

Institution	Università Iuav di Venezia
Rector	Prof. Alberto Ferlenga
Erasmus Id Code	I VENEZIA 02
Office	Servizio Relazioni Internazionali Mobilità Docenti Studenti <i>International Relations - Teachers, Staff and Students Mobility Office</i>
Staff	Maria Gatto (head) Eleonora Busetto, Claudia Capuano, Annalisa Vianello, Paola De Rossi, Monica Perissinotto
Contact Person	Paola De Rossi (Mobility Officer - Incoming Students) MAIL
Telephone	(+39) 041 257 1403
Address	Campo della Lana, S. Croce 601– 30135 VENEZIA (ITALY)
Website	main website english website incoming students page courses timetables IT EN ES
Institutional Coordinator	Prof. Enrico Fontanari MAIL
Calendar	1st SEMESTER: October / February (Examination period: January/February) 2nd SEMESTER: February / May (Examination period: June/July)
Language	Our courses are mainly in Italian. Students should have a B1 level of Italian. Iuav also offers courses in English LINK The University does not provide Italian language courses. The Office can give incoming students information about Italian language courses offered by private Centers in Venice.
Partnerships	Iuav is partner in the Venice International University (VIU) where incoming students can also take courses, free of charges. All VIU courses are taught in English. Incoming students can also attend Italian language courses at VIU without charge. Students need to register directly at VIU office.
Portfolio	Not required.
Deadlines for Application	June 30 (for admission winter semester) October 30 (for admission spring semester)
Application Process	Step 1: partner universities nominate their exchange students online at this link Step 2: after nomination students must register online . Instructions here . Step 3: Print ,fill out the application form (available here at page 3) and send it by ordinary post with two passport size photos and all required documents listed in the form.
Upon arrival	As soon as the student is in Venezia he/she will need to report to the International for the completion of the enrolment process. Student will need to bring (if he/she has not already done so): 2 passport-size pictures, a copy of your ID or passport, Application Form, Learning Agreement, Transcript of Records.
Immigration	Extra-European students with a Visa are personally responsible for completing immigration procedures within 8 days of arrival, applying for a residence permit. The International Office might provide the student with the documents you will need to complete and then send to the immigration office. Information for foreigners intending to come to Italy are available here .
Deadline for Learning Agreement	We have no deadline for learning agreements. We suggest students to take it with them upon arrival, already approved and signed by the home institution. After the enrollment the student will be assigned to a Iuav tutor that will help him/her in the choice of the courses and will sign the Learning Agreement and Changes to the Learning Agreement.
Credit system	The degree courses held at Università Iuav di Venezia are: Laurea: 1st cycle degree. It is the Italian bachelor-level degree of the Bologna Declaration. It has a length of 3 years - full time. Workload: 180 ECTS credits. Laurea Magistrale: 2nd cycle degree. It is the Italian master-level degree of the Bologna Declaration. It has a length of 2 years - full time. Workload: 120 ECTS credits. For both degrees, 60 credits measure the workload of a full-time student during one academic year. At Iuav 1 credit ECTS credit = 25 hours (didactics+ student's individual work/study). We use our local grading system. At the end of Erasmus period Iuav issues a transcript of records certifying both local grades and ECTS grades and credits.
Disabled persons	Please contact our Front Office (+39) 041 257 1869 / 1813 MAIL
Housing	Students residences are managed by a company called ESU that is IUAV's official residential accommodation partner and preferred provider. They provide places for students, and offer a range of accommodation facilities. For info and booking please refer to Claudia Grespi MAIL Accommodation at ESU must be requested in advance by the student before arriving in Venezia.
Closings	November 1 st , November 21 st , December 8 th , December 24 th -January 6 th (Christmas Holiday), April (Easter holiday), April 25 th , May 1 st , June 2 nd , August 10 th -15 th (mid-August Holiday).

Essential Guidelines for Incoming Students

This page provides important information about:

[Checklist: on arrival](#) __ 1
[What to do after enrollment](#) __ 2
[Finding the Tutor at Iuav](#) __ 3
[Finding Iuav Courses and timetable](#) __ 4

1) Checklist: on arrival

As soon as you will be in Venezia you will need to report to the International Office (book an appointment before arriving in Venezia) **for the completion of your enrolment process**. You will need to bring (if you have not already done so): 2 passport-size pictures, a copy of your ID or passport, Application Form, Learning Agreement and Transcript of Records. At the time of enrollment the International Office will give you the name of the **tutor** Iuav, a professor that will help you in the definition of the courses that you will be attending at Iuav.

Extra-European students with a Visa are personally responsible for completing immigration procedures **within 8 days of arrival, applying for a residence permit**. The International Office might provide you with the documents that you need to complete and then send to the immigration office.

