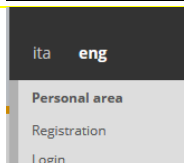


**PRACTICAL GUIDE TO FILLING IN THE APPLICATION FORM
FOR THE COMPETITION FOR ADMISSION TO PH.D. PROGRAMMES**

PLEASE NOTE

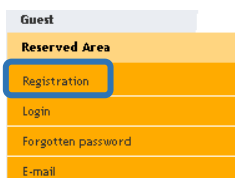
On the homepage you can find the English version by selecting the menu on the right



The online procedure has five steps.

Step 1 – Enter your personal data

Connect to the web site www.studenti.unipi.it and click on “Registration”



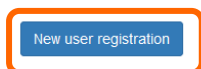
Then enter your personal data as requested:

New user registratic

The following pages will allow you to regist
When you do so, make sure to have an I.D.
Once you have registered, you will be giver

- Sign up to public selection procedur
- Choose a Degree programme with o
- Do the online registration if you are

ATTENTION: access to the University of Pis



Enter the tax code. If you do not have an Italian tax code, you click on the foreign student box.
Then click "Forward".

Insert your tax code (codice fiscale) or, if you do n

Tax Code _____

Tax Code

Foreign student without Italian Tax Code Fore



Complete the compilation of the personal data.

Registration: Personal details

Personal details

Name*	AAAAA
Surname*	BBBBB
Date of birth*	12/09/1966 (dd/mm/yyyy)
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Primary nationality*	BARBADOS
Country*	Barbados
Town*	ZZZZZ
Italian tax code*	BBBAAA66P12Z52Z2Z (if not available, click forward)

Warning: The Italian tax code has been calculated automatically.

[Back](#) [Forward](#)

If you do not have a “Permesso di Soggiorno” (residence permit) click “Avanti”

Registration: Permesso di Soggiorno

In questa pagina viene visualizzato il modulo per l'inserimento dei dati del permesso di soggiorno.

Permesso di Soggiorno

Data Rilascio	(dd/mm/yyyy)
Data Scadenza	(dd/mm/yyyy)
Tipo permesso di soggiorno*	Tempo indeterminato

[Back](#) [Avanti](#)

N.B.: If you do not remember the exact date, you can indicate your birth date. If you changed the place of residence, you can indicate 01 Jan. of the year in which you moved.

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	Iran
Town*	aaa
Post code	if in Italy
Town sub-division	
Address*	aaa (street, square, road)
Street number*	1
valid from*	(gg/mm/aaaa)

Error: Inserire la data di inizio validità

During the registration of the personal data, the system will ask to enter the mode of reimbursement. It is recommended to select "Bank Branch".

Registration: Data Bank Account (Refunds)

The following fields are required for potential tax refunds. Erasmus students must select "Bank branch" to proceed.

Data Bank Account (Refunds)

Payment methods*	Bank Branch
------------------	-------------

[Back](#) [Forward](#)

Enter password for all future accesses.

Registration: Password

All spaces at the beginning and at the end will be deleted.

ATTENTION THE PASSWORD:

- there must be at least 8 characters
- there must be no more than 20 characters

Password

Password*

Confirm the password*

After registration, you must check the summary of registration: you can confirm or edit the data entered.

After having confirmed the data, you will see the message "Registration Complete". The system displays the access keys, username" and "password", sent to the email (if entered). Now you can proceed immediately with Phase 2 of the clicking on the "Enter the reserved area."

Registration: Registration Complete!

Registration complete!
Print the memorandum.
If you are an Erasmus student, you now have to write to: erasmus.incomi appointment to finish the enrollment procedure.

Credentials	
Name	AAAAA
Family name	BBBBB
E-Mail	
Username	a.bbbbb
Password	12345678

Warning:
Sorry, could not be sent to your e-mail access keys. We advise you access.

Step 2 – Register for the competition

If you have already previously registered for our web services or have followed the procedure in step 1, connect to the web site www.studenti.unipi.it, click on "Login" to enter the reserved area.

