

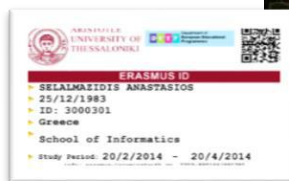
## REGISTRATION GUIDELINES

### Before your visit to the Erasmus Office

- ❑ Send to [erasmus-incoming@auth.gr](mailto:erasmus-incoming@auth.gr) a) a copy of your ID card or passport, b) your boarding pass and c) any Certificate of Arrival or Duration of Studies that you need us to sign (if you are not sure if you need one, check with your Home University; also, we will give you our own template of the certificate, if your Home University doesn't have one).
- ❑ Book an appointment at <https://eurep.auth.gr/en/contact> **at least a week before your arrival**, so that we have time to prepare your Erasmus ID card (hours: Monday to Thursday, 11:00 – 13:30).  
In order to be in accordance with the safety measures taken due to Covid-19, please be **on time** for your appointment and please note we will not accept students without appointment  
**Important note:** The 1<sup>st</sup> and earliest day of registration (according to the beginning of the courses) is the 10<sup>th</sup> of February 2021; it will not be possible to book an appointment prior to this date.

### Visit the Erasmus Office

- ❑ Located on the 1<sup>st</sup> floor of the Administration Building Office (consult campus map)
- ❑ Obtain your Erasmus ID
- ❑ Receive the signed Certificate of Arrival\*



\*The date which will be indicated in the Certificate of Arrival will be the first working day after your travel date, according to your boarding pass.

### Enroll at the Secretariat of your School

- ❑ Register on-line or on-site at the Secretariat of your School (see attachment #3 “Registration Procedure at School”)
- ❑ Contact the Secretariat regarding the documents they require for the registration and provide the documents (in person or by e-mail) directly to the Secretariat (e-mail address available in attachment #3)
- ❑ Get information on lectures, the timetable/schedule etc.
- ❑ You will receive an sms (message) with the credentials required for the creation of the Institutional Account (AUTH e-mail account) – necessary for the registration to the courses and all other University services.
- ❑ Use the Institutional Account to apply for the **Academic ID** which is necessary for all the on campus services & provides discount on means of transport, cinemas, etc. (Further instructions for the application provided in the info-pack we previously sent you)

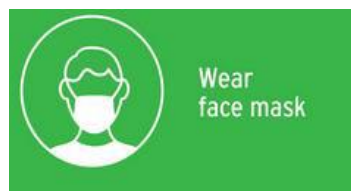


**HELPFUL TIP:**

- ❑ Since the Application for the Academic ID is provided by the Ministry of Education, it is only in Greek. The members of the Erasmus Student Network (ESN) or the buddy you will be assigned can help you apply. Just visit ESN's web-site: <http://www.auth.esngreece.gr/>
- ❑ The IT Center of Aristotle University can also help you through this process: <http://it.auth.gr/en>.

\*For detailed information, see the document "Necessary Instructions (Spring)" which was sent along with the guidelines – Information Pack.

- ❑ **Please note:** We accept students only for registration, after booking an appointment. For any other information or query please contact us via email at [erasmus-incoming@auth.gr](mailto:erasmus-incoming@auth.gr).



**Word of encouragement!**

The registration may seem frustrating in the beginning but we assure you -with all our previous experience- that it will be over soon and rather easily and the day will come for you to fully enjoy your mobility! Hang in there!