



UNIMORE

UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

APPLICATION GUIDE TO THE MASTER'S DEGREE PROGRAMME

INTERNATIONAL MANAGEMENT

Admission procedure for extra-EU students
residing abroad, applying for a visa

Connect to the web address www.esse3.unimore.it. The following page will open (Fig. 1):

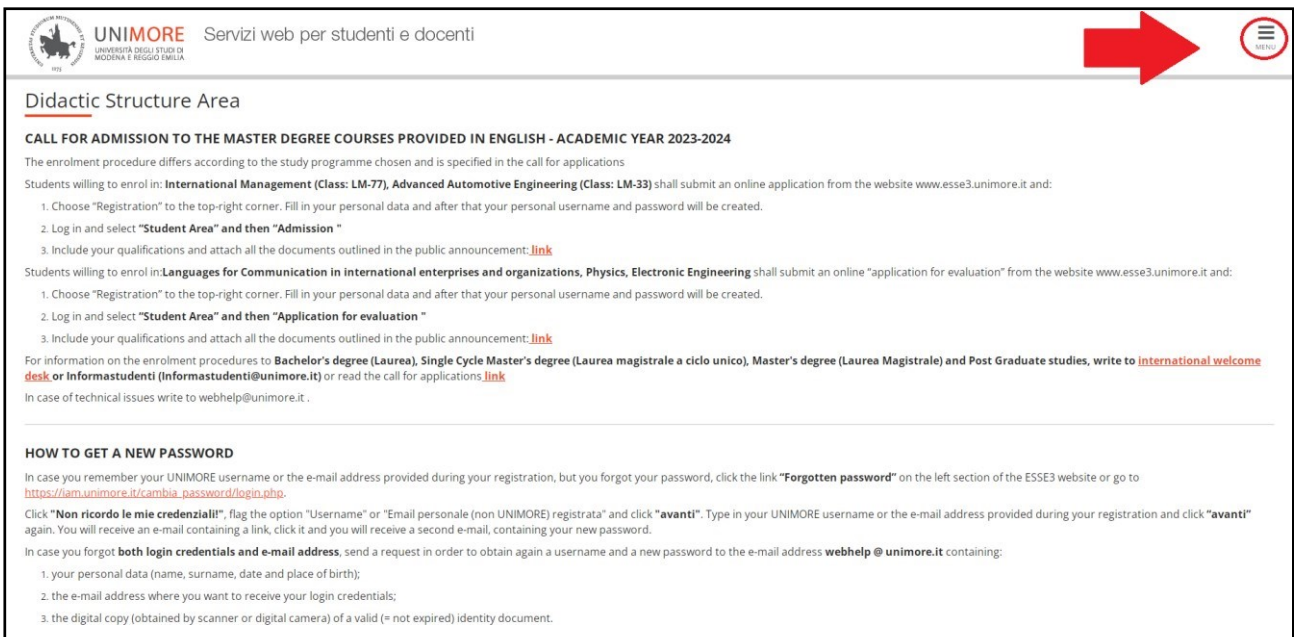


Fig. 1 – ESSE3 home page

From the Menu, click on "eng" to change the language

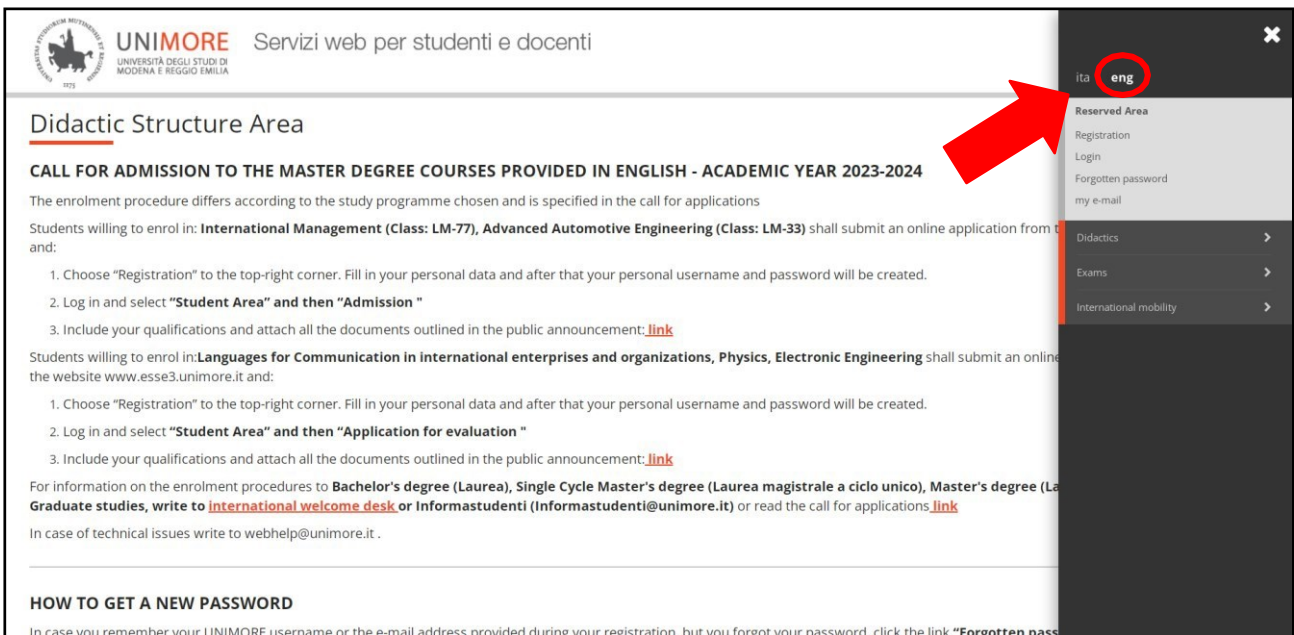


Fig. 2

- **IF YOU ARE ALREADY A REGISTERED USER** (even in the past): you already have the **login credentials** to access the service via the "Login" function located in the "Reserved Area" section of the right-hand menu.



