

Bocconi

FREE-MOVER SEMESTER

GUIDE TO THE INITIATIVE for a.y. 2024-2025

UNDERGRADUATE STUDENTS



Università
Bocconi
MILANO

International Relations

April 2024



WHAT IS IT?

Students interested in spending a semester abroad without participating in the Exchange program can enroll as **Free-Movers (Fee-paying Visiting Students or Independent Students or Contract Students or Study-Abroad Students)** at some foreign Universities where they can study for **a semester only** in the first or second semester of **their 3rd year** (Undergraduate programs).

The **main differences** between the Free-Mover and the Exchange are:

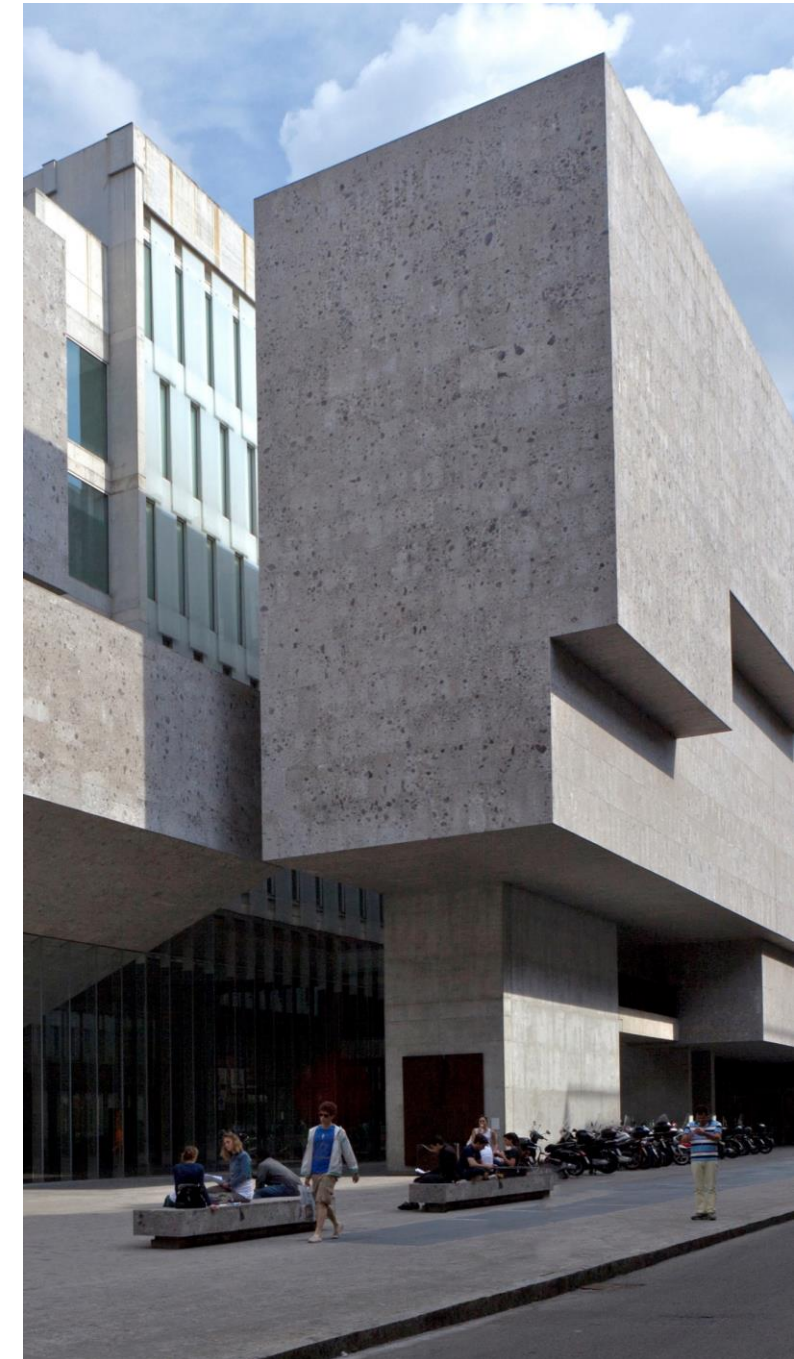
- the **admission process freely defined** by the host institutions and out of any Bocconi responsibility or involvement;
- the **university fees to be paid** both to Bocconi and to the host school;
- scholarships are not foreseen for Free-Mover students.



WHAT IS THE PURPOSE OF THIS GUIDE?

The aim is to provide all the **necessary information** to Bocconi students that are interested in this initiative in terms of:

- 01.** Academic requirements
- 02.** Language requirements
- 03.** Possible destinations
- 04.** Application procedure & timeline
- 05.** Academic recognition



01. ACADEMIC REQUIREMENTS

WHO CAN APPLY FOR THIS PROGRAM?

Undergraduate students enrolled - in the a.y. 2023-2024 - in **their 2nd year** of study if:

- ✓ they **satisfy** both **academic/language requirements** (see details below)
- ✓ they are **not selected** for the **exchange program** 2024-2025, DD Peking 2024-2025



MINIMUM

Minimum **60% of 1st year credits** before semester of departure

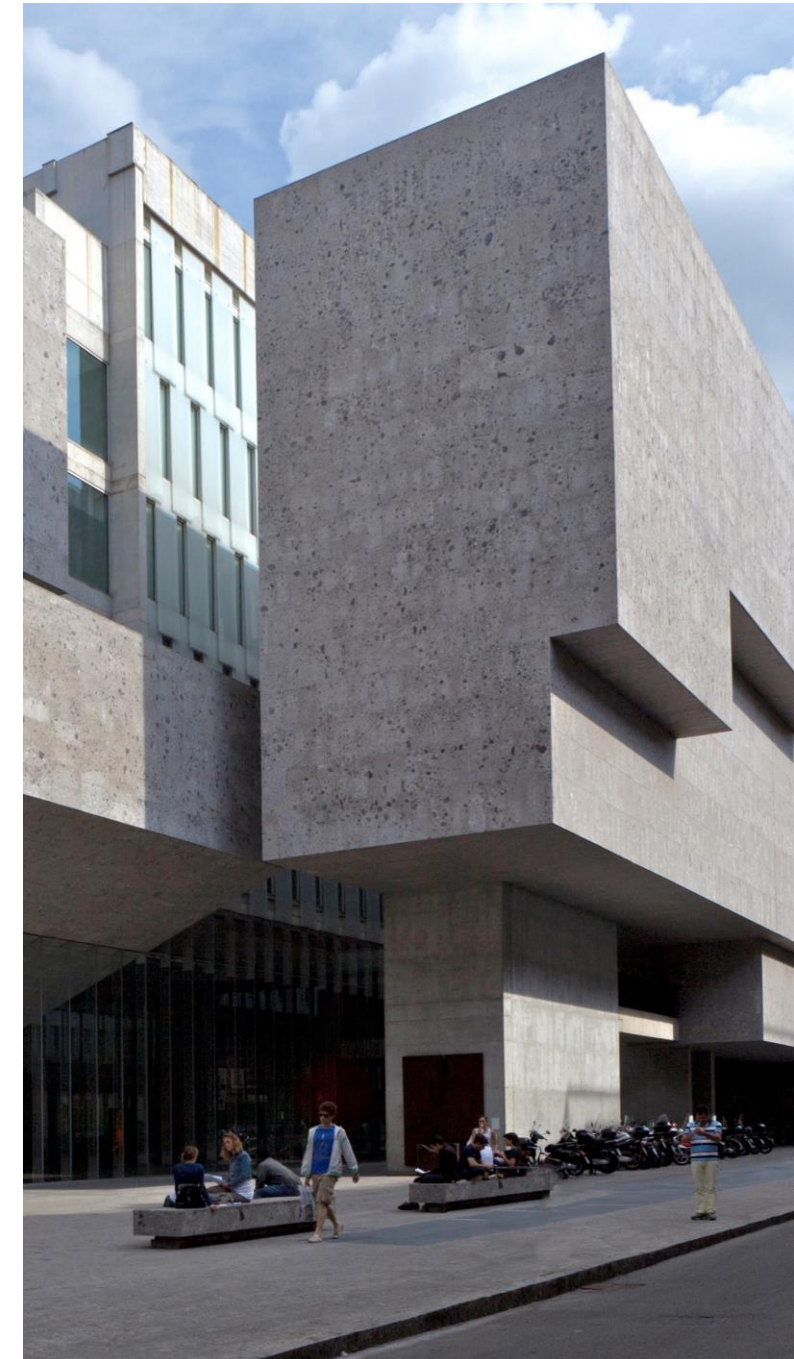
ADDITIONAL REQUIREMENTS

- No Bocconi additional academic requirements
- Each hosting School has its own requirements which have to be investigated and fulfilled by the applicant.

