International enrolment in degree programmes
Applications for academic year 2024/2025

Università degli Studi di Palermo

HOW TO APPLY

Please read carefully the following guidelines for the application procedure for your enrolment at the University of Palermo.

This is a Step-by-step guide that will help you to apply to the University of Palermo.

Your **UniPa account is necessary for the acceptance procedure**, even if you have already been nominated by your University: the enrolment is mandatory in order to complete your administrative procedure and to be able to follow courses and undertake exams once in Palermo.

We invite you to read it carefully and prepare all the required data and documents. If you have any questions, you can write to internationalstudents@unipa.it with your questions, but before please read all the points in this guidelines and you will probably find your answer.

THE IRO STAFF
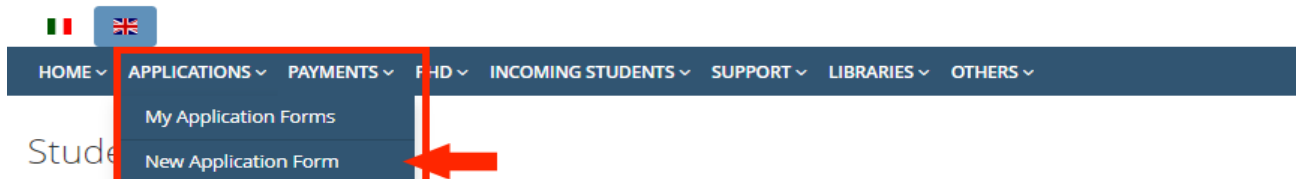
STEP 1 – UNIPA STUDENT PORTAL LOGIN AND NEW APPLICATION

Go on the following website to login and start your application procedure:

https://immaweb.unipa.it/immaweb/private/pratiche/listCreatePratiche.seam

Now login using the Username and Password that you generated during the registration procedure.

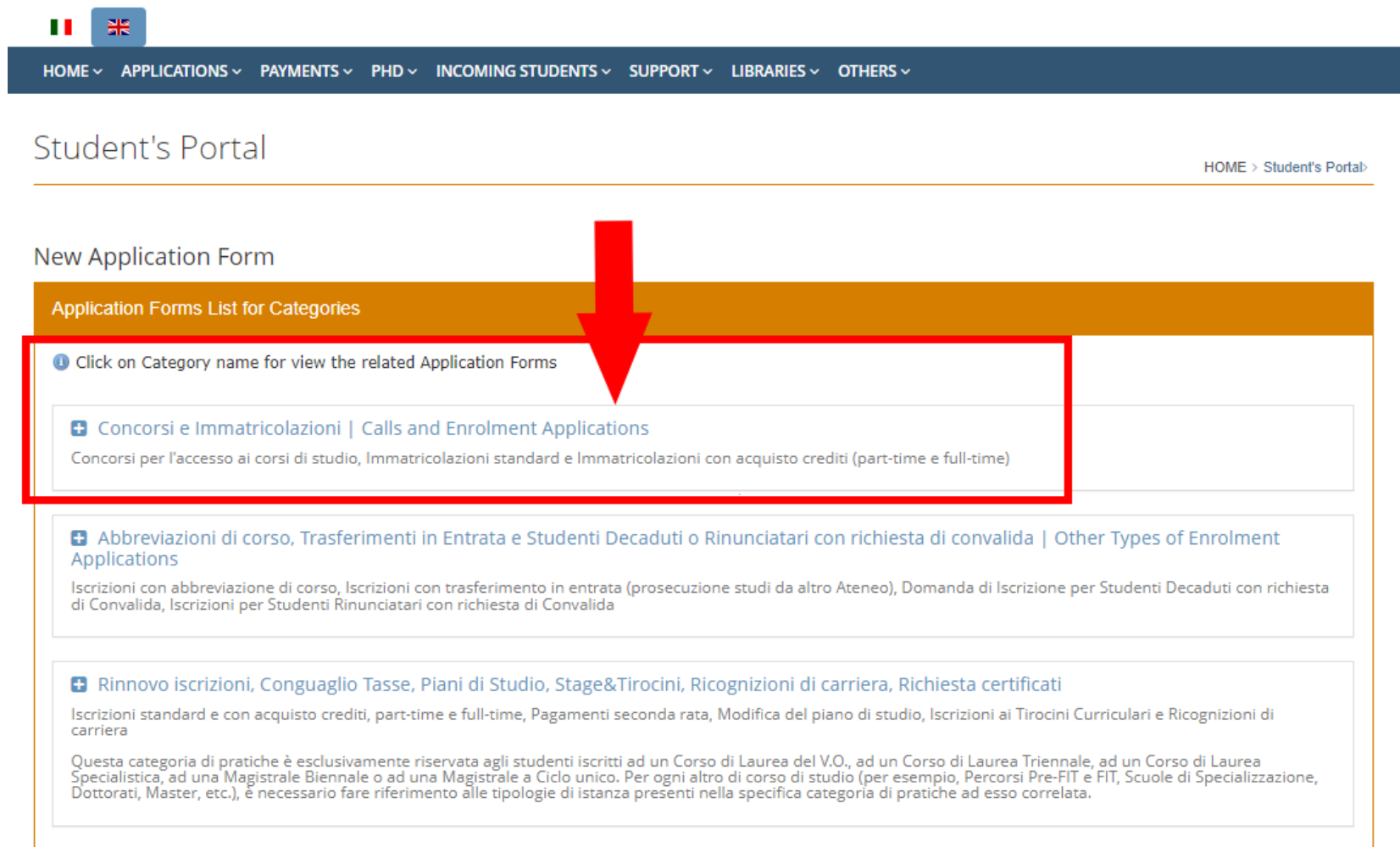After the login, you will see your student portal page. Now, click on "Application" and select "New Application Form"

