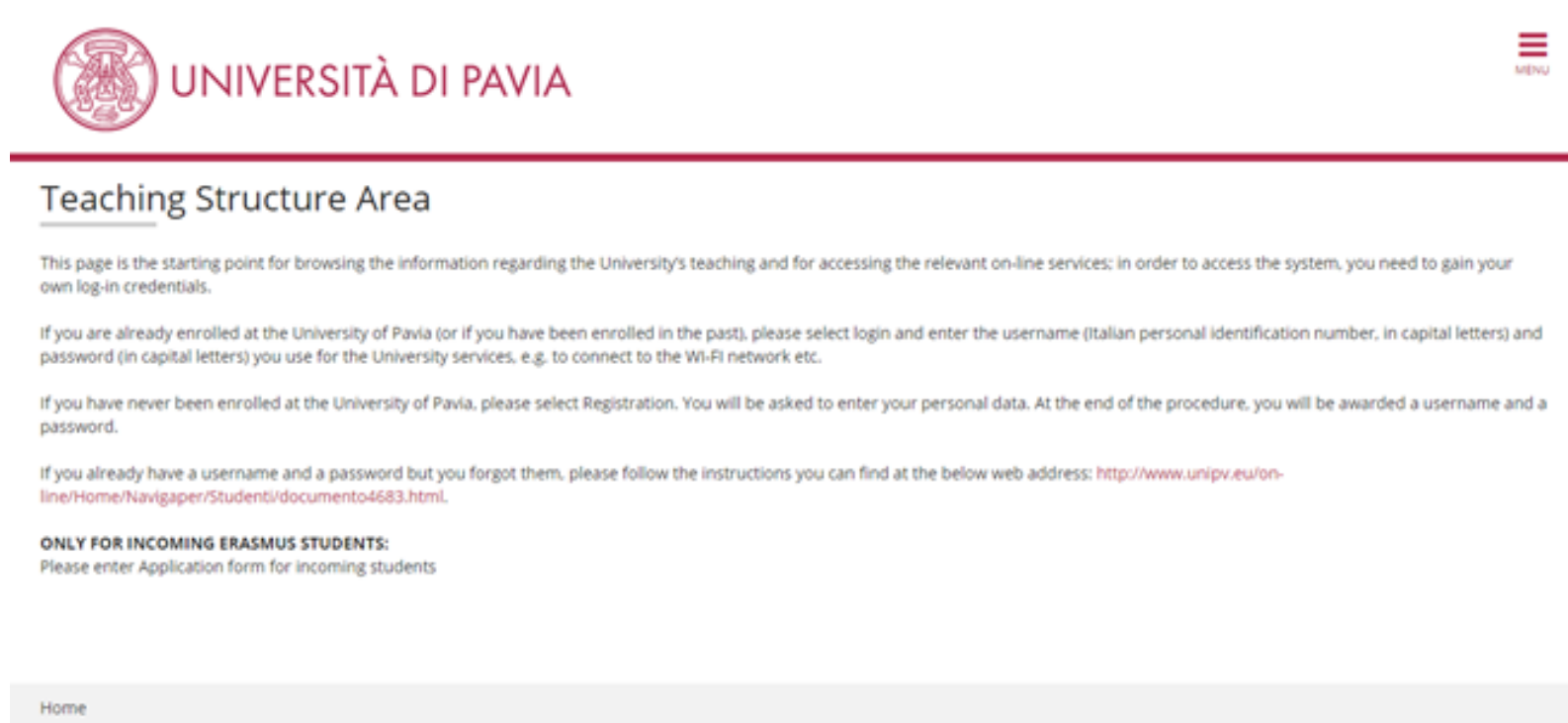


ONLINE PROCEDURE TO ENROLL IN A PhD PROGRAM

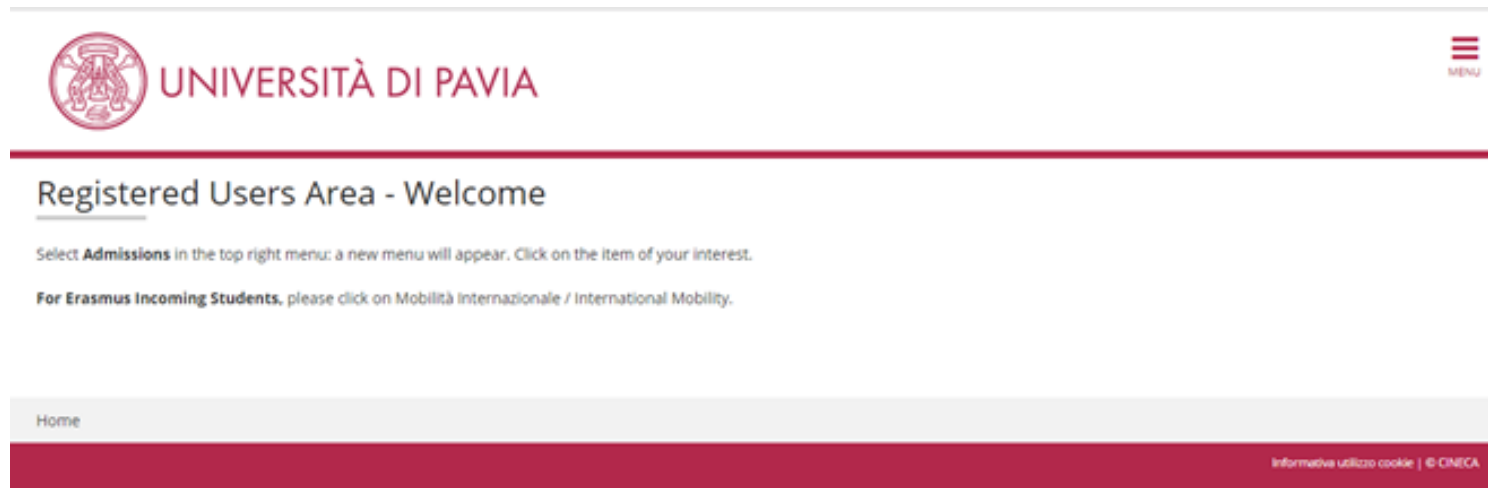
Attention: before you start the online procedure, make sure that you have prepared the required documents in .pdf. You will be asked to upload them at the end of the enrollment procedure.

1. <https://studentonline.unipv.it/esse3/Home.do>. Select the English version and **login** (top right menu).



The screenshot shows the 'Teaching Structure Area' of the University of Pavia's online portal. At the top left is the university's logo and name 'UNIVERSITÀ DI PAVIA'. At the top right is a red 'MENU' icon. The main heading is 'Teaching Structure Area'. Below it, there is a paragraph explaining that this page is the starting point for browsing teaching information and accessing on-line services, requiring log-in credentials. Two paragraphs follow, providing instructions for already enrolled students (login with Italian personal identification number and password) and for new students (registration). A link is provided for forgotten credentials: <http://www.unipv.eu/online/Home/Navigator/Student/documento4683.html>. A section titled 'ONLY FOR INCOMING ERASMUS STUDENTS:' includes a link to the application form. At the bottom left, there is a 'Home' button.

2. This is your personal homepage.



The screenshot shows the 'Registered Users Area - Welcome' page of the University of Pavia. At the top left is the university's logo and name 'UNIVERSITÀ DI PAVIA'. At the top right is a 'MENU' icon. Below the header, the page title 'Registered Users Area - Welcome' is underlined. The main content area contains two paragraphs of instructions: 'Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.' and 'For **Erasmus Incoming Students**, please click on *Mobilità Internazionale / International Mobility*.' A light gray bar at the bottom left contains the word 'Home'. A dark red footer bar at the bottom right contains the text 'Informativa utilizzo cookie | © CINECA'.

UNIVERSITÀ DI PAVIA

MENU

Registered Users Area - Welcome

Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.

For **Erasmus Incoming Students**, please click on *Mobilità Internazionale / International Mobility*.

Home

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3. Click on **“Admissions”** on the top right menu, then **“Enrollment”**.

The screenshot displays the University of Pavia student portal. At the top left is the university's logo and name. Below it, the page title is "Registered Users Area - Welcome". A message instructs users to select "Admissions" in the top right menu. A secondary message for Erasmus Incoming Students is also present. A "Home" button is visible in a grey bar. On the right, a dark sidebar menu is open, showing options like "Registered User Area", "Logout", and "Change Password". The "Admissions" menu item is highlighted with a red circle, and its sub-menu is also highlighted with a red circle, showing "Admission test" as the selected option. Other sub-menu items include "Evaluation test", "State Exams", "Enrollment", "Self-declaration", "Official University documents", "Self-certification", and "Payments".

