

**APPLICATION FOR 15 THREE-YEAR GRANTS FOR FOREIGN STUDENTS  
(33<sup>rd</sup> series)  
Deadline: 28 March 2017 - 1.00 p.m. (CEST)  
GUIDELINES**

Please read carefully all the instructions below before completing your on-line application. You will create a Username and Password. Your Username and Password enable you to return to your application as many times as you wish before your final submission.

**General Guidelines**

Before completing the on-line application, please review the call for application for admissions requirements and the deadline dates at:

<http://www.unipd.it/en/node/1053>

**Remember, you may apply to only one Doctoral Course.**

If you should experience any difficulty when applying online, please send an email describing the problem to **doctoral.grants@unipd.it**

## ONLINE APPLICATION INSTRUCTIONS

### ➤ Step 1 – Data registration - Access your personal account

You must register your data and receive a username and a password before filling in the application form.

 UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

**CALL FOR APPLICATIONS**  
**15 PHD GRANTS RESERVED TO FOREIGN STUDENTS**  
**DEADLINE: MARCH 28<sup>ND</sup> 2017, 1:00 P.M.**

USERNAME   
PASSWORD

IF YOU NEED TO GET USERNAME AND PASSWORD [CLICK HERE](#)  
IF YOU LOST YOUR USERNAME AND PASSWORD [CLICK HERE](#)

Servizio Formazione alla Ricerca – Università degli Studi di Padova  
Via del Risorgimento, 9 - Padova - E-mail: [doctoral.grants@unipd.it](mailto:doctoral.grants@unipd.it)

Click here in order to register your personal data and get username and password

Enter your account information exactly as instructed on the form and then click on 'Save your personal data'. **You should pay great attention to the e-mail address provided as your username and password will be sent to this e-mail address.** This e-mail address will also be used for any official communication (see article 6 of the call). You must also specify your Skype ID.

**We suggest you to provide a valid e-mail address that you check regularly**

**DATA REGISTRATION - ACCESS YOUR PERSONAL ACCOUNT**

**Welcome!**  
 All those who complete the registration procedure will automatically receive a username and a password to access the initiatives of the Research and Training to Research area of the Università degli Studi di Padova  
 All fields must be duly completed  
 After registration, username and password are sent by email to the specified email address

Surname:

First name:

Gender:  F  M

Birth date:  /  /   
 date format dd / mm / yyyy

Country of birth: Country

Birth town:

Email:

Skype-ID:

**UNIVERSITÀ DEGLI STUDI DI PADOVA**  
**DOTTORATI DI RICERCA**

**DATA REGISTRATION - ACCESS YOUR PERSONAL ACCOUNT**

**CLICK ON THE BUTTON BELOW TO COMPLETE THE REGISTRATION PROCEDURE**

Surname	DOTTORATI
First name	SERVIZIO FORMAZIONE ALLA RICERCA
Gender	M
Birth date date format dd/mm/yyyy	18/03/1974
Country of birth	CZECH REPUBLIC Birth town: PRAGUE
Italian Tax identification number	DTTSVZ74C18Z156C
Email	doctoral.grants@unipd.it

Save the Italian Tax identification number **DTTSVZ74C18Z156C** you may need it in case you lose username and password

**Complete personal data registration**

Servizio Formazione alla Ricerca - Università degli Studi di Padova  
 Via del Risorgimento, 9 - Padova - E-mail: doctoral.grants@unipd.it

Click on 'Complete personal data registration' to complete the registration. You will receive an e-mail with your username and password to fill in the application form

Please write down the TAX IDENTIFICATION CODE (CODICE FISCALE). This code is necessary in case you forget your username and/or password and you need to retrieve them

Enter your 'Permanent address' and 'Address for correspondence' as instructed on the form and then click on 'Save personal data'

Home Page  
DOTTORATI SERVIZIO  
FORMAZIONE ALLA RICERCA

Personal data  
Application Form  
Help

PERSONAL DATA	
Surname	DOTTORATI
First name	SERVIZIO FORMAZIONE ALLA RICERCA
Gender	M
Birth date date format dd/mm/yyyy	18/03/1974
Country of birth	ARMENIA Birth town: XXX
Nationality *	ARMENIA
Italian Tax identification number	DTTSVZ74C18Z137C

PERMANENT ADDRESS	
Permanent Address *	<input type="text"/>
Postal code *	<input type="text"/>
City *	Country ARMENIA <input type="text"/>
	City XXX

