

welcome
to

ARISTOTLE
UNIVERSITY
OF THESSALONIKI



Dear student,

Welcome to Thessaloniki! Welcome to the Aristotle University!

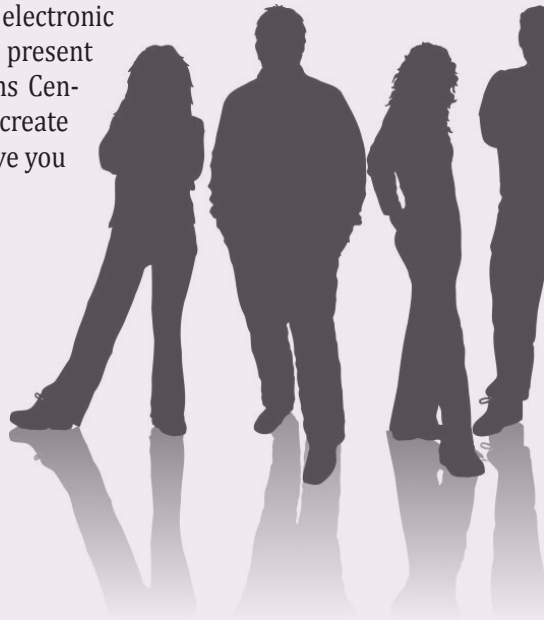
We are sure that the following months will be a pleasant and fruitful experience, that will give you the opportunity to broaden your educational horizon, familiarise with Greek culture, meet interesting people, and spend joyful memorable time. Before plunging into all that, please take care of the following essential formal procedures.

FOR YOUR ENROLLMENT

- Present your APPLICATION FORM to the Erasmus Office in order to be properly signed and stamped. The Application will be kept in your personal file, but you can get a copy, if you like.
- Find the document -marked [1]- that certifies you are an Erasmus Mundus student. You should present it to the secretariat of your School, along with **2 photographs**, for your enrollment. After that, you'll have all the rights and the obligations of an AUTH student. After your enrollment, the Secretariat will give you a **STUDENT IDENTIFICATION CARD** "passo" which gives right of access to libraries, sport facilities and gives a 25% reduction in the fares of all means of transport (rail, bus, airplane). The Secretariat will also give you a **STUDENT MEDICAL CARE BOOKLET** which gives free full medical care, including medication and hospitalization. The additional insurance contract that is provided by Erasmus Mundus Scholarship will be ready for you after a few days.
- As a student of AUTH you can use the **UNIVERSITY RESTAURANT**. For that you have to present the certificate -marked [2]- at office 63 of the Restaurant Building.
- As a student of AUTH you can have an **E-MAIL ACCOUNT**, which is necessary for your access to several electronic services. To get a password you have to present your "passo" at the Network Operations Centre, at the Central Library. You can also create your account using the document we give you -marked [3]-.

FOR YOUR RESIDENCE PERMIT

In order to legally spend the next months in Greece you have to get a Residence permit. For that you will need the enclosed



the document -marked [4]- that certifies you are an Erasmus Mundus Grantee. You should present it to the Immigration office at 19 Odysseos Str., (Municipality of Thessaloniki, tel: 2310554547, fax: 2310556970) from 08.00a.p. to 14.00 p.m. on working days. Apart from that, have ready:

- 4 colored photos -small size.
- A copy of your passport (all pages).
- A copy of your health booklet.
- 2 File-folders with two elastic cords

At the Immigration Office you will be asked to fill an application, and you'll be given a document necessary for your health examinations (blood test and chest x-rays) which can be done in every public hospital. For these exams it is necessary to have your health booklet with you. After the examinations, the hospital will provide you with a health certification which you have to give to the immigration office in order to obtain your permit of residency.

FOR YOUR GRANT

Please have in mind that we need some days before we can start paying you your scholarship. Note the necessary steps:

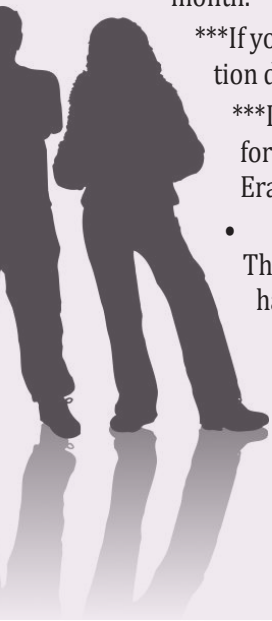
- Go to Piraeus Bank, at the basement of AUTH Administration Building, and open a **BANK ACCOUNT** that will be used for the deposits of your scholarship. For that you will need the document -marked [5]- you'll find in your folder. Please, be sure to check in advance the accuracy of the data we have already filled in, and add in the appropriate fields the name of your father and your Thessaloniki address.
- After a notification that you'll receive in your e-mail, you'll have to go to the Research Committee premises give them the previously mentioned document -signed by you and the Bank- and sign a **CONTRACT** with AUTH.

After a few days, the first two months' scholarship will be deposited in your account. The next payments will be regularly realised in the first days of each month.

***If you are Moldova or Ukraine citizen, please have ready the Double Taxation document you were asked to get from your countries' Tax Authorities.

***If you are a Belarus citizen, you'll be asked to fill some other papers for the Tax exemption, about which the details will be given to you at the Erasmus Office.

- Bring to the Erasmus Office the **boarding passes** of your flight to Thessaloniki. Do not forget that, after the end of your grant period you'll have to send us by e-mail the ones of your flight back home.



We hope that all the above was helpful. For any further help or information do not hesitate to visit our webpage www.eurep.auth.gr or the Erasmus Office of A.U.Th. Administration Building - 1st floor from 11.00 to 13.00 every working day or contact us by e-mail: eurep-dept@auth.gr

*we wish you
a pleasant and fruitful stay
at Thessaloniki*

