



UNIVERSITÀ
DI PAVIA

OVERSEAS EXCHANGE PROGRAMME A.Y. 2026/27

APPLICATION INSTRUCTIONS Step 2

IMPORTANT NOTES

- The application must be submitted **by 10 February 2026 at 1 PM**. and requires final approval by the office. We therefore 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 and approved by the office, **the application will no longer be editable**. We therefore invite you to pay particular attention to the data entered and any attached documents
- Only **language certificates** can be attached to the application. Any other attached documents will not be taken into consideration

Before filling in the language skills part of the application, we invite you to carefully read **Article 7 – Selections** of the call for applications relating to **language requirements**.

You can demonstrate your language proficiency in the following ways:

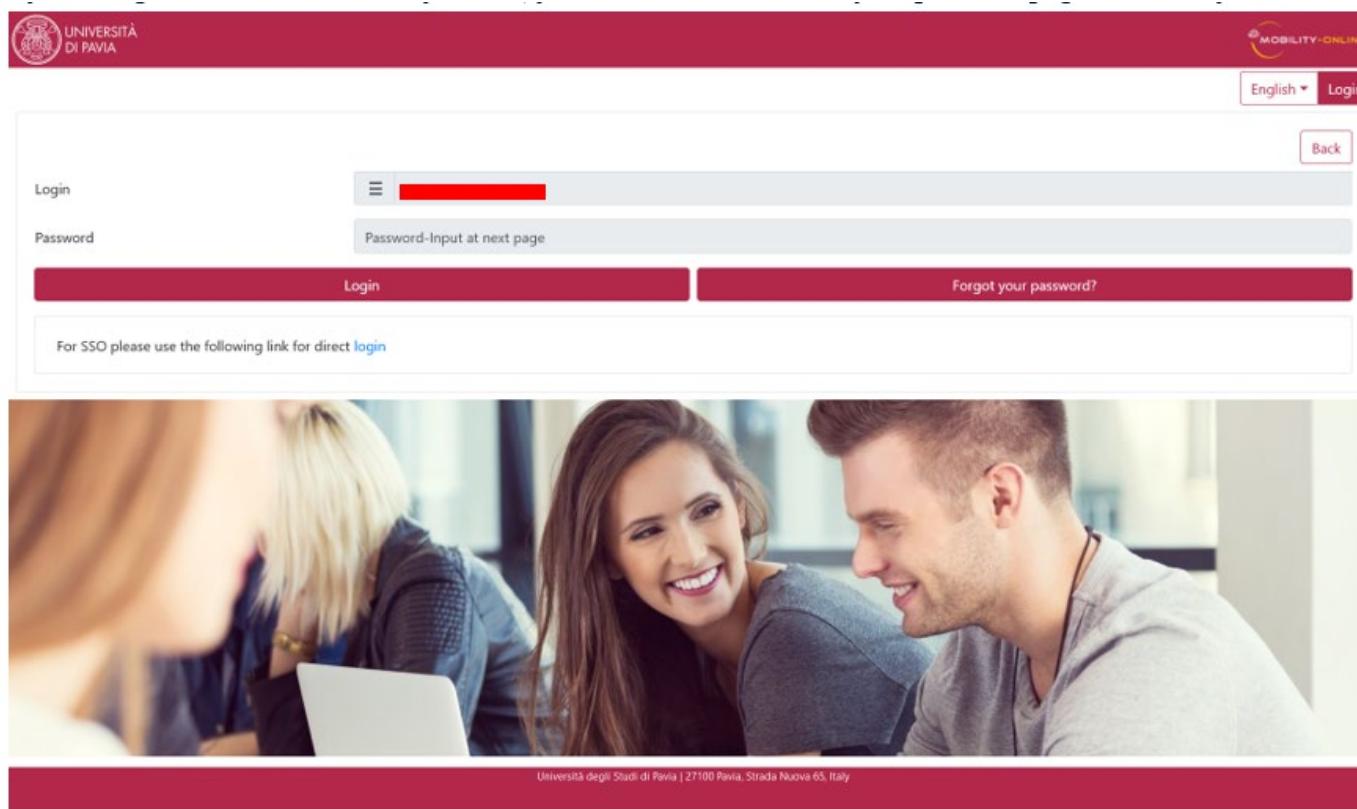
- **Self-certification as a native speaker and international certifications** – to be uploaded during the application phase.
- **Enrolment in a degree programme taught in English or with verified prerequisite** – no documents required, verification will be carried out ex officio.
- **Language certificate issued by CLA UNIPV after January 2023** – no documents required, verification will be carried out ex officio.

