



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 P.M.** 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:

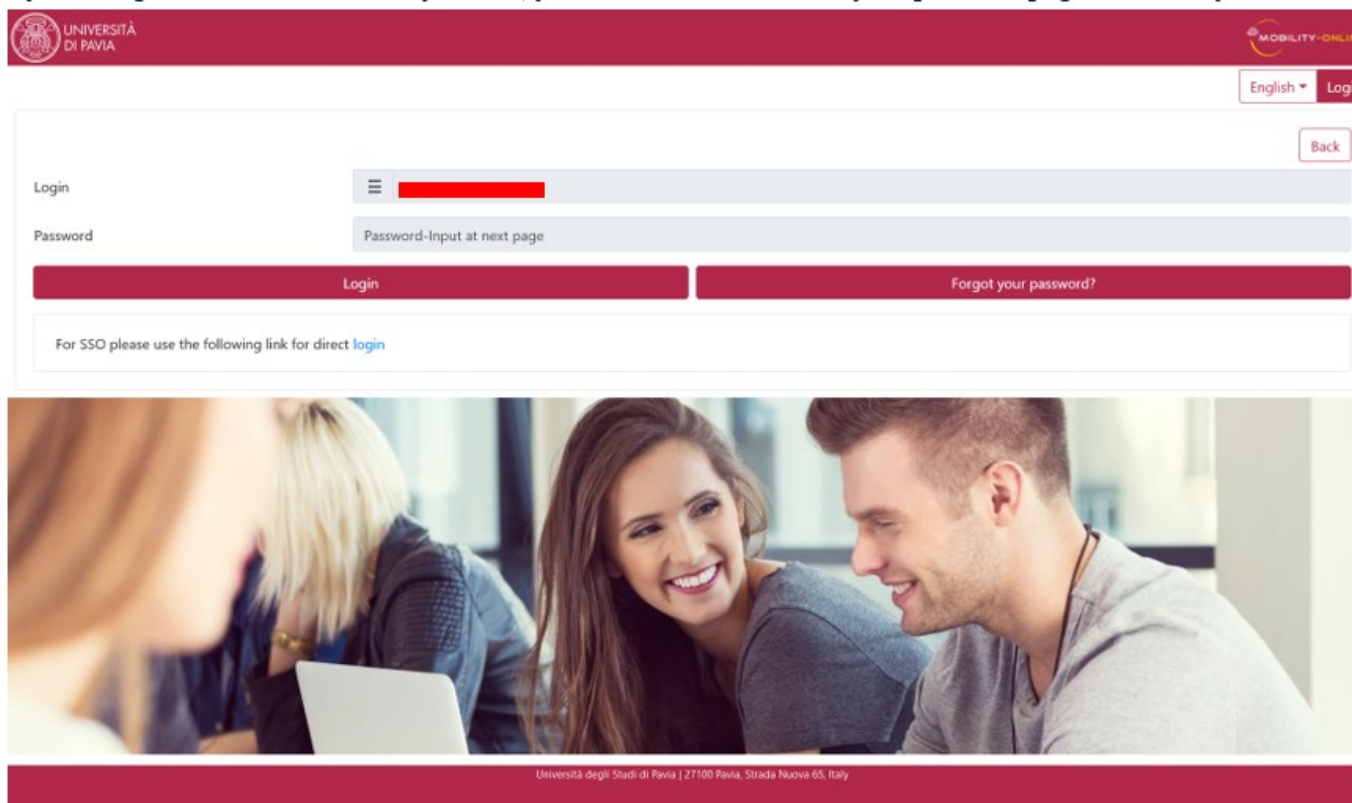
- **Self-certification as a native speaker and international certifications** – to be uploaded during the application phase.
- **Enrolment in a degree programme taught in English or with verified prerequisite** – no documents required, verification will be carried out ex officio.
- **Language certificate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