If you have forgotten your user name and/or password, please follow the instructions on the homepage (Fig. 1) or under "Forgotten password" on the website www.esse3.unimore.it.

- **IF YOU ARE NOT ALREADY A REGISTERED USER:** click on "**Registration**" under the Reserved Area section of the menu on the right and proceed by filling in all the required data.



Fig.3

Web registration

On the following pages you can complete your registration to the website. At the end of the procedure you will be provided with a username and a password that will allow you to access the system in order to update your data and to access the available services. You can find the requested information and the procedure's steps below:

Check List

Activity	Step	Info	Status
A - Web registration			
	Notices		
	Italian Fiscal Code		
	Personal data		
	Permanent address		
	Domicile / correspondence address		
	Contacts		
	Registration review		
	Username and Password		

[Web registration](#)

Fig.4

Click [Web registration](#) and fill in the forms with the requested information. Read carefully all the instructions showed in the pages.

If you don't have an "Italian Fiscal Code" flag "Foreign student without Italian Fiscal Code" and click [Next](#) .

In the following form, enter your personal data and click [Next](#) again: the system will automatically calculate your Italian Fiscal Code.

Click [Next](#) or [Confirm](#) to continue.

Italian Fiscal Code

Enter your Italian Fiscal Code (if you have one) or flag "Foreign Student without Italian Fiscal Code" and click "Next"

Italian Fiscal Code

* Italian Fiscal Code

Foreign student without Italian Fiscal Code

[Back](#) [Next](#)

Registration: Personal data

The page displays the form to enter and change the user's personal details including the place of birth.

Personal data

Name* JOHN

Surname* DOE

Date of birth* 01/01/1987 (dd/mm/yyyy)

Gender* Male Female

First nationality* UNITED KINGDOM

Country of birth:* United Kingdom

Municipality/City* London

Italian Fiscal Code* **DOEJHN87A01Z114B** (automatically created if not provided)

Warning: Your ITALIAN FISCAL CODE has been created automatically, check that it is correct and proceed. If you don't have an Italian Fiscal Code, you only have to select NEXT and confirm the code automatically created by the system.

[Back](#) [Next](#)

Fig. 5



Registration: permanent address

This page displays the form to enter or change the user's permanent address.

Permanent Address

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address *
(street, square, road)

N**

Telephone number

Domicile/correspondence address is same as permanent address* Yes No

[Back](#) [Next](#)



Registration: domicile / correspondence address

This page shows the form for entering or changing the domicile / correspondence address.

Domicile / Correspondence address

C/o

Country*

Municipality/City*

Postcode if in Italy

Hamlet

Address *
(street, square, road)

N**

Telephone number

[Back](#) [Next](#)

Fig.6



Registration: Contacts

This page displays the form to enter or change the user's contacts.

Contacts

Document contact* Permanent address Domicile/correspondence address

Email*

Certified e-mail

FAX

(country code - number) if you can't find your country code write it in the blank field:

Country code

Country code* (e.g.: for UK insert +44)

Mobile phone* Max. 16 digits

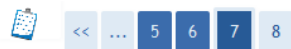
Mobile phone operator

I authorize the University to send to my mobile text messages (SMS) of interest to UNIMORE students.* YES NO

I declare that I have been informed about principles laid down in art. 13 of EU Regulation 2016/679 and I authorize the processing of my personal data by the University of Modena and Reggio Emilia.* YES NO

[Back](#) [Next](#)


Fig.7




Registration: Registration review

This page displays a review of the information provided in the previous steps.


Personal data	
Name	JOHN
Surname	DOE
Gender	Male
Date of birth	01/01/1987
Nationality	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Italian Fiscal Code	DOEJHN87A01Z114B

 [Change personal data](#) Use this link to change your personal data


Permanent address	
Country	United Kingdom
Municipality/City	London
Postcode	
Hamlet	
Address	Malet Street
N°	15
Telephone	+44 020 7132
Domicile/correspondence address same as permanent address	No

 [Change permanence address data](#) Use this link to change your permanent address data

Domicile/correspondence address	
Country	France
Municipality/City	Paris
Postcode	
Hamlet	
Address	Rue d'Alger
N°	10
Telephone	+33 0144582
C/o	

 [Change domicile/correspondence address data](#) Use this link to change your domicile/correspondence address data

Contacts	
Document contact	Permanent address
Email	nome.cognome@dominio.it
Mobile phone	+44 3331234567
Mobile phone operator	
Authorization to receive text messages from the University	Enabled
Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation)	Yes

 [Change contacts](#) Use this link to change your contacts

[Back](#) [Confirm](#)

Fig. 8

By completing registration, you will obtain your **UNIMORE credentials (username and password)** to access ESSE3.



Take note of your login credentials before clicking [Perform Login](#). You will need these keys to access the system.
Remember to keep them safe.




Registration: Registration completed!

If you entered all the requested information, the registration is completed.
To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

NOTICE FOR ERASMUS AND OTHER MOBILITY PROGRAMS INCOMING STUDENTS: YOUR REGISTRATION IS NOT YET COMPLETED. In order to complete the registration and print the application form, please access the reserved area clicking on "Login" and use your credentials.

Access keys	
Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	209488
Password	XXXXXXXX

 The access keys have been sent successfully to the e-mail address you provided. It is recommended to wait about 1 minute before logging in, in order to allow the update of your registration data. **IMPORTANT:** when you'll perform login, remember to type your password using UPPERCASE letters.

