

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

**Candidates with an italian degree**

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

Prepare the following documents:

- A valid copy of ID only if you have an expired one
- the text of a motivational letter
- information relating to your cv:
  - other exams belonging to SSD M/PSI (name, vote and ECTS/CFU) which are not in your career
  - single courses done in Università Bicocca not compulsory in AEPS to exclude from the average calculation
  - 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

## 2. Starting enrolment application

Access the online registry <https://en.unimib.it/> with your Username and Password  
In Registrar's Office click on "Admission test":



### Select the course level

A screenshot of a web form titled 'Choose course level'. Below the title, it says 'Choose the course level in which you want to be enrolled.' and 'Choose course level'. There are two sections: '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 with a blue dot). Under 'Pre Italian university reform\*', there is one radio button option: 'Practical Education Course'. At the bottom left, there are two buttons: 'Back' and 'Forward'.

## Select the course and click forward

Call to enrollment list

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

Call to enrollment

**Call to enrollment\***  Marketing and Global Markets - Pre-enrolment for acceptance in the Qualification List - I selection from 29/02/2024 to 15/03/2024 12:00

**Call to enrollment\***  Pre-enrollment application Applied Experimental Psychological Sciences from 13/03/2024 14:00 to 06/05/2024 12:00

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

## Check and confirm your personal data

In this page you can see the information on your permanent address and your contact details. 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](#)

## Check your identity document, if expired replace it

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\*  ID JW.pdf

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

## 3. 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 enrollment.

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](#)

## Verify the required qualifications which are already filled

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

Block status	Qualification	Notes	Qualification status	Actions
✓	High School Certificate		●	
	English Language Certificate	<b>Details admitted</b> <ul style="list-style-type: none"> <li>• English language Level B2</li> <li>• Between Languages - English Level C2</li> <li>• Between Languages - English Level C1</li> <li>• Between Languages - English Level B2</li> <li>• English language Level C1</li> <li>• English language Level C2</li> </ul>	●	

**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.

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
✓	First Level Degree		●	

Option 2:

## In case you don't see the information about English Language requirement fill the spaces

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

**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 B2  
(e.g. 98/110)

Teaching Language\* English

**If:**

**2. you have passed, as part of the university course, one or more English language proficiency examinations for a total of at least 4 ECTS (even if level B1);**

**or**

**3. you have passed the "Laboratorio di Inglese per la professione" at the Degree Course in Scienze Psicosociali della comunicazione at the University of Milano-Bicocca;**

**Select University of Milan- Bicocca**

**If:**

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

**or**

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

**or**

**5. you hold a Bachelor's Degree primarily or entirely in English**

**select: 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

Back Proceed

**and fill in the information about University, or High School or Test Centre:**

**Insert another Institution/university**

Title achieved from a different institution/university

Institution of achievement not codified

Name of institution (name and full address)\* Study centre of English

Nation\* ITALY

Province\* Milano

Town/City\* Milano

Post code\* 20126

Address\* Europe Street

Number\* 11

Back Proceed

**And Proceed**

**Declare that the certificate has been achieved and insert the other information.**

**Insert the date of the exam or of High School Diploma or University Degree.**

**Please DO NOT select a Between Level but only an English language Level - Livello Inglese (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	Psychology
Date	03/05/2021 (dd/mm/yyyy)
Mark	<input type="text"/> (e.g. 98/110)
Teaching Language*	English

### 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

Back [Complete admission to call](#)

## 4. Declaration of Qualifications and Requirements

### Fill the "Declaration" in order to complete the admission

Questionnaires

Questionnaire	Status	Actions
Declaration of Qualifications and Requirements*	<span style="color: red;">●</span>	

[Homepage Calls](#)

### Declare Evidence of English proficiency

Certificazione di conoscenza della lingua inglese pari almeno al livello B2  
**Evidence of English proficiency**

Institution/School/University where the certification is obtained

Please write in which Institution/School/University did you / will you obtain the certification?\*

Institution / School / University	Università di Milano - Bicocca
-----------------------------------	--------------------------------

How the certification is/will be obtained?

Please select one of the following options to specify the certificate attainment\*

- I have passed, within my university career, one or more English language exams attesting at least a B2 (CEFR) level for a total of at least 4 ECTS.
- I have an English Language Certification among those recognized by this University, and which the call for admission refers to, certifying to have passed (not just attended) an English B2 level exam. Please note: no restrictions apply with regard to the year in which the certification was obtained.
- I obtained the English B2 level Open Badge Boleveen, or a higher Open Badge, at the University of Milan - Bicocca.
- I passed the Laboratory: Professional English during my university career on the Bachelor's Degree in "Psychological sciences of communication".
- I obtained a Bachelor's degree that was taught, entirely or mainly, in English.
- I obtained a school qualification for admission to universities at an institution that has English as the official teaching language.

Cancel Exit Back [Next](#)

### Declare if you have additional CFU (ECTS) course credits M-PSI earned at other Italian Universities which are not in your career

The fields marked with \* are mandatory.

CFU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education

Would you like to declare additional CFU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education?\*

Yes

No

Cancel Exit Back [Next](#)

### Insert information about the University and course

The fields marked with \* are mandatory.

