

**INSTRUCTIONS FOR PRE-ENROLMENT APPLIED EXPERIMENTAL
PSYCHOLOGICAL SCIENCES 2023/24**

Candidates with a foreign degree

1. What do you need BEFORE fill in the enrolment application?	1
2. Starting enrolment application	1
3. Uploading Identity document	3
4. Uploading a personal photo	4
5. Adding your required admission qualifications	4
a. High school certificate	5
b. English Language Certificate	5
c. Alternative qualification	7
6. Uploading the required documents	8
7. Declaration of Qualifications and Requirements	9
8. Admission request	13

1. What do you need BEFORE fill in the enrolment application?

Prepare the following documents:

- A valid copy of ID
- 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)
- A copy of First cycle final degree diploma, accompanied by an official translation into Italian or English
- A copy of Transcript of records accompanied by an official translation into Italian or English
- Any additional documentation relating to the requirements for admission, according to the national legislation of the foreign country in which the qualification is issued;
- (optional but strongly recommended documentation) a detailed description of the programmes for each discipline (syllabus), accompanied by an unofficial translation into Italian or English
- the text of a motivational letter
- information relating to your cv:
 - other titles
 - courses and/or workshops
 - Knowledge of software
 - Publications in Scopus-indexed scientific journals (specify the DOI of each publication)
 - Publications in non-indexed journals, book chapters, or other publications (for each publication, specify the DOI and/or ISBN/ISSN)
 - Presentations at international conferences and symposia (with the organizer, the authors, the title of the presentation, where and when the event took place. If possible a link to the website of the conference and/or to the book of abstracts)
 - Presentations at national conferences and symposiums. For each conference/symposium, specify the organizer, the authors, the title of the presentation, where and when the event took place. If possible, provide a link to the website of the conference and/or to the book of abstracts.
 - information about B2 English language knowledge qualification
 - information about degree vote (if graduated) or GPA (if graduants)

ONLY for non-EU citizens applying for visa

- Receipt relating to pre-enrolment on the UNIVERSITALY Portal (if available) for the current academic year*
- certificate of B2 level knowledge of the English language (if available).*

2. Starting enrolment application

Access the online registry <https://en.unimib.it/>, click on "Services" and then "Student services online".

Select "login"

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 information relative to the company. 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](#).

Fill in your Username and Password



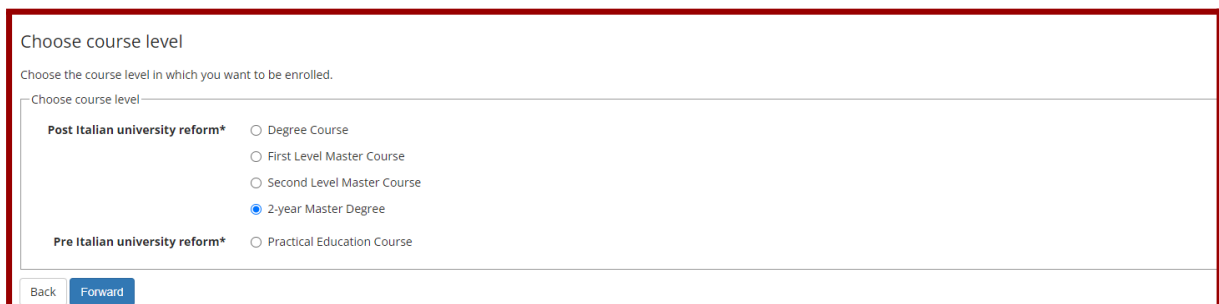
The screenshot shows the login interface for 'SERVIZI digitali di Ateneo'. It features a title bar with the text 'SERVIZI digitali di Ateneo' and a small eye icon. Below the title, there are two input fields: 'Nome utente' (Username) containing 'j.win@campus.unimib.it' and 'Password' containing a masked password. Below the password field, there are two links: 'Hai dimenticato la password?' and 'Hai dimenticato il nome utente?'. At the bottom, there are three buttons: a red 'Accesso' button, a blue 'Entra con SPID' button with a SPID icon, and a blue 'Entra con CIE' button with a CIE icon.