[Perform Login](#)

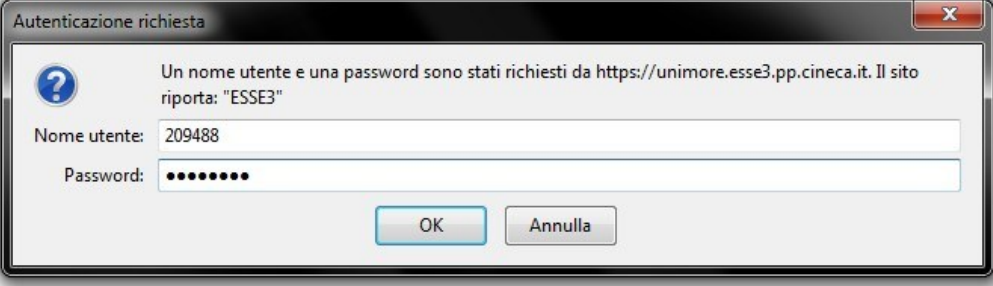
Fig. 9

Click [Perform Login](#) and use your **Username** and **Password** to enter your personal area



Registration: Registration completed!

If you entered all the requested information, the registration is completed.
To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.



[Perform Login](#)

Fig.10

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

Servizi web per studenti e docenti

Registration: UNIMORE credentials - LOGIN TO CONTINUE

NOTICE FOR INCOMING STUDENTS FROM ERASMUS AND OTHER MOBILITY PROGRAMMES: YOUR REGISTRATION IS NOT COMPLETED YET. In order to complete it and print the application form, please access the reserved area by clicking on "Login" and entering your credentials.

To access the reserved area, please login (link on right) with the credentials reported below.
Remember to keep them secure.

Login credentials

Name	NOME
Surname	COGNOME
E-Mail	nome.cognome@dominio.it
Username	123456
Alias	
Password	XXXXXXXX

Legend

- ★ Compulsory data
- ☑ Checklist

Perform Login

Perform Login

Fig. 11

To authenticate yourself, click on "**Perform Login**" and enter your UNIMORE credentials in the Username and Password fields (Fig. 12).

UNIMORE UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

Single SignOn UniMoRe

Nome utente

98765

> Password dimenticata?

Password

••••••••

> Serve aiuto?

Annulla le autorizzazioni di rilascio attributi concesse precedentemente a questo servizio ([Informazioni](#)).

Accesso

Oppure

Entra con SPID

Fig. 12- Login

Once you have gained access to the reserved area, click on “Registered Visitor Area / Student Area” and then “Admission” on the right-hand menu (Fig. 14).

