

Online registration procedure to the entrance selection for the PhD programmes XXVIII cycle 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 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

(only if you are not a student of the University of Cagliari; if you are already a student of the University skip to step 3) 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 red button down the check list

Please type in the following information: Italian tax identification number (codice fiscale); 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 your 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.

Step 3: 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 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

- Click on "Segreteria" (left menu)
- Click on "test di ammissione"
- Click on "iscrizione concorsi"

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

- Select the course you wish to apply for , clic on "avanti"

The webpage "LISTA CONCORSI" reports the list of available courses

- Select the course you are interested in

You need to confirm the selected course and clic "avanti"

- Clic on "conferma e prosegui"

At the webpage "SCELTA CATEGORIA AMMINISTRATIVA ED AUSILI DI INVALIDITÀ" you may specify if special assistance is required for disability.

You may upload a certification of disability.

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

If the degree has been awarded at the University of Cagliari it will appear already and you may clic on " procedi"

If information related to the awarded degree are not present (i.e. degree awarded by another University) select first "inserisci" then "procedi"

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

If the data are correct clic "conferma" or you may edit the information clic on "modifica".

Go to the webpage "RIEPILOGO ISCRIZIONE CONCORSO".

Once the registration is completed, candidate may print it.

Step 5: payment of the entrance exam fee of € 21,64

In order to complete the enrolment to the entrance examination, applicants must pay a fee of € 21,64 according to one of the method below the second day after the online registration:

- online by credit card;
- 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.

The receipt of the payment of the application fee of € 21,64 must be attached to the application with other required documents.

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)

Your registration data may be modified at any time by connecting to <https://webstudenti.unica.it/esse3/Start.do>

login

click on "Home" (left menu)

click on "anagrafica"

For further support please email : helpservizionline@unica.it