

Incoming Exchange Students 2026/2027 IES GUIDE

IES guide is your companion before your mobility (Section 1), during your stay (Section 2) and at the end of your experience (Section 3).

Section 1: Before the mobility

Before your arrival, read carefully the [exchange students web page](#) and the [fact sheet](#) for details such as the organization of your travel, the university, academic calendar and other useful academic information, nomination and application procedure, visa, insurance, accommodation and students services.

1.1 Course Catalogue

Incoming exchange students can select their subjects only here:

<https://www.univr.it/en/course-catalogue>

At the beginning of each semester up-to-date information will be available in the catalogue. You are strongly recommended to double check if any of your subjects have been deleted or changed due to academic or administrative reasons.

1.2 Filter the catalogue

Remember to select the right academic year (i.e. 2026/2027).

Select your **field of study** in the drop-down menu “area of degree programme”

COURSE CODE
Course code

COURSE NAME
Course name

AREA OF DEGREE PROGRAMME

SUSTAINABLE DEVELOPMENT GOALS (SDGS)

LANGUAGE OF INSTRUCTION

ACADEMIC YEAR
2025/2026

Advanced search Search

AREA OF DEGREE PROGRAMME

- Economics
- Education, Philosophy and Social Work
- Foreign Languages and Literatures
- Law
- Literature, Arts and Communication Studies
- Medicine and Surgery
- Sciences and Engineering
- Sport Sciences

Advanced search Search

Filter by **language of instruction** (example: English)

COURSE CODE
Course code

COURSE NAME
Course name

AREA OF DEGREE PROGRAMME

SUSTAINABLE DEVELOPMENT GOALS (SDGS)

LANGUAGE OF INSTRUCTION

ACADEMIC YEAR
2025/2026

Advanced search Search

LANGUAGE OF INSTRUCTION

- German
- English
- Spanish
- French
- Italian
- Portuguese
- Russian
- Chinese

If you wish to narrow your search click on “advanced search” and select your **academic level** (Bachelor = Laurea Triennale / Master = Laurea Magistrale)

Advanced search Search

NAME OF LECTURER
Last name
Name

LANGUAGE OF INSTRUCTION

ACADEMIC LEVEL

- Combined Bachelor and Masters - Five year degree
- Postgraduate - Masters
- Undergraduate - Bachelor

1.3 Check the data

- Complete Subject Codes

WARNING: subject codes have to be correct and complete !!!

Example:

4S002911-L22: Correct and complete 😊

Include the final part of the code (letters/numbers after dash) to identify the Degree Programme.

4S002911: Wrong 😞

- Number of credits (CFU)

1 CFU = 1 ECTS credit

Write the correct number of credits in your LA/OLA.

Course name	Sustainable Development Goals (SDGs)	Course code	Years	CFU	Site	Degree programmes	Name of lecturer
Contemporary History		45007537-NZ1	2°	12	VERONA (VR)	Bachelor's degree in Philosophy	Girardi Giacomo Camurri Renato

- Location (site)

Example 1 = subject offered in Vicenza (another campus, 50 km far from Verona)

Example 2 = subject offered in the main campus, Verona

Economic history		4500375-C32 4500375-C42	1°	9	VICENZA (VI)	Bachelor's degree in Business Innovation and Economics Bachelor's degree in Economics, Firms and International Markets	Demo Edoardo	from 23/09/2024 to 10/01/2025
Economic history		4500375-C40	1°	9	VERONA (VR)	Bachelor's degree in Economics and Business	Demo Edoardo	from 23/09/2024 to 10/01/2025

- Semester (period)

WARNING: choose subjects offered in your semester of mobility

Example 1 = subject offered in the first semester

Example 2 = subject offered in the second semester

Example 3 = subject offered during the whole academic year (only for academic year students)

Course name	Sustainable Development Goals (SDGs)	Course code	Years	CFU	Site	Degree programmes	Name of lecturer	Period	Status
Corporate and Economic Criminal Law		45008474-G52	3° 4° 5°	6	VERONA (VR)	Combined Bachelor's + Master's degree in Law	Flor Roberto Vadala Rosa Maria	from 07/11/2024 to 17/12/2024	Ended
Corporate groups and consolidated financial statement		4502498-C82	1°	9	VERONA (VR)	Master's degree in Corporate governance and business administration	Stacchezzini Riccardo Florio Cristina	from 17/02/2025 to 23/05/2025	Started