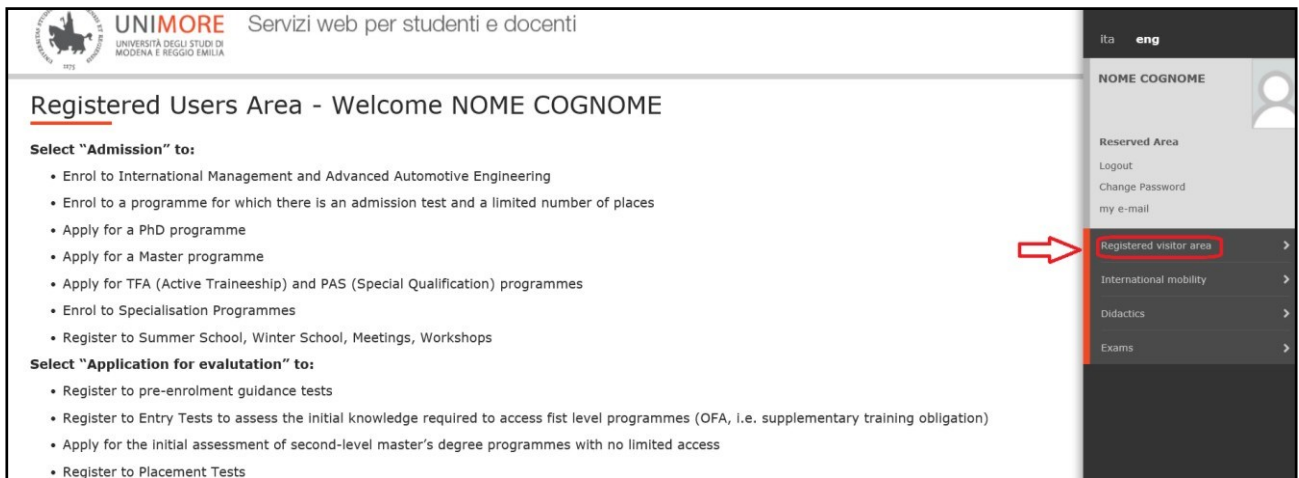


Fig. 13– Registered visitor area or Student area

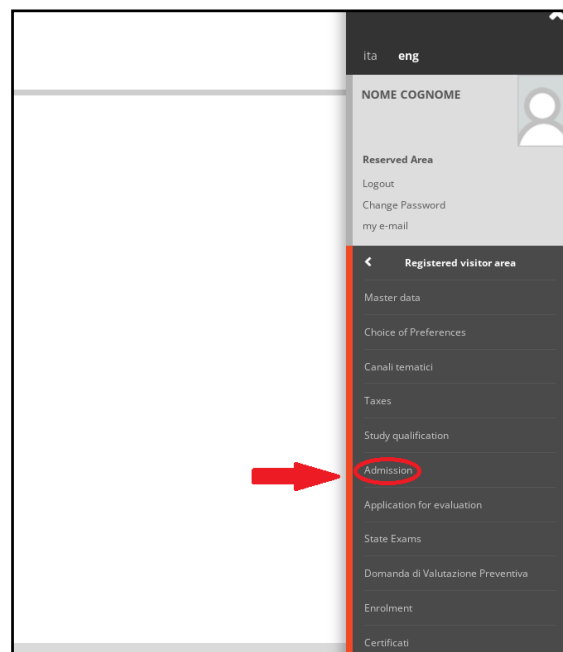


Fig.14- Admission

Click [Admission Procedure](#) to submit your application

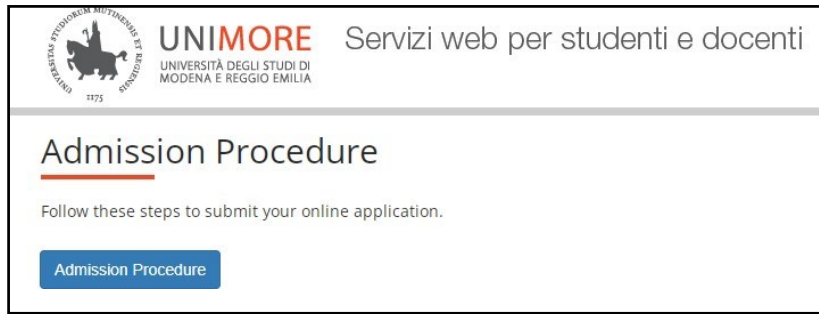


Fig. 15

On the next page choose “*second level degree*” and click the NEXT button to continue.

A 1 2 3 4 B ... >>

Degree type selection

Select the type of Degree you wish to access.

Degree type selection

Post-Reform* Ph. D.
 FIRST LEVEL DEGREE
 SECOND LEVEL DEGREE

Back Next

Fig.16 - Degree type selection

Then select “*master degree course*”

A 1 2 3 4 B ... >>

Course type selection

Select the type of Course you wish to access.

Course type selection

Post-Reform* Master Degree Course

Back Next

Fig.17- Course type selection

The Degree Programmes of the type chosen will now be displayed (Fig. 18), check the box next to “**International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT...**” and then select NEXT to continue.

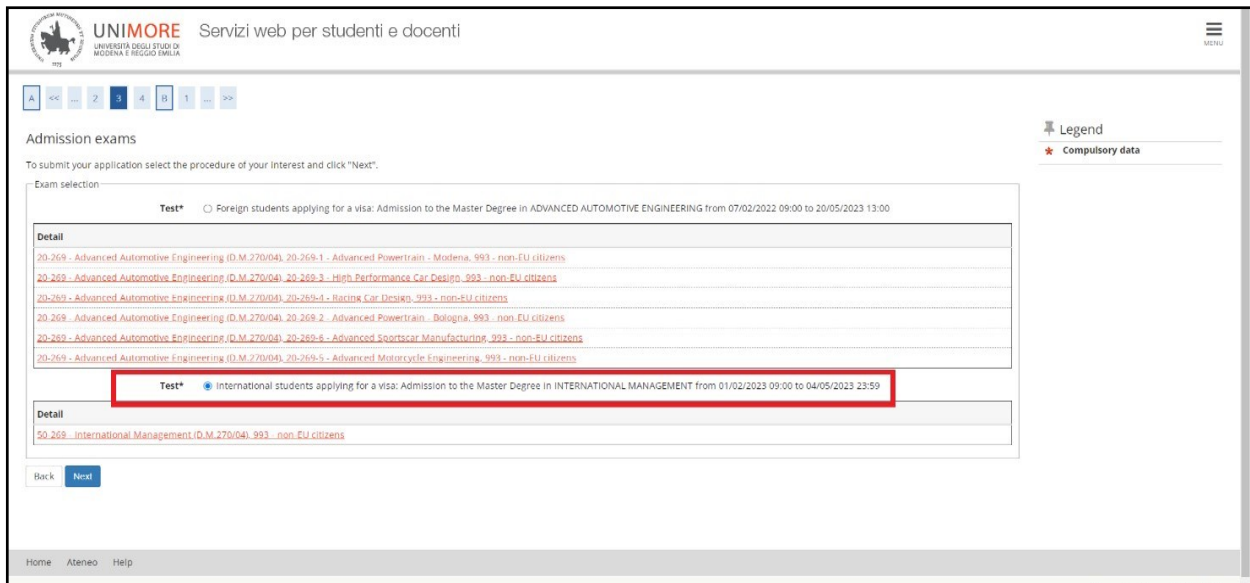


Fig.18 - Course list

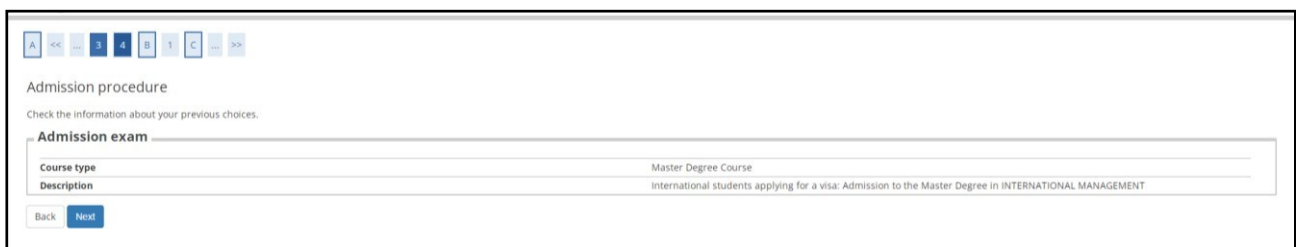


Fig.19 – registration summary

After confirmation, you will be asked to check the correctness of your personal data in the system. Check the data, update any incorrect information and click the “Confirm” button to continue.

Personal data

This page displays a summary of your personal data. Check and correct them if needed.