ADDRESS FOR CORRESPONDENCE WHEN DIFFERENT FROM PERMANENT ADDRESS	
Same as permanent address *	<input type="radio"/> YES <input checked="" type="radio"/> NO
Address for correspondence *	<input type="text"/>
Postal code *	<input type="text"/>
City *	District Country ARMENIA <input type="text"/>
	City XXX
Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Fax	<input type="text"/>
Email *	formazione.ricerca@unipd.it

\*mandatory fields

**Save personal Data**

Servizio Formazione alla Ricerca - Università degli Studi di Padova

Then click here in order to confirm the data and proceed to the Application form



- Home Page
- EDSFF SDFDFD
- Personal data
- Application Form
- Help

The personal data are completed. In order to access the application form it is necessary to confirm them by clicking here

PERSONAL DATA	
Surname	EDSFF
First name	SDFDFD
Gender	M
Birth date <small>date format dd/mm/yyyy</small>	01/01/1985
Country of birth	ALGERIA Birth town: DSDS
Nationality	ALGERIA
Italian Tax identification number	DSFSD85A01Z301Z
PERMANENT ADDRESS	
Permanent Address	dsfsd
Postal code	123
City	DSDS ALGERIA
ADDRESS FOR CORRESPONDENCE WHEN DIFFERENT FROM PERMANENT ADDRESS	
Same as permanent address	NO

You can now start filling the application form by clicking on Edit your application form



- Home Page
- DSDFSDFS FSDFSDSD
- Personal data
- Application Form
- Call for Application
- List of Courses
- Help

You must fill in and close the application form by the March 28<sup>th</sup>, 2017 at 1:00 p.m.

[Edit Your Application Form](#) code: PHD33M7QH9 Application form

**YOU DID NOT SUBMIT YOUR APPLICATION**

## ➤ Step 2 – Application form – Reference letters and attachments

**Reminder:** You may stop and save your work to continue at a later time while completing the on-line application.

After having filled in/modified or deleted each field it is necessary to click on the **<Update>** button to save the data. The data saved in this way are provisional: they can still be modified.

In order to save permanently the data it is necessary to close the application form.

After you've closed your on-line application you may not make further modifications (changes, additions, etc.) to it.

All the sections of the application must be filled in Italian or English

**Fields marked with an asterisk (\*) are mandatory**

### REFERENCE LETTERS



We advise you to fill in first the field 'Reference letters', so that the request will be sent even if you haven't closed the procedure and experts will have more time to submit the letters.

The application form must be closed even if the letters have not been submitted by the experts. You will be able to enter the procedure after the final closure to check whether and when the letters are submitted.

In order to fill in the field 'Reference letters' click on 'Compile' on the top left menu and then click

on the icon  near 'Sezione-Reference Letters'

The screenshot shows the application form interface for the University of Padua. The page title is 'Università degli Studi di PADOVA' and the main heading is 'Application form - 15 PhD grants for foreign students - 32<sup>nd</sup> series'. The interface is divided into several sections, each with a red header bar and a pencil icon for editing:

- DOCTORAL COURSE**
- SEZIONE – REFERENCE LETTERS**: This section contains the text: 'Names and email addresses of the persons holding an official position (academic or other institutions or organizations) who will write the letters of reference. The recommendation letters should be provided by persons able to evaluate your strengths in research and suitability for the position. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.'
- PERSONAL DATA**
- Permanent address**
- Mailing address if different from permanent address**
- Emergency Contact:**

On the left side, there is a red navigation menu with the following options: Compile, View, Close, Home page, Attach, Facsimile, Count characters, Call for applications, Annex 1 - List of the Courses, and Guidelines for the application form. An arrow points from the 'Compile' option in the menu to the pencil icon in the 'SEZIONE – REFERENCE LETTERS' section.

You must specify the name, surname, institution and email address of two professors or experts who will have to write a reference letter. Then:

- click on <Update>
- click again on the section 'Reference letters'
- click on <Send Mail>

This will enable you to send the request to fill in the reference letter online.

