

INSTRUCTIONS FOR ENROLLMENT AEPS 2019/20

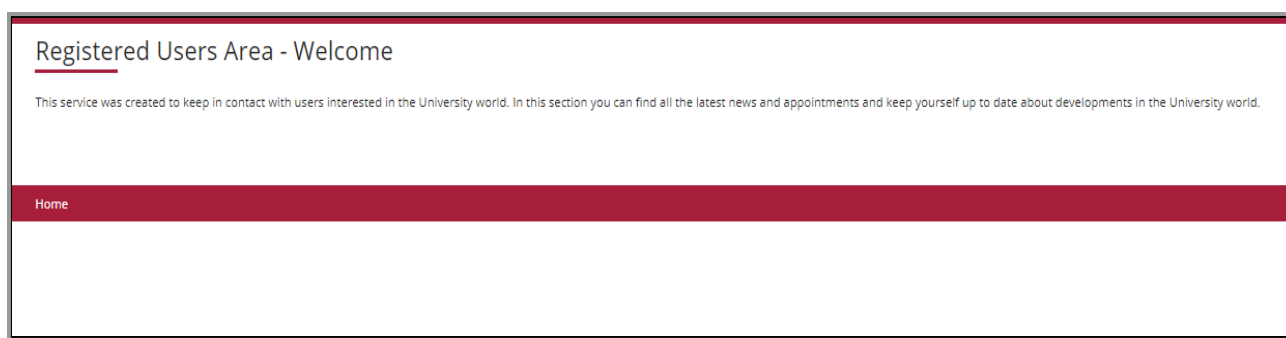
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INSTRUCTIONS FOR ENROLLMENT

Go to the online registry Segreteriaonline from 26 september until 2 october 2019:

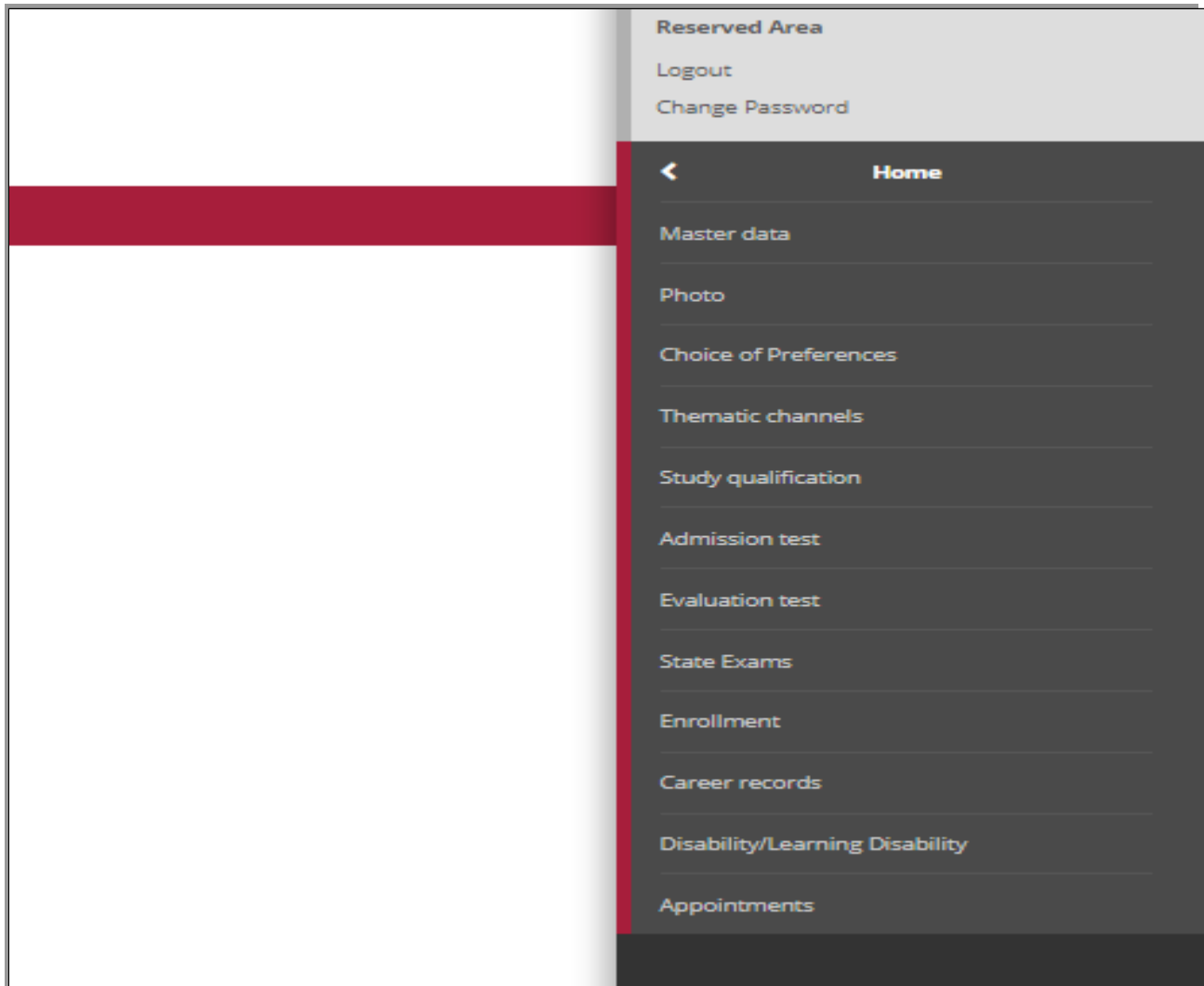
https://s3w.si.unimib.it/esse3/Start.do;jsessionid=B236832AC2D6072283EA45125B7C26C5.S3W3B?cod_lingua=eng

