1 – PROCEDURE OF REGISTRATION:

Registration

FOR Erasmus incoming students only:
If you are an extra EU student and want to apply for enrollment, please read here under PROCEDURE: http://www.unipv.eu/site/en/home/international-pavia/registration-enrolment-at-the-university-of-pavia/articleid312.html

If you are enrolled at the University of Pavia - or you have been in the past - and have forgotten your password, please click on 'Forgotten password' for instructions.

If you have not previously been enrolled at the University of Pavia, please click on 'Registration' and fill in the fields with your personal data. At the end of the process, you will be asked for the information from the list below:
- Personal data and address
- Valid personal identification document
- Mobile phone number and e-mail address (to which your personal details will be sent)

Before proceeding please read the informative note regarding the personal data protection code, in accordance with the item n.13 of Regulation (EU):

<table>
<thead>
<tr>
<th>Activity</th>
<th>Section</th>
<th>Info</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Web Registration</td>
<td>Personal Data</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permit of stay</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identity document</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent address</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current address</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery address</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration summary</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration complete</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Registration: Personal data

Enter your personal data.

**Personal data**

- Name*
- Surname*
- Date of birth*
  (dd/mm/yyyy)
- Sex*  
  - Male  
  - Female
- Nationality:*  
  - ITALY
- Other nationality:  
  - Please select the NATIONALITY
- Nation of birth:*  
  - Italy
- Province of birth:*  
  - Select a Province
- City of birth:*  
  - Select a COMUNE
- Italian Fiscal code*  
  (automatically calculated if not inserted)
Registration: Personal Identification document

Insert the issue and expiry dates of a valid identity document which complies with current Italian Law.

WARNING: In the event of participation in an admission test, you will be asked to show this document on the day of the exam.

- **Document type**
- **Number**
- **Issued by**
- **Issue date** (dd/mm/yyyy)
- **Expiry date** (dd/mm/yyyy)

Registration: Permanent address

Enter or modify your permanent address. If your permanent address has changed during the current year, enter the moving date in the "Permanent address valid from" field. Otherwise, do not fill that field: the system will fill it automatically.

- **Nation**
- **Province**
- **City**

Registration: Contact information

Enter or modify your contact information.

- **Forward documents to**
  - Permanent address
  - Current address
- **E-mail**
- **International dialling code**
- **International dialling code** (only fill this field if the code is not present in the drop-down menu)
- **Mobile phone n.**
- **I have read the information regarding the handling of my personal data and agree to its use.**

Registration: Registration summary

The information entered in the previous sections can be reviewed on this page.

Review the information that you have entered, paying particular attention to the e-mail address and the mobile telephone number.

Any incorrect information can be modified by selecting the "Amend..." option at the end of each section.

**Personal data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
</tbody>
</table>
• BY hitting the PRINT MEMO button you’ll get your credentials to LOG IN the Reserved Area

**2 -PROCEDURE OF ADMISSION:**
Login into the Reserved Area and Select ‘Admissions’ from the top right menu

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**Admission Test**
In the following pages you will be able to register for an admission test. The table below lists the information you will be asked to provide in the following pages. A tab menu will appear next to each heading when the relevant information has been inserted. This will allow you to resume completion of the form easily. If, in case, you are disconnected from the system, please click on the Admission test button to register for an admission test.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Test selection</td>
<td>Course selection</td>
</tr>
<tr>
<td></td>
<td>Test design</td>
</tr>
<tr>
<td>B - Insertion and translation of identity document</td>
<td>Satisfy the identity document inserted</td>
</tr>
<tr>
<td>C - Confirm last enrollment</td>
<td>Preferences</td>
</tr>
<tr>
<td></td>
<td>Study path preferences</td>
</tr>
<tr>
<td></td>
<td>Your preferences</td>
</tr>
<tr>
<td>D - Questionnaires required before the admission confirmation</td>
<td></td>
</tr>
<tr>
<td>E - Close process</td>
<td>Questionnaire selection</td>
</tr>
<tr>
<td></td>
<td>Confirmation</td>
</tr>
<tr>
<td></td>
<td>Final confirmation</td>
</tr>
</tbody>
</table>

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• Flag Special Master’s course:
• Click on ‘Insert’ in the option ‘Foreign academic degree’ and fill in the fields as appropriate: you’ll get the following summary mask:

![Image of qualification form]

• The upload of your qualification documents (as listed in the attachment of the call for admission) is now possible by flagging ‘yes’ and ‘forward’ (bottom of ‘Qualifications’ mask):

![Image of qualification form]
• Qualifications' Summary mask

You can go on to upload documents until the admission deadline by logging into the Reserved Area and going on with the ‘Pending process’

...until the upload of the mandatory docs is complete and you’ll get to the ‘Exam registration summary’ mask:
Click on ‘Payments’

Selecting the Invoice red digits one can enable the PagoPA payment (a credit card is necessary to do the payment)
REMINDER ➔ BY THE ON-LINE APPLICATIONS SUBMISSION DEADLINE:

1. PAYMENT OF THE SUBMISSION OF APPLICATION FEE (€ 35.00)
2. FOREIGN ACADEMIC QUALIFICATION
   • Upload at least the Degree diploma (the Declaration of value only if already available)
3. SCHOLARSHIP REQUEST (only for masters where scholarships are available)
   • Upload the family income statement