1. **ON LINE STUDENTS REGISTRY**

Enter [https://s3w.si.unimib.it/](https://s3w.si.unimib.it/) and click “registrazione”:

Click the menu (three horizontal lines) on the top right. Select ENG to enter in the website english version then “Web registration”:
Type your Italian **Tax code** if you have got one, otherwise check the box “Foreign student without tax code”

Add your personal data and go forward
Add your permanent address. Selecting “N” in the last field you can also insert your current address

Enter your current address and go Forward:
You must now provide a valid mail address. Enter the country code, your mobile phone number and go forward:

Choose your password and go forward.
Confirm the data

The registration is completed. Wait for a confirmation email to your personal inbox before logging in.
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Select Login

Enter your IDuser and the password you choose during registration.
Now change your password and Proceed

Now you are in the Registered Users Area. Click the menu on the top right (the three horizontal lines)
Select HOME from the menu

Then select Evaluation test from the menu
Click on “Enrollment in an evaluation test”.

Be sure to have the correct ID photo and go forward.
Choose “2-year Master Degree” as course level.

Select the call to enrollment in Materials Science and then go forward.
Confirm and continue:

**Call to enrolment**

- **Level of qualification:** Second Level Degree
- **Course level:** 2-year Master Degree
- **Description:** MATERIALS SCIENCE - valutazione delle carriere per l’ammissione alla Laurea Magistrale

**Note**


Confirm or edit your personal data.
Insert a new **Identity document** (the inserted document will have to be presented on the selection test day):

Insert all the details required and proceed:
Select “Proceed” in order to confirm the details.

Now you must upload the scan of the identity document. Click “insert attachment”
Insert the details and then upload the file clicking on “Seleziona file”.

You can now see, modify details or delete the attached document. Then go forward.
Check the data and proceed.

Insert your personal photo:
It is necessary to upload an ID photo (i.e. passport or driving license), in bitmap or jpeg format with a resolution of at least 300x400 pixels.
Upload the photo clicking on “Scegli file’ then click on “Load photo”.
Now the photo is uploaded. Go Forward

Disability statement: If you want to ask for assistance to take the enrolment test, go to page XX. If you do not need any help select “no” and go forward.
Confirm and Proceed

Insert details of required **Qualification**. In order to proceed you must insert all the Compulsory Qualification and one of the Alternative Qualification.

Insert the compulsory qualification (High school certificate):
Indicate the national origin of your qualification (in the example, foreign qualification)

Indicate the details of Diploma and all the data required.
Now the qualification is inserted (green light)

Insert one of alternative qualification. If you obtained your qualification outside Italy choose Option 1 and click on “Insert”.
Insert data relative to foreign university study qualification and choose the second option if your qualification status is not yet achieved.
If your qualification status is already achieved, insert mark and date of achievement.

Now the qualification is inserted (green light). Click on “Proceed”
Click on “Yes” to upload documents or qualifications valid for evaluation.

REMEMBER: If you are a candidate with a foreign degree, you need to insert:

1. first level Degree certification
2. transcript of records
3. translation of the documents (at point 1 and 2) in Italian or English if issued in a different language
4. Diploma Supplement or Statement of local validity or certificate CIMEA, if already available*
5. any other documents held by the candidate that are deemed useful to assess the qualification eligibility for the selected master’s degree course (e.g. programs of the exams (syllabus))

*If you don’t attach your Diploma Supplement or Statement of local validity or certificate CIMEA, it is mandatory to be sent to the welcome desk by e-mail (welcome.desk@unimib.it) by 45 days from the enrollment.
insert Transcript of records, a brief description and upload the file (5 MB maximum) clicking on “Scegli file”. Proceed.

Click on “Yes” to upload the evidence of proficiency in English.
Insert Evidence of proficiency in English, a brief description and upload the file (5 MB maximum) clicking on “Scegli file”. Proceed.

You can now see the declared qualifications. You can also modify or delete them. Click “Yes” to add other documents or qualifications. Otherwise, click “NO” and proceed.
Click on “Proceed” to confirm.
You will no longer be able to modify data relating the qualifications enclosed.

You can now COMPLETE ADMISSION TO CALL.
This is the final confirmation. It will no longer be possible to change the data inserted to this call following this last confirmation.
If you are not sure or if you want to change the data inserted, go to “EVALUATION TEST” and cancel the pending process (the system will eliminate the process completely). Now you can start the process from the beginning.
The call to enrolment is now completed. You can read time and place of interview. You can Print the admission request.

PLEASE NOTE: applications lacking attachments or signature will not be accepted.