



Erasmus+ Call for applications for Traineeship a.y. 2026/27 ***Guide to filling out and submitting the online application***

IMPORTANT:

If you submit the documents using the personal credentials provided by the system, your identity will be verified, and no signature will be required. The Office will carry out appropriate checks, including random checks, in accordance with current legislation.

Note: *before filling in the online form, students are asked to check the information contained in the 'personal details' section and to update the "contact details" field (telephone/mobile number, email address, etc.) and to fill in the **Annex 2 (Mandatory)**, the **Curriculum Vitae**. Those enrolled in Specialisation Schools and PhD programmes must also attach the **Specialisation Schools /PhD programmes Annex**' signed by the Director of the Specialisation School/PhD programme.*

The application form must be completed online at <https://www.esse3.unimore.it/LoginInfo.do> **no later than 1 p.m. of 11 May 2026** – DEADLINE 1st Round (for mobility from 01/07/2026) **and 1 p.m. of 3 November 2026** - DEADLINE 2nd Round (for mobility from 18.01.20276).

The online application will be available from 13/10/2026 for the 2nd Round.

NO HARD COPY OF THE APPLICATION FORM IS REQUIRED.

1	Please enter: USERNAME PASSWORD
2	In the right-hand column under MOBILITÀ INTERNAZIONALE (INTERNATIONAL MOBILITY) choose BANDI DI MOBILITÀ (MOBILITY CALLS)
3	Choose the relevant Call for applications for your department from the table by clicking the magnifying glass
4	Click on COMPILA IL MODULO (FILL OUT THE FORM) to complete the online application.
5	Select the " Country Group " according to language (drop-down menu). For example, if an applicant chooses the English Language Country Group, this means that they are applying for a traineeship in an English-speaking country or at a company where English is the working language. The company must therefore state this in the acceptance letter. For example: a French company

	requesting English as a working language will have to state this on the acceptance letter.
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Any language skills held by the student must be specified in **Annex 2 (Mandatory)**, following the procedure described below (“Upload”)

N.B. Students who submit a letter of acceptance from the host company at the application stage are not required to certify their language skills.

Upload MANDATORY **Annex 2 (Mandatory)**, a CV in Europass format, the **Specialisation Schools/PhD Annex** for students enrolled in Specialisation Schools and/or PhD programmes, and any other document deemed necessary, selecting the relevant type from the drop-down menu and providing a brief description of the attached document consistent with its content.

Click on “CONFERMA ISCRIZIONE AL BANDO E STAMPA DEFINITIVA” (CONFIRM APPLICATION AND FINAL PRINT)

A further request for final confirmation is shown and you can choose to click “CONFERMA” (CONFIRM) or “INDIETRO” (back).

At this stage it is possible:

- check the accuracy of the data given and the completeness of the attached documents
- follow the instructions that the system provides for confirming and capturing data in the system.
- (If you need to delete your application and re-submit it, select DISABLE FORM and then REMOVE REGISTRATION FROM THE CALL FOR APPLICATIONS.)

If the data are correct and complete and the mandatory Annex 2 along with any further attachments **have been uploaded** and you wish to proceed to submit your application, please choose **CONFERMA ISCRIZIONE** (CONFIRM APPLICATION).

ATTENTION: from this moment on, **the flag turns green and the application can no longer be modified and/or deleted** and is taken over by the system. The application is deemed to have been submitted and the system automatically assigns the date.

You must keep the printout. Paper delivery of the application is not required.

APPLICATION RECEIPT

Following the submission of the on-line application, the system will send you an e-mail confirming the acquisition of the application and attachments exclusively to UniMORE's e-mail address.

It is recommended that you also check your junk mail - SPAM.

If you do not receive the email in the specified time, you can contact the International Relations Office.

For any **computer problems** encountered when filling out the application online, please contact webhelp@unimore.it (we cannot guarantee that requests sent close to the deadline will be processed)

SUMMARY OF REQUIREMENTS FOR ONLINE APPLICATION:

- Check data accuracy
- Upload annexes: Annex 2, CV, Specialisation Schools/PhD Annex (only for students enrolled in Specialisation Schools/PhD programmes), language certificates and/or supporting documents.
- Fill out the *Annex 2 (Mandatory)* - MANDATORY
- Preparation of the *Curriculum Vitae* - MANDATORY
- Send online application = **SUBMIT FINAL APPLICATION AND PRINT**

For further information please contact the International Relations Office -
studentmobility@unimore.it