



Erasmus+ for Study guide 2026-2027



Erasmus+



SAPIENZA
UNIVERSITÀ DI ROMA



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Premise

The information contained in this guide, which is also available on your [personal Erasmus page](#), is designed to support you in managing all the administrative requirements related to your mobility.

Most procedures can be completed online through your personal Erasmus page, which will serve as your primary point of reference throughout your mobility period.

Duration

- **Maximum:** 12 months per study cycle (24 months for single-cycle degrees)
- **Minimum:**
 - 2 months (long mobility)
 - 5 days (short mobility – PhD students only)

⚠ **Please note:** If you exceed the limits or declare incorrect data, you will be required to return the grants.

Funding

1) Erasmus EU

Amounts depend on the destination country:

- **€400/month** → higher cost-of-living countries (e.g., France, Germany)
- **€350/month** → other EU countries

For further details, please visit the link: [Erasmus+ study mobility grants for EU countries, Switzerland, and the United Kingdom | Sapienza University of Rome \(uniroma1.it\)](#)

2) SAPIENZA / MUR Additional Grant (CISM)

Up to a maximum of **€500/month**. For further details, please visit the link: [Erasmus+ study mobility grants for EU countries, Switzerland, and the United Kingdom | Sapienza University of Rome \(uniroma1.it\)](#)

Requirements:

- **Enrollment at Sapienza** for the 2026/2027 academic year.
- **Enrollment up to and including the first year *fuori corso*** (beyond the standard duration of the program). The calculation will be based on your initial matriculation year at Sapienza, regardless of your current degree program (even in the event of a program transfer). This data will refer to the 2026/2027 enrollment year.
- **2025 ISEE** (or **2026 ISEE** if unavailable), retrieved exclusively via Infostud by the application submission deadline. Otherwise, the contribution corresponding to the maximum bracket will be assigned. For PhD students, this will be acquired via email as specified in the call for applications.

3) Travel Support (TRAVEL GRANT)

Students on mobility receive a travel contribution (Travel Grant) calculated based on the distance between Sapienza (Rome) and the host university, according to specific distance bands.

The grant:

- Is a **lump sum** (there is no need to submit receipts or tickets);



- Covers the use of **standard means of transportation** (e.g., plane, train, bus);
- Is only awarded if the mobility is **actually carried out and certified** by the host university.

👉 In line with the sustainability goals of the Erasmus+ program, the use of sustainable means of transportation (train, bus, car sharing) is highly recommended.



PLEASE NOTE (Important Rules)

- **You must obtain at least:**
 - **12 ECTS/CFU** (for exams)
 - **OR 3 ECTS/CFU** (for thesis work)
 - **OR 10 ECTS/CFU** (for qualifying internships)

If you do **NOT** obtain ONLINE recognition on Infostud by **October 31, 2027**, you will be required to return the SAPIENZA/MUR additional grant.



The above limits do not apply to students enrolled in the 3rd cycle of studies (PhD and specialization school students).

For students with **foreign tax residence** (including DiscoLazio scholarship holders), the Erasmus additional grant **does not depend on the ISEE**. Instead, it depends on the **country where the income is generated**, based on specific brackets:

- **Bracket A:** €500 per month
- **Bracket B:** €300 per month
- **Bracket C:** €200 per month

The bracket is determined based on **the residence registered on Infostud** the day after the application call closes. To verify your contribution bracket, please consult the *Regulations for attendance of bachelor's and master's degree courses 2025-2026 (Article 38, page 62)*:

[Regolamento 2025-2026 PDF](#)

Total funding is calculated based on the actual period spent abroad, using the dates indicated on the attendance certificate (see the section "BEFORE RETURNING TO ITALY"). By convention, each month is considered to have 30 days.

4) Support for Students with Disabilities / Special Needs

Students with disabilities or specific needs declared during the application phase may receive additional support:

- **Inclusion Top-Up:** A fixed contribution of **€250.00 per month** for students with certified disabilities or medical conditions.
- **Ad Hoc Grant (for severe needs):** Reimbursement of specific costs (minimum €2,000). This cannot be combined with the Inclusion Top-Up and is subject to approval by the Erasmus+ National Agency.



It is recommended to check in advance for the availability of adequate services at the host university.

The total funding for grants **1), 2), and 4)** is calculated based on the actual period spent abroad, according to the dates specified on the attendance certificate (see the section "BEFORE RETURNING TO ITALY"). By convention, each month is considered to consist of **30 days**.



