

ONLINE REGISTRATION INSTRUCTIONS TO PHD COURSES

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, 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 user name and password, select "Recupero delle credenziali" (forgot credentials) (online services homepage) and follow the instructions.

Step 3: Enrolment on 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 on PhD courses)

Now a window will open where you can find the PhD course you can enroll in.

Step 4: Enrolment procedure

A window will open with all details, select "Nessuna categoria" (no category).

Now 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 to enrolment on PhD courses, so you can choose a part-time or full-time course).

If your information are not correct, follow the instructions and change your personal details.

If your information are correct, select "Conferma" (Confirm) to enrol on PhD School.

Then click on "Stampa domanda di Immatricolazione" (print application form) to get your application form (to be delivered to Post-lauream Office-graduate students office), and a list of fees to be paid. The file can be printed or saved, and it can be regenerated several times.

Fees:

During enrolment procedure, the system provides the initial payment of € 21.50 relating to stamp duty and insurance coverage. You can pay this first instalment after two working days after enrolment.

Step 6: Logout

When you have finished your enrolment, 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.

Completing enrolment procedure

In order to complete the enrolment procedure, you must follow two other steps:

1. Payment € 21.50 (stamp duty and insurance coverage).
You can pay this enrolment fees only two working days after enrolment online procedure. You can choose how to pay this fee:
 - online by credit card (see the document "how to pay")
 - ATMs at any branch of Banco di Sardegna
 - in cash at any branch of Banco di Sardegna

You will find further information how you can pay university fees on the following website:
<http://www.unica.it/pub/4/index.jsp?is=4&iso=95>

2. Delivery of Application form

After payment of enrolment fee, you must deliver or send your online application form provided by Post-lauream Office, Settore Dottorati e Master (via San Giorgio n.12, 09124, Cagliari).

Annexes to the application form:

- copy of valid identity document
- copy of tax identification code or health card
- copy of fee payment
- self-certification form

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=31>).

Remember to upload your passport size photo in your personal area

Modifying your data

Remember that you can change and update your data:

1. visit the students online services webpage
3. select login
4. click on "Home" (in the menu on the left)
5. click on "Anagrafica"

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