

Online enrolment at PhD courses instructions for the academic year 2019/2020 Cycle XXXV, University of Cagliari

You will 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, 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 PhD and Professional Master 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 in PhD programmes

After login, access the reserved area.

Select the appropriate box in the menu on the right, and then:

- click on "Segreteria"
- click on "Immatricolazione" (enrolment procedure)
- click on "Immatricolazione ai Dottorati di Ricerca" (enrolment in PhD programmes)

A window will open, and you will find the PhD programme you have been admitted to. 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 or your employment status (this is not relevant for enrolment in PhD programmes, so you can choose a part-time or full-time programme).

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 programme.

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

If it's not available immediately, you will be allowed to upload it after the completion of the online procedure.

The enrolment procedure will be completed upon verification by the PhD and Professional Master Office of your ID/Passport copy.

You will be also required to upload a recent passport-size photo of you (single file, max 1MB, bitmap or jpeg format).

If it's not available immediately, you will be allowed to upload it at a later time (Select: Home > foto > upload foto > cerca il file con la foto presente sul tuo pc > upload > avanti).

In the end you will be required to upload your filled in and signed self-certification (available at https://www.unica.it/unica/it/studenti_s01_ss05.page) in PDF format (portable document format, max 1 MB)

Click on “*Stampa domanda di Immatricolazione*” to have your application form printed and save it.

Fees:

In order to complete the enrolment procedure you will have to pay a stamp duty fee of EUR 16,00, within 4 days from the date of the enrolment application.

Step 5: Logout

After the completion of the enrolment procedure, remember to log out and close the browser (click “log out” from the menu on the left) and ensure to have saved your data.

Completion of the enrolment procedure

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 IT51T010150480000000043280
SWIFT code BPMOIT22XXX

Reason for payment: “Enrolment in PhD programmes – Cycle XXXV, name and surname of the candidate and the selected PhD programme”.

The bank transfer receipt must be sent to dottoratiemaster@unica.it no later than 30th September 2019.

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

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 was 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, please send an email to: helpservizionline@unica.it or dottoratiemaster@unica.it