

## Erasmus+ Information package

Name of the Institution **UNIVERSITÀ DEGLI STUDI ROMA TRE**

Erasmus code **I ROMA16**

Web site [www.uniroma3.it](http://www.uniroma3.it)

Dear Partner,

Greeting from Roma Tre University!

We are glad to provide you with the procedures and deadlines of the nomination process for your Erasmus students:

### Nomination:

**Nomination deadlines:** Fall semester or whole academic year → 1st of June

Spring semester → 1st of November

The nomination should specify the following information:

1. ERASMUS CODE of the sending Institution;
2. ISCED CODE associated to the field of study according to the interinstitutional bilateral agreement;
3. Semester of the Erasmus mobility;
4. E-mail address of the student/s.

The official nomination should be submitted by your Erasmus office to the following institutional email address: [incoming.students@uniroma3.it](mailto:incoming.students@uniroma3.it).

### Application:

#### Application deadlines:

For students arriving the fall semester (first semester) or the whole academic year → From the 30th of March to the 15th of June.

For students arriving the spring semester (second semester) → From the 30th of September to the 15th of November.

The application form online is available on the Roma Tre web page dedicated to the Erasmus incoming students: <http://portalestudente.uniroma3.it/mobilita/programma-erasmus-incoming/> First semester begins → 1st of October Second semester begins → 1st of March

We kindly ask you to point out to the students:

- a. the data equality of their IDs and application form (the student's personal data as family name, name, date and place of birth must correspond to the personal data of the ID card);
- b. to indicate one email address and this must be correct. The student's application form must be signed by you and by the student (it is also required your home university official stamp);
- c. Once applied, the students will receive an automatic notification with a temporary link for the student personal page, where they must upload the application form signed by the sending Erasmus Office and by the student.

### Roma Tre academic calendar and course catalogue:

The first semester begins → 1st of October 2026

The second semester begins → 1st of March 2027

The exam sessions take place in the exam sessions of January-February 2027 and of June-July 2027.

Roma Tre University course catalogue and academic calendar are available on the following web pages:

<https://www.uniroma3.it/search-erogata/> Course catalogue - Università Roma Tre (uniroma3.it)

<https://www.uniroma3.it/didattica/informazioni-utili/calendario-accademico/>

### Approval of the learning agreement for studies:

For the approval of the learning agreement, students should refer to the Erasmus departmental coordinators; their contacts are available on the following link:

[Coordinatori Disciplinari Erasmus - Portale dello Studente \(uniroma3.it\)](https://www.uniroma3.it/portalestudente/erasmus-coordinatori).

### Accommodation:

Information regarding the accommodation is available on Roma Tre University website: More information is available on the following Roma Tre web-site: <https://www.uniroma3.it/servizi/servizi-agli-studenti/vita-quotidiana/alloggi/>

Other opportunities are available on this link: <https://portalestudente.uniroma3.it/mobilita/link-utili/> - Studenti

### Italian language requirement:

As regards proficiency in Italian, it is strongly recommended to have, at least, **the B1 level**.

Roma Tre provides Italian courses for foreign students.

[Homepage - Centro Linguistico di Ateneo \(CLA\) \(uniroma3.it\)](https://www.uniroma3.it/portalestudente/centro-linguistico) → Lingua italiana

The entrance test for the Italian classes will be published on the above-mentioned website.

### Students with special needs:

Services provided by the Office for students with disabilities are available on Roma Tre website:

<http://portalestudente.uniroma3.it/en/enrollment/students-with-disabilities/>

Please, refer to the following email address: [ufficio.disabili.dsa@uniroma3.it](mailto:ufficio.disabili.dsa@uniroma3.it)

### International Welcome Day:

Erasmus students arriving the I semester are enrolled on the International Welcome Day which will take place during the second half of September.

Erasmus students arriving in the II semester are enrolled on the IWD which will take place during the second half of February.

On the student's certificate of arrival and on the final attendance certificate the above-mentioned days will be indicated.

The official communication regarding the International Welcome Day will be sent to the students at a later stage.

#### Period of stay and exam sessions:

Information regarding the academic calendar is available on Roma Tre webpage:

[https://www.uniroma3.it/didattica/informazioni-utili/calendario-accademico/Calendario accademico - Università Roma Tre \(uniroma3.it\).](https://www.uniroma3.it/didattica/informazioni-utili/calendario-accademico/Calendario%20accademico%20-%20Università%20Roma%20Tre%20(uniroma3.it).)

The exam sessions are generally scheduled in January and February (for the first semester) and in June and July (for the second semester).

#### Extension of the Erasmus mobility:

In case your students request the extension of the Erasmus mobility, we should receive the authorization from the sending institution and not by the student. The authorization should be sent to

[incoming.students@uniroma3.it](mailto:incoming.students@uniroma3.it) including the details of the duration of the whole mobility period.

#### Transcript of records:

Erasmus incoming students can check their Transcript of Records - *certificato esami sostenuti* by logging into the [Portal Student](#).

The downloaded transcript of records is the only official document with digital stamp that substitutes any signature or stamp from our Institution.

[Italian educational system - Università Roma Tre](#)

#### Attendance certificate:

To obtain the attendance certificate, just after the departure from Rome, students must send a ticket through <https://help.uniroma3.it/> uploading copy of the return ticket (flight ticket and boarding pass, train or bus ticket ect.). This document, according to the official Roma Tre format in Italian and English version, certifies the length of the Erasmus stay.

The latest date indicated on the attendance certificate is the 31st of July, for students who take the last exams in July or, alternatively, the 31st of September for students with scholarships until September.

#### Useful information before travelling:

<http://www.viaggiasesicuri.it/>  
<https://www.esteri.it/mae/en/>

#### Residence Permit for non-EU students:

For issues related to the residence permit, we suggest you refer to your Embassy.

[Il visto per l'Italia \(esteri.it\)](#)

### Contact persons for Erasmus incoming students:

People in charge of Erasmus incoming students:

Ms Cristina Spadaro

Ms Noemi Licata Tiso

Ms Angelica Basile

Ms Monika Birute Kazakauskaite

The email address [incoming.students@uniroma3.it](mailto:incoming.students@uniroma3.it) is dedicated to the communications with the Institutions. Erasmus incoming students can contact our office through the helpdesk system reachable from the link <https://help.uniroma3.it/>. The system can be used both by enrolled and non-enrolled students. The path to follow is: Mobilità Internazionale > Carriera Erasmus in entrata (Incoming).

Information for Erasmus incoming students:

[Erasmus+ Incoming Students - Portale dello Studente \(uniroma3.it\)](#)

[Information and Services - Portale dello Studente \(uniroma3.it\)](#)