

Online enrolment at PhD courses instructions for the academic year 2018/2019 Cycle XXXIV, University of Cagliari

You need a computer with Internet connection and Adobe Reader

Step 1: Internet connection

a) Go to: <https://webstudenti.unica.it/esse3/Home.do>

or

b) Go to the homepage of UniCa website (www.unica.it), click on 'Accedi' (on the right), and on 'Esse 3 – Studenti e docenti'.

Step 2: Access to reserved area and online services

Go to: <https://webstudenti.unica.it/esse3/Home.do>

Click on login (left menu) and type your user ID and password.

If you do not remember your ID and password your ID and password, go back to <https://webstudenti.unica.it/esse3/Start.do>, click on 'Recupero delle credenziali (Password e nome utente)' and follow the instructions.

You may also request your credentials to the Post Lauream Office:

- personally, in 12, via San Giorgio, 09124 Cagliari, on Mondays, Wednesdays, Fridays from 9:00 a.m. to 12:00 p.m.;
- by email at dottoratiemaster@unica.it, attaching a copy of your ID or passport.

Step 3: Enrolment at PhD courses

After login, access the reserved area.

Select the appropriate element in the menu on the left, and then:

- click on "Segreteria" (left menu)
- click on "Immatricolazione" (enrolment procedure)
- click on "Immatricolazione ai Dottorati di Ricerca" (enrolment at PhD courses)

A window will open where you can find the PhD course you have been admitted to and can enrol at it. Select it and then click on "avanti".

Step 4: Enrolment procedure

-The system will retrieve the information in its possession, and will ask you for further information, for example if you have any disability and your employment status (this is not relevant for enrolment in PhD courses, so you can choose a part-time or full-time course).

If your personal data are not correct, follow the instructions and change them.

If your personal data are correct, select "Conferma" (Confirm) to enrol at the PhD course.

-Then will be required to provide identification (ID) information and to upload a scan copy or image of a valid identity document (colored copy of your Passport, front and back, with a clear photo).

If not available immediately, you can upload it after the completion of the online procedure, if you are already studying at University of Cagliari (Select: Home > Documento di identità o Segreteria > Documento di identità - being no larger than 1 MB).

The enrolment procedure will be completed upon verification by the administrative office Settore dottorati e master your ID scan copy or image have been uploaded from your reserved area.

-You will be also required to upload a recent passport size photo of you: only one file not more than 1MB, in bitmap or jpeg format.

If not available immediately, you can upload it later (Select: Home > foto > upload foto > cerca il file con la foto presente sul tuo pc > upload > avanti).

-Finally you will be required to upload signed self-certification filled out (available at https://www.unica.it/unica/it/studenti_s01_ss05.page) in PDF (portable document format, being no larger than 1 MB)

Then click on “Stampa domanda di Immatricolazione” (print application form) to get your application form and a list of fees to be paid, and save it

Fees:

In order to complete the enrolment procedure candidate have to pay the fee of € 16,00, for revenue tax, within 4 days from the date of the enrolment application.

Step 6: Logout

After the completion of the enrolment procedure, remember to log out so you close the browser (click “log out” in the menu on the left) and ensure the safety of your data.

Completion of the enrolment procedure

In order to complete the enrolment procedure candidate have to pay the fee of € 16,00, for revenue tax within 4 days from the date of the enrolment application:

Candidates residing abroad can pay it by **bank transfer WITHOUT FEES CHARGED TO THE RECIPIENT** using the following bank details:

Università degli Studi di Cagliari

via Università 40, 09124 CAGLIARI

Tesoreria universitaria Banco di Sardegna

IBAN code IT51T0101504800000000043280

SWIFT code BPMOIT22XXX

Reason for payment: “Enrolment at PhD courses - XXXIV cycle, name and surname of the candidate and the PhD course he/she wants to enrol”.

The receipt of payment via bank transfer has to be sent to dottoratiemaster@unica.it within 2nd October 2017 midday (local time).

The bank transfer receipt must be sent to dottoratiemaster@unica.it no later than 1st October 2018 midday (local time).

Candidates residing in Italy can pay the fee using the method specified on the webpage https://www.unica.it/unica/it/studenti_s02_ss01.page (*Istruzioni pagamento*).

Payment has to be made no later than 1st October 2018 midday (local time), starting from the date of submission of the online enrolment application.

Additional documents

1. original or certified copy of your 2nd level degree valid to access PhD education;
2. original legalized translation into Italian of your degree;
3. original statement of value (*Dichiarazione di valore in loco*) of the foreign degree issued by the competent Italian diplomatic representative in the Country where the academic qualification has been issued (<http://www.miur.gov.it/web/guest/dichiarazione-di-valore> - <http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli/glossario.aspx>), or a Diploma Supplement in original;
4. original or certified copy of your 1st level degree.

For further information and to receive assistance you can send an email to: helpservizionline@unica.it or dottoratiemaster@unica.it