Students who **withdrew from the exchange program cannot** apply for the Free-Mover Semester. Students who are in waiting list for the exchange program can apply for the Free-Mover Semester but, if they **apply** for this **initiative**, their name will be **removed** from the **waiting list** by the Study Abroad staff.



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02. LANGUAGE REQUIREMENTS



MINIMUM

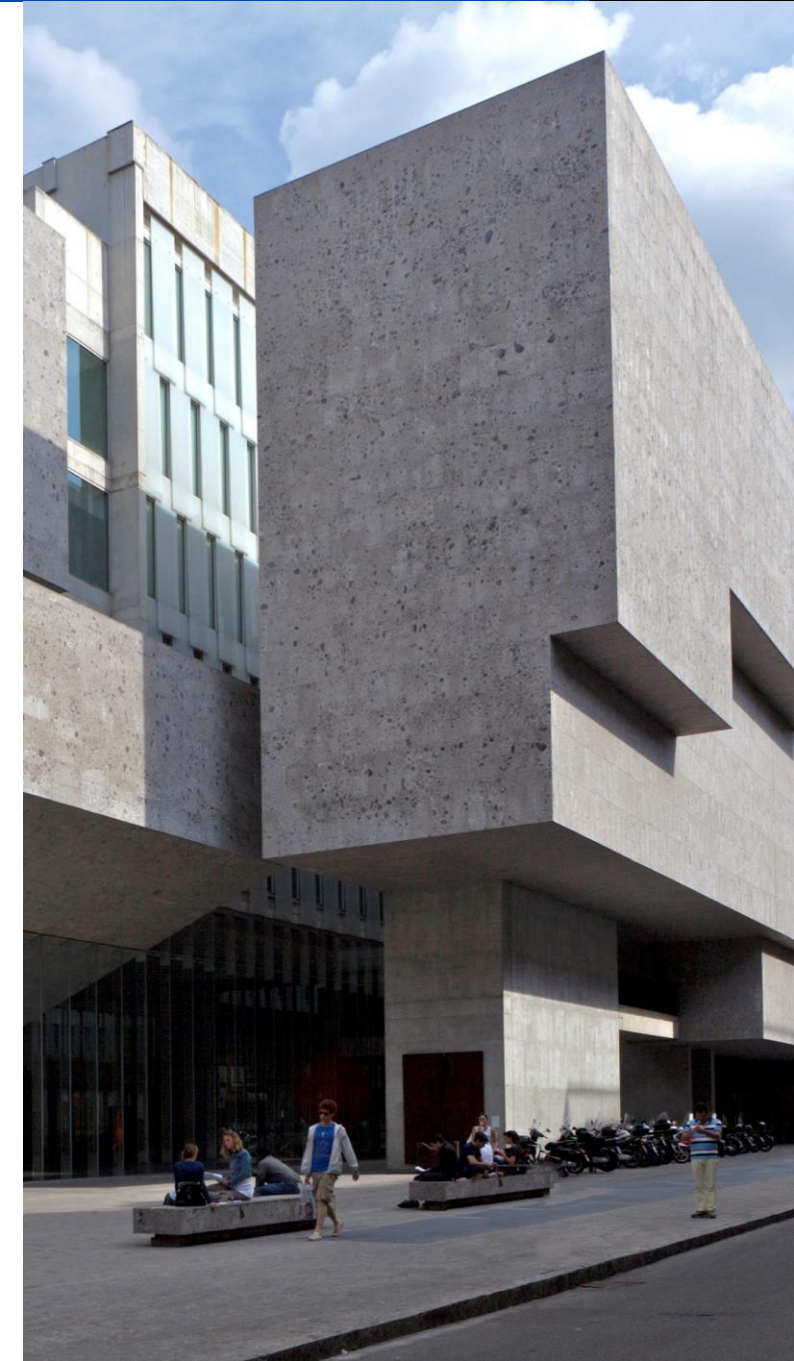
- **English:** level **B2**
- Language of instruction of the Host, if different from English: level **B1**

The language of selection indicated by Università Bocconi in the Exchange Program destinations is to be considered **compulsory** also to Free-Movers.

Please refer to [this link](#) released for the exchange program for specific guidelines on how to satisfy the minimum language requirements.

ADDITIONAL REQUIREMENTS

- No Bocconi additional language requirements
- Each hosting School has its own requirements which have to be investigated and fulfilled by the applicant.



03. POSSIBLE DESTINATIONS



The lists of destinations provided on this page are designed to assist current Bocconi students in finding a suitable partner university for the Free-Mover Semester since most of the partner schools do not accept free-movers if they have already an Exchange agreement with Bocconi.

The universities listed in the pdf document "**possible destinations**" are those **who have accepted** Bocconi Students **in the past**. This does not guarantee these schools will accept students in the future.

Schools which inform Bocconi that they do not accept Free-Mover students are listed in the pdf document "**destinations not available**".

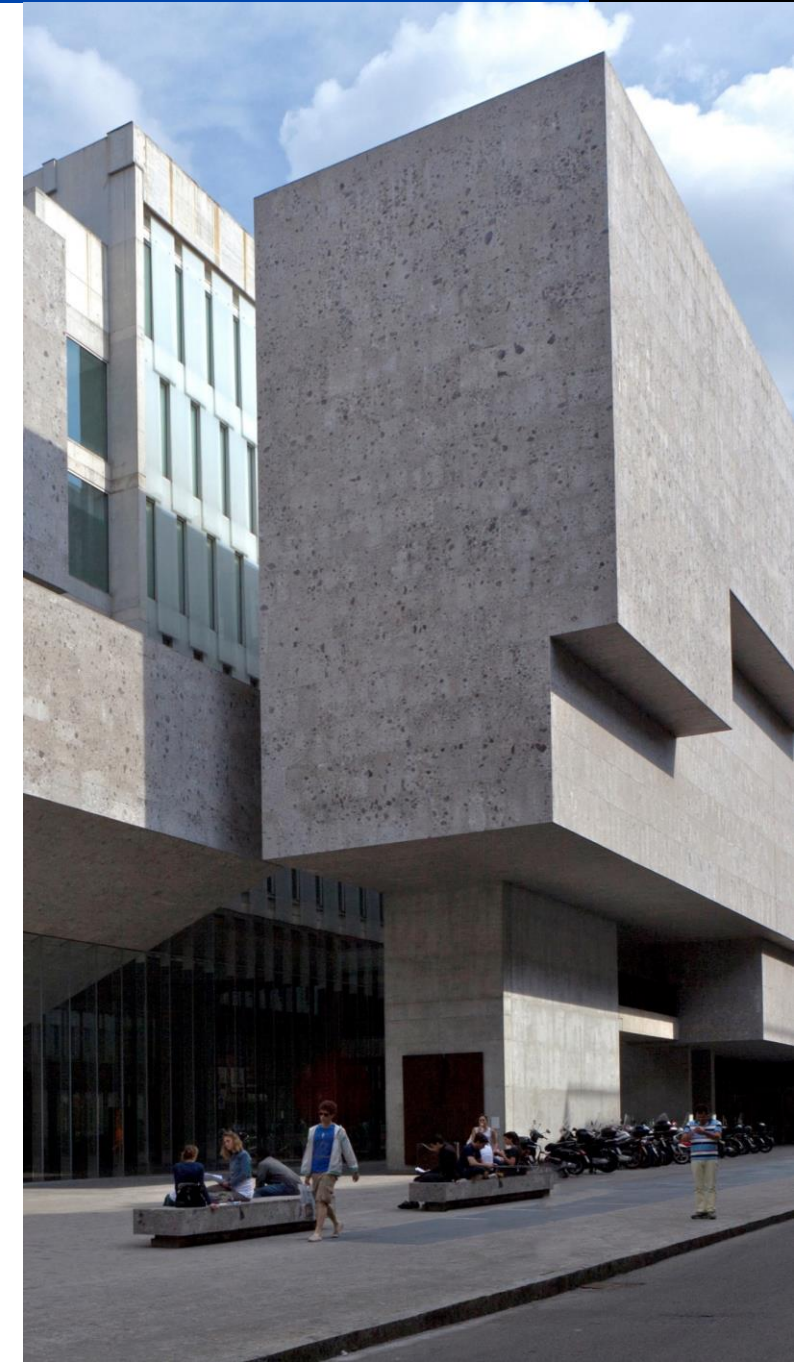
[POSSIBLE DESTINATIONS](#)

[DESTINATIONS NOT AVAILABLE](#)

Any **other destination** must be endorsed ex-ante, on a case-by-case basis, by the Study Abroad Office. The request, accompanied by a letter of motivation and information material on the University selected (ranking, course offer, language of instruction), has to be presented **before enrolling in the foreign university** as a Free-Mover Semester student and sent to the Study Abroad Office through B in Touch.