UNIVERSITÀ DI PAVIA

Registered Users Area - Welcome

Select **Admissions** in the top right menu; a new menu will appear. Click on the item of your interest.

For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility.

Home

Admissions

Admission test

Evaluation test

State Exams

Enrollment

Self-declaration



























Official University documents

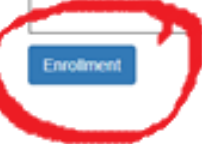
Self-certification

Payments

https://studentonline.unipv.it/auth/studente/immatricolazione/immatricolazioneStartTipoDomInm.do?menu_opened_cod=menu_link-navbox_registrato_Segreteria

4. Click on the blue **“Enrollment”** button at the bottom of the page.

	List of study paths		
	Teaching choice summary		
B - Confirm personal data			
	Confirm personal data		
C - Insert photo			
	Upload Foto		
D - Entry requirements			
	Details of entry requirements		
E - Enrollment			
	Enrollment information		
	Confirmation enrollment data		
F - Questionnaire			
	Questionnaire selection		



[Enrollment](#)

Home

Informative utilizzo cookie

5. Select “standard enrollment”.



Enrollment: Application Options

The following pages will allow you to enroll in the course of your choice.

At the end of the procedure you will be able to print the enrollment application and the MAV, which will allow you to effectuate the contribution installments. The payment of the MAV is necessary to complete your enrolment.

We inform you that, according to Art. 48 part 1 of the Didactic Regulation, approved with Rectoral Decree n. 628/2008 of April 2, 2008, it is forbidden to enrol on more than one University course at anyone time.

Legend

Mandatory data


Type of University application

- Academic career abbreviation
- Standard enrollment
- Student with academic career disrupted
- Student with formal renunciation
- Transfer: incoming students


Back

Forward

6. Select “Enrollment to courses with access programmed at national level”.



UNIVERSITÀ DI PAVIA



Enrollment: Method of Admission

In the following pages you will be able to enrol on a course of study.

Choose method of admission

- Enrollment to free access courses
- Enrollment to limited access courses
- Enrollment to courses with access programmed at national level

