

University of Cagliari: online enrolment in PhD programmes Instructions for the academic year 2022/2023 - Cycle XXXVIII

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 top right), and on 'Esse 3 – Studenti e docenti'.

Step 2: Access to personal area reserved for 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 cannot 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 by email at helpservizionline@unica.it, attaching a copy of your ID or passport.

Step 3: Enrolment in PhD programmes

After login, access the personal area.

Select the appropriate box of the menu on the top 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 scanned copy or photo of a valid ID document (front-and-back color copy of your passport, 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 later (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 in PDF format (portable document format, max 1 MB): *Home-Segreteria-Allegati carriera*.

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.

You can pay using **PagoPA system**. The PagoPA payment slip is available on the personal area dedicated to the online services for students:

- log-in with your user ID and password-select *Segreteria–Pagamenti*
- click on the number on the first column.

You can pay online or personally:

- To pay online, click on the red button '*Paga online con PagoPA*' and access using your SPID or e-mail address. You can pay by debit/credit card, on the bank account for payment service providers (PSP) allowing this option, or through other methods of payment.
- To pay in person, click on '*Stampa avviso per PagoPA*', download the payment slip and pay it at a PSP through the available options: home banking, ATM, app from smartphone or tablet, bank branch, SISAL/Lottomatica betting offices, etc.

To pay through CBILL, apart from the unique identifier for payment services (IUV), the University inter-bank code 10QB3 is necessary.

Payments notices issued by the University of Cagliari CANNOT be paid in person at the Post Office. Normally, **payments through PagoPA have charges**. Please, pay attention to the different payment condition of each PSP. If you pay online, you can click on '*Stampa Quietanza di Pagamento*' to print the receipt; if you pay in person, the payment receipt will be available only when the University will receive the payment.

ATTENTION! In case the online payment procedure is interrupted or cancelled, the buttons '*Paga online con PagoPA*' and '*Stampa Avviso per PagoPA*' could not be available for about 60 minutes

Step 5: Logout

After the completion of the enrolment procedure, remember to log out and close the browser (click 'log out' from the left menu) and check if you have saved your data.

Additional documents to upload

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