Personal data

Name	NOME
Surname	COGNOME
Gender	Male
Date of birth	20/01/1980
Citizenship	ALBANIA
2 nd Citizenship	
Country of birth	Albania
Municipality/City	Tirana
Italian Tax Code	CGNMMO80A20Z100V

Permanent address

Country	Italy
Province	Modena (MO)
Municipality/City	Modena
Postcode	41122
Hamlet	
Address	Campi
N°	253
Telephone	
Domicile/correspondence address same as permanent address	Yes

[Change permanent address data](#) Use this link to change your permanent address data

Contacts

Document contact	Permanent address
Tax contact	Permanent address
Email	abod@eeee.com
Fax	
Mobile phone	+44 123456789
Mobile phone provider	
Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation)	Yes

[Change contacts](#) Use this link to change your contacts

Back Confirm

Legend
★ Compulsory data

Fig.20- Personal data

On the next screen you will be asked to list your preferences, the system automatically loads the **993 non-EU citizen preference**

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UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

Legend
★ Compulsory data

Preferenze

Esprimere le preferenze relative al concorso di ammissione scelto.

Scelta delle preferenze

Preferenza* 50-269 - International Management (D.M.270/04), 993 - non-EU citizens

Indietro Avanti

Fig.21- Preferences

Afterwards (Fig. 22), you will have to choose the administrative category, if any, and specify whether you require adequate disability resources for the admission test.

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Selection of the administrative category and declaration of disability/Law 104 and/or clinical diagnosis and request for assistance and/or compensatory and dispensatory measures

Reserved area for those in need of assistance and/or compensatory and dispensatory measures in order to take the test (if provided for by the competition). By selecting "YES", in the following forms you will need to enclose one or more documents based on your characteristics:

- SLD diagnosis
- Statement of legal disability
- Certification pursuant to law 104
- Application form for compensatory and dispensatory measures, which may be downloaded from the link <http://www.asd.unimore.it/site/home/articolo/769939992.html>. The form must be filled in and uploaded in the next pages.

You need to contact the [Welcome Office for Students with Disability and Specific Learning Disorders](#) for handing over the original copies of the documents enclosed.

Administrative category: non-EU citizens

I hereby request assistance for taking the test (L. 104/92 as amended and supplemented/L. 170/2010) and consent to the processing of my personal data pursuant to Art. 9 of EU Regulation no. 679/2016

Yes No

Description	Type	Date	Hour	Place	Materia
Qualifications	Qualifications				
Evaluation of documentation	Practice test				Study qualification English proficiency Motivational/reference letters Previous education

Back Next

Fig.22 - Administrative category and declaration of disability

You can choose YES NO to specify your needs, if any.
If you choose "Yes", you can fill in the data for any necessary aids. Click NEXT to continue.

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Admission exam procedure

Check the information regarding your previous choices.

Admission exam

Tipologia di corso: Master Degree Course
Description: International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT

Preferenze

Preferenza: 50-269 - International Management (D.M.270/04), 999 - non-EU citizens

Other data

Categoria amministrativa: non-EU citizens
Request for assistance: No

Back Next

Fig.23- Data summary

During the procedure you will be asked to enter data on one or more disability/DSA declarations, if any.

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Declarations of disability/SLD

In this page you can: view the details of the certification of disability and/or clinical diagnostics of the Specific Learning Disease (SLD) already enclosed and add new ones.
To remove declarations already enclosed, please contact the [Welcome Office for Students with Disability and Specific Learning Disorders](#).

Please note that the diagnoses issued by institutions of National Health Care System facilities or the entities or professionals accredited by the Regions. As provided for by Art. 3 of law no. 170 of 2010 and subsequent Agreement between the State and the Regions of 24/07/2012, the diagnosis must be updated every 3 years if carried out by a minor student, whereas updates are not required if the student is already 18. Other clinical diagnostics failing to have such characteristics will not be considered.

No declarations of disability have been enclosed yet

Enclose a document and for a new declaration of disability/SLD

Back Next

Legend: Modifica, Elimina, Confermata, Presentata

Fig.24 - Declaration of disability/SLD

Click the button "Enclose a document and for a new declaration of disability/SLD" to enter the data or click "Next" to continue without attaching anything.

A << ... E 1 C 1 G ... >>

Declarations of disability/SLD


In this page you can confirm the type of impairment/DSA previously attached and/or enclose a new type of disability. Enclose one or more documents based on your characteristics:

- SLD diagnosis
- Statement of legal disability
- Certification pursuant to law 104
- Application form for compensatory and dispensatory measures, which may be downloaded from the link <http://www.asd.unimore.it/site/home/articolo760030992.html>.
The form must be filled in and uploaded in the next pages

Please note that you need to hand over the original copies of all the documents to the [Welcome Office for Students with Disability and Specific Learning Disorders](#).


Confirmation/new declaration


Type of disability/SLD* -

Declaration date 
dd/mm/yy

I request assistance and/or specific tutoring services:

I authorise the administration to contact me directly at the number provided for the offer of assistance:

Validity start date: 
dd/mm/yy

Validity end date: 
dd/mm/yy

Back Next

Fig.25- New declaration of disability/SLD: details

A << ... E 1 C 1 G ... >>

Declarations of disability

Indicate the data of the document enclosed. In the "Title" please choose one of the following items:

- Certificate of disability
- Law 104/92
- SLD diagnosis
- Application form for compensatory and dispensatory measures

In the "Description" field, copy the information written in "Title".

Declarations of disability

Type of disability/SLD:*	Learning Specific Disorder
Declaration date (dd/mm/yyyy):	10/05/2018
I request assistance and/or specific tutoring services:	yes
I authorise the administration to contact me directly at the number provided for providing the assistance:	yes

Document detail

Title:*

Description:*

Attachment:* Sfoggia... Nessun file selezionato.

Back Next

Fig.26- New declaration of disability/SLD: attachment

Continue following the instructions on the screen.

Authorisation to process data will then be requested.



