INSTRUCTIONS PRE-ENROLMENT AEPS 2020/21

Summary

1 INSTRUCTIONS FOR REGISTRATION 1

2 INSTRUCTIONS FOR APPLICATION 6

2.1 What do you need to fill in the pre-enrolment application? 6

2.2 Start pre-enrolment application 6

2.4 Upload a personal photo 10

2.5 Add your required admission qualifications 10

High school certificate 11

English language certificate 13

Alternative qualification 14

2.6 Upload the required documents 16

2.7 Declaration of curricular pre-requisites 17

2.8 Fee 19

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 (registrazione online) 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 via the website.

Lecturers
It is not necessary to register. You may log in with your university credentials (Unimi ID).

Companies
In order to use services for companies (e.g. degree or apprenticeship organizations), it is necessary to receive accreditation. A user name and password will be given for access to the system.

Public administration and public service managers
Companies registered for the consultation service about student academic careers may gain access following these steps.
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

Registration: Permanent address
The page shows the form for entering and modifying the user’s permanent address.

- **Country**: ITALY
- **Province**: Milano
- **Town/City**: Milano
- **Post code**: 20121
- **Address**: Via del Duomo (street, square, road)
- **Street no.**: 1
- **Valid from**: 01/01/2019 (dd/mm/yyyy)
- **Telephone**
- **Current address is the same as permanent address**: Y N

Enter your email and phone number

Registration: Contact details
The page shows the form for entering and modifying the user’s contact details.

- **Email**: jonson@yahoocom
- **Country code**
- **Country code**: (e.g. IT or US)
- **Mobile phone**: +391234567890

---

Area della Formazione e dei Servizi agli Studenti - Settore Psicologia
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”

Registered Users Area - Welcome JOHN WIN
This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments.

Home

Read carefully the instructions and click on “Call to enrolment”

Call to enrolment
It is necessary to fill in the information in order to present an application. Please carefully check that all given information is correct.
Pause and restart of the application procedure
Periodically the system saves the online application process. In case the application is interrupted before being completed, normally it can be restored to where it was left off. The filled in data will be saved as long as the session is not closed.
To modify saved data (before ending the process)
If the saved data has to be modified, it will be necessary to restart the process again, from the beginning. You have to enter the admission section, select the process in stand-by and cancel the application from the beginning.
End of the application
When the application is submitted, it will not be possible to modify it through the website.
Warning for Phd candidates
Even after the confirmation of the application, you can modify the data provided before the deadline of the call.

Read carefully the instructions and click on “Forward”

ID Photo
During the process personal data an electronic ID photo will be required for identification.
It is necessary to upload an ID photo (i.e. passport or driving license), in bitmap or jpeg format with a minimum resolution of 300x400 pixels.
Once uploaded, you will no longer be able to change the photo. If the photo does not meet the requirements, you will be required to submit another photo.
Here are some examples of ID photos in order to choose the correct format.

When you have the correct ID photo, you can continue the process.
Choose the course level

Choose course level
Choose the course level in which you want to be enrolled.
- Choose course level
  - Post Italian university reform*
    - Degree Course
    - 2-year Master Degree
    - First Level Master Course
    - Second Level Master Course
  - Pre Italian university reform*
    - Continuing Education Course
    - Practical Education Course

Back  Forward

Choose the course

Call to enrollment list
Choose the call to enrollment in which you want to be enrolled.
- Call to enrollment
  - Call to enrollment*
    - PRE-ENROLLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PRESCRIZIONE APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES from 19/02/2020 09:00 to 15/04/2020 12:00

Back  Forward

Confirm and continue

Call to enrollment confirmation
Verify the information related to the choices made in the previous pages.
- Call to enrollment
  - Level of qualification: Second Level Degree
  - Course level: 2-year Master Degree
  - Description: PRE-ENROLLMENT APPLICATION APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PRESCRIZIONE APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES

Back  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: 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: johnim@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

2.3 Upload Identity document

Click on “Insert a new identity document”
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
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

Add the required admission qualifications (compulsory qualifications and one of the alternative qualifications)

- 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 is not included in the list, check “The Institution is not included in the list” and fill the section with the details of the qualification.

**Details of the qualification**

Insert your type of high school degree, year of achievement and final score (only the number related to the vote, eg. 80 or 40), if you have attended the supplementary year, also fill in the remaining fields.

**Proceed**

**Details of required qualifications**

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

**Compulsory Qualifications**

- English Language Certificate
  - **Three year baccalaureate degree**
  - Details admitted:
    - Advanced English: English level C2
    - English Language: English level B2
    - English Language: English level A2

- **Alternative Qualifications**
  - The available options show qualifications that are alternative one to the other.

**b) English language certificate**

Add your English language knowledge qualification by choosing:

- **Another Italian University**: 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)
- **Awarding Institution**: 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

Details of required qualifications
In order to proceed you must indicate the institution where the qualification was achieved.

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

Back  Proceed

If the choice is “Another Italian University”, search institution

Details of required qualifications
In order to proceed in the enrolment in the study course chosen, the following qualifications are necessary. Use the filter to select the institution where the qualification was achieved.

Institution search
Region: Lombardia

Order criteria
Order by: Institution
Order: Ascending

Search Institution
Institution choice:

To get a list of institution use the search filters

Back  Proceed

Fill the section with information concerning study qualification

Study qualification: First Level Degree
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, enabling course/ regional office in the field "Study course".

Details Study qualification: First Level Degree

Qualification status*
- achieved
- not yet achieved

Class*
[L.24] - Classe delle lauree in Scienze e tecniche psicologiche

Academic year*
2019/2020
(e.g. 2001/2002)

Study course

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

<table>
<thead>
<tr>
<th>Foreign university study qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>This form allows you to insert or modify data relative to foreign university study qualifications.</td>
</tr>
<tr>
<td>Foreign University Qualification Data</td>
</tr>
<tr>
<td>Qualification status*</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Nation</td>
</tr>
<tr>
<td>University</td>
</tr>
<tr>
<td>Qualification*</td>
</tr>
<tr>
<td>Study course</td>
</tr>
<tr>
<td>Duration (years)</td>
</tr>
<tr>
<td>Language</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qualification type</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document of proficiency in English</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Degree certificate (expected)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Curriculum vitae et studioium</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Curriculum vitae et studioium (expected)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Statement of purposes</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Reference letter</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Transcript of records</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Qualifications declared

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree certificate (expected)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document of proficiency in English</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of purposes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcript of records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Do you want to attach other documents and/or qualifications? Y/N] Y

Documents to upload for Italian degree

<table>
<thead>
<tr>
<th>Qualification type</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document of proficiency in English</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Curriculum vitae et studioium</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Statement of purposes</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Qualifications declared

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of purposes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Do you want to attach other documents and/or qualifications? Y/N] Y

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”
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.

Click on the number of invoice to pay the bulletin

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

**List of Fees**

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

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Data</td>
<td>No fee found</td>
</tr>
</tbody>
</table>

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

After payment is possible to print the Admission request