

CONTACTS

FOR ALL COURSE AND TEACHING INFORMATION



ORGANIZATIONAL SECRETARY

DEPARTMENT OF ELECTRICAL, COMPUTER AND
BIOMEDICAL ENGINEERING

Contact person: Prof. Carlo E. Rottenbacher

E-mail: rottenbacher@unipv.it

Phone: +39 0382.6992200

DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS

E-mail: info.vehicledyn@unipv.it

Web: <http://vehicledynamics.unipv.it/>

RACE ENGINEERING

E-mail: info.raceeng@unipv.it

Web: <http://raceengineering.unipv.eu/>

FOR ALL INFO REGARDING REGISTRATION, NEEDED DOCUMENTS, FEES AND WITHDRAWAL OF CERTIFICATES OR PARCHMENTS



ADMINISTRATIVE SECRETARY

UOC POST LAUREA

Via Ferrata, 5 - 27100 Pavia

Contact person: Dr. Ester Faroni

E-mail: master.ateneo@unipv.it

Phone: + 39 0382.985926

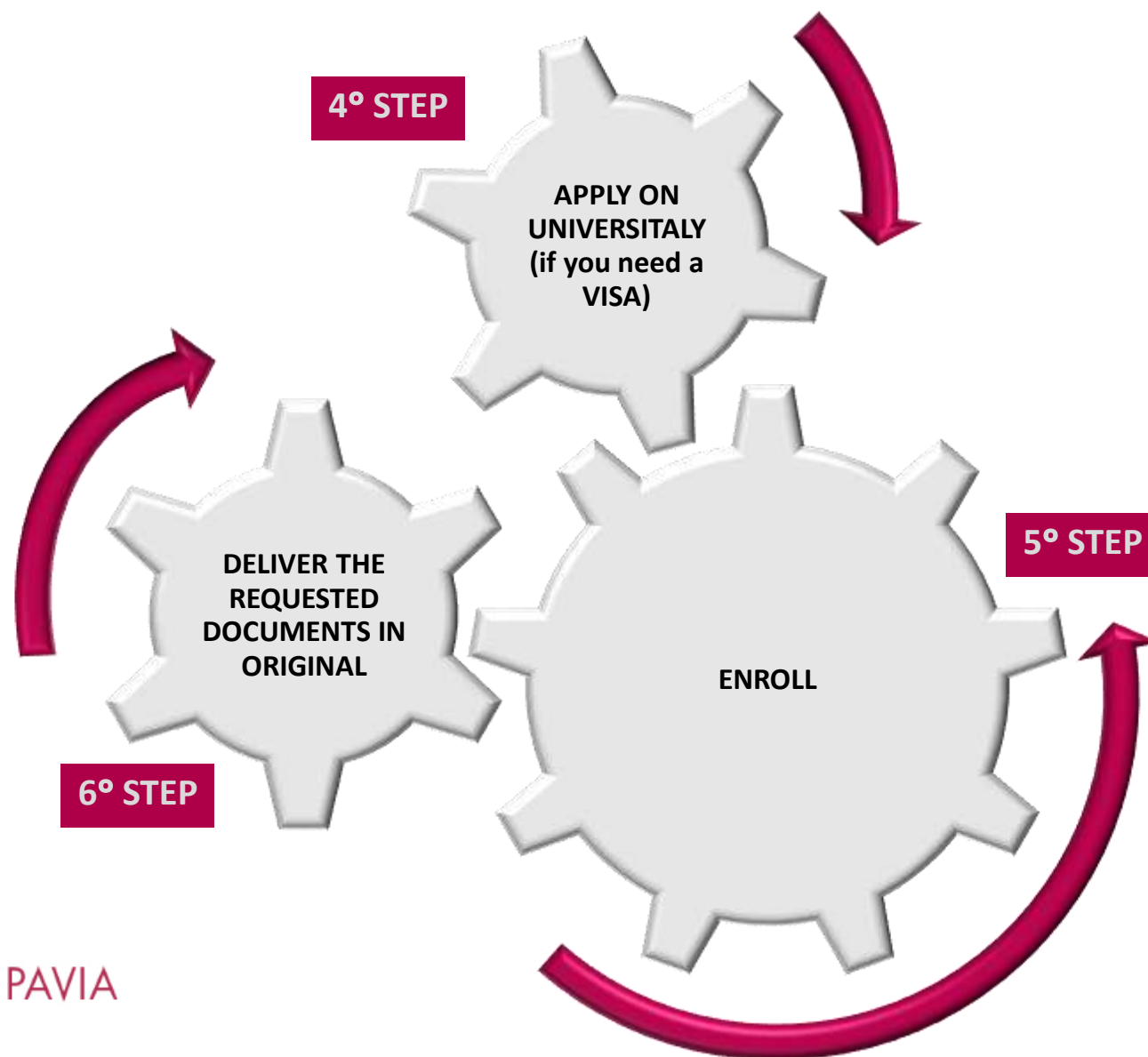


UNIVERSITÀ DI PAVIA

HOW TO APPLY - 1/2



HOW TO APPLY – 2/2



1° STEP – Collect the required documents

Before the application, you have to collect the following documents:

1. **Academic qualification** required for admission in **Italian** or **English**;
2. **Transcript of records** in **Italian** or **English** (list of exams and relevant marks);
3. “**Declaration of value**” issued by the Italian embassy/consulate in the country where the academic title was released;

as an **alternative** to the “Declaration of value”:

- **Certificate of comparability** issued by [Naric](#) / [Cimea](#);
- **Diploma supplement** (*if the foreign qualification is issued by an European University*).



UNIVERSITÀ DI PAVIA

2° STEP – Register at the Student Portal

Not registered students, will have to register at the [STUDENT PORTAL](#) (Reserved Area) filling in the fields with the required personal informations ([screenshot instructions](#)).
At the end of the registration, candidates get USERNAME and PASSWORD.

3° STEP (a) – Apply

Within the 21 September 2022, LOGIN the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the Attachment ([screenshot instructions](#)).
APPLICATION FEE: 35.00 Euro (check on slide 11).

CALL FOR ADMISSION ATTACHMENT 1



CALL FOR ADMISSION ATTACHMENT 2



UNIVERSITÀ DI PAVIA

3° STEP (b) – Upload your documents

It's necessary to **UPLOAD** the **SCAN** of the following documents:

EVERYBODY

1. **Application form** (*the form you can find at the end of the Attachment 1 or 2 to the Call for Admission*);
2. front-rear of the **personal identification document** uploaded during registration;
3. **Letter of reference**;
4. **Motivational letter**;
5. **Curriculum vitae** highlighting any professional experience in work areas pertaining to the Master's course;

IN CASE OF ACADEMIC QUALIFICATION RELEASED IN ITALY:

6. **Self-declaration** of the exams taken during the academic career;

IN CASE OF ACADEMIC QUALIFICATION RELEASED ABROAD:

6. **Academic qualification** required for admission in Italian or English;
7. **Transcript of records** in Italian or English (list of exams and relevant marks);
8. **"Declaration of value"** issued by the Italian embassy/consulate in the country where the academic title was released;
(*there's no need to upload the DoV if not available yet, but it will be necessary to deliver it, once enrolled – see STEP 5*)

OR:

- **Certificate of comparability** issued by [Naric](#) / [Cimea](#);
- **Diploma supplement** (*if the foreign qualification is issued by an European University*).



UNIVERSITÀ DI PAVIA

4° STEP – Apply on UNIVERSITY (if you need a VISA)

After submitting the application, **if you need a VISA** (check on <https://vistoperitalia.esteri.it/home/en>), you'll have to register and then apply on the **University portal** (<https://www.universitaly.it/>).

During the online process you will have to upload:

1. a **passport size photo**;
2. a scan copy of your **passport**;
3. **documents proving your education** such as
 - study diploma;
 - certificates of degree accomplishment;
 - transcript of records;
 - CV;
 - eventually the "Declaration of value" (*if available*);
4. **translation** of your documentation in **Italian** or **English**.

Please note that at some point, you will be asked **which embassy or consulate** you are going to use for your VISA application.

The Organizational Secretary will provide you a tutorial with instructions for this application.

After your application is validated by our Office, **you'll have to get in contact with your embassy or consulate.**



5° STEP – Deliver the requested documents in original

Before the **enrolment deadline** (which will be communicated by the Organizing Secretary) or **AT LAST by 11 January 2023**, you will have to deliver to our office:

1. **the original** of **ALL documents proving your education** (see STEP 1)
2. together with a **declaration of legal validity from the Italian diplomatic representative** located in the state where the qualification was issued.

You can book an appointment on [GOPA UNIPV](#).

UOC Post Laurea

Ufficio Master

[via Ferrata, 5](#)

[27100 Pavia](#)



UNIVERSITÀ DI PAVIA

6° STEP (a) – Enroll



Within the enrolment deadline, students have to LOGIN to the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the attachments **to enroll themselves correctly** (a tutorial will be provided).

During this process, the **SCAN** of the following documents will be requested:

1. a good quality **passport size photo**;
 2. front-rear of the **personal identification document** uploaded during registration;
 3. **Tax code** document;
 4. **Residence Permit/Card** (*only required from non-EU candidates*).
-

6° STEP (b) – Enroll

TAX CODE

Fiscal code ("Codice fiscale") is a tax identification number which is necessary to open a bank account, rent privately, buy a SIM card and apply for the residence permit.

RESIDENCE PERMIT/CARD

Non-EU citizens, when enrolling, must present a copy of a valid Residence Permit ("Permesso di soggiorno") which must be requested within 8 days from the arrival in Italy.

For further info about both and for assistance, please check: <http://wcm-3.unipv.it/site/en/home/student-life/documents-required-for-your-stay.html>.



UNIVERSITÀ DI PAVIA

FEES

APPLICATION FEE

Within the **21 September 2022** is necessary to pay **35.00** Euro to **finalize the application procedure**.

TUITION FEE

The Master's course tuition fee is of **€ 15,000.00**:

- 1° installment of € 10,000.00 to be paid on-line to **finalize the enrolment procedure**;
- 2° installment of € 5,000.00 to be paid **by 11 January 2023**.

FINAL EXAM FEE

To be admitted to the final exam, candidates must submit a specific application form along with the payment of **€ 116.00** as a fee for the issuance of the Master's diploma.

Payments will have to be done online, using the PagoPA system - [link](#) for more information.





FUEL YOUR FUTURE!



UNIVERSITÀ DI PAVIA