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

N°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	<input type="text"/>					
2.	<input type="text"/>					

\* - Mandatory field

**The data has been updated**

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

N°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	FORMAZIONE	RICERCA	Servizio	formazione.ricerca@unipd.it	Padova	
2.	FORMAZIONE	RICERCA	Servizio	doctoral.grants@unipd.it	Padova	

**SEZIONE - REFERENCE LETTERS**

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

Click on 'Send Mail'

Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

N°	First Name	Last name	Qualification	E-mail	Affiliation	Letter of Reference
1.	FORMAZIONE	RICERCA	servizio	formazione.ricerca@unipd.it	Padova	<a href="#">Send Mail</a>
2.	FORMAZIONE	RICERCA	Servizio	doctoral.grants@unipd.it	Padova	<a href="#">Send Mail</a>

\* - Mandatory field



**UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA**

## DOTTORATI DI RICERCA

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to: kati.milan@unipd.it  
from: doctoral.grants@unipd.it  
Subject: Reference letter request -15 PhD grants for foreign students at the University of Padova

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Dear Prof./Dr. **FDGDG GFGDFGFD**

Your name was suggested by DSDFSDFS FSDFSOSD as a referent in his/her application for the selection of 15 PhD grants reserved to foreign students at the University of Padova . By this call the University of Padua aims at supporting foreign young researchers in the framework of the internationalization of its PhD Courses. Letters of reference should be written by someone with whom the candidate has studied or pursued research and are a relevant document in the evaluation process of the candidates. Therefore we would be very grateful if you could accept to provide the reference letter by using the following url: <http://unipd.cineca.it/foreignstudents33/experts>

Your co-operation would be highly appreciated and we kindly recommend you to complete and submit the form no later than April 4<sup>th</sup>, 2017 at 1:00 p.m. Once you have completed the form on line, it should be transmitted through the Web by clicking the button 'CLOSURE PROCEDURE' located at the bottom of the form.

With many thanks for your kind attention.

Sincerely,  
University of Padova  
Servizio formazione alla ricerca

**SEND**

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Servizio Formazione alla Ricerca - Università degli Studi di Padova  
Via del Risorgimento, 9 - Padova - E-mail: [doctoral.grants@unipd.it](mailto:doctoral.grants@unipd.it)

Click on 'Send' again

You have to repeat these steps for each expert.

**ATTACHMENTS** : in order to fill in the application form correctly it is necessary to save beforehand the attachments (**exclusively in .pdf format**) by clicking on **<Attach>** on the top left menu.

The attachments can be linked to the relevant field (e.g. degree certificates and transcripts) only after they have been uploaded. Each file cannot exceed **10MB**.



Remember to write the description of the attachment (e.g. Master diploma, Master transcripts, thesis, etc...) before uploading the file.

**Attachments**  
Prot.: FORPHDVQSN

New Attach >

Description:  
Max 100 car.

ATTACHMENTS (max 64.000.000 Byte / available 64.000.000 Byte)				
Name	Size	Format	Description:	Delete
NO ENTRY				

- **You can enter only .pdf formats**
- Maximum size for each file 10.000.000 byte
- One and one only file for each qualification degree
- One and one only file for each exam transcripts
- One and one only file for each publication (not mandatory)
- One and one only file for the thesis (not mandatory)
- One and one only file for other documents (not mandatory)

View

Home page

Facsimile

Close

Compile

Images

Attach

In order to fill in the different sections of the form click on 'Compile' in the top left menu

Università degli Studi di PADOVA

**Application form - 15 PhD grants for foreign students - 32<sup>nd</sup> series**

**DOCTORAL COURSE**

**SEZIONE - REFERENCE LETTERS**  
Names and email addresses of the persons holding an official position (academic or other institutions or organizations) who will write the letters of reference. The recommendation letters should be provided by persons able to evaluate your strengths in research and suitability for the position. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends.

**PERSONAL DATA**  
Permanent address  
Mailing address if different from permanent address  
Emergency Contact:

**SEZIONE A : EDUCATION**

1. ACADEMIC DEGREE SATISFYING ADMISSION REQUIREMENTS First academic degree obtained which requires at least 4 years of study and leading to a doctorate in the country where the studies were carried out (a three-year bachelor degree in any subject is not considered sufficient for doctoral study at Padova. A master degree of at least one year following the three-year bachelor degree is required).
2. OTHER ACADEMIC DEGREES, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) YOU ARE ABOUT TO ATTAIN
3. MAJOR HONORS/AWARDS/GRANTS (List honors, fellowships/scholarships, non-academic distinctions you have received, if any, that reflect most clearly on your potential for doctoral study in your chosen field)
4. STANDARDIZED TEST INFORMATION (indicate if you have taken the GMAT or GRE based on the field of study to which you are applying)
5. THESIS ABSTRACT
6. PUBLICATIONS  
Give details on publications. If not available on the web, the publications can be attached to the application in .pdf format

**SECTION B: WORK EXPERIENCE**  
1. CURRENT POSITION (describe your current position and the activities that you are currently carrying out in this position)

For each row there are two main buttons:



Fill in



View

Not all the rows are mandatory. Here is some information concerning mandatory fields

## DOCTORAL COURSE

In this section you have to specify the name of the Doctoral Course you are applying for (the full list of the Doctoral Courses can be read in annex 1); in case of several curricula within one Course, you must choose one them.