Course name	Sustainable Development Goals (SDGs)	Course code	Years	CFU	Site	Degree programmes	Name of lecturer	Period
Contemporary History		45007537-NZ1	2°	12	VERONA (VR)	Bachelor's degree in Philosophy	Girardi Giacomo Camurri Renato	from 22/09/2025 to 31/10/2025 from 10/11/2025 to 24/12/2025 from 16/02/2026 to 26/03/2026 from 07/04/2026 to 30/05/2026

1.4 Pay attention

- Sections (parts)

When a subject is structured into 2 or more sections, it is mandatory to complete both the exams, one for each section, in order to receive the final mark in your Transcript of Records.

Example: 4S003242-N77 counts **12** credits

- Surname

When the same subject is divided into groups according to Surnames of students, you have to attend classes and exams offered to the group containing the first letter of your Surname. Please make sure you select the group that applies to you.

Example: **Burker Annabel** has to join the group titled “**COGNOMI A-L**”

Course name	Cognomi	Course code	Years	CFU	Site	Degree programmes	Name of lecturer	Period
Anglophone literatures and cultures	(Cognomi A-L)	45002911-L20	2*	9	VERONA (VR)	Bachelor's degree in Languages and Cultures for Tourism and International Commerce	Sassi Carla Pes Annalisa	from 23/09/2024 to 21/12/2024
Anglophone literatures and cultures	(Cognomi M-Z)	45002911-L20	2*	9	VERONA (VR)	Bachelor's degree in Languages and Cultures for Tourism and International Commerce	Pes Annalisa Sassi Carla	from 23/09/2024 to 21/12/2024

- Matricola (matriculation number)

When the same subject is divided into groups according to matriculation number (see Section 2.3), you have to choose the correct group.

Examples:

odd matriculation number, such as VR123123 >> join the group titled “**Matricole Dispari**”

even matriculation number, such as VR123122 >> join the group titled “**Matricole Pari**”

Course name	Sustainable Development Goals (SDGs)	Course code	Years	CFU	Site	Degree programmes	Name of lecturer	Period
Constitutional Law (Matricole dispari)	5 GENDER EQUALITY 10 REDUCED INEQUALITIES	45008454-G52	1*	12	VERONA (VR)	Combined Bachelor's + Master's degree in Law	Catalano Stefano	from 16/09/2024 to 30/10/2024 from 07/11/2024 to 17/12/2024
Constitutional Law (Matricole pari)		45008454-G52	1*	12	VERONA (VR)	Combined Bachelor's + Master's degree in Law	Ferri Giampaolo	from 16/09/2024 to 30/10/2024 from 07/11/2024 to 17/12/2024

1.5 CLA Language Courses

At the University Languages Centre (**CLA Centro Linguistico di Ateneo**) free of charge language courses held by native speakers are offered to incoming exchange students: French, English, Russian, Spanish, German, Chinese and **Italian L2** (CEFR from A1 to C1). Intensive Italian language “pre-courses” are also available before the beginning of each semester.

Do not forget to include the languages courses in your Learning Agreement (Section 1.6). At the end of each course (except A1 level) students who pass the final exam will get the relative credits in their Transcript of records as “approvato” (= passed).

See tables for Incoming exchange students created by CLA are available [here](#): **Italian Language (pdf)** and **Other Languages (pdf)**

Contacts:

Administration and Student Office: amministrazione-cla@ateneo.univr.it

Language certificates and equivalent language qualifications: certificazioni-test-cla@ateneo.univr.it

Italian Language Teachers:

Paola Celentin paola.celentin@univr.it

Erika Frisan erikahilde.frisan@univr.it

Petra Frisan petra.frisan@univr.it

Carmen Zannol carmen.zannol@univr.it

1.6 Learning Agreement

Learning Agreement is a document, provided by home university, which contains the list of activities at the University of Verona.

European Erasmus students: submit your OLA Online Learning Agreement or DLA digital learning agreement in the digital platform. Ask your Home University for the procedure.

UK and Extra-UE students: LA - Learning Agreement (.pdf) signed by you and your Home University. If needed, standard LA form available [here](#).

Step by Step:

1. search the Course Catalogue (See section 1.1)
2. prepare OLA/DLA/LA and get the approval/signature of home university (= Sending Institution)
3. after completing application, International Office will take care of the University of Verona coordinator's signature (= Receiving Institution). The list of Academic Coordinators is in the [Map of International agreements](#).