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04. APPLICATION PROCEDURE & TIMELINE



ELIGIBILITY

- ✓ **Check** if you meet the Bocconi requirements
- ✓ **Check** if you meet the host school requirements
- ✓ **Ensure** you meet the host school application deadlines and procedures

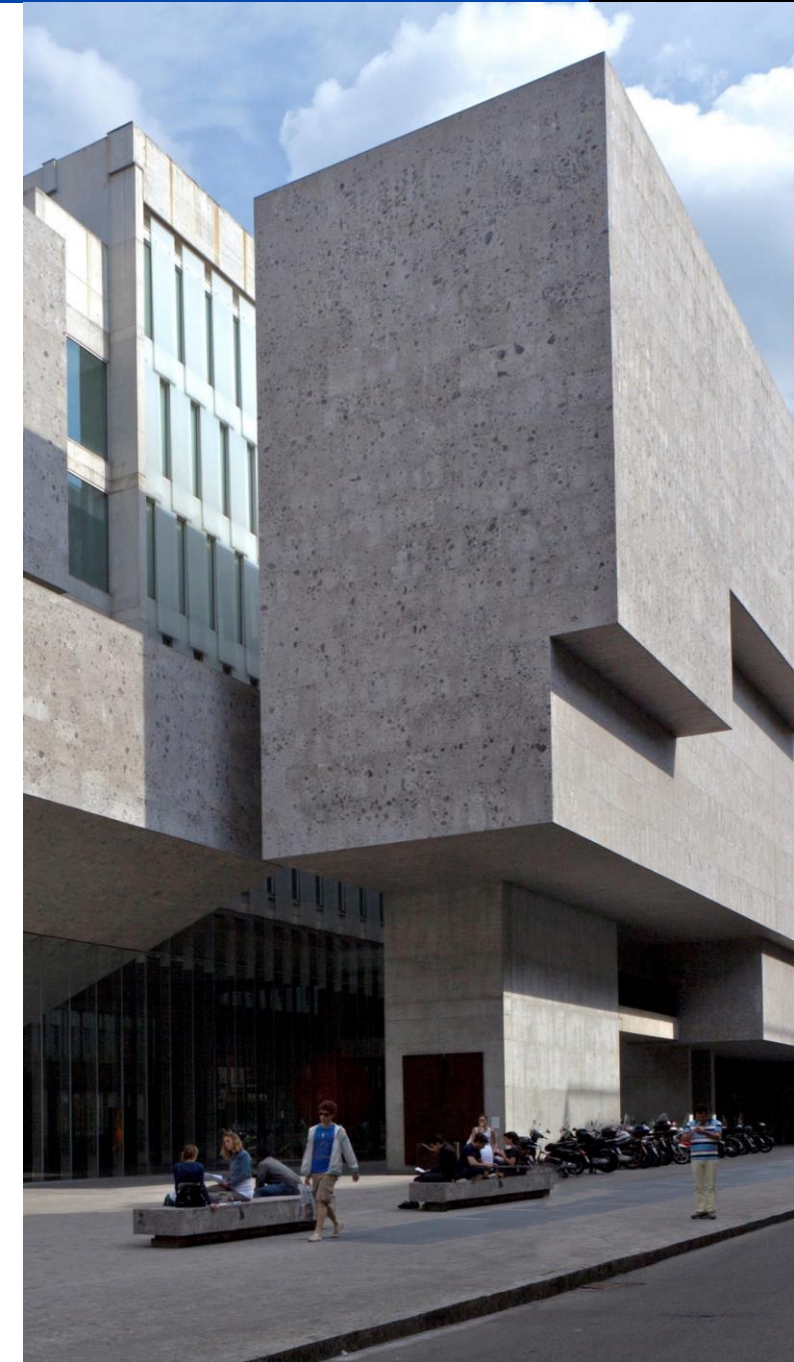


RULES

Bocconi University will authorize maximum 10 students in each destination available, to recognize their courses taken abroad during their Free-Mover Semester. This number refers to the entire a.y. 2024-2025 (considering both first and second term).

Check the **application steps** available in the next slides to get the info on how to secure 1 of the 10 spots at Punto Blu. Places are assigned on a **first-come-first-served basis**.

By getting the slot at Punto Blu, Bocconi authorizes a student to **recognize** the experience, but this does **not guarantee** that the host University will accept the student' application as Free Mover. If the host University accepts a student' application, but he/she do not have the place at Punto Blu, Bocconi will **not authorize** the recognition of the experience.



APPLICATION STEPS

STEP 1 – BOOK A SLOT ON PUNTO BLU

WHEN?



Application **Open: May 6th 2024 at 12 p.m.** (Italian time)

Application **Close: February 1st 2025 at 12 p.m.** (Italian time)

WHERE?

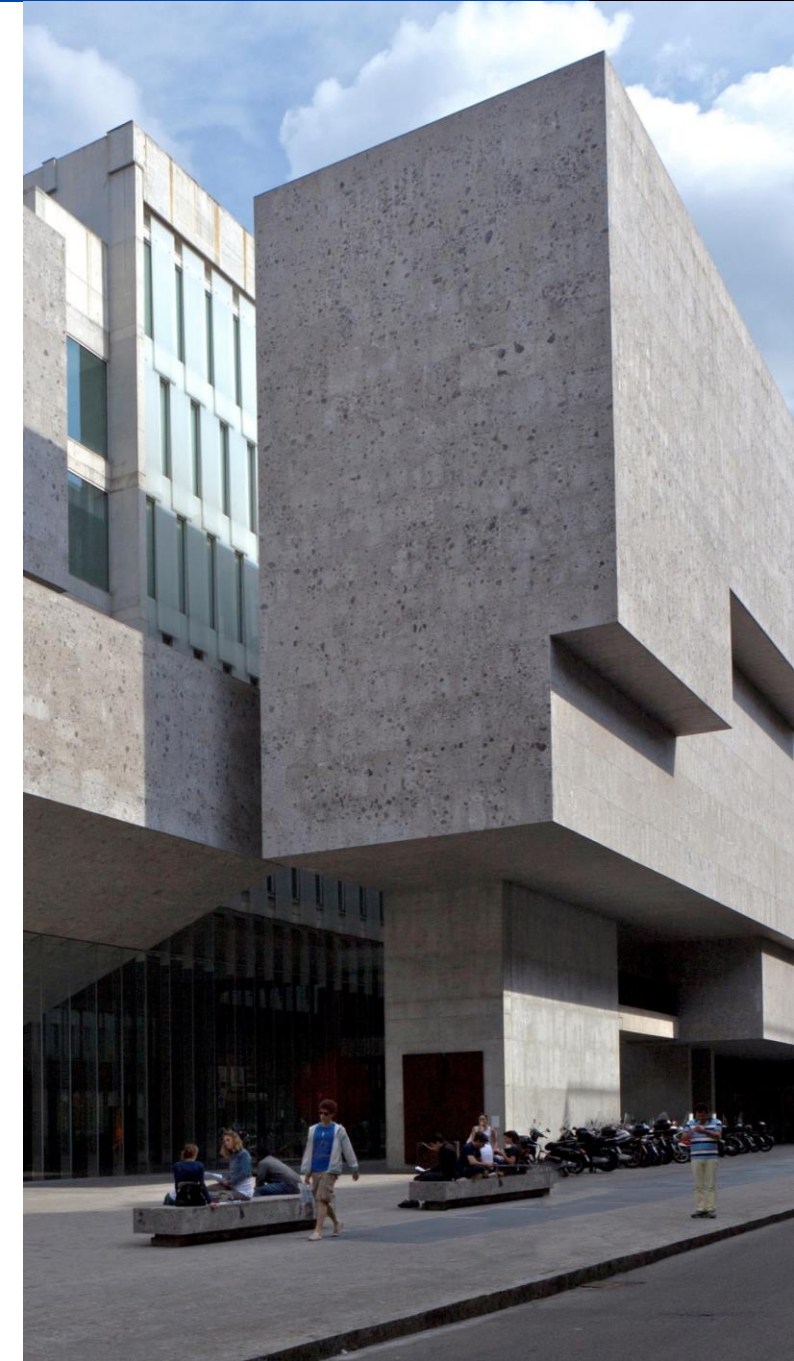


Punto Blu
(Details in **Appendix**).

At this phase of the application, students do **not** need to **upload any document**. Students are strongly advised **NOT to take any binding financial commitment** without having secured their place for a specific destination at Punto Blu.



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APPLICATION STEPS

STEP 1 – BOOK A SLOT ON PUNTO BLU

Access Punto Blu at the following path:

- **ITA:** Mobilità Internazionale > Bandi Mobilità > Ambito Mobilità [Free Mover]
- **ENG:** International Mobility > Mobility Exam Notices > Mobility Area [Free Mover]

Click on **Apply**, read carefully and confirm the mandatory requirements and select your destination.

