

## Application guide

In order to apply for selection to PhD courses at the University of Palermo a candidate needs:

- 1) To be registered at <http://studenti.unipa.it>
- 2) Fill online application form for each course you he is interested in.

### Step 1 – Registration

If you are already registered at [portale.unipa.it](http://portale.unipa.it), please jump to spet 2 – Online application form.

Using your browser open open link <http://studenti.unipa.it> and click on REGISTRATI on the upper menu.

The screenshot shows the top navigation bar of the Student Portal. The 'REGISTRATI' button is circled in red. Below the navigation bar, there are links for 'Futuri studenti', 'Studenti', and 'International student'. The main heading is 'Portale Studenti'. Below the heading, there are links for 'Clicca qui per accedere alla tua Area Riservata' and 'Clicca qui per registrarti al Portale Studenti'. There is also a section for 'Ultime notizie' with a link to 'Con SPID puoi consegnare online la tua domanda di immatricolazione senza fare la fila presso gli uffici della:'.

A new for is displayed. Click on **ITALIANO [ CAMBIA LINGUA ]** on top menu to choose a different language ( actually available only italian and english)

The screenshot shows the language selection menu. The 'ITALIANO [ CAMBIA LINGUA ]' button is circled in red. Below the navigation bar, there is a section for 'Scelta lingua' with a dropdown menu showing 'italiano' and a 'Cambia lingua' button.

Step 1/4 - Please insert your Codice fiscale if available

If you have an italian "Codice Fiscale", please put it on **Italian Tax Code** field, othewose click on **Continue** button inside International Students box.

## Student Registration

- If you are an international student and already have the italian tax code go to Registratio
- If you are an italian student go to Registration with italian tax code.

### Registration with italian tax code

Italian Tax Code (for foreign students is automatically generated)

### International Students

Step 2/4 - Please fill required fields with your personal infos

Fields marked with \* are mandatory

### Personal Data

<b>Surname *</b> <input type="text" value="FAZ"/>	<b>Name *</b> <input type="text" value="MAX"/>
<b>Date of Birth *</b> 6 ▾ 9 ▾ 1990 ▾	<b>Gender *</b> MALE ▾
<b>Place of Birth *</b> ADELAIDE <input type="button" value="..."/>	<b>Nationality (as in Passport) *</b> AUSTRALIANA ▾
<b>Italian Tax Code (for foreign students is automatically generated) *</b> <input type="text" value="FZAMXA90P06Z700C"/> Fiscal code	
<b>Email *</b> <input type="text" value=""/>	<b>Confirm email *</b> <input type="text" value=""/>

Please insert a valid personal email. "Hotmail", "msn" and "live" may not be delivered to you from our mail server. Don't specify also email on "unipa.it" and PEG addresses. Please use other email domains.

### Captcha verification

Insert the 5 characters (numbers and/or letters) that you see in this image \*



This way, we can prevent automated programs from creating accounts and send spam

Fields to be filled:

Surname, Name, Date of bith, Gender, Place of birth, Nationaly and email.

Italian Tax code is automatically generated if not inserted on step 1/4.

Be sure to insert a valid email, because it will be used for all communications about PhD call.

Insert captcha and click on **Continue**.

## Step 3/4 - complete form with other personal infos

### Home address

Province  
City \*  [Search City](#)

Postal Code  
Address \*   
(e.g. Downing Street, 10)

Phone \*   
(e.g. +44-1234567)

### Italian address

Country \* AUSTRALIA  
City \* ADELAIDE [Search City](#) [Delete Domicile](#)

Address \*   
(e.g. Downing Street, 10)

Phone \*   
(e.g. +44-1234567)

### Postal address

c/o (e.g. Rossi Family)

Send Mail \*    
Domicilio Residenza

### Other Addresses

Mobile Phone \*   
(e.g. +44333123456789)

Fax   
(e.g. +44-1234567)

[Goback](#) [Continue](#)

Insert mandatory data requested inside form.

A summary page is displayed asking you to confirm registration data. Click on **confirm** to end registration phase.

### Summary Personal Data Student

Upon confirmation of the underlying data you will receive an email containing a link of activation account. Make sure you have provided a valid email account can not be activated

### Personal Data

Surname FAZ Italian Tax Code (for foreign students is automatically generated) FZAMXA90P06Z700C	Name MAX Gender MALE
Date of Birth 06/09/1990 Nationality (as in Passport) AUSTRALIANA	Place of Birth ADELAIDE Email fazerbox@gmail.com

### Home address

City ADELAIDE	Postal Code
Country AUSTRALIA	Address DOWNING STREET, 10
Phone +44-1234567	

### Postal address

c/o -	Send Mail Residenza
----------	------------------------

### Other Addresses

Mobile Phone +44333123456789	Fax -
---------------------------------	----------

[Goback](#) [Confirm](#)

A message will confirm your registration

## Student Registration

HOME >

Registration : **Step 4/4**

### Result of the Registration

Registration successfully completed! Within a few hours you will receive an e-mail. Click on the confirmation link to complete your registration.

