

## **Online registration procedure to the entrance selection for the PhD programmes XXXI University of Cagliari**

In order to complete the procedure you will need: internet connection, a printer, and Adobe Reader®.

### **Step 1: Internet connection**

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

or

b) Go to the homepage of the University of Cagliari [www.unica.it](http://www.unica.it) click on “Iscrizioni e servizi online” (left menu), click on “Servizi online per gli studenti” and then “Servizi online per gli studenti”.

### **Step 2: Registration**

**Click on “Registrazione” (left menu) and fill in with**

At the webpage REGISTRAZIONE WEB” you will find the check list with the information required for registration.

- Click the blue button down the check list “REGISTRAZIONE”

Please type in the following information: if you have, write Italian tax identification number (codice fiscale) or click to “Studente straniero senza codice fiscale” (Foreign student without an Italian Fiscal Code);

personal data: first name, last name, date of birth, gender, citizenship, place of birth, - permanent address or current address, email, fax number, mobile; once you entered the information above you will be asked by the system to enter an eight-character alphanumeric password and confirm it.

A summary of you registration will appear ; please confirm it.

Once registered you may

- Print the registration form

- login to “servizi online agli studenti” using your credentials ( user ID and password)

User ID and password are sent by email to the email address you reported in the application form.

### **Step3: access to the reserved area and to online services**

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

Click on login ( left menu) and type your user ID and password received after step 2.

If you are already a student of the University of Cagliari and don't remember your ID and password go back to <https://webstudenti.unica.it/esse3/Start.do> and click on “Recupero delle credenziali (Password e nome utente)” and follow instructions.

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

- at the counter of “ Settore post lauream” located in Via San Giorgio n 12 –ex Clinica Aresu 09124 Cagliari, Monday, Wednesday, Friday from 9:00 a.m. to 12:00 p.m;

- by sending a request email to [dottoratiemaster@unica.it](mailto:dottoratiemaster@unica.it) with attached a copy of your ID

### **Step 4: registration to the admission test**

In order to register to the admission test of a PhD courses you must first login

- Clic on “Segreteria” (left menu)

- Clic on “test di ammissione”

- Clic on “iscrizione concorsi”

At the webpage” SCELTA TIPOLOGIA CORSO” are reported the list of courses you may apply for ( master, PhD , specialization schools).

- Select the course you wish to apply for (“Corso di dottorato”) , clic on “avanti”

The webpage “LISTA CONCORSI” reports the list of available courses

Foreign candidates can apply for foreign reserved scholarship only with a foreign degree and a foreign citizenship. In case the applicant has dual citizenship, one of which is Italian, the latter prevails.

- Select the course you are interested in

You need to confirm the selected course and clic “avanti”

At the webpage “SCELTA CATEGORIA AMMINISTRATIVA ED AUSILI DI INVALIDITÀ” you may select “posti per stranieri con borsa” and specify if special assistance is required for disability.

You may upload a certification of disability and clic on “avanti”

At the webpage DETTAGLIO TITOLI RICHIESTI” the list of awarded degrees required for admission to the selected course is available

Select “Titolo straniero”, clic “inserisci” then “procedi”

At the webpage “TITOLI DI STUDIO UNIVERSITARIO STRANIERO” fill required informations about your degree, then “procedi”

You need to confirm the upload degree and clic “procedi”

At the webpage “GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE” you must upload documents/titles/certifications in English or in Italian to be assessed for the evaluation procedure.

Clic “si” and “Avanti” to upload documents, you can upload each document, one at time:

- “CERTIFICATO TITOLO DI STUDIO” = degree certificate with the transcript of records including grades, translated in Italian or English”,
- “CURRICULUM VITAE” = curriculum vitae preferably European format, signed,
- “DOCUMENTO DI IDENTITÀ CON FOTO NITIDA” = colored copy of Identity Card or Passport with a clear valid photo”,
- “ESPERIENZE E ALTRI TITOLI” = experiences or other certificates,
- “LETTERA DI PRESENTAZIONE = one or more letters of reference, in English or in Italian, on institution letterhead paper, signed by a university professors or expert in the Phd scientific area;
- “MODULO DI RICHIESTA COLLOQUIO VIA SKYPE” = form requesting interview by videoconference over Skype,
- “PUBBLICAZIONI” = additional publications/periodical/printings.

When you finish, clic “no” and “Avanti”

At the webpage “CONFERMA DICHIARAZIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE” you find the uploaded documents, clic “avanti” to confirm.

At the webpage “CONFERMA SCELTA CONCORSO” you may find the information you reported previously during the registration procedure.

If the data are correct clic “completa ammissione al concorso” you may edit the information clic on “indietro”.

Go to the webpage “RIEPILOGO ISCRIZIONE CONCORSO”.

Once the registration is completed, **candidate must print it (on the right you can find your personal number of payment)**

### **Step 5: payment of the entrance exam fee of € 22,13**

In order to complete the enrolment to the entrance examination, applicants must pay a fee of € 22,13 according to one of the method below the second day after the online registration:

- online by credit card (read the instruction “how to pay online”)
- directly at the cash dispenser of the bank Banco di Sardegna;
- directly at any branch of the bank Banco di Sardegna by credit card or cash.

Additional information on “how to pay University fees” are available at

<http://www.unica.it/pub/34/show.jsp?id=13832&iso=763&is=34> (only in Italian)

**Remember to send by email to [dottoratiemaster@unica.it](mailto:dottoratiemaster@unica.it) :**

- receipt of registration to the selection printed after completing the online procedure,
- receipt of the payment of the application fee of € 22,13