

## Online enrolment in PhD courses instructions

You need a computer with Internet connection and Adobe Reader, and a printer (you can print your enrolment receipt later).

### Step 1: Connection

- a. Visit the online services website: <https://webstudenti.unica.it/esse3/Start.do>
- or
- b. Visit the University of Cagliari website [www.unica.it](http://www.unica.it), online services, registration and online services, online services for students.

### Step 2: Access to online services reserved area

To access the reserved area you need to:

- a. Select login (menu on the left side)
- b. enter your user name and password

If you do not remember your username and password, select “Recupero delle credenziali” (user’s credentials recovery) (online services homepage) and follow the instructions.

### Step 3: Enrolment in PhD courses

After login, access the reserved area.

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

- select “Segreteria” (menu on the left side)
- select “Immatricolazione” (enrolment procedure)
- select “Immatricolazione ai Dottorati di Ricerca” (enrolment in PhD courses)

A window will open where you can find the PhD course you have been admitted and can enrol in. 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 in the PhD course.

If you have not uploaded an identity document yet, you will be required to provide identification (ID) information.

Then you will be required to upload a scan copy or image of your identity document (Passport) (front and back). 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).

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 your recent passport size photo: only one file not more than 1MB, in jpg, jpeg, bmp, png e pjpeg 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)

Then click on “Stampa domanda di Immatricolazione” (print application form) to get your application form (to be delivered to Segreteria post lauream - Settore Dottorati e Master), and a list of fees to be paid.

**Fees:**

At the end of the online enrolment procedure the system generates a notice of payment (“MAV”) of the fee of € 21,50 related to insurance coverage (€ 5,50) and revenue tax (€ 16,00) that must be paid by foreign candidates exclusively by bank transfer made out to Università degli Studi di Cagliari - via Università, 40, 09124 Cagliari - IBAN IT51T0101504800000000043280.

**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 it is compulsory:

1. payment of the fee of € 21,50;
2. delivery of the following documents to Segreteria post lauream-Settore Dottorati e Master, via San Giorgio, 12 - 09124 Cagliari:
  - signed enrolment application;
  - receipt of the payment of € 21,50 for insurance and revenue tax;
  - copy of Italian tax identification number (codice fiscale);
  - copy of a valid identity document;
  - signed self-certification filled out available at <http://www.unica.it/pub/3/index.jsp?is=3&iso=47>.

Additional documents

1. original of their degree or legalized copy;
2. [legalized translation](#) into Italian of their degree in original;
3. original declaration of validity (*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 achieved (<http://www.cimea.it/default.aspx?IDC=128>).

For further information and to receive assistance you can send an email to: [dottoratiemaster@unica.it](mailto:dottoratiemaster@unica.it).