When you prepare the Learning Agreement include the correct data and codes for each subject you choose. See the example below.

Incomplete or incorrect OLA/DLA/LA will be rejected!

COURSE NAME + COMPLETE CODE + CREDITS (CFU) + NAME OF LECTURER (optional) + PERIOD

Course name	Course code	Years	CFU	Site	Degree programmes	Name of lecturer	Period	Status
Anglophone literatures and cultures	45002911-L22	2° 3°	6	VERONA (VR)	Bachelor's degree in Foreign Languages and Literatures	Pes Annalisa	from 23/09/2024 to 21/12/2024	Not yet started

OLA/DLA example:

Learning Agreement Approvato Chiudi ▾

Attività da sostenere in ateneo

Codice	Descrizione	Periodo	CFU
45008460-G52	Law of International Organizations	Secondo semestre	6
45012481-L71	Business and intercultural communication: cross-cultural pragmatics	Secondo semestre	6
45010871-L75	Juridical and ethical issues in the digital society	Secondo semestre	6
45009797-G52	Global comparative law	Secondo semestre	6
45009815-G54	Law of the digital economy	Secondo semestre	6
4502468-G52	International economic law	Secondo semestre	6
45003742-C80	Local Economic Development	Secondo semestre	9

LA example:

Component code	Component title at the Receiving Institution	Semester	Number of LOCAL credits and/or tot hours lessons
4501242-N22	Museology (i)	Autumn	6
4501296-N20	Archive-keeping (i)	Autumn	6
45011715 N20R	Sources and methods of History	Autumn	6
			Total: 18

Section 2: During the mobility

2.1 Arrival

When you plan the exact date of your arrival, [book an appointment](#) at the International Office (Chiostro S. Francesco, Via S. Francesco 22, Verona: Desk n. 7 – Front Office Incoming Students).

It is compulsory to register your arrival in person.

You will receive a standard **arrival certificate** in UNIVR format, issued by the International Office. The arrival date on your certificate will be the date in which you come in person to the appointment.

WARNING: no other arrival form or declaration will be signed.

Within 7 days after arrival, please provide the International Office with your **address** and **telephone contact** in Verona.

2.2 MyUnivr and GIA account

Home page www.univr.it Click on > **MyUnivr**



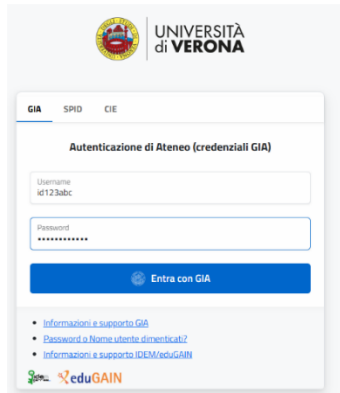
MyUnivr is the Student Portal to access the following services:

- Webmail - institutional student email account
- ESSE3 – academic career management system
- Moodle - e-learning platform for online contents uploaded by professors

GIA is the personal account to identify a student at the University of Verona with personal credentials:

Username: *id123abc* (example)

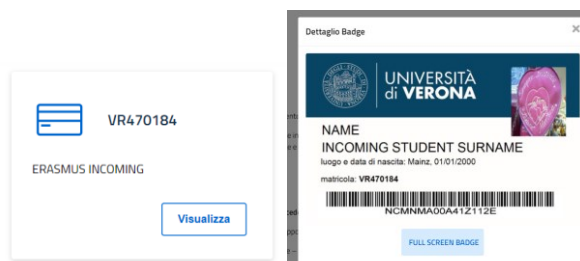
Password: (created by student)



IMPORTANT: in case of technical problems with GIA Login see the [instructions](#)

2.3 Student ID Card and Matricola

Login with your username and password (GIA account) to see your [Student ID Card](#) (Badge) containing your data and **matricola** (matriculation number example: *VR470134*), which identifies your academic studies at the University of Verona.



2.4 Wifi

UNIVAIR-WPA2 or UNIVAIR-OPEN
Login with your username/password (account GIA)

2.5 Timetable

Go to the course [catalogue](#) and search the subjects you are looking for. For further details on each subject click on the title. In the web page of the subject please click on “LESSONS TIMETABLE” (Orario Lezioni).

IMPORTANT: timetable will be available shortly before the beginning of classes.