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

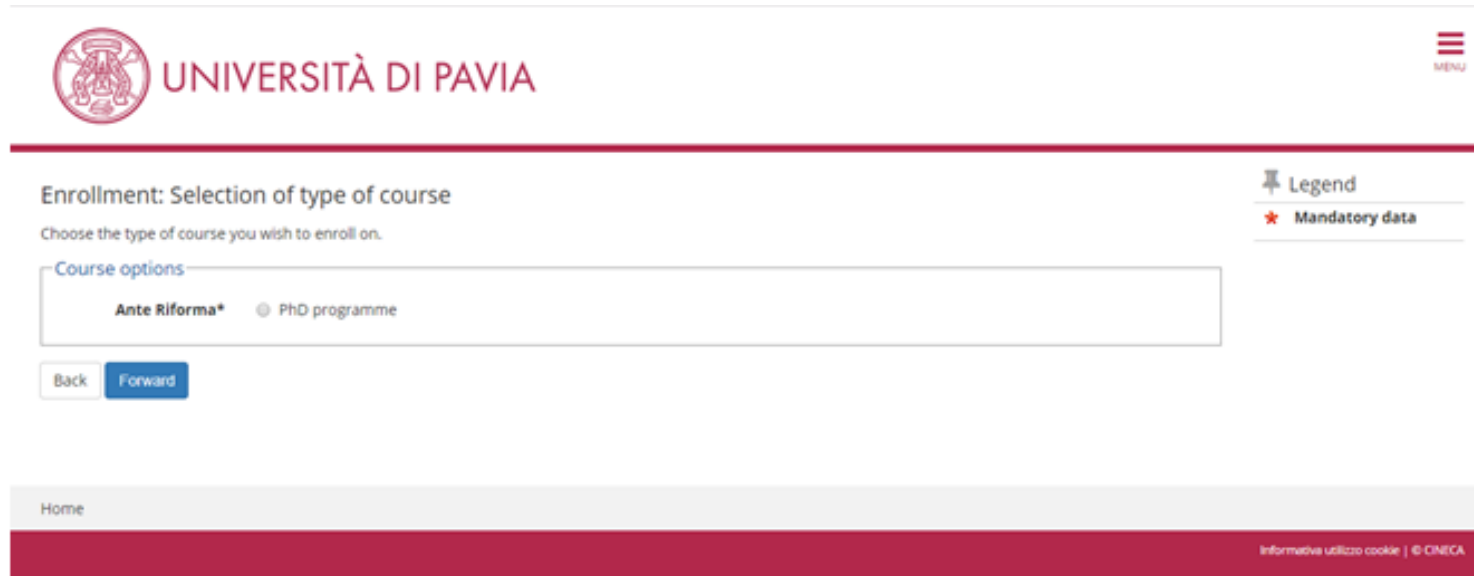
Legend

- ★ Mandatory data

Home

Informativa utilizzo cookie | © CINECA

7. Select “PhD programme”.



The screenshot shows the enrollment selection interface for the University of Pavia. At the top left is the university's logo and name, "UNIVERSITÀ DI PAVIA". At the top right is a "MENU" icon. The main heading is "Enrollment: Selection of type of course", with the instruction "Choose the type of course you wish to enroll on." Below this is a "Course options" section containing two radio buttons: "Ante Riforma*" (which is selected) and "PhD programme". At the bottom of this section are "Back" and "Forward" buttons. On the right side, there is a "Legend" section with a red star icon and the text "Mandatory data". The footer includes a "Home" link on the left and "Informativa utilizzo cookie | © ONECA" on the right.

8. Select the PhD course in which you wish to enroll.

Enrollment: Selection of study course

Please select the type of course on which you would like to enroll.

Selection of course options

Faculty	Course
DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES	
	<input checked="" type="radio"/> EARTH AND ENVIRONMENTAL SCIENCES

Back

Forward

 Legend

 Mandatory data

Home

9. If the data are correct, click on “**confirm**”; otherwise, click on “**enrollment**” in the left-hand menu, cancel the enrollment procedure and start a new one.



Confirm course choice

In the following page all the choices made in the previous pages are showed. Please click on 'Confirm'. In case of mistakes click on the 'Back' button in order to repeat the choice.

Study course

Type of enrollment	Standard enrollment
Faculty/Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Academic Year	2019/2020
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	

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

10. Upload a passport-size photo of yours.

Registration :Identification Photograph

In order to continue with registration, you must attach a passport sized photograph, in which your face is clearly visible.

If you do not have this type of photograph on your computer, you can find a webcam that will allow you to take a photograph in digital format at the PC point.

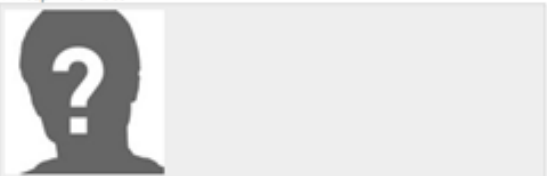
If you are not resident in Pavia, please contact the offices to find an alternative solution.

Information regarding PC Point opening hours can be found at the following address: <http://www.unipv.eu/on-line/Home/Matricole2011.html>.

If you have recently registered for a course of study at our University, you will not be able to upload a photo, as we are already possess one.

If this is the case, proceed to the next stage (click on FORWARD)

Anteprima Foto



Scegli file Nessun file selezionato

Note: the photograph must be 30x40mm (Max.)(Max 60MByte)

Upload photo

The photo preview does not work on IE version lower than 10

 Legend

 Mandatory data

11. In the “Qualifications required” section, you should already have a green light in one of the four options. Click on the “Proceed” button at the bottom of the page.


Qualifications required

Insert the qualification(s) required to register for the admission test.

We inform you that the current measures of the Law provide for administrative and penal liabilities relating to the accuracy of the data that you are about to insert: in particular, it is an offence to provide mendacious statements, produce corrupt data from deceitful material, and to use records affected by such falsity. Such behaviour includes the specific penal instances provided for in artt. 482, 485, 489, 495, 496 c.p.. The release of data that is no longer true is equivalent to the use of false information. Positions obtained using false statements or records will be posted as void with retroactive effectiveness, rendering the registration / enrollment invalid.

