

On-line REGISTRATION GUIDELINES

On-line registration at our office is available only for students who are not able to travel to Thessaloniki due to COVID-19 restrictions or other reasons. These students will need to send to erasmus-incoming@auth.gr a request with the reason for on-line registration and the documents as described below. As soon as they receive the registration confirmation from our Office, they can proceed with the registration at the School (see guidelines below).

Register to the Erasmus Office

- Send to erasmus-incoming@auth.gr a) a copy of your ID card or passport and b) 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).
- The date which will be indicated in the Certificate of Arrival or Duration of Studies will be the day of the beginning of the courses.

Enroll at the Secretariat of your School

- Register on-line 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 (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 a sms (message) with the credentials required for the creation of the Institutional Account (AUPh e-mail account) – necessary for the registration to the courses, e-learning and all other University services

Remark: You will need to do the following process only in case you arrive at AUPh at a later date, should traveling is available during the next months.

- 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)
- 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 Centre 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.

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!