INSTRUCTIONS PRE-ENROLMENT AEPS 2020/21

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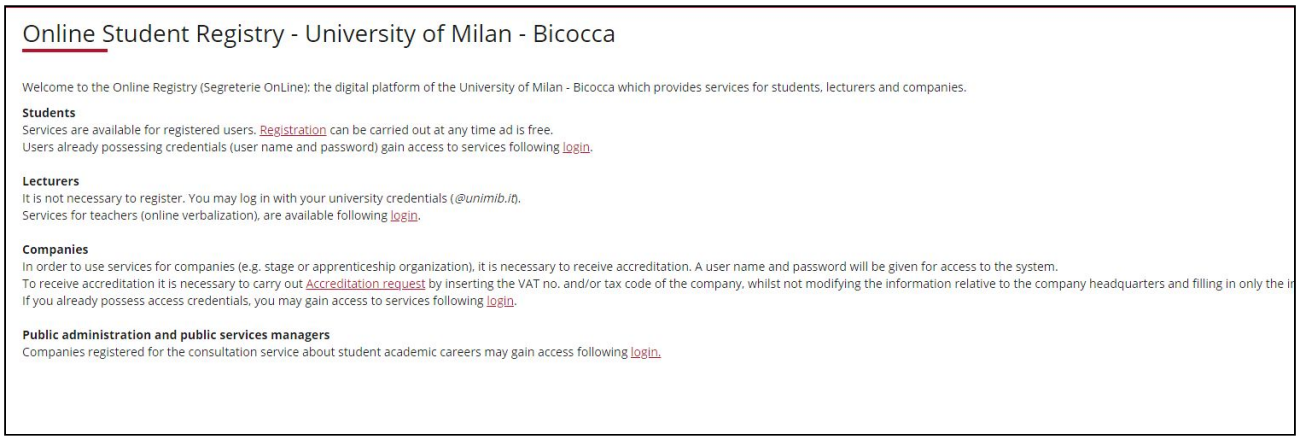
1 INSTRUCTIONS FOR REGISTRATION

Go to the online registry Segreterieonline and select "Registration":

https://s3w.si.unimib.it/Home.do;jsessionid=8BDF7C143C6FF9E57CDE56041476C00E.esse3-unimib-prod-05?cod_lingua=eng



Online Student Registry - University of Milan - Bicocca

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

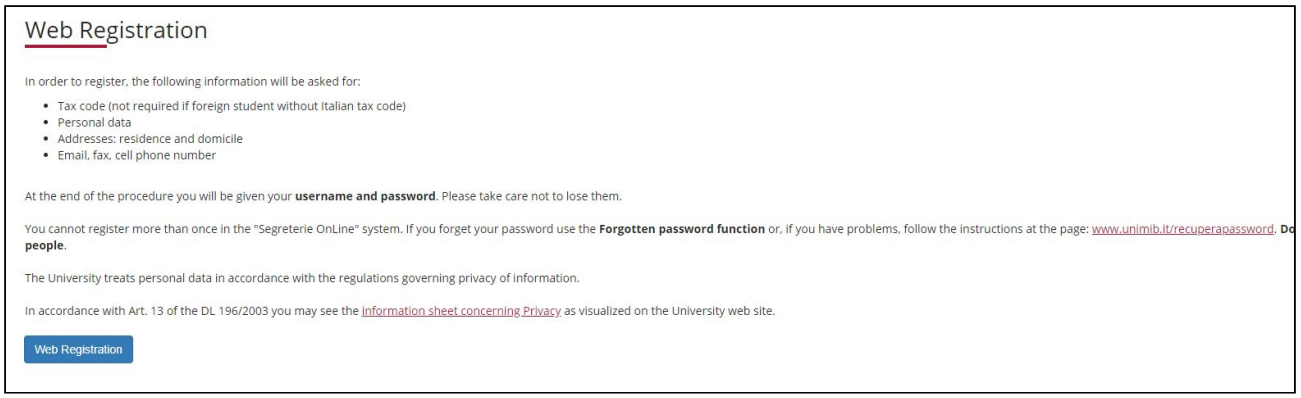
Students
Services are available for registered users. Registration can be carried out at any time ad is free.
Users already possessing credentials (user name and password) gain access to services following login.

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.

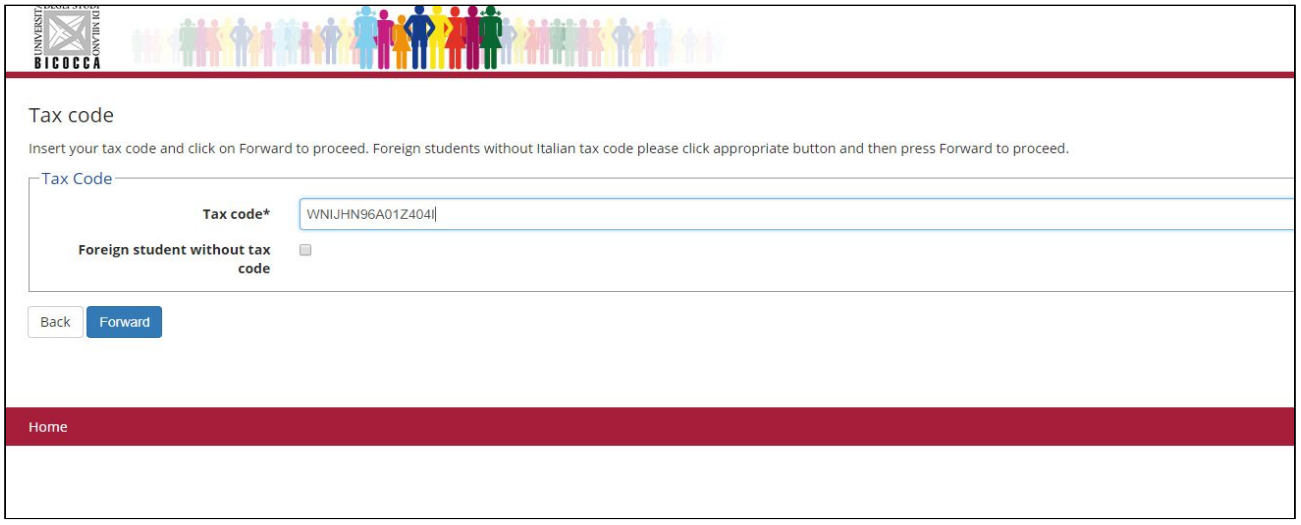
Companies
In order to use services for companies (e.g. stage or apprenticeship organization), it is necessary to receive accreditation. A user name and password will be given for access to the system.
To receive accreditation it is necessary to carry out Accreditation request by inserting the VAT no. 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.

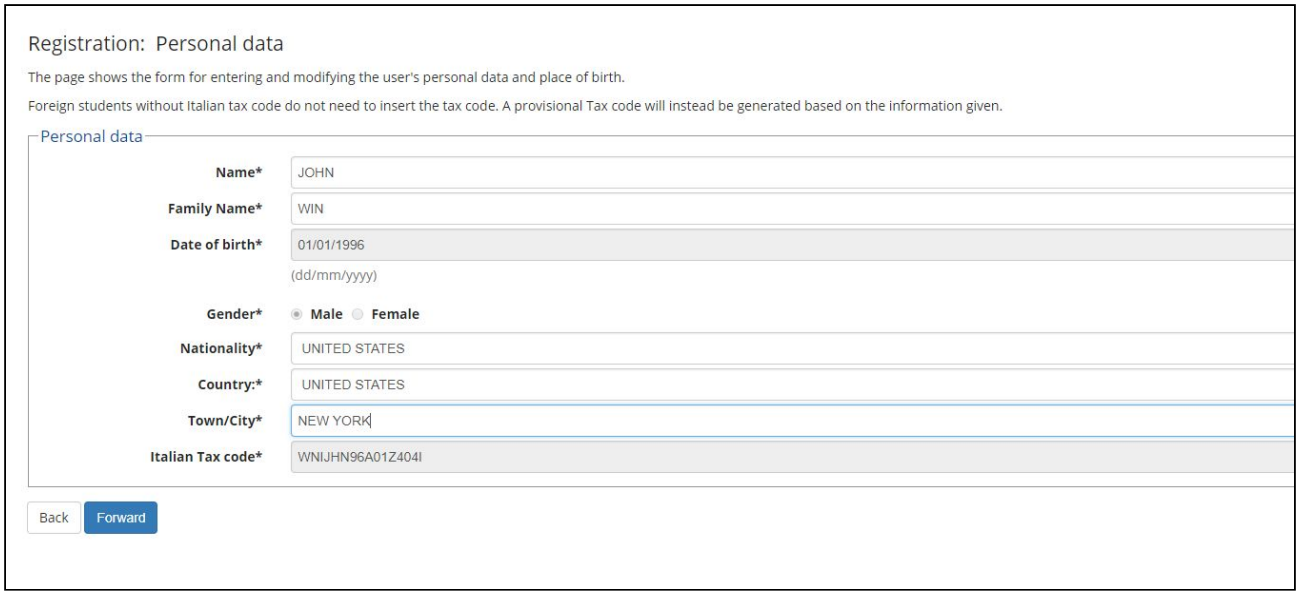
Click on “Web Registration”