Fig. 27 - Authorisation to process data

You will be asked to enter the details of the qualifications you hold which are required by the call for applications

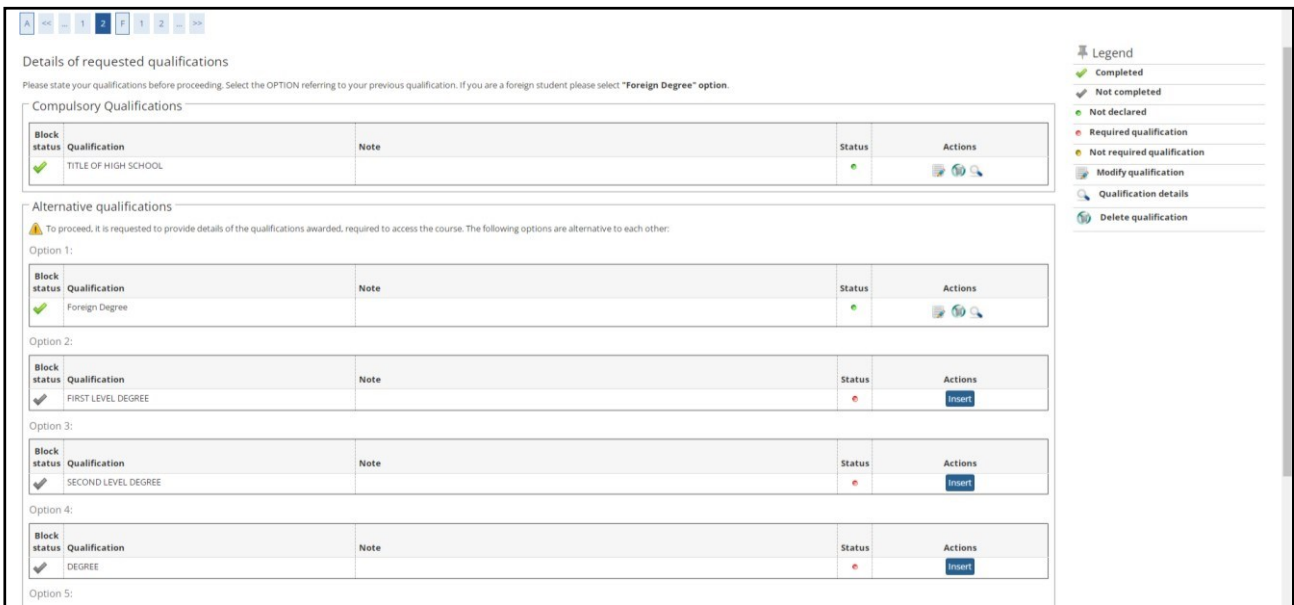


Fig.28 - Access qualifications

Now you will be asked to upload the documents necessary for the selection Committee to assess the candidates.

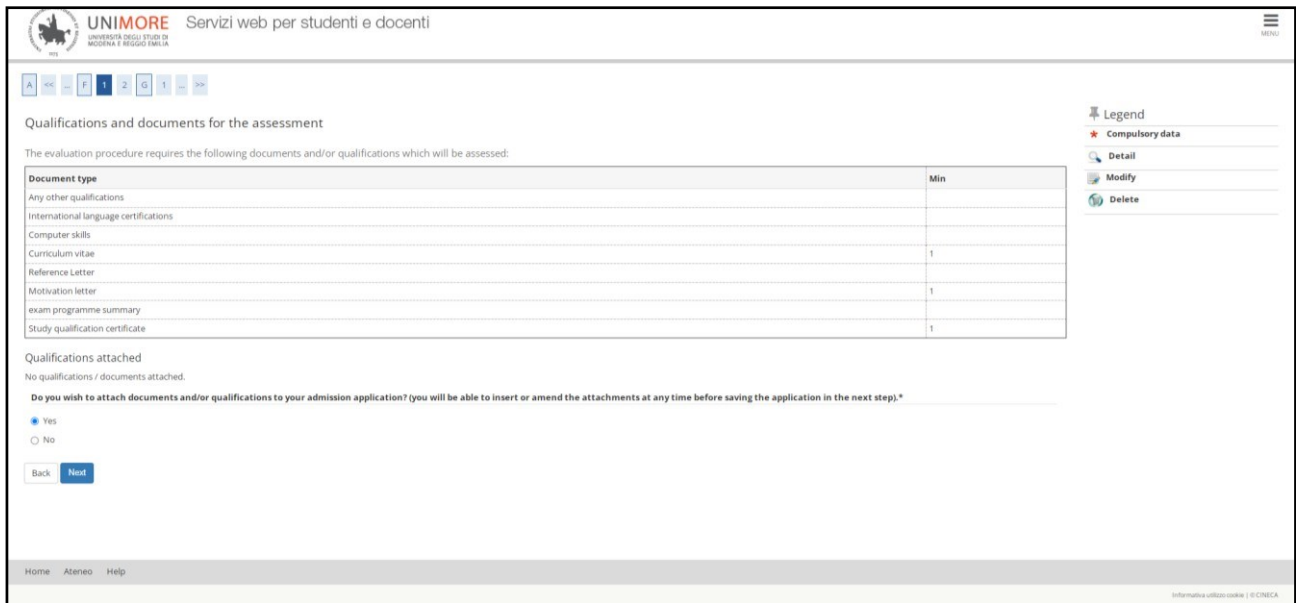


Fig.29 - Attachment

You will be asked to choose whether you wish to attach documents to your application: to attach them or to list their contents in the text field, **select the “Yes” option** on the screen shown in Fig. 29 and click the NEXT button.