Università degli Studi di PADOVA

**Application form - 15 PhD grants for foreign students - 32<sup>nd</sup> series**

**DOCTORAL COURSE**

\* almeno 1 riga \*

DOCTORAL COURSE \*

Update Cancel

\* - Mandatory field

Click on 'insert', then choose the course from the drop down menu and click on 'select' and 'insert' again

Choose one curriculum from the drop down menu and then click on 'Update'

*Università degli Studi di PADOVA*  
**Application form - 15 PhD grants for foreign students - 31<sup>th</sup> series**

DOCTORAL COURSE

DOCTORAL COURSE *	<input type="text" value="Industrial engineering"/>
Curriculum	<input type="text"/>

\* almeno 1 riga \*

\* - Mandatory field

[Compile](#)  
[View](#)  
[Close](#)  
[Home page](#)  
[Attach](#)  
[Facsimile](#)  
[Count characters](#)  
[Call for applications](#)  
[Annex 1 - List of the Courses](#)  
[Guidelines for the application form](#)

## **PERSONAL DATA**

Complete the Personal data section and then click on update. In this section you need to upload a copy of your identity document. This can be your national identity card or the passport. It must be a document specifying your personal data (name, surname, date and place of birth) with a photo. In this section you can also attach an official document specifying that your qualification gives access to the PhD in the country where the qualification was issued.

The section Emergency contact is also compulsory.

## **ACADEMIC DEGREE SATISFYING ADMISSION REQUIREMENTS**

**First academic degree obtained which requires at least 4 years of study and leading to a doctorate in the country where the studies were carried out (a three-year bachelor degree in any subject is not considered sufficient for doctoral study at Padova. A master degree of at least one year following the three-year bachelor degree is required**

Here it is mandatory to fill in at least one row. You must specify and attach your academic degree/s (admission qualification/s) and transcripts: this information is very important for the acknowledgement of your qualification. You have to provide information about the title that allows you to participate to this call, and in particular:

- under "INSTITUTION AND LOCATION" the candidate has to provide the name of the institution awarding the qualification and the status of the institution delivering the studies: Private/Independent, Private and State recognized, State, and if applicable who it is accredited by etc.

- under "NAME OF THE QUALIFICATION AND TITLE CONFERRED" you have to write the full name of the qualification in the original language as it is styled in the original qualification (e.g. Kandidat nauk, Maîtrise, Diplom, etc). If the qualification is a dual award this should be stated. Indicate if the award confers any nationally accepted title on the holder and what this title is (e.g. Doctor, Ingénieur etc.);

- under "DATE OF ATTAINMENT" you have to write when the degree was awarded. Remember that you cannot apply unless you get the admission degree by 30<sup>th</sup> June 2017;

- under DEGREE VOTE EXPRESSED ON AN ITALIAN SCALE, following the instructions you must convert your final grade and write it here;

- you must attach copies of the final certificate/diploma and of the transcripts of the academic degrees and a certificate with the list of the examinations and the marks. For this announcement, a foreign academic qualification, in order to be acknowledged as equivalent to the Italian academic qualification of "Diploma di Laurea/ Laurea Specialistica/Magistrale", must have a length of at least four years and give access to the PhD in the country where it has been awarded



For each row it is possible to attach only one file for the diploma and one for the transcripts. However in the attach section of the application form (see explanation above) **you must attach all your diplomas and transcripts and especially the translations if needed**

*Università degli Studi di PADOVA*  
**Application form - 15 PhD grants for foreign students - 29 series**

**1. ACADEMIC DEGREE SATISFYING ADMISSION REQUIREMENTS**  
First academic degree obtained which requires at least 4 years of study (a three-year bachelor's degree in any subject is not considered sufficient for graduate study at Padova. A master degree of at least one year following the three-year bachelor's degree is required).