as explained below.

1.2 After you open the new application form page, you would need to click on the small blue "+" ON Calls and Applications, then select "Enrolment Bachelor's Degree/Master's Degree Application" as shown below.

1.3 Select "Enrolment Bachelor's Degree/ Master's Degree Application as show below

New Application Form

Application Forms List for Categories

ⓘ Click on Category name for view the related Application Forms

➖ Concorsi e Immatricolazioni | Calls and Enrolment Applications
Concorsi per l'accesso ai corsi di studio, Immatricolazioni standard e Immatricolazioni con acquisto crediti (part-time e full-time)

⊕ Domanda di partecipazione a Test Online/Concorso/Prenotazione Preimmatricolazione per Corsi di Laurea a Numero Programmato
⊕ Istanza UNIPA (Corsi per i quali si svolge il TOLC presso il CISIA)
⊖ Domanda di Scorrimento
⊕ Domanda di Immatricolazione ad un Corso di Laurea/Corso di Laurea Magistrale | Enrolment Bachelor's Degree/Master's Degree Application ⟵
⊕ Domanda di Immatricolazione con acquisto crediti | Part-Time Enrolment Application

Select Enrolment Type

Select Enrolment Type

ⓘ The completion of the Application Form and the payment of tuition fees does not automatically imply enrolment in the selected Degree Programme. The enrolment is formalized at the Student Administration Office after the competent university offices have successfully checked the validity of the data provided and the payment of fees. For Restricted Access Degree Programmes, enrolment completion is also subject to the student's position in the merit ranking of the relevant selection procedure. For courses with mandatory but non-selective entry tests, enrolment completion is subject to taking the test

🔘 Domanda di Immatricolazione ad un Corso di Laurea/Corso di Laurea Magistrale | Enrolment Bachelor's Degree/Master's Degree Application ⟵
⚪ Domanda di Immatricolazione con acquisto crediti | Part-Time Enrolment Application
⚪ Domanda di Iscrizione con Abbreviazione di Corso
⚪ Domanda di Prosecuzione Studi per Trasferimento da altro Ateneo
⚪ Domanda di Iscrizione per Studenti Rinunciatari con richiesta di Convalida
⚪ Domanda di Iscrizione per Studenti Decaduti con richiesta di Convalida

Next ⟵ CLICK HERE TO CONTINUE

1.4 To continue the enrolment procedure, follow the instructions as shown below. Click on "**No**" on the first question; select **Università degli Studi di Palermo** on the list as "first enrolment" and add the current academic year (2024 for academic year 2024/25). Then click **next and continue**.

First Enrolment Information

ⓘ Fields marked with * are mandatory

Help
ⓘ Dear student, this online procedure allows you to complete the Enrolment Application for a Bachelor's or Master's Degree Course at the University of Palermo. We kindly ask you to provide the following information: **Have you ever been enrolled at an Italian university before?** If so, please specify where and when you made your FIRST ENROLMENT. If not, enter the current values.
In the space below, please specify the details of your **First Enrolment in the Italian university system**, indicating the **university**, **the year**, and, if you deem it helpful, detailed explanatory notes.

First Enrolment Information

ⓘ Have you ever been previously enrolled at an Italian university?