### Scelta Atenei e Corsi di Studio (Universities/Institutions of Higher Education)

Select the first University/Institution of Higher Education

Choose among the options*	Libera Università di BOLZANO (University/Institution)
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Enter the name of the degree course at the first University/Institution of Higher Education\*

Degree course	Scienze psicologiche
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Select the second University/Institution of Higher Education

Choose among the options	Choose an option (University/Institution)
--------------------------	--

Enter the name of the degree course at the second University/Institution of Higher Education

Degree course	
---------------	--

Select the third University/Institution of Higher Education

Choose among the options	Choose an option (University/Institution)
--------------------------	--

Enter the name of the degree course at the third University/Institution of Higher Education

Degree course	
---------------	--

### Specify SSD you are declaring

Questionnaire

### Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with \* are mandatory.

Settore Scientifico Disciplinare (SSD)

Choose the SSD of the CFU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education\*

- M-PSI/01
- M-PSI/02
- M-PSI/03
- M-PSI/04
- M-PSI/05
- M-PSI/06
- M-PSI/07
- M-PSI/08

Cancel Exit Back Next

### Give information about the exam

The fields marked with \* are mandatory.

**Insegnamenti Settore Scientifico Disciplinare M-PSI/01**

Course credits 1

What is the course name?\*

Course name

---

How many CFU (ECTS) credits have you earned in such course?\*

Number of CFU   
(number - )

---

What mark have you received for such course? (for "30 e lode", enter "31")\*

Mark   
(number - )

**when you have finished say no:**

Additional course credits

Would you like to declare additional CFU (ECTS) course credits?\*

Yes  No

**If you want to exclude from the average calculation the exams which are single course at this university, related to non-compulsory exams of the Master's Degree course, declare here the learning activity's name (namely, the course title/name of exam), as well as its passing date and passing grade.**

*I request to exclude from the average calculation the following exams, resulting from passing single course units at this university, related to non-compulsory exams of the Master's Degree course. Please specify the learning activity's name (namely, the course title/name of exam), as well as its passing date and passing grade.*

Course 1

What is the course name?

Course name. Please also specify the course code, if applicable

---

When did you pass the exam? Please specify the exam passing date

Passing exam date   
(dd/mm/yyyy - )

---

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

Passing exam grade   
(number - )

---

Course 2

What is the course name?

Course name. Please also specify the course code, if applicable

**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)\*

Cancel Exit Back Next

**If you already have other titles declare**

**Compilation of questionnaire "Declaration of Qualifications and Requirements"**

The fields marked with \* are mandatory.

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)

Accademic Title #

Master in Psicologia dell'evoluzione. Università di Bergamo. ]

Accademic Title #2

Accademic 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

**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

Publication #4

**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

## answer Yes to the final question

# Questionnaire

### Compilation of questionnaire "Declaration of Qualifications and Requirements"

The fields marked with \* are mandatory.

Other

Other (please specify)

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Declaration of truthfulness and accuracy of the data

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

Cancel Exit Back Next

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

### Summary of Declaration of Qualifications and Requirements

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

All of the questions in the questionnaire have been completed.

Confirm Exit Print

## In the Summary you can modify declaration

No document and/or evaluation qualification has been submitted.

Questionnaire	Status	Actions
Declaration of Qualifications and Requirements *	<span style="color: green;">●</span>	

Answers to questionnaires

Questionnaire: Declaration of Qualifications and Requirements

## 4. Payment

### Now pay the fee

Questionnaire	Status	Actions
Declaration of Qualifications and Requirements *	<span style="color: green;">●</span>	

Answers to questionnaires

Questionnaire: Declaration of Qualifications and Requirements

Question	Answer
Please write in which institution (University/other) 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 Between, or a higher Open Badge, at the University of Milan - Bicocca.
Would you like to declare additional CRU (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 SSD of the CRU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education	14/Psico
What is the course name?	Psicologia generale e della personalità
How many CRU (ECTS) credits have you earned in such course?	12
What mark have you received for such course? (for '30 e lode', enter '31')	31
Would you like to declare additional CRU (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 Motivational Letter in English (maximum 1500 characters long)	66
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 Call Payment

Address: fatturati

Invoice	Description	Expiry date	Amount	Status	PagoPA enabled
279111	Pre-enrollment application Applied Experimental Psychological Sciences - 3-year Master Degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - Ammissione a un corso a numero programmato (Var. 2024/2025)	06/05/2024	30,00 €	● non pagato	ABILITATO

## Payments with PagoPA can be made in 3 ways:

- **Printing of the slip and payment at any payment service provider in the PagoPA circuit (e.g. banks, tabacconists, etc. NB: not at the post office);**
- **Online payment: via a specific link, present on your Online Secretariat page, you can access the online payment function which will offer all the payment service providers participating in the PagoPA circuit (among the possible methods there are direct debit to current account and payment with credit card);**
- **Through personal home banking: using the PagoPA or CBILL functions. For banks that use the CBILL system, the interbank code or SIA code is: 1G192**

## 5. Receipt

After payment you can see the receipt

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 Elsewhere, or a higher Open Badge, at the University of Milan-Bicocca.
Would you like to declare additional CRU (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 CRU (ECTS) course credits earned at other Italian Universities/Institutions of Higher Education:	ISO2019
What is the course name?	Psicologia generale e della personalità
How many CRU (ECTS) credits have you earned in such course?	12
What mark have you received for such course? (for '30 e lode', enter '31')	31
Would you like to declare additional CRU (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 (leave blank 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 Motivational Letter in English (maximum 1500 characters long):	66
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 448/2000, 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 Call](#)
[Print admission request](#)
[Payments](#)