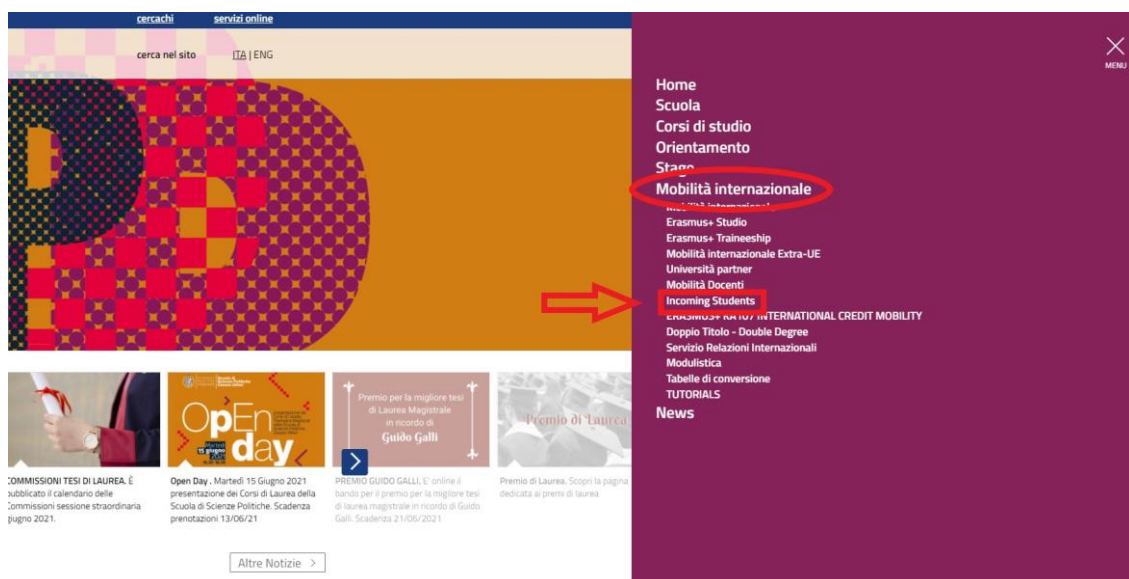


HOW TO ASK FOR AN EXTENSION OF YOUR ERASMUS STUDY PERIOD?

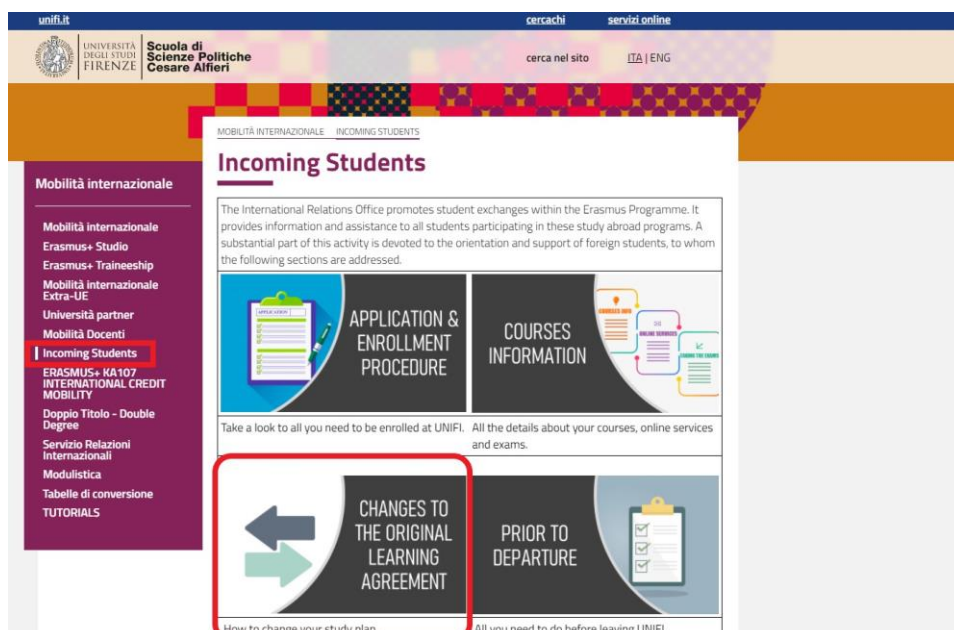
Do you feel under pressure because it is almost time for you to go? If your study period is almost over and you realize that was not long enough to achieve your academic purposes, you can ask for an extension. Follow this tutorial to know how to do it.

1. WHERE TO FIND THE REQUIRED FORM?

First, from the homepage of the website of the *Scuola di Scienze Politiche "Cesare Alfieri"*, click on <<[incoming students](#)>> under the header <<**mobilità internazionale**>>.



Then, click on "[Changes to the Original Learning Agreement and Extension](#)".



[Download the form](#) to get the document you need. The webpage also contains relevant information on deadlines and limitations of extension requests. You can ask for an extension **within one month prior to the end of the Erasmus period**. Please, be sure to comply with the deadline. The extension may be up to 12 months, but it cannot extend beyond the end of the academic year (September 30th).