Click on "Admission test":



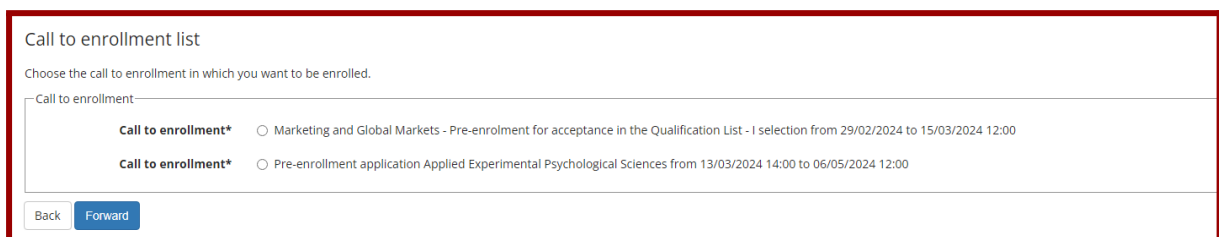
The screenshot shows a mobile application menu. The menu is titled 'Home' and has a back arrow on the left. The menu items are: 'Master data', 'Photo', 'Choice of Preferences', 'Thematic channels', 'Study qualification', 'Admission test', 'Evaluation test', and 'State Exams'. The 'Admission test' item is highlighted.

Select the course level



The screenshot shows the 'Choose course level' screen. The title is 'Choose course level' and the subtitle is 'Choose the course level in which you want to be enrolled.' Below the subtitle, there is a section titled 'Choose course level' with two main categories: 'Post Italian university reform*' and 'Pre Italian university reform*'. Under 'Post Italian university reform*', there are four radio button options: 'Degree Course', 'First Level Master Course', 'Second Level Master Course', and '2-year Master Degree' (which is selected). Under 'Pre Italian university reform*', there is one radio button option: 'Practical Education Course'. At the bottom, there are two buttons: 'Back' and 'Forward'.

Select the course and click forward



The screenshot shows the 'Call to enrollment list' screen. The title is 'Call to enrollment list' and the subtitle is 'Choose the call to enrollment in which you want to be enrolled.' Below the subtitle, there is a section titled 'Call to enrollment' with two radio button options: 'Call to enrollment*' (selected) and 'Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List - I selection from 29/02/2024 to 15/03/2024 12:00'. Below the options, there is another radio button option: 'Call to enrollment*' (selected) and 'Pre-enrollment application Applied Experimental Psychological Sciences from 13/03/2024 14:00 to 06/05/2024 12:00'. At the bottom, there are two buttons: 'Back' and 'Forward'.

Check and confirm 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.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	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

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

3. Uploading 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.

[No identity documents presented](#)

[Insert a new identity document](#)

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

Insert information required then Insert Attachment

Identity document

Summary of Identity document

Identity document

Type:	Identity card
Number:	AA123ZZ
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

Scanning of identity document

[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](#)

Uploading a scan of the original document

Attachments to the Identity Document

Insert the details of the attached document

Identity document

Type:	Identity card
Number:	AA123ZZ
Issued by:	District of New York
Issuing date:	01/01/2019
Expiry date:	01/01/2029

Details of document:

Attachment type*: Identity card

Description*: Attached

Attachment*: Scegli file ID JW.pdf

Characters left: 24

Back Forward

4. Uploading a personal photo

Upload a photo and click on "Load photo, check and click on forward" then 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

Scegli 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. If you do not have a suitable photo interrupt the process and only continue when you have the correct photo type. **(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"

Back Forward

5. Adding your required admission qualifications

Choose carefully the administrative category for which you are applying for

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 -

Back Forward

Add the required admission qualifications, in detail: High School Certificate, English Language Certificate and one of the Alternative Qualifications

Details of required qualifications

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
✓	High School Certificate	Dettaglio ammesso	•	Elimina
✓	English language Certificate	<ul style="list-style-type: none"> • Scelta in Languages - English Level B2 • Scelta in Languages - English Level C2 • Scelta in Languages - English Level C1 • English language Level B2 • English language Level C2 • English language Level C1 	•	Elimina

Alternative Qualifications

The various systems 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.univob.it/it/contatti/contatti

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
✓	First Level Degree		•	Elimina

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
✓	Degree	Laurea ordinamento antecedente DM 509/99	•	Elimina

Option 3:

Block status	Qualification	Notes	Qualification status	Actions
✓	Foreign Certificate	Totale conseguito in università straniera	•	Elimina

