INFOSTUD INSTRUCTIONS FOR EXCHANGE STUDENTS

REGISTRATION

1) Please, access to: https://www.uniroma1.it/it/pagina-strutturale/studenti and login using your matricola and password previously received by: servizi.onLine@studenti.uniroma1.it
2) Choose a new password

3) Please, insert the *domanda di sicurezza* (*security question*) and write the email you have been registered with. Then, click on **AGGIORNA** (*update*)
4) You receive a link on your mail address. Click on it in order to activate your Infostud profile! In case you did not receive the mail, come back to Infostud and click on **INVIA NUOVO MESSAGGIO** (*send a new message*).

![Image of the Infostud verification process](image1.png)

5) Please, check all the information and **conferma** (*confirm*) your data.

![Image of the Infostud data confirmation process](image2.png)

6) Now it's time to activate your Sapienza institutional mail address.
How? Login to your Infostud profile, go to **PROFILO** then to **DATI PERSONALI** and click to activate your Sapienza mail account. **Please, note: it will be activated in about one/two hours.**

**ENROLMENT IN EXAMS**

1) Once you enter the system, you find the mail page:

![Mail page](image)

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.**

2) If you click on **PRENOTA ESAMI** (book exams), you can search for the exam session you need to enrol in. You can search the exam session by inserting the professor’s surname or the course unit title/code.

- If you search by professor’s surname, flag the box **Docente** (professor), insert the professor’s surname and click on **Cerca** (search): all the exam sessions (related to the professor’s surname) will be displayed.

- If you search by inserting the course unit title/code, select the field **Corso** and insert the course unit title/code, then click on **Cerca**: all the exam sessions (related to the course unit title/code) will be displayed.
In both cases click on *Prenota (book)* to enrol in the exams.

After the enrolment you can read the list of the exams you have chosen and print (*Stampa*) the enrolment receipt 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

In case of need, please contact us at: erasmusincoming@uniroma1.it

**DEPARTURE PROCEDURES**

At the end of your stay, do not forget to contact the Erasmus office of your hosting Faculty ([https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef](https://www.uniroma1.it/it/pagina/referenti-amministrativi-erasmus-di-facolta-raef)) to collect the *Transcript of Records (ToR)* which is a resume of the whole Erasmus exchange period: the document cannot be downloaded from Infostud platform.

*We wish you a fruitful mobility at Sapienza University!* 🌟