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

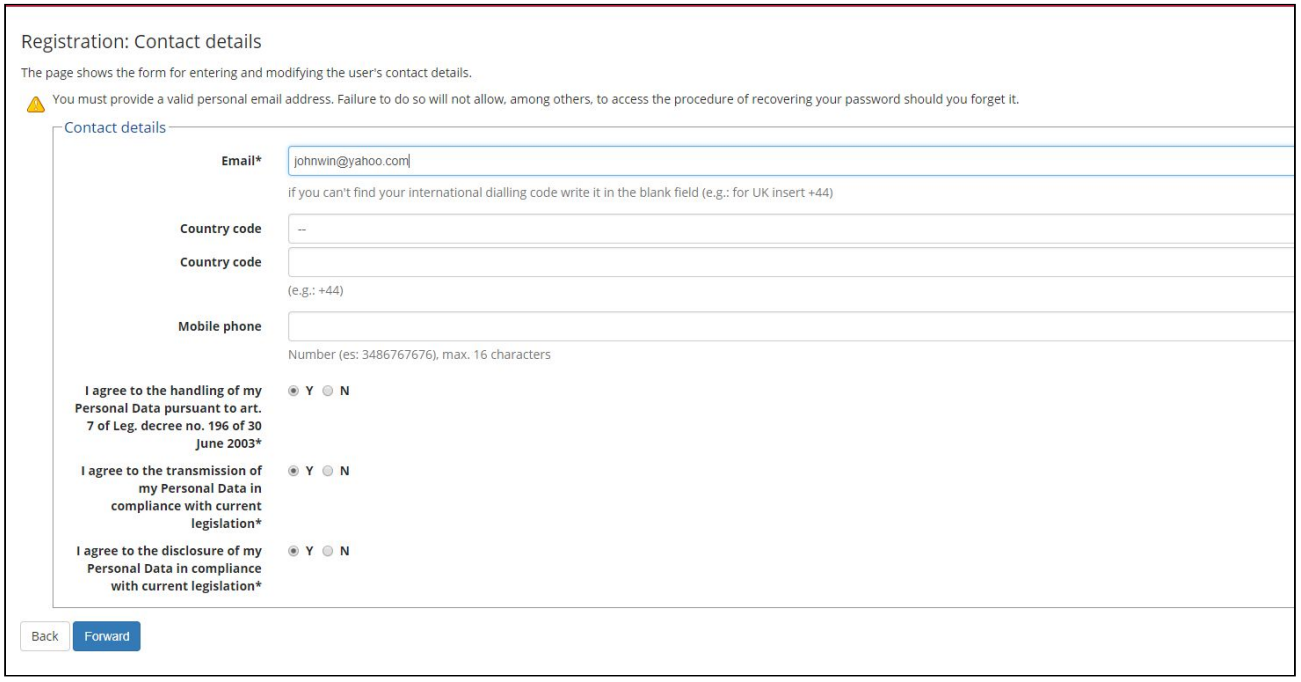


Enter your personal data

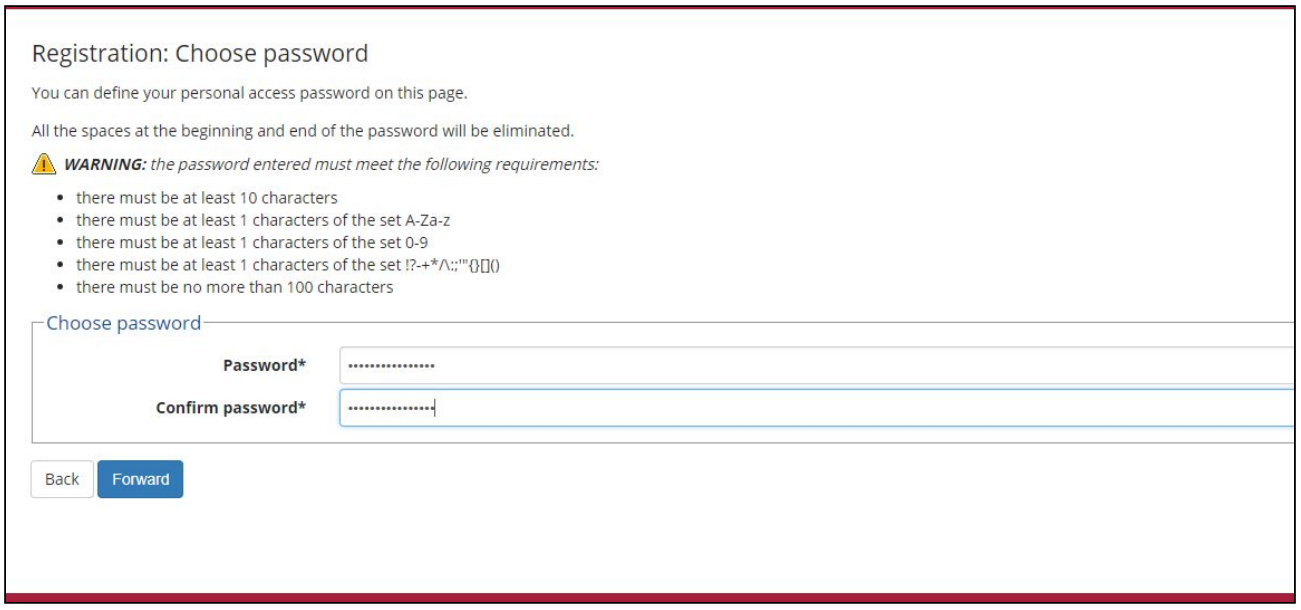


Enter your address. If your current address is different from your residence (permanent address) choose "N", then proceed

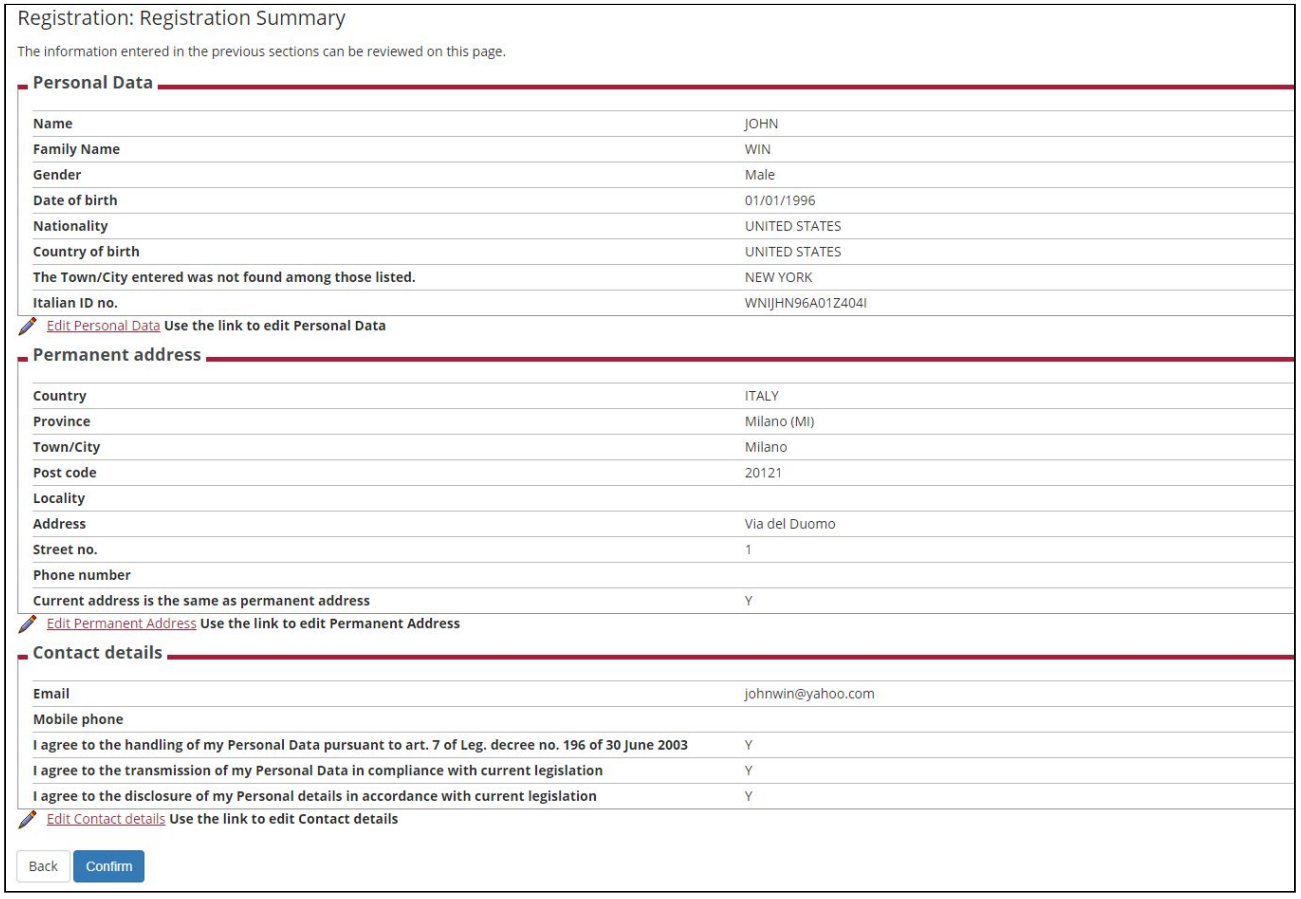
Enter your email and phone number



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



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



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

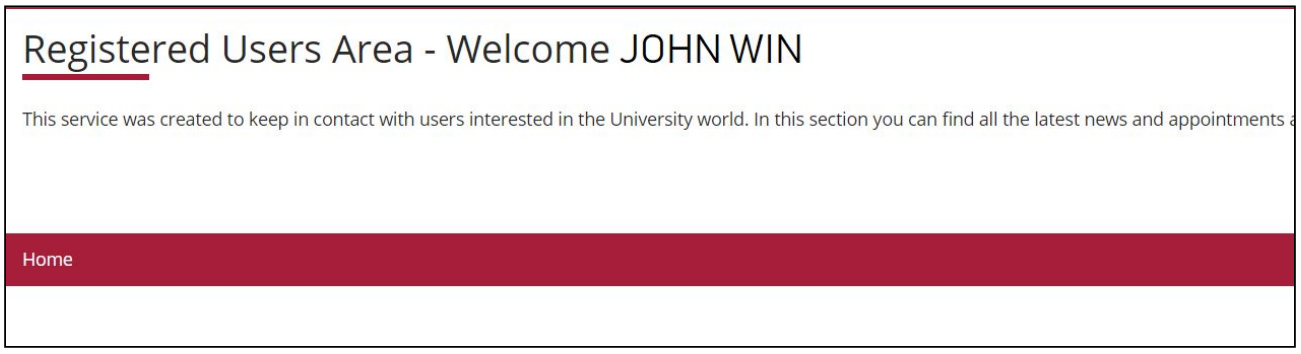
2 INSTRUCTIONS FOR APPLICATION

2.1 What do you need to fill in the pre-enrolment application?

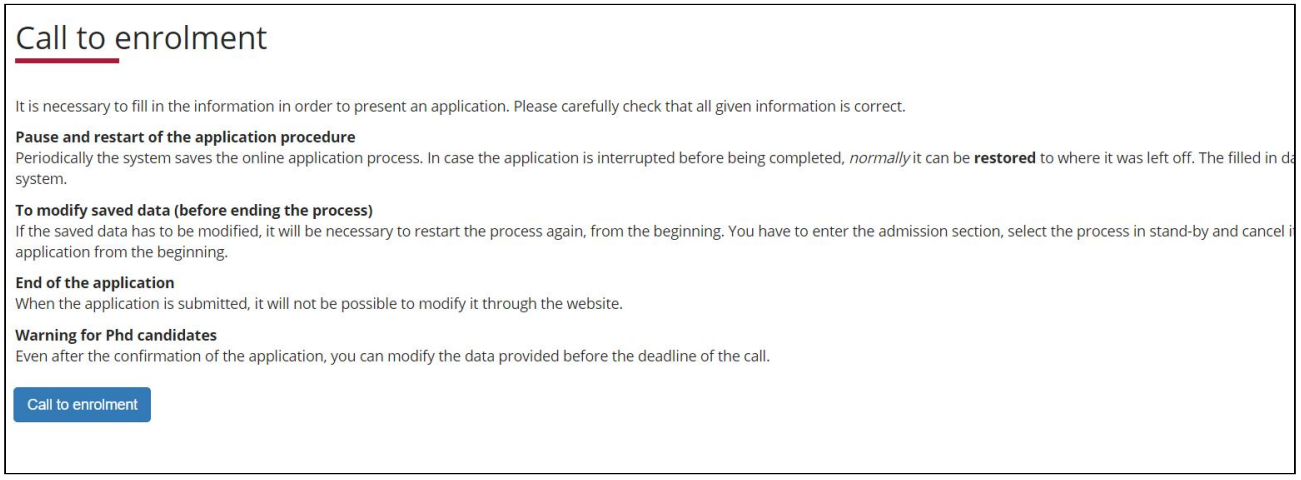
1. **A scanner valid ID;**
2. **A personal photo (bitmap or jpeg of at least 300x400 pixel). The picture should contain the visage on a clear background (i.e., as pictures for ID);**
3. **Required documents as listed on the Call for application.**

