



ORIENTATION DAY

It will be held online on

**Wednesday, 27 September 2023
at 11.00 a.m., CET(12:00p.m. local time).**

You will receive further info by email.



Certificate of Arrival

If your home University requires a Certificate of Arrival, upon your arrival in Athens you will send by email to Ms. Georgia Exintaveloni, at the Erasmus+ office (gexintav@uoa.gr) a copy of your **Boarding Pass and the Certificate of Arrival**.

Important note:

The commencing date of the Winter semester at your Host Department/School, according to the Academic Calendar, will be considered as the starting date of your study period at NKUA (unless you arrive after the start date).

Upon your
arrival in
Athens

Registration Procedure

Upon your arrival in Athens, you will visit the secretariat of your Registration Department [CIVIS/Erasmus+ Administrative Staff at the Secretariat](#) in order to complete your registration, with the following documents:

- a) Copy of your ID or Passport
- b) a photo

You are advised to bring with you a copy of your Learning Agreement, signed by all parties.

Finalization of Registration Procedure

After the completion of your registration, the Secretariat of the relevant Department will send you by email:

A personal registration number (13 digits) which you will use to enter the Webadm platform and create a new, personal account. Once you submit the required information successfully, you will be able to automatically get a Username and then you will create your Password. By using your Username and the Password that you will create- you can apply for your Academic Identification Card (Academic ID Card).

The [CIVIS/Erasmus+ Administrative Staff](#) of your registration Department will inform you further about this procedure.

Academic ID Card

Visit the webpage: <https://submit-academicid.minedu.gov.gr/> in order to fill in the online Application form for the Academic ID (passo) by following the [instructions](#).

Before applying, please pay attention to the following point:

Study Cycle: Please note that for technical reasons only some departments enroll postgraduate students as undergraduate students. You need to confirm with the Secretariat of your department the status of your registration and follow the respective procedure in the online Application Platform for the academic ID. If you are registered as an undergraduate student, you will need to select the “undergraduate student” option on the application platform.

Until you obtain your Academic Identification Card, you can use the Student Card issued by your Home University in order to be entitled to reduced fares (for students aged up to 25 years).

Frequently asked questions about the procedure for the Student Academic ID

Application form

- ❖ At the beginning of the process, you will find the following option: "I am already graduate from another department of the University or Technological Institute". **DO NOT** select this option, otherwise you will not be able to obtain an Academic ID.
- ❖ At some point you will be asked for your Social Security Number (AMKA). If available, you can fill it in. For those who do not have a Social Security Number (AMKA), please choose "I declare under my responsibility that I don't have a Social Security Number (AMKA)".
- ❖ Bear in mind that you will pick up your Academic ID from a Vodafone Store. As soon as you fill in your address, a list of stores close to you will appear. Select the one that is located closer to your home.

Greek mobile number

1. Go to any Mobile service provider store like "Germanos ("Γερμανός")", "COSMOTE" or "Vodafone" with your passport and ask for a SIM Card for your cellular phone, as well as a confirmation that this number belongs to you.
2. Alternatively you can make an online request at vodafone, or what's up (COSMOTE), for example, and you will receive your card by post.
3. In addition to a residential address, you will need a Greek phone (mobile) simply to confirm the card's shipment.

Application for Free Meals

- **Submit** the online application at the Meals Service (you will be further informed about this procedure in early October).

Upon successful completion of the procedure, your Academic Identification Card will be activated by the Meals Service so that you have access to the students' restaurant, which is close to your department of registration.

Therefore, it is highly important to begin the procedure for the Academic Identification Card as soon as you arrive in Athens.



Application
for
free meals

Modern Greek Language Course

Please click on the programme that applies to Erasmus+ students- Title: [ERASMUS \(6 hours/week\): 16/10/2023-04/10/2023 & 19/02-30/05/2024](#)

- The registration procedure will take place **online** from **25/09/2023 to 04/10/2023** at the Modern Greek Language Teaching Center's website.
- **Duration of studies: from October 16, 2023 to January 25, 2024.**

For further information, please refer directly to the Modern Greek Language Teaching Center's website: [COURSE IN THE MODERN GREEK LANGUAGE FOR ERASMUS STUDENTS 2023-2024](#)

In order to fill in the online Application Form for the Greek Language Courses, you must have already received the Acceptance Letter from our Department.



Modern Greek Language Teaching Centre

Georgiou Chatzidaki – University Campus, 157 72, Zographou

Reception hours: Monday-Thursday, 11:00 a.m. -13:00 p.m.

tel.: +302107277672, 7971, 7331

E-mail: info@greekcourses.uoa.gr

[Transportation](#)

Modern
Greek
Language
Course

Changes of Learning Agreement (During Mobility)

Contact your Academic Coordinator (contact details on the Acceptance Letter), to **finalize** your initial Learning agreement (deadline one month after the Orientation Day).

Fill in the *During Mobility* part of your Learning agreement.

Have it signed by your Academic Coordinator (Host University).

Send it to your Acad. Coordinator (Home University) so that it can be also approved and signed.

Send the final Learning agreement to the Secretariat of your Department and to the Erasmus+ office.

Selected Courses from other NKUA's Departments

Students who have chosen courses from other Departments of NKUA should:

- **inform** the registration Department's Secretariat accordingly **right after your registration**
- contact the coordinators of the selected courses from the other Departments of NKUA in order to agree on the terms of your participation.

Selected
Courses from
other
Departments

“Contemporary Greece History, Arts and Letters”

Relevant information regarding the course start date and the full programme will follow by email in late September.

**“Contemporary
Greece” course**

UNIVERSITY LIBRARIES

In order to have access to the University's Libraries you should have your Academic Card.

All news and announcements about the operation of the Libraries are available on the official [website](#)

European and International Relations Department (central Erasmus office)

Contact for Incoming CIVIS students:
Ms Georgia Exintaveloni (gexintav@uoa.gr)



[30, El. Venizelou \(ex. Panepistimiou\) street](#) (next to metro station
“Panepistimio”)

Office hours: 11:00-13:00 (**only by appointment**)

Tel.:+30 210 368 9662

[Website](#)

Erasmus+
Office
Contacts

CIVIS/Erasmus+ Administrative Staff at the Secretariats of Departments

Please contact the [CIVIS/Erasmus+ Administrative Staff](#) at the Secretariats of the Departments for any clarification concerning academic matters:

- timetables
- registration for the selected courses
- Professors' office hours/contact details etc

**Administrative
Staff Contacts**

ESN KAPA

Erasmus+ Students' Organization of NKUA

Contact Details



STUDENTS'
ORGANIZATION
ESNKAPA

We strongly recommend that you apply for a [Buddy](#) so that you have a Greek student as a mentor, who will help you with all student formalities (registration, etc) and with your adaptation to student life in Athens.