Payment Methods

Grants are disbursed after your arrival has been registered at the host university and include:

- 80% advance payment of the Erasmus EU grant;
- 80% advance payment of the Sapienza/MUR additional grant;
- 100% of the travel contribution (Travel Grant);
- Any final balance payments upon return, after your mobility file has been officially closed.

👉 The advance payment of the additional grant will only be issued **after you have finalized your enrollment** for the 2026/2027 academic year.

👉 Potential funding **for any mobility extension is not guaranteed**, unless official confirmation is provided before your return.

Before Departure

✅ You must complete these 3 **MANDATORY** steps:

1. Sign the Erasmus Contract

- Online on your [personal page](#) under the section "*DOCUMENTI PRECOMPILATI DA SCARICARE*" (Pre-filled documents to download). **Read and approve the terms of the contract by ticking the acceptance box.** (You will later receive a notification email once the contract has been countersigned and uploaded by Sapienza).
- At least **15 days before** the start of your mobility.

2. Complete the Learning Agreement (LA) (see *Annex 1 for details*)

This is the official plan of the exams you will take abroad.

- Include **ONLY** exams you have **NOT** yet taken.
- It must be approved by your Academic Coordinator (RAM) and the host university.

3. Enter your IBAN

- The bank account must be in your name or jointly held by you.
- It must match the details on Infostud.

👉 You will only be able to enter your bank details **after Sapienza has uploaded the countersigned contract.**

✅ If you do NOT complete these 3 steps: **You will not receive your grants and you will not be able to start your mobility properly.**

📁 Other Things to Do:

- Renew your enrollment at Sapienza.
- Complete your application to the host university (Application Form).
- Inform yourself about visa requirements (if necessary).
- Complete the OLS language test (recommended).



OLS - Online Language Support

It is mandatory to indicate the language of instruction for your activities in the OLS section (*Online Language Support / EU Academy*).

Assessing your language skills is strongly recommended and can be done through the placement tests available on the EU Academy platform. Students can also freely access language courses, learning materials, and join online language communities.

For assistance, contact: olsapienza@uniroma1.it

Upon Arrival

✓ Immediately complete the following:

1. Download the **Certificate of Arrival**.
2. Have it signed by the host university.
3. Upload it to your personal Erasmus page.

👉 This step is required to trigger the payment of your advance grant.

During Your Stay

✓ Changing Exams (Change Form)

If you need to modify your study plan:

- Use the online **Change Form**.
- It must be approved by both your RAM and the host university.

👉 If you skip this step: Your exams will NOT be recognized.

👉 Ensure that the course titles entered in the "*Study Programme abroad*" section exactly match those on your final *Transcript of Records*. For any clarification, contact your [Faculty Erasmus Administrative Coordinator \(RAEF\)](#).

Extensions

You can request additional days for academic reasons under the following conditions:

- At least **1 month before** your original return date.
- The extension request must be approved.
- It is possible to extend, but **additional funding is not guaranteed**.

Procedure:

- Enter and save your new return date in your [personal page](#) under the section "*RICHIESTA DI PROLUNGAMENTO*" (Extension Request), in the "*data di rientro*" (return date) field.
- Download, print, and **hand-sign** the form.
- Send the document to the **host university** to obtain their signature and stamp.



- Obtain the signature and stamp of your [Faculty Erasmus Administrative Coordinator \(RAEF\)](#).
- Upload the completed form, with all required signatures and stamps, to the "UPLOAD DOCUMENTI" section of your [personal page](#).

The Erasmus financial year begins on June 1, 2026, and ends strictly on July 31, 2027; therefore, it is NOT possible to extend your mobility beyond this date. The total mobility period cannot exceed 12 months in total, taking into account any previous mobility periods carried out within the same study cycle.

The grant corresponding to the extension period will be paid at the end of the mobility, **only subject to the availability of funds.**

Before Returning to Italy

✓ You must request:

1. Attendance Certificate

- Filled out by the host university.
- Sent directly to: smout@uniroma1.it

👉 Used to calculate your final grant balance.

The end of your mobility **must coincide with the end of your academic activities** (e.g., your last exam), regardless of the dates stated in your contract.

Before returning, you must:

- **Download the attendance certificate** from your personal page, under the section "DOCUMENTI PRECOMPILATI DA SCARICARE" (Pre-filled documents to download).
- Ask the host university to fill it out and send it directly to smout@uniroma1.it.

The date of issue on the certificate must be on or after the declared end date of your Erasmus period.

