The online procedure has five steps.

**Step 1 – Enter your personal data**

Connect to the web site www.studenti.unipi.it and click on “Registration”

Then enter your personal data as requested:

- Connect to the web site www.studenti.unipi.it and click on “Registration”.
- Enter the tax code. If you do not have an Italian tax code, you click on the foreign student box. Then click "Forward".
Complete the compilation of the personal data.

If you do not have a “Permesso di Soggiorno” (residence permit) click “Avanti”

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.

During the registration of the personal data, the system will ask to enter the mode of reimbursement. It is recommended to select "Bank Branch".
Enter password 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 the clicking 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 “Sign up to an admission exam”

Click on “Admission test”

and then click on “Ph.D. COURSE”
You have to select the competition and click on “Forward”

You confirm to continue

You have to select the typology of administrative category.  
N.B. Candidates educated abroad are candidates with a foreign academic degrees

In the page “Admission Requirements” enter the data of High School Diploma and Second Cycle Degree (Master’s Degree or equivalent) as specified in this call Annex. **Do not enter data of First Cycle Degree (Bachelor’s Degree or equivalent) as not required to be admitted.** If the Degree qualification has been awarded at the University of Pisa select ”this University” option to allow a system automatic retrieve of qualification.

**PLEASE NOTE:** if the qualification has been awarded abroad select option 4 and upload the required documents as specified in the next phase no. 3
If you will have obtained the degree after the deadline of the call, but by 31 October 2020, you will have to click "not yet obtained". The Alice portal conducts checks on students and graduates of the University of Pisa, so if you are next to achieving your Master degree, it is necessary that, before proceeding with the application to the competition, you signal this issue (contact concorsodottorato@unipi.it) in order to present your degree application in accordance with the "Unit of Selection Procedures and Student Careers".

**Step 3 – Upload files, such as the curriculum, the PhD research project (if required) and any other relevant documents for the assessment**

To attach the documents, select “Yes” and click on “Forward” *(Please note: each file shouldn’t exceed 3 MB)*. You must upload at least one file in order to move forward in the online application process.
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. **Description** *(optional field - max 250 characters)*: free field (Insert any additional comments you may wish to make)
4. **Attachment** insert the application and the documents **only in pdf format** clicking on “Sfoglia”. The research project, if requested, must be loaded at this step.

At the end click on “Forward”

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

**PLEASE NOTE:** applicants requiring the assessment of other degree programmes attended at the University of Pisa, should explicitly ask it, to allow data acquisition.

After loading, the system will show you the documents entered. To upload other documents, click on “Yes”
Step 4 - Indicate the names and contacts (professor and academics/researcher) available to provide references (only when provided for in the specific call Annex)

Click on “Aggiungi richiesta referenza”

Enter the required data and click on "Forward"

You need to check and then confirm to continue

Step 5 – Print the forms

You can click on “Print form” to envision and then print the application form in pdf format. The number of uploaded files is indicated on the form. Please verify that this number corresponds to the number of the uploaded files.
To pay the fee, click on "Application fee"

Click on the invoice number

Choose the payment method:
- Click on "Pay online by PagoPA", if you want to pay online by credit card, bank transfer, paypal, etc.
- Click on "Stampa Avviso per PagoPA", if you want to pay in a bank or at a Sisa and Lottomatica operator.

**PLEASE NOTE:** If a PhD Programme has more than one call, only one fee is due and will be valid for all the calls the same PhD programme.
No payment will be accepted after the deadline (10 July) and the candidate will be excluded from the selection. If the application fee payment has been made but not completed yet within the deadline, the candidate will be tentatively admitted pending payment verification.
The application fee will not be reimbursed except in the event that the admission tests are not carried out as specified in article 1, subparagraph 2 of the call.

**Submission** final receipt should be printed and kept to certify the correct online registration along with the fee payment receipt (within the deadline).

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

**Attention**
Those who wish to register for another competition have to repeat the online procedure starting from step 2.