

GUIDE TO TRANSFER PROCEDURE

ATTENTION: THIS GUIDE DOES NOT REPLACE WHAT IS PUBLISHED IN THE CALL FOR TRANSFER AND PROCEDURES OF EACH DEGREE COURSE. BEFORE PROCEEDING IT IS NECESSARY TO CAREFULLY READ THE INFORMATION THEREIN PUBLISHED.

WHAT YOU NEED TO START



If you don't have it yet, **create your personal profile on the UniSR Intranet** (see how to do [here](#)). With the credentials obtained, you will be able to log in to submit your transfer application.



Prepare the documents required by the relevant course procedure. **Attention:** in the last step you will be asked to enter the text of your **motivational letter** and the **details of each exam** for which you request an evaluation (exam name, year, grade and date of passing, ECTS). Prepare the information in advance so you can enter it promptly!



Make sure you have all the information available. Remember that **integrations will not be possible** and if you want to add exams for evaluation you will necessarily have to cancel the submitted application and complete a new one by the deadline.

WHAT ARE THE NEXT STEPS

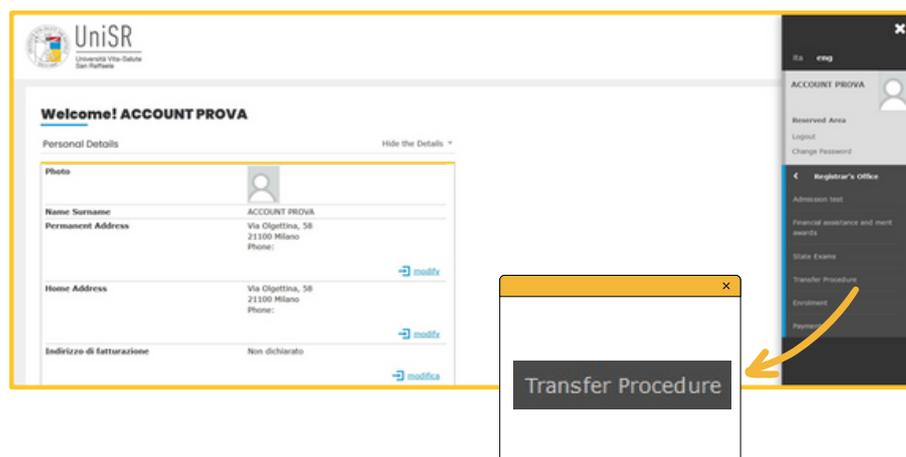
1. Register on the University portal and access the section "Transfer procedure"
2. Select the degree course
3. Upload the required documents
4. Check the information provided and access the Transfer form
5. Enter your motivational letter and the details of the passed exams
6. Print, sign and upload the application form
7. Submit your transfer request

1. REGISTER ON THE UNIVERISTY PORTAL AND ACCESS THE SECTION "TRANSFER PROCEDURE"

To apply for transfer you must first **register on the University portal**.

If you have not already done so, proceed by following the instructions in the "Registration Guide".

Enter your login information to access the link <https://intranet.unisr.it/esse3/Home.do>: you will find the page illustrated below.



To submit your application, open the Menu and click on **"Registrar's Office > Transfer procedure"**.

Click on **“Submit the application”** to start your transfer request.

List of transfer Application

This page lists the Incoming Credit Evaluation Applications for which you have uploaded the required documents. In order to complete the application and send it to the Assessment Committee, you must continue by entering the details of the exams taken and the motivational letter.

[COMPLETE THE APPLICATION.](#)

If you do not enter the exams to be evaluated, the motivational letter and the signed summary, your application will not be evaluated.

Transfer Application

Academic Year	Type of Application	Course of Study	Status	Actions
2023/2024	Transfer Procedure	MEDICINE AND SURGERY	Canceled	

[Submit the Application](#)

On the next page you can view the list of information you will be asked for in the following steps: the first two lines are in the "Work in progress" state because you are starting the application; the following are still in the "locked" state because you haven't entered the information yet.

Click then on "Transfer procedure" button to proceed.