Guest

Reserved Area

Registration

Forgotten password

E-mail

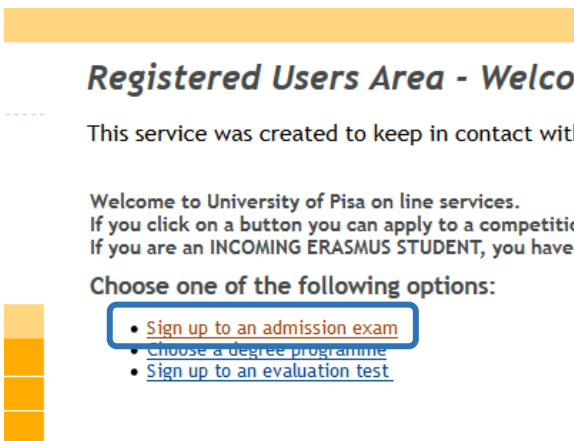
Then you have to enter your "Nome utente" and password

If you do not remember “*Nome utente*” or password, you do not have to re-enter your personal data. It is necessary to click “Forgotten password” and the system will tell you how to retrieve the data.

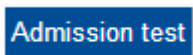


At this point, go to the following steps:

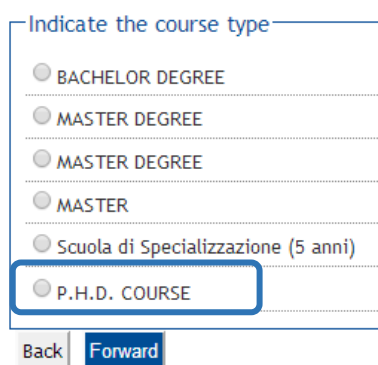
Click on “Sign up to an admission exam”



Click on “Admission test”



and then click on “Ph.D. COURSE”



You have to select the competition and click on “Forward”

The competitions

Check the competition

Indicate the competition

Competition*

Physics

Back Forward

You confirm to continue

Confirm the chosen competition

Check the information already given.

Competition

Type of course

Descrizione

Back Confirm

You have to select the typology of administrative category.

N.B. Candidates educated abroad are candidates with a foreign academic degrees

Administrative category

Administrative category -

Assistance for the conduct of

Candidates Educated Abroad
Ordinary


Require the assistance for the

Yes No

Admission requirements

Insert/check the data for the academic qualification necessary to the competition. Then you click on "Forward".

Admission requirements

 To go on you must insert the academic qualifications necessary to the competition and choose one of the optional at least.

Option 1:

State	Titolo	Note	State	Actions
-------	--------	------	-------	---------

In the page “Admission Requirements” enter the data of High School Diploma and Second Cycle Degree (Master’s Degree or equivalent) as specified in this call Annex. **Do not enter data of First Cycle Degree (Bachelor’s Degree or equivalent) as not required to be admitted.** If the Degree qualification has been awarded at the University of Pisa select “this University” option to allow a system automatic retrieve of qualification.

PLEASE NOTE: if the qualification has been awarded abroad select option 4 and upload the required documents as specified in the next phase no. 3

If you will have obtained the degree after the deadline of the call, but by 31 October 2021, you will have to click "not yet obtained". The Alice portal conducts checks on students and graduates of the University of Pisa, so if you are next to achieving your Master degree, it is necessary that, before proceeding with the application to the competition, you signal this issue (contact concorsodottorato@unipi.it) in order to present your degree application in accordance with the procedures indicated by the "Unit of Selection Procedures and Student Careers".

Foreign academic qualification

In this form, it is possible to insert or change the foreign academic qualification d

Details

Situazione Titolo*	<input type="radio"/> obtained
	<input checked="" type="radio"/> not yet obtained
Country	Scegli...
University	Non in elenco ▾
Title*	Scegli...
Type of Course*	
Years	
Achievement date	(gg/MM/y)
Judgement	

Back Forward

Step 3 – Upload files, such as the curriculum, the PhD research project (if required) and any other relevant documents for the assessment

To attach the documents, select "Yes" and click on "Forward" (**Please note**: each file shouldn't exceed 3 MB). You must upload at least one file in order to move forward in the online application process.