Login to Segreteriaonline

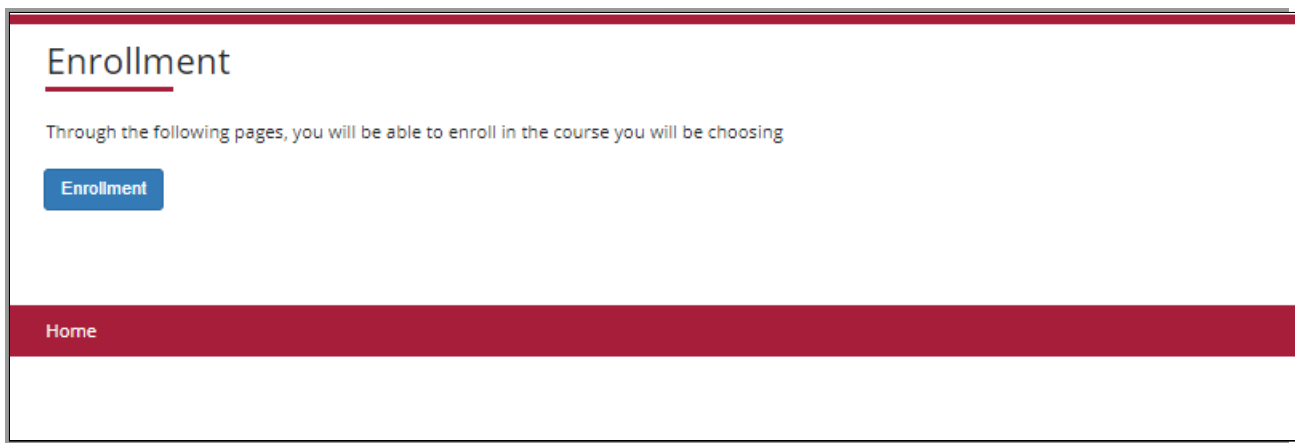


1.1 Start enrollment

Click on “Home” and then “Enrollment” on the top right of the page



Click on “Enrollment”



Choose the Registration Typology and click on “Forward”

Enrollment: Choice of Registration Typology

Through the following pages, you will be able to enroll in the course you will be choosing

Choice of Registration Typology

Enrollment to Restricted Access Courses

Choose the course level and click on “Forward”

Enrollment: Choose course level

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

Choose course level

Post Italian university reform* 2-year Master Degree

Home

Choose the Study Course and click on “Forward”

Enrollment: Choice of Study Course

This page presents the choice of the course for which to enroll

Choice of Study Course

Department	Study Course
DEPARTMENT OF PSYCHOLOGY	<input checked="" type="radio"/> APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES

Confirm and continue

Study course confirmation

This page summarizes all the choices you have made. If correct, proceed with confirmation, otherwise use the "Back" button to make the changes.

