

# REGISTRATION ON STUDENT PORTAL AND PRE-ADMISSION LETTER

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STEP

Click on “Continue”

UNIVERSITÀ DEGLI STUDI DI PALERMO

Futuri studenti | Studenti | International students | Docenti | Imprese | Laureati | Personale

OTHER SERVICES ▾ SUPPORT ▾ ENGLISH [ CHANGE LANGUAGE ]

### Student Registration

HOME > Student Registration >

- If you are an international student and already have the Italian tax code go to Registration with Italian tax code, otherwise go to International Students  
- 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**

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STEP

Insert your data and confirm. You'll receive an email to validate your registration.

### Student Registration

HOME > Student Registration >

Fields marked with \* are mandatory

**Personal Data**

<b>Surname *</b>	<input type="text"/>	<b>Name *</b>	<input type="text"/>
<b>Date of Birth *</b>	Day ▾ Month ▾ Year ▾	<b>Gender *</b>	<input type="text"/>
<b>Place of Birth *</b>	<input type="text"/>	<b>Nationality (as in Passport) *</b>	<input type="text"/>
<b>Italian Tax Code (for foreign students is automatically generated) *</b>	<input type="text"/>	<b>Confirm email *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>		

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 PEC addresses. Please use other email domains.

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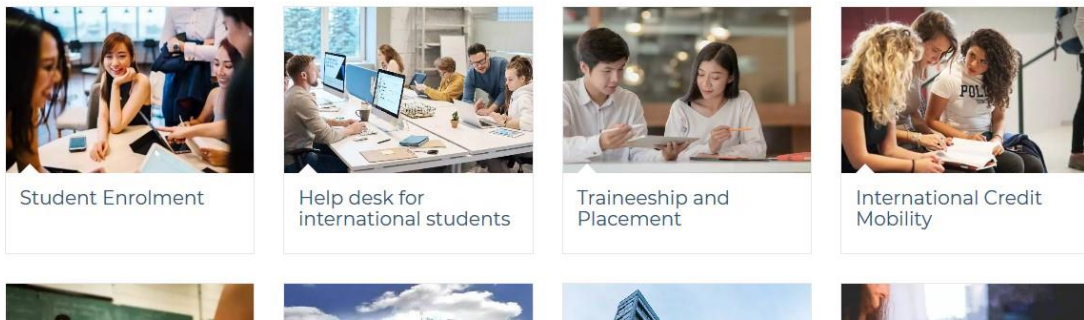
## STEP

Click on “Login”



### International Students

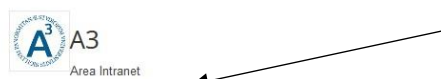
HOME > Mobilità > International Students



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## STEP

Insert your credentials



Enter your Username and Password

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Username:

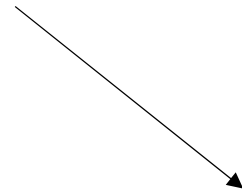
Password:

[Privacy](#) [Phishing](#) [Assistenza](#)

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## STEP

### Change the language



#### Portale Studenti

HOME > Portale Studenti

#### Home

Nuova informativa sulla privacy. Si prega di prenderne visione: [scarica l'informativa](#)

Gli esami degli appelli dal 14 al 24 aprile verranno svolti a distanza visto il D.R. n. 950/2020 del 23 Marzo 2020. [Ulteriori dettagli](#)

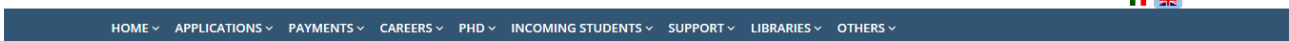
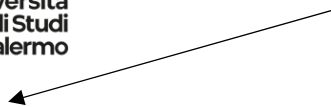
#### Che cos'è il Portale Studenti

Il Portale Studenti consente alle persone iscritte ai corsi di studio dell'Università degli Studi di Palermo e a coloro che intendono iscriversi di effettuare alcune operazioni online: consulta la voce "Nuova Pratica" nella sezione "Pratiche Studente" per vedere le operazioni online cui risulti abilitato. Gli studenti iscritti possono, inoltre, visualizzare il proprio piano di studio, prenotarsi agli

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## STEP

### Select "Applications" and soon after "New Application form"



#### Student's Portal

HOME > Student's Portal

#### Home

Nuova informativa sulla privacy. Si prega di prenderne visione: [scarica l'informativa](#)

Gli esami degli appelli dal 14 al 24 aprile verranno svolti a distanza visto il D.R. n. 950/2020 del 23 Marzo 2020. [Ulteriori dettagli](#)

#### What's UNIPA Student's Portal?

The UNIPA Student's Portal allows students enrolled at the University of Palermo and those who intend to enroll to perform online some operations: See the "New Application Form" in the "Application Forms" to see your online enabled transactions.

