



UNIVERSITÀ
DEGLI STUDI
FIRENZE

DIPARTIMENTO FORLILPSI

Florence, XX/XX/XXXX

Subject: Check list for long term mobility

Dear Prof.

With reference to your mobility at the University of Florence, from the to the, please send the following documents by email to the administration office of FORLILPSI Department (aurora.bencini@unifi.it), in order to receive your refund :

- Copy of your passport
- Resume (with explicit reference to the present residence address, and to the Italian fiscal code if available)
- (Only for Wire Transfer extra UE) Bank Statement with:
 - IBAN or Account N.
 - BIC/SWIFT Code
 - Transit/Router Number
 - Intermediary bank for wire transfer from Europe
 - Aba code (for US Banks)
- Tax Residence Certificate
- Fiscal form "Comunicazione Inquadramento Fiscale (attached to this email)

Dear Prof.....

Please find below a list of services that we can provide for you during your stay in Florence: we kindly ask you to mark those you would like to activate (please mark only if you actually intend to use the service):

- Temporary email address @unifi
- Canteen card
- Library card