TECHNICAL NOTES ON MOBILITY-ONLINE

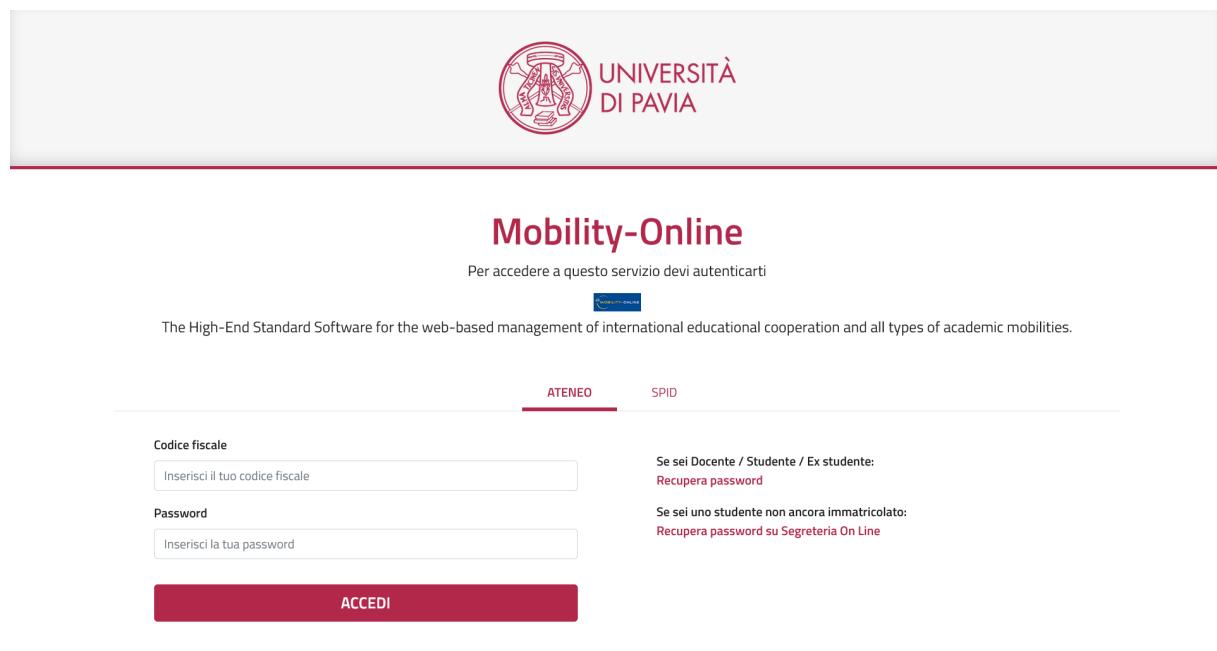
- To edit a section click on "Forward to update"
- To confirm a change, click on "Update"
- To return to the main screen click on "Back/Back to the general overview"
- The step is complete when the checkbox turns green

1) At the end of the first part of the application, you have received an e-mail from noreply@unipv.it with the subject "COMPULSORY registration for Overseas Exchange Programme for a.y. 2026/27" (also check your junk/spam inbox) 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.



2) Then click on "Login", you will be redirected to this page, where you will have to enter your University credentials (tax code and password).



3) You will find the next steps to here.

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Filter menu entries Reload Application Workflow Workplace Connect/EWP History Help

My application data My Settings

Application workflow

Application details

Last name: TEST UNO	Type of application: Outgoing
First name: SARA	Host institution (first choice): B ANTWERP01 - UNIVERSITY OF ANTWERP
Country of the home institution: Italy	Country of host institution (first choice): Belgium
Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA	

Necessary steps

	Done	Done on	Done by	Direct access via following link
Before the mobility				2 / 5
Online application	<input checked="" type="checkbox"/>	30/01/2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	30/01/2025	Automatically generated	
Online registration	<input type="checkbox"/>			Enter information about personal data
Personal data completed	<input type="checkbox"/>			
Please indicate your language competences here.	<input type="checkbox"/>			

4) Click on "Complete personal data" and confirm the data entered click on "Update personal details".

