



**UNIVERSITÀ
DEGLI STUDI
DI TRIESTE**

Education and Research Services Division
International Services Branch
International Mobility Office

During-mobility checklist OVERSEAS MOBILITY ACADEMIC YEAR 2025-2026

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Letter of Arrival

- When you arrive at your host institution, get your Letter of Arrival signed, dated and stamped. You must upload the completed document to UniTS online Student Academic Services (Esse3) within **10 days** of the official start of your mobility period.
The Letter of Arrival attests to the beginning of activities at your host institution.

Procedure:

1. Use [this template](#) or a document provided by your host institution
2. Log in to your reserved area in UniTS online Student Academic Services (esse3) and upload the document complete with signature and official stamp. To do this, follow these steps:
 - navigate to the relevant call for applications.
 - scroll down to section No 7 – ‘*Upload allegati*’ (upload attachments)
 - upload the Letter of Arrival under the appropriate category (*Lettera di inizio attività*, i.e. letter attesting the beginning of activities)If you can see the document in your reserved area, it means you have uploaded it correctly.
3. You don't need to write to the International Mobility Office for confirmation. Once your Letter of Arrival has been verified and approved, you will receive an **automatic notification by email**.

Change

Sometimes, activities that you included in your Learning Agreement (LA) before the mobility (be they at UniTS or abroad) are modified. For example, taught courses chosen by you in the initial phase might be cancelled or substituted. If this happens, you will need to use the form called ‘Changes to the Learning Agreement’ (Change).

- You can modify your LA. Any modification to your LA is called a Change. You can do this **once a semester** throughout your whole period of mobility.
- Submit your Change **no later than 60 days before your return**.

You can find instructions for filling in your Learning Agreement and uploading it to Esse3 on the following page: <https://sites.units.it/internationalia/it/altmobil-out/?file=overseas.html&cod=2025>

PLEASE NOTE

As indicated in the original call for applications, grants will only be paid if the recipient obtains at least 1 ECTS/CFU abroad during their mobility period.

If the student fails to obtain any credits, they will be required to return any amounts already received and will lose their right to the second instalment.

International Mobility Office Contacts

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