

Details on increase of fellowship for period abroad (students with fellowship)

- 1st step (mandatory) – **get the authorization for the period abroad:**
 - fill out the form “*AUTHORIZATION FOR PERIOD ABROAD (or extension of period abroad)*” and have it signed by the advisor (if already assigned) and the Program Director
 - send it by e-mail in PDF format to PhD administrative Center
(gualtierio.valsecchi@unibocconi.it and barbara.contaldo@unibocconi.it)

- 2nd step (mandatory) – **get the statement of the hosting institution:**
 - at the end of the period abroad (at least one month and full months only) or at the end of each bimester or each month, get a statement, on letterhead, issued and signed by the hosting university/institution stating:
 - > the actual and uninterrupted period abroad (from dd/mm/yyyy to dd/mm/yyyy)
 - > the activities carried out (research activities and, if any, attended courses/exams passed)
 - send it by e-mail in PDF format to PhD administrative Center (the payment of the increase will be made at the end of the following month)

- 3rd step (only if needed) - **Get the authorization for an extension of the period abroad:**
 - fill out the form (same form as step 1) and have it signed by the advisor (if already assigned) and the Program Director
 - send it by e-mail in PDF format to PhD administrative Center
 - at the end of the period abroad: step 2

- 4th step (only if needed) - **Inform about early end of the period abroad:**
 - send a prompt e-mail to PhD administrative Center to inform about the early end of the period abroad (with motivation)
 - at the end of the period abroad: step 2