Please note: It is highly recommended to review the document yourself to promptly report any mistakes to the host university before it is sent.

Any final balance of your grants will be paid based on the exact dates certified by the host university on this attendance certificate.

Important Note: Mobility Calculation and ToR

If you finish your activities earlier than the end date specified in your contract, you must still follow the standard return procedures. Your mobility is only valid if it meets the minimum duration requirements (60 days for long mobility, 5 days for short mobility). If you fail to meet the minimum, or for any days not actually carried out, **you will have to return the portion of the grants received in advance** (for the unused days).

👉 For calculation purposes, every Erasmus month is conventionally treated as 30 days.

2. The Transcript of Records (ToR) is the document issued by the host university certifying the exams and activities completed during your mobility.



Transcript of Records (ToR) or Declaration of Work Carried Out (for thesis research or PhD activities)

- It contains the list of all exams taken.
- It must be sent directly by the host university to your Faculty Erasmus Administrative Coordinator (RAEF) as soon as it becomes available.

Upon Return

✓ Final Steps

1. Exam Recognition by the Faculty Erasmus Office

- Check your ToR.
- Enter your grades online.
- Accept the final credit recognition.

2. Erasmus Questionnaire (EU Survey)

- Mandatory

⚠ You must complete everything by: 👉 **October 31, 2027**

Closing the Mobility and Credit Recognition

Once the attendance certificate is received, the Erasmus Office will verify the documentation and email you instructions regarding your final balance payment and closing your file.

👉 It is highly recommended to ask the host university to CC you when they email the certificate. This allows you to check for errors before your file is closed, as it cannot be reopened later.

To officially complete your mobility, you must:

- **Validate/recognize your completed activities by October 31, 2027.**
- **Complete the final Erasmus questionnaire (EU Survey).**

Exam Recognition Process (ToR)

Your RAEF will upload the Transcript of Records (ToR) and start the online recognition procedure.

The student must then:

1. Verify that the uploaded ToR is correct;
2. Enter the grades online and confirm;
3. Accept the credit recognition proposal submitted by the Academic Coordinator (RAM).

Once validated, the exams will be automatically recorded on Infostud.

- 👉 *You cannot graduate until the recognition of your Erasmus exams/activities has been fully completed.*



✓ PRACTICAL TIPS

LEARNING AGREEMENT section “ONLINE PROCEDURES”	
Completion through the personal Erasmus page and approval by the RAM https://www.uniroma1.it/it/node/40380	☐
BEFORE DEPARTURE	
Register at the host University, i.e. complete the “Application Procedure”	☐
Carry out any necessary procedures for entry into the host country (visa application, renewal of the Schengen residence permit, etc.)	☐
Read and approve the Mobility Agreement\Enter your bank details (remember that they must match those on your Infostud profile)	☐
Renew your enrollment at Sapienza (otherwise, if you are entitled to the CISM grant, we will not be able to disburse it)	☐
Verify the approval of the LA by the host university	☐
DURING THE PERIOD ABROAD AND BEFORE RETURNING	
Obtain the Declaration of Arrival of the start of the mobility, signed and stamped by the host University, and upload it to your personal page	☐
Any change to the LA must be made through the personal page using the Change Form, even in case of completion of foreign forms, otherwise it will not be possible to recognize the educational activity carried out during Erasmus	☐
Assess whether to request an extension of the study period	☐
Request and have the Attendance Certificate, signed and stamped by the host University, sent to smout@uniroma1.it , after checking it carefully. N.B.: after receiving the notice of file closure, it will not be possible to reopen the student's administrative position	☐
Request and have the “Transcript of Records”/Declaration of work carried out sent to the RAEF	☐
UPON YOUR RETURN	
Activate the online procedure for the recognition of exams and/or other activities carried out abroad. For information, please contact the RAEF	☐
Complete the “Erasmus+ participant report” questionnaire following the receipt of the automated invitation email	☐

- Always check your institutional student email.
- Ask to be CC'd on all official emails sent by your host university.
- Always double-check documents before submitting them. Do not wait until the last few days!



USEFUL INFORMATION

ACCOMMODATION

For guidance, contact the host University and/or the ESN (Erasmus Student Network)

<https://romaase.esn.it/contact>.

HEALTHCARE

A valid EHIC (European Health Insurance Card) will be necessary to access healthcare. Before departure, check with your local ASL (Local Health Authority) and the host University **regarding any procedures to follow for healthcare**; for this purpose, also consult the [Ministry of Health website](#) and the diplomatic-consular representations of the destination country.

