**PRATICAL GUIDE FOR THE ONLINE REGISTRATION TO THE PhD COURSE**

*Mozilla Firefox is recommended*

Once you have entered the website at [www.studenti.unipi.it](http://www.studenti.unipi.it), click on "LOGIN" to access the reserved area.

The system will ask you to enter the "username" and "password" used for the online registration of the PhD competition.

**ATTENTION: If you have forgotten your username or password, do not** proceed to a new registration: the system provides recovery mode information using the "forgotten password" function. The Tax Code is sufficient for the recovery.

**NOTA BENE:** Graduates of Pisa University are invited to consult the “Personal Records” entry to verify that the data are up to date and complete.

**AT THIS POINT, THE FOLLOWING STEPS MUST BE CARRIED OUT:**

Choose, on the left menu, “SCELTA DEL CORSO (IMMATRICOLAZIONI)”

Click on “IMMATRICOLAZIONE”
Select “IMMATRICOLAZIONE STANDARD” and then click on “AVANTI”

Select “CORSO DI DOTTORATO” and then click on “AVANTI”

Select the course and then click on “AVANTI”

Select the type of studies (curriculum) and then click on “AVANTI” (such selection is intended only for some PhD Courses)
Click on “CONFERMA” to confirm your choice and then click on “CONFERMA”

Enter or edit your ID card data

Click on “AVANTI”, if you have already entered the data and the image of your ID card.

To enter the document data, click on “INSERISCI” and then click on “AVANTI”.

To modify any data, click on the icon (Magnifying glass) in the column “AZIONI”.

To modify the image of your ID card, click on “MODIFICA DOCUMENTO DI IDENTITÀ”.
Upload the image of your ID card and then click on “AVANTI”

N.B. To upload your photo click on “SCEGLI FILE”: TO view and register the photo click on the button “UPLOAD FOTO”

Check and/or complete the data concerning your qualifications and then click on “AVANTI”

**IMPORTANT:**
- those who have participated with a hypothetical qualification and have graduated after the PhD competition deadline must enter the graduation date and final marks.
- enter (if not already provided) **also** the high school qualification in option 5.
Select the qualifications combination among those proposed and then click on “PROCEDI” *(such selection is intended only in the case of ambiguous entry qualifications).*

Enter any additional data and then click on “AVANTI”

Verify and then click on “CONFERMA”
Print the FORIMM module and the MAV

First, click on “STAMPA FORMULARIO IMMATRICOLAZIONE” to open and print the FORIMM module. Then click on “STAMPA TASSE” to open and print the MAV for the payment of the first instalment of the contribution.