2.2 Start pre-enrolment application

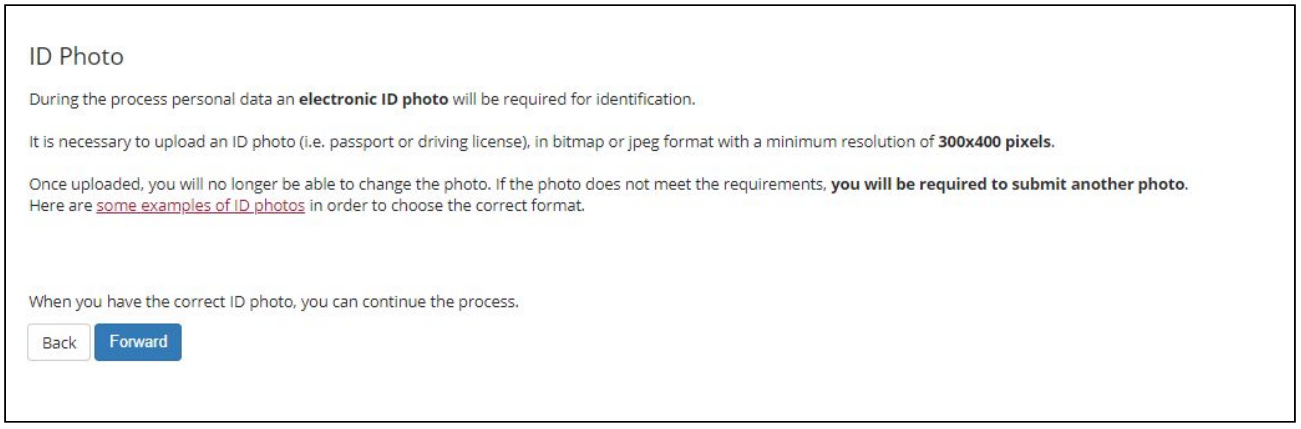
Login to Segreterieonline. Click on top-right of the page "Menù", "Home" and then "Admission test"



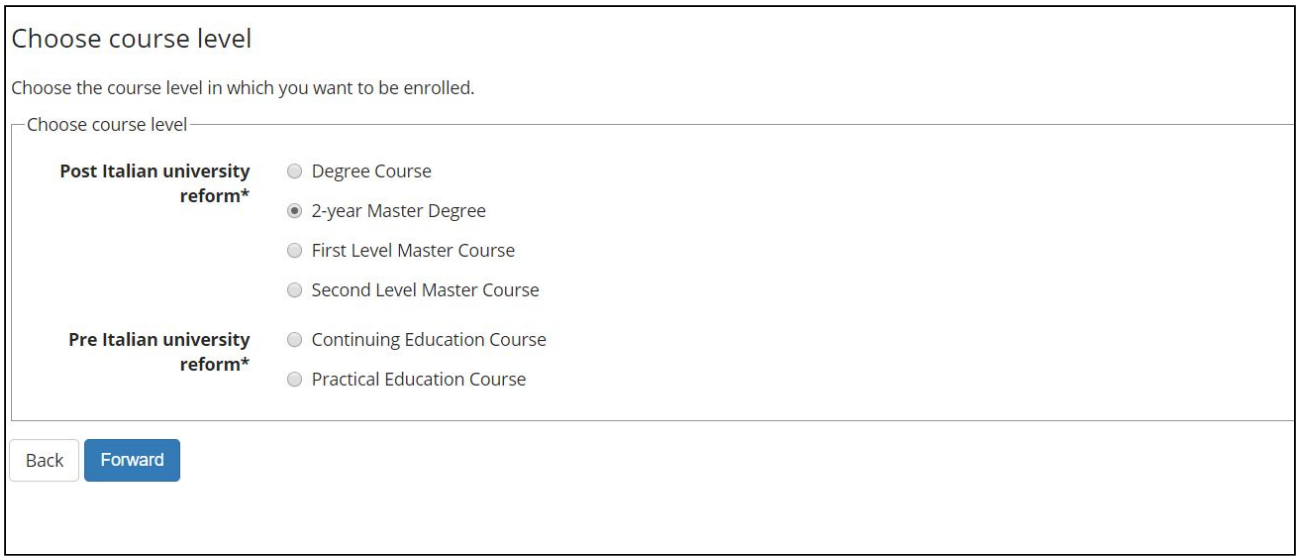
Read carefully the instructions and click on "Call to enrolment"



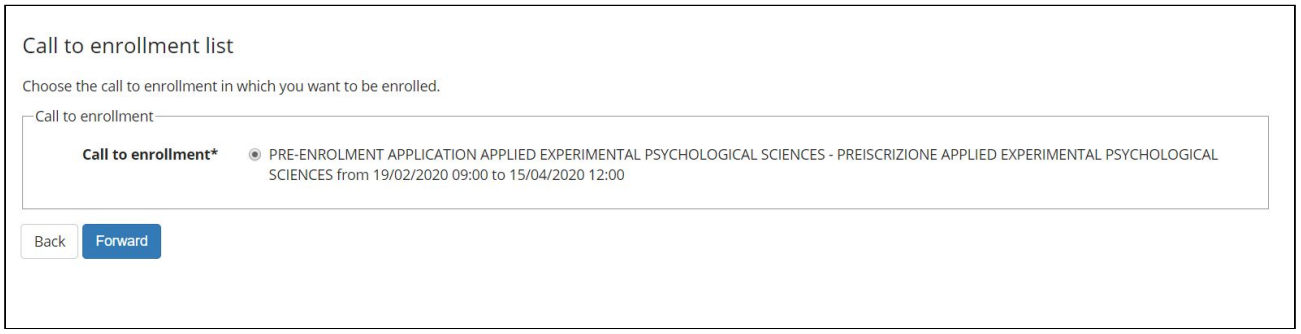
Read carefully the instructions and click on "Forward"



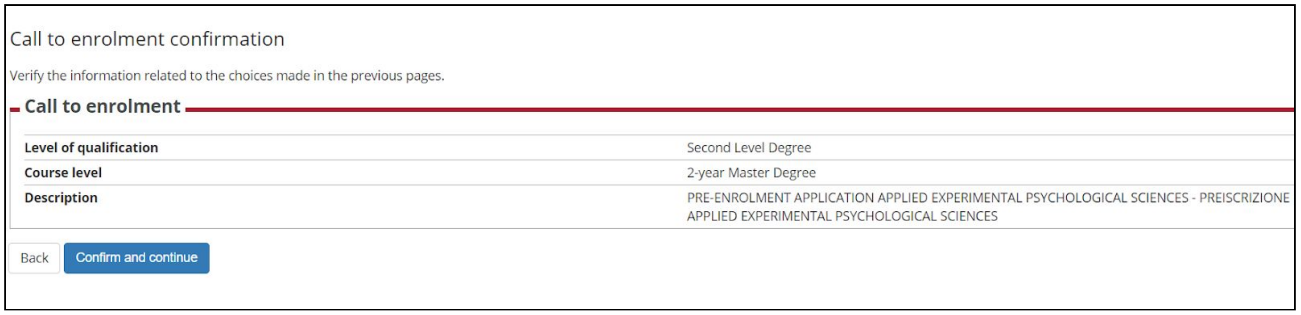
Choose the course level



Choose the course



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**

Back Confirm

2.3 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.

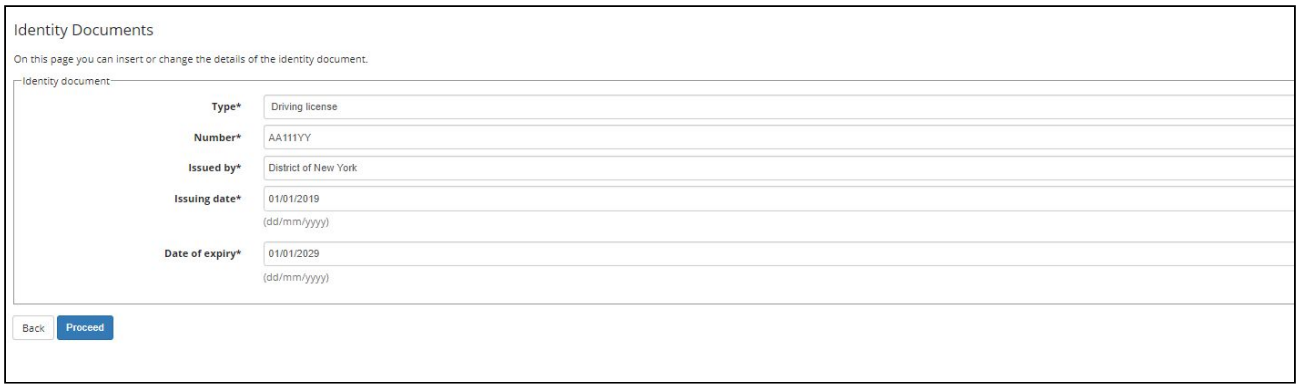
Identity documents presented

No identity documents presented

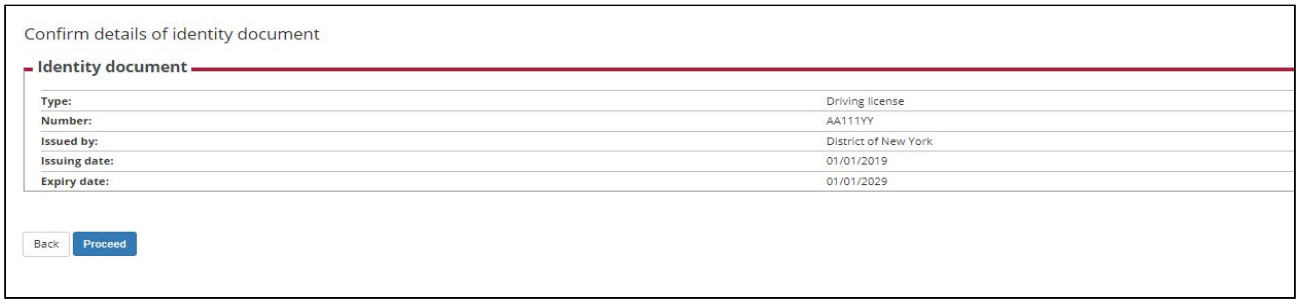
Insert a new identity document

Back Proceed

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



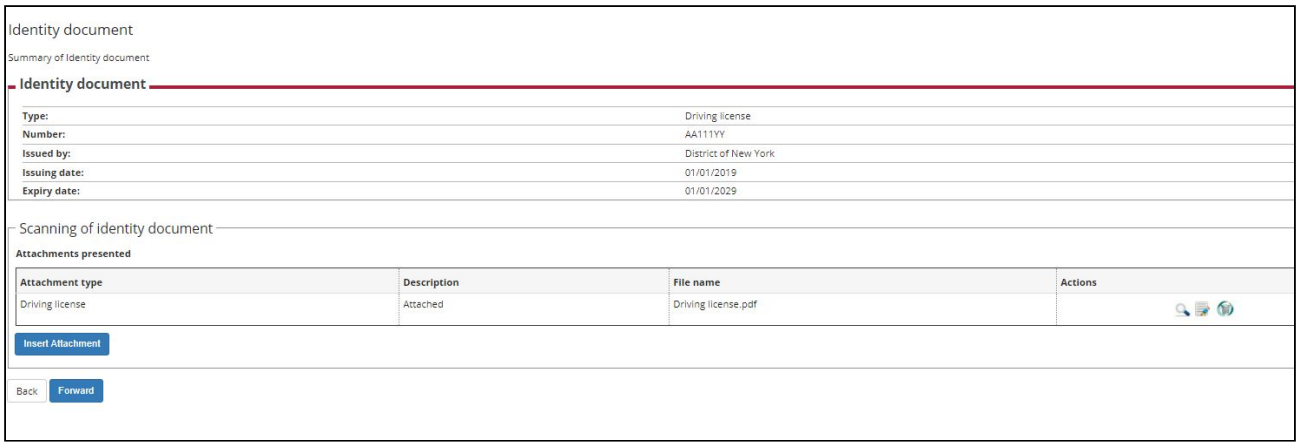
Confirm



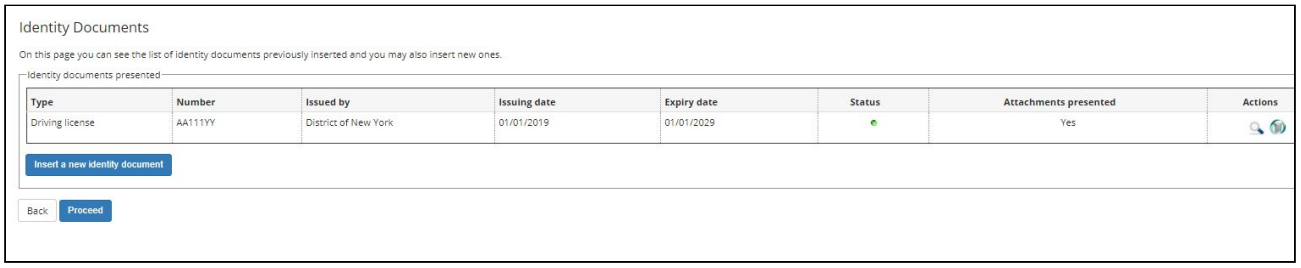
Click on "Insert Attachment"