n°	INSTITUTION AND LOCATION (List in reverse order. Write name in full. Do not abbreviate)	NAME OF QUALIFICATION AND TITLE CONFERRED (In original language *)	from (dd/mm/yyyy)	to (dd/mm/yyyy)	DATE OF ATTAINMENT (or expected date if not attained yet)	Standard Length of the programme (in years)	Main Field *	Diploma pdf	Degree Vote expressed on an Italian Scale **	Transcripts pdf
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* - Mandatory field

^ Academic records should be issued in the original language and accompanied by English translations (usually prepared by your university or government agency, unless the institution issues original documents in English)

\* State the main field (the major) characterising your undergraduate degree

\*\* In the event that the qualification obtained abroad is expressed on a numeric scale, use the following mathematical formula to convert the grade earned to the Italian numerical scale:  
where: ItalianGrade : equivalent Italian grade to be inserted in the table  
Grade: your final degree grade  
MinGrade: minimum degree grade attainable in the university issuing the degree  
MaxGrade: maximum degree grade attainable in the university issuing the degree

$$\text{Italian grade} = \left[ \frac{(\text{Grade} - \text{MinGrade}) * 44}{(\text{MaxGrade} - \text{MinGrade})} \right] + 66$$

In the event that the qualification obtained abroad is expressed on a non-numeric scale, use the following conversion:

Original grade	Italian grade
Excellent/ First class Honours	110
Very good/ Upper Second class Honours	105
Good/ Lower Second class Honours	95
Satisfactory/ Third class Honours	85
Sufficient/ Pass	75

## TEACHING EXPERIENCE (indicate any formal academic teaching activity that you have performed)

If you have no teaching experience write 0

## RESEARCH EXPERIENCE (Include any research experience (including stages) you have completed or which you are currently involved in – please report only those that are relevant for doctoral study in your chosen field)

If you have no research experience write 0

## WORK EXPERIENCE (List the positions held, beginning with the most recent employment)

If you have no work experience write 0

## LANGUAGE SKILLS

You have to specify your main language

## RESEARCH PROJECT

Write your research project following the pattern provided:

Project title,

State of the art (max 3000 characters),

Project rationale (max 2000 characters),

Project description (activities, methodologies, expected results, max 3000 characters),

Working program (including time scheduling, max 1000 characters)

References (max 10 references, max 10000 characters)

## STATEMENT OF PURPOSE

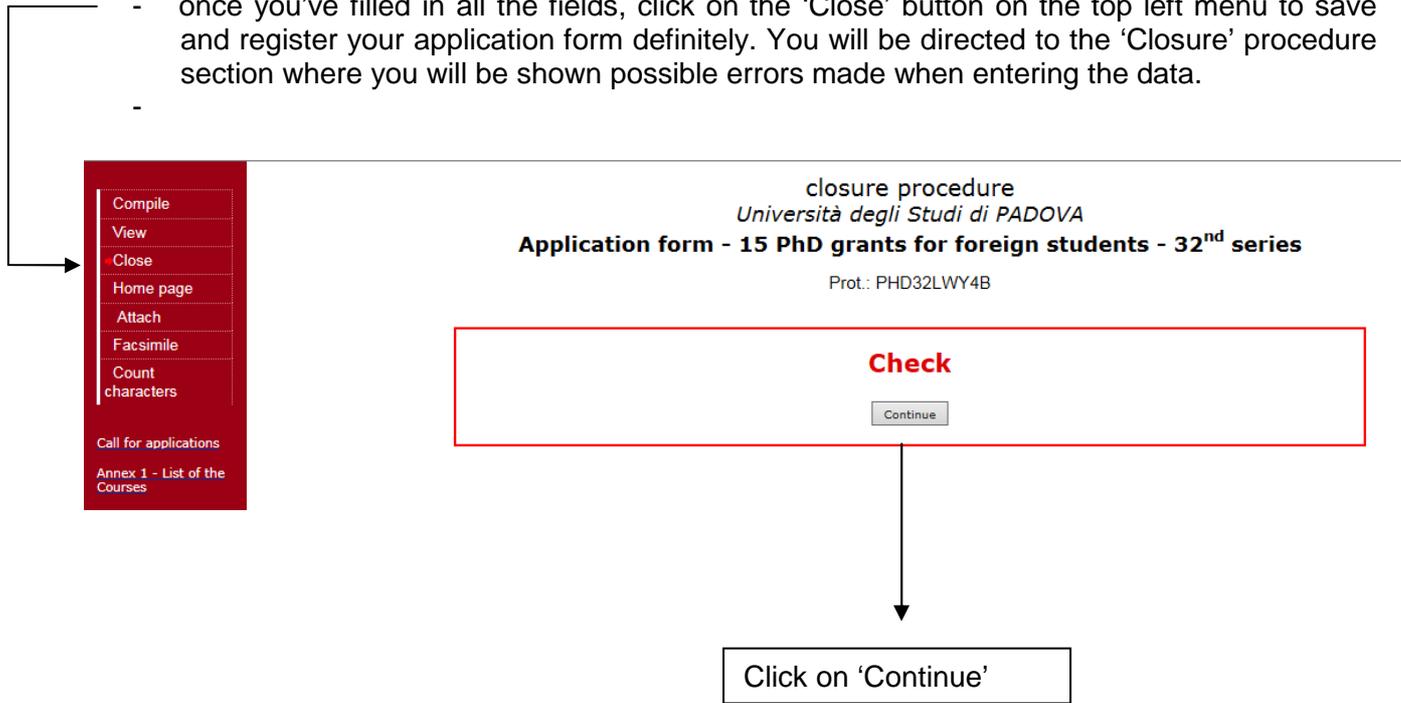
Describe your aptitude and motivation for postgraduate study in your area of specialization, including your preparation for this field of study, and your future career goals. Please be specific about why the University of Padova would be a good intellectual fit for you

