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
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.
Servizi digitali di Ateneo

Nome utente
jo.an@campus.unimib.it

Password
************

Hai dimenticato la password?
Hai dimenticato il nome utente?

Accesso

Entrare con SPID
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 “Menu”, “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.

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 in the system.
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 it, and then start 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 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

**Current address**

- **Country**: 
- **Town/City not listed**: 
- **Post code**: 
- **Locality**: 
- **Address**: 
- **Street no.**: 
- **Phone number**: 
- **C/c**: 

**Contact details**

- **Email**: jennwin@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

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 details of identity document

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)

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
Foreign institution: Fill the section with information concerning foreign qualification

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

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Information concerning foreign qualification

<table>
<thead>
<tr>
<th>Details of Diploma</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification title (free description)</td>
<td>HIGH SCHOOL</td>
</tr>
<tr>
<td>Institute</td>
<td>A. B. C. SCHOOL</td>
</tr>
<tr>
<td>Year*</td>
<td>2012</td>
</tr>
<tr>
<td>Mark*</td>
<td>A</td>
</tr>
<tr>
<td>Nation</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>National scholastic system*</td>
<td>UNITED STATES</td>
</tr>
</tbody>
</table>

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Institution search

- Province: Milano
- Town/city: Milano
- Order criteria: Institution
- Order: Ascending
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) Alternative qualification

Add your admission degree choosing one of the following options:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Level Degree</td>
<td>Degree</td>
</tr>
<tr>
<td>Notes: three year Italian degree</td>
<td>Notes: five year Italian degree</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Diploma</td>
<td>Foreign Certificate</td>
</tr>
<tr>
<td>Notes: Italian Diploma</td>
<td>Notes: Foreign Degree</td>
</tr>
</tbody>
</table>

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
Documents to upload for Italian degree

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

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Code</th>
<th>Description</th>
<th>Expiry Date</th>
<th>Amount</th>
<th>Status</th>
<th>Registrazione</th>
<th>Pagato?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023001</td>
<td>1234</td>
<td>APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - PRESCRIBED ADMISSION EXPERIMENTAL PSYCHOLOGICAL SCIENCES - 2-year Master degree - APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES - admission to a specific annual programme year 2023/2024</td>
<td>10/04/2023</td>
<td>1100.00</td>
<td>Pagato</td>
<td>VENDUTO</td>
<td>Pagato</td>
</tr>
</tbody>
</table>

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

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.
After payment is possible to print the Admission request

<table>
<thead>
<tr>
<th>Curriculum vitae et studiorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree certificate (expected)</td>
</tr>
<tr>
<td>Evidence of proficiency in English</td>
</tr>
<tr>
<td>Statement of purposes</td>
</tr>
<tr>
<td>Transcript of records</td>
</tr>
</tbody>
</table>

**Link utili**
- Bando
- Istruzioni/questionario/autocertificazione

[Homepage Calls] [Print admission request] [Payments] [Change Evaluation Qualifications]