



UNIMORE

UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

Guide for admission application to Ph.D. Programmes

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Edited by the UNIMORE IT Services

Direzione Pianificazione, Valutazione, Servizi Informatici Applicativi



Before you submit your application, read carefully the Call for admission:
<http://www.unimore.it/Bandi/StuLau-sdott.html>.

Summary:

- 1. Registration.....3**
- 2. Completing the application.....7**
 - 2.1 Ph.D. selection8
 - 2.2 Declarations of disability/SLD..... 11
 - 2.3 Requested qualifications 13
 - 2.4 Attachments 16
 - 2.5 Requests of presentation / reference / recommendation 17
 - 2.6 Canceling or continuing a pending process20
- 3. Application print and payment21**

 During the entire procedure use the navigational buttons in each step. Do not use the 'Back' and 'Forward' buttons on your internet browser.




USEFUL LINKS:

- Doctorate schools and courses: <http://www.unimore.it/didattica/doctorates.html>
- Full text of the Call: <http://www.unimore.it/didattica/doctorates.html>

CONTACTS:

PhD Office
 Via Università, 4 - Modena
 Tel: (+39) 059 2056423
 E-mail: segr.dottorati@unimore.it



1. Registration

Write the following address in your web browser: www.esse3.unimore.it. The homepage of the site will appear as showed in Fig. 1:

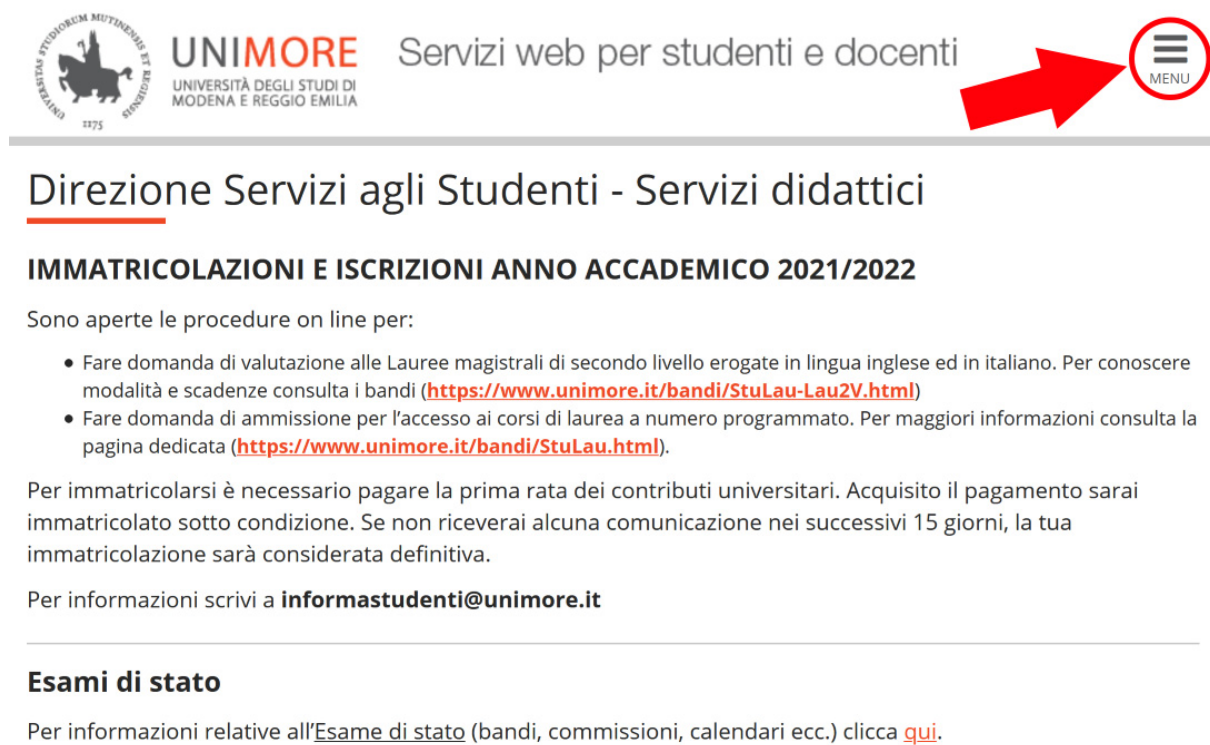


Fig. 1 – ESSE3 homepage

Switch to english language (“eng”) and click “Registration” on the right menu (Fig. 2).

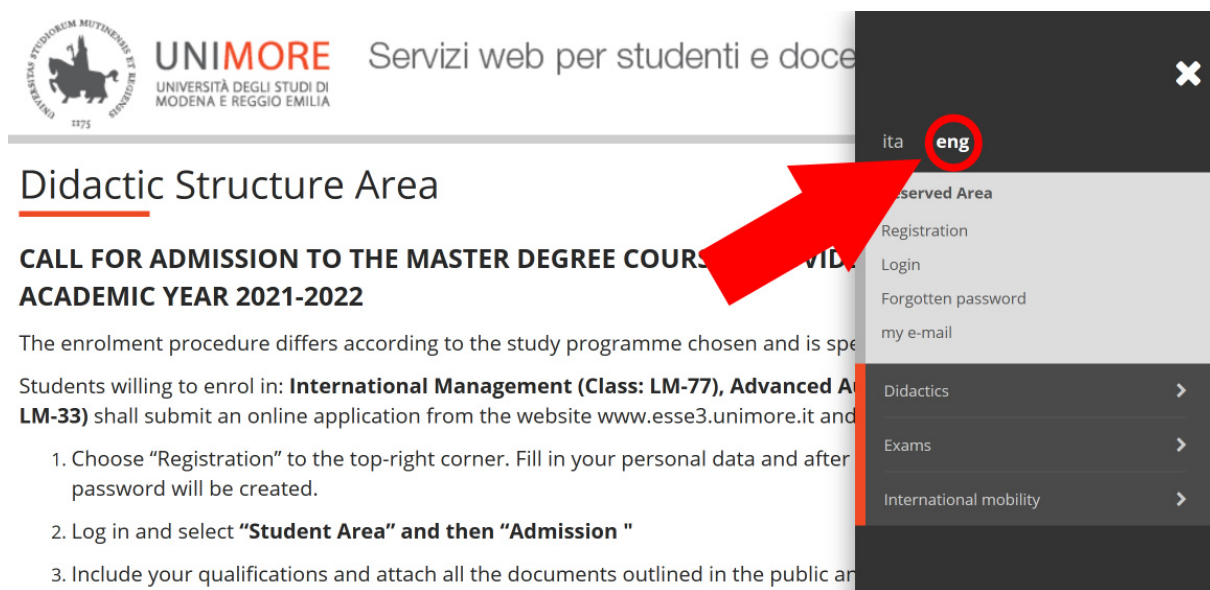


Fig. 2 – Registration link position

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:

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

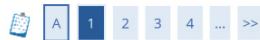
Web registration

Fig. 3 – Registration steps

Click **Web registration** and fill in the forms with the requested information (Figures 4, 5, 6, 7). 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" (Fig. 5) 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.



Privacy Statement

You are kindly requested to read the Privacy statement for students regarding the data entry for identity registration according to article 13 of EU Regulation 2016/679 (General Data Protection Regulation). [Read the statement.](#)

Back Next

Fig. 4 – Step 1: Privacy notice



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* 01/01/2000
(dd/mm/yyyy)

Gender* Male Female

First Citizenship* UNITED KINGDOM

Country of birth* United Kingdom

Municipality/City* London

Italian Fiscal Code* DOEJHN00A01Z114C
(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 – Step 2: Personal data form



Registration: permanent address

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

Permanent Address

Country*

Municipality/City*

Postcode

Hamlet

Address *
(street, square, road)

N°*

Telephone number

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

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

Hamlet

Address *
(street, square, road)

N°*

Telephone number

Fig. 6 – Step 3: Addresses information form

Registration:Contacts

This page displays the form to fill out, where you can change your contacts details.

Contacts

Document contact* Permanent address Domicile/correspondence address

Email*

Country code

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

Mobile phone*
Max. 16 digits

Mobile phone operator

Privacy* 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

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

Fig. 7 – Step 4: Contact information




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	01/01/1999
Citizenship	UNITED KINGDOM
Country of birth	United Kingdom
Municipality/City	London
Italian Fiscal Code	DOEJHN99A01Z730L

 [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	Yes

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

Contacts

Email	email.address@domain.com
Mobile phone	+44 77222110
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

Fig. 8 – Step 5: Registration review

After entering all the information, the system will show you your login credentials (Fig. 9).

 Take note of your login credentials before clicking . You will need these keys to access the system.
Remember to keep them safe.



To access the reserved area you have to login (link on left section) using the credentials reported below.
Remember to keep them safe.

Login credentials	
Name	JOHN
Surname	DOE
E-Mail	email.address@domain.com
Username	210290
Password	XXXXXXXX

i Your credentials 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 – End of registration and Login credentials

Click **Perform login** and use your **Username** and **Password** to enter your personal area (Fig. 10).




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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. 10 – Login window

2. Completing the application

Once accessed, click “Registered visitor area → Admission” on the right menu (Fig. 11).

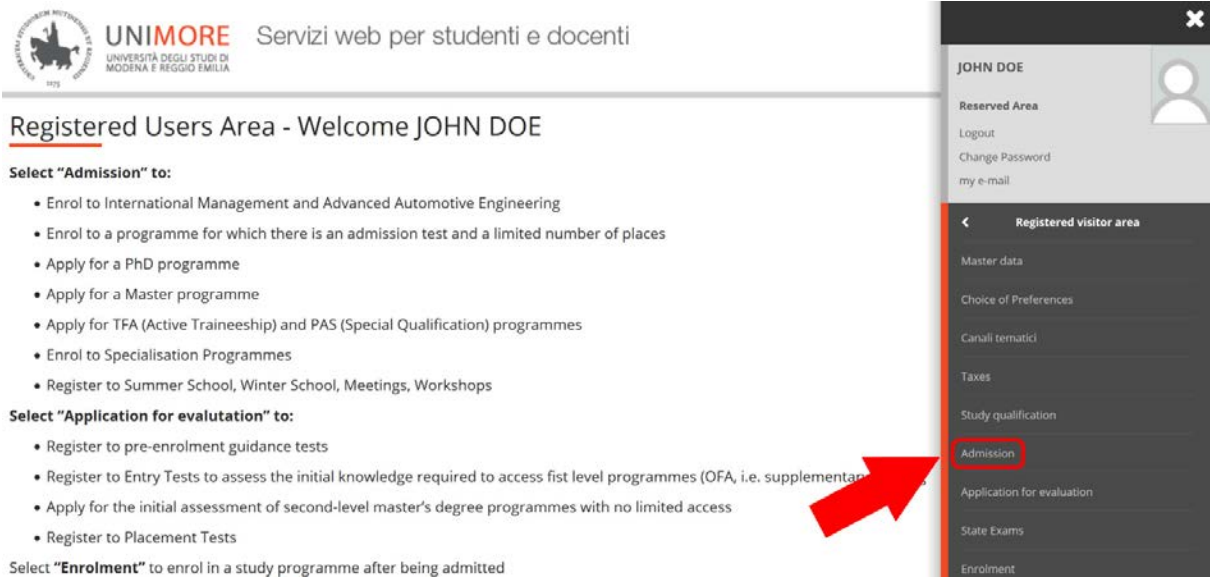


Fig. 11 – Registered user area

Click [Admission Procedure](#) to proceed.

Select "Ph.D." from the list in Fig. 12 and click [Next](#).

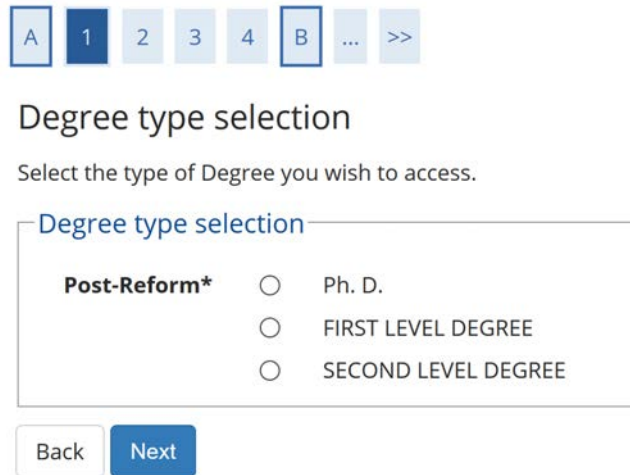


Fig. 12 – Course type selection

2.1 Ph.D. selection

Choose from the list the Ph.D. you wish to enrol in (Fig. 13) by clicking the corresponding checkbox. Then, click [Next](#) to proceed.



Admission exams

To submit your application select the procedure of your interest and click "Next".

Exam selection

Test* Admission to PhD Course in INDUSTRIAL INNOVATION ENGINEERING from 09/06/2021 09:00 to 06/07/2021 13:00

Detail

[95-92 - INDUSTRIAL INNOVATION ENGINEERING](#)

Back Next

Fig. 13 – Ph.D. courses list

Then, the procedure will show you your personal data (the same ones showed in Fig. 8). You will have to check and correct them if needed.

When everything is updated and correct, click **Confirm** to continue.

In the following page (Figs. 14) you will be asked to enter your identity document information. Click **Insert Identity Document** to continue.



Identity document

The page displays the form to enter and change the identity document details. It is compulsory to enter the data related to the ID.

IMPORTANT NOTICE:

1. For NON EU STUDENTS it is compulsory to indicate only the PASSPORT NUMBER;
2. UE STUDENTS can choose only ONE document type: or IDENTITY CARD or PASSPORT NUMBER.

Identity documents to be entered

No Identity documents inserted

Insert Identity Document

Back Forward

Fig. 14a – Identity document information

A << ... 1 2 D 1 2 ... >>

Identity Document

Identity Document

Document type*	Passport
Number	123456789
Issued by	United Kingdom Authority
Date of Issue	01/01/2018 (dd/mm/yyyy)
Validity Expiry Date	01/01/2028 (dd/mm/yyyy)

Back Forward

Fig. 14b – Identity document information

A << ... 1 2 D 1 2 ... >>

Identity document

The page displays the form to enter and change the identity document details.
It is compulsory to enter the data related to the ID.

IMPORTANT NOTICE:

1. For NON EU STUDENTS it is compulsory to indicate only the PASSPORT NUMBER;
2. UE STUDENTS can choose only ONE document type: or IDENTITY CARD or PASSPORT NUMBER.

Identity documents to be entered

Document type	Number	Issued by	Date of issue	Validity expiry date	Status	Attachments	Actions
Passport	123456789	United Kingdom Authority	01/01/2018	01/01/2028	●	No	

Insert Identity Document

Back Forward

Fig. 14c – Identity documents list

Then, choose the optional language (fig. 15) and click **Next** to continue:

A << ... D 1 2 3 4 ... >>

Language choice

You must specify all the requested choices.

1° language:

Choice:*	-
----------	---

Back Next

- French
- German
- Spanish Castilian
- NESSUNA LINGUA OPZIONALE

Fig. 15 – Language choice

In the next form (fig. 16) you could be asked to specify if you need any kind of assistance to take the test (if provided by the competition).



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/articolo760030992.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.

Assistance for taking the tests

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

Expected examinations

Description	Type	Date	Hour	Place
Qualifications evaluation	Qualifications			

Fig. 16 – Assistance request

Fill in the form and click to continue.

2.2 Declarations of disability/SLD

You will be asked to provide any declaration of disability/SLD.

Click to upload a new declaration of disability/SLD (Figs. 16) or click to ignore it.



Confirmation or new 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 NHS 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.

List of declarations of disability/SLD

No declarations of disability have been enclosed yet

[Enclose a document and/or a new declaration of disability/SLD](#)

[Back](#)

[Next](#)

Fig. 16a – Declaration of disability/SLD



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	<input type="text"/>
	dd/mm/yy
I request assistance and/or specific tutoring services:	<input type="checkbox"/>
I authorise the administration to contact me directly at the number provided for the offer of assistance	<input type="checkbox"/>
Validity start date:	<input type="text"/>
	dd/mm/yy
Validity end date:	<input type="text"/>
	dd/mm/yy

[Back](#)

[Next](#)

Fig. 16b – New declaration of disability/SLD: details



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:*

Back
Next

Fig. 16c – New declaration of disability/SLD: attachment

2.3 Requested qualifications

Click the qualification type you possess and insert the related information requested (fig. 17).

WARNING! The type of qualifications "DEGREE", "SPECIALISTIC DEGREE" and "SECOND LEVEL DEGREE" (Fig. 17) refer exclusively to qualifications **achieved in Italy**.
The type of qualification "Foreign Degree" refers to second level degrees (or equivalent) **not achieved in Italy**.



Requested qualifications detail

To proceed you have to declare your qualifications. Select the OPTION referring to your previous qualification. If you are a foreign student please select the option "Foreign Degree".

Compulsory Qualifications

To carry on you must fill in all the requested qualifications.

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	TITLE OF HIGH SCHOOL			Insert

Alternative qualifications

To proceed, it is requested to provide details of the qualifications awarded, required to access the course. The following options are alternative to each other:

Option 1:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	DEGREE			Insert

Option 2:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	SPECIALISTIC DEGREE			Insert

Option 3:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	Foreign Degree			Insert

Option 4:

Block status	Qualification	Note	Status	Actions
<input checked="" type="checkbox"/>	SECOND LEVEL DEGREE			Insert

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

Fig. 17 – Qualifications

Insert all the requested information related to your high school qualification (Figs. 18) and your university degree (Fig. 19).

A << ... C **1** G 1 2 ... >>

Qualification details

To carry on you have to enter the country where you obtained your qualification/degree (Italy or abroad) and you have to specify whether it was issued by an Italian or a foreign Institution.

High school qualification: country

High school qualification:

Italian
 Non-Italian

Attained at:

Italian institute
 Non-Italian institute

Back Next

A << ... C **1** G 1 2 ... >>

Non-Italian high school title data

Insert in this page the type of title, the year of attainment and the grade.

Title of high school data

Type of title Secondary Education

Title (free description) High school Diploma

Institute London School

Attainment year* 2013

Grade* 8

Country United Kingdom

Education system* United Kingdom

Back Next

Fig. 18a – Qualifications: high school qualification

Compulsory Qualifications

Block status	Qualification	Note	Status	Actions
	TITLE OF HIGH SCHOOL			

Fig. 18b – Qualifications: high school qualification

If you possess a foreign qualification (= not achieved in Italy) click “Foreign Degree” and insert all the related information (fig. 19).

A << ... C **1** G 1 2 ... >>

Foreign University degree

This form allows you to enter or modify the details of your foreign university degree.

Foreign University degree details

Degree status* gained
 not yet gained

Country* United Kingdom

University LONDON BUSINESS SCHOOL - UNIVERSITY OF LONDON

University (free description)
To be filled in if you don't find the University from the list above

Qualification* Bachelor Level Degree

Study course Economics and Law

Duration in years 4

Awarding date* 15/12/2016
(dd/mm/yyyy)

academic year* 2016
(es: 2001)

Grade 100/100
(e.g.: 98/110)

Assessment

Back Next

Fig. 19 – University degree information

2.4 Attachments

Then you will be asked to attach digital documents to your application (Fig. 20).
If you want to, choose “Yes” and click **Next** to continue.

Read carefully the call for admission to check which documents are required.

Qualifications and documents for the assessment

The evaluation procedure requires the following documents and/or qualifications which will be assessed:

Document type
Qualifications
Publications
Other documents
Curriculum vitae

Qualifications attached

No qualifications / documents attached.

Do you wish to attach documents and/or qualifications to your admission application? (you will be able to insert or amend the attachments at any time before saving the application in the next step).*

Yes

No

Back **Next**

Fig. 20 – Attach option

In the next page, select the type of qualification you’re attaching, specify a title and use the **+Select file** button to search the file. You can also use the text field to write the content of your qualification (maximum length is 2000 characters).

Qualifications / Documents for assessment

Attach the qualifications / documents for assessment.

Qualification / Document details

Type:*

Title:*

Description (max. 2000 characters):

Attachment (max. size 60 MByte): **+Select file**

Caratteri rimanenti: 2000

Back **Next**

Fig. 21 – Attach form and type of qualification selection

Click **Next** to enter the qualification and check the list of qualifications attached. In that list (Fig. 22) you can modify (🔍) or cancel (🗑️) the qualifications you entered, open the attachments (📎) or add a new qualification (choosing “Yes” and clicking **Next**).

A << ... G 1 2 H 1 ... >>

Qualifications and documents for the assessment

The evaluation procedure requires the following documents and/or qualifications which will be assessed:

Document type
Qualifications
Publications
Other documents
Curriculum vitae

Qualifications attached

Type	Title	Actions
Curriculum vitae	CV	🔍 📎 🗑️
Publications	Publication	🔍 📎 🗑️
Qualifications	Qualification	🔍 📎 🗑️

Do you wish to attach documents and/or qualifications to your admission application? (you will be able to insert or amend the attachments at any time before saving the application in the next step).*

Yes

No

Back Next

Fig. 22 – List of attachments

When entered all the qualifications choose “No” and click **Next** to continue.

2.5 Requests of presentation / reference / recommendation

Then you will be asked to insert requests of presentation / reference / recommendation (Fig. 23). If you want to, click **Add a new request of presentation / reference / recommendation**.

Read carefully the call for admission to check how many requests are required.

A << ... H 1 I 1 J ... >>

List of the requests of presentation / reference / recommendation

Check the list of the requests of presentation / reference / recommendation (maximum 10 requests).

📘 No data to show
No request of presentation / reference / recommendation inserted.

Add a new request of presentation / reference / recommendation

Back Next

Fig. 23 – List of requests of presentation / reference / recommendation

For each request, you will have to provide status, surname, name, e-mail address and institution / organization of affiliation (Fig. 24).

Click **Next** to insert and repeat the procedure for each request.



Entering request of presentation / reference / recommendation

Enter an academic or researcher or expert who can write a letter of presentation / reference / recommendation for the candidate.

Presentation / Reference / Recommendation

Status (professor, researcher, ...)*	Professor
Surname*	Surname Professor
Name*	Name Professor
Email*	email.professor@institution.org
Institution / Organization of affiliation*	University or Institution

Back Next

Fig. 24 – Requests of presentation / reference / recommendation



List of the requests of presentation / reference / recommendation

Check the list of the requests of presentation / reference / recommendation (maximum 10 requests).

Status (professor, researcher, ...)	Surname	Name	Email	Institution / Organization of affiliation*	Status	Actions
Professor	SURNAME PROFESSOR 1	NAME PROFESSOR 1	email.professor1@institution.org	University Professor 1	Inserted	
Professor	SURNAME PROFESSOR 2	NAME PROFESSOR 2	email.professor2@institution.org	University Professor 2	Inserted	

Add a new request of presentation / reference / recommendation

Back Next

Fig. 25 – List of the requests of presentation / reference / recommendation

After that, you will have to authorize the processing of your personal data (Fig. 26).



Change Privacy Policy: Summary

This page contains the form to provide or change the authorisation to the processing of personal data.

Authorisation to the processing of my personal data for the purpose of properly drawing up and publishing the rankings

Authorisation to the processing of my personal data for the purpose of properly drawing up and publishing the rankings

Yes No

You may access and view the documentation on the processing of personal data for the purpose of properly drawing up and publishing the rankings. Please read the processing notice [here](#).

back next

Next, you will see the following page (Fig. 26):



Application explicit confirmation

WARNING: the application for admission will be considered to be correctly filed only by saving the data (clicking the button "**Save the data**") in the next page, after the "Explicit confirmation of the validity of the application". Otherwise the application will remain in an **INCOMPLETE state**.

Choosing "**No**" and clicking "Next" your application will remain in an **INCOMPLETE state** and you will still be able to modify the attachments at a later date, accessing again to your registered area, until you save the data (clicking the button "**Save the data**") after having explicitly confirmed the validity of your application.

Choosing "**Yes**" and continuing until saving the data (the which will happen clicking "**Save the data**"), **YOU WILL NO MORE BE ABLE TO MODIFY YOUR APPLICATION.**

We advise you to not confirm your application **until you have attached all the requested documents.**

Explicit confirmation of the validity of the application and authorization about personal data treatment according to EU Regulation 2016/679*

Yes No

Back Next

Fig. 27 – Explicit confirmation option

There you can:

1. choose "**No**", click **Next** and click **Save the data** in the following page (Fig. 28): your application will remain in an **INCOMPLETE** state and you will still be able to modify the attachments at a later date (before the deadline), accessing again to your registered area, until you save the data (clicking the button "**Save the data**") after having explicitly confirmed the validity of your application.

After clicking **Save the data** you will find the button **Modify application** by which you will be able to modify you attachments;

2. choose "**Yes**", click **Next** and click **Save the data** in the following page (Fig. 28): your application will be **COMPLETE** and you will no more be able to modify it.

A << ... 1 2

Admission exam confirmation

Check the information about your previous choices.

Admission exam	
Degree type	Ph. D.
Description	Admission to PhD Course in "CLINICAL AND EXPERIMENTAL MEDICINE (CEM)"


For	
Detail	95-82 - CLINICAL AND EXPERIMENTAL MEDICINE

Language choice	
Language	French

Other data	
request assistance disability / SLD	No
Explicit confirmation of the validity of the application	Yes

Back Save the data

Fig. 28 – Application review and “Save the data” button

 **Warning:** the option “Explicit confirmation of the validity of the application” will make your application permanent. We advise you to **not confirm your application until you haven’t attached all the requested documents**.

2.6 Canceling or continuing a pending process



After each partial confirmation given during the process, the system allows you to stop the procedure and resume it later from where you left it.

In case there is a pending process, the system will ask you what to do with it (Fig. 29):

Pending processes

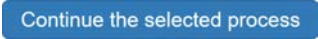
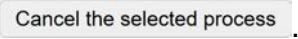
Pending processes

Process list

Select	Description	Info	Status
<input type="radio"/>	Admission Procedure: Admission to PhD Course in "CLINICAL AND EXPERIMENTAL MEDICINE (CEM)"		

Continue the selected process Cancel the selected process

Fig. 29 – Pending process

After selecting the pending process, you can continue it clicking  or cancel it clicking .

3. Application print and payment

After making the application confirmed, it will become **PERMANENT** and **no further change can be made**.

Print the application by clicking **Print application** (Fig. 30) and click **Payments** to go to the “Taxes” section (this link also appears in the right menu).

In this final page you can also check the status of your requests of presentation / reference / recommendation and send a reminder by clicking

Admission exam application review

To check the status of your admission application, scroll down the page and check:

- if you see the button "**Print application**", your application is complete and you will no more be able to modify it;
- if otherwise you see the button "**Modify application**", your application is incomplete and you can still modify it. In this case, remember to explicitly confirm it and to continue until you click the button "Save the data" in order to participate to the selection.

Admission exam	
Description	Admission to PhD Course in NEUROSCIENCES
Year	2021/2022
Pre-roll list	1

Other data	
Request for assistance	No

For

Detail	Scad. ammissione	Scad. preimmatricolazione
95-96 - NEUROSCIENCES		

Details about requirements

Description	Date	Hour
+ Qualifications evaluation		

Qualifications / documents for assessment

Type	Title
Curriculum vitae	CV
Publications	Publication

Request of presentation / reference / recommendation

Name	Presentation / Reference / Recommendation	Reminder	Reminder
SURNAME PROFESSOR NAME PROFESSOR	Not sent	Reminder not sent	

[Admission exams homepage](#)
[Print application](#)
[Payments](#)

Fig. 30 – Final page: “Print application” and “Payments” buttons

Clicking [Payments](#) you will enter the “Taxes area” (Fig. 31), where you can pay the fee.

Tax List

This page displays tax list and relevant amount.

Addebiti fatturati

Invoice	Codice IUUV	Description	Expiry Date	Amount	Status	Pagamento PagoPA
+ 1234567	000000009876543	Admission to PhD Course - Contributi di Ammissioni Year 2021/2022		25,00 €	<input type="checkbox"/> non pagato	ABILITATO

Fig. 31 – Tax list

Select the online payment clicking **Paga Online con PagoPa** (Fig. 32), follow the instructions and choose to pay via credit card or via PayPal.

Dettaglio Bollettino

Bollettino 1234567

Importo	10,00 €
Indicatore Univoco di Versamento (IUUV)	000000009876543



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Tasse

Anno	Rata	Voce	Importo
Contributi di ammissioni			
2021/2022	Rata Unica	CONTRIB. ESAME DI AMMISSIONE	10,00 €

Paga Online con PagoPa

Stampa Avviso per PagoPA

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Fig. 32 – Invoice detail