INSURANCE COVERAGE

All students regularly enrolled at Sapienza benefit from insurance coverage for accidents and civil liability. The details of the insurance policies can be found on your [personal page](#), under the "DOCUMENTI INFORMATIVI" (Information Documents) section.

For further information, write to assicurazioniateneo@uniroma1.it or visit the pages:

<https://www.uniroma1.it/it/pagina/polizza-infortuni>

<https://www.uniroma1.it/it/pagina/polizza-rct-o>

The aforementioned policies are valid exclusively during educational activities. Statements regarding the policies can be downloaded from your personal Erasmus page.

In the event of an accident, to receive instructions on how to open a claim, promptly inform the Erasmus Sector by sending an email to smout@uniroma1.it.

IDENTITY CARD

Before going abroad, you must independently verify the validity of your document for travel and inform yourself about the entry procedure into the destination country through the diplomatic-consular representations present in Italy.

SAFE TRAVEL

Before departure, it is recommended to visit the website of the [Ministry of Foreign Affairs](#) to register your stay abroad.

CONTACTS

For administrative matters:

smout@uniroma1.it

For academic matters:

[Faculty Erasmus Administrative Coordinators \(RAEF\)](#)



Annex 1

Details

☒ **ERASMUS CONTRACT**

From your [personal page](#), you must access the section "DOCUMENTI PRECOMPILATI DA SCARICARE" (Pre-filled documents to download), **read and approve the terms of the contract by ticking the acceptance box.**

DOCUMENTI PRECOMPILATI DA SCARICARE
PREFILLED DOCUMENTS TO DOWNLOAD

ALLEGATI ALL'ACCORDO FINANZIARIO / ANNEXES TO THE FINANCIAL AGREEMENT

Allegato II / Annex II: CONDIZIONI GENERALI / GENERAL CONDITIONS

Allegato III / Annex III: CARTA DELLO STUDENTE ERASMUS / ERASMUS STUDENT CHARTER

CONTRATTO (Accordo finanziario) / Erasmus contract

Dichiarazione di arrivo / Certificate of arrival

Certificato di frequenza / Certificate of attendance

You will later receive a notification email once the contract has been countersigned and uploaded by Sapienza.



PLEASE NOTE

The acceptance of the contract **must** be completed at least 15 days **before departure**.

☒ **LEARNING AGREEMENT / Digital Learning Agreement**

The L.A. establishes the study program to be carried out at the host University and the list of activities that will be recognized once the Erasmus+ exchange is completed. Before leaving, you must fill out the Learning Agreement containing the academic activities you will perform during your Erasmus period. These activities will be recognized at the end of the mobility after the relevant documents are received by the competent offices. You can only enter Italian exams that have not yet been taken and are included in your study plan. If it is necessary to insert exams not present in the study plan, you will need to prepare and/or obtain approval for a new study plan with the help of your faculty coordinators.

Remember that any change to the LA, before departure, must be approved by the [RAM](#) (Academic Mobility Coordinator) and by the host University. Every update to the LA must be made through your [personal page](#), even in case of completion of foreign forms, otherwise it will not be possible to recognize the educational activity carried out during Erasmus.



OLA EWP (Erasmus Without Paper) PROCEDURE

If the destination university is connected to the Erasmus Without Papers (EWP) network, an information disclaimer will appear on your personal page.

In this case, the procedure **will be completely digital**; therefore, after the approval of the Digital Learning Agreement (DLA) by the RAM, the foreign university will automatically receive the document, and the approval or rejection will be notified on your personal page via email.

Learning Agreement - Step 1/2

Il Partner utilizza i servizi EWP OLA (Online Learning Agreement).
Il Learning Agreement verrà inviato in maniera automatica all'Università Partner per l'approvazione.

Corsi/moduli/attività presso l'ateneo ospitante
Courses/Modules/Activities at the Host University

Codice del corso (se disponibile) <i>Course code (if available)</i>	Titolo del corso / practical work / thesis research	Semestre <i>Semester</i>	Crediti ECTS <i>ECTS Credits</i>	
000	corso_1	I	2,00	Elimina - Delete

In case of rejection, you must repeat the entire process.

If the host university does not use the EWP procedure, a notice will appear on your personal page, so the LA file must be uploaded manually following the traditional procedure.

[The Faculty Erasmus Office](#) is competent for support regarding the LA/CF.