Upload a scan of the original document

Confirm

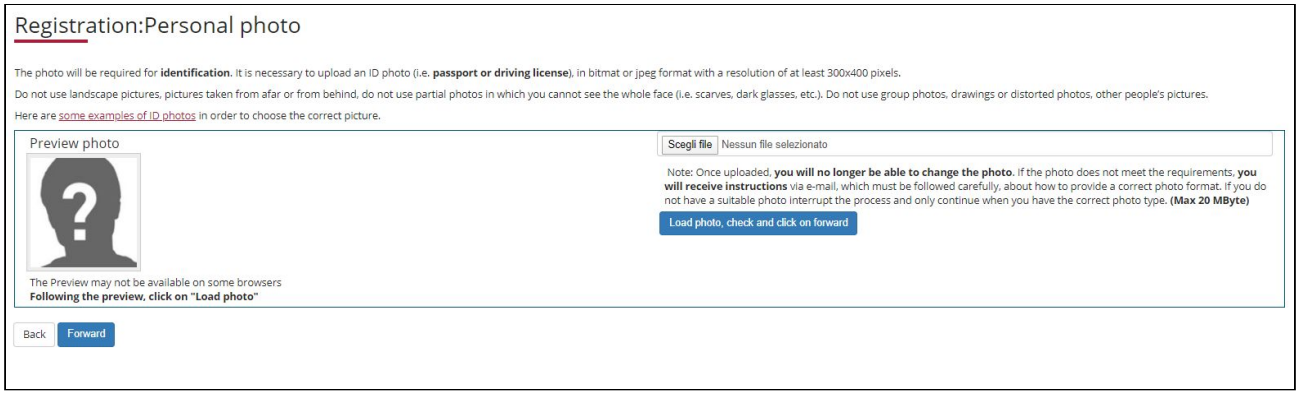


Proceed



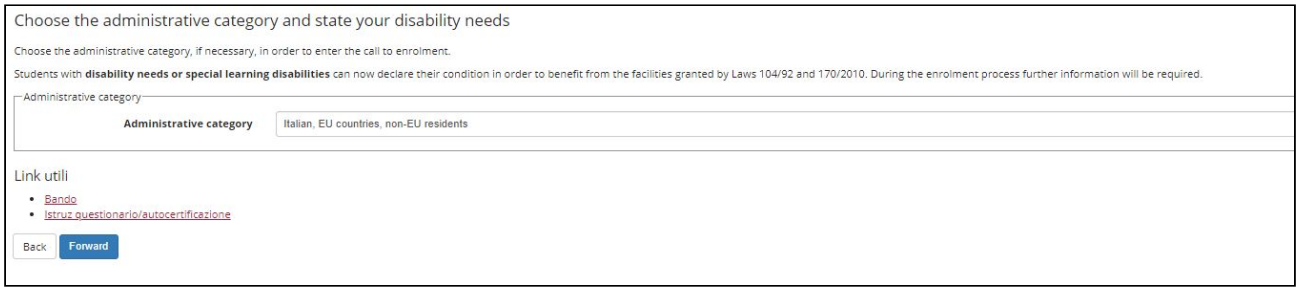
2.4 Upload a personal photo

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

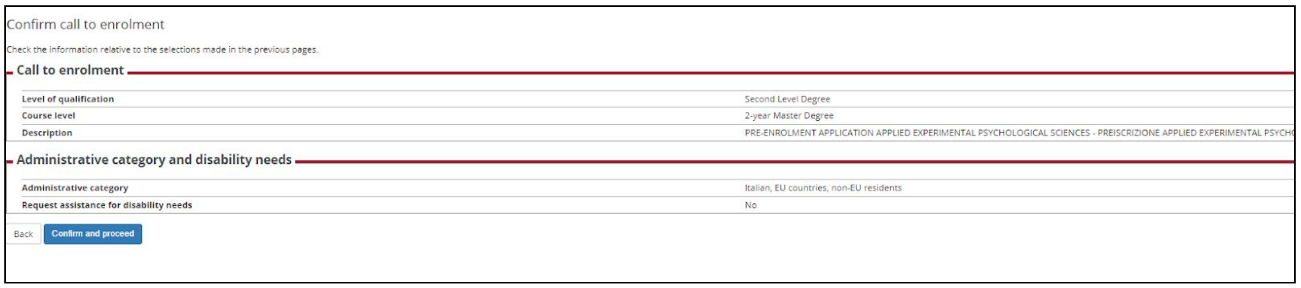


2.5 Add your required admission qualifications

Choose the administrative category for which you are applying



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

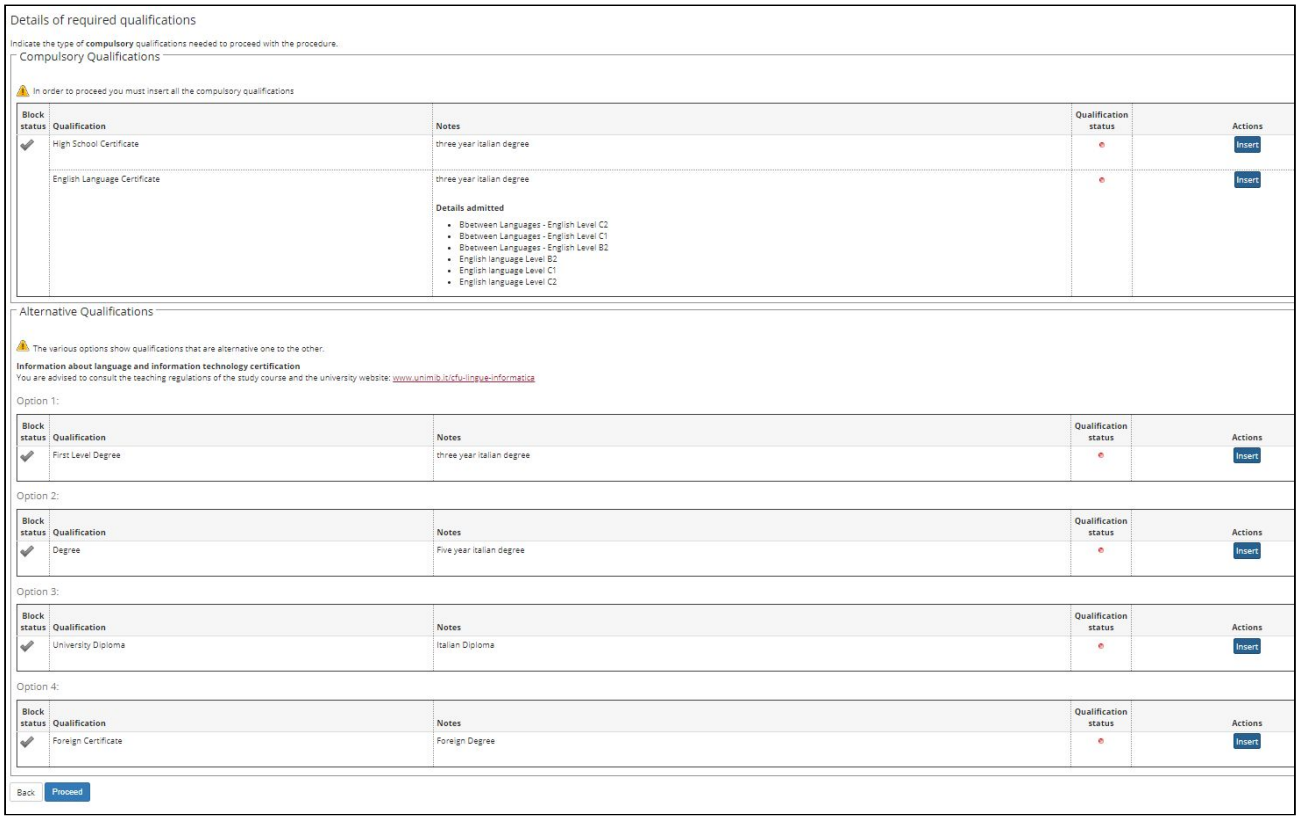
Level of qualification	Second Level Degree
Course level	2-year Master Degree
Description	PRE-ENROLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PREISCRIZIONE APPLIED EXPERIMENTAL PSYCH

Administrative category and disability needs

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

Back | Confirm and proceed

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

In order to proceed you must insert all the compulsory qualifications

Block status	Qualification	Notes	Qualification status	Actions
✔	High School Certificate	three year italian degree		Insert
	English Language Certificate	three year italian degree **Details admitted** • Bbetween Languages - English Level C2 • Bbetween Languages - English Level C1 • Bbetween Languages - English Level B2 • English language Level B2 • English language Level C1 • English language Level C2		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
✔	First Level Degree	three year italian degree		Insert

Option 2:

Block status	Qualification	Notes	Qualification status	Actions
✔	Degree	Five year italian degree		Insert

Option 3:

Block status	Qualification	Notes	Qualification status	Actions
✔	University Diploma	Italian Diploma		Insert

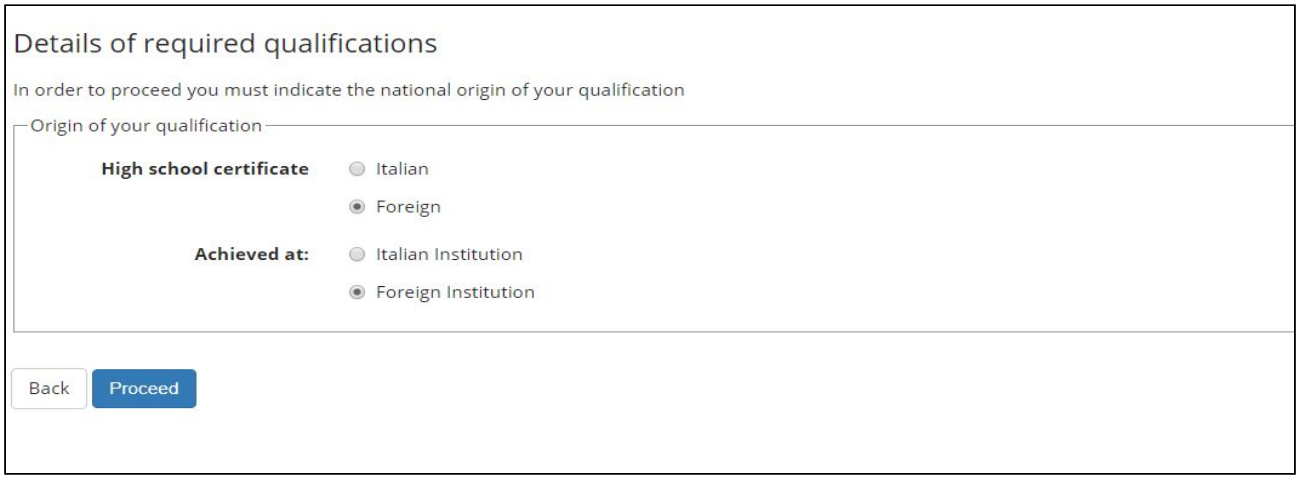
Option 4:

