

# How to apply for Ph.D. Programmes

1	<p><b>REGISTRATION</b> (<a href="http://www.esse3.unimore.it">www.esse3.unimore.it</a>)</p>	<p>Go to <a href="http://www.esse3.unimore.it">www.esse3.unimore.it</a>, proceed to "Registration" to obtain login credentials (user-ID and password) and access the restricted area. ATTENTION: Those who are in possession of an Italian document (identity card, passport, driving licence) must use SPID credentials by accessing to 'Register with SPID'. Those who do not have an Italian document can register in Esse3 using the 'Registration' button.</p>
2	<p><b>COMPLETING THE APPLICATION</b></p>	<ul style="list-style-type: none"> <li>• Once accessed, click “Registered visitor area → Admission” on the right menu;</li> <li>• Select “Ph.D.” from the list;</li> <li>• Choose from the list the Ph.D. you wish to enrol in;</li> <li>• Check and correct your personal data if needed;</li> <li>• Enter your <b>identity document information</b>;</li> <li>• Choose the <b>optional language</b> if needed;</li> <li>• Provide any <b>declaration of disability/SLD</b>.</li> <li>• Insert all the requested information related to your <b>high school</b> qualification and your <b>university degree</b>.</li> </ul>
3	<p><b>ATTACHMENTS OF ALL THE REQUIRED DOCUMENTS</b></p>	<ul style="list-style-type: none"> <li>• Read carefully the PhD Programme Table to check which documents are required for the PhD you want to apply for (the tables are published <a href="#">here</a>);</li> <li>• Attach all the required documents (the documents that are not suitable for the categories <i>Curriculum Vitae</i>, <i>Qualifications</i> or <i>Publications</i> have to be attached as <i>Other documents</i>);</li> <li>• if you want to, insert requests of presentation / reference / recommendation (<u>read the table to check how many requests are allowed</u>).</li> </ul>
4	<p><b>DATA SAVING after the explicit confirmation of the validity of the application</b> <b><u>NOT LATER THAN JUNE 30, 2025 AT 3:30 PM (CET)</u></b></p>	<p>The application will be considered to be correctly submitted 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. For further information, please refer to the <a href="#">application guide</a>.</p> <p>Should the applicant need to reopen the application and correct the data or add extra documents before the deadline of June 30th, 2025, at 3.30 pm (CET), candidates can send an e-mail to the PhD Office (<a href="mailto:segr.dottorati@unimore.it">segr.dottorati@unimore.it</a>) attaching a scanned copy of an identity document. <b>The candidate must make the corrections / additions he deems appropriate within the same deadline (June 30th, 2025, at 3.30 pm (CET))</b>. In this case, please note that the candidate will have to save data again selecting "Save data" following the explicit confirmation of the application.</p> <p><u>It should be noted that if the admission procedure for the selection on Esse3 is still open at the strict deadline of the call for applications (June 30th, 2025, at 3.30 pm (CET)), the application cannot be closed in any way neither considered valid.</u></p>
5	<p><b>PAYMENT</b> <b>(NOT LATER THAN <u>JUNE 30, 2025</u>)</b></p>	<ul style="list-style-type: none"> <li>• Access Esse3, by connecting to the University website at <a href="https://www.esse3.unimore.it/Home.do">https://www.esse3.unimore.it/Home.do</a> with your credentials, and under the menu item "Taxes"</li> <li>• 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;</li> <li>• <b>Candidates must keep the payment receipt for € 25.00. It will be necessary in case of enrollment.</b></li> </ul>

**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