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## STEP

### Select “MSc Admission Request Form for International Student”



HOME ▾ APPLICATIONS ▾ PAYMENTS ▾ CAREERS ▾ PHD ▾ INCOMING STUDENTS ▾ SUPPORT ▾ LIBRARIES ▾ OTHERS ▾

Student's Portal

HOME > Student's Portal >

New Application Form

Application Forms List for Categories

Click on Category name for view the related Application Forms

+ Prenotazione lezioni in presenza  
Dichiarazione di volontà a partecipare alle lezioni

- Extra E.U. Students Enrolment  
Extra E.U. Students Enrolment

+ MSc Admission Request Form for International Students

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## STEP

### Fill the blank, upload your documents and confirm

Attached Documentation

Briefly describe your request (Motivational Letter)

Attachment Type \*

Attached Documentation ( pdf )

File \*

Sfogli... Nessun file selezionato.

Attach

Upload, into one single pdf file up to 30 MB, a copy of your Bachelor's Degree, of the Transcript of Records, a valid passport and your Curriculum-Vitae.

Confirm



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## STEP

Once confirmed, the portal will show the following message

### Eligibility Request for Non-EU Students

Eligibility Request : Step 1/1: Course Selection and Attachments

Your request has been correctly stored and is now awaiting for approval by the administrative office and the course coordinator.

#### Information about the course

Select The Course \*

In the event of a course not listed, describe the course (only for courses that will be activated in the next Academic Year)

Should you be interested in

- Cooperation, Development and Migrations, please select "Cooperazione, Sviluppo e Migrazioni", cod. 2232
- Management Engineering, please select "Ingegneria Gestionale", cod. 2034
- Public Management, please select "Scienze dell'amministrazione e delle organizzazioni complesse", cod. 2163
- Entrepreneurship and Management, please select "Scienze Economico-Aziendali" cod. 2064
- Economic and Financial Analysis, please select "Scienze economiche e finanziarie", cod. 2063
- Neurosciences, please select "Neuroscienze"



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## STEP

### Status of the request

### Student's Portal

HOME > Student's Portal

### My Application Forms

Click on this icon for view the related Application Form detail

View

Application Form not deleted

Refresh

No.	Description	A.Y.	Roll number	Creation & Last Modified	Step	State	Op.
2333198	Enrolment Form for International Students	2019/2020		05/06/2020 11:28:42	1	Waiting for validation	
				05/06/2020 11:40:10			



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# STEP

Once administrative office and the Dean of the course will have positively evaluated your request, you'll receive an email to inform you. The status of the application will change in "validated by course of study Coordinator", and within the portal, you'll find the admission letter

HOME ▾ PRATICHE ▾ PAGAMENTI ▾ CARRIERE ▾ PHD ▾ INCOMING STUDENTS ▾ SUPPORTO ▾ BIBLIOTECHE ▾ ALTRO ▾

Portale Studenti HOME > Portale Studenti

Le Mie Pratiche

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

Visualizza

Pratiche non cancellate Aggiorna

N.	Descrizione	A.A.	Matricola	Creazione e Ultima Modifica	Passo	Stato	Op.
2333198	Enrolment Form for International Students	2019/2020		05/06/2020 11:28:42	1	Validated by Course of Study Coordinator	
				05/06/2020 12:10:49			

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# STEP

## Download the admission letter

Attachment Type \*  
Attached Documentation ( pdf )

File \*  
Sfoglia... Nessun file selezionato.

Upload, into one single pdf file up to 30 MB, a copy of your Bachelor's Degree, of the Transcript of Records, a valid passport and your Curriculum-Vitae.

Attachment list	Size
Attached Documentation	0.17 MB

Outcome

Your request has been approved: you can print your eligibility assessment from the link below:  
[Pre-Acceptance Letter](#)

SHOULD YOU HAVE ANY TECHNICAL PROBLEM, PLEASE CONTACT  
[supportosia@unipa.it](mailto:supportosia@unipa.it)