HOW TO APPLY
Master’s Degree Course in Artificial Intelligence for Science and Technology
STEP 1

REGISTRATION IN THE ONLINE STUDENT REGISTRY

Please enter https://s3w.si.unimib.it/Home.do?cod_lingua=eng and click “Registration”:

![Online Student Registry - University of Milan - Bicocca](image)
Type your Italian *Tax code* if you have one, otherwise check the box “Foreign student without tax code”, it will be calculated automatically to continue with application.

**WARNING for FOREIGN STUDENTS:** the code calculated by the system must be confirmed by the Revenue Agency. It is not possible to request the tax code by mail from abroad. For the request it is necessary to have an official residence address (the one you will have throughout the academic year).

For further information about tax code (Tax identification number) please see: [https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens](https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens)
Add your personal data, go forward and add your permanent address. Selecting “N” in the last field you can also insert your current address (if you are already in Italy)

Please note: the University badge will be sent to your current address, please insert it correctly.
Go forward and provide a valid email address. If you write your email incorrectly, you will not be able to access the password recovery procedure.

<table>
<thead>
<tr>
<th>Registration: Contact details</th>
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<tbody>
<tr>
<td>The page shows the form for entering and modifying the user's contact details.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Contact details**

- **Email**: [Input field]
  
  If you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

- **Country code**
  
  [Dropdown list]

- **Country code**
  
  (e.g.: +44)

- **Mobile phone**
  
  [Input field]
  
  Number (es: 3486767676); max. 16 characters

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

  - Y  O  N

- **Comunicazioni**
  
  I agree to the transmission of my Personal Data in compliance with current legislation

  - Y  O  N

- **Diffusione dati personali**
  
  I agree to the disclosure of my Personal Data in compliance with current legislation

  - Y  O  N
Choose your password, go forward and confirm the data. Now the registration is completed.
Wait for a confirmation email to your personal inbox before logging in.
To recover the password: https://self.unimib.it/landing/#/reset/request
STEP 2
APPLY FOR THE EVALUATION
Login in the Online Student Registry:
https://s3w.si.unimib.it/Root.do;jsessionid=E1AD6E15BCA1C54BFFBC294BA299D0A7.esse3-unimib-prod-04?cod_lingua=eng
Enter your username (received via e-mail) and the password you chose during registration.
Now you are in the Registered Users Area. Click the menu on the top right (the three-horizontal line)

Select HOME from the menu

Select Evaluation Test
Click on “Enrollment in an evaluation test”, proceed, and Choose “2-year Master Degree”

Select the Call to enrollment for Artificial intelligence for science and technology
Insert a valid **Identity document** (the inserted document will have to be presented on the interview day)

The scan of the document must be front and back, in PDF format or jpg, gif, png image format, and may be included, if necessary, in more than one file.

If you are an ExtraUE student, you can also attach here your VISA (if already obtained).
Insert your personal photo: upload the photo clicking on “Scegli file”, then click on “Load photo”.

Please note: this photo will be printed on your university badge, so it must be a photo for documents (such as passport or identity card), must portray only the face in the foreground on a light background and must be in bitmap or jpg format with a resolution of at least 300x400 pixel.
Choose your Administrative Category:
- Italian, European or non-EU citizens legally residing in Italy
- Non-EU citizens applying for visas
- Citizens of the People's Republic of China participating in the Marco Polo Program.

Italian students with disability or special learning disabilities will be able to declare their condition after admission, during the enrolment process, in order to benefit from the facilities granted by Laws 104/92 and 170/2010. If you are an international student write to: welcome.desk@unimib.it
Go forward and Insert the **compulsory qualifications**:

**1) High school certificate**
- Indicate the national origin of your qualification (in the example, foreign qualification)
- Indicate the details of Diploma and all the required data
- Upload all documents related to the secondary school studies in a single file (only for foreign qualifications)

If you are an International student, please see also: [https://en.unimib.it/sites/sten/files/req_extra_ue_bachelor.pdf](https://en.unimib.it/sites/sten/files/req_extra_ue_bachelor.pdf)
2) Insert your Bachelor.
   - If you obtained your qualification in Italy choose **First Level Degree** and click on “Insert”.
   - If you obtained your qualification outside Italy choose **Foreign Certificate** and click on “Insert”.

In this section you can declare if your qualification status is not yet achieved.

**Please note:** to apply for this Master’s degree course you must earn the Bachelor’s degree by 23 December 2022

The qualification is correctly inserted if you see the green light.
Please click on “Yes” to upload documents or qualifications valid for evaluation.