➤ **Step 3 – Close your application form**



The procedure can and must be closed even if the letters have not been submitted by the experts. You will be able to enter the procedure after the final closure to check whether the letters have been submitted.

- once you've filled in all the fields, click on the 'Close' button on the top left menu to save and register your application form definitely. You will be directed to the 'Closure' procedure section where you will be shown possible errors made when entering the data.
- 



- If a mandatory field has not been completed, an error message  will display in red for the section on which the error occurred. You must click the fill in icon to correct the mistake and then again on 'Close' in the top left menu. All errors must be corrected before you will be eligible to close your application. Correct or corrected fields are marked with .

[Compile](#)  
[View](#)  
[Close](#)  
[Home page](#)  
[Images](#)  
[Attach](#)  
[Facsimile](#)

**closure procedure**  
*Università degli Studi di PADOVA*  
 Application form - 15 PhD grants for foreign students - 27 series  
 Prot.: FORPHD2NZZ

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**DOCTORAL SCHOOL/INTERNATIONAL COURSE** 



- Mandatory field - "" / DOCTORAL SCHOOL/INTERNATIONAL COURSE\*

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**PERSONAL DATA** 



- Mandatory field - "" / Emergency Contact\*
- Mandatory field - "" / Last qualification and title conferred (in original language)\*
- Mandatory field - "" / Date of attainment\*
- Mandatory field - "" / Name and status of the awarding institution (in original language)\*
- Mandatory field - "" / Official length of programme\*

Permanent address 

Mailing address if different from permanent address 

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**SEZIONE A : EDUCATION AND RESEARCH**

**1. LIST EDUCATIONAL INSTITUTIONS ATTENDED, IN REVERSE CHRONOLOGICAL ORDER, INCLUDING THE ONE(S) WHERE YOU ARE CURRENTLY ENROLLED** 



- at least one item

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**2. LIST SCHOLARSHIPS OR FELLOWSHIPS HELD AT PRESENT OR IN THE PAST: (Give source or sponsor, amount.**

- Once you have completed all required sections and corrected possible errors, click the 'Closure procedure' button at the bottom of the screen. A message confirms your application has been closed. Once you have closed and submitted your application, you cannot use the online system to make changes or additions to your application. However, you will still be able to login to review your application and check whether the reference letters have been submitted.

[View](#)  
[Home page](#)  
[Facsimile](#)  
[Close](#)  


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[Compile](#)  
[Images](#)  
[Attach](#)

**THESIS ABSTRACT** 

**SEZIONE - STUDY/RESEARCH PLAN**  
**RESEARCH PROJECT** 

**SEZIONE - ADDITIONAL INFORMATION**  
**CURRICULUM** 

**SEZIONE - REFERENCE LETTERS**  
 Names and the email addresses of the professors or experts who will write the letters of reference. They should be written by teachers under whom you have studied or pursued research or by someone who has supervised your work in the proposed field of study. Letters of reference cannot be written by persons related to you either by blood or marriage or by personal friends. 

This experts have not completed the procedure:

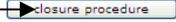
- 
- 

Experts must close the procedure within the ....

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**Declarations** 

To continue you need to do "CLOSURE PROCEDURE"



WAIT FOR COMPLETION PROCEDURE