The screenshot shows a search filter on the left with fields for 'CODICE INSEGNAMENTO', 'INSEGNAMENTO', 'AREA SCIENTIFICA DEL CORSO DI STUDI', 'OGGETTIVI DI SVILUPPO SOSTENIBILE (SDG)', 'LINGUA DI EROGAZIONE', and 'ANNO ACCADEMICO'. A search button is at the bottom. The main table lists courses with columns: Insegnamento, Obiettivi di sviluppo sostenibile (SDG), Codice insegnamento, Anni, CFU, Sede, Corso di studi, Docente, Periodo, and Stato. One course is highlighted: 'Diritto dell'informazione e della comunicazione (m)' with code 45008067, 6 CFU, Verona (VR), and taught by Butturini Daniele. Below the table, a detailed view of the selected course is shown, including the course name, code, coordinator, credits, language, period, and a list of buttons: 'Orario Lezioni', 'Moodle', and 'Seminari'.

2.6 E-learning platform (Moodle)

Enter “**MyUnivr**” (see Section 2.2) to access **Moodle**, the online platform used by University of Verona for courses and lessons. It allows professors to create a virtual classroom and upload contents and academic materials, to provide online lessons via Zoom (if any) and upload recorded lessons on Panopto.

HOW TO SUBSCRIBE:

To have access to each subject content click on “ISCRIVITI ALL’EDIZIONE ONLINE 2026/2027”. If you find two icons, one for the academic year 2025/2026 and the other one for 2026/2027, you have to select the academic year which is relevant to you.

WARNING! in order to subscribe it is **MANDATORY** to have selected subjects in your “**LIBRETTO**”.

“**Libretto**” (= student records booklet) is a space where all the subjects that you included in your Learning Agreement are reported and where the marks will be registered (once available).

The screenshot shows the MyUnivr website interface. The top navigation bar includes 'Homepage', 'L'Ateneo informa', 'Come fare per', 'Libretto', and 'My Page'. A search bar is visible below the navigation bar.

After subscribing, you can find the list of all the subjects in which you are subscribed under “DIDATTICA ONLINE”. Click “ACCEDE!” to enter on the page of each subject.

Libretto

Profilo [Libretto](#) [Didattica online](#) [Esami online](#) [My Desk](#) [Preferiti](#) [Formazione Interna](#) [Tutti i Corsi Online](#)

Programma Mobilità

Matricola:

Matricola	
Corso di studi	EDITORIA E GIORNALISMO (N75R)
Coorte	2025
Elenco insegnamenti	Piano didattico del corso

Anno accademico 2025/2026

Codice	Nome	Crediti	Esito	Data superamento	E-Learning
45000880	ANALISI DEL TESTO, LETTERATURA CONTEMPORANEA E GIORNALISMO (M)	12			Iscriviti all'edizione online 2025/2026
45000867	DIRITTO DELL'INFORMAZIONE E DELLA COMUNICAZIONE (M)	6			Iscriviti all'edizione online 2025/2026

Didattica online

Profilo [Libretto](#) [Didattica online](#) [Esami online](#) [My Desk](#) [Preferiti](#) [Formazione Interna](#) [Tutti i Corsi Online](#)

Programma Mobilità

Titolo Anno Accademico

Diritto dell'informazione e della comunicazione (m) (2025/2026)	Accedi	Cancella iscrizione
Informatica e produzione multimediale (m) (2025/2026)	Accedi	Cancella iscrizione
Storia del giornalismo, dell'informazione e dei nuovi media (2025/2026)	Accedi	Cancella iscrizione
Analisi del testo, letteratura contemporanea e giornalismo (m) (2025/2026)	Accedi	Cancella iscrizione

Diritto dell'informazione e della comunicazione (m) (2025/2026)

Corso [Partecipanti](#) [Valutazioni](#) [Altro](#)

Introduzione [Minimizza tutto](#)

[Annunci](#)

Nuova sezione

Panopto

Sessioni live
Nessuna sessione live

Registrazioni completate
[\[Visualizza tutto\]](#)

Quickmail

- Compose Course Message
- View Drafts
- View Scheduled
- View Sent Messages
- My Signatures

2.7 How to contact the professors

Each professor has a personal web page.
Go to the catalogue and click on the name of the professor. Example:

Insegnamento	Obiettivi di sviluppo sostenibile (SDGs)	Codice insegnamento	Anni	CFU	Sede	Corso di studi	Docente	Periodo	Stato
Clinica ori... odontostomatologia e chirurgia maxillo-facciale, oftalmologia		4502610-MM1	4°	6	VERONA (VR)	Laurea magistrale a ciclo unico in Medicina e chirurgia (LM-41)	Nocini Pier Francesco Pedrotti Emilio Sacchetto Luca	dal 16/02/2026 al 29/05/2026	Attivo

Pier Francesco Nocini

Qualifica Professore ordinario

Settori Biomedicina di innovazione

Settore disciplinare MED/15/B - Chirurgia maxillo-facciale

Settore di Ricerca (ERC-2024) L57_8 - Effectiveness of interventions, including resistance to therapies

Settore di Ricerca (ERC) L57_4 - Analgesia and Surgery
L57_8 - Effectiveness of interventions, including resistance to therapies

Ufficio Piastra Odontoiatrica, Piano II, Stanza 92

Telefono +39 045 812 4231

E-mail pierfrancesco.nocini@univr.it

Incarichi nelle strutture di servizio Segreteria U.O. di Chirurgia Maxillo Facciale e Odontostomatologia

Presentazione **Didattico** **Terza missione** **Ricerca** **Progetti** **Pubblic**

ORARIO DI RICEVIMENTO
mercoledì, Ore 11.30 - 12.30, Policlinico G.B. Rossi lotto II, piano seminterrato, stanza 33

You will find details such as telephone, e-mail, office hours and location.
You can also find people's contacts if you click on "search" from the Home page univr:

PhD Schools Libraries Organisation Research Centres



2.8 Learning agreement changes

You are allowed to modify your Learning Agreement **ONLY ONCE PER SEMESTER** by the deadlines:

- autumn semester - **by October 31st**
- spring semester – **by March 31st**

IMPORTANT:

Your Learning Agreement changes (section “During the Mobility”) needs to be approved by your Home University and by your Academic Coordinator at the University of Verona.

Step by Step:

1. search the Course Catalogue (See section 1.1)
2. prepare the up-to-date OLA/DLA/LA and get the approval/signature of home university (= Sending Institution)
3. if you need support about the content of the subjects, ask for help to your Academic Coordinator. The list of Academic Coordinators is in the [Map of International agreements](#).
4. International Office will take care of the University of Verona coordinator's signature (= Receiving Institution).

2.9 Extension of the study period

The exchange period can be extended, for study purposes, until the end of academic year 2026/2027. Students have to ask for the approval of home university and e-mail it to:

relazioni.internazionali@ateneo.univr.it

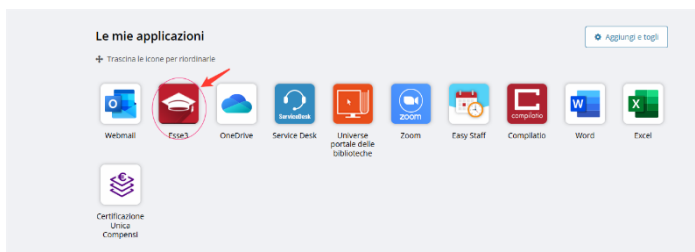
Extensions requests need to be approved by the Academic Coordinator at the University of Verona.

2.10 Exams Registration

Home page www.univr.it Click on > **MyUnivr**

LOGIN (enter your username (ID UTENTE) and password = GIA account)

Click on **ESSE3** (academic management system of the University of Verona to manage the student career):



ACCESSO per STUDENTI e/o LAUREATI
NUOVO UTENTE: [Registrazione](#)
La registrazione ad Esse3 può avvenire solo tramite SPID.
SPID è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione.
Se non hai ancora un'identità digitale, richiedila ad uno dei gestori. [Indicazioni per richiedere SPID](#).
Per utenti stranieri e minorenni registrati [qui](#).
UTENTE REGISTRATO: [Login](#)

ACCESSO a SPAZIO STAGE - accesso ai servizi di attivazione delle esperienze di stage (menù in alto a destra)
- Lo studente effettua il LOGIN dal menù IN ALTO A DESTRA per consultare i servizi presenti nella sezione "Tirocini e Stage".
- L'azienda/ente ospitante clicca sul menù IN ALTO A DESTRA alla voce RICHIESTA di ACCREDITO per ottenere USERNAME e PASSWORD di accesso al sistema, oppure alla voce LOGIN se già in possesso delle credenziali.