Save

a. High school certificate

Choose the type 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

fill the section with information concerning your 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**	2018
Mark*	A
Nation	UNITED STATES
National scholastic system*	UNITED STATES

b. English Language Certificate

Add the information about English Language requirement

English Language Certificate	Details admitted	<input type="button" value="Insert"/>
	<ul style="list-style-type: none">• Between Languages - English Level B2• Between Languages - English Level C2• Between Languages - English Level C1• English language Level B2• English language Level C1• English language Level C2	

If:

- 1) you take the exam which will be held in Bicocca on 3th of May you have to wait until you'll take it. Only after the exam you can fill the pre-enrollment, checking: **Awarding Institution**

Details of required qualifications

In order to proceed you must indicate the institution where the qualification was achieved.

Institute choice

Institution where qualification was achieved: University of Milan - Bicocca
 Another Italian University
 Awarding Institution

and fill in the information exactly as described:

Insert another Institution/university

Title achieved from a different institution/university

Institution of achievement not codified

Name of institution (name and full address)*	University of Milan - Bicocca
Nation*	ITALY
Province*	Milano
Town/City*	Milano
Post code*	20126
Address*	Piazza dell'Ateneo Nuovo
Number*	1

Back Proceed

Declare that the certificate is achieved and insert the date 03/05/2024. Please do not select a "Between Level" but only an "English language Level" (Inglese Livello) from B2 to C2)

Study qualification: English Language Certificate

In order to proceed in enrolment in the study course chosen, you must insert the study qualification. This form allows you to insert and modify study qualification data. In case of eligibility via public call to enrolment, indicate the typology (ordinary competition/ enabling course/ regional office) in the field "Study course".

Details Study qualification: English Language Certificate

Level*	English language Level B2
Study course	
Date	03/05/2024 (dd/mm/yyyy)
Mark	84 (e.g. 98/110)
Teaching Language*	English

If:

2. you have a B2 English language certificate among those recognized by Università degli Studi di Milano - Bicocca

or

3. have earned a secondary-school diploma taught primarily or entirely in English

or

4. you have earned a first-cycle academic degree taught primarily or entirely in English
select: Awarding Institution

or

5. has passed one or more English language proficiency examinations for a total of at least 4 ECTS (even if level B1)

check: Awarding Institution

Details of required qualifications

In order to proceed you must indicate the institution where the qualification was achieved.

Institute choice

Note:
Bicocca students who have passed Lingua Inglese (3 cfu) + Inglese avanzato (2 cfu) but do not have the Open Badge have to select the option "Awarding Institution" and fill out the next page with the details of Università degli Studi di Milano-Bicocca. In the page that follows, please enter the date when you passed Inglese avanzato

Institution where qualification was achieved:

Another Italian University

Awarding Institution

Back Proceed

Attach your Degree certificate. In the case you will obtain the required degree by the 31st of October 2024, please fill in your Transcript of records

Details of document

Attachment type*: Degree certificate

Description*: Bachelor of arts

Attachment*: Degree certificate

Check the data, then click on "Complete admission to call"

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	Pre-enrollment application Applied Experimental Psychological Sciences

Administrative category and disability needs

Administrative category	Italian, EU countries, non-EU residents
Request assistance for disability needs	No

6. Uploading the required documents

Documents with Min= 0 are not mandatory

Receipt of University is requested (if available) only for candidates extra Ue requiring a visa

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
Evidence of proficiency in English	0	1
Course Syllabus	0	20
Receipt of pre-enrolment on University	0	1
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

For each document that you upload, enter the requested details. Transcript of records is compulsory (even if already inserted before)

Declaration of evaluation qualification

Details of qualification or document

Type*: Transcript of records

Qualification*: Bachelor of arts

Description:

Attachment*:

Make sure you have uploaded all the required documents (as well as the optional documents you wish to upload) before finalizing the process. For finalizing the process please select "No" (meaning "no more documents to upload") and click on "Proceed"



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
Evidence of proficiency in English	0	1
Course Syllabus	0	20
Receipt of pre-enrolment on University	0	1
Transcript of records	1	1

Declared qualifications

Type	Qualification	Actions
Transcript of records	Bachelor of arts	  

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

Yes

No

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

It is possible to replace/update the uploaded documentation within the deadline for pre-enrolment application, by clicking on "Change Evaluation Qualification" in Summary of the call to enrolment inscription page

7. Declaration of Qualifications and Requirements

Fill the "Declaration" in order to complete the admission

Summary of the call to enrolment inscription

The call to enrolment inscription has been successfully completed.