Please, be aware that **only 1 destination** can be selected at Punto Blu and **a maximum of 10 places** (for the entire Academic year 2024-2025) **for each destination are available**. The 10 places are assigned on a **first-come-first-served basis**.

Once applied at Punto Blu:

- **If successful**, you will be able to display/print the application receipt. **You can then proceed with the Partner application** as you are among the first 10 students.
- **If not successful**, the system will notify in real time if the destination has just reached the 10 students cap.

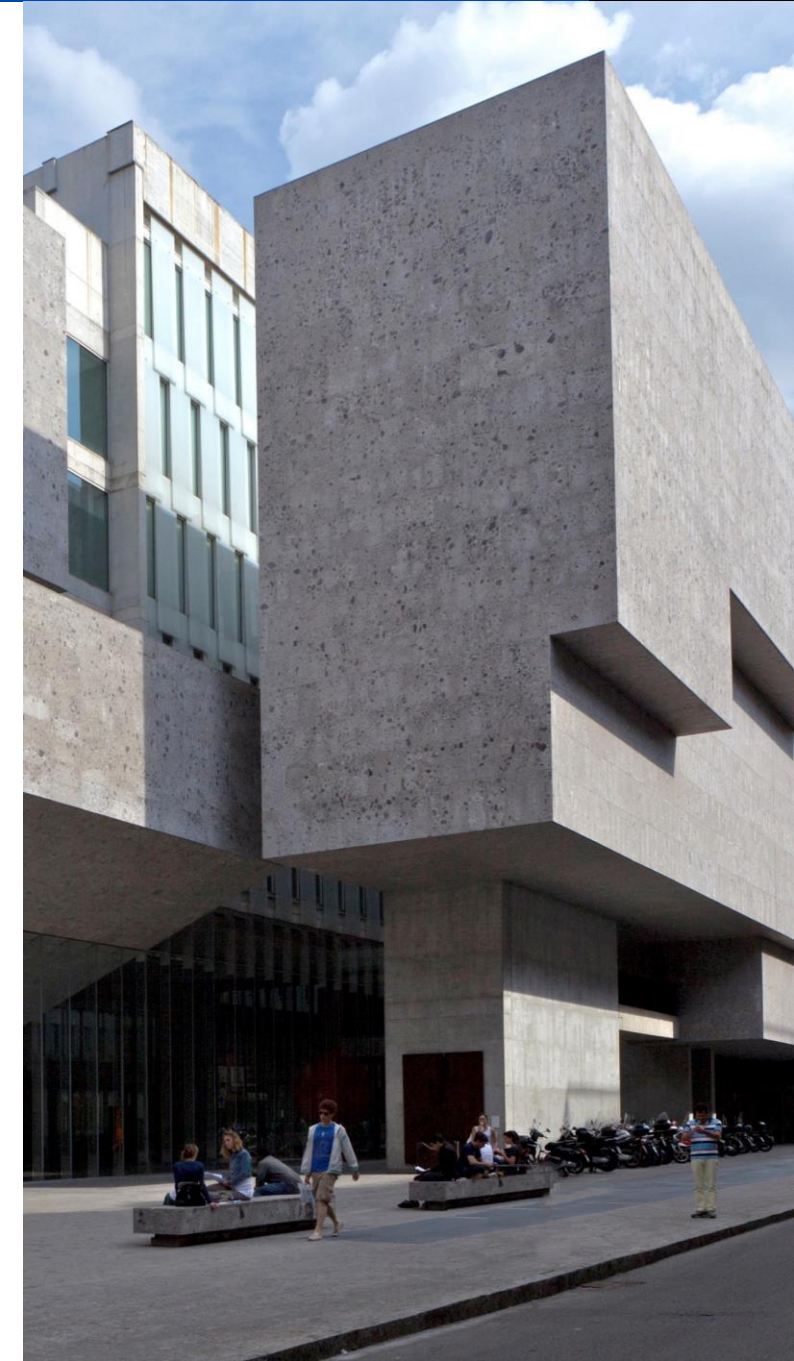
If a destination – among the ones listed at Punto Blu - is no more displayed, it means that the 10 students cap has already been reached. If a student cancels the application for that destination, his/her place will become available again.

By getting the slot at Punto Blu, Bocconi authorizes a student to **recognize** the experience, but this does **not guarantee** that the host University will accept the student' application as Free Mover.

If the host University accepts a student' application, but he/she do not have the place at Punto Blu, Bocconi will **not authorize** the recognition of the experience.



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STEP 2 – APPLICATION WITH HOST UNIVERSITY



Once successfully completed Step 1, students can apply at the Host university for a Semester as fee-paying visiting students.

Students are advised that:

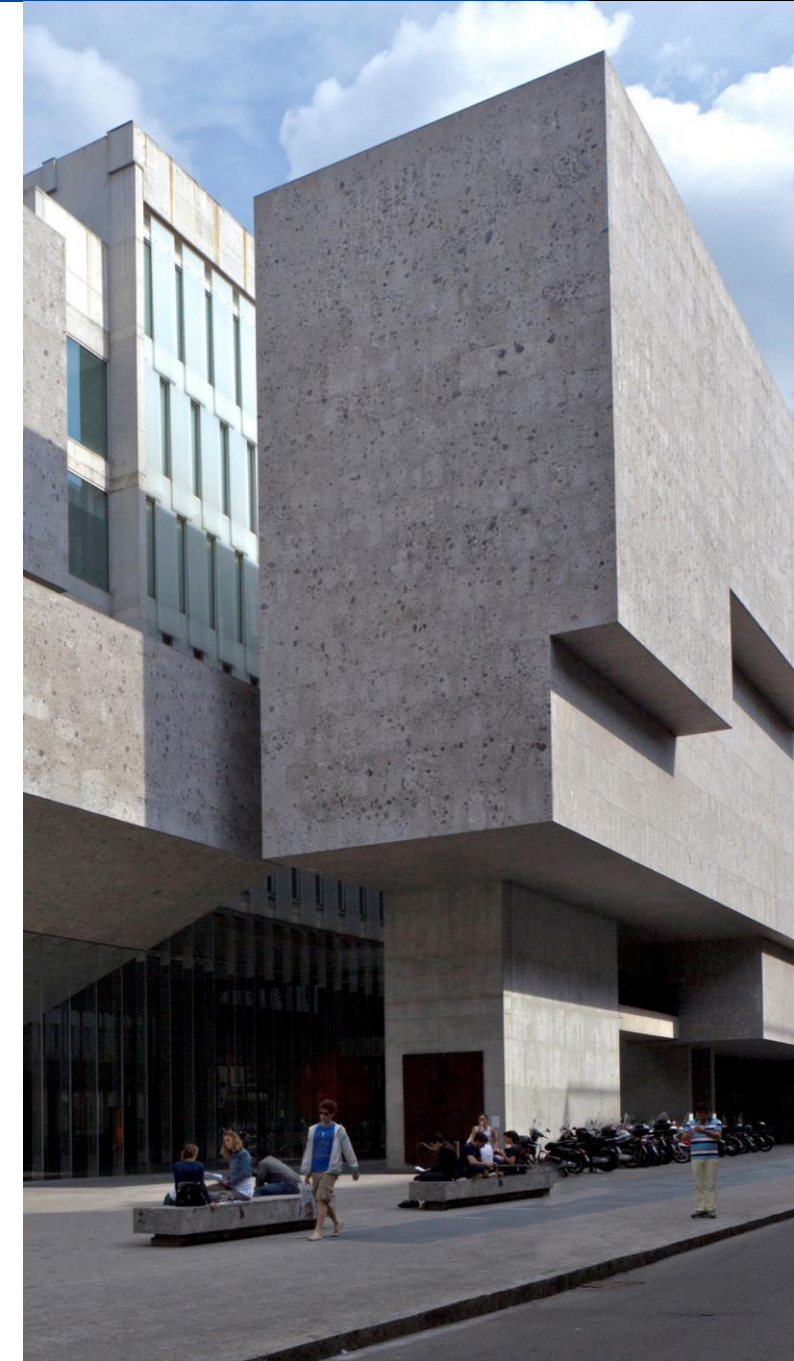
- the Study Abroad Office does **not** act as an intermediary between Free-Mover students and host universities;
- the Study Abroad Office does **not** provide any signed or stamped document for students' application.

Students can use the Free-Mover Semester **receipt** as a proof that they are authorized to apply at a host university for a semester only.

If students need a copy of their Transcript, is it possible to

- download an **unofficial** copy available for free at Punto Blu
- request an **official** copy subject to charges through Cert@B, accessible through the student's Diary (see [B in Touch > University career certificates and self-certifications](#))

Bocconi application will open each year in May. Students are strongly advised not to undertake any binding financial commitment before the release of the updated information and/or having secured their place at Punto Blu.



