This is a Step by Step Guide that will help you to register as an “Exchange for study” student to the University of Palermo. 
Please, read carefully this guide and prepare all required data and documents.

UNIPA REGISTRATION:

- Go to the link of the official University of Palermo web site www.unipa.it;
- Click on the box on the right side “Login unico”
If you are a new student click on “Sei un nuovo studente?” on the right bottom box, this will lead you to the registration page (step 1).

STEP 1: Personal Data

- On the top of the page, on the right side, you can change the language choosing ENGLISH or ITALIAN.
- Fill all fields with your personal data.
- Writing your personal data the server will provide you the Italian Tax code (codice fiscale) automatically generated. Write the captcha verification and click on “continue”.
STEP 2: Address Information

- Fill your Address Information and click continue.
**STEP 3 - 4: Summary Personal Data and Confirmation**

- Please, check all personal data and make sure that you have provided a valid email and click “confirm”.
IMPORTANT: You completed the registration online. Please, check your e-mail and click on the provided link to confirm your account. Since you receive the email you have 8 hours to validate your account. It is mandatory to set a password, it must contain 12 characters and at least a number and a capital letter.

EXCHANGE FOR STUDY REGISTRATION:

- Go to the link: http://studenti.unipa.it;
- Click on the left side to “ACCEDI AL PORTALE”;
- Insert your User (it is always name.surname) and password.
Click on the blue banner “INCOMING STUDENTS”:

Click on “NEW APPLICATION FORM” (at your arrival): if you need to insert all Exchange for study data (home university, learning agreement, etc.)

MY APPLICATIONS (during your stay): if you need to go to your documents.
Your data are already showed, click next.
STEP 1: Application form

- Select your Academic year, your “Exchange for study” programme and your Degree;
- Click on “search agreement” and select the bilateral agreement between your home university and the University of Palermo;
- Specify your ID Card or passport number, special requirements, your knowledge of Italian language and the data related to your staying in Palermo.
- Click “Avanti” (next).

STEP 2: Learning Agreement

- Before compiling learning agreement you must already know the courses that you want to put on. If you have any doubt about didactic, you can consult our courses list on: http://offweb.unipa.it/ (Italian or English version) or write to your Teacher coordinator (you find his email on “search agreement” step 1).
- Search courses and when your learning agreement is complete, click on “next”
**STEP 3: Summery Application and confirmation**

- Download and print the generated application form and learning agreement;

You are registered in our official database “Portale dello studente” now!
If you need other information please come in our office (International Programs,
Piazza Marina, 61 - Palermo).

Good stay in Palermo!