○ Yes
● No

First Enrolment University *

UNIVERSITA' DEGLI STUDI DI PALERMO (PALERMO)   SEARCH FOR UNIVERSITA' DEGLI STUDI DI PALERMO IN THE LIST AND SELECT   ⌄

First Enrolment Year *

2024   INSERT THE NEXT YEAR

First Enrolment Details

Back   Next   ⬅ CLICK ON NEXT TO CONTINUE

1.5 Now, select the "Degree Programme Type". After you select the course type, a click on "Select" and the full list of courses will be displayed; select your degree.

Select Degree Programme

ⓘ Fields marked with * are mandatory

Complete the Enrolment Application Form

Application Form Type

Domanda di Immatricolazione ad un Corso di Laurea/Corso di Laurea Magistrale | Enrolment Bachelor's Degree/Master's Degree Application

Select the Degree Programme Type

Select Degree Programme

Degree Programme Type *

Corso di Laurea Magistrale Biennale | Master's Degree ⌄   Select

Clear

Course Type *
Corso di Laurea Magistrale Biennale

Course *

⌄   Select

2293 - AGRICOLTURA DI PRECISIONE - CLASSE LM-69 - Corso di Laurea Magistrale Biennale
2110 - ANALISI E GESTIONE AMBIENTALE - CLASSE LM-75 - Corso di Laurea Magistrale Biennale
2218 - ARCHEOLOGIA (SEDE PA) - CLASSE LM-2 - Corso di Laurea Magistrale Biennale
2243 - ARCHITETTURA DEL PAESAGGIO - CLASSE LM-3 - Corso di Laurea Magistrale Biennale
2248 - ARCHITETTURA PER IL PROGETTO SOSTENIBILE DELL'ESISTENTE - CLASSE LM-4 - Corso di Laurea Magistrale Biennale
2196 - BIODIVERSITA' E BIOLOGIA AMBIENTALE - CLASSE LM-6 - Corso di Laurea Magistrale Biennale
2105 - BIOLOGIA MARINA - CLASSE LM-6 - Corso di Laurea Magistrale Biennale
2195 - BIOLOGIA MOLECOLARE E DELLA SALUTE - CLASSE LM-6 - Corso di Laurea Magistrale Biennale
2296 - BIOTECNOLOGIE INDUSTRIALI BIOMOLECOLARI - CLASSE LM-8 - Corso di Laurea Magistrale Biennale
2011 - BIOTECNOLOGIE MEDICHE E MEDICINA MOLECOLARE - CLASSE LM-9 - Corso di Laurea Magistrale Biennale
2159 - CHIMICA - CLASSE LM-54 - Corso di Laurea Magistrale Biennale
2215 - COMUNICAZIONE DEL PATRIMONIO CULTURALE - CLASSE LM-92 - Corso di Laurea Magistrale Biennale
2288 - COMUNICAZIONE PER L'ENOGASTRONOMIA - CLASSE LM-92 - Corso di Laurea Magistrale Biennale
2289 - COMUNICAZIONE PER L'ENOGASTRONOMIA - CLASSE LM/GASTR - Corso di Laurea Magistrale Biennale
2231 - COMUNICAZIONE PUBBLICA, D'IMPRESA E PUBBLICITÀ - CLASSE LM-59 - Corso di Laurea Magistrale Biennale
2232 - COOPERAZIONE, SVILUPPO E MIGRAZIONI - CLASSE LM-81 - Corso di Laurea Magistrale Biennale
2270 - DATA, ALGORITHMS, AND MACHINE INTELLIGENCE - CLASSE LM-18 - Corso di Laurea Magistrale Biennale
2212 - DESIGN E CULTURA DEL TERRITORIO - CLASSE LM-12 - Corso di Laurea Magistrale Biennale
2299 - DIGITAL HUMANITIES PER L'INDUSTRIA CULTURALE - CLASSE LM-43 - Corso di Laurea Magistrale Biennale

Select the Degree Programme from the full list

1.6 After you select the Degree Programme it's necessary to enter the curricular requirements. Follow the instructions as shown below:

Select Degree Programme

Degree Programme Type *
Corso di Laurea Magistrale Biennale | Master's Degree

Degree Programme *
2205 - TOURISM SYSTEMS AND HOSPITALITY MANAGEMENT - CLASSE LM-49 - Corso di Laurea Magistrale Biennale | Master's Degree

[Clear]

Verification of Curricular Requirements

ⓘ Please note! To enroll in the degree programme you have selected, it is necessary to verify the curricular entry requirements. If you have any questions or concerns, please consult the above links for : 1) Access Guide to Master¿½s Degree Programmes (D.M. 270/2004); 2) Enrolment Regulations and Forms for GRADUATES; 3) Enrolment Regulations and Forms for GRADUATING STUDENTS.