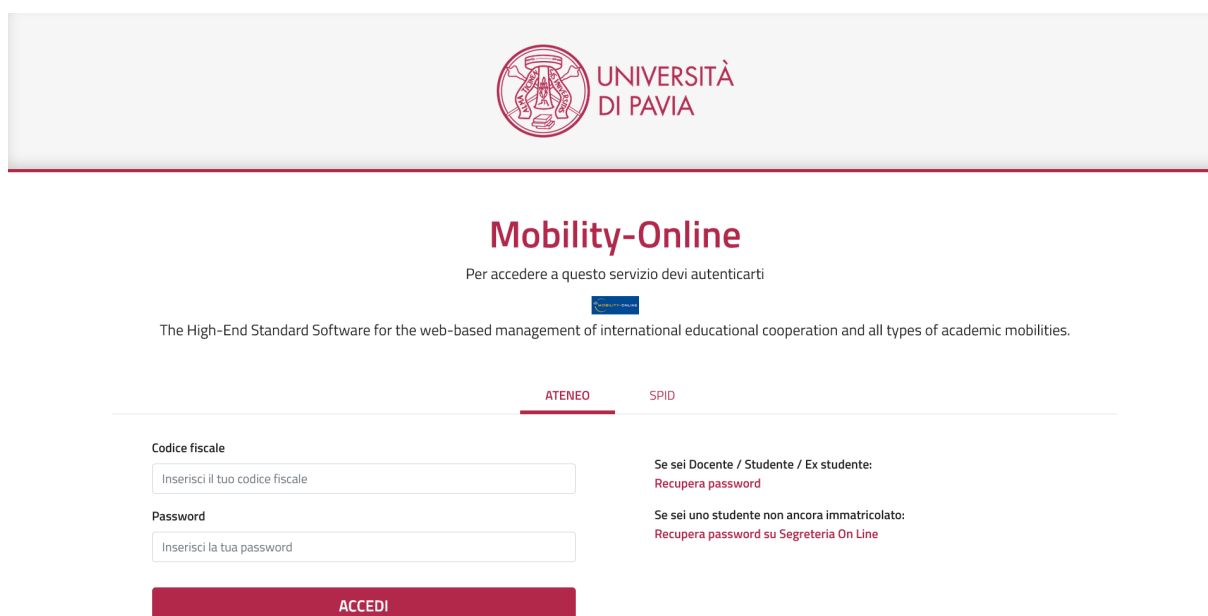
1) At the end of the first part of the application, you have received an e-mail from noreply@unipv.it with the subject "**COMPULSORY registration for Overseas Exchange Programme for a.y. 2026/27**" (also check your junk/spam inbox) to complete your application in Mobility-Online. We encourage you to follow the instructions below carefully.

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



The screenshot shows the login interface of the University of Pavia's Mobility-Online system. At the top, there is a red header with the university's logo and name on the left, and the 'MOBILITY-ONLINE' logo on the right. Below the header, there is a login form with fields for 'Login' (username) and 'Password'. A red bar obscures the username input. Below the password field, there is a 'Login' button and a 'Forgot your password?' link. A 'Back' button is located in the top right corner. Below the login form, there is a message: 'For SSO please use the following link for direct login' with a blue link. At the bottom of the page, there is a large image of three students smiling and looking at a laptop, and a footer with the university's address: 'Università degli Studi di Pavia | 27100 Pavia, Strada Nuova 65, Italy'.

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).



The screenshot shows the login page of the University of Pavia's Mobility-Online system. At the top, there is a header with the university's logo and name. Below the header, there is a large red banner with the text 'Mobility-Online' and 'Per accedere a questo servizio devi autenticarti'. Below the banner, there is a section with the text 'The High-End Standard Software for the web-based management of international educational cooperation and all types of academic mobilities.' and a blue button labeled 'Accesso Online'. Below this, there are two tabs: 'ATENEO' and 'SPID'. Under the 'ATENEO' tab, there are two input fields: 'Codice fiscale' (with the placeholder 'Inserisci il tuo codice fiscale') and 'Password' (with the placeholder 'Inserisci la tua password'). Below these fields is a red button labeled 'ACCEDI'. To the right of the input fields, there are two links: 'Se sei Docente / Studente / Ex studente: Recupera password' and 'Se sei uno studente non ancora immatricolato: Recupera password su Segreteria On Line'.

3) You will find the next steps to here.

Università degli Studi di Pavia (Test)

MOBILITY-ONLINE

Application workflow

Applicant details

Last name: TEST UNO

First name: SARA

Country of the home institution: Italy

Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA

Type of application: Outgoing

Host institution (first choice): B ANTWERP01 - UNIVERSITY OF ANTWERP

Country of host institution (first choice): Belgium

	Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility					
	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".

Università degli Studi di Pavia (Test)

MOBILITY-ONLINE

Personal details

Last name *

TEST UNO

First name *

SARA

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

☒ **Action successful!**
Record updated

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

Università degli Studi di Pavia

MOBILITY-ONLINE

Application workflow

Last name: Test

First name: BIP Virginia

Country of the home institution: Italy

Home institution: PAVIA01 - UNIVERSITÀ DEGLI STUDI DI PAVIA

Type of application: Outgoing

Host institution (first choice): UNKNOWN - UNKNOWN

Country of host institution (first choice): UNKNOWN

	Necessary steps	Done	Done on	Done by	Direct access via following link
Before the mobility					
	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 checked="" type="checkbox"/>			
	Please indicate your language competences here.	<input type="checkbox"/>			Language Competences

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.