Dear Future BU Study Abroad Padua participants,

Read all instructions carefully as there are indications to help you should you run into various types of issues along the way.

The University of Padua, with whom Boston University Study Abroad Padua has a bilateral agreement, requires the following form to be submitted. It is referred to as an “Accommodation Form” even though you will not be using the University Housing Service. The University prepares I.D.s (badges) for all incoming students regardless of where they will be living or whether they will be taking classes or not at the University of Padua.

### Deadlines by program:

**Spring Programs** - access and submit form from September 15 – November 30th (Deadline)

**Summer Programs** – access and submit form either by April 30th OR May 15th – 20th (Deadline)
   (No online form is available from May 1 – 14)

**Fall Programs** - access and submit the form from, but not earlier than, May 15th – June 15th (Deadline)

Before you begin the online application process, you will need the following files ready to upload:

- **PHOTO**, passport-size picture, maximum size 60KB, jpg format (this photo will be used for your student card!)
- **PASSPORT document** – maximum size 200KB, jpg or pdf format - photo page including signature AND front and back cover.

The form cannot be successfully completed without these documents attached.

If they are even 1 KB over the stated dimensions, you will not be able to successfully submit the form.

If you **do** have your passport or are an EU citizen then:

- **PASSPORT I.D.** -(if you have multiple citizenship and passports, scan the one you will be using while abroad following the instructions above.

**WORD TO THE WISE**: Scan your passport photo page in B&W along with the signature from the page above but not the whole page (the images are heavy). Keep these scanned (light) documents on your desktop as you may need them again for other purposes.

If you **do not** have your passport in your possession because of your visa application:

- **PASSPORT I.D.** - IN ITS PLACE ATTACH YOUR ID PHOTO A SECOND TIME. AFTER SUBMITTING YOUR APPLICATION TO THE UNIVERSITY LET THEM KNOW AS INDICATED AT THE END OF ALL OF THESE INSTRUCTIONS. It is important that a jpg file is uploaded in place of the missing passport or your application will not be accepted. You can take care of forwarding the passport scan in the near future.

CONTINUE TO NEXT PAGE
APPLICATION PROCESS FOR YOUR UNIVERSITA’ DEGLI STUDI DI PADOVA STUDENT ID BADGE

Enter the following website: www.sassa.org and Enter site in English if you prefer.

Scroll down a bit, on the right click on forms then click on 1ST dropbox and complete it and the following dropboxes with the information below:

Step 1 (Bilateral agreements); 2 (United States); 3 (Boston University); 4 (Bilateral) 5 (Convento)

Complete part 1 with the following information:

Department coordinator in home university(*) Ilse Damkoehler

Telephone: 617-353-7091
Fax: 617-353-5402
Email: ilsed@bu.edu

Degree course or qualification for which you are studying(*) Ex. BA in Art History (This refers to your undergraduate major)

Length of study grant in months(*) Insert Information relative to your program.

Length of Stay(*) Insert your program dates

Part 2: complete all parts.

When attaching your photo pay close attention to the 60 KB limit.

When attaching your passport photo page and signature part of page pay close attention to the 200 KB limit. (REFER TO INSTRUCTIONS IF YOU DO NOT HAVE PASSPORT IN HAND.)

Part 3: select NO;

Part 4 & 5: complete. Your signature is not necessary.

Select YES for your personal data.

Click on, SEND FORM. IMPORTANT: In order for your application to be processed successfully, you need to follow up with an email to accommodation@esu.pd.it stating your name and that you are a “Boston University Student” even if you are actually enrolled in a different university.

Please take a moment right now to complete your application and send it in.

If you have any questions please email to the Attention of Sassa Service at accommodation@esu.pd.it
You can write them in English.