IMMATRICOLAZIONI E ISCRIZIONI: informazioni, scadenze e linee guida
Corsi di Laurea, Laurea Magistrale a Ciclo Unico e Laurea Magistrale: www.univr.it/iscrizioni
Master, Corsi di Perfezionamento e di Aggiornamento: <http://www.univr.it/post-laurea>

Benvenuto **GIANNOTTI VINCENZO**

Benvenuto nella tua area riservata.

Dati personali Visualizza dettagli > St

Pannello di controllo Nascondi dettagli v M

Processo	Stato	Da fare	Mi
Tasse		visualizza	Uf
Piano carriera	● modificabile	vai al piano	Ur
Appelli disponibili	● 0 appelli disponibili		no

At “APPELLI DISPONIBILI” you will see the available exams corresponding to your “Libretto” online. Before registration please check that the code / title of the course / Surname and Name of the professor are correct.

DEADLINES FOR EXAM REGISTRATION:

From 30 days before the exam date

To 4 days before the exam date

WARNING! You will be able to register online for the exams only if these subjects have been previously approved in your learning agreement and are included in your “Libretto” (see Section 2.6).

Prenotazione appelli - Dettaglio appello selezionato

Riepilogo dati	
Attività Didattica:	4502113 - INFORMATICA PER I BENI CULTURALI (I) (offerta nel corso BENI CULTURALI [N22])
Appello:	II appello del 22/09/2018
Sessioni	sessione autunnale
Tipo esame	Scritto
Verbalizzazione	Appello Verbalizzante con Firma Digitale
Docenti	GIANNOTTI VINCENZO (Presidente)

Calendario delle prove

Data - Ora	Edificio e Aula	# Iscr	Docenti
22/09/2018 10:30	Veronetta - Polo Didattico Giorgio Zanotto - 1,2	25	GIANNOTTI VINCENZO

[Prenotati all'appello >>](#) [Annulla](#)

Riepilogo dati	
Attività Didattica	4502113 - INFORMATICA PER I BENI CULTURALI (I) (offerta nel corso BENI CULTURALI [N22])
Appello	INFORMATICA PER I BENI CULTURALI (I) del 22/09/2018
Sessioni	sessione autunnale
Tipo esame	Scritto

PRENOTAZIONE NON EFFETTUATA
Non risulta compilato il questionario di valutazione della didattica.
Per procedere ora alla compilazione [clicca qui](#)

[Ritorna alla lista appelli](#)

IMPORTANT:

Before the exam registration you have to fill in a **questionnaire** about each subject: you will be asked to answer to some questions regarding the quality of the lessons and all its aspects.

Once registered, if everything has been done correctly, you will see the following screen:

Riepilogo dati	
Attività Didattica	4502113 - INFORMATICA PER I BENI CULTURALI (I) (offerta nel corso BENI CULTURALI [N22])
Appello	INFORMATICA PER I BENI CULTURALI (I) del 22/09/2018
Sessioni	sessione autunnale
Tipo esame	Scritto
Docenti	GIANNOTTI VINCENZO (Presidente)

PRENOTAZIONE EFFETTUATA

A prenotazione effettuata, guarda nel tuo LIBRETTO, se il valore dei crediti dell'insegnamento è conforme all'ordinamento da te seguito.

Nel caso in cui il valore dei crediti non sia corretto, e ci sono più appelli disponibili, cancellati dalla prenotazione fatta e prova a iscriverti alla successiva. Se nulla risponde all'esame che devi sostenere contatta la tua segreteria

Attenzione: situazione tasse irregolare per l'a.a. 2017/2018

Data - Ora	Edificio e Aula	Docenti
22/09/2018 - 10:30	Veronetta - Polo Didattico Giorgio Zanotto - 1,2	GIANNOTTI VINCENZO

[Ritorna alla lista appelli](#)

The list of exams you have registered for is available in the section “**Bacheca Prenotazione Appelli**”.

If you no longer wish to register for an exam please do not forget to delete your booking by clicking on “**CANCELLA**”

Bacheca Prenotazione Appelli

Stato delle prenotazioni effettuate aggiornato al 18/09/2018

Visualizza la [cronologia completa](#) delle operazioni di prenotazione di appelli

INFORMATICA PER I BENI CULTURALI (I) - [4502113] - II appello							
Numero Iscrizione: 26 su 26							
Tipo Prova: scritto							
Giorno	Ora	Edificio	Aula	Riservato per	Docenti	Cancella	Stampa
Cognome Nome							
22/09/2018	10:30	Veronetta - Polo Didattico Giorgio Zanotto	1,2	Nessun partizionamento	GIANNOTTI VINCENZO	X	

IMPORTANT:

After taking the exam, the results are published on the ESSE3 page (Section 2.2).