Study course

University	DEPARTMENT OF PSYCHOLOGY
Type of Study Course	Second Level Degree
Type of Study Course	2-year Master Degree
Academic Year	2019/2020
Study Course	APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES

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

Check your personal data, then confirm

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
Town/City not listed
Post code
Locality
Address
Street no.
Phone number
Current address is the same as permanent address	Yes

[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@.....
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

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



1.2 Check Identity document

Check your Identity Document, or modify it by clicking on “Insert a new identity document”, then 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
Passport	USA	dd/mm/yyyy	dd/mm/yyyy	●	Yes	 

[Insert a new identity document](#)

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

1.3 Declaration of invalidity or SLD


If necessary, insert the data of declaration of invalidity or SLD by clicking on “Include new declaration of invalidity or SLD”, otherwise “Forward”

Declarations of invalidity or Specific Learning Disorders (SLD)

On this page are shown all invalidity declarations. Here it is possible to see all details of the same and, if necessary, eliminate them.

List of invalidity declarations or SLD

If documentation is not attached the Commission will not be able to provide assistance.

 Declarations of invalidity or SLD are currently not included.

[Include new declaration of invalidity or SLD](#)

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

If you have a declaration, insert all details requested

Declarations of invalidity or Specific Learning Disorders (SLD)

Insert the type and details requested.
In the field “declaration date” insert the **date of issue** of the invalidity or SLD certification.

New declaration of invalidity or SLD

Type:*

Invalidity percentage:*
% (Insert a value between 0 and 100)use full stop for decimal

Declaration date:*
(dd/mm/yyyy)

If enrolled I wish to utilize the assistance services offered by the University.

Authorization to process personal data:* Yes No

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

Confirm

Declarations of invalidity or Specific Learning Disorders (SLD)

In this page information is shown based on the data you have inserted. Confirm if correct or use the "Back" key to make changes.

Invalidity or SLD declaration

Type:	Auditory
Invalidity percentage	30
Declaration date	01/03/2018
If enrolled I wish to utilize the assistance services offered by the University.	Yes
Authorization to process personal data:	Yes

Insert the document by clicking on "Insert attachment"

Attachments for invalidity declarations


Here you may upload the documents supporting the invalidity declaration

Invalidity declaration

Type:	Auditory
Invalidity percentage:	30
Declaration date (dd/mm/yyyy):	01/03/2018
I require assistance and/or specialized tutoring services:	Yes
I authorize the Administration to contact me at the address provided for assistance	No

List of attachments

Attachments presented

 No documents are currently attached

Insert all data and attachment

Invalidity declarations

Describe the attached document

Invalidity declaration

Type:	Auditory
Invalidity percentage:	30
Declaration date (dd/mm/yyyy):	01/03/2018
I require assistance and/or specialized tutoring services	Yes

Details of document

Attachment type:*

Description:*

Attachment* Invalidity declaration.pptx

For example: if you have earned the degree from 15th april 2019 until enrollment day, you have to change your Degree data from “not yet achieved” to “achieved”

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

Foreign University Qualification Data

Qualification status*	<input checked="" type="radio"/> achieved <input type="radio"/> not yet achieved
Nation	<input type="text" value="UNITED STATES"/>
University	<input type="text" value="Not in list"/>
Qualification*	<input type="text" value="Bachelor of Science"/>
Study course	<input type="text" value="Psychology"/>
Duration (years)	<input type="text" value="4"/>
Date of achievement*	<input type="text" value="dd/mm/yyyy"/> <small>(e.g. dd/mm/yyyy)</small>
Mark	<input type="text" value=".... /100"/> <small>(e.g. 98/110)</small>
Assessment	<input type="text"/>

then 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
<input checked="" type="checkbox"/>	High School Certificate	three year Italian degree	●	
<input checked="" type="checkbox"/>	English Language Certificate	three year Italian degree Details admitted: <ul style="list-style-type: none"> • Biberstein Languages - English Level C2 • Biberstein Languages - English Level C1 • Biberstein Languages - English Level B2 • English language level B2 • English language Level C1 • English language Level C2 	●	

Alternative Qualifications
The student optates these 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.unicmh.it/edu/it/engp/informatica

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	First Level Degree	three year Italian degree	●	<input type="button" value="Insert"/>

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	Degree	Five year Italian degree	●	<input type="button" value="Insert"/>

Option 3:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	University Diploma	Italian Diploma	●	<input type="button" value="Insert"/>

Option 4:

Block status	Qualification	Notes	Qualification status	Actions
<input checked="" type="checkbox"/>	Foreign Certificate	Foreign Degree	●	

1.5 Enrollment data

Read carefully and insert the Enrollment data as required

Enrollment: Enrollment Data

Other Data Request for Enrollment

Normally you must select the **standard** typology, except for the following:

- **Transfer** if you are from another university and have already applied for a transfer
- In case of **waiver** or **forfeiture**, if you have unfinished college careers (you have been renounced or your career has fallen)
- **Career Abbreviation**, if you have already obtained a university degree of the same level (eg the current enrollment relates to a second bachelor's degree or a second master's degree) and you intend to request validation of training activities.