Admission process

Description	Enrolment application-Applied Experimental Psychological Sciences
Year	2024/2025
Temporary registration number	3

Administrative category and disability needs

Administrative category	Non-EU not resident students applying for visas
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Valid for

Details	Admission expiry date	Pre-enrolment expiry date
FS105P - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES, 853 - Non-EU not resident students applying for visas		


Exams

Description	Type	Note
Evaluation of qualifications	Evaluation of qualifications	-

Evaluation qualifications

Type	Qualification
Transcript of records	Bachelor of arts

Questionnaires

Questionnaire	Status	Actions
Declaration of Qualifications and Requirements *	●	

Only for candidates extra Ue requiring a visa: declare if you are pre-enrolled to University and indicate University

Portal University

I declare that*

I am pre-enrolled on the Portal University for an Italian University

I am not pre-enrolled but I will be pre-enrolled by the deadline indicated in the call

[annulla](#) [Esci](#) [Indietro](#) [Avanti](#)

Portal University

Please, indicate the Italian University you pre-enrolled on*

Add your motivational letter

Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with * are mandatory.

Motivational letter

Enter your Motivational letter in English - (maximum 1500 characters long)*

If you already got a degree, fill in the information. You can also declare other titles

Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with * are mandatory.

Thesis

Title of the thesis and supervisor/mentor. If still a student, do "not indicate"*

Psychology or not - professor bla

Other academic titles achieved (e.g., MSc, PhD, or others) with indication of the relevant details (university, degree program, title of the thesis, supervisor/mentor)

Academic Title #1

PhD in Psychology I

Academic Title #2

Academic Title #3

Declare courses and/or workshops

Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with * are mandatory.

Courses and Workshops (not already mentioned as part of your university studies)

Course or Workshop #1

Course or Workshop #2

Course or Workshop #3

Knowledge of software

Knowledge of scientific software (specify software and proficiency on a scale from 1 to 100)

Software #1

Software #2

Software #3

Publications in Scopus-indexed scientific journals (specify the DOI of each publication)

Publications in Scopus-indexed scientific journals (specify the DOI of each publication)

Publication #1

Publication #2

Publication #3

Publications in non-indexed journals, book chapters, or other publications (for each publication, specify the DOI and/or ISBN/ISSN)

Publications in non-indexed journals, book chapters, or other publications (for each publication, specify the DOI and/or ISBN/ISSN)

Publication #1

Publication #2

Publication #3

Presentations at international conferences and symposia. For each conference/symposium, specify the organizer, the authors, the title of the presentation, where and when the event took place. If possible, provide a link to the website of the conference and/or to the book of abstracts.

Presentations at international conferences and symposia. For each conference/symposium, specify the organizer, the authors, the title of the presentation, where and when the event took place. If possible, provide a link to the website of the conference and/or to the book of abstracts.

International Conference #1

International Conference #2

International Conference #3

International Conference #4

Presentations at national conferences and symposiums. For each conference/symposium, specify the organizer, the authors, the title of the presentation, where and when the event took place. If possible, provide a link to the website of the conference and/or to the book of abstracts.

Presentations at national conferences and symposiums. For each conference/symposium, specify the organizer, the authors, the title of the presentation, where and when the event took place. If possible, provide a link to the website of the conference and/or to the book of abstracts.

National Conference #1

National Conference #2

National Conference #3

Fill in the section with information about your B2 English language knowledge qualification

Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with * are mandatory.

Competence in the English Language

Competence in the English Language at Level B2 or higher of The Common European Framework of Reference for Language.*

I have passed, during my previous academic career, one or more exams of English Language for a total amount of at least 4 CFU/ECTS. These exams are clearly reported in my TOR.