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Filter menu entries Reload Application Workflow Workplace Connect/EWP History Help

Personal details

Personal details

Last name *	First name *
TEST UNO	SARA

Display

5) By clicking on "Back to general overview" you will be able to return to the main screen.

Action successful!

Record updated

Back to general overview

6) You can now enter any language certificates you have, by clicking on "Language competences" and following the flow described below.

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Filter menu entries Reload Application Workflow Workplace Connect/EWP History Help

My application data My Settings

Application workflow

Application details

Last name: Test	Type of application: Outgoing
First name: BIP Virginia	Host institution (first choice): UNKNOWN - Unknown
Country of the home institution: Italy	Country of host institution (first choice): Unknown
Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI ...	

Necessary steps

	Done	Done on	Done by	Direct access via following link
Before the mobility				3 / 5
Online application	<input checked="" type="checkbox"/>	04/02/2025		Show application
Confirmation e-mail online application	<input checked="" type="checkbox"/>	04/02/2025	Automatically generated	
Online registration	<input checked="" type="checkbox"/>	15/09/2023	BIP Virginia Test	Enter information about personal data
Personal data completed	<input type="checkbox"/>			Language Competences
Please indicate your language competences here.	<input type="checkbox"/>			

1. Do you already have a language certificate?

- **Yes** → Go to step 2.
- **No** → Skip to step 5.

2. Any English certificate?

- **Yes** → Go to step 3.
- **No** → Skip to step 4.

3. Was it obtained after January 2023?

- **Yes** → The certificate is valid.
 - If the certificate is issued by the CLA, it does not need to be attached (automatic verification).
 - For all other certificates (including native speaker self-certification), it must be attached for validity verification.
 - Go to step 4.
- **No** → In order to be eligible for locations that require the English language, you must take the CLA test.
 - Go to step 4.

4. Any Spanish certificate?

- **Yes** → Same procedure as in English: verification and possible upload depending on the type of certificate.
- **No** → Retake the test for other languages if necessary and at the end of the process check if you want to take a CLA test.

→ The process is the same for all languages: English, Spanish and Portuguese.

5. Are you enrolled in one of the study programs for which, according to the call, a language exemption (English only) is provided?

- **Yes** → No certificate is required for English. Go to step 6.
- **No** → Go to step 6.

6. Do you still want to take the CLA tests for other languages or to improve your current level?

- **Yes** → Go to step 7.
- **No** → Skip to step 8.

→ BE AWARE: if you do not have any certificate and you are not enrolled in a course of study that provides for an exemption, you must take the CLA tests, otherwise you will not be admitted to the selection for a period of mobility abroad.

7. Please let us know for which language(s) you intend to take the CLA tests:

- English
- Spanish
- Portuguese

→ Go to step 8.

8. Verification of any attached certificates and closure of the process

A few minutes after sending your application, you will receive an e-mail to your University email address from noreply@unipv.it with the subject "Application received Overseas Exchange Programme for a.y. 2026/27" (also check your junk/spam inbox) informing you that we have received your application and that it will soon be checked by the International Mobility Unit.

- The office will then carry out a check on any attached certificates:

- **If the certificates are compliant:** the application will be marked as complete, the candidate will receive confirmation, and a copy of the application will be sent to the international mobility coordinator.
- **If the attached certificates are invalid:**
 - The candidate will be notified of the rejection of the ineligible certificates by noreply@unipv.it and with the subject "Application incomplete Overseas Exchange Programme for a.y. 2026/27".
 - You will have the opportunity to correct the documents or declare that you do not have any valid certificate to attach and possibly add languages for which you want to take the CLA tests.
 - The application will be evaluated again by the office.

→ This process is a continuous cycle that ends only when the office declares the application complete and correct.

- Once the verification is complete, the process ends and you will receive an email from noreply@unipv.it with the subject "Application completed Overseas Exchange Programme for a.y. 2026/27" (also check your junk/spam folder) confirming the completeness of the application. Attached you will find the print version of your application. The email will also be automatically sent to the international mobility coordinator of your area.