Once you have finished select the “No” option and click the NEXT button (Fig.30)

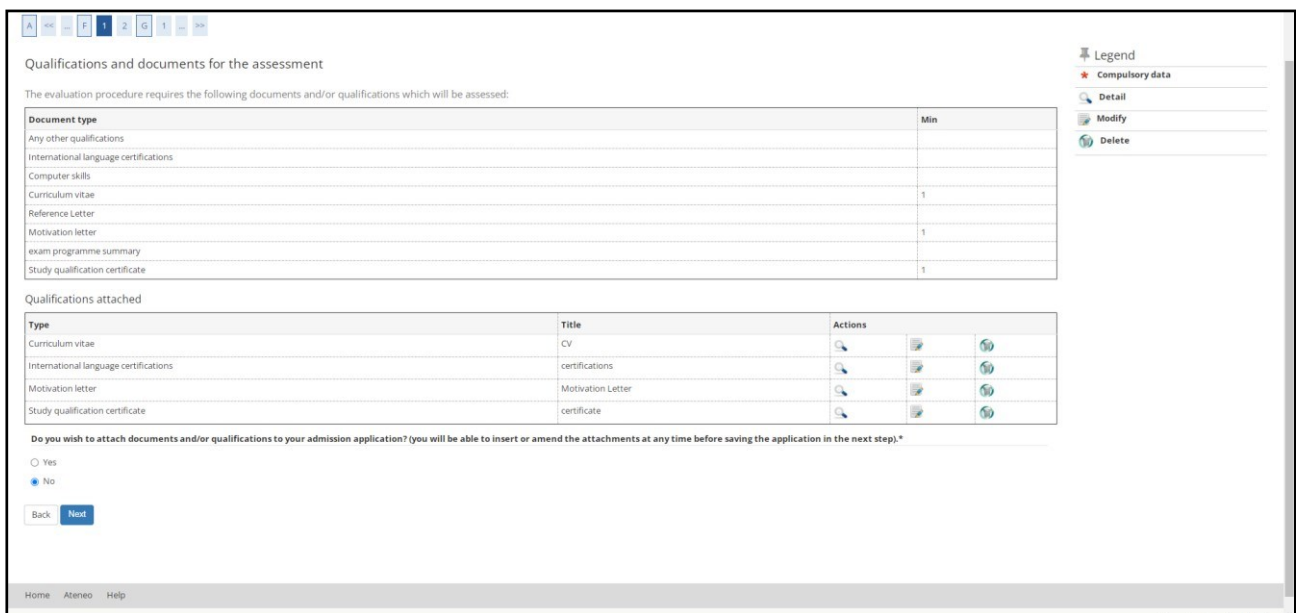


Fig.30



Fig.31- Attached qualifications and documents summary

On the next screen you are asked to fill in the questionnaire: click on “FILL IN”



Fig.32- Questionnaire

Indicate the Embassy/Consulate and confirm on the next page.

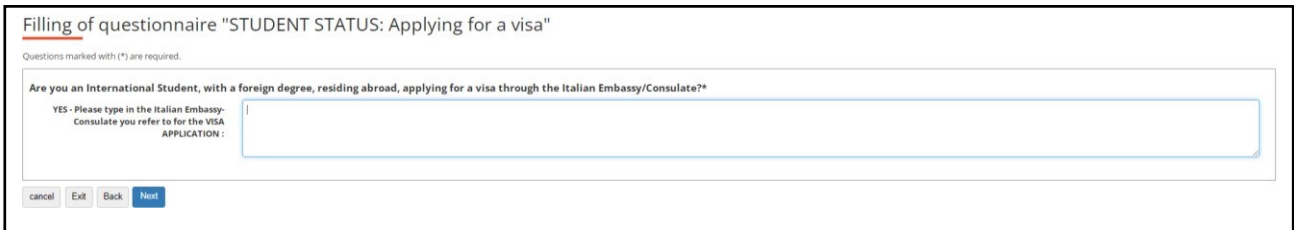


Fig.33 - Italian Embassy/Consulate



Fig.34- Questionnaire confirmation

Click NEXT to continue.

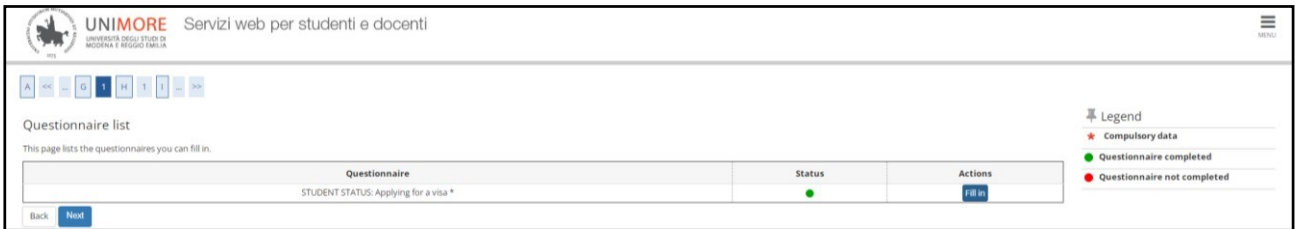


Fig.35

Consent to the processing of data for the purpose of publication of the ranking list