To sum up:

- A. **DEADLINE:** You can ask for an extension of the study period **within one month before the end of your Erasmus**. So, please respect the deadline.
- B. **LIMIT 1:** You can ask for an extension up to 12 months.
- C. **LIMIT 2: Max extension up to 30th** of September of each Academic Year.

The screenshot shows the website of the Scuola di Scienze Politiche Cesare Alfieri at the University of Florence. The page is titled "Changes to the Original Learning Agreement and Extension" and is categorized under "MOBILITÀ INTERNAZIONALE" and "INCOMING STUDENTS". The main heading is "Changes to the Original Learning Agreement and Extension". Below this, there is a sub-heading "CHANGES TO THE ORIGINAL LEARNING AGREEMENT". The text explains that after starting classes, students may want to change courses that do not suit them, but they are allowed to do so **just one time per semester**. The changes deadline is listed as: 1st semester: 31st October; 2nd semester: 31st March. A procedure for changing the Learning Agreement is provided, including downloading the form, filling it out, and sending it to the Erasmus coordinator. A link to a PDF tutorial "HOW TO CHANGE YOUR LA" is provided. A note states that students must use the provided form and follow the procedure, as their Home University documents cannot replace the university's. A link to the "Changes form template" is provided. A red circle highlights the word "EXTENSION" in the navigation menu. Below this, a section titled "EXTENSION" explains that students can ask for an extension of the study period within one month before the end of their Erasmus period, up to a total of 12 months, but it must end by 30th of September. A list of steps for extending mobility is provided, with a red box around the first step "1. Download the form" and a red arrow pointing to it. A link to a PDF "Have a look here" is provided at the bottom.

2. HOW TO FILL OUT THE FORM?

Enter your **personal data** in the upper part of the form.

 <div style="display: inline-block; vertical-align: middle;"> <p>UNIVERSITÀ DEGLI STUDI FIRENZE</p> </div>	<p>ERASMUS+</p> <p>RICHIESTA DI PROLUNGAMENTO PERIODO ERASMUS+ PER STUDIO ERASMUS + PERIOD OF STUDY EXTENSION</p> <p>A.A. 20../20..</p>								
<p>STUDENT'S PERSONAL DATA DATI ANAGRAFICI DELLO STUDENTE</p>	<p>MATRICOLA n. : _____</p>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Family name: _____ <small>Cognome</small></td> <td style="width: 50%; border: none;">First name(s): _____ <small>Nome</small></td> </tr> <tr> <td style="border: none;">Date of birth: _____ <small>Data di nascita</small></td> <td style="border: none;">Place of birth: _____ <small>Luogo di nascita</small></td> </tr> <tr> <td style="border: none;">Tel.: _____</td> <td style="border: none;">Nationality: _____ <small>Cittadinanza</small></td> </tr> <tr> <td style="border: none;">Cell _____</td> <td style="border: none;">E-mail: _____</td> </tr> </table>		Family name: _____ <small>Cognome</small>	First name(s): _____ <small>Nome</small>	Date of birth: _____ <small>Data di nascita</small>	Place of birth: _____ <small>Luogo di nascita</small>	Tel.: _____	Nationality: _____ <small>Cittadinanza</small>	Cell _____	E-mail: _____
Family name: _____ <small>Cognome</small>	First name(s): _____ <small>Nome</small>								
Date of birth: _____ <small>Data di nascita</small>	Place of birth: _____ <small>Luogo di nascita</small>								
Tel.: _____	Nationality: _____ <small>Cittadinanza</small>								
Cell _____	E-mail: _____								

Then, provide information about your University. You are also required to give a **compelling reason for extending the study period**.

Request for Erasmus+ Period of Study Extension:

Richiesta Prolungamento del periodo Erasmus per Studio:

Home Institution <small>Istituzione di appartenenza</small>	Country <small>Paese</small>	Months according to the agreement <small>Mesi già assegnati</small>	Months of extension <small>Mesi di prolungamento</small>	Total Totale <small>mesi</small>	Total Period From - To <small>Inizio e fine periodo totale</small>
_____	_____	_____	_____	_____	_____

Brief statement of main reasons why I wish to extend my Erasmus+ period of study:

Principali motivi della richiesta di prolungamento per periodo Erasmus per Studio

Finally, specify **how long** you would like to extend your study period. If you are extending in order to take exams, the total period must include the date of your last exam.

Student's signature: _____
Firma dello studente

Date: _____

HOME INSTITUTION: _____

ERASMUS CODE: _____

We confirm that the above-mentioned student is allowed to extend his/her Erasmus Period

Erasmus Delegate: _____

Date (data) _____

Stamp and Signature (timbro e firma): _____

HOST INSTITUTION: Università degli Studi di Firenze – School of Political Science “Cesare Alfieri”

ERASMUS CODE: IFIRENZE01

We confirm that the above-mentioned student is accepted at our institution for the extended period

Erasmus Delegate: Prof. Valeria Fargion

Date (data) _____

Stamp and Signature (timbro e firma): _____

The form shall be duly signed by all parties (student, home institution, and host institution). Get in touch with the Erasmus delegate at your University to get the document signed and stamped. We do not need the hard copy; a scan version is definitely okay as well.

Once your University send you back the form, please forward it to the International Relations Office by email at relint@scpol.unifi.it.