I have obtained a first-cycle academic degree entirely or primarily taught in English

I have a B2 English language certificate (among those recognized by Università degli Studi di Milano - Bicocca)

I have obtained a secondary-school diploma taught primarily or entirely in English

I took the B2 English Exam at Università degli Studi di Milano - Bicocca

Cancel Exit Back Next

Give information about your degree vote (if graduated)

Indicate the graduation vote for the Bachelor's degree or equivalent degree used for admission to AEPS

Indicate the minimum vote to graduate in your University*

(number -)

Indicate the maximum graduation vote in your University*

(number -)

Express your graduation vote in % (i.e., out of 100):*

(number -)

Add any other comment regarding the graduation vote (e.g., referred to the evaluation system in your university and how it compares to the Italian one)

Cancel Exit Back Next

or your GPA (if graduants)

If you obtain your degree by October 31st, indicate your Grade-Point-Average (GPA), as specified in the Transcripts

Indicate the minimum GPA possible in your University*

(number -)

Indicate the maximum GPA possible in your University*

(number -)

Express your GPA in % (i.e., out of 100)*

(number -)

Add any other comment regarding the GPA (e.g., referred to the evaluation system in your university and how it compares to the Italian one)

Cancel Exit Back Next

answer Yes to the final question

The fields marked with * are mandatory

Declaration

I declare that all above-mentioned information is true and I am aware that spot checks will be performed by the committee (e.g. based on my official transcripts).*

Yes

Cancel Exit Back **Next**

Before confirming the Declaration, check carefully all the pages. Then confirm

Summary of Declaration of Qualifications and Requirements

! Please note: the questionnaire has not been CONFIRMED.
Warning: once confirmed, the questionnaires cannot be later modified

i All of the questions in the questionnaire have been completed

Confirm Exit Print

In the Summary you can modify both declaration and Evaluation qualifications.

Declaration of Qualifications and Requirements *	Questionari/Autocertificazioni	Status	Admisi
Declaration of Qualifications and Requirements *	Questionari/Autocertificazioni	●	●

Response all questionari

Summary of the call to enrolment inscription

The call to enrolment inscription has been successfully completed.

Admission process

Description	Enrolment application Applied Experimental Psychological Sciences
Year	2024/2025
Temporary registration number	3

Administrative category and disability needs

Administrative category: Non-EU not resident students applying for visas

Valid for

Details	Admission expiry date	Pre-enrolment expiry date
F5105P - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES, 853 - Non-EU not resident students applying for visas		

Exams

Description	Type	Note
Evaluation of qualifications	Evaluation of qualifications	-

Evaluation qualifications

Type	Qualification
Transcript of records	Bachelor of Arts

Questionnaires

Declaration of Qualifications and Requirements *	Questionnaire	Status	Actions
Declaration of Qualifications and Requirements *	Questionnaire	●	●

Homepage Calls **Change Evaluation Qualifications**

DO NOT CONSIDER PAYMENTS BUTTON BECAUSE PAYMENT IS NOT REQUIRED

8. Admission request

After payment you can see the receipt. The receipt does not have to be filed.

Answers to questionnaires

Questionnaire: Declaration of Qualifications and Requirements

Question	Answer
Please write in which Institution/School/University did you / will you obtain the certification?	Università di Milano-Bicocca
Please select one of the following options to specify the certificate attainment	I obtained the English B2 level Open Badge Ebtween, or a higher Open Badge, at the University of Milan - Bicocca
Would you like to declare additional CPU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education?	Yes
Choose among the options	Libera Università di BOLZANO
Enter the name of the degree course at the first University/Institution of Higher Education	Scienze psicologiche
Choose the ISO of the CPU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education	MAP501
What's the course name?	Psicologia generale e della personalità
How many CPU (ECTS) credits have you earned in such course?	12
What mark have you received for such course? (for '30 a lode', enter '31')	31
Would you like to declare additional CPU (ECTS) course credits?	No
What is the course name?	Cognitive ergonomics
When did you pass the exam? Please specify the exam passing date	21/01/2023
Passing exam grade (please insert any '30 cum laude' grade by writing the number 31). Please specify the passing exam grade on a scale from 18 to 31	30
Enter your International Letter in English (maximum 1000 characters long)	06
Academic Title #	Master in Psicologia dell'evoluzione, Università di Bergamo.
The undersigned, aware of the penal sanctions provided for by art. 76 of the Presidential Decree 445/2000, in the case of false declarations, false documents, use or display of false documents or documents containing data that no longer correspond to the truth, declares that what is entered in this self-certification is true.	Yes

Homepage Calls **Print admission request** Payments