INFOSTUD INSTRUCTIONS FOR ERASMUS EU STUDENTS

If you are attending an Erasmus period at Sapienza University, you will receive a username and a provisional password to access the Infostud service, once you have properly filled in your online application form.

Please, note that you do not have to register/create your profile on the Infostud platform by yourself!

At this stage, your registration number (“matricola”) is not active: you have to change your password but you cannot access other Infostud services. Your registration number will be completely active only once you arrive in Rome and get your Erasmus student card in the Erasmus office of your receiving Faculty.

If you lose your registration number and/or password, please contact erasmusincoming@uniroma1.it

How to access Infostud services

In order to access Infostud services, please go to https://www.uniroma1.it/it/pagina-strutturale/studenti

![Infostud login page](Picture 1 – Sapienza website)

and click on “Accedi”

You can also access directly from https://stud.infostud.uniroma1.it/

Herewith the homepage to enter the site:
In order to access the system, you have to insert your registration number (*matricola*) and provisional password: you will be asked to change it at first access and create your personal password.

If you forgot your password but you know your registration number, you can retrieve your password from [https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp](https://stud.infostud.uniroma1.it/Sest/ModPwd2/reset.jsp)

**Main page**

Once you enter the system, the following page is displayed:

As an Erasmus student, you can only use the system to enrol for exams: *Infostud is not needed to subscribe to courses*. You will not see any official career connected with your profile, because you are an exchange student.

**Enrolment in exams**

If you click on *PRENOTA ESAMI*, you can search for the exam session you need to enrol in (Picture 4).

You can search the exam session by inserting the professor’s surname or the course unit title:
• If you search by inserting the professor’s surname, flag the box “Docente” (professor) and insert the professor’s surname, then click on “Cerca”: all the exam sessions (related to the professor’s surname) will be displayed.

• If you search by inserting the course unit title, select the field “Corso” and insert the course unit title, then click on “Cerca”: all the exam sessions (related to the course unit title) will be displayed.

Picture 4 – Search by inserting the professor’s surname or the course name
In both cases click on “Prenota” to enrol in the exams.

Picture 5 – Enrolment
After the enrolment you can read the list of the exams you have chosen and print (“Stampa”) the enrolment receipt that you have to show to the professor the day of the exam, as well as using
other functions (i.e. contact the professor, see exam information, etc.)

The following services are available:

- **Stampa**: to print the receipt of the exam
- **Cancella**: to erase the exam enrolment
- **Dettaglio**: in case there are further communications by the professor
- **Scrivi al docente**: if you wish to contact the professor

**Departure Procedures**

At the end of your stay, do not forget to go to the Erasmus office at Faculty level to collect the *Transcript of Records*, which is a resume of the whole Erasmus exchange period: the document cannot be downloaded from Infostud platform.

We wish you a fruitful semester/year at Sapienza University! 😊