[Click here to access to our services](#)

An email is sent to you, please Click **on link inside** to active your account and set your new password.

 **inglese** > **italiano** [Traduci messaggio](#)

Dear MAX FAZ,  
welcome at the University of Palermo Internet portal.

To confirm your registration please click on the following link:  
[http://immaweb.unipa.it/immareg/creg\\_seam?u=FZAMXA90P06Z700C&t=v8oaoH471bKKzpj](http://immaweb.unipa.it/immareg/creg_seam?u=FZAMXA90P06Z700C&t=v8oaoH471bKKzpj)

After you'll receive another email containing more detailed instructions on how to access to the Internet portal.

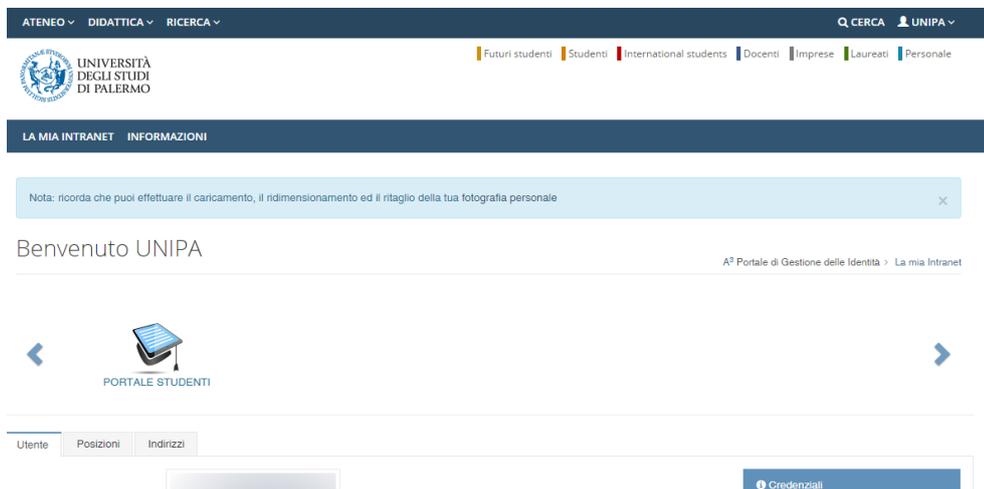
## Step 2 – Online application form

To apply online application form, you need to login to “Portale Studenti Unipa”. If you aren’t registered, please go back to step 1.

Please follow next steps.

- 1) Using your browser, open page <http://portale.unipa.it>
- 2) Click on “LOGIN” in upper right corner . As **username** use unipa email account, received at the end of registration phase, **without** suffix “@unipa.it”

After login, please click on “**Portale Studenti**” icon



The screenshot shows the top navigation bar of the University of Palermo website. It includes a search bar with 'CERCA' and 'UNIPA' buttons, and a menu with 'ATENEO', 'DIDATTICA', and 'RICERCA'. Below this is a horizontal menu with 'LA MIA INTRANET' and 'INFORMAZIONI'. A blue banner contains a note: 'Nota: ricorda che puoi effettuare il caricamento, il ridimensionamento ed il ritaglio della tua fotografia personale'. The main content area displays 'Benvenuto UNIPA' and a large blue button labeled 'PORTALE STUDENTI' with a graduation cap icon. At the bottom, there is a user profile section with 'Utente', 'Posizioni', and 'Indirizzi' tabs, and a 'Credenziali' button.

A new page is displayed. Please move mouse on “PRATICHE” menu and select “Le Mie Pratiche” to show your application.



Home

Page will show your current applications. You can open a previous application and continue or submit a new one. Using this page you can delete a submitted.

Click on **Nuova Pratica** to submit a new application.