For written exams, you are requested to accept or reject the grade within 4 days. If you do not accept nor reject the grade in due time, the grade is automatically accepted.

2.11 International Students Union - Welcome Desk (ISU-IWD)

University of Verona signed a contract with International Students Union- Welcome Desk, a private enterprise:

Contacts:

Website <https://isu-services.it>

Address: Via Campofiore 19/a – 37129 Verona

Telephone: +39 0458003198

Services offered:

- codice fiscale (mandatory for all students)
- stay permit
- bank account
- support for visa
- register at the Municipality of the town as temporary citizens
- accommodation

ISU-IWD services are free of charge and can be requested only by **App** to download on your mobile:

[Google Play](#)

[App Store](#)

2.12 Useful information

Code of Ethics	Code of Ethics regulations against bullying and sexual harassment
Useful contacts	Comune di Verona Oggetti Rinvenuti Comune di Verona Lost & Found +39 045 8079341 Polizia locale +39 045 8078411 Polizia stradale Questura di Verona +39 045 8090711 Questura / Police Headquarters +39 045 8090411 Ufficio Politiche Giovanili
Emergencies	112 Carabinieri 115 Fire brigades 113 Emergency telephone number 118 Medical Emergencies Emergency Medical Service (Guardia Medica) on Saturdays, Sundays and at night time +39 045 7614565) ULSS 9 Scaligera +39 045 807 5511

Section 3: After the mobility

3.1 Departure

Before leaving from Verona you have to [book your appointment](#) at the International Office (Chiostro S. Francesco, Via S. Francesco 22, Verona: Desk n. 7 – Front Office Incoming Students) to receive your **final certificate / confirmation of stay** at the University of Verona.

You will receive a standard **final certificate** in UNIVR format, issued by the International Office, to confirm the end of mobility. The date on the final certificate will be the date in which you come to the appointment in person. WARNING: no other final / departure form or declaration will be signed.

3.2 Transcript of Records (TOR)

Transcript of Records will be available only **at the end of your mobility**.

Check your Libretto (Section 2.6): when you see all you marks registered by professors, contact the International Office (relazioni.internazionali@ateneo.univr.it) and ask for your TOR.

When the TOR is ready, the International office will send it to you and your Home University by e-mail.

TOR is an official certificate of the University of Verona, automatically generated by the academic career system and it is valid without signature and stamp.

IMPORTANT:

If you successfully pass the exam, the mark will be reported. For grade conversion see [ECTS section online](#)

If you do not pass the exam the result will be “failed”, without any mark.

If you are absent the day of the exam, it will not appear.

If you do not complete the exam in all its parts, it will not appear.

If you forgot to register for the exam, it will not appear.

- [Traineeships activities](#)

If you carried out **training activities** (placement), they will not be reported in your TOR. You should refer directly to your training tutor or responsible and ask for a certification.

- [CLA Languages courses](#)

If you pass CLA language exams the relative credits will be reported in your TOR as “approvato” (= passed).

GLOSSARY

CFU	Credits. 1 CFU = 1 ECTS.
CLA	Centro Linguistico di Ateneo - University Languages Centre
Course Catalogue	List of subjects offered at the University of Verona available for incoming exchange students
ESSE3	Academic career management system
GIA	Personal credentials, given to all the students, to enter on their personal account on MyUnivr. GIA credentials include a username (example: id123btw) and a password.
Home University	Sending Institution: University of origin of the exchange student
Laurea triennale	Bachelor level degree
Laurea magistrale	Master level degree
Libretto	student records booklet
Learning Agreement OLA / DLA / LA	OLA = Online Learning Agreement or DLA = Digital Learning Agreement LA = Learning Agreement official document, provided by Home university, containing the list of activities at the University of Verona
Matricola	Matriculation number: including VR... + numbers, to identify the career of a student
Subject Code	A code which identifies each subject. Example: 4S002911-L22
Transcript of Records (TOR)	official document, provided by the University of Verona, including academic results achieved during the exchange mobility
MOODLE	E-learning platform where the professors upload contents and materials about their lessons/classes.