Please note: the uploaded files must be 5 MB maximum, click on ‘Scegli file’ to insert them and proceed. You must repeat this procedure for all mandatory and non-mandatory documents.
Candidates with a foreign degree have to insert:

1. Bachelor’s Degree certification
2. transcript of records
3. translation of the documents at point 1 and 2 into Italian or English if issued in a different language
4. Diploma Supplement or Statement of local validity or certificate CIMEA, if already available
5. any other documents deemed useful to assess the qualification’s eligibility (e.g. programs of the exams - syllabus)

If not hereby attached, it is mandatory for you to send your Diploma Supplement or Statement of local validity or certificate CIMEA to the welcome desk by e-mail (welcome.desk@unimib.it) within 45 days from enrolment.

IMPORTANT: For further information about the required documentation please see: https://en.unimib.it/node/2249

**PLEASE NOTE: CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES (ART. 15 L. 913/2011).**

ITALIAN CANDIDATES MUST ONLY SUBMIT SELF-CERTIFICATIONS, WHICH MUST BE SIGNED BEFORE UPLOAD. FOREIGN STUDENTS CANNOT UPLOAD SELF-CERTIFICATIONS, THEY MUST UPLOAD THE UNIVERSITY DEGREE.

INCOMPLETE APPLICATIONS (LACKING OF DOCUMENTATION AND SIGNATURES WHEN REQUESTED) WILL NOT BE ACCEPTED. ATTACHING THE REQUIRED DOCUMENTS WILL NO LONGER BE POSSIBLE ONCE THE APPLICATION IS CONFIRMED.
Visa application - www.universitaly.it

Citizens of non-EU countries applying for a visa are obliged to submit a visa application through the ministerial website (www.universitaly.it) under the heading “International students”. Registration on the Universitaly portal must take place at the same time as the online application for this Master’s degree and, in any case, before the closing date of the online application.

IMPORTANT: For further information about the admission letter for the embassy please see: https://en.unimib.it/node/2249
You can now see the declared qualifications. You can also modify or delete them.

If you have finished, click “NO” and proceed.
If you have not yet earned your degree you will have to fill in a Questionnaire for Admission to state whether you intend to obtain the degree by the deadline indicated on the course admission page (23 December 2022).

Fill in this section only if you are a Student of Università di Milano Bicocca
Confirm the questionnaire and exit
Now you can **COMPLETE THE APPLICATION**.
This is the final confirmation.
It will no longer be possible to change the inserted data and documents.

If you are not sure or if you want to change the inserted data, close the window, repeat the login and go to “EVALUATION TEST”.
You will find your application as “Pending Process”: select “Undo Process” (the system will eliminate the complete process) and start the process again; remember you will no longer be able to modify the data relevant to the enclosed qualifications.
The application is now completed.
You can print the admission request, you don’t need to send it to our offices, it is only a reminder for you.
Università degli Studi di MILANO-BICOCCA

DOMANDA/RICEVUTA DI PARTECIPAZIONE
ALLA PROVA DI VALUTAZIONE

Alla Magnifica Rettore
della Università degli Studi
di MILANO-BICOCCA
Piazza dell'Ateneo Nuovo, 1
20125 - MILANO

Il sottoscritto, presso atto di quanto previsto dalle disposizioni vigenti, chiede di partecipare alla prova di valutazione del seguente corso di studio ai fini della eventuale immatricolazione:

2-year Master Degree ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY

Il sottoscritto, conoscendo delle sanzioni previste dall'art. 76 D.P.R. 445 del 28.12.2000 in caso di dichiarazioni non veritiere e falsità in atti, a tal fine dichiara quanto segue:

Cognome e nome: DA VINCI LEONARDO
Data luogo di nascita: 03/01/2000 - MALI - MALDIVE
Codice fiscale: D'VNERDO01Z23S2G
Cittadinanza: MALDIVE
Residenza: Via P.za MILL STREET, 1 - MALDIVE
Domicilio: Td. Via P.za PIAZZA DEL COLOSSEO, 1 00184 - Roma (RM)

Tipo titolo: Bachelor of Science
Stato: Da conseguire
Presso: UNIVERSITY OF NEW SOUTH WALES

Entrambi i documenti di identità indicati durante l'iscrizione online:

Patente
Numero:
Rilasciata da:
In data:
Valido fino al:

PLEASE NOTE: applications lacking of the necessary attachments or signatures will not be accepted.