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, 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.

A new for is sisplayed. Click on ITALIANO [ CAMBIA LINGUA ] on top menu to choose a different language (actually available only italian and english)
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, otherwise click on Continue button inside International Students box.

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

Fields to be filled:
Surname, Name, Date of birth, 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

Insert mandatory data requested inside form.

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

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

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

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.

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

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

Set priority for each curriculum if present.

Click on **Next** to proceed.
Click on Graduated abroad and fill all mandatory fields.

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 intergovernative agreement exists

Click on Next to proceed to next step.
Insert input your known languages. This is a 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 proceed to next page.

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 candidation.