You can also view the confirmation on your personal Mobility-Online page (green tick on "Acceptance letter uploaded").



Application completed Erasmus Traineeship

Esterini

Posta in arrivo x



[noreply@unipv.it](mailto:noreply@unipv.it) [noreply@unipv.it](mailto:noreply@unipv.it) tramite service4mobility.com

a [REDACTED]

Gentile [REDACTED]

ti informiamo che la tua candidatura al bando Erasmus Traineeship 2024/25 è completa e la tua lettera di accettazione è stata allegata correttamente.

Per il momento non dovrà fare altro. Attendi la pubblicazione del calendario e partecipa ai colloqui di selezione (previsti tra il 10 e il 13 dicembre 2024).

Cordiali saluti,  
U.O.C. Mobilità Internazionale

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Dear [REDACTED]

we would like to inform you that your application for the Erasmus Traineeship call 2024/25 is complete and your acceptance letter has been correctly submitted.

That is all you need to do for the time being. Wait for the calendar to be published and attend the selection interviews (scheduled between 10 and 13 December 2024).

Kind regards,  
the International Mobility Unit



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The screenshot shows the Università degli Studi di Pavia Mobility-Online application workflow page. At the top, there is a header with the university logo, a search bar, and navigation links for 'My application data' and 'My Settings'. The main content area is divided into sections: 'Applicant details' and 'Application workflow'. The 'Applicant details' section contains fields for Last name (redacted), First name (redacted), Date of birth (24/04/1992), Country of the home institution (Italy), and Home institution (PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA). The 'Application workflow' section lists the following steps with their status and dates:

Step	Status	Date
Online application	Completed	27/05/2025
Confirmation e-mail online-application	Automatically generated	27/05/2025
Online registration	Completed	27/05/2025
Personal details completed	Completed	27/05/2025
Letter from UNIPV supervisor uploaded (ONLY relevant for those enrolled in a Ph.D. course, first/second level masters, postgraduate schools)	Completed	27/05/2025
Acceptance Letter uploaded	Completed	27/05/2025

At the bottom of the workflow section, there is a link 'Upload Acceptance Letter'.

Uploading the acceptance letter to your personal Mobility-Online page is not mandatory, you can also hand it in during the selection interview (10 – 15 December 2025).

However, we remind you that those who are not in possession of a company's letter of acceptance by the date of the selection interview will not be able to compete for the assignment of an internship and the related contribution.