

APPLICATION INSTRUCTIONS

1 INSTRUCTIONS FOR REGISTRATION

Go to the [Online Student Registry](#), click on top-right of the page “Menu” and then select “Registration”:

Online Student Registry - University of Milan - Bicocca

Welcome to the Online Registry (Segreteria OnLine): the digital platform of the University of Milan - Bicocca which provides services for students, lecturers and companies.

Students
Services are available for registered users. [Registration](#) can be carried out at any time and is free.
Users already possessing credentials (user name and password) gain access to services following [login](#).

Lecturers
It is not necessary to register. You may log in with your university credentials (@unimib.it).
Services for teachers (online verbalization), are available following [login](#).

Companies
In order to use services for companies (e.g. stage or apprenticeship organization), it is necessary to receive accreditation. A user name and password will be given for access to the system.
To receive accreditation it is necessary to carry out [Accreditation request](#) by inserting the VAT no. and/or tax code of the company, whilst not modifying the information relative to the company headquarters and filling in only the ir
If you already possess access credentials, you may gain access to services following [login](#).

Public administration and public services managers
Companies registered for the consultation service about student academic careers may gain access following [login](#).

Click on “Web Registration”

Web Registration

In order to register, the following information will be asked for:

- Tax code (not required if foreign student without Italian tax code)
- Personal data
- Addresses: residence and domicile
- Email, fax, cell phone number

At the end of the procedure you will be given your **username and password**. Please take care not to lose them.

You cannot register more than once in the “Segreteria OnLine” system. If you forget your password use the **Forgotten password function** or, if you have problems, follow the instructions at the page: www.unimib.it/recuperapassword. Do
people.

The University treats personal data in accordance with the regulations governing privacy of information.

In accordance with Art. 13 of the DL 196/2003 you may see the [information sheet concerning Privacy](#) as visualized on the University web site.

[Web Registration](#)

Enter your tax code, otherwise flag “Foreign student without tax code”. The code will be generated automatically

Tax code

Insert your tax code and click on Forward to proceed. Foreign students without Italian tax code please click appropriate button and then press Forward to proceed.

Tax Code

Tax code* WNIJHN96A01Z404I

Foreign student without tax code

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

Home

Enter your personal data

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth. Foreign students without Italian tax code do not need to insert the tax code. A provisional Tax code will instead be generated based on the information given.

Personal data

Name* JOHN

Family Name* WIN

Date of birth* 01/01/1996
(dd/mm/yyyy)

Gender* Male Female

Nationality* UNITED STATES

Country* UNITED STATES

Town/City* NEW YORK

Italian Tax code* WNIJHN96A01Z404I

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

Enter your address. If your current address is different from your residence (permanent address) choose “N”, then proceed

Registration: Permanent address

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

Permanent address

Country*	ITALY
Province*	Milano
	If in Italy
Town/City*	Milano
Post code*	20121
	Country code
Locality	
Address*	Via del Duomo
	(street, square, road)
Street no.*	1
Valid from*	01/01/2019
	(dd/mm/yyyy)
Telephone	


Current address is the same as permanent address* Y N

Back Forward

Enter your email and mobile phone

Registration: Contact details

The page shows the form for entering and modifying the user's contact details.

 You must provide a valid personal email address. Failure to do so will not allow, among others, to access the procedure of recovering your password should you forget it.

Contact details

Email*	johnwin@yahoo.com
	if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)
Country code	--
Country code	
	(e.g.: +44)
Mobile phone	
	Number (es: 3486767676), max. 16 characters

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Y N

I agree to the transmission of my Personal Data in compliance with current legislation* Y N

I agree to the disclosure of my Personal Data in compliance with current legislation* Y N

Back Forward

Choose a personal password that you will use for future access and note it down

Registration: Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

WARNING: the password entered must meet the following requirements:

- there must be at least 10 characters
- there must be at least 1 characters of the set A-Za-z
- there must be at least 1 characters of the set 0-9
- there must be at least 1 characters of the set !?+*^/:"'{}[]()
- there must be no more than 100 characters

Choose password

Password*
Confirm password*

The final page of the registration shows an overview of the data you entered. Check it carefully and correct, if appropriate, then confirm

Registration: Registration Summary

The information entered in the previous sections can be reviewed on this page.