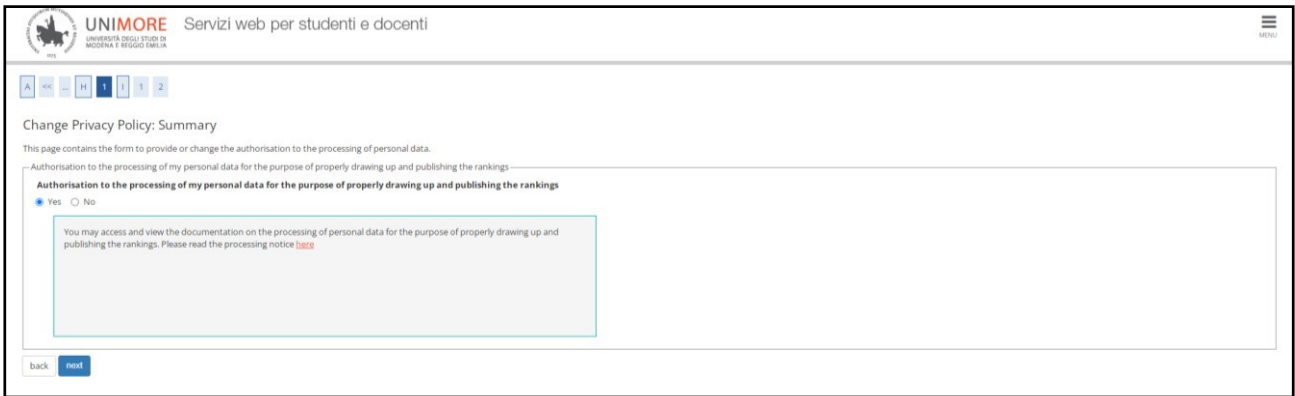


Fig. 36 - Privacy Policy

Next, you will be shown the screen explicitly confirming the validity of the application

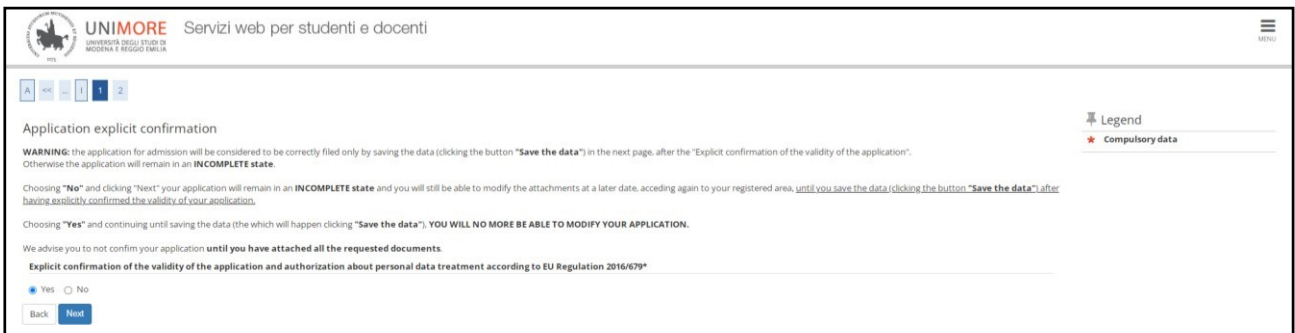


Fig.37

Now you can:

- 1) Choose "**No**" for the "explicit confirmation of the validity of application" option Click on NEXT and on SAVE THE DATA on the next page.

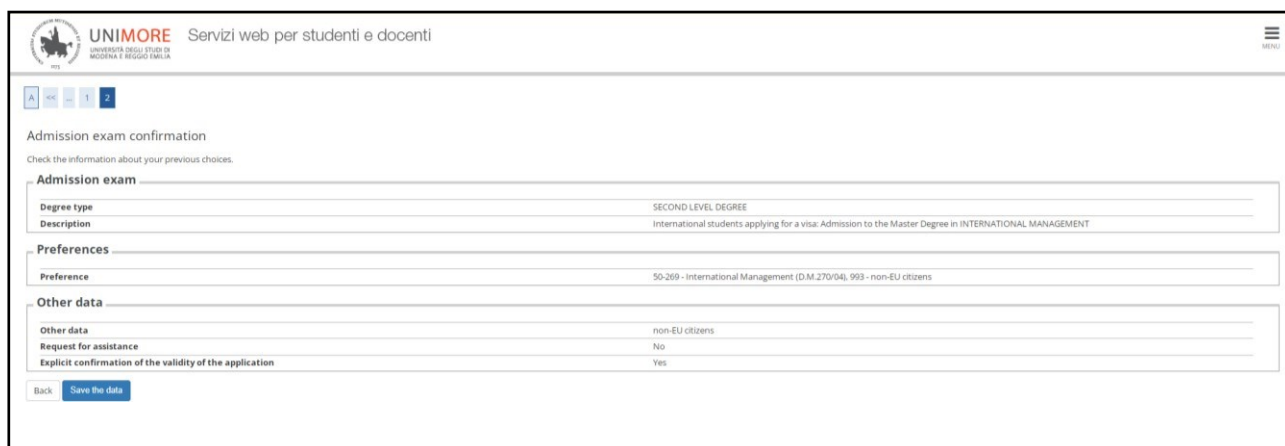
In this way, your application **WILL BE SUSPENDED**, but you will be able to MODIFY it at any time, within the deadline set out in the call for applications. To make changes to the data entered after clicking SAVE DATA, the MODIFY APPLICATION button will appear.

ATTENTION THE SUSPENDED APPLICATION WILL NOT BE ASSESSED

Within the deadline, applicants must choose "YES" for the "explicit confirmation of the validity of application" option and SAVE THE DATA on the next page in order to finalize the application.

- 2) Choose "**Yes**" for the "explicit confirmation of the validity of application" option Click on NEXT and on **SAVE THE DATA on the next page.**

In this way, your application is **FINAL**.



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Admission exam confirmation

Check the information about your previous choices.

Admission exam

Degree type	SECOND LEVEL DEGREE
Description	International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT

Preferences

Preference	50-269 - International Management (D.M.270/04), 993 - non-EU citizens
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Other data

Other data	non-EU citizens
Request for assistance	No
Explicit confirmation of the validity of the application	Yes

Back Save the data

Fig.38

Check the summary of the data entered and if you have already saved the data, report any corrections to segrstud.economia@unimore.it

