

# INTERNATIONAL WELCOME DAY 2025-26



UNIVERSITÀ DEGLI STUDI DI NAPOLI  
**FEDERICO II**

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# ENROLLMENT

**In order to be enrolled and receive the Certificate of Arrival, the student number and the PIN Code, please send a mail to our International Office attaching your travel documents (flight tickets). Your certificate will be uploaded in the platform [mobility.unina.it](http://mobility.unina.it).**

**If you have not sent yet your ticket or boarding pass for registration, you may certify your presence in Naples at the desks set up by the Erasmus+ Office outside.**

**NON EU Students have to request the residence permit (PERMESSO DI SOGGIORNO). For assistance, they can contact our International Welcome Desk.**

**For Learning Agreements and other information about didactics you need to contact your Academic coordinators. As already shared in the welcome emails, the list of the Academic Coordinators is available at <http://www.international.unina.it/erasmus/>**

# TAX CODE

To request the tax code you can apply through the INTERNATIONAL WELCOME DESK (IWD) app:

→  How to Download

App Store: <https://www.apple.com/it/search/international-welcome-desk?src=globalnav>

Google Play: <https://play.google.com/store/apps/details?id=com.internationalwelcomedesk.iwd&hl=it>

The app can also be found by searching International Welcome Desk in the App Store or Google Play.

# ACCOMMODATION

**The only company that officially cooperates with the University is the International Students Union (ISU).**

**It is an outsourcing company that provides management consulting and services, combining unparalleled experience and comprehensive capabilities across all the welcome services for international students.**

**They will help you finding accommodation in Naples. The service, offered on behalf of the University of Naples Federico II, is free of charge.**

# STUDENT MAIL

**You will receive an e-mail from our IT Center with instructions for creating your personal Unina email account with a PUK CODE ( Be aware that the PUK is not the same as PIN number)**

**Once activated your Unina account, you will be able to access the University Wi-Fi connection, the reserved student area of [docenti.unina.it](https://docenti.unina.it) and Microsoft Teams.**

**For more information and FAQ about Microsoft Teams, please visit <https://softwaresso.unina.it>**

# EXAMS

**Exams are held in January and February for the first term, June and July for the second term. In September there is a special session.**

**Grades are given on a scale from 1 to 30 cum laude, the minimum grade to pass an examination being 18 . Failures are not reported on the Transcript of Records, unless specifically requested during the examination to the professor.**

**Erasmus students do not have to book exams on the Segrepass platform. They will just have to inform the professor via e-mail about the themselves at the exam with their PIN for registration.**

**If you take a written exam and the Professor gives you a grade, you can accept your mark giving the PIN number to him in order to get the registration done.**

# **EXTENSION OF THE ERASMUS PERIOD**

**If you are willing to extend your studies here, you can fill out the form that you'll find on the website [international.unina.it](http://international.unina.it)**

**Once signed from your University and your Academic Coordinator, you'll have to send it to our mail [incoming@unina.it](mailto:incoming@unina.it)**

**If you extend your Erasmus, you can request a new registration certificate with the updated dates.**

# **CERTIFICATE OF ATTENDANCE AND TOR**

**At the end of your Erasmus studies you can request the final certificate of attendance and the Transcript of Records by mail attaching your return flights. As for the enrollment, you will find them in [mobility.unina.it](http://mobility.unina.it)**

**You can always come in person to our Office to check the status of your exams before you finish your Erasmus (Remember the names and the dates of exams passed!).**

# THANKS FOR THE ATTENTION



## UE+MI TEAM:

Marta Maciocia, David De Simone,  
Ludovica Lombardi, Alessia De  
Michele, Gerardo Imperato,  
Emanuele Barletta, Anna  
Perriccioli, Paola De Matteis,  
Sveva Robiony, Amanda  
Sannino, Virginia Friscia, Lupo  
Simeone, Luigia Mondo



**CORSO UMBERTO I, 40**  
Mon – Wed – Fri  
9.00 am – 12.00 am  
Tue - Thu  
9.00 am-12.00 am / 2.30  
pm- 4.30 pm



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