Personal Data

Name	JOHN
Family Name	WIN
Gender	Male
Date of birth	01/01/1996
Nationality	UNITED STATES
Country of birth	UNITED STATES
The Town/City entered was not found among those listed.	NEW YORK
Italian ID no.	WNJJHN96A01Z404I

[Edit Personal Data](#) Use the link to edit Personal Data

Permanent address

Country	ITALY
Province	Milano (MI)
Town/City	Milano
Post code	20121
Locality	
Address	Via del Duomo
Street no.	1
Phone number	
Current address is the same as permanent address	Y


[Edit Permanent Address](#) Use the link to edit Permanent Address

Contact details

Email	johnwin@yahoo.com
Mobile phone	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

[Edit Contact details](#) Use the link to edit Contact details

The registration is completed. Press LOGIN and proceed with the application. Please note that registration is not immediate. It is necessary to wait a few minutes to login.


Servizi digitali di Ateneo 

Nome utente

Password

[Hai dimenticato la password?](#)
[Hai dimenticato il nome utente?](#)

Accesso

 **Entra con SPID**

2 INSTRUCTIONS FOR APPLICATION

What do you need to fill in the application?

1. A scanner valid ID;
2. A personal photo (bitmap or jpeg of at least 300x400 pixel). The picture should contain the visage on a clear background (i.e., as pictures for ID);
3. Required documents as listed on the Call for application.

Start application





Login to Online Student Registry. Click on top-right of the page “Menu”, “Home” and then “Admission test”

Registered Users Area - Welcome JOHN WIN

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments

Home

Read carefully the instructions and click on “Call to enrolment”



Call to enrolment

It is necessary to fill in the information in order to present an application. Please carefully check that all given information is correct.

Pause and restart of the application procedure
Periodically the system saves the online application process. In case the application is interrupted before being completed, *normally* it can be **restored** to where it was left off. The filled in data will be automatically saved by the system.

To modify saved data (before ending the process)
If the saved data has to be modified, it will be necessary to restart the process again, from the beginning. You have to enter the admission section, select the process in stand-by and cancel it. The system allows you to restart the application from the beginning.

End of the application
When the application is submitted, it will not be possible to modify it through the website.

Warning for Phd candidates
Even after the confirmation of the application, you can modify the data provided before the deadline of the call.

[Call to enrolment](#)

Read carefully the instructions and click on “Forward”

ID Photo

During the process personal data an **electronic ID photo** will be required for identification.

It is necessary to upload an ID photo (i.e. passport or driving license), in bitmap or jpeg format with a minimum resolution of **300x400 pixels**.

Once uploaded, you will no longer be able to change the photo. If the photo does not meet the requirements, **you will be required to submit another photo**. Here are [some examples of ID photos](#) in order to choose the correct format.

When you have the correct ID photo, you can continue the process.

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Choose the course level

Choose course level

Choose the course level in which you want to be enrolled.

Choose course level

Post Italian university reform*

- Degree Course
- 2-year Master Degree
- First Level Master Course
- Second Level Master Course

Pre Italian university reform*

- Continuing Education Course
- Practical Education Course

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Forward

Choose the course



Call to enrollment list

Choose the call to enrollment in which you want to be enrolled.

Call to enrollment

- Call to enrollment*** Diritto delle organizzazioni pubbliche e private PA100L - Ammissione al I anno di corso from 09/05/2022 09:45 to 10/05/2022 09:46
- Call to enrollment*** Management and Services Design - Pre-enrolment for acceptance in the Qualification List - I selection from 09/05/2022 15:41 to 08/07/2022 12:00
- Call to enrollment*** Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List from 09/05/2022 15:41 to 15/07/2022 12:00

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Forward

Legend:

★ Mandatory Field

Confirm and continue



Call to enrolment confirmation

Verify the information related to the choices made in the previous pages.