TRADITIONAL LEARNING AGREEMENT PROCEDURE

PROCEDURE ON LINE: COMPILAZIONE LEARNING AGREEMENT / CHANGE FORM / TOR PER CONVALIDA
ON-LINE PROCEDURES: LEARNING AGREEMENT / CHANGE FORM / TOR FOR RECOGNITION

RAM di facoltà (preposto all'approvazione del Learning Agreement, del Change Form e del Transcript of Records): Giovanna Serino

Learning Agreement Change Form Transcript of Records

- download and print the LA;
- sign the document with a handwritten signature;
- send the document to the host University for the signature and stamp (scanned/soft and digital signatures are also accepted);
- upload the LA complete with signatures and stamp in the "UPLOAD DOCUMENTI" section of your [personal page](#).

☒ BANK DETAILS FOR THE DISBURSEMENT OF GRANTS

The details of the current account/prepaid card **must necessarily be in the name of or jointly held** by the students, as they are the direct beneficiaries of the grants. The data must be entered and saved on your personal page, under the "MODALITÀ DI PAGAMENTO" (Payment Methods) section, and must match the details on your Infostud profile.



PLEASE NOTE: you will only be able to enter your bank details **after** Sapienza has uploaded the countersigned contract.



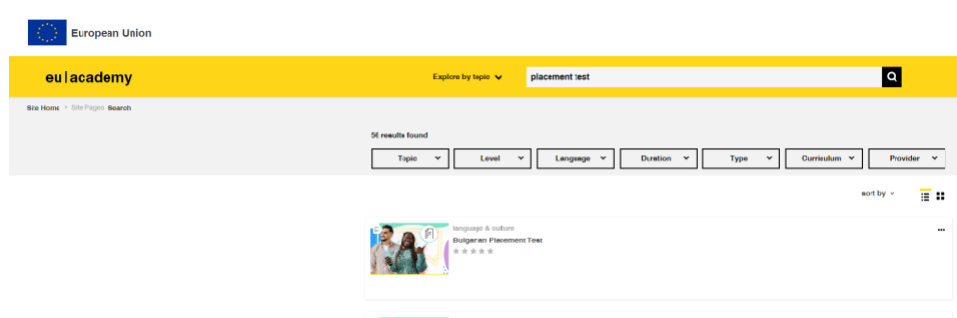
OLS - ONLINE LANGUAGE SUPPORT

It is **mandatory** to indicate the language of instruction for your academic activities in the section TEST OLS - ERASMUS+ ONLINE LANGUAGE SUPPORT / EU ACADEMY.

The online verification of the language skills required for mobility is **strongly encouraged** by the Erasmus+ Program. To register on the EU Academy platform, search in the Open Source section for the test of interest in the "**Placement test**" section:

<https://academy.europa.eu/search/index.php?search=placement>

(in Explore by topic, type "Placement test").



To practice your language skills or learn new languages, join the language community of the OLS language of interest at:

<https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>

In fact, Erasmus participants can follow all the language courses and take all the assessments they wish in the languages available in the OLS tool.

Details

DECLARATION OF ARRIVAL (Certificate of Arrival)

Once you arrive at the host University, you must:

- download the declaration of arrival form from your [personal page](#), under the section "DOCUMENTI PRECOMPILATI DA SCARICARE";

DOCUMENTI PRECOMPILATI DA SCARICARE PREFILLED DOCUMENTS TO DOWNLOAD

ALLEGATI ALL'ACCORDO FINANZIARIO / ANNEXES TO THE FINANCIAL AGREEMENT

Allegato II / Annex II: 📄 CONDIZIONI GENERALI / GENERAL CONDITIONS

Allegato III / Annex III: 📄 CARTA DELLO STUDENTE ERASMUS / ERASMUS STUDENT CHARTER

[📄 Dichiarazione di arrivo / Certificate of arrival]

[📄 Certificato di frequenza / Certificate of attendance]



- request the host University to fill out, sign, and stamp the document;
- on your [personal page](#):
 - o fill in the field relating to the arrival date, as reported on the relevant declaration;
 - o in the "UPLOAD DOCUMENTI" section, upload the "declaration of arrival".

The registration of your arrival will be possible if and **only** if you have correctly followed the procedures indicated in the "**BEFORE DEPARTURE**" section.

PLEASE NOTE



The declaration of arrival is only valid for the purpose of activating the payment procedure. The disbursement of the advance CISM grant **is subject to the verification of the regularization of your enrollment** at Sapienza for the 2026/2027 Academic Year.