Transfer Procedure

Attraverso le pagine seguenti potrai procedere con la gestione delle domande di valutazione preventiva.

Activities	Section	Info	Status
A - Transfer Application	Info		
	Typology of Application		
	List of Courses		
	Curriculum		
	Summary		
B - Upload Attachments	List of Attachments		
	Final Info		
	Confirm the Application		

[Transfer Procedure](#)

You are now in step A of the procedure: carefully read the list of documents that you will have to attach in the next steps and click of "forward/avanti" at the bottom of the page. Then select "transfer procedure" and click again on "forward" to continue.

You are starting the transfer application.

Please, pay attention to upload all the necessary documents:

1. Documents to be enclosed under penalty of exclusion from the competition:

a) Copy of the high school leaving certificate.
b) Transfer Application form indicating which year you want to transfer to (2 to 4).
Transfer requests to year 5 and 6 will not be considered.

c) -> Students coming from Italian Universities:
Official transcript of the University containing the exams taken with scores and CFU or Autocertificazione esami svolti con CFU e voto (that can be downloaded from the university website). Self-written declarations with scores and credits will not be accepted;

-> Students coming from foreign Universities:
Official transcripts of the exams taken with scores and credits obtained. All documentation must have a verified translation into English;

d) Complete syllabus of the entire degree course program, including the detailed syllabi/program in English;

Transfer procedure : Choose the typology of application

Typology of application

Transfer Procedure

...

[Forward](#)

2. SELECT THE DEGREE COURSE

Select the degree course for which you want to request transfer. Then click on "forward".

Transfer procedure : List of Courses

Choose the Course

Faculty	Course of Study
Faculty of Medicine and Surgery	<input checked="" type="radio"/> International MD Program (Medicine and Surgery)
	<input type="radio"/> MEDICINE AND SURGERY

Back Forward

Confirm of the Application

In this page you find all the choices: proceed with the confirmation or go back to modify.

Transfer Application

Typology of Application	Transfer Procedure
Academic Year	2023/2024
Course of study	International MD Program (Medicine and Surgery)
Status	In progress

Back Confirm

You are now on the summary page of step A. If all the information entered is correct, click on "confirm" to proceed to step B and attach the documents; otherwise go back to make changes.

3. UPLOAD THE REQUIRED DOCUMENTS

Attachments for the Application

Upload the Attachments

Transfer Application

Didactics Details

Typology of the Application	Transfer Procedure
Academic Year	2023/2024
Faculty	Faculty of Medicine and Surgery
Course of Study	International MD Program Corso di Laurea Magistrale in Medicina e Chirurgia
Curriculum	PERCORSO COMUNE
Date:	26/06/2023
Status:	In progress

List of Attachments

Typology of Attachment	N. Minimum Attachments	N. Maximum Attachments	Status	Title	Description	Actions
Application Form	1	2	*			Upload the Attachments

Typology of Attachment	N. Minimum Attachments	N. Maximum Attachments	Status	Title	Description	Actions
Syllabi	1	20	*			

Upload the documents required by the relevant degree course procedure.

The document name and description fields are automatically filled in: just click on "sfoglia" and upload the required document.

Attachment

Attachment Details

Transfer Application

Didactics Details

Typology of the Application	Transfer Procedure
Academic Year	2023/2024
Course of Study	International MD Program Corso di Laurea Magistrale in Medicina e Chirurgia
Date:	26/06/2023
Status:	In progress

Identify Document details

Document:* Transfer Application Form

Description:* Transfer Application Form

Attachment:

Back Forward

Attention: before confirming and proceed, make sure you have attached all the documents. **After confirmation it will no longer be possible to modify or integrate** what has already been entered.

4. CHECK THE INFORMATION PROVIDED AND ACCESS THE TRANSFER FORM

PAY ATTENTION

If you have uploaded all the necessary documents, proceed with the confirmation of the Application.

If you need to manage further documents, please, click on LOG OUT and access the reserved area later.