Call to enrolment

Level of qualification	Second Level Degree
Course level	2-year Master Degree
Description	Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List

Back

Confirm and continue


Check your personal data

Personal Data

In this page you can see the information on your permanent address and your current home address. If you click the link "Edit" in the different sections, you can change your data.


Permanent address

Country	ITALY
Province	Milano (MI)
Town/City	Milano
Post code	20121
Locality	
Address	Via del Duomo
Street no.	1
Phone number	
Current address is the same as permanent address	No

 [Edit Permanent Address](#) Use the link to edit Permanent Address


Current address

Country	
Town/City not listed	
Post code	
Locality	
Address	
Street no.	
Phone number	
C/o	

 [Edit Current Address](#) Use the link to edit Current Address

Contact details

Email	johnwin@yahoo.it
Mobile phone	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	No
I agree to the transmission of my Personal Data in compliance with current legislation	No
I agree to the disclosure of my Personal details in accordance with current legislation	No

 [Edit Contact details](#) Use the link to edit Contact details


Upload Identity document

Click on "Insert a new identity document"

Identity Documents

On this page you can see the list of identity documents previously inserted and you may also insert new ones.

Identity documents presented

 No identity documents presented

Enter the details of an identity document. You will then be asked to upload a scan of the original document

Identity Documents

On this page you can insert or change the details of the Identity document.

Identity document:

Type*	Driving license
Number*	AA111YY
Issued by*	District of New York
Issuing date*	01/01/2019 (dd/mm/yyyy)
Date of expiry*	01/01/2029 (dd/mm/yyyy)

Back Proceed

Confirm

Confirm details of identity document

Identity document

Type:	Driving license
Number:	AA111YY
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

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Click on "Insert Attachment"

Identity document

Summary of Identity document

Identity document

Type:	Driving license
Number:	AA111YY
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

Scanning of identity document

Attachments presented

i The scan of the identity documents has not yet been uploaded.
 Note: for some procedures it is **compulsory** to attach the scan of the document. For these types of procedures you will not be able to proceed unless you upload the scan.
 The scan of the document must be front and back, in PDF format or .jpg, .gif, .png image format, and may if necessary be included on more than one file.

Insert Attachment

Back Forward

Upload a scan of the original document

Attachments to the Identity Document

Insert the details of the attached document

Identity document

Type:	Driving license
Number:	AA111YY
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

Details of document

Attachment type*	Driving license
Description*	Attached
Attachment*	Scogli file Driving license.pdf

Back Forward

Confirm

Identity document




Summary of Identity document

Identity document

Type:	Driving license
Number:	AA111YY
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

Scanning of identity document

Attachments presented

Attachment type	Description	File name	Actions
Driving license	Attached	Driving license.pdf	  

[Insert Attachment](#)



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

Proceed

Identity Documents

On this page you can see the list of identity documents previously inserted and you may also insert new ones.

Identity documents presented

Type	Number	Issued by	Issuing date	Expiry date	Status	Attachments presented	Actions
Driving license	AA111YY	District of New York	01/01/2019	01/01/2029	●	Yes	 

[Insert a new identity document](#)

[Back](#) [Proceed](#)

Upload a personal photo

Upload a photo and click on “Load photo, check and click on forward”

Registration: Personal photo

The photo will be required for **identification**. It is necessary to upload an ID photo (i.e. **passport or driving license**), in bitmat or jpeg format with a resolution of at least 300x400 pixels.

Do not use landscape pictures, pictures taken from afar or from behind, do not use partial photos in which you cannot see the whole face (i.e. scarves, dark glasses, etc.). Do not use group photos, drawings or distorted photos, other people's pictures.

Here are [some examples of ID photos](#) in order to choose the correct picture.

Preview photo

[Scogli file](#) Nessun file selezionato

Note: Once uploaded, **you will no longer be able to change the photo**. If the photo does not meet the requirements, **you will receive instructions** via e-mail, which must be followed carefully, about how to provide a correct photo format. (Max 20 MByte)




[Load photo, check and click on forward](#)

The Preview may not be available on some browsers
Following the preview, click on "Load photo"

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Add your required admission qualifications

Choose the administrative category for which you are applying

Choose the administrative category and state your disability needs

Choose the administrative category, if necessary, in order to enter the call to enrolment.

