Application guide

In order to participate to the admission to the research doctorate courses (PhD) at the University of Palermo, you need:

1) To be registered at http://studenti.unipa.it;
2) fill online application form for each course you are interested in.

Step 1 – Registration.
If you are already registered at portale.unipa.it, please jump to Step 2 - Online application form.

Using a browser open link http://studenti.unipa.it and click on Registrati on left menu.

A new form is displayed. Click on ITALIANO [CAMBIA LINGUA] on top right and select a different language.

Step 1 / 4 - Please fill all module fields with your data
Fill the fields:

- **Surname**
- **Name**
- **Gender**
- **Date of birth**
- **Place of Birth (Nation and city)**
- **Nationality.**
- **Fiscal Code** is automatic generated. If you have already an Italian Fiscal Code, Please check it is correct.
- **Insert** your personal **Email**
- **Insert** the five characters displayed inside image (pcgmp in the example).

Click on **Continue** and go to step 2 / 4
Insert mandatory data inside Home Address box. Use **Search City** to select the City where you live.

Please pay attention to address (example: Downing street, 10) and Phone Format (example: +44-1234567). Respect “comma”, “+” and “-“ characters order.

If available, fill info inside **Italian Address** box.
Select where ordinary mail have to be delivered: “Domicilio” or “Residenza” (your resident address) you prefer.

Fill Mobile Phone field. This number is important because it is used to reset password in case you forgot it.

Click on Continue. A confirmation form is displayed.

Click on Confirm. An email message will be sent to your email and an account in the form YOURNAME.YOURSURNAME has been created.

Check your email box. You should find an email from immaweb.noreply@unipa.it. Click on the link inside.
A new window will be displayed. Click on **SET YOUR PASSWORD**.

Insert your new password and a confirmation in **Nuova Password** and **Conferma Nuova Password**. Click on **Non sono un robot**.

**Pay attention:** Password length must be between 8 and 20 characters. It must contain at least a number and a capital letter. For example **Researcher100** is a valid password.

Click on **Salva** to accept the new password.

Now your account **name.surname** has been created.
Step 2 – Online Application Form

To compile online application form, you need to login to Portale Studenti Unipa

1) Using your browser, go to  http://portale.unipa.it
2) Click on ACCEDI AL PORTALE

Insert in Login your username using the format name.surname and Password and click on LOGIN

Your Home page is displayed
Move mouse on **PRATICHE STUDENTE** and click on **NUOVA PRATICA**

Scroll the page and click on **dottorati di ricerca**. Then click on (+) **Domanda di partecipazione a concorso per l’accesso ad un corso di dottorato**
Step 1/5 Click on **ENGLISH VERSION** on top right.

Select from the **Concorso** a Research Doctorate Course. For example ARCHITETTURA, ARTI E PIANIFICAZIONE

If different curriculums are showed, please set a different priority for each one.

Click on **Forward**. Step 2/5 form is displayed.
Click on Graduated abroad

Leave empty Academic Title

Choose default value “ATENEO ESTERO \ FOREIGN UNIVERSITY” for University

Leave empty Degree Class

Insert your Degree Grade value on Degree Grade field out of max value. (after “\” symbol)

Insert Degree Date

Insert in Academic Title not found field your degree. example “Master in Economy”

Select Type of Place

a) “Posto Ordinario” / “Ordinary Position” some with Scholarship, some not.
b) “Posto Riservato” / “One Scholarship Position to foreign applicants”
c) “Posto in sovrannumerario” / “supernumerary admission”

Positions reserved to foreign people with special conditions. These positions are without scholarship. Please read Call for application.

After filling requested data, please click on Forward and go to step 3/5
Please insert your **Known Foreign Language**. Example English. This is a free field. Ignore warning message if displayed.

Verify data inside “Further information about Applicant” and “Applicant need” boxes.
When ready, click on **Forward** to jump to step 4/5

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

1) **CDI** - copy of your identity card;
2) **CVE** - Please use **Annex A**;
3) **PDS** – list of your university exams with date and mark – Please, declare them using **Annex B**;
4) **PRRIC** – your research program you want carry out;
5) **TIT** – list of your academic titles like University Degree, Masters and others certifications- Please, declare them using **Annex B**. Foreign citizens have to upload a copy of own university degree full of passed exams.

Click on **Forward** to go to step 5/5

A form show all data provided. Click on **Confirmation** to validate all data.

Click on **File Delivery** to complete and send your candidation.
Now you have completed your application. Good Luck!