INTERNATIONAL ECONOMICS

INSTRUCTIONS PRE-ENROLMENT 2021/22

1 INSTRUCTIONS FOR REGISTRATION

Go to the online registry Segreterieonline and select “Registration”:
https://s3w.si.unimib.it/Home.do;jsessionid=8BDF7C143C6FF9E57CDE5604176C00E.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.

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003*

I agree to the transmission of my Personal Data in compliance with current legislation*

I agree to the disclosure of my Personal Data in compliance with current legislation*
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
j.win@campus.unimi.it

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

Hai dimenticato la password?
Hai dimenticato il nome utente?

Accesso

Entrare con SPID
2 INSTRUCTIONS FOR APPLICATION

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.

Start pre-enrolment application
Login to Segreterieonline. Click on top-right of the page “Menu”, “Home” and then “Evaluation 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 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 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.

Call to enrolment

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.

Back Forward
Choose the course level

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

- 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:
- INTERNATIONAL ECONOMICS - Valutazione della carriera per ammissione alla laurea magistrale from 01/03/2021 to 30/03/2021 23:59

Details
- PGE2M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE: 800 - Italian, EU countries, non-EU residents
- PGE2M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE: 801 - Conversion: Polo Uni, Cosenza, Lecce
- PGE2M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE: 802 - Non EU not resident students
- PGE2M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE: 805 - Marco Feli

Back  Forward
**Confirm and continue**

**Call to enrolment confirmation**
Verify the information related to the choices made in the previous pages.

**Call to enrolment**

<table>
<thead>
<tr>
<th>Level of qualification</th>
<th>Second Level Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course level</td>
<td>2-year Master Degree</td>
</tr>
<tr>
<td>Description</td>
<td>INTERNATIONAL ECONOMICS - Valutazione della carriera per ammissione alla Laurea magistrale</td>
</tr>
<tr>
<td>Note</td>
<td>Sono richiesti, obbligatoriamente, i seguenti documenti da allegare - Curriculum vitae - Autocertificazione di laurea (o esami per studenti laureati di altro Ateneo) - Autocertificazione di iscrizione con esami (per studenti buoni di altre Atenei) - Certificazione Lingua inglese</td>
</tr>
</tbody>
</table>

**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
- **Address**: 1
- **Phone number**: No

**Current address**
- **Country**:
- **Town/City not listed**:
- **Post code**:
- **Locality**:
- **Address**:
- **Street no.**: 1
- **Phone number**: No

**Contact details**
- **Email**: jennwin@yahoo.it
- **Mobile phone**: No
- **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
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

Confirm

Proceed

Upload a personal photo
Upload a photo and click on “Load photo, check and click on forward”
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
Foreign institution: Fill the section with information concerning foreign qualification

Foreign institution: insert copy of your Diploma
Insert details of the uploaded attachment and upload

Now go forward
b) Alternative qualification

Choose Foreign degree:

Foreign degree: fill the section with information concerning foreign university study qualification
Upload the required documents
Documents with Min= 0 are not compulsory
For each document you upload, enter the requested details:

Documents to upload for foreign 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”
Proceed

Check your data and go forward
Now fill up Admission questionnaire. Click on “actions”

Insert your grade Average Point and your skype address:
Click SI and go next

Confirm the questionnaire and then exit
Process is completed. Now you can print your admission request. 
In the request you’ll find your interview date.