2) After finalizing the enrollment you will be able to:

- A) Get a **Meal Card**. The ESU of Venice issues meal cards granting access to the Venice universities dining services at reduced prices. To get the meal card you will have to report to the office located at *Residenza San Tomà, San Polo 2843 Mon, Thu 3 p.m to 5 p.m. and Tue, Wed, Fri, 9.00 a.m. to 1 p.m.* Canteen (Mensa) is located in *Fondamenta del Rio Novo, Dorsoduro 3647, 30123 Venezia*.
- B) Get a **Fiscal Code**. A fiscal code (Codice Fiscale) is a personal identity document that lists a 16-digit alphanumeric code required for a series of economic or tax-related activities, such as: signing a housing contract, registering with the Italian Health Service, buying an Italian SIM (cell phone) card. **You can request the Fiscal Code before arriving in Venezia applying for it at the Italian Embassy or Consulate in the home country**. You can also request a Fiscal Code in Venezia at the "Agenzia delle Entrate", the government agency responsible for the authorization of fiscal codes. The student will be asked to complete the necessary paperwork (remember to bring the Passport, the student ID card and the certificate of registration that will be given to the student by the international office upon enrollment). The *Agenzia delle Entrate* is located in *San Marco 3538, Campo S. Angelo, Venezia Tel. +39 041 271 8111 dp.venezia.utvenezial@agenziaentrate.it*
- C) Get a **Transportation Card**. The city provides an excellent public transport network serving the University and surrounding areas. Once you have enrolled, you can buy a term-time boat, tram and bus pass at a discounted price. After you have finalized the enrollment at Iuav you will be issued a student ID card. Your student status will allow you to request the card "Venezia Unica" for all transportation services (Boat/Bus/Tram) within Venezia. The card may be requested at the "Hello Venezia Office" office located in Piazzale Roma. Office is open 6.30 a.m. to 08.00 p.m.

3) Tutor at Iuav.

An academic tutor (a professor) will help you defining which courses you will be attending at Iuav. **The International office cannot help with any academic question**. As soon as you completed the enrollment, upon arrival at Iuav, you will need to contact the tutor. **The academic tutor will help you answer questions** regarding:

- courses,
- timetables and locations of courses
- filling in and signing a "learning agreement"
- filling in and signing the "changes to the learning agreement"

4) Finding a Iuav Course and the timetable of the classes.

International students are allowed to take all the courses that are offered at Iuav. Choices have to be approved both by the academic tutor in the home university and at Iuav through completing and signing the "learning agreement" and, eventually, the "changes to the learning agreement". Course list is available at [this link](#). Click on "Attività Didattiche" on the left hand side of the page. You will see a complete list of the courses, the name of the professor and, by clicking on the magnifying glass, all the details about the course. **Any additional information should be requested directly to the tutor**. Remember that you can take a Laboratorio that is classified as "*ciclo annuale unico*" only if you stay at least 2 semesters (full year). **Timetable of the courses** is available in [Italian](#), [English](#) and [Spanish](#).

APPLICATION FORM

Last name				First name			
Birth date	dd	mm	yyyy	Place of birth			
Sex (M / F)				Citizenship			
Address				City			
Country				Zip code			
Email				Phone			

Home University			Erasmus Code	
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EUROPEAN UNIVERSITIES ONLY

Type of Enrollment	Erasmus + (European Stud.)	<input type="checkbox"/>	Visiting (Extra-European)	<input type="checkbox"/>
Current level of studies	Bachelor (Undergraduate)	<input type="checkbox"/>	Masters (Graduate)	<input type="checkbox"/>
	Ph.D. (Doctorate)	<input type="checkbox"/>		
Period of stay at IUAV	First Semester (Sep-Feb)	<input type="checkbox"/>	Second Semester (Mar-Jul)	<input type="checkbox"/>
			Full Year (Sep-Jul)	<input type="checkbox"/>

Duration of your stay (number of months)	<input type="text"/>	Year of high school graduation	<input type="text"/>
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Native language	<input type="text"/>	Main language used at Home University	<input type="text"/>
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Italian Language proficiency	Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Fluent	<input type="checkbox"/>
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Do you want to be put in touch with a IUAV student as your "buddy"
(a student from IUAV helping you integrate in your new experience at IUAV)

Yes No

You will also need to send by email the following required documents PDF FORMAT ONLY	European (Erasmus) students	Extra European students
	<ul style="list-style-type: none"> > Italian Language proficiency certificate > Transcript of records (Univ. Career) > Copy of a valid identity document (Passport, ID Card) > Learning Agreement 	<ul style="list-style-type: none"> > Italian (or English) Language proficiency certificate > Transcript of records (Univ. Career) > Curriculum Vitae (Resumé) > Motivation letter with the goals of the exchange > Copy of the Passport
<p>> 2 passport size photos: all students when in Venezia, upon enrollment: bring to the International Mobility Office.</p>		

I certify that all information in my application (including all supporting documents) is complete, accurate, and my own work. I understand that providing false or misleading information or failing to provide current and complete information can result in a withdrawal of an offer of admission, dismissal, or other disciplinary sanctions. I further understand that neither originals nor photocopies of this application, supporting documents, and other materials received by the Admission Office will be returned to the applicant.

Signature _____ Date ____ / ____ / ____

Complete and send this application form and all required documents listed above (pdf format only) by email to: mobilitastudenti@iuav.it