In case of doubt, select the standard enrollment.

Enrollment Typology

Type:* Standard Enrolment

First Enrollment Data in the Italian University System

Academic Year:* 2019/2020

First Enrollment Date in the Italian University System: dd/mm/yyyy

First enrollment in the Italian University System: Università degli Studi di MILANO-BICOCCA

Others data

Headquarters:* UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA

Administrative category:* Non-EU not resident students

Teaching Typology:** Convenzionale

Working Status:* no worker: study time > 75%

Back Forward

Then "Confirm"

Confirm your previous selections

This page summarizes all the choices you have made. If correct, proceed with confirmation, otherwise use the "Back" button to make the changes.

Enrollment Data

Academic Year	2019/2020
Department	DEPARTMENT OF PSYCHOLOGY
Type of Study Title	Second Level Degree
Type of Study Course	2-year Master Degree
Type of Enrollment Call	Standard Enrolment
Study Course	APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES
Study Course Regulation	APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES

Enrollment Data in the Italian University System

A.Y. Enrollment in Italy	2019/2020
Enrollment Date in Italy	:dd/mm/yyyy
University	Università degli Studi di MILANO-BICOCCA

Other Enrollment Data

Administrative Category	Non-EU not resident students
Teaching Typology	Convenzionale
Working Status	no worker: study time > 75%
Headquarter	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA

Back Confirm

1.6 Fee

Click on “Pagamenti” to pay the fee

Enrollment

This page presents the data entered during the registration process. If all data is correct, you can view and print the registration document.

Enrollment Data

Academic Year	2019
Department	DEPARTMENT OF PSYCHOLOGY
Type of Study Title	Second Level Degree
Type of Study Course	2-year Master Degree
Type of Enrollment	Standard Enrolment
Study Course	APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES
Study Course Regulation	APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES

Enrollment Data in the Italian University System

A.Y. Enrollment in Italy	2019/2020
Enrollment Date in Italy	dd/mm/yyyy
University	Università degli Studi di MILANO-BICOCCA

[Print receipt](#)

[Pagamenti](#)



Click on the number of the invoice

List of Fees






This page displays the list of fees and their respective amounts.

Addebiti fatturati

Cerca

Invoice	Codice IUUV	Description	Expiry date	Amount	Status	PagoPA enabled
+ 2124680		Matricola nnnnnn - 2-year Master Degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - ISCRIZIONE Year 2019/2020	06/08/2019	156,00 €	 non pagato	 ABILITATO

Legenda:

-  non pagato
-  pagamento in attesa
-  pagato/pagato confermato
-  abilitato il pagamento con PagoPA
-  eseguita la stampa avviso PagoPA


There are three ways to pay using PagoPA:

1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tabacconists, etc. ... Note: it is not possible to pay at the post office);
2. Pay online: using the appropriate link on the “segreteria on line” webpage students can access the online payment function that will offer all payment service providers participating in the PagoPA circuit (there are different possible methods, as debiting a current account or payment by credit card);
3. For banks using the CBILL system, the interbank code or SIA code is: 1G192 CODE: 1G192.

Invoice Detail

Invoice 2124680

Expiry date	06/08/2019
Amount	156,00 €

 Verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (es. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito), per poi effettuare la transazione tramite il "Nodo Dei Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: www.agid.gov.it

Tuition fees

Year	Instament	Item	Amount
ISCRIZIONE			
2019/2020	1 di 3	Imposta di Bollo Virtuale	16,00 €
		TASSA REGIONALE	140,00 €

Paga con PagoPA [Stampa Avviso per PagoPA](#)


The enrollment is completed after the payment of the fee (deadline 2 october)

List of Fees

This page displays the list of fees and their respective amounts.

Cerca

Addebiti fatturati

Invoice	Codice IUUV	Description	Expiry date	Amount	Status	PagoPA enabled	
+ 2124680		Matricola mmmmm - 2-year Master Degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - ISCRIZIONE Year 2019/2020	06/08/2019	156,00 €	 pagato		