Please specify the information concerning your current status and then push on 'Verify':
◉ I am a graduate student   **Flag the option**
◯ I am a graduating student

☐ my university of origin is UNIPA and my student ID number is: [   ]

☑ my university of origin is a foreign institution or another Italian university   ⬅ **Please input your Bachelor's degree grade**

Final grade: [110] / [110 ▾] cum laude [Yes ▾]

graduation date:
[15/11/2021]   **You can convert the Bachelor's degree grade using a formula**
(DD/MM/YYYY , eg.: 30/09/2009)

Degree Programme Classification (please, do not enter any information if you graduated under the Former University Regulations (so called 'Vecchio Ordinamento'), from a foreign institution, or if you have previously entered a UNIPA student ID number):   ⬅ **You can also omit this information**
[▾]

Annotations of the Student to Teacher Coordinator
[   ]

[Assess]

Automatic assessment results

The student holds a degree obtained abroad or from another Italian University. The request is subject to approval by the Course Coordinator

➡ See the detailed analysis of the automatic verification of curricular requirements

ⓘ Click on 'Next' to proceed

Back | Next

Conversion of grades awarded abroad

Grades from other countries can be converted into the equivalent in the Italian system of assessment.
If your mark is numerical, you can use the following formula:

$$\text{Grade} = \frac{V - V_{min}}{V_{max} - V_{min}} * (I_{max} - I_{min}) + I_{min}$$

Results with decimals should be rounded to the nearest integer.
If your mark is **qualitative** (judgements, letters and the like)
conversion of the mark is assessed case by case.

where V is the mark to convert
V_{min} = minimum mark for a pass in the foreign institution
V_{max} = maximum mark in the foreign institution
I_{min} = minimum mark for a pass in an Italian institution (60/100 for upper secondary school, 66/110 for academic degree)
I_{max} = maximum mark in an Italian school (100/100 for upper secondary school, 110/110 for academic degree)

Here's an **EXAMPLE** of converting a Bachelor's degree grade using the Italian system using the provided formula:
Let's say we have a numerical Bachelor's degree grade of 90 from a foreign institution, where the minimum passing grade (Vmin) is 70 and the maximum grade (Vmax) is 95.

V = 90
Vmin = 70
Vmax = 95
Imin = 66 (minimum passing grade in an Italian institution for a Bachelor's degree)
Imax = 110 (maximum grade in an Italian institution for a Bachelor's degree)

Using the formula:

Grade = ((90 - 70) / (95 - 70)) * (110 - 66) + 66
= (20 / 25) * 44 + 66
= (4/5) * 44 + 66
= 35.2 + 66
= 101.2
Rounded to the nearest integer, the converted grade would then be **101** in the Italian system for a Bachelor's degree.

9

1.7 Now you can proceed with the creation of the new application with a unique identifying number."
Follow the instructions as shown below:

ⓘ Fields marked with * are mandatory   Now you can proceed with the creation of the new application with a unique identifying number

Enrolment Application Form Data

Application Form Type

Domanda di Immatricolazione ad un Corso di Laurea/Corso di Laurea Magistrale | Enrolment Bachelor's Degree/Master's Degree Application

Degree Programme

Allegati **Attach documents**

Allegato   Data caricamento   Dimensione file   Operazione   ⟵

No data found   Now you can attach one or more PDF documents regarding your previous university career

Photo

ⓘ In this step, the system adds your personal photo, if one exists, to the current application form. You can upload your personal photo at a later time

Preview Photo

There is no personal photo
Load Your Photo

Back   **Create Application Form**   ✔ **CLICK HERE**

1.8 Now you just need to wait.

New Enrolment Record 2024/2025 : **Step 3/9: Student Information**

Now you just need to wait for the Course Coordinator's decision.
You can open your application from the 'My Applications' menu."

Student Information

Please note! The Degree Programme Coordinator must approve your initial enrolment application before it can be completed. Once approved, you can resume the procedure, complete the online application until the payment slip is ready to print, and then make the payment. However, if the Coordinator rejects your enrolment application, you will be advised to purchase specific Individual Courses for the integration of curricular entry requirements

ℹ️ Fields marked with * are mandatory

Enrolment Application Form Data

Application Form Type
Domanda di Immatricolazione ad un Corso di Laurea/Corso di Laurea Magistrale | Enrolment Bachelor's Degree/Master's Degree Application

Application Form Number
3373459

Application Form Status
In attesa di riscontro del Coordinatore ← Awaiting feedback from the coordinator

Degree Programme