STEP 3 - CONFIRMATION

When students have received a formal admission letter from the host University, they are required to

- **access** once again their application at **Punto Blu** to **upload the required documentation**
- **notify the Study Abroad Office** through [B in Touch > Free Mover](#)

REQUIRED
DOCUMENTS



Formal acceptance letter from the host University with a specific indication of the **semester** for which you have been accepted
Proof of **Language proficiency** among the ones that are suitable to fulfill the minimum language requirement (**level B2** for **English**, **level B1** for **other languages**), if required

WHEN?



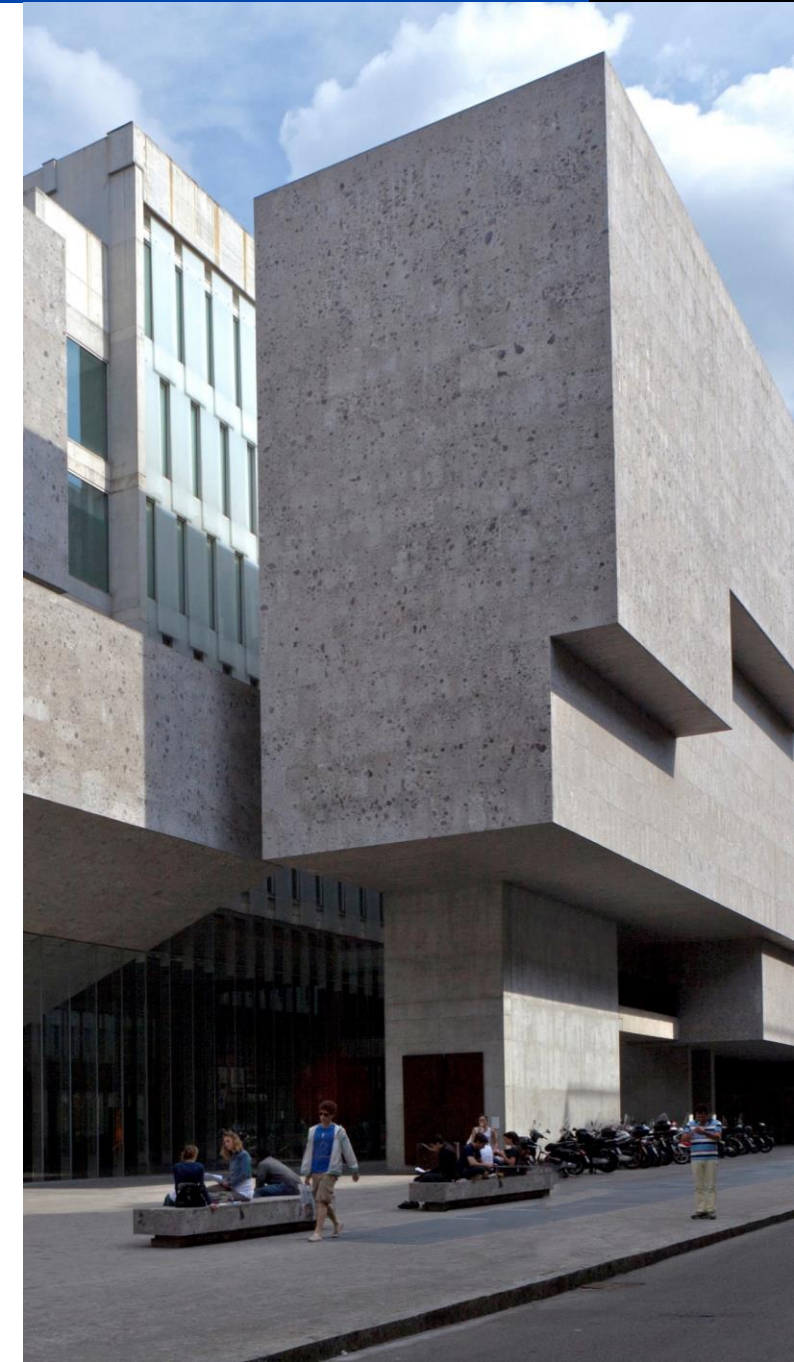
At least one working week before departure

The Study Abroad Office will check if students meet the minimum Bocconi academic and language requirements and will send a notification once the recognition platform is available in the yoU@B Diary.

The Study Abroad Office may (or may not) validate the request according to the eligibility criteria. **Only upon receipt of this validation through B in Touch the student is definitely allowed to take part to the Free-Mover Semester experience and register it into his/her career once back.**



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05. ACADEMIC RECOGNITION

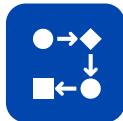
Study Abroad will provide eligible students with a **Recognition Platform** in their yoU@B Mobility sections once the process is finalized.



PRELIMINARY AUTHORIZATION

After evaluating the offer of the host university, students must verify or request **advance recognition authorization from Bocconi faculty members** by following the procedure described

Please refer to this [link](#) released for the exchange program for further info.



RECOGNITION PROCEDURE

Only at the end of the mobility, after receiving the **transcript**, students can start the recognition of the exams taken abroad by entering a request through the Recognition procedure available in the yoU@B Diary. Please remember that there is no deadline for the recognition procedure, but students need to pay attention to the Study Plan completion date depending on the graduation session they want to join.

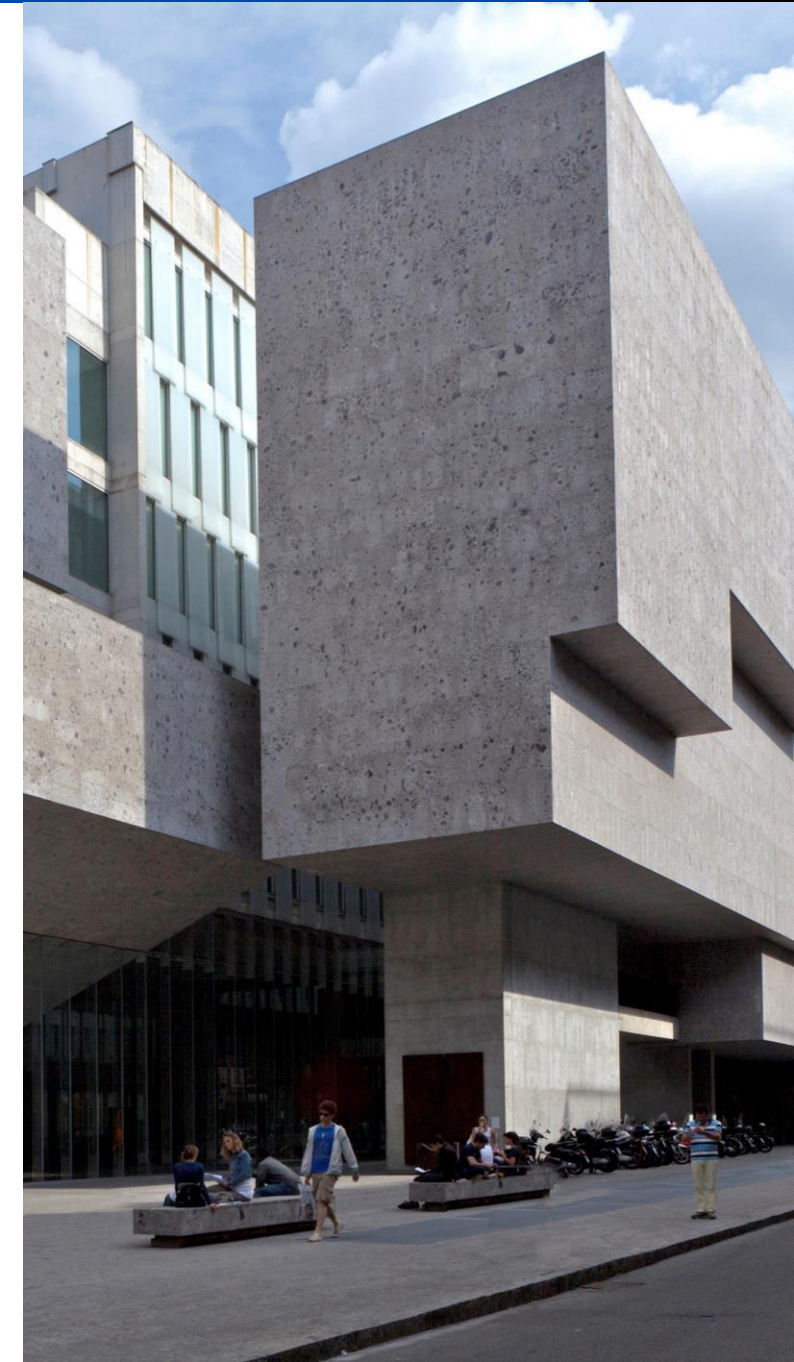
Undergraduate Free-Mover Semester students can have **a maximum of 5 Bocconi courses** recognized once back from their experience abroad. Students must convert a **minimum of 1 exam** in order for the Free-Mover Semester initiative to be recognized in the academic career.



