This is a Guide that will help you to enroll to an Italian University and to register as “Italian students with a foreign qualification” or “EU students” or “Extra EU students living in Italy” to the University of Palermo.

Please, read carefully this guide and prepare all required data and documents.

Do you want to study in Italy?
If you are Italian citizen with a foreign qualification or EU citizen or Extra EU citizen living in Italy and you want to study in Italy you can check the website www.universitaly.it and find the educational offer of all Italian Universities.

If you want to study with us you need to register as Unipa Student.
Then you need to register to the admission test of your course.
If you’re on the list you will have to submit the enrolment form to the University of Palermo by the deadline attaching the following documentation:

- Secondary school qualification legally translated;
- Diploma Supplement;
- Transcript of records,
- Declaration of value or a certification by ENIC-NARIC centres;
- Any other documents useful to validate the foreign qualification.

If you are European Union citizens you need to be registered to the municipality where you want to go to live.

We proceed step by step, now.
First of all you need to register as an undergraduate.
To register to Unipa student portal you need to follow the simple steps described below.
UNIPA REGISTRATION:

- Go to the link of the University of Palermo website: http://www.unipa.it/target/studenti/servizi-online/portale-studenti

- If you are a new student click on “pagina di registrazione”, 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”
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”
**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!
Useful information

At the Centre for Guidance and Counseling, University of Palermo, in close collaboration with the Regional Agency for the Right to Education (ERSU), a Reception desk for Foreign Students is operating. The service aims to provide welcoming, listening and support to foreign students already enrolled or interested in enrolling at the University of Palermo. The office, located in the Viale delle Scienze, Building 2 (2° floor), is open Monday - Wednesday - Friday from 9:00 to 13:00

Website:

http://www.unipa.it/strutture/cot/Sportelli_e_Servizi/Sportello_Accoglienza_Studendi_Stranieri/

Contacts:

Mail: studentistranieri.cot@unipa.it
Tel: +39 091-23865500 internal 3
REGISTRATION FOR THE ADMISSION TEST

To register for the admission test you have to be UNIPA student and you need to pay the registration fee.

You can choose only one degree course.

You need also to apply for the test of Italian language for foreigners by the deadline set in the attached table. Information on the place and date of the Italian language test will be given in the public call of your course.

1. Go to the link of the University of Palermo website [http://www.unipa.it/target/studenti/servizi-online/portale-studenti/](http://www.unipa.it/target/studenti/servizi-online/portale-studenti/)

2. Click on “Accedi al servizio”
3. **Click on the first link “Accedi al portale”, on the left side of the page and Insert your User (it is always name.surname) and password**
4. You are in your personal profile
5. Click on “Pratiche studente” and then on “Nuova pratica”
6. Click on “Concorsi e immatricolazioni” and then on “Domanda di partecipazione a concorso per corsi di laurea a numero programmato”
7. Click “avanti”
8. Search for your course in the relevant school (REMEMBER: there are two phases for admission to National single cycle degree courses as Architecture, Building Engineering-Architecture, Medicine and Dentistry)
9. Fill all the fields of the application;
10. Be careful to enter the correct code of competition for the degree course you have chosen;
11. Print the application and the MAV (Module Application Payment – 55 euro), non refundable, to be paid at any Unicredit bank counter (except Palermo agency 3) within the closing time of bank on ___ August 201_.
The list of students will be published within ___ August 201_.
If you need other information, you should carefully consult the competition notice.
If you have any doubt about didactic offer, you can consult our courses list on: http://offweb.unipa.it/ (Italian or English version).
If you have questions or doubts you can contact our office “International programs” to the number +39 091 2389383-834 or send an e-mail to programmi.internazionali@unipa.it

Our office is located in Piazza Marina, 61 – Palermo.

We are waiting for you! 
Good luck!