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/international-pavia/enroll-at-the-university-of-pavia/article04312.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 'Forgot 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 password, print out the final window or click on 'Print form' which will show both your username and your personal data. The password is active until the point at which you become a permanently enrolled student.

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

You'll 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)

<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>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permit of stay</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identity document</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent address</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current address</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery address</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration summary</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration complete</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Registration: Personal data

insert 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.

Personal Identification document

- 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.

- Permanent address
  - Nation* Italy
  - Province* Select a Province
  - City Select 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.*
  (e.g. 3486767676)
- I have read the information regarding the handling of my personal data and agree to its potential circulation.
  ☑ Y ☑ N

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

- Name
- Surname
- Sex

NAME
SURNAME
Male
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

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 tick mark will appear next to each heading when the relevant information has been inserted: this will allow you to resume completion of the form easily in case you are disconnected from the system.

Please click on the ‘Admission test’ button to register for an admission test.
Flag either Post BA professional Master’s Courses or Post-MA Professional Master’s Courses:
Qualifications required

Insert the qualification(s) required to register for the admission test.

We inform you that the current measures of the Law provide for administrative and penal liabilities relating to the accuracy of the data that you are about to insert: in particular, it is an offence to provide mendacious statements, produce corrupt data from deceitful material, and to use records affected by such falsity. Such behaviour includes the specific penal instances provided for in artts. 482, 485, 489, 495, 496 c.p.s.

The release of data that is no longer true is equivalent to the use of false information. Positions obtained using false statements or records will be posted as void with retroactive effectiveness, rendering the registration / enrollment invalid.

With the exception of compensation provided for by art. 10 of the laws on Contribution issued with D.R. n. 1147/2010 on 15th July and subsequent modifications, the fees payed will not be reimbursed.

Qualifications

Please enter the full information regarding at least one of the following options

**WARNING: PLEASE INSERT ONLY YOUR BACHELOR Information**

**Option 1:**

<table>
<thead>
<tr>
<th>Option status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>FIRST LEVEL DEGREE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Option 2:**

<table>
<thead>
<tr>
<th>Option status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>LAUREA (Italian academic title)</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>

**Option 3:**

<table>
<thead>
<tr>
<th>Option status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>FOREIGN ACADEMIC DEGREE</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>

**Option 4:**

<table>
<thead>
<tr>
<th>Option status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>LAUREA MAGISTRALE (Italian academic title)</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>

**Option 5:**

<table>
<thead>
<tr>
<th>Option status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>LAUREA SPECIALISTICA (Italian academic title)</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>
Choose the correct qualification on the list

Click on ‘Insert’ in the option ‘Foreign academic degree’ and fill in the fields as appropriate: you’ll get the following summary mask:

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):

The documents reporting a minimum of 1 are compulsory to upload (see table below)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of value</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>ID card/Passport</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Titolo accademico tradotto</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

After you inserted at least the minimum requested document you can select ‘no’ and press ‘forward’
If you print the application form, you'll get a confirmation of the conclusion of the admission process.