UNIWEB Registration Instructions
Go to https://uniweb.unipd.it

Before starting, change language to English (top right)
Click on «Registration» to start your registration procedure.
**Online registration**

For the registration to the system you will be asked to enter the information listed below. At the end of the process you will be given a username and password for the access. Please click on "Online registration" button to proceed.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Section</th>
<th>Info</th>
<th>Status</th>
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<tbody>
<tr>
<td>A - Online registration</td>
<td>Information on personal data protection</td>
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<td>Italian tax code (codice fiscale)</td>
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<td>Personal details</td>
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<td>Identity Document</td>
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<td>Permanent address (residence)</td>
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<td>Current address (Domicile)</td>
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<td>Contact details</td>
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<td>Summary</td>
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<td>Your access codes</td>
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These are the information you are required to enter during your online registration.

Click **«Online registration»** to continue.
Read the information on personal data protection carefully

Then click «Next»
If you hold Italian citizenship, enter your Italian tax code.

If you are not an Italian citizen, tick «I am not an Italian citizen and I do not have an Italian tax code».

Then click «Next».
Enter your personal details, by filling in all fields of the form.

Be careful to enter ALL your full name(s) and surname(s) as reported on your ID card/Passport, without diacritical marks!

ex. André → Andre
Jörg → Jorg

Pay attention!
The NAME has to be written before the SURNAME!

Click «Next» and your Italian tax code will be generated automatically.

Warning: The Italian tax code (codice fiscale) has been calculated automatically, please check it and click next.

Then click «Next» again to continue.
Enter a valid ID: choose between your *ID card* (only if it is valid as a travel document) or your *Passport*.

!!! Your driving licence is not an acceptable document !!!

Fill in all fields of the form as stated on your document of choice, check if your details are correct and then click «Next»
Enter your Residence address

In the «Address» section enter the Street, Road, etc, and Postcode/ZIP code. Leave the previous field «Postcode» empty, it’s only for Italian ZIP codes.

The system automatically sets «Italy» as country of residence, so be sure to SELECT YOUR COUNTRY!

In «Valid from» insert the starting date of residence at this address.

If your domicile coincides with your residence, tick «Y». If your domicile address is different, tick «N» and, after clicking «Next», you will be redirected to a similar form to fill in with your domicile details.

Check your details, then click «Next».
Enter your contact details:
delivery address, e-mail address, mobile

N.B: Enter your country’s international dialling code in the second section «International dialling code».

Check your data and click «Next»
In the summary page, check if all your details are correct.

If needed, you may edit each section separately.

Once everything has been corrected, click «Confirm» at the bottom of the page.
Once your registration is finalised, you will receive a temporary *username* (which will change in name.surname@studenti.unipd.it after your enrollment) and an *activation code* to activate your account in Uniweb.

Username and activation code will be sent to your e-mail address too.

Then click «Leave page» and activate your account by setting your own password.
Before activating your account, change language to English (top right)
Enