How to apply for Ph.D. Programmes

1	**REGISTRATION** (www.esse3.unimore.it)	Go to www.esse3.unimore.it and switch to english language ("eng") and click "Registration" on the right menu. Click and fill in the forms with the requested information.
2	**COMPLETING** THE APPLICATION	• Once accessed, click "**Registered visitor area → Admission**" on the right menu; • **Select "Ph.D."** from the list; • **Choose from the list the Ph.D.** you wish to enrol in; • **Check and correct** your personal data if needed; • Enter your **identity document information**; • **Choose the optional language** if needed; • **Provide any declaration of disability/SLD**. • Insert all the requested information related to your **high school** qualification and your **university degree**.
3	**ATTACHMENTS** OF ALL THE REQUIRED DOCUMENTS	• **Read carefully** the Call for Admission (Articles 3 and 17 in particular) to check which documents are required; • **Attach all the documents required by the Call for Admission** (the documents that are not suitable for the categories *Curriculum Vitae, Qualifications* or *Pubblications* have to be attached as *Other documents*); • if you want to, insert requests of presentation / reference / recommendation (read the call for admission to check how many requests are allowed).
4	**DATA SAVING after the explicit confirmation of the validity of the application** **NOT LATER THAN JULY 26, 2024 AT 1:00 PM (CET)**	The application for admission will be considered to be correctly filed only by **saving the data ("Save the data") after the "Explicit confirmation of the validity of the application"** given by the candidate at the end of the online procedure mentioned above. Before the data saving ("Save the data") that follows the "Explicit confirmation of the validity of the application", and prior to the deadline for the competition, candidates may add, change or remove attached academic qualifications, documents and publications using the abovementioned website. **After the data saving** ("Save the data") that follows the "Explicit confirmation of the validity of the application", **in the case of errors or incomplete insertion of attachments using the online procedure, candidates can send an email to the PhD Office (segr.dottorati@unimore.it) within the peremptory deadline of the call deadline** (July 26, 2024, 1.00 pm CET) for requesting the reopening of the online procedure by attaching a scanned copy of an identity document. The candidate must make the corrections / additions he deems appropriate within the same deadline (July 26, 2024, 1.00 pm CET). In this case, please note that the candidate will have to save the "Save data" data again following the explicit confirmation of the application.
5	**PAYMENT (NOT LATER THAN JULY 26, 2024)**	• Access Esse3, by connecting to the University website at https://www.esse3.unimore.it/Home.do with your credentials, and under the menu item "Taxes" • proceed with the payment through the PAGO PA circuit that allows to pay online (by choosing your Payment Service Provider – PSP) or alternatively to print the payment notice to be delivered personally to Banks and ATMS, SISAL, Lottomatica and ITB stores. From your personal Esse3 page, under the menu item "Taxes", you can print the payment receipt; • **Candidates must keep the payment receipt for € 25.00. It will be necessary in case of enrollment.**

Applications and supporting enclosures may not be submitted by e-mail.

The University Administration reserves the right to exclude, at any time, candidates who have not paid the fee of € 25.00