Students with **disability needs or special learning disabilities** can now declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010. During the enrolment process further information will be required.

Administrative category

Administrative category Non-EU not resident students

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Legend:
★ **Mandatory Field**

Confirm the information entered in this section



Confirm call to enrolment

Check the information relative to the selections made in the previous pages.

Call to enrolment

Level of qualification	Second Level Degree
Course level	2-year Master Degree
Description	Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List

Administrative category and disability needs

Administrative category	Non-EU not resident students
-------------------------	------------------------------

Add the required admission qualifications (compulsory qualifications and one of the alternative qualifications)

Details of required qualifications
Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications

Legend:

- Completed
- Not completed
- Qualification inserted
- Qualification required
- Qualification not required
- Modify
- Details
- Delete

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	High School Certificate		e	<input type="button" value="insert"/>

Alternative Qualifications

The various options show qualifications that are alternative one to the other.
Information about language and information technology certification
You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	First Level Degree		e	<input type="button" value="insert"/>

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	Foreign Certificate	Foreign Degree	e	<input type="button" value="insert"/>

a) High school certificate

Choose the origin of the qualification

Details of required qualifications
In order to proceed you must indicate the national origin of your qualification

Origin of your qualification

High school certificate

- Italian
- Foreign

Achieved at:

- Italian Institution
- Foreign Institution

Foreign institution: Fill the section with information concerning foreign qualification

Information concerning foreign qualification

Insert the type of foreign diploma, when achieved and marks.

Details of Diploma

Qualification title (free description)	HIGH SCHOOL
Institute	A. B. C. SCHOOL
Year*	2012
Mark*	A
Nation	UNITED STATES
National scholastic system*	UNITED STATES

[Back](#) [Proceed](#)

Foreign institution: insert copy of your Diploma

Posta in arrivo (1.897) - kermani - x - Citrix Receiver - Attachments: Secondary School - x

comeproduzione.esse3.pp.cineca.it/auth/Degrees/DGElencoAllegatiStartWizMatur.do

Google Leggi Gmail YouTube Maps Slack | aste | Fantac...

AMBIENTE DI TEST

UNIVERSITÀ STUDI TRIESTE **BICECCA**

Segreteria On Line

Menu

Attachments: Secondary School Studies

In this section, you need to upload all documents related to the secondary school studies **in a single file**.

Remember to upload a copy of your diploma (minimum of 12 years required), certificate of supplementary years of study if you do not possess a 12 year diploma, certificate that you have passed the compulsory admission test for the university in your country (only if required in your country), translation into Italian or English of the previous documents if they are issued in a language different from Spanish, French, English or Italian and Dichiarazione di Valore. You may hand in the Dichiarazione di Valore in a second moment. You have until 45 days after the enrollment to hand in it directly to the Welcome Desk in U17 on the opening hours.

List of Attachments

There are no attachments

[Upload Attachment](#)

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Legend:

- Download
- Modify
- Delete
- Information

Home

informatica.univ.trieste.it | © BICECCA

Insert details of the uploaded attachment and upload

Posta in arrivo (1.897) - kermani | Citrix Receiver | Attachments: Secondary School | +

comeproduzione.esse3.pp.cineca.it/auth/Degrees/DGUploadAllegatiMaturForm.do?

Google | Leggi | Gmail | YouTube | Maps | Slack | asta | Fantaci... | Altri Preferiti

AMBIENTE DI TEST

UNIVERSITÀ DEGLI STUDI DI TRIESTE **BIOCCA** | Segreteria On Line | MENU

Attachments: Secondary School Studies

Fill in with the details of the uploaded attachment.

Details of document

Attachment type:* scan

Description:* Secondary School Diploma
Caratteri rimanenti: 231

Attachment:* Scegli file | diploma.docx

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Home

Informativa utilizzo cookie | © CINECA

Now go forward

Posta in arrivo (1.897) - kermani | Citrix Receiver | Attachments: Secondary School | +

comeproduzione.esse3.pp.cineca.it/auth/Degrees/DGElencoAllegatiMatur.do

Google | Leggi | Gmail | YouTube | Maps | Slack | asta | Fantaci... | Altri Preferiti

AMBIENTE DI TEST

UNIVERSITÀ DEGLI STUDI DI TRIESTE **BIOCCA** | Segreteria On Line | MENU




Attachments: Secondary School Studies

In this section, you need to upload all documents related to the secondary school studies **in a single file**.

