# FREE MOVER
HOW TO APPLY

FREE MOVER PROGRAMME

The Free Mover programme is meant for international students who are not already participating in an exchange programme such as the Erasmus programme. Students choose a host university and then organise their own study period overseas independently

Who can apply?

In order to participate the student must have a foreign citizenship and fall under one of the following categories:
-have obtained a High School diploma overseas;
-be enrolled in a degree programme at a foreign university;
-have obtained a degree from a foreign university.
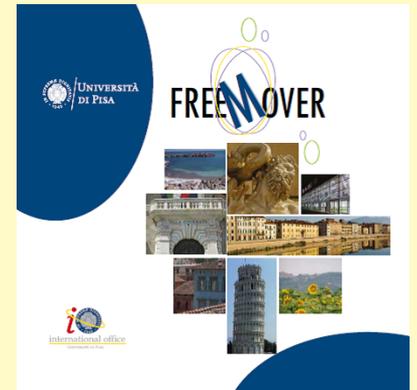
You can attend:

I SEMESTER (first or second semester)
you can take a maximum of 30 credits
fees: 416.00 euros (to pay once in Italy)

II SEMESTERS (entire academic year)
you can take a maximum of 60 credits
fees: 716.00 euros (to pay once in Italy)

Why applying?

With the Free Mover programme, you have the opportunity to have an experience abroad and study in one of the most ancient and prestigious universities in Italy; you can study new and different disciplines, choosing from almost the entire academic offer; you can experience the life in Pisa and the academic world without applying for a full time degree programme. Once you have ended the Free Mover programme you can decide when to enroll and credits you have got will be recognized.

How does the academic year work?

The academic year is divided into **2 semesters**:
1. Semester: September – January
2. Semester: February – July

There are different **exam sessions** through the year:
1. Session: January – February
2. Session: June – July
3. Session: September

What is the CFU?

Each course/activity has a number of Crediti Formativi Universitari (CFU) assigned, which indicate the amount of work meant as frontal lessons and individual study that a student must do to complete the activity.
1 CFU = 1 ECTS
The academic year corresponds to 60 CFU/ECTS

How to apply?

👉 Choose the single courses you want to attend. You can choose classes from almost the entire academic offer of the University:
📍 https://www.unipi.it/index.php/ects

Single courses held in English:
📍 https://www.unipi.it/index.php/programmes-held-in-english/itemlist/category/1557-courses-held-in-english

On the portal Valutami, from the menu on the left, you can select "Syllabi", search the course you are interested in and verify if it is activated, if it is in the first or second semester, number of credits, professor's name and contacts, programme, books, exams, etc.
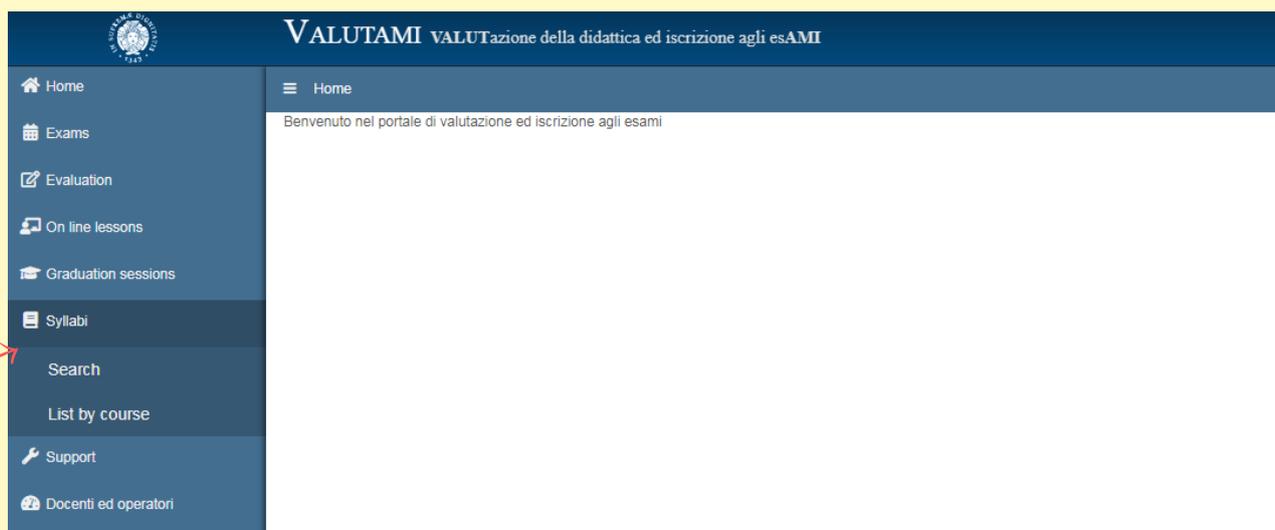
👉 Fill the application form you can find attached at the end of the dedicated webpage.