Indietro

Confirm the Application

Go Forward in order to submit the Application

Summary

Didactics Details

Typology of the Application	Transfer Procedure
Academic Year	2023/2024
Course of Study	International MD Program Corso di Laurea Magistrale in Medicina e Chirurgia
Date:	26/06/2023
Status:	In progress

List of Attachments

Typology of Attachment	Maximise dimensionamento file	N. Minimum Attachments	N. Maximus Attachments	File extension	Status	N. of Attachments	Title	Description	Actions
Application Form	5 MB	1	2		●	1	Transfer Application Form	Transfer Application Form	

Typology of Attachment	Maximise dimensionamento file	N. Minimum Attachments	N. Maximus Attachments	File extension	Status	N. of Attachments	Title	Description	Actions
Syllabi	5 MB	1	20		●	1	Complete Syllabus	Complete Syllabus	

Once you have uploaded all the necessary documents, click on "forward/avanti" and you will be redirected to a warning page: continuing, it will not be possible to make any changes. Then click on "forward" to check the attachments. Click again on "forward" to proceed.

You are now on the summary page listing your applications. Your request appears "under evaluation", but you must complete it by clicking on the link **"complete the application"**. You will be redirected to the transfer form. Enter the same UniSR Intranet credentials and complete the **last two steps**.

List of transfer Application

This page lists the Incoming Credit Evaluation Applications for which you have uploaded the required documents. In order to complete the application and send it to the Assessment Committee, you must continue by entering the details of the exams taken and the motivational letter.

COMPLETE THE APPLICATION

If you do not enter the exams to be evaluated, the motivational letter and the signed summary, your application will not be evaluated.

Transfer Application

Course of Study	Status	Actions
MEDICINE AND SURGERY	Canceled	
International MD Program Corso di Laurea Magistrale in Medicina e Chirurgia	Under Evaluation	

UnSR
Università Vita-Salute San Raffaele

**SISTEMA DI AUTENTICAZIONE
AUTHENTICATION SYSTEM**

Username:

Password:

OGNI ACCESSO È CONTROLLATO E REGISTRATO
ALL ACCESS ARE LOGGED

5. ENTER YOUR MOTIVATIONAL LETTER AND YOUR PASSED EXAMS

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Domanda di valutazione preventiva / Application form

Ogni domanda deve essere completata con l'inserimento della lettera motivazionale e gli esami sostenuti: al termine dell'inserimento devi stampare il riepilogo, firmarlo e caricarlo in pdf. Dopo aver caricato il riepilogo firmato, devi chiudere ed inviare. / Each application must be completed with the entry of the motivational letter and the exams taken. When the entry is complete, you must print the summary, sign it, and upload it as a pdf. After uploading the signed summary, you must close and submit.

Corso di Laurea magistrale in Medicina e Chirurgia

- [Manage the motivational letter](#)
- [Add an exam](#)

Non è possibile chiudere la domanda, completare gli step qui sopra. / It is not possible to close the application, complete the step above

Click on **"manage the motivational letter"** to enter the text of your presentation and save it.

Then click on **"add an exam"** to enter the details of each exam for which you request an evaluation. Click again on "add exam" to enter the details of more exams.

Attention: prepare in advance both the text of **your motivational letter** and **the details of each exam for which you request evaluation** (exam name, year, grade and date of passing, ECTS). In this way you can immediately enter the information requested in the form without risking being logged out.

STEP 1
Inserire la lettera motivazionale / Insert the ...

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

445 caratteri / character(s) [MIN 160 - MAX 4000]

<< indietro / back salva / save >>

Esame da valutare

Nazione Università * ITALIA

Nome Università * Università di Milano

Nome corso di laurea * Medicina e Chirurgia

Anno corso * 1

Nome esame * Biologia e genetica

Voto esame * 27

CFU esame * 9

Data superamento esame * 05/06/2023 (formato gg/mm/aaaa)

SSD esame * BIO/19

* Campi obbligatori / mandatory field

<< indietro salva esame >>

6. PRINT, SIGN AND UPLOAD THE APPLICATION FORM

Domanda di valutazione preventiva / Application form

Ogni domanda deve essere completata con l'inserimento della lettera motivazionale e gli esami sostenuti: al termine dell'inserimento devi stampare il riepilogo, firmarlo e caricarlo in pdf. Dopo aver caricato il riepilogo firmato, devi chiudere ed inviare. / Each application must be completed with the entry of the motivational letter and the exams taken. When the entry is complete, you must print the summary, sign it, and upload it as a pdf. After uploading the signed summary, you must close and submit.