Block status	Qualification	Notes	Qualification status	Actions
✔	Foreign Certificate	Foreign Degree		Insert

Back | Proceed

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

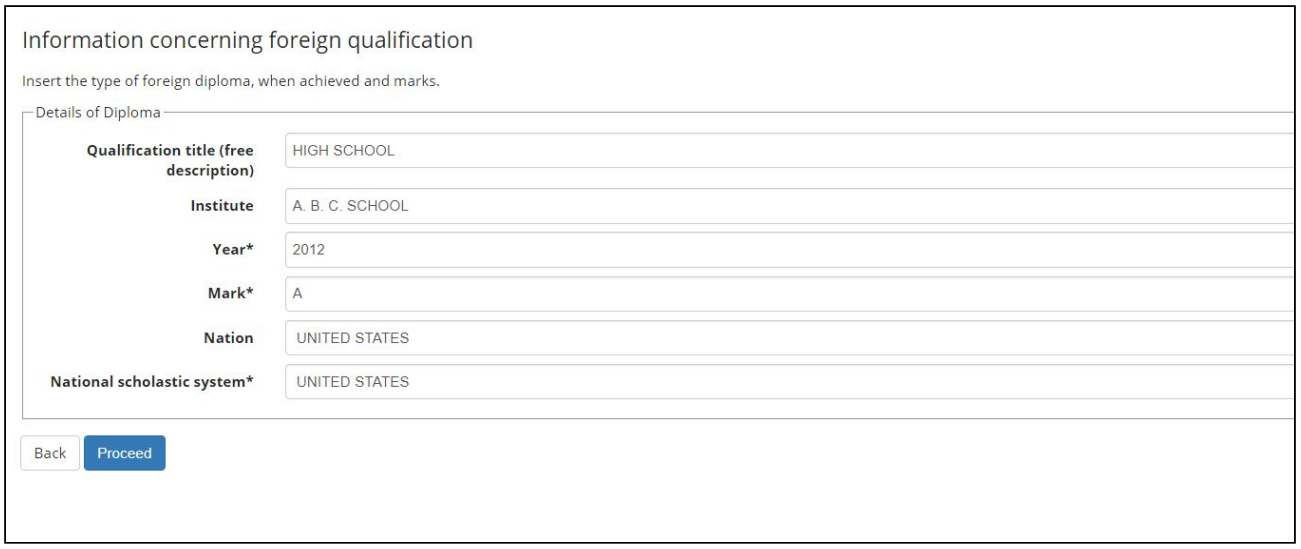
Origin of your qualification

High school certificate ○ Italian ◉ Foreign

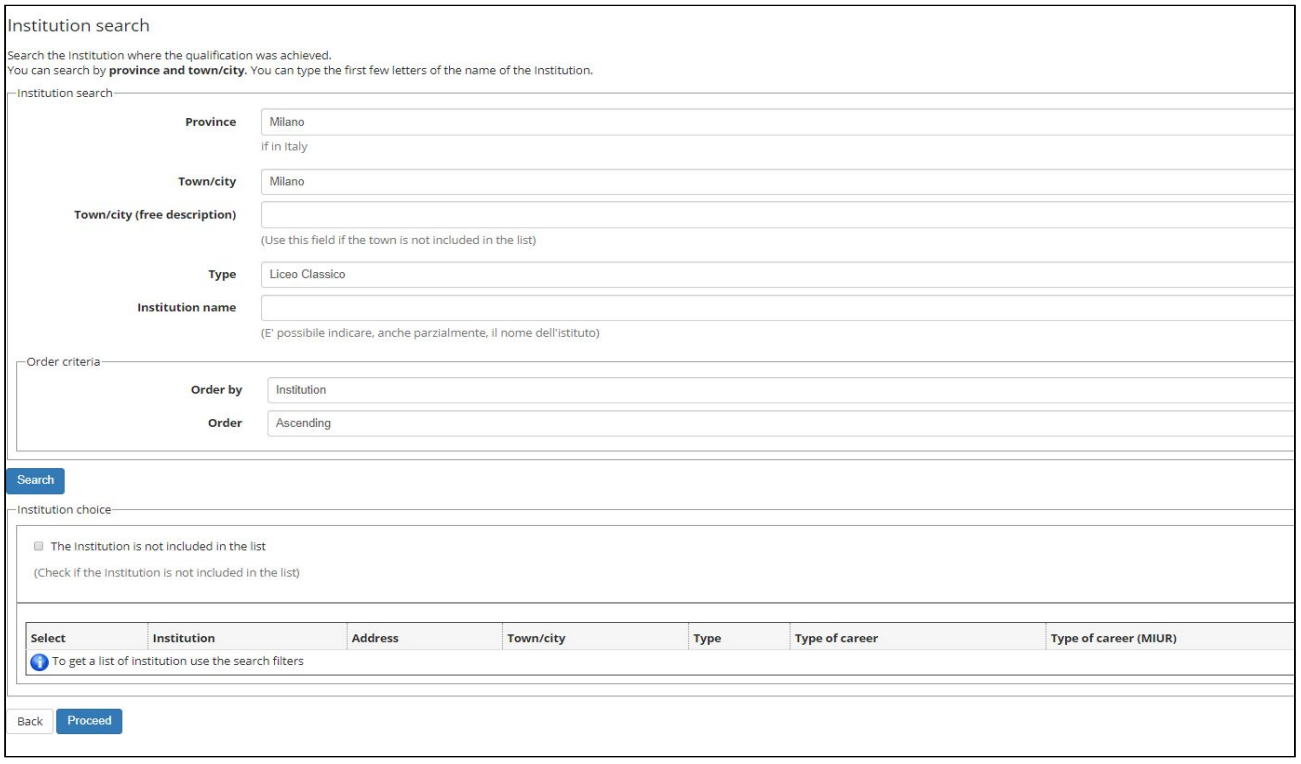
Achieved at: ○ Italian Institution ◉ Foreign Institution

Back | Proceed

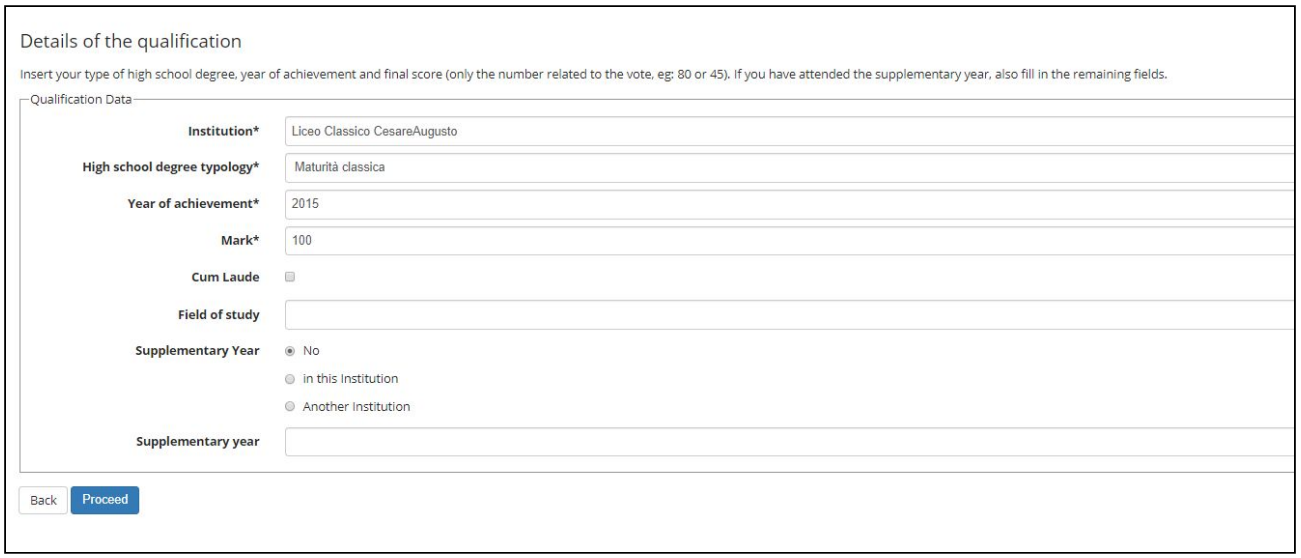
Foreign institution: Fill the section with information concerning foreign qualification



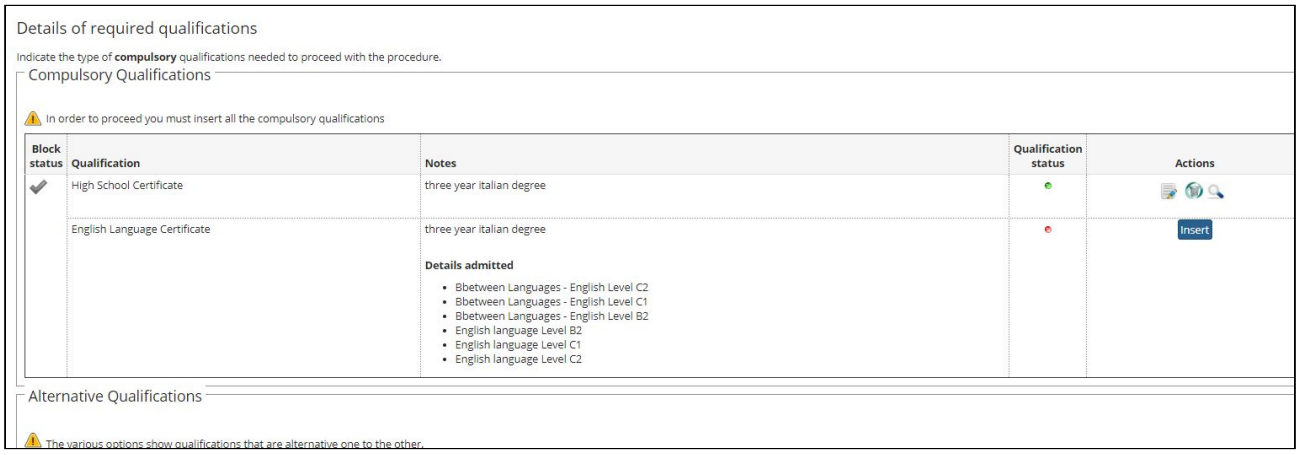
Italian institution: Fill the section with information to search institution. Click on "Search".