⚠️ If you choose courses which are part of degree programmes with limited access - your admission to the Free Mover programme is subjected to prior approval by the corresponding degree programme's Council.

Enrolment to courses which are part of degree programmes with open access is possible directly.

②

University of Pisa - Research and Internationalization Division

"FREE MOVER" PROGRAMME
Application form
to be sent to: international@unipi.it

Write your personal data.

Personal data

NAME	
LASTNAME	
PLACE, DATE OF BIRTH	
CITIZENSHIP	
SEX	M ☐ F ☐
RESIDENCY (ADDRESS)	
COUNTRY OF ORIGIN	
E-MAIL	
LANDLINE, MOBILE	

Info about your study title (e.g. High School Diploma or other degrees).

Academic information

STUDY TITLE	
UNIVERSITY OF ORIGIN (in the case of a student currently enrolled or who has already graduated)	
LEVEL OF ITALIAN LANGUAGE	Sufficient ☐ Good ☐ Excellent ☐

Insert your italian language level.

I AM REQUESTING enrolment for

☐ 1st SEMESTER

☐ 2nd SEMESTER

☐ 1 ACADEMIC YEAR

Choose if you want to attend the first or the second semester or the entire academic year.

during the academic year 20...../20......

Insert the academic year (e.g. 2020/2021)

TO THE FOLLOWING COURSES

COURSE TITLE	*WITHIN DEGREE PROGRAMME	**CFU/ECTS CREDITS
History of Italy	Bachelor's degree in History	12

Write the name of the course, then the Bachelor's or Master's degree programs the course belongs to, number of credits/cfu of the course.

*if the course is part of a degree programme with a limited number of placements then a request will be sent to the President of the programme to consider the applicant's course attendance.
**Italian credits (CFU) are the same as European credits (ECTS)

I AM AWARE THAT I MUST BE IN POSSESSION OF THE FOLLOWING DOCUMENTS AT THE MOMENT OF ENROLMENT AT THE UNIVERSITY OF PISA:

- photocopy of the passport or of the ID card;
- copy of the Residency Permit or copy of the Post Office receipt which declares the student has already applied for the Residency Permit (it is best to also bring the original Residency Permit or the original post office receipt). Please note this only applies to **non-EU citizens**;
- receipt of having paid the university fee of 400 euros if enrolling in one semester or of 700 euros if enrolling for the whole academic year;
- one of the following documents (in Italian or in English depending on the type of document available):

for high school graduates -diploma certificate issued on the school's letterhead stationery and translated into English or Italian;

for undergraduate students-certificate of enrolment at a foreign university, issued on letterhead stationery accompanied by a presentation letter written in English;

for university graduates-degree certificate issued on the university's letterhead stationery accompanied by a presentation letter written in English.

Date,_____   Student's signature_____

Write date and sign.

👉 Send the application form to international@unipi.it

You will receive an **acceptance letter** which you must take to the Italian diplomatic authorities in the country of residence in order to request a study visa (if you are a non-EU student).

