**Universitá della Svizzera Italiana**

**CH LUGANO01**

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Dear Partners,

Greetings from Università della Svizzera italiana!

This is to inform you that we are now launching our new application process for Exchange students. In order to speed up and facilitate the procedure, the registration is on-line: [http://exchangeprogrammes.lu.usi.ch](https://mail.usi.ch/owa/redir.aspx?C=09fe0b84a8eb46b2a3d1713016c1ea48&URL=http%3a%2f%2fexchangeprogrammes.lu.usi.ch%2fselection.aspx)

As soon as we receive the nominations from your part (nomination’s deadline for Autumn semester/Whole academic year: 1st of May, for Spring Semester: 15th of October) the login and the password will be sent to your student/s.

To finalize the application the student is required to send the following documents to the International Relations office by **May 15th 2012** (Autumn Semester/Whole academic year) or by **November 1st 2012** (Spring Semester):

1.   a certificate of registration from the home University valid for the exchange;

2.   most recent Transcript of records;

3.   copy of Language Certificate or signature from the home university that guarantees that the student is sufficiently competent in the English language and/or in the Italian language to study at Università della Svizzera italiana (for students interested in courses held in English and/or in Italian);

4.   motivation letter in Italian or English;

5.   a photocopy of the relevant pages of the passport;

6.   a photocopy of the Health Insurance card.

We only accept **original documents** approved and signed by the home representatives and sent by ordinary mail.

The student will receive a written confirmation (together with other relevant information concerning the courses application process) as soon as her/his personal data has been processed.

Please find attached our new updated information sheet (a copy of it will also be sent to the nominated student).

We are looking forward to continue our cooperation with your Institution and to welcome your students!

Arianna Imberti Dosi and Susanne Stigen Pescia

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