If the institution in not included in the list, check "The Institution is not included in the list" and fill the section with the details of the qualification



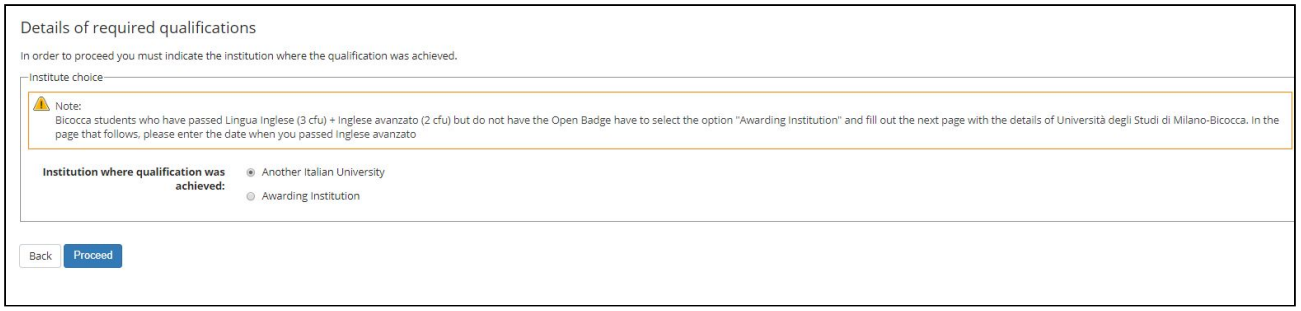
Proceed



b) English language certificate

Add your English language knowledge qualification by choosing:

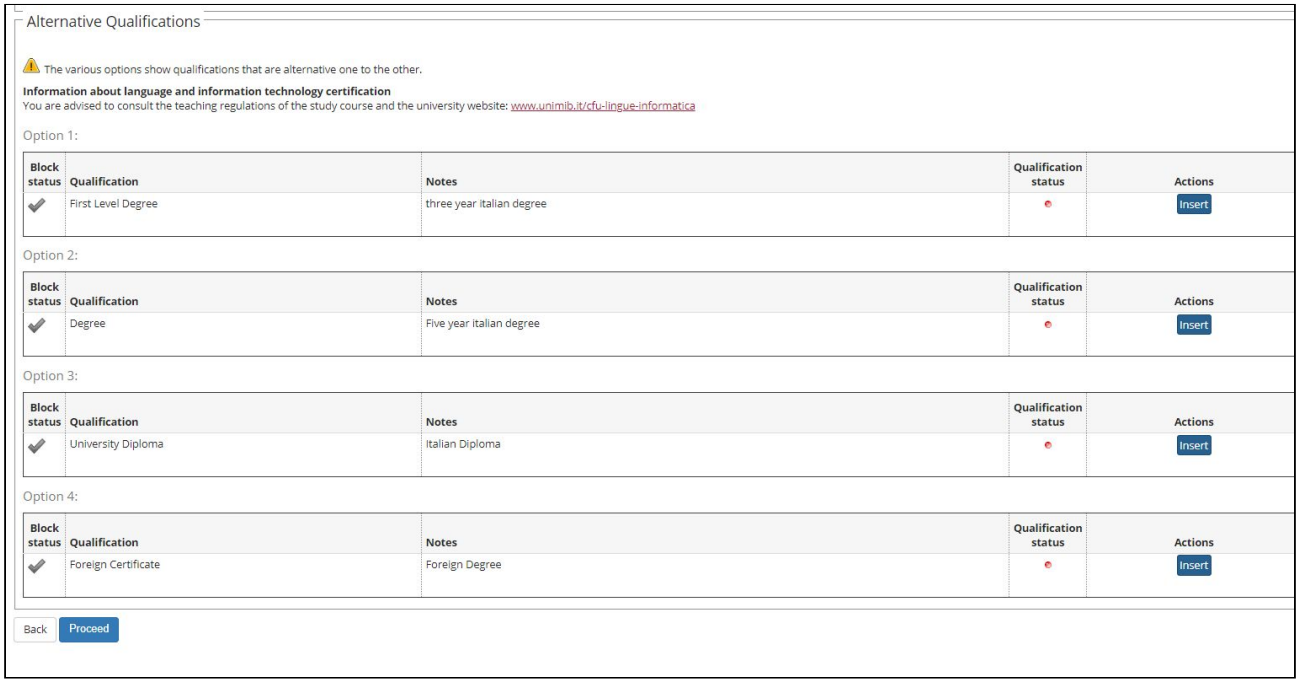
- **<u>Another Italian University</u>: to declare that you have passed one (or more) exams of English language at least 4 CFU (ECTS) within the academic career in other Italian University (not Università degli Studi di Milano – Bicocca)**
- **<u>Awarding Institution</u>: in all other cases (for Bicocca students too):**
  - **the secondary school that you attended taught primarily or entirely in English OR**
  - **the first-cycle degree course that you attended taught primarily or entirely in English OR**
  - **the institution (not Italian University) in which you passed one (or more) exam of English Language OR**
  - **the institution in which you earned a B2 English language certificate OR**
  - **the "Università degli Studi di Milano-Bicocca" if you have passed "Lingua Inglese (3 CFU)" + "Inglese Avanzato (2 CFU)", or the "Laboratorio di Inglese per la Professione"**



Fill the section with information about the qualification. Declare the level your English language knowledge (minimum required: Level B2)

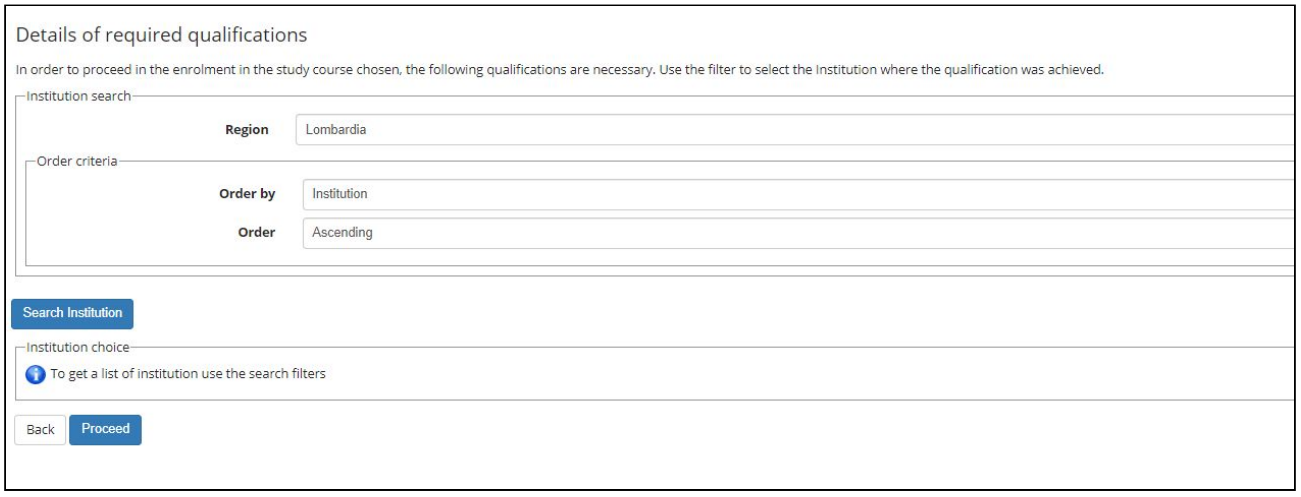
c) Alternative qualification

Add your admission degree choosing one of the following options:

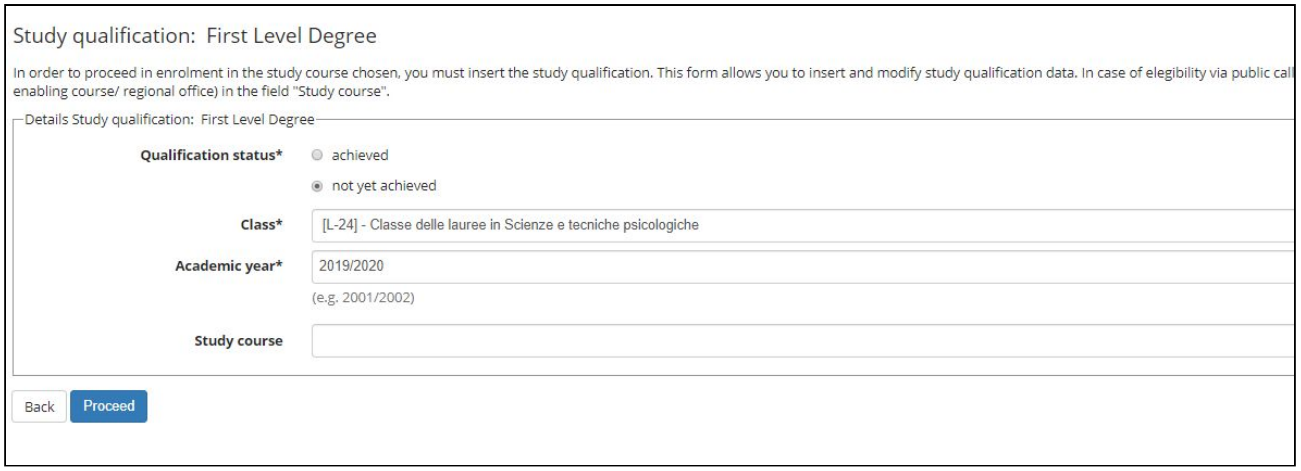


Italian degree (Options 1, 2 or 3): choose the institution where qualification was achieved