### Le Mie Pratiche

Se sei uno studente già iscritto presso l'Università degli Studi di Palermo clicca qui per Attivare il Profilo Studente

Clicca su questo simbolo accanto alla pratica di cui ti interessa visualizzare il dettaglio

Visualizza							
Pratiche non cancellate <span>Aggiorna</span>							
N.	Descrizione	A.A.	Matricola	Creazione e Ultima Modifica	Passo	Stato	Op.
1727563	Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca / PhD Courses - Call for applicants	2017/2018		13/06/2017 14:31:46	5	Consegnata	
				13/06/2017 14:33:34			

Nuova Pratica

Look for and click on **Dottorati di Ricerca / PhD** , then select **Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca / PhD Courses - Call for applicants**

Clicca sul nome della categoria per visualizzare le pratiche in essa contenute

#### Concorsi e Immatricolazioni

Concorsi per l'accesso ai corsi di studio, Immatricolazioni standard e Immatricolazioni con acquisto crediti (part-time e full-time)

#### Dottorati di Ricerca / PhD

Pratiche riservate agli studenti dei corsi di dottorato di ricerca / Application forms reserved to PhD Students.

Per qualsiasi informazione visitare il sito della Unità Operativa - Dottorato di Ricerca

Domanda di partecipazione a concorso per l'accesso ad un corso di Dottorato di Ricerca / PhD Courses - Call for applicants

Domanda di Immatricolazione ad un corso di Dottorato di Ricerca / Application form for enrollment to a PhD Course

Master di Primo Livello, Master di Secondo Livello e Corsi di Perfezionamento

In top right corner, click on **ENGLISH VERSION**

Select **course** you are interested on in listbox windows.

Step 1/5: Choosing the PhD Course

PhD Courses - Call for applicants - Cycle XXXIII

Help

④ This page summarizes all data entered during the registration process and allows you to select the program, with the eventual curricula and its choice of priorities, for participation in the selection for access to a doctorate program

---

Personal information

Surname	TEST
Name	UNIPA
Date of birth	06/09/1969
Italian Fiscal Code	TSTNPU69P06Z600J
Citizenship	ARGENTINA

---

Choosing the PhD Course

Competition/Course	<div style="border: 1px solid #ccc; padding: 5px;"><p>ARCHITETTURA, ARTI E PIANIFICAZIONE BIOMEDICINA E NEUROSCIENZE DINAMICA DEI SISTEMI DIRITTI UMANI: EVOLUZIONE, TUTELA E LIMITI ENERGIA E TECNOLOGIE DELL'INFORMAZIONE HEALTH PROMOTION AND COGNITIVE SCIENCES INFORMATION AND COMMUNICATION TECHNOLOGIES INGEGNERIA CIVILE, AMBIENTALE, DEI MATERIALI INGEGNERIA DELL'INNOVAZIONE TECNOLOGICA MEDICINA DEL BENESSERE, NUTROGENOMICA E MALATTIE DEGENERATIVE MEDICINA MOLECOLARE E BIOTECNOLOGIE ONCOLOGIA E CHIRURGIA SPERIMENTALI PLURALISMI GIURIDICI. PROSPETTIVE ANTICHE E ATTUALI SCIENZE AGRARIE, ALIMENTARI, FORESTALI E AMBIENTALI SCIENZE DEL PATRIMONIO CULTURALE SCIENZE DELLA TERRA E DEL MARE SCIENZE ECONOMICHE E STATISTICHE SCIENZE FISICHE SCIENZE MOLECOLARI E BIOMOLECOLARI</p></div>
--------------------	--

Next

Set priority for each curriculum if present.

ARCHITETTURA, ARTI E PIANIFICAZIONE ▼

Curriculum	Priority
PIANIFICAZIONE URBANA, TERRITORIALE E PAESAGGISTICA	2 ▼
PROGETTAZIONE ARCHITETTONICA, TEORIA E TECNOLOGIA	1 ▼
STORIA DELL'ARTE E DELL'ARCHITETTURA	3 ▼

Click on **Next** to procede.

Click on Graduated abroad and fill all mandatory fields.

Step 2/5: Academic Title valid for the access to Doctorate Course

PhD Courses - Call for applicants - Cycle XXXIII

**Admission Title**

Enter the academic title previously obtained or in progress of achievement: this title must be valid for the access to doctorate course. In case of "Preparing for degree" (conditional admission), it will be necessary to integrate into current application form (paid or delivered) the data of academic title obtained.

