

Printable Checklist

You may print this checklist to use it as a reference for the administrative procedures you will have to comply with before and during your exchange.

BEFORE YOUR ARRIVAL

<input type="checkbox"/>	Read carefully: <ul style="list-style-type: none">Information for incoming exchange students of the MEDICAL DEGREE PROGRAMME on https://corsi.unibo.it/singlecycle/MedicineAndSurgery/exchange-students-a-y-2021-2022General information for incoming exchange students on http://www.unibo.it/it/internazionale/opportunita-di-scambio;
<input type="checkbox"/>	Pre-register on our online database (https://almarm.unibo.it)
<input type="checkbox"/>	Optional/Recommended: send a draft of your Learning Agreement for Studies to the School's Staff Office – International Services in editable format (<i>does not count to confirm clinical rotations</i>)
<input type="checkbox"/>	Send your final and approved Learning Agreement for Studies to the School's Staff Office – International Services by: <ul style="list-style-type: none">1 July 2021 → incoming exchange students for the 1st semester/full academic year;2 December 2021 → incoming exchange students for the 2nd semester.
<input type="checkbox"/>	Access your institutional mailbox (name.surname@studio.unibo.it) and add it to your smartphone email app, or set an automatic forward rule to your personal mailbox.

UPON ARRIVAL AND DURING YOUR STAY

<input type="checkbox"/>	Check-in procedure (<i>see back of this page</i>)
<input type="checkbox"/>	Welcome Meeting (name.surname@studio.unibo.it)
<input type="checkbox"/>	Appointment at the Occupational Medicine service
<input type="checkbox"/>	Timetable and clinical rotation schedule
<input type="checkbox"/>	Online study plan – tutor-assisted appointment
<input type="checkbox"/>	After passing exams, check that your grade is recorded correctly on AlmaEsami (https://studenti.unibo.it > <i>AlmaEsami</i>)
<input type="checkbox"/>	Changes to your Learning Agreement for Studies (if needed) Deadlines: <ul style="list-style-type: none">5 November 2021 – changes to learning activities taking place during the first and second semester, and annual learning activities;8 April 2022 – changes to learning activities taking place during the second semester only.

AT THE END OF YOUR STAY (before leaving Bologna)

<input type="checkbox"/>	Check that all your grades are recorded correctly on AlmaEsami (https://studenti.unibo.it > <i>AlmaEsami</i>)
<input type="checkbox"/>	Checkout procedure (<i>see back of this page</i>)



CHECK-IN

- **1. International Student Desk**
(Via Filippo Re 4)
Mon/Wed/Fri 10.00 – 12.00 AM;
Tue/Thu 2.30 – 4.00 PM *Please bring an ID-size photo and a copy of your passport/National ID*
- **2. Exchange Coordinator**
www.unibo.it/rubrica
- **3. School of Medicine - International Services**
(Via Massarenti 9, Polo Murri)
Tue/Thu 2.00-3.30 PM
Check your welcome meeting date on your UNIBO mailbox (name.surname@studio.unibo.it)

- **IMPORTANT NOTE:**

- The date in which you go to the International Student Desk (Via Filippo Re, 4) to check in is the **official start date** of your exchange, and it will be certified on your Certificate of Dates.
- Please note that you will need some days to carry out the check-in procedures and find an accommodation. **We therefore suggest that you arrive at least one week before** your activities are supposed to begin.



CHECKOUT

- **BEFORE checking out, please log in on your AlmaEsami account:**
- **If ALL your grades are recorded on AlmaEsami:**
International Student Desk
(Via Filippo Re 4)
Mon/Wed/Fri 10.00 – 12.00 AM;
Tue/Thu 2.30 – 4.00 PM
- **If your grades are NOT recorded on AlmaEsami:**
- **1. School of Medicine - International Services**
(Via Massarenti 9, Polo Murri) -
Tue/Thu 2.00-3.30 PM
ONLY if any of your grades are missing from your AlmaEsami account
- **2. International Student Desk**
(Via Filippo Re 4)
Mon/Wed/Fri 10.00 – 12.00 AM;
Tue/Thu 2.30 – 4.00 PM

- **IMPORTANT NOTE:**

- The date in which you go to the International Student Desk (Via Filippo Re, 4) to check out is the **official final date** of your exchange, and it will be certified on your Certificate of Dates.
- Please note that you may need some days to carry out the checkout procedures; **we strongly recommend that you do not book your flight/train home immediately after the end of your last learning activity.**
- Make sure to return all the books you borrowed from the libraries before you leave Bologna!