1. PROCEDURE OF REGISTRATION:

LINK TO RESERVED AREA (ENG)
**Please note that the first 4 red lines in the screenshot below are not to be taken into consideration by Master’s perspective students**

Registration

**FOR ERASMUS INCOMING STUDENTS ONLY:**
If you are an extra UE student and want to apply for enrollment, please read here under PROCEDURE: http://www.uni.pv.it/en/home/international-students/study-at-the-university-of-pavia/enroll-at-the-university-of-pavia/articolo4312.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’ (from the menu on the left) and follow the 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 procedure you will be given a temporary Password: print out the final window or click on ‘Print form’ which will show both your Username (which coincides with your Italian Fiscal code) and your password. In order to access the Reserved Area you will need to enter both your username and password in upper case. 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) 2016/679.

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>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Web Registration</td>
<td>Personal Data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permit of stay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identity document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permanent address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration complete</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
  - Other nationality: Please select the NATIONALITY
  - Nation of birth
  - City of birth
  - Italian Fiscal code (automatically calculated if not inserted)

Back  Forward

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)

Back  Forward
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*
  - City not listed*
  - POST CODE
  - Hamlet
  - Address*
    (road, square, street)
  - Street number*
  - Permanent address valid from*
    (dd/mm/yyyy)
  - Insert "Permanent address valid from"
  - Telephone n.
  - Current address is the same as permanent address*
    - Yes
    - No

Registration: Contact information

Enter or modify your contact information.

- Addresses
  - 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)
  - Privacy*
    I have read the information regarding the handling of my personal data and agree to its potential circulation in obedience to current laws. I am also aware of the measures regarding the release of self-certifications, and of the penal and administrative consequences arising from the use of false declarations.
    - Yes
    - No
• BY hitting the PRINT MEMO button you’ll get your credentials to LOG IN the Reserved Area
2. **PROCEDURE OF ADMISSION:**

[Image of registered users area with navigation options and dropdown menu for admissions and related links.]
# 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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Section</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Test selection</td>
<td>Course selection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test selection</td>
<td></td>
</tr>
<tr>
<td>B - Insertion or alteration of identity document</td>
<td>List of the identity documents inserted</td>
<td></td>
</tr>
<tr>
<td>C - Confirm test enrollment</td>
<td>Preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Study path preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seat preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant preferences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Administrative category and disability assistance option</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type of disability assistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation</td>
<td></td>
</tr>
<tr>
<td>D - Entry requirements</td>
<td>Details of entry requirements</td>
<td></td>
</tr>
<tr>
<td>E - Declaration of possible assessment titles</td>
<td>Details on assessment titles or documents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation</td>
<td></td>
</tr>
<tr>
<td>F - Reference requests</td>
<td>Reference request detail</td>
<td></td>
</tr>
<tr>
<td>G - Questionnaires required before the admission confirmation</td>
<td>Questionnaire selection</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation</td>
<td></td>
</tr>
<tr>
<td>H - Close process</td>
<td>Final confirmation</td>
<td></td>
</tr>
</tbody>
</table>

Legend:
- **Information**
- **Work in progress**
- **This section is blocked; to activate it please complete the previous sections.**
- **Section completed**
Flag either Post-BA professional Master’s Courses or Post-MA Professional Master’s Courses.
Administrative category and disability assistance option

Choose the proper administrative category for the participation in the admission test, and if necessary request disability assistance.

--- Call for applications ---

Have you read the call for applications?
- Yes  ☐ No

--- Disability assistance ---

I request assistance to take the test (Act 104/92 and subseq. amendments)
- Yes  ☐ No

Scheduled tests

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERICA CONCORSO MASTER</td>
<td>Not specified</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Confim test enrollment

Please confirm the information entered in the previous pages

- Test
  - Type of degree: MASTER
  - Type of course: MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
  - Description: MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

- Valid for
  - Detail: ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

- Administrative category and disability assistance
  - Disability assistance request: No

Back  Confirm and proceed
• Click on ‘Insert’ in the option ‘Foreign academic degree’ and fill in the fields as appropriate
Choose the qualification applying to yours from the list.

- Upload your qualification documents (as listed in Attachment 1 to the Call for admission) by flagging ‘Yes’ and ‘Forward’ (bottom of ‘Qualifications’ mask):
Once the minimum required documents are uploaded, you can flag ‘no’ and hit ‘Forward’ to continue.
The printing of the application form serves as confirmation of the end of the admission process.