Remember to upload a copy of your diploma (minimum of 12 years required), certificate of supplementary years of study if you do not possess a 12 year diploma, certificate that you have passed the compulsory admission test for the university in your country (only if required in your country), translation into Italian or English of the previous documents if they are issued in a language different from Spanish, French, English or Italian and Dichiarazione di Valore.

You may hand in the Dichiarazione di Valore in a second moment. You have until 45 days after the enrollment to hand in it directly to the Welcome Desk in U17 on the opening hours.

List of Attachments

Attachment type	Description	File name	Actions
scan	Secondary School Diploma	diploma.docx	  

Upload Attachment

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b) Alternative qualification

Choose Foreign Degree:

Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications

In order to proceed you must insert all the compulsory qualifications

Block status	Qualification	Notes	Qualification status	Actions
Completed	High School Certificate		Completed	

Alternative Qualifications

The various options show qualifications that are alternative one to the other.

Information about language and information technology certification
 You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
Not completed	First Level Degree		Qualification not required	Insert

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
Not completed	Foreign Certificate	Foreign Degree	Qualification not required	Insert

Back Proceed

Foreign Degree: fill the section with information concerning foreign university study qualification

Foreign university study qualification

This form allows you to insert or modify data relative to foreign university study qualifications.

Foreign University Qualification Data

Qualification status*

achieved
 not yet achieved

Nation UNITED STATES

University BERKELEY UNIVERSITY OF CALIFORNIA

Qualification* Bachelor of Science

Study course

Duration (years)

Date of achievement* (e.g. dd/mm/yyyy)

Mark (e.g. 98/110)

Assessment

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Proceed

Details of required qualifications

Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

Compulsory Qualifications

Block status	Qualification	Notes	Qualification status	Actions
✓	High School Certificate		●	

Alternative Qualifications

⚠ The various options show qualifications that are alternative one to the other.

Information about language and information technology certification
 You are advised to consult the teaching regulations of the study course and the university website: www.unimib.it/cfu-lingue-informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
✓	First Level Degree		●	<input type="button" value="Insert"/>

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
✓	Foreign Certificate	Foreign Degree	●	

Home

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Upload the required documents

Documents with Min= 0 are not compulsory

For each document you upload, enter the requested details:

Documents to upload for foreign degree:

Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Other qualifications	0	5
Evidence of proficiency in English	1	1
Cimea Statement of Comparability	0	1
Copy of foreign degree	1	1
Course Syllabus	0	20
Transcript of records	1	1

Declared qualifications

No document and/or qualification has been inserted

Do you want to attach other documents and/or qualifications to your admission application?*

- Yes
 No

Make sure you have uploaded all the required documents (and the optional documents you wish to upload) before finalising the process by selecting “No” and clicking on “Proceed”

Proceed



Confirm your declaration of qualifications and documents for evaluation

Verify the information inserted concerning your qualifications and documents presented for evaluation.

Type	Qualification
Copy of foreign degree	TIT
Evidence of proficiency in English	B2
Trascript of records	TOR

[Back](#) [Proceed](#)

Check your data and go forward



Final confirmation for call to enrolment

The call to enrolment is almost finalized. We remind you that following this last confirmation **it will no longer be possible** to change the data inserted for this call.

Call to enrolment

Level of qualification	Second Level Degree
Description	Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List

Administrative category and disability needs

Administrative category	Non-EU not resident students
Request assistance for disability needs	No

[Back](#) [Complete admission to call](#)

Now you can proceed with payment using the "Payments" button on the Summary of the call to enrolment inscription page

[Homepage Calls](#)[Print admission request](#)[Payments](#)

N.B. Applicants who are non-EU citizens (visa applicants) are not subject to payment of the fee