Practical guide to filling in the application form for the competition for admission to Ph.D. in “Philology, Literature and Linguistics”

**PLEASE NOTE:**
On the homepage you can find the English version by selecting the button on the right.

The online procedure has five steps.

**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:

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.

**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: Permanent address**

The page shows the form for entering and modifying the user’s permanent address.

**Registration: Data Bank Account (Refunds)**

The following fields are required for potential tax refunds. Erasmus students must select “Bank branch” to proceed.
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 “Registration to competitions”

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

Confirm the chosen competition

Check the information already given.

You have to select “Ordinary”.

Enter the details of the only qualification required for the entry in the competition and listed in the Annex A to the competition notice. You have not to enter the data of the bachelor degree because it is not required for admission to the PhD. You can indicate it in the curriculum or you must upload the related documentation (see Step 3).

Graduates in Pisa must choose the title option obtained at "this university" so that the system can automatically retrieve the data obtained from the degree.

ATTENTION: If you have a foreign qualification, you must select “Option 4” and upload the documentation required by the announcement of the competition (see Step 3).
If you will have obtained the degree after the deadline of the call, but by 31 October 2016, 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 procedures indicated by 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”. You must upload at least one file in order to move forward in the online application process. 
**N.B. Make sure each file is less than 3MB.**
Attach the documents filling in the following 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”

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 need to check and then confirm to continue
Step 4 – 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.

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 “Application fee” and then select the MAV expiring August 28th, 2017.

NOTA BENE: If you paid the fee for the PhD in "Philology, Literature and Linguistics" (expired on July 19th, 2017), you have not to pay for this new competition. In this case, you have to send a copy of the payment receipt to the email address concorsodottorato@unipi.it.

Payments from overseas: the candidate must pay by methods published on the website of the University of Pisa at http://dottorato.unipi.it/ - "Admission".

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