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Please note that **NO additional point for the graduation grade** is awarded by recognizing a Free-Mover Semester in the student's study plan.



APPENDIX. APPLICATION AT PUNTO BLU



*The screenshots displayed in the appendix refer to past academic years.
Please consider that **the procedure is the same for this year.***



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APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #1

Access your **Punto Blu** and select the **menu** in the top right corner.

Anno accademico	Corso di Studio	Anno corso	Data	Tipo
2021/2022	TR08 INTERNATIONAL ECONOMICS AND MANAGEMENT	1	15/06/2021	In corso
2022/2023	TR08 INTERNATIONAL ECONOMICS AND MANAGEMENT	2	29/07/2022	In corso



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #2

Select the last point of the menu:
Mobilità internazionale
(ENG: International Mobility)

The screenshot displays the Bocconi Punto Blu student portal. The main content area shows the 'Area Studente' section for a student in the MAT. program. Below this, there is a table titled 'Informazioni sullo studente' with the following data:

Informazioni sullo studente	
Tipo di corso	Corso di Laurea
Profilo studente	Studente Standard
Anno di Corso	2
Data immatricolazione	15/06/2021
Corso di studio	[TR08] - INTERNATIONAL ECONOMICS AND MANAGEMENT
Ordinamento	[TR08-16] - INTERNATIONAL ECONOMICS AND MANAGEMENT
Part Time	NO

Below the table is a search bar labeled 'Cerca' and a section titled 'Situazione iscrizioni' with a table header:

Anno accademico	Corso di Studio	Anno corso	Data	Tipo
-----------------	-----------------	------------	------	------

The sidebar menu on the right contains the following items: ita, eng, Foto Utente, Area Riservata, Logout, Cambia Password, Home, Area Amministrativa, Piano di Studio, Carriera, Esami, Tirocini e stage, Mobilità internazionale, In-Company Training / Legal Clinic, and Mobilità internazionale. The 'Mobilità internazionale' item at the bottom is highlighted with a red box and a red arrow.

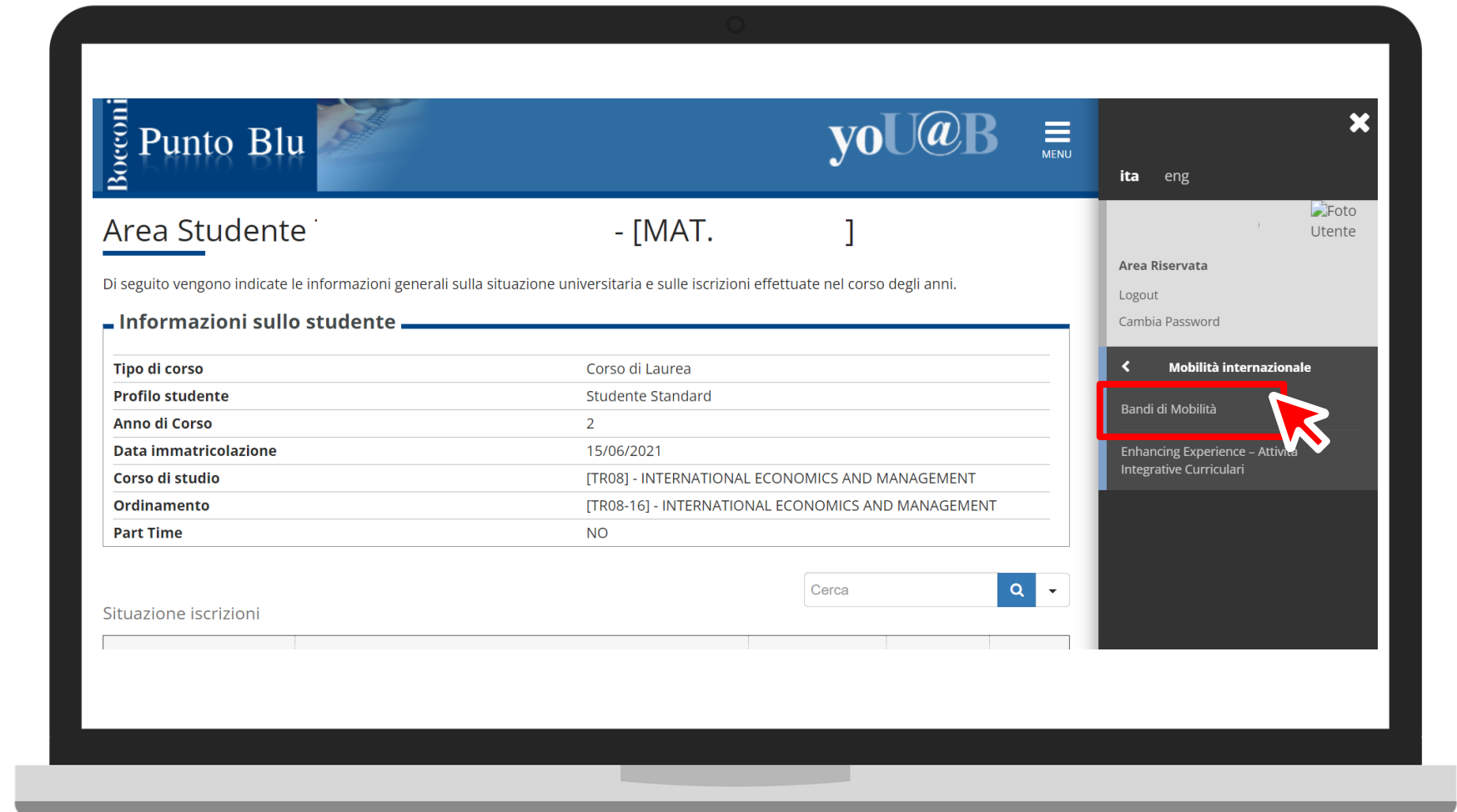


APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #3

Select the first point of the menu:
Bandi di mobilità
(ENG: **Mobility Exam Notices**)



The screenshot displays the 'Area Studente' page on the Bocconi Punto Blu website. The page header includes the Bocconi logo, 'Punto Blu', and 'yoU@B'. The user is logged in as '[MAT.]'. The main content area shows 'Informazioni sullo studente' with the following details:

Tipo di corso	Corso di Laurea
Profilo studente	Studente Standard
Anno di Corso	2
Data immatricolazione	15/06/2021
Corso di studio	[TR08] - INTERNATIONAL ECONOMICS AND MANAGEMENT
Ordinamento	[TR08-16] - INTERNATIONAL ECONOMICS AND MANAGEMENT
Part Time	NO

Below the table is a search bar labeled 'Cerca' and a section for 'Situazione iscrizioni'. On the right, a navigation menu is open, showing options like 'Area Riservata', 'Logout', 'Cambia Password', and 'Mobilità internazionale'. The 'Mobilità internazionale' menu item is highlighted with a red box, and a red mouse cursor points to the 'Bandi di Mobilità' sub-option.



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #4

From the drop-down menu select **FREE MOVER** and then "Free-Mover Semester – Undergraduate 2024-2025"
Clicking on the magnifying glass.

The screenshots refers to past academic years (2023-2024), please consider that the procedure is the same for this year

The screenshot shows the 'Punto Blu' interface for international mobility bands. The header includes the Bocconi logo and 'yoU@B' branding. The main content area is titled 'Elenco Bandi di Mobilità Internazionale' and features a dropdown menu for 'Ambito mobilità' set to 'FREE MOVER'. Below this, a table lists available mobility bands:

A.A.	Num. bando	Titolo	Stato bando	Stato iscr.	APPLY
2022	49	FREE MOVER Semestre - Graduate 2023-2024	🔒		🔍
2022	50	FREE MOVER Semestre - Law 2023-2024	🔒		🔍
2022	51	FREE MOVER Semestre - Undergraduate 2023-2024	🔒		🔍

A red box highlights the magnifying glass icon in the 'APPLY' column of the third row, with a red arrow pointing to it. Below the table, there is a 'Legenda:' section and a 'Link esterno' icon.