Uploading files

Upload CV and the necessary documents

Tipo titolo	Min
Curriculum	1

Curriculum and documents already loaded

No documents attached

To upload your CV or other documents, click "Yes"*

Yes

No

Back Forward

Attach the documents filling in the follow fields:

1. Type (**compulsory field**): select "curriculum"
2. Title (**compulsory field**): free field (if available insert the Title of the document e.g. degree thesis, curriculum vitae, etc.)
3. Description (**optional field** - max 250 characters): free field (Insert any additional comments you may wish to make)
4. Attachement insert the application and the documents **only in pdf format** clicking on "Sfoglia". The research project, if requested, must be loaded at this step.

At the end click on "Forward"

Upload CV or documents filling in the follow fields:

Insert description of documents to upload

Type* Curriculum

Title*

Description

Attachment: Sfoglia... Nessun I

Back Forward

To attach the documents, select "Yes" and click on "Forward"

PLEASE NOTE: applicants requiring the assessment of other degree programmes attended at the University of Pisa, should explicitly ask it, to allow data acquisition.

After loading, the system will show you the documents entered. To upload other documents, click on "Yes"

Uploading files

Upload CV and the necessary documents

- Curriculum

Curriculum and documents already loaded

Type	Title	Actions
Curriculum	CV	  

To upload your CV or other documents, click "Yes"

Yes

No

Back Forward

Step 4 - Indicate the names and contacts (professor and academics/researcher) available to provide references (only when provided for in the specific call Annex)

Click on “Aggiungi richiesta referenza”

Elenco richieste di referenza

Verifica l'elenco delle richieste di referenza. E' possibile inserire

Nessun dato da visualizzare
Non è stata inserita alcuna richiesta di referenza.

Aggiungi richiesta referenza

Indietro

Enter the required data and click on "Forward"

Inserimento referenza

Inserimento di un docente/experto indicato dal candidato a fornire una lettera di referenze.

Referenza

Qualifica
Cognome*
Nome*
Email*
Istituzione di riferimento

Indietro Avanti

You need to check and then confirm to continue

Confirm the chosen competition

Check the information already given.

Competition

Type of degree
Concorso di ammissione

Tipologia di posto ed ausili di invalidità

Administrative category
Richiesta ausili per invalidità

Indietro **Confirm**

Step 5 – Print the forms

You can click on “Print form” to envision and then print the application form in pdf format. The number of uploaded files is indicated on the form. **Please verify that this number corresponds to the number of the uploaded files.**

Competition details

Successfully concluded

Competition of admission

Competition
Year
No.

Administrative category and use of aids or additio

Administrative category
Use of aids or additional time

For

Competition	S
CD19 - CLINIC PHYSIOPATHOLOGY	0

Prove

Type	Tipologia	Data	Ora
Curriculum and interview			00:00

Titoli di valutazione

Tipologia
Curriculum
Home concorsi Print form Application fee Edit registration

To pay the fee, click on "Application fee"

Home concorsi Print form Application fee Edit registration
--

Click on the invoice number

Addebiti fatturati

Fattura	Codice IUUV
+ 9230149	000000072220406

Legenda

Choose the payment method:

- Click on "Pay online by PagoPA", if you want to pay online by credit card, bank transfer, paypal, etc.
- Click on "Stampa Avviso per PagoPA", if you want to pay in a bank or at a Sisa and Lottomatica operator.

[Paga online con PagoPA](#)

[Stampa Avviso per PagoPA](#)

PLEASE NOTE: If a PhD Programme has more than one call, only one fee is due and will be valid for all the calls the same PhD programme.

The application fee is valid also if it has been made but it is not completed yet within the deadline. In this case, it is necessary to verify the correct payment.

Submission final receipt should be printed and kept to certify the correct online registration along with the fee payment receipt (within the deadline).

If you want to modify data already registered or insert other documents click on “Edit registration”

[Home concorsi](#)

[Print form](#)

[Application fee](#)

[Edit registration](#)

Attention

Those who wish to register for another competition have to repeat the online procedure starting from step 2.