Graduated at UNIPA  Graduated at another Italian University  Graduated abroad  Preparing for degree

Academic Title: TITOLO ESTERO / FOREIGN DEGREE

University: ATENEO ESTERO / FOREIGN UNIVERSITY

Degree Grade: 100 / 100

Cum Laude:

Degree Date: 01/06/2017

**Position Type**

Select position from the list

Position Type:

I have:

- Posto Ordinario / Ordinary Positions
- Posto Riservato / Position Reserved to graduated abroad
- Beneficiario di accordo intergovernativo o di convenzione con UNIPA / Intergovernmental Agreement
- Assegnatario di Grant della Commissione Europea / European Commission Grant

Notes:

Next

About positions, you can choose between:

- a) "Posto Ordinario / Ordinary Positions". Some are with scholarships and some not;
- b) "Posto Riservato / Position reserved to graduated abroad". Usually at least one position is reserved to graduated abroad. Please refer to specific PhD sheet attached to call for applicant;

specify if you benefit a scholarship from your country or European commission either if you are applying because an agreement exists between Unipa and your university or an intergovernmental agreement exists

Click on **Next** to proceed to next step.

**Further information about the Applicant**

Foreign Language \*

Public Employee \*  Yes  No

Research Fellow \*  Yes  No

INPS Fellowship \*  Yes  No

Certified Disability > 66% \*  Yes  No

**Applicant need**

Requiring an individualized treatment \*  Yes  No

Requiring specialized tutoring \*  Yes  No

Requiring technical specific aids (if so, which ones) \*  Yes  No

Suffering certified dyslexia under Law n. 170 of 08/10/2010 \*  Yes  No

Requiring personal assistance \*  Yes  No

Requiring transportation and accompanying person \*  Yes  No

Note technical aids

Note dyslexia certification

[Back](#) [Next](#)

Insert input your known languages. This is free field and in the example it is filled with english and french languages. Please ignore warning message if displayed.

Check all others informations reported inside all boxes and procede to next page.

Look out! If you go back to the previous step by clicking the "Back" button the currently loaded file will be deleted and you will have to upload them again

**Attachments**

Allowed file format: PDF  
maximum size: Curriculum Vitae 15MB, Titles 5MB, INPS application form copy 5MB, ID card copy 2MB, Copy of the research project 15MB, Copy of the disability certificate 2MB

**Required Attachments**

PDS - Auto-certificazione piano di studi con esami sostenuti e voti / Transcript of records

**Files**

Nessun file selezionato

Attached files	Uploading date	File size	Operations
PRRIC-Progetto di ricerca	14/06/2017 14:00:00	0 MB	<input type="checkbox"/> <input checked="" type="checkbox"/>
CVE-Curriculum Vitae Europass.pdf	14/06/2017 13:59:32	0.31 MB	<input type="checkbox"/> <input checked="" type="checkbox"/>
PDS-Auto-certificazione piano di studi con esami sostenuti e voti	14/06/2017 14:00:23	0 MB	<input type="checkbox"/> <input checked="" type="checkbox"/>
TIT-Auto-certificazione titoli conseguiti o in fase di conseguimento	14/06/2017 14:00:13	0 MB	<input type="checkbox"/> <input checked="" type="checkbox"/>
CDI-Copia documento in corso di validita'	14/06/2017 13:59:48	0 MB	<input type="checkbox"/> <input checked="" type="checkbox"/>

[Back](#) [Next](#)

Through this new form you will be able to upload 5 mandatory documenta, all signed and in PDF format.

CDI – copy of your personal card or passport

CVE – your curriculum. Please use Annex A

PDS – list of your university passed exams with date and mark – Please use Annex B;

PRRIC – A signed copy of Activity research you want develop;

TIT – List of academic titles like: University degree, Masters and others certifications – Please declare them using Annex B. Foreign citizens have to upload a copy of own degree full of passed exams.

**Warning: All upload documents must be signed**

Click on **Next** once you have uploaded all documents required.

A summary windows is displayed. Please click on Apply if all documents are correct.

Click on **File Delivery** to complete and send your candidature.

Attached files	Uploading date	File size	Operations
PRRIC-Progetto di ricerca	14/06/2017 14:00:00	0 MB	
CVE-Curriculum Vitae Europass.pdf	14/06/2017 13:59:32	0.31 MB	
PDS-Autocertificazione piano di studi con esami sostenuti e voti	14/06/2017 14:00:23	0 MB	
TIT-Autocertificazione titoli conseguiti o in fase di conseguimento	14/06/2017 14:00:13	0 MB	
CDI-Copia documento in corso di validita'	14/06/2017 13:59:48	0 MB	

#### File Delivery

You must explicitly carry out the "digital delivery": click on "File Delivery" button

[File Delivery](#)

#### Degree informations

University	ATENEO ESTERO / FOREIGN UNIVERSITY
Degree Name	TITOLO ESTERO / FOREIGN DEGREE
Degree Grade	100
Degree Grade Scale	100
Degree Date	01/06/2017
Cum Laude	No