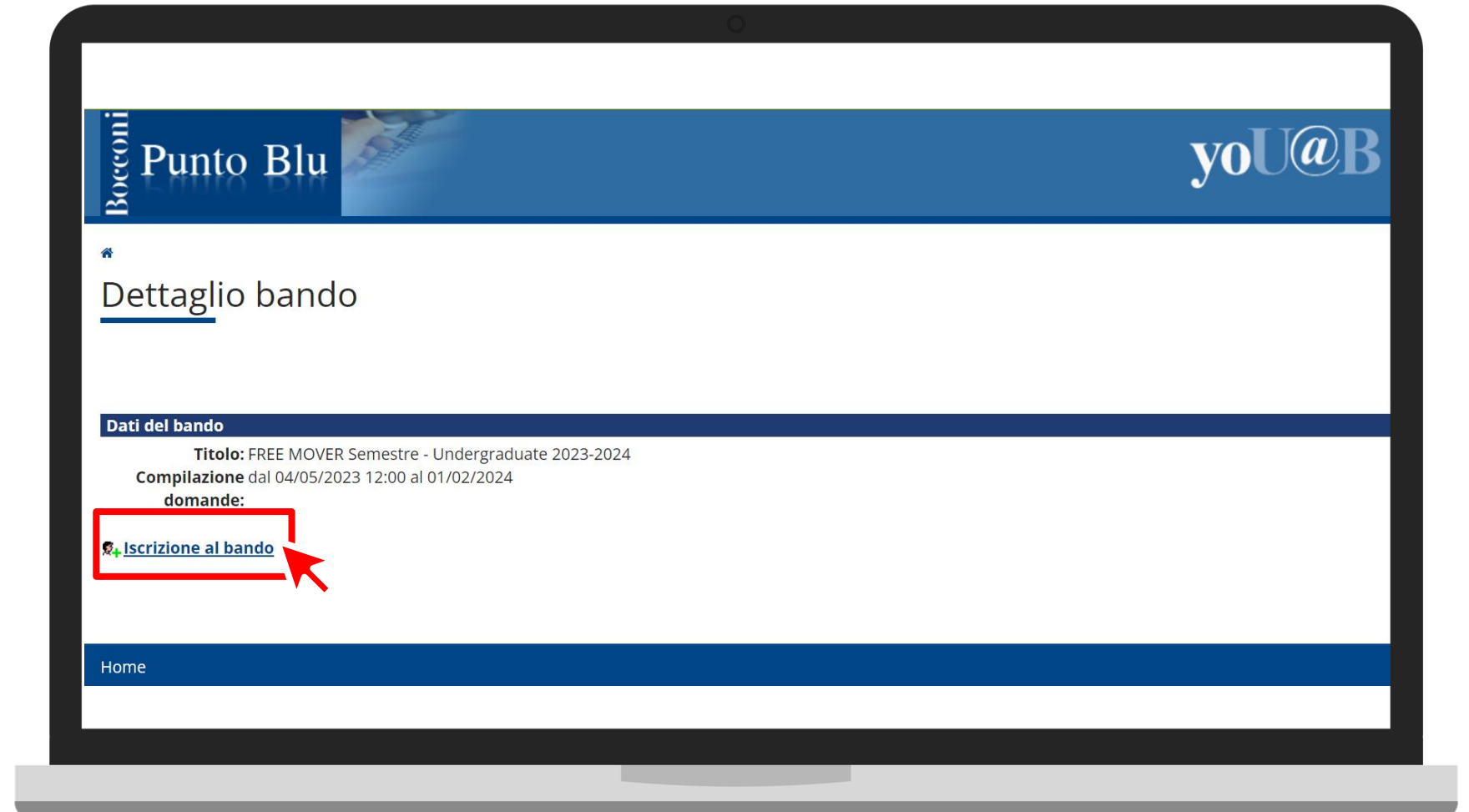


APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #5

Select “**Iscrizione al bando**”
(**ENG: Click here to apply**) in
the lower part of the page.



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #6

Read carefully the **text** of the "declaration of responsibility of the student" and then **accept** the **conditions** by ticking the **following square** and the **all the mandatory requirements**.

Dichiarazioni e Responsabilità dello Studente

This is to declare that:

- I am fully aware that the University can guarantee neither the security nor solvency and duties and obligations of the Host Institutions or Countries hosting the Program outside Italy.

Prima di procedere con l'iscrizione è obbligatorio prendere visione e accettare le "Dichiarazioni e Responsabilità dello Studente"

Requisiti obbligatori

ATTENZIONE: per proseguire è necessario dichiarare di essere in possesso dei requisiti indicati come "obbligatori".

	Requisito
<input type="checkbox"/>	By applying at Punto Blu, I authorize the Study Abroad office to automatically remove me from the Exchange Program 23-24 waiting list for all the destinations I applied for. (requisito obbligatorio)
<input type="checkbox"/>	I am fully aware that maximum 10 students - for the entire 23-24 - will be allowed to apply for the Free-mover semester in each destination available.(requisito obbligatorio)
<input type="checkbox"/>	I am fully aware that if the host University accepts my application, but I do not have the place at Punto Blu, Bocconi will NOT authorize me to recognize the experience. (requisito obbligatorio)
<input type="checkbox"/>	I am fully aware that by getting the place at Punto Blu, Bocconi authorizes me to recognize the experience, but this does not guarantee that the host University will select me as the freemover. (requisito obbligatorio)



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #7

Scrolling down the page, you will view the destinations listed in the pdf document.

Remember that you can **apply for one single host school** among the available ones listed.

NB: it is not necessary to specify the desired semester in this phase of the application.

If a destination – among the ones listed in the pdf - is no more displayed, it means that **the 10 students cap has already been reached**.

If a student cancels the application for that destination, his/her place will become available again.

Selezionare la destinazione e l'opzione necessaria per soddisfare il requisito minimo richiesto. In caso il requisito minimo richiesto risulti soddisfatto tramite la carriera, procedere con l'iscrizione senza selezionare alcuna opzione dal menu a tendina.

Cod.	Sede di destinazione	Pref	Lingua	Certificazioni Linguistiche	Voto	Data (dd/mm/aaaa)
78	New York University - Visiting Students	▼	INGLESE	▼		gg/mm/aaaa
135	University of California, Berkeley	▼	INGLESE	▼		gg/mm/aaaa
147	University of California Santa Barbara	▼	INGLESE	▼		gg/mm/aaaa
153	Universidad Argentina de la Empresa - UADE	▼	SPAGNOLO	▼		gg/mm/aaaa
154	Universidad de Belgrano	▼	SPAGNOLO	▼		gg/mm/aaaa
166	HEC Paris	▼	INGLESE	▼		gg/mm/aaaa
184	University of Melbourne	▼	INGLESE	▼		gg/mm/aaaa
191	Corvinus University of Budapest	▼	INGLESE	▼		gg/mm/aaaa
206	Yonsei University	▼	INGLESE	▼		gg/mm/aaaa
219	Universidad Catolica de Uruguay	▼	SPAGNOLO	▼		gg/mm/aaaa



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #8

Leave **blank** the box **“Certificazioni linguistiche”** (ENG: **Language Certificates**) if you already meet the minimum language requirement by having the English/second language exam registered in career *or* you are enrolled in a Bachelor taught in English.

Select the general certification (**163/166/169/172**) for each choice if you do NOT have the English/other second language exam registered in career and you are not enrolled in a Bachelor taught in English in order to **declare** that you have an alternative supporting document to apply for Free-Mover Semester. It is **not necessary to upload the document in this phase** of the application.

Selezionare la destinazione e l'opzione necessaria per soddisfare il requisito minimo richiesto. In caso il requisito minimo richiesto risulti soddisfatto tramite la carriera, procedere con l'iscrizione senza selezionare alcuna opzione dal menu a tendina.

Cod.	Sede di destinazione	Pref.	Lingua	Certificazioni Linguistiche	Voto	Data (dd/mm/aaaa)
78	New York University - Visiting Students	▼	INGLESE	[163] International Certificate to satisfy the minimum English le ▼		gg/mm/aaaa
135	University of California, Berkeley	▼	INGLESE	▼		gg/mm/aaaa
147	University of California Santa Barbara	▼	INGLESE	▼		gg/mm/aaaa
153	Universidad Argentina de la Empresa - UADE	▼	SPAGNOLO	▼		gg/mm/aaaa
154	Universidad de Belgrano	▼	SPAGNOLO	▼		gg/mm/aaaa
166	HEC Paris	▼	INGLESE	▼		gg/mm/aaaa
184	University of Melbourne	▼	INGLESE	▼		gg/mm/aaaa
191	Corvinus University of Budapest	▼	INGLESE	▼		gg/mm/aaaa
206	Yonsei University	▼	INGLESE	▼		gg/mm/aaaa
219	Universidad Catolica de Uruguay	▼	SPAGNOLO	▼		gg/mm/aaaa

APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #9

Once you select the desired destination, in order to submit your application, you have to click on **"Iscrivi"** (ENG: **Apply**)



NB: In case you do not meet the requirements and you do not declare that you have a supporting document when you click on "Iscrivi", the system reports an error → see the next slide