With the exception of compensation provided for by art. 10 of the laws on Contribution issued with D.R. n. 1147/2010 on 15th July and subsequent modifications, the fees payed will not be reimbursed.


Qualifications

 Please enter the full information regarding at least one of the following options


WARNING: Please, enter only the information regarding your master's degree.


Option 1:

Legend


 Completed

 Not completed

 Declared degree

 Mandatory degree

 Optional degree

 Edit degree

 View degree details

 Cancel degree

12. Don't fill the blank fields. If you have a **disability**, select "yes" in the relevant field.

Enrollment: Enrollment data

In this page you will be required to enter other data necessary for enrollment.

Legend


★ Mandatory data

Type of enrollment

Type:* Standard enrollment ▼

Information on your first enrollment in the University System

Academic year:* 2019/2020 ▼

Date of first enrollment in the University system: 
(dd/mm/yyyy)

University at which you first enrolled: - ▼

Additional information

Seats:* PAVIA - University of Pavia ▼

Administrative Scholarsh. foreign country - spec. topic ▼

13. Check the data and click on the “confirm” button at the bottom of the page.

Confirmation of previous selections

All of the choices you have made in the previous pages are listed here. If everything is correct, please click on the “confirm” button, otherwise click “back” in order to modify your choices.

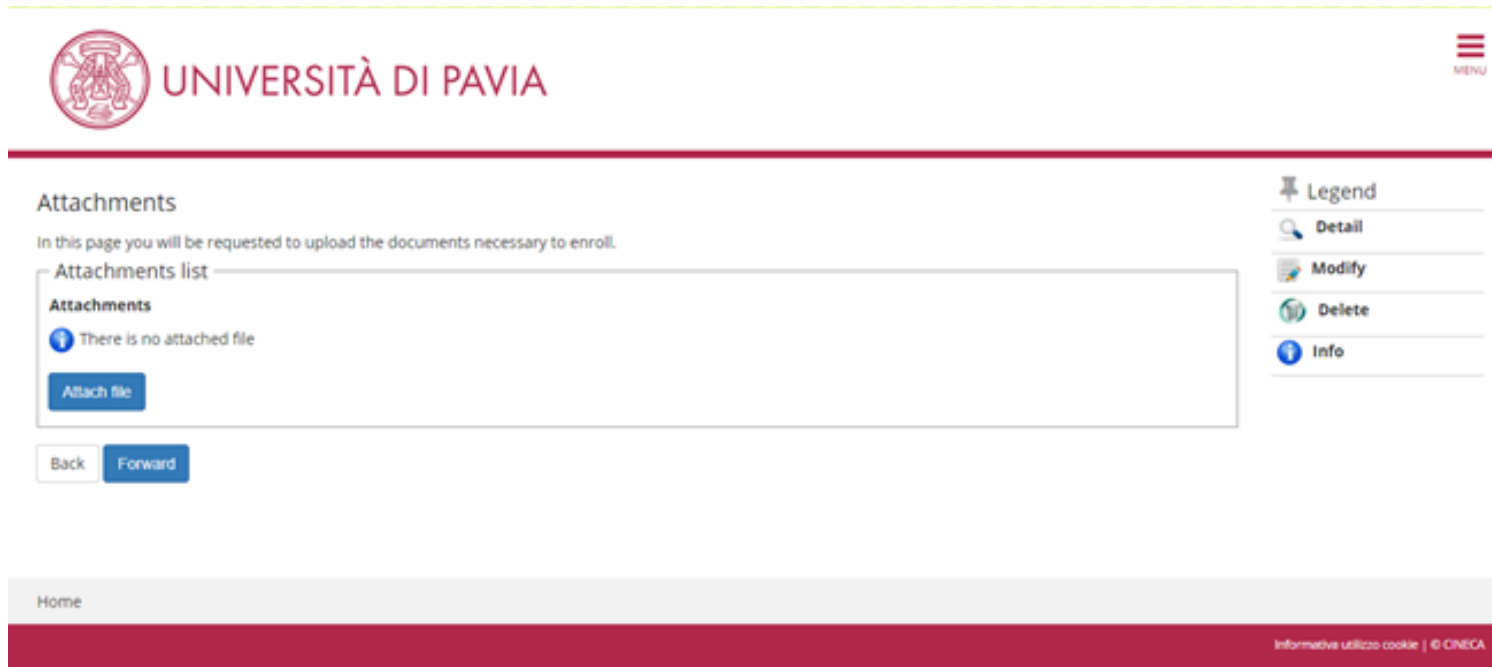
Study course

Academic Year	2019/2020
Faculty/Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Type of enrollment	Standard enrollment
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	SCIENZE DELLA TERRA E DELL'AMBIENTE - XXXV CICLO

Enrollment on the University system

Academic year of first enrollment on the University system	2019/2020
Date of first enrollment on the University system	
University of first enrollment on the University system	

14. In order to upload the documents required, click on “attach file” (see the APPENDIX at page 18 for the list of documents you are supposed to upload).



The screenshot shows the 'Attachments' page of the University of Pavia. At the top left is the university's logo and name 'UNIVERSITÀ DI PAVIA'. At the top right is a 'MENU' icon. The main content area is titled 'Attachments' and contains the text: 'In this page you will be requested to upload the documents necessary to enroll.' Below this is a box labeled 'Attachments list' which contains the text 'Attachments' and 'There is no attached file' with an information icon. A blue 'Attach file' button is located below the text. At the bottom of the box are 'Back' and 'Forward' buttons. To the right of the main content is a 'Legend' section with a list of actions: 'Detail', 'Modify', 'Delete', and 'Info', each with a corresponding icon. At the bottom left of the page is a 'Home' link. At the bottom right is the text 'Informativa utilizzo cookie | © CINECA'.

