WELCOME

This is a Step by Step Guide that will help you to register as an “Exchange for study” student to the University of Palermo.
Please, read carefully this guide and prepare all required data and documents.

UNIPA REGISTRATION:

➢ Go to the link of the University of Palermo website
➢ https://immaweb.unipa.it/immaweb/home.seam
➢ If you are a new student click on “Portale studenti”, this will lead you to the page (Student’s Portal);

➢ If you are a new student click on “Student’s Portal;”, this will lead you to the registration page (step 1);
**STEP 1: Personal Data**

- On the top of the page, on the right side, you can change the language choosing ENGLISH or ITALIAN.
- Fill all the requested fields with your personal data.
- The server will automatically generate the Italian Tax code (codice fiscale). It is a temporary code that you need to change when you arrive in Italy.
- Write the captcha verification and click on “continue”.

### Student Registration

#### Registration with Italian tax code

- 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 international student go to Registration with Italian tax code.

#### International Students

Continue

#### Student Registration

- Fields marked with * are mandatory

**Personal Data**

- **Surname**: 
- **Date of Birth**: Day, Month, Year
- **Place of Birth**: Click the button “...”
- **Italian Tax Code (for foreign students is automatically generated)**
- **Email**: Please insert a valid personal email. “Hotmail”, “msn” and “live” may not be delivered to you from our mail server. Do not specify also email on “unipa” and “PEC” addresses. Please use other email domains

**Name**

**Gender**

**Nationality (as in Passport)**

**Confirm email**
Student Registration

Fields marked with * are mandatory.

### Personal Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname *</td>
<td>Name *</td>
</tr>
<tr>
<td>Date of Birth *</td>
<td>Gender *</td>
</tr>
<tr>
<td>Place of Birth *</td>
<td>Nationality (as in Passport) *</td>
</tr>
<tr>
<td>Italian Tax Code (for foreign students is automatically generated) *</td>
<td>Fiscal code</td>
</tr>
<tr>
<td>Email *</td>
<td>Confirm Email *</td>
</tr>
</tbody>
</table>

Please insert a valid personal email. “hotmail”, “ini” and “live” may not be delivered to you from our mail server. Do not specify also email on “unipa.it” and PEC addresses. Please use other email domains.

### Captcha Verification

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

```
1726
```

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

Go back Continue
STEP 2: Address Information

- Fill with your Address Information and click continue.
**STEP 3: Summary Personal Data Student**

- Please, check all personal data and make sure that you have provided a valid email and click “confirm”.

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**Student Registration**

**Summary Personal Data Student**

- **Personal Data**
  - Name
  - Gender
  - Place of Birth
  - Email

- **Home address**
  - City
  - Country
  - Zip Code
  - Address

- **Italian address**
  - City
  - Country
  - Zip Code
  - Address

- **Postal address**
  - C/o
  - Send Mail

- **Other Addresses**
  - Mobile Phone
  - Fax
STEP 4: Result of the registration

- You completed successfully the registration online.

VALIDATION ACCOUNT:

Please, check your e-mail and click on the provided link to confirm your account. After receiving the email you have 8 hours to validate your account.

It is mandatory to set a password, it must contain from 8 to 20 characters and at least a number and a capital letter.
Congratulations for your registration!

You are registered in our official database “Portale dello studente” now!

If you have questions or doubts you can contact our office “International programs” to the number +39 0912389383/93833/99523/93648 or send an e-mail to programmi.internazionali@unipa.it.

Our office is located in Viale delle Scienze, Block n.3, 1° floor, 90128 – Palermo.

We are waiting for you!

Good luck!

Enjoy your stay in Palermo!