③

After being accepted, remember you have to register on the online portal of the University called *Alice*.
You can do it before leaving or once in Pisa.

The portal is available in Italian and English

📍 https://www.studenti.unipi.it/Home.do?cod_lingua=eng

Alice, the online service portal for students of the University of Pisa

Italian version.

Services available through Alice

My Alice
From your reserved area you have access to the most important online functions: from choosing the course of study to signing up to admission exams and from consulting your student booklet to paying your fees.
If you have to get your username and passwords back or to set a new password, **click here**.
In order to surf on the portal, use the menu on the top right corner.
If you are an enrolled student you can access from here to your institutional email.
In order to access these features, you must **Login** or **Register** if you're a new user.

Bachelor's and Master's degree courses
Registration for admission exams, evaluation tests and enrolment
In order to register to an admission test to a degree course with limited places, to an evaluation test or to enroll, you have to access your reserved area and select the option of interest from the menu.
All information (deadlines and procedures) are published on the **Matricolandosi portal** If you graduated in a Bachelor's or Master's degree, you can print off your Diploma Supplement at any time and free of charge.

Contact: **alice@unipi.it**

Click on "Register" and then on "New user Registration".

New user registration

The following pages will allow you to register as a new user of the portal.
When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available: you will need to type in some personal details and phone numbers.
Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Do the online registration if you are an international student (ERASMUS, Free Mover, Summer school, other exchange programmes).

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

New user registration

Home

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Insert your Tax Code if you already have one.
If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".

📌 Key
⭐ Compulsory field

Tax Code
Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.

Tax Code	
Tax Code	
Foreign student without Italian Tax Code	Foreign student without Italian Tax Code

Back   Forward

Home

Informativa utilizzo cookie | © CINECA

Click "Forward" to proceed.

④

Fill in with your personal information.

⚠️ Put your name and surname as they are reported on the ID you will upload.

⚠️ If you don't have a Tax Code, double click on "Forward" (the system will calculate it automatically - remember to request the official one, once you are in Italy).

⟐ ONLY FOR NON-EU STUDENTS

If you don't have a residency permit, put 30th of June (of the current year) as expiry date, and "Post office receipt" as Type of residency permit.

⚠️ Remember to apply for the residency permit within 8 working days from your arrival date in Italy.

Fill in with the information about your residence address (permanent address in your home country).

If you don't have a landline phone number you can type XXXX.

If your permanent address and the current one are the same, click "Yes". If your current address is different (e.g. your address in Italy), click "No".

Fill in with the information about your current home address (address in Italy).

Insert your email address and your phone number, then click "Forward".

Select "Bank Branch", then click "Forward".

Choose your password, then click "Forward".

Check the information you put, then click "Confirm".
We suggest you to save or print the reminder with your personal credentials (username and password).

- [Free Mover students](#)
- [Exchange students/Scambi internazionali](#)
- [Erasmus + students](#)
- [Foundation Course students](#)
- [Other mobility programmes (CILS, CaoYang, etc)](#)

Students from the above categories **only have to complete the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (check the links).

Once in Pisa

Apply for the [residency permit](#) within 8 days from your arrival in Italy (if you are a non-EU student).

Write an email to international@unipi.it (only after the registration on the Alice Portal) so that the office will create the invoice with the amount of fees to pay.

You can visualize your fees on the Alice Portal. You can pay the fees online or print the invoice and pay it in any bank.

Log in on the portal using your username and password.

This is the Homepage of your personal account.
You can find the list of fees from the homepage or from the menu on the left clicking on "Secretariat"

Fees:
- 🟢 Green light: regular
- 🟡 Yellow light: fees to pay not expired
- 🔴 Red light: fees to pay already expired

Select the fee to pay from the column "Invoice" - you can pay it online or print the document and pay it in any bank.

