



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

MOVING TO UNIMORE

Students enrolled at other universities may apply to continue their studies at the University of Modena and Reggio Emilia.

MOVING TO DEGREE PROGRAMMES REGULATED BY A CALL FOR APPLICATIONS

In order to transfer to Unimore degree programmes whose access is regulated by a call for applications, you need to follow the **instructions and deadlines provided in the call for applications** and if you are ranked in a useful position, only after the publication of the ranking list and within the timeframe established in the call for applications, you can apply for “Immatricolazione per Trasferimento in ingresso” (Enrolment for incoming transfer) by following the online procedure on the Esse3 platform - www.esse3.unimore.it

IMPORTANT!

read **CAREFULLY** the call for applications for admission/assessment concerning the section on incoming transfers for any details and deadlines specific to the degree programme of interest. The calls for applications are available at <https://www.bandi.unimore.it/StuLau.html>

Exceptions to this are the single-cycle Master’s degree programmes in Medicine and Surgery, Dentistry and Dental Prosthodontics, the degree programmes in the Health Professions and the Master’s Degree in Nursing and Midwifery Sciences for which please refer to the appropriate calls for applications published at [http://www.unimore.it/bandi/StuLau- Notices.html](http://www.unimore.it/bandi/StuLau-Notices.html) **Exceptions are also made for** the Bachelor’s degree programmes in Economics of the Marco Biagi Department, whose access by **transfer to years subsequent to the first** is regulated by a specific annual call for applications. For further information <https://www.economia.unimore.it/it/servizi/trasferimenti>

MOVING TO OPEN ACCESS DEGREE PROGRAMMES

If the degree programme to which you wish to transfer is open access, simply submit your transfer application online, observing the deadlines indicated in the [degree programme Teaching Regulations](#).

SUBMITTING AN ONLINE TRANSFER APPLICATION

STEP 1 An incoming transfer to Unimore **must be preceded** by an outgoing transfer request to one's university of origin in the manner established by it.

NOTE: in the case of transfer to degree programmes with limited access, if permission to transfer is requested from the university of origin, the student may self-declare admission to the degree programme at Unimore.

STEP 2 Go to www.esse3.unimore.it and enrol. Before starting the procedure, make sure you have the following documents in DIGITAL FORMAT: passport photo - double-sided copy of a valid identity document - copy of residence permit or receipt of application for renewal (for non-EU foreign students, residents) and the [“Trasferimento in ingresso” \(Incoming transfer\) form](#).

NB: the first time you access Esse3, you must register with SPID to create your credentials.

Log in and in the enrolment section choose the reason for “Incoming transfer” and continue by entering the data for your university of origin. Please enclose, duly completed, the “Trasferimento in ingresso” (Incoming Transfer) form.

STEP 3 Correct completion of all fields enables the generation of the **I instalment slip** visible in the personal area in Esse3, under “Tasse” (Fees). **Pay the first instalment of the UNIMORE fee**, strictly within the deadline for enrolment or, for degree programmes regulated by a call for applications, within the deadline set out in the call for applications.

At <https://www.unimore.it/it/servizi/tasse-e-benefici> information on university fee amounts is published.

Payment methods are indicated at <https://www.unimore.it/ammissione/pagamenti.html>

RIGHT TO STUDY

Even if not yet enrolled, you may apply for **benefits**, within the deadlines set by the relevant calls for applications, to **ER-GO - Agenzia regionale per il diritto allo studio**. All information is available at www.er-go.it

More information at <https://www.unimore.it/it/servizi/tasse-e-benefici>

AFTER APPLYING FOR AN INCOMING TRANSFER

In the weeks following enrolment for transfer, students must check that their careers have been received by the **Registrar's Office of the new degree programme**.

The Registrar's Office, having received the career from the university of origin, will send the request for validation of examinations to the Department Council of the new degree programme, which will decide on the recognition of the examinations taken and determine the year of admission. Please note that **a fee of €55 must be paid for requesting recognition of examinations taken in the previous career**. This fee will be invoiced, at the same time as sending your career to the department council, by the Registrar's Office on your personal Esse3 page under “Tasse” (Fees). **Failure to pay the above-mentioned fee will result in no booking for the examination dates.**

Department Council resolutions are normally published on the Moodle teaching platform on the website of each Department/Faculty, which can be accessed with the University credentials.