If the choice is "Another Italian University", search institution

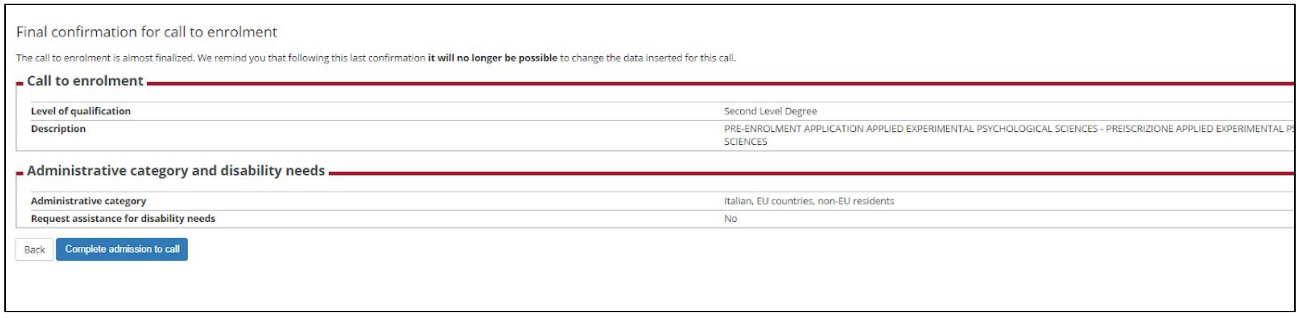


Fill the section with information concerning study qualification



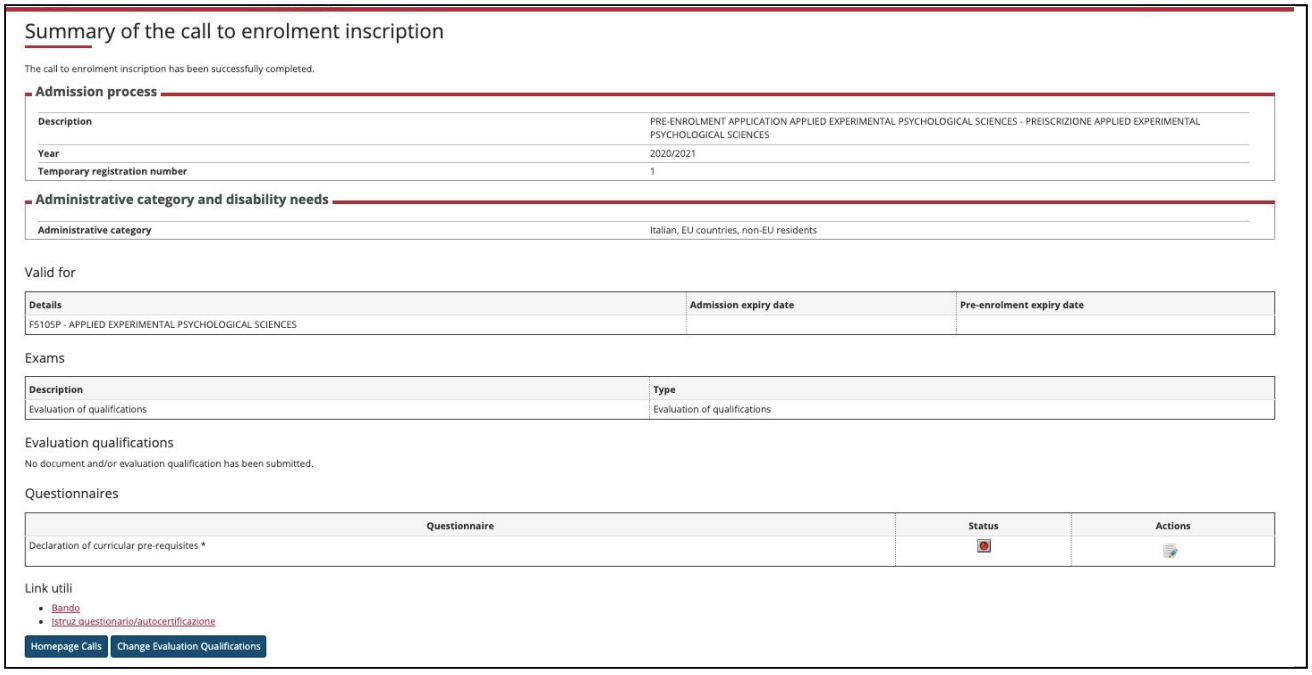
Foreign degree (Option 4): fill the section with information concerning foreign university study qualification

Check carefully that all information is correct, and complete admission to call



2.6 Upload the required documents

Upload the required documents by clicking on "Change Evaluation Qualification"



Documents with Min= 0 are not compulsory
For each document you upload, enter the requested details:

Documents to upload for foreign degree

Manage your qualifications and documents for the evaluation

Declare qualifications and documents for the evaluation

The selected call involves the following types of documents and / or qualifications that contribute to the ranking evaluation:

Qualification typology	Min	Max
Evidence of proficiency in English	1	1
Degree certificate (expected)	1	1
Curriculum vitae et studiorum	1	1
Course Syllabus	0	20
Statement of purposes	1	1
Reference letter	0	2
Trascript of records	1	1

Qualifications declared

Tipology	Title	Actions		
Curriculum vitae et studiorum	CV			
Degree certificate (expected)	Degree certificate			
Evidence of proficiency in English	English B2 level			
Statement of purposes	Letter			
Trascript of records	TOR			

Do you want to attach other documents and/or qualifications?* Yes / No

Back Forward

Documents to upload for Italian degree

Manage your qualifications and documents for the evaluation

Declare qualifications and documents for the evaluation

The selected call involves the following types of documents and / or qualifications that contribute to the ranking evaluation:

Qualification typology	Min	Max
Evidence of proficiency in English	1	1
Curriculum vitae et studiorum	1	1
Statement of purposes	1	1
Reference letter	0	2

Qualifications declared

Tipology	Title	Actions		
Curriculum vitae et studiorum	CV			
Evidence of proficiency in English	English B2 level			
Statement of purposes	Letter			

Do you want to attach other documents and/or qualifications?* Yes / No

Back Forward

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 "Forward"

Until the deadline for pre-enrolment applications, you may replace the documents you uploaded or add new documents by clicking on "Change Evaluation Qualification"

2.7 Declaration of curricular pre-requisites

Applicants with Italian degree must fill in the "Declaration of curricular pre-requisites"

Evaluation of qualifications | Evaluation of qualifications

Evaluation qualifications

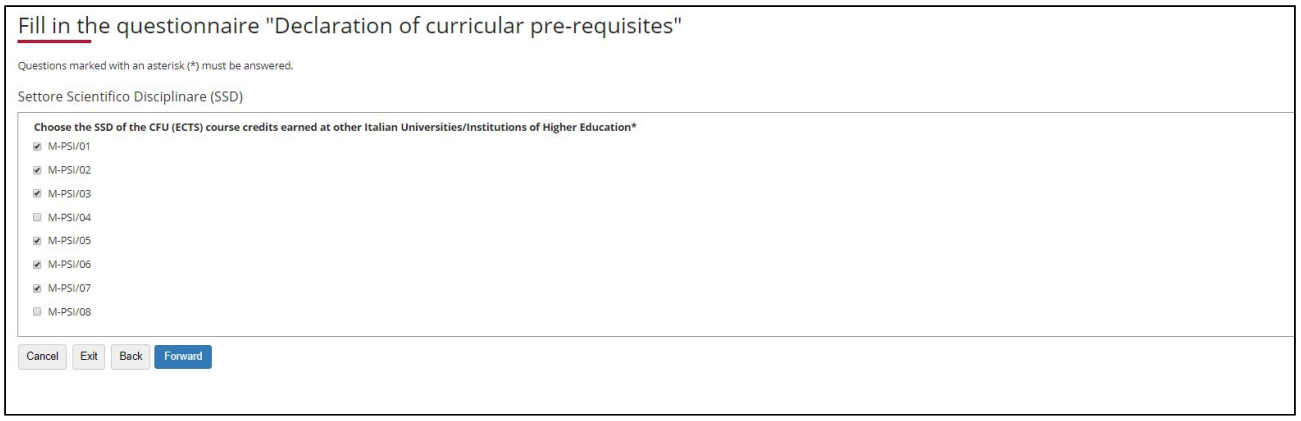
Type	Qualification
Curriculum vitae et studiorum	CV
Evidence of proficiency in English	English B2 level
Statement of purposes	Letter

Questionnaires

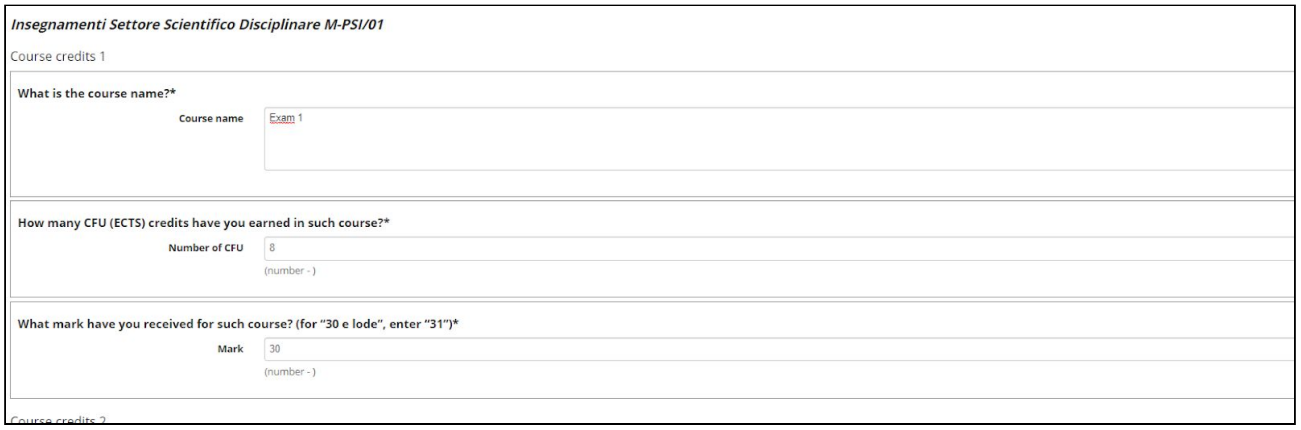
Questionnaire	Status	Actions
Declaration of curricular pre-requisites *		

Link utili

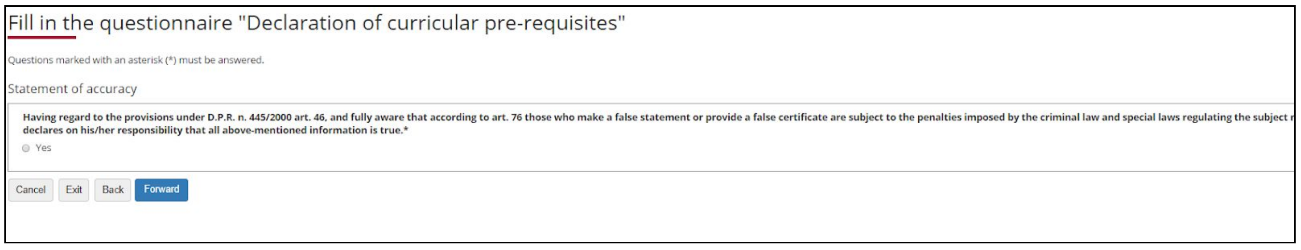
Select Italian disciplinary scientific sector areas



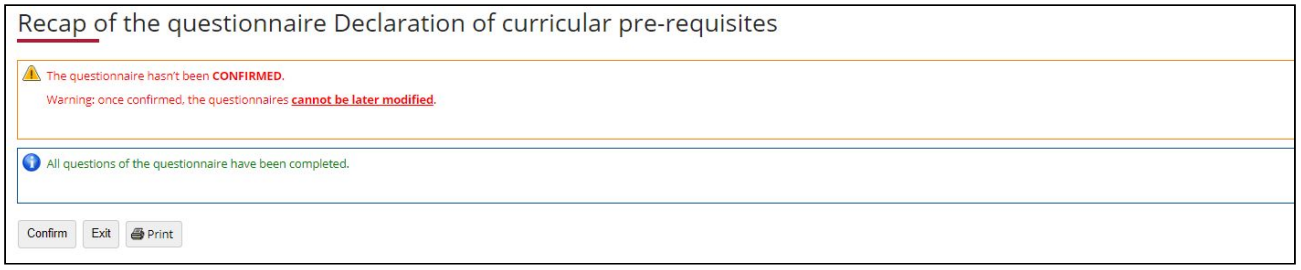
Fill the section with the exams for each SSD



