



International Exchange Program 2020-2021 Instructions for Filling Out and Sending the Online Application

Applications may be filled out and sent solely online **from Monday 12 January to noon on Friday 1 February 2019**

N.B. Once the deadline passes the system for receiving applications will shut down meaning that it will no longer be possible to apply.

1. Step - Before filling out the application form.

- Decide your preferred universities.
- Consider whether the academic offering of the host universities is consistent with your own studies.
- Bear in mind the language proficiency levels required by your preferred universities.
- Check your own CEFRL language proficiency level.
- Verify the validity of your own language certificates.
- It is advisable to check out the documentation and websites of the partner universities.
- Arrange to scan the documentation that it is compulsory to attach to the application.

2. Step - Access the online application process

To access the online application process key in your web self-service username and password. Select 'LUISS Outgoing Students' from the menu and click on the magnifying glass icon.

Compulsory attachments – TO BE SUBMITTED SOLELY IN PDF FORMAT

- A copy of a **valid ID** (*passport or national identity card*). Students applying for a bilateral exchange location must necessarily attach a copy of a passport that does not expire before June 2021: should that not be possible it will be necessary to attach a copy of a valid ID and a copy of the application for issuance of a passport.
- Certificates concerning IELTS, TOEFL, Cambridge, etc., when compulsorily required by the partner university (it is advisable to carefully read the list of locations and the places available).
- Copy of certificates, if any, concerning knowledge of language(s). Certificates that are not easily legible will not be taken into account.



- **Cover letter** (in Italian or in English) addressed to the Student Exchange Office. That document must be written by the candidate explaining the reasons for applying. The choice of language used has no bearing for selection purposes.
- Students of master's degree programs must attach certification (or self-certification) of their bachelor's degree with the list of exams sat. **Self-certification forms** for degrees awarded by **Luiss** can be downloaded through the web self-service and be attached **without signature** to the application.

3. Step - Filling out the online application form – before the deadline

1. Select your own department. Students enrolled in Corporate Finance will have to select the department of Business and Management while students enrolled in Global Management and Politics will have to refer to the department of Political Science.
2. Click on the magnifying glass icon to access details and then on 'Apply for the program'.
3. Select up to 7 destination locations using the priority selector in the 'pref.' drop-down menu.
4. Select the language for each chosen location.
5. The system will display your language proficiency level, if known. Otherwise, select the level from the drop-down menu and select the box 'certification' (you will have to attach your certificates). Alternatively, leave the language field blank and register for a language assessment test by selecting the box 'Sel.' on the right.
6. Insert any additional declarations (regarding other certification obtained, knowledge of languages or experience abroad).
7. On the next page upload all of the necessary attachments, clicking on the button 'Upload new document'.
8. After having checked that the application has been properly submitted, click on 'Print application receipt'.

N.B. Once you have sent the application and printed out the receipt therefor, it will no longer be possible to amend or resubmit the application!

Tips for filling out the online application form

Adhere to this brief procedure to avoid problems while filling out the online application form to participate in the selection process further to the Call of Applications for International Exchanges 2020-2021:

1. You cannot use a **smartphone** or **tablet** to fill out the application form.
2. Make sure that your attachments are in PDF form. Otherwise the system will not upload them.
3. It is advisable to make sure the file size of attachments is not too big to avoid problems when it comes to uploading them. In this regard it is possible to modify the **settings of the scanner** and/or acquisition software to obtain a resolution of 150dpi and an image size that is not excessive. Ask an expert or visit a photocopying center if you have any problems.

Even if following this procedure you still do not manage to fill out the application form, before the expiry of the deadline for submitting applications (noon on 31 January 2020) we can assist you at our offices at Viale Romania during opening hours. Alternatively, you can contact us by phone at 06 85225642.

N.B. In light of the large number of requests that we get for assistance, especially close to the deadline, it could well happen that we will not be able to deal with them all. For this reason **it is advisable not to wait until the last minute to submit your application** so as to improve your chances of receiving assistance if necessary.