Corso di Laurea magistrale in Medicina e Chirurgia

- Gestisci lettera motivazionale / Manage the motivational letter
- Lettera motivazionale caricata a sistema / Motivational letter added
- Aggiungi un esame / Add an exam

Nazione / Country	Nome / Name	Corso di laurea / Study Course	Anno / Year	Esame / Exam	Voto / Grade	CFU or ECTS	Data esame	SSD
ITALIA	Università di Milano	Medicina e Chirurgia	1	Biologia e genetica	27	9	05/06/2023	BIO/19
ITALIA	Università di Milano	Medicina e Chirurgia	1	Anatomia umana	26	9	12/06/2023	BIO/16

Print your application

Aggiungi domanda firmata / Add signed application

Sfoggia... UnISR Form1.pdf Carica / Upload

Non è possibile chiudere la domanda, completare gli step qui sopra. / It is not possible to close the application, complete the step above

After entering the motivational letter and the details of the exams, click on "print your application".

Once you have printed and signed the document, use your browser to return to the home page of the transfer form. Here you must upload your signed application paper: click on "sfoggia" and then "upload".

Domanda di valutazione preventiva / Application form

Ogni domanda deve essere completata con l'inserimento della lettera motivazionale e gli esami sostenuti: al termine dell'inserimento devi stampare il riepilogo, firmarlo e caricarlo in pdf. Dopo aver caricato il riepilogo firmato, devi chiudere ed inviare. / Each application must be completed with the entry of the motivational letter and the exams taken. When the entry is complete, you must print the summary, sign it, and upload it as a pdf. After uploading the signed summary, you must close and submit.

Corso di Laurea magistrale in Medicina e Chirurgia

- Gestisci lettera motivazionale / Manage the motivational letter
- Lettera motivazionale caricata a sistema / Motivational letter added
- Aggiungi un esame / Add an exam

Nazione / Country	Nome / Name	Corso di laurea / Study Course	Anno / Year	Esame / Exam	Voto / Grade	CFU or ECTS	Data esame	SSD
ITALIA	Università di Milano	Medicina e Chirurgia	1	Biologia e genetica	27	9	05/06/2023	BIO/19
ITALIA	Università di Milano	Medicina e Chirurgia	1	Anatomia umana	26	9	12/06/2023	BIO/16

Firma / Signature Data / Date
26/6/2023
(gg/mm/aaaa)

7. SUBMIT YOUR TRANSFER REQUEST

Domanda di valutazione preventiva / Application form

Ogni domanda deve essere completata con l'inserimento della lettera motivazionale e gli esami sostenuti: al termine dell'inserimento devi stampare il riepilogo, firmarlo e caricarlo in pdf. Dopo aver caricato il riepilogo firmato, devi chiudere ed inviare. / Each application must be completed with the entry of the motivational letter and the exams taken. When the entry is complete, you must print the summary, sign it, and upload it as a pdf. After uploading the signed summary, you must close and submit.

Corso di Laurea magistrale in Medicina e Chirurgia

- Gestisci lettera motivazionale / Manage the motivational letter
- Lettera motivazionale caricata a sistema / Motivational letter added
- Aggiungi un esame / Add an exam

Nazione / Country	Nome / Name	Corso di laurea / Study Course	Anno / Year	Esame / Exam	Voto
ITALIA	Università di Milano	Medicina e Chirurgia	1	Biologia e genetica	
ITALIA	Università di Milano	Medicina e Chirurgia	1	Anatomia umana	

Domanda firmata caricata / Signed application uploaded

UnISR Form1.pdf (caricato il 26/06/2023)

Submit your application

form.unisr.it

Confermi di voler inviare la domanda? Do you want to submit the application?

OK Annulla

To complete your transfer request, click on **"submit your application"**. A confirmation pop up will open, click ok: your application is submitted!