Answer the question

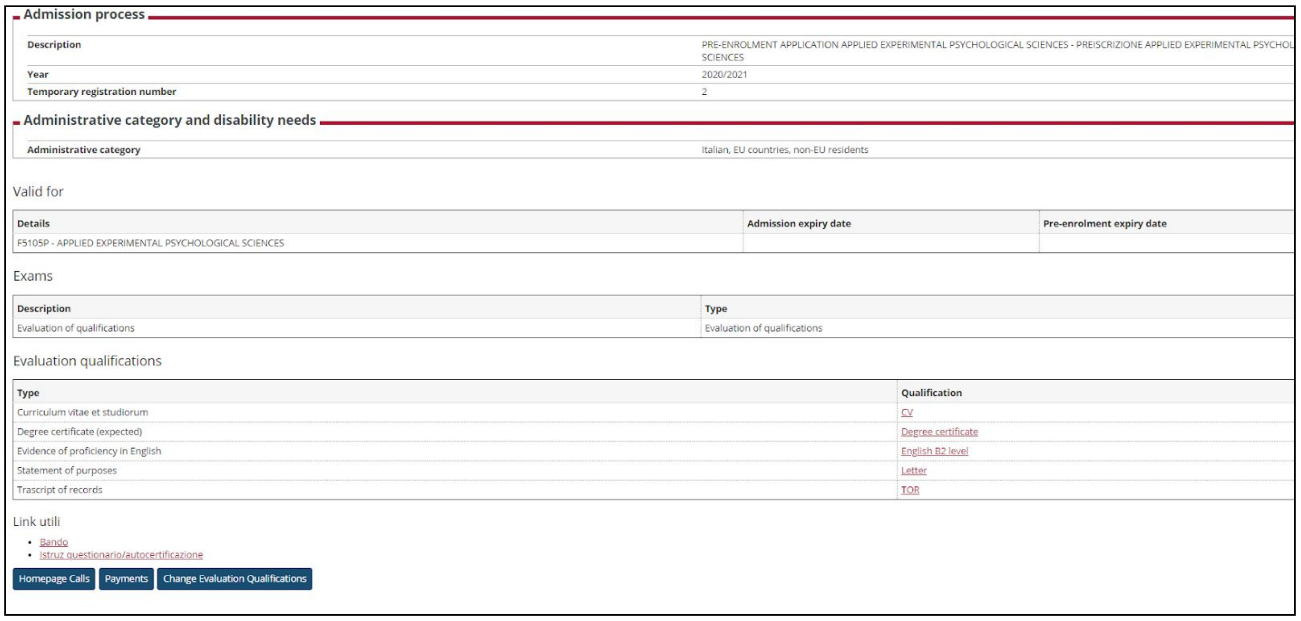


Confirm the Declaration



2.8 Fee

Click on "Payments" to print the bulletin. If the button is not present, it means that not all documents have been uploaded or the Declaration (if required) has not been confirmed.



Admission process

Description	PRE-ENROLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PREISCRIZIONE APPLIED EXPERIMENTAL PSYCHOL SCIENCES
Year	2020/2021
Temporary registration number	2

Administrative category and disability needs

Administrative category	Italian, EU countries, non-EU residents

Valid for

Details	Admission expiry date	Pre-enrolment expiry date
F5105P - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES		

Exams

Description	Type
Evaluation of qualifications	Evaluation of qualifications

Evaluation qualifications

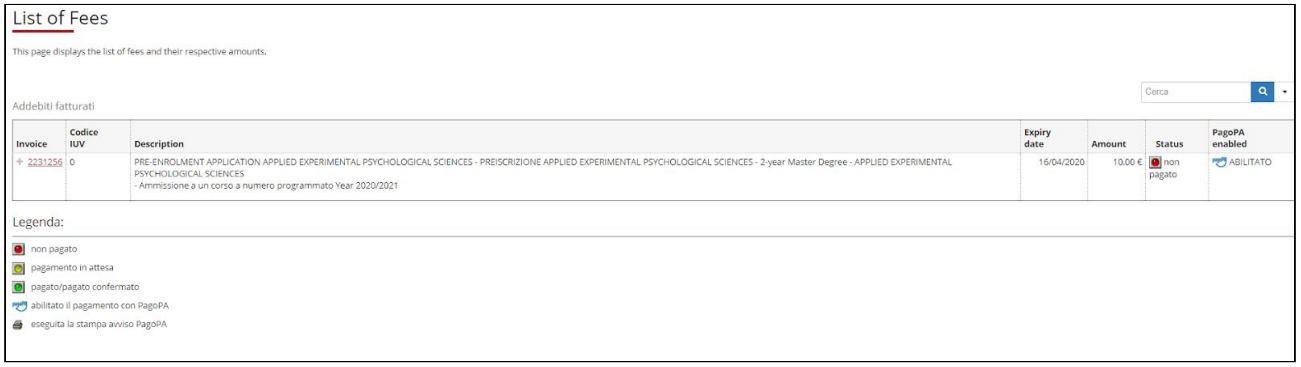
Type	Qualification
Curriculum vitae et studiorum	CV
Degree certificate (expected)	Degree certificate
Evidence of proficiency in English	English B2 level
Statement of purposes	Letter
Trascript of records	TOR

Link utili

- Bando
- istruz questionario/autocertificazione

Homepage Calls | Payments | Change Evaluation Qualifications

Click on the number of invoice to pay the bulletin



List of Fees

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

Cerca

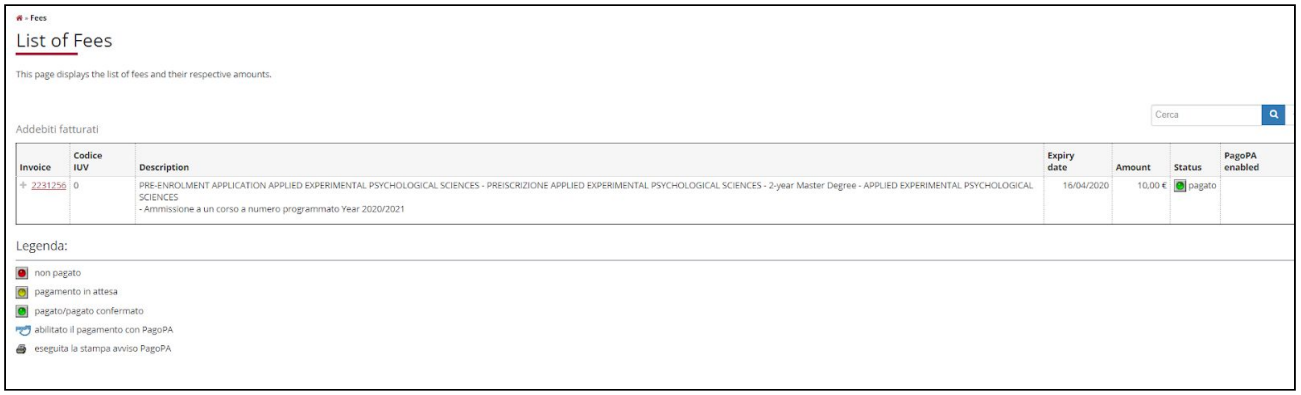
Addebiti fatturati

Invoice	Codice IUV	Description	Expiry date	Amount	Status	PagoPA enabled
2231256	0	PRE-ENROLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PREISCRIZIONE APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - 2-year Master Degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - Ammissione a un corso a numero programmato Year 2020/2021	16/04/2020	10,00 €	non pagato	ABILITATO

Legenda:

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

After payment status will be green



» Fees

List of Fees

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Cerca

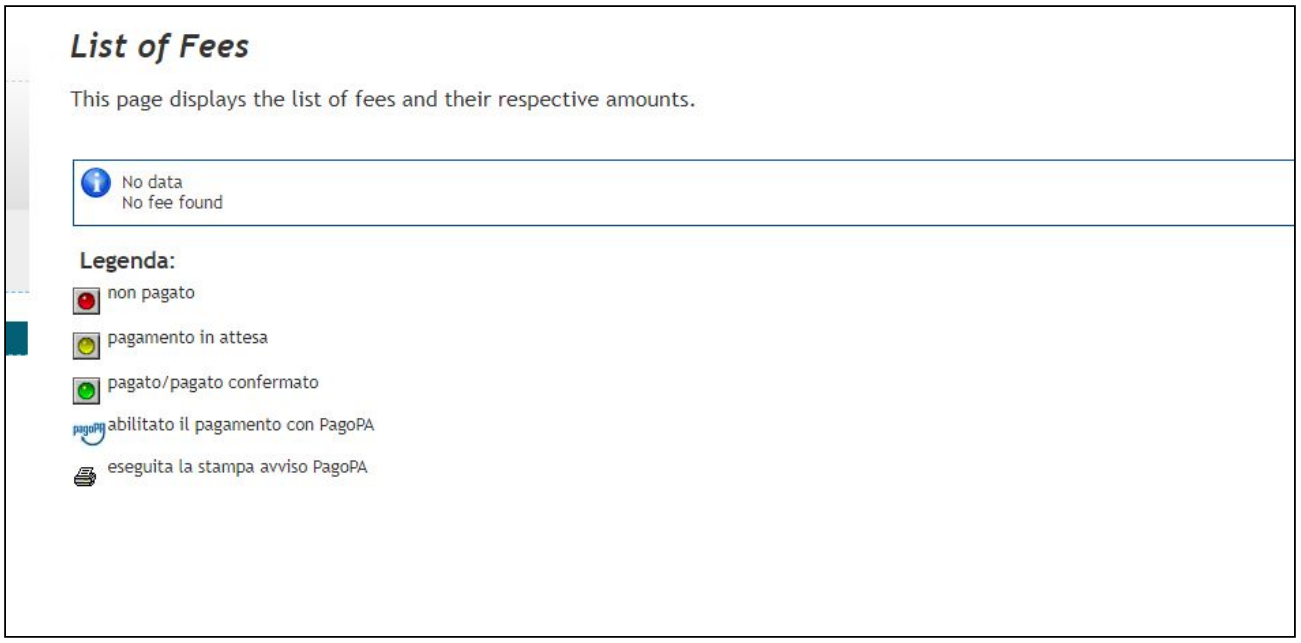
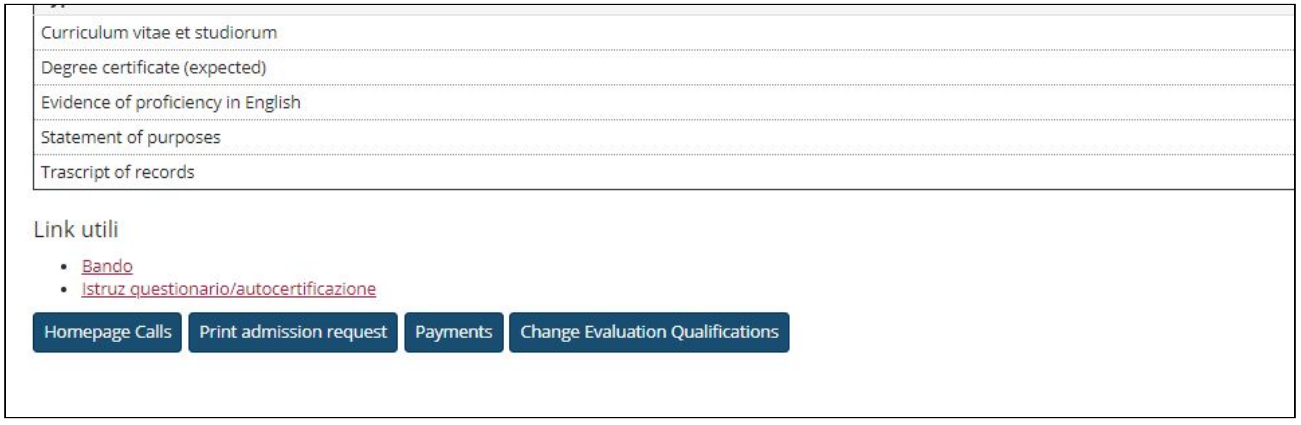
Addebiti fatturati

Invoice	Codice IUV	Description	Expiry date	Amount	Status	PagoPA enabled
2231256	0	PRE-ENROLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PREISCRIZIONE APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - 2-year Master Degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - Ammissione a un corso a numero programmato Year 2020/2021	16/04/2020	10,00 €	pagato	

Legenda:

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

Extra-UE students resident abroad (requiring student visa) and foreign students who earned a foreign degree do not need to pay the application fee.



After payment is possible to print the Admission request