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1601	E.M. Lyon, Ecole de Management BBA - Bachelor in Business Administration	▼	INGLESE	▼	(dd/mm/yyyy)	📅
1604	Université du Luxembourg Faculty of Law, Economics & Finance	▼	FRANCESE	▼	(dd/mm/yyyy)	📅
1608	Chulalongkorn University - Chulalongkorn Business School - BBA International Program	▼	INGLESE	▼	(dd/mm/yyyy)	📅
1757	University of Sussex - School of Business, Management and Economics	▼	INGLESE	▼	(dd/mm/yyyy)	📅
1758	Trinity College Dublin, Trinity Business School	▼	INGLESE	▼	(dd/mm/yyyy)	📅
1797	Thammasat University, Faculty of Economics - Undergraduate courses	▼	INGLESE	▼	(dd/mm/yyyy)	📅
1836	University of Bristol, School of Economics, Finance and Management	▼	INGLESE	▼	(dd/mm/yyyy)	📅

Iscrivi Annulla

Home

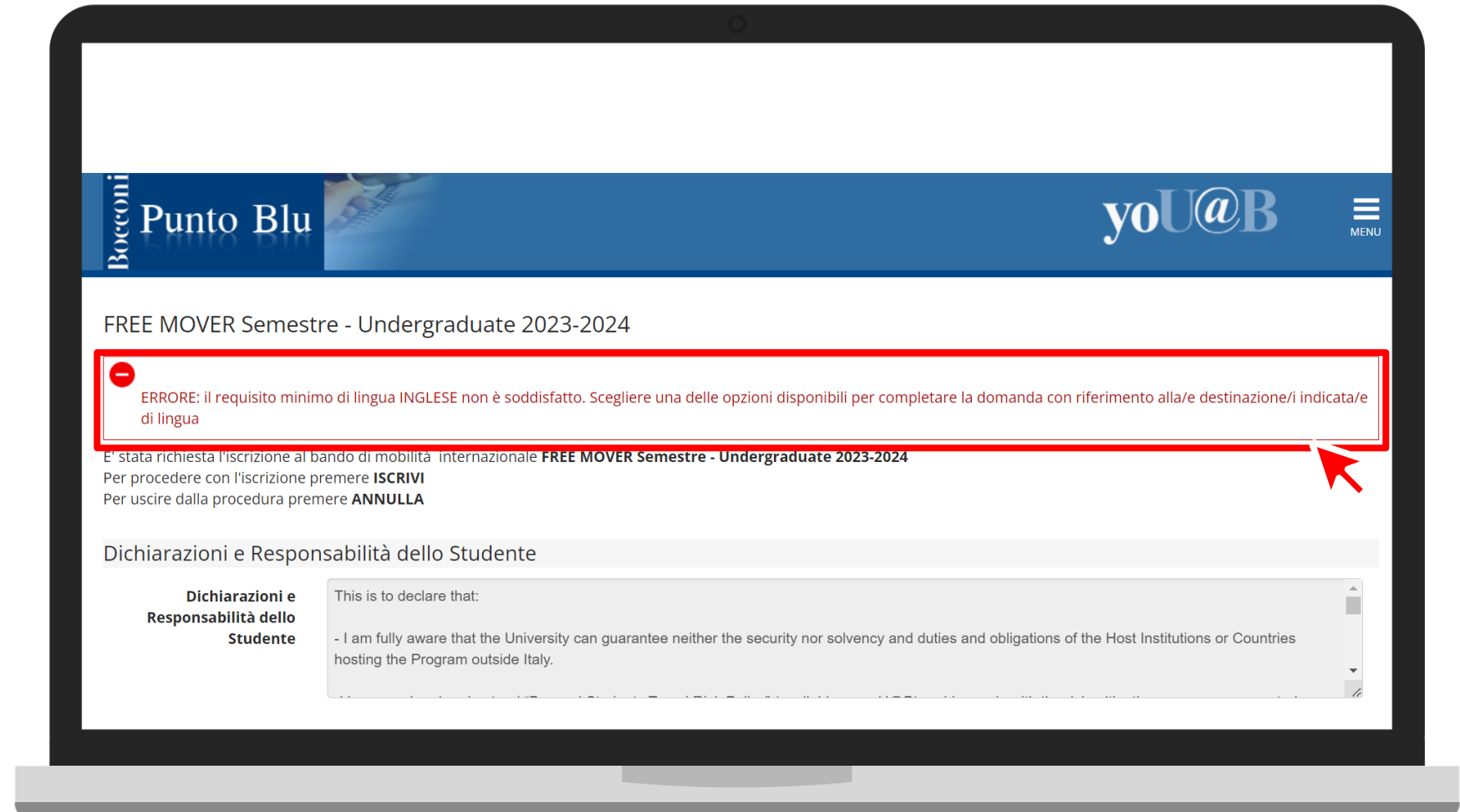
Informativa utilizzo cookie | © CINECA

APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

WARNING

If you do not meet the requirements and you do not declare that you have a supporting document, the system gives an **error** as displayed in the **following screen**.



APPENDIX. APPLICATION AT PUNTO BLU

HOW TO APPLY?

STEP #10

The following screenshot gives the **confirmation** of your **reservation** for the slot.

Here you can **save** the **receipt** of registration (it is important that all students do so) or **cancel** your reservation.



NB: If not successful, the system will notify in real time if the destination has just reached the 10 students cap.

Bocconi Punto Blu yoU@B MENU

Dettaglio bando



ISCRIZIONE AVVENUTA CON SUCCESSO (fare il download e salvare la ricevuta di iscrizione al bando)

Indietro

Dati del bando

Titolo: FREE MOVER Semestre - Undergraduate 2023-2024
Compilazione dal 04/05/2023 12:00 al 01/02/2024
 domande:


Iscrizione

 [Rimuovi iscrizione al bando](#)  [Salva ricevuta iscrizione al bando](#)

Certificazioni linguistiche dichiarate

Effettuare l'upload degli allegati riferiti alle certificazioni linguistiche dichiarate in fase di iscrizione (non c'è bisogno di allegare lo stesso certificato più di una volta)
 Nessun documento presente

Allegati: cliccare su "Inserisci un nuovo allegato" per allegare i documenti necessari a finalizzare l'iscrizione a Free Mover Semester/Free Mover Summer: per dettagli, verificare sul sito dello specifico programma

 [Inserisci un nuovo allegato.](#)



APPENDIX. APPLICATION AT PUNTO BLU

WHAT'S NEXT?

BEFORE DEPARTURE

For those who declared that they need a supporting document in order to meet the minimum language requirements, it is **mandatory** to **upload** the **PDF** with the scanned **document (international certificate/secondary school diploma/passport)** by **clicking** on the appropriate **icon**.

IMPORTANT: If you **forget** to **upload** your supporting document **at least one working week before departure** and do not meet the minimum language requirements, your **application** will be considered **invalid**.

Punto Blu yoU@B MENU

Dettaglio bando

Indietro

Dati del bando


Titolo: FREE MOVER Semestre - Undergraduate 2023-2024
Compilazione dal 04/05/2023 12:00 al 01/02/2024
 domande:

Iscrizione

[Rimuovi iscrizione al bando](#) [Salva ricevuta iscrizione al bando](#)

Certificazioni linguistiche dichiarate

Effettuare l'upload degli allegati riferiti alle certificazioni linguistiche dichiarate in fase di iscrizione (non c'è bisogno di allegare lo stesso certificato più di una volta)

Certificazione	Lingua	Azioni
[163] - International Certificate to satisfy the minimum English language requirement	INGLESE	

Allegati: cliccare su "Inserisci un nuovo allegato" per allegare i documenti necessari a finalizzare l'iscrizione a Free Mover Semester/Free Mover Summer. Per i dettagli, verificare sul sito dello specifico programma.

APPENDIX. APPLICATION AT PUNTO BLU

WHAT'S NEXT?

BEFORE DEPARTURE

After receiving the **official admission letter from the host university**, it is **mandatory** to **upload** the **PDF** with the scanned **document** by **clicking** on the appropriate **icon**.

IMPORTANT: If you **forget** to **upload** your supporting document and to **notify** the Study Abroad Office **at least one working week before departure**, your **application** will be considered **invalid**.

Dettaglio bando Indietro

Dati del bando

Titolo: FREE MOVER Semestre - Undergraduate 2023-2024
Compilazione dal 04/05/2023 12:00 al 01/02/2024
 domande:

Iscrizione

[Rimuovi iscrizione al bando](#) [Salva ricevuta iscrizione al bando](#)

Certificazioni linguistiche dichiarate

Effettuare l'upload degli allegati riferiti alle certificazioni linguistiche dichiarate in fase di iscrizione (non c'è bisogno di allegare lo stesso certificato più di una volta)

Certificazione	Lingua	Azioni
[163] - International Certificate to satisfy the minimum English language requirement	INGLESE	

Allegati: cliccare su "Inserisci un nuovo allegato" per allegare i documenti necessari a finalizzare l'iscrizione a Free Mover Semester/Free Mover Summer: per dettagli, verificare sul sito dello specifico programma

[Inserisci un nuovo allegato.](#)
 Non è presente alcun allegato.





CONTACTS

- [*B in Touch > Free Mover*](#)
- *Appointments*

available on the yoU@B Diary