Complete your enrolment

Once you have paid the fees take an appointment with the WIS! (Welcome International Students) helpdesk to complete the enrolment: sending an email to international@unipi.it. You will receive your official matricola/student number, booklet for exams, student card.

The day of the appointment, please, bring with you:

- 🔴 Identity document and a photocopy
- 🔴 Visa (if you are a non-EU student)
- 🔴 Residency Permit or the Post Office receipt of the application, and a photocopy (if you are a non-EU student)
- 🔴 Payment receipt
- 🔴 Acceptance letter

- 🔴 one of the following documents (in Italian or in English):
  -diploma certificate (for High School graduates);
  -certificate of enrolment at a foreign university (for undergraduate students);
  -degree certificate (for university graduates).

Useful Information

⚠ Set a new password

Once you are officially enrolled (and you have received your Matricola/Student Number) - remember to set a new password in order to access all the services of the University.
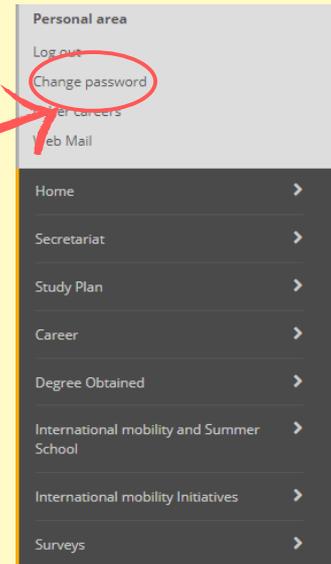
You can do it from the Alice Portal:
or at [this link.](#)

You have to insert your Tax Code and the email, then you'll receive an email with a link to change the password.

Personal area
Log out
Change password
Other careers
Web Mail

Home >
Secretariat >
Study Plan >
Career >
Degree Obtained >
International mobility and Summer School >
International mobility Initiatives >
Surveys >

RECUPERO PASSWORD
Inserisci codice fiscale e indirizzo e-mail privato

Se sei un utente del portale Alice devi inserire il tuo codice fiscale e il tuo indirizzo e-mail privato.
Se i dati non sono riconosciuti dal sistema oppure se hai bisogno di assistenza, scrivi una e-mail, indicando i dati anagrafici e i recapiti (cellulare, e-mail), e allegando la scansione di un documento d'identità a: recupero.password@unipi.it

Se sei un dipendente di Unipi e non hai effettuato la verifica del tuo indirizzo e-mail privato non sara' possibile procedere al recupero della password, ti invitiamo a rivolgerti al tuo polo informatico di riferimento. Visita il seguente link inerente alla Direzione Servizi Informatici e Statistici, Servizi Informatici per le Strutture Didattiche, Scientifiche e di Servizio per contattarlo.

Per il corretto funzionamento del recupero ricordati di attivare javascript.

codice fiscale
e-mail privata

☐ Non sono un robot   reCAPTCHA
                        Privacy - Termini

Invia

Direzione Edilizia e Telecomunicazione - Università di Pisa

How can I access the Wi-Fi?

(((•))) WI-FI University of Pisa ⟶ UniPisa

You can access, once enrolled, with your Alice Username and password

(((•))) WI-FI City ⟶ Pisa Wi FI

Free WiPi spot

To access the [free Wi-Fi provided by the municipality of the city of Pisa](#), upon first access, register online, fill in the fields, enter the 4-digit PIN which is obtained via SMS.
There are hotspots in the whole city.

SEE YOU SOON IN PISA!

For technical assistance on the portal: alice@unipi.it

For info about Summer and Winter Schools: international@unipi.it

If you have doubts, questions or issues about enrollment, University life, academic matters, life in Pisa, and if you want to be updated about our events, you can make use of the Buddy service.

You can:

- send an email to: meetyourbuddy@unipi.it to ask your questions or to book an appointment.

- follow us on Facebook https://www.facebook.com/Meetyourbuddyunipi-102160704474395/

- follow us on Instagram https://www.instagram.com/meetyourbuddy.unipi/