15. Upload the documents required...

Attachments

Please enter the information on the file you are uploading.

Legend

★ Mandatory data

Document detail

Title:*

ID

Description:*

Identity document

Attachment:*

Scegli file imm.jpg

Back

Forward

16. ... then click on the **“forward”** button.



Attachments

In this page you will be requested to upload the documents necessary to enroll.

Attachments list

Attachments

Titolo	Descrizione	Nome file	Azioni
ID	Identity document	imm.jpg	

[Attach file](#)

[Back](#)

[Forward](#)

Legend

Detail

Modify

Delete

Info

17. The procedure is complete. There is no need to print or save the enrollment application.



Enrollment

All the data entered in the previous pages are listed in this page. If the data are correct, you can print the enrollment application by clicking on the button below.

Enrollment data

Academic Year	2019
Faculty / Department	DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES
Type of Study Title	PhD
Type of Study Course	PhD programme
Type of enrollment	Standard enrollment
Study Course	EARTH AND ENVIRONMENTAL SCIENCES
Order of the Study Course	SCIENZE DELLA TERRA E DELL'AMBIENTE - XXXIV CICLO

Information on your first enrollment in the University System

Academic Year of first enrollment on the University system	2019/2020
Date of first enrollment on the University system	25/07/2019

APPENDIX

WHICH DOCUMENTS DO I HAVE TO UPLOAD?

1. PAYMENT RECEIPT OF THE ENROLLMENT FEE (€ 156,00)

The participation fee must be paid via the PagoPA system, with one of the following methods:

- a. direct payment (credit cards or bank transfers through the affiliated banks) in the "Payments" section of your Personal Area, by clicking on the invoice number, then on the "Pay by PagoPA" button;
- b. deferred payment, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. Candidates can print the invoice in their Reserved Area, by clicking on the invoice number and then on the button "Print notice for PagoPA".

Please note that **the enrollment won't be finalized until the payment of the enrollment fee.**

2. COPY OF A VALID IDENTITY DOCUMENT

3. **COPY OF YOUR ITALIAN FISCAL CODE CARD/DOCUMENT**, if you already have it; otherwise, please send a copy of it to fabio.panza@unipv.it as soon as you'll get it.

4. ENROLLMENT DECLARATION

5. ONLY FOR WOMEN: DECLARATION ON PREGNANCY

6. **ONLY FOR SCHOLARSHIP GRANTEES**: in this case, please contact fabio.panza@unipv.it who will assist you in preparing the specific documents required for the scholarship grantees.