PRACTICAL GUIDE TO FILLING IN THE APPLICATION FORM
FOR THE COMPETITION FOR ADMISSION TO PH.D. PROGRAMMES

**PLEASE NOTE**

On homepage you can find the English version by selecting the button on the right.

The online procedure has four steps:
1. enter your own personal data. *This step is not necessary for students or former students of the University of Pisa because their details have already been registered.*
2. register for the competition
3. uploading files
4. print forms.

**Step 1 - Enter your personal data**

Connect to the web site [www.studenti.unipi.it](http://www.studenti.unipi.it) and click on “Registration”

Then enter your personal data as requested:
The "Italian tax code" will be automatically generated once you have entered your personal data (name, surname, place and date of birth).

N.B.: If you do not remember the exact date, you can indicate your birth date. If you changed the place of residence, you can indicate 01 Jan. of the year in which you moved.

Registration: Personal details

During the registration of the personal data, the system will ask to enter the mode of reimbursement. It is recommended to select "Bank Branch".

Registration: Permanent address

During the registration of the personal data, the system will ask to enter the mode of reimbursement. It is recommended to select "Bank Branch".

Registration: Data Bank Account (Refunds)

The following fields are required for potential tax refunds. Erasmus students must select "Bank branch" to proceed.

Enter password to be used for all future accesses.
After registration, you must check the summary of registration: you can confirm or edit the data entered.

After having confirmed the data, you will see the message “Registration Complete”. The system displays the access keys, username and “password”, sent to the email (if entered). Now you can proceed immediately with Phase 2 of contest entry must click on the “Enter the reserved area.”

Step 2 - Register for the competition

If you have already previously registered for our web services or have followed the procedure in step 1, connect to the web site www.studenti.unipi.it, click on “Login” to enter the reserved area.

Then you have to enter your “Nome utente” and password

If you do not remember “Nome utente” or password, you do not have to re-enter your personal data. It is necessary to click “Forgotten password” and the system will tell you how to retrieve the data.
At this point, go to the following steps:

Click on “Registration to competitions”

Registered Users Area - Welcome AAAA

Welcome to University of Pisa on line services.
If you click on a button you can apply to a competitive.
If you are an INCOMING ERASMUS STUDENT, you have
erasmus.incoming@unipi.it. This will allow you to fini

Scegli una tra le seguenti voci:

- Registration to competitions
- Chose a free access course
- Apply to an admission exam

Click on “Admission test”

Admission test

and then click on “Ph.D. COURSE”

Indicate the course type:

- BACHELOR DEGREE
- MASTER DEGREE
- MASTER
- Scuola di Specializzazione (5 anni)
- Ph.D. COURSE

You have to select the competition and click on “Forward”

The competitions

Check the competition

Indicate the competition

- Physics

You confirm to continue
You have to select the typology of administrative category.
N.B. The category “Candidates Educated Abroad” is present only in competitions where there are PhD grant reserved for candidates with abroad academic qualification.

Disabled candidates must fill up the form to request the necessary assistance for the competition (see art.3 of the announcement of competition)

Enter the details of the qualification required for access listed in Attachment A of the application process call.

Attention: If you have a foreign qualification select “Academic equivalent to the Italian Laurea specialistica/magistrale”. It is necessary to upload the documentation required by the announcement of competition (see Step 3).
If you will have obtained the degree after the deadline of the call, but by 31 October 2015, you will have to click “not yet obtained”.

**Titolo di studio Laurea**

Per proseguire è necessario inserire il titolo. Quanto inserito permetterà di modificare i dati relativi ad un titolo universitario.

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Step 3 - Uploading files the curriculum, the PhD research project (if it is asked) and any other documents useful towards the assessment

To attach the documents select “Yes” and click on “Forward”. You must upload at least one file in order to move forward in online application process.

*Uploading files*

Upload CV and the necessary documents

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<td>Curriculum</td>
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Curriculum and documents already loaded

No documents attached

To upload your CV or other documents, click “Yes”*

- Yes
- No

Back  Forward

Attach the documents filling in the follow fields:

1. Type *(compulsory field)*: select “curriculum”
2. Title *(compulsory field)*: free field (if available insert the Title of the document e.g. degree thesis, curriculum vitae, etc.)
3. Text *(optional field)*: free field (Insert any additional comments you may wish to make)
4. “Allegato” insert the application and the documents **only in pdf format** clicking on “Sfoglia”.

At the end click on “Forward”

Upload CV or documents filling in the follow fields:

- Type: Curriculum
- Title: 
- Description: 
- Attachment: Sfoglia

Back  Forward

To attach the documents select “Yes” and click on “Forward”

After loading, the system will show you the documents entered. To upload other documents click on “Yes”
You check and confirm to continue

**Step 4 - Print the forms**
You can click on "Print form" to see and then print the application form in pdf format. The number of files uploaded, during the procedure, is indicated on the form. Please verify that this number corresponds to the number of the uploaded files.

The form created by the system is the only one that guarantees a correct and complete registration.
To print the Bank Payment Form (MAV) click on “Pagamenti”.

**Nota Bene:** In the case of doctoral courses with more than one competition (Biology; Clinical and Translational Sciences; Legal Sciences; Political Sciences) the applicant will have to pay an only fee for the all competitions. This payment is valid for all competitions on the same PhD program.

If you want to modify data already registered or insert other documents click on “Modifica Iscrizione”

**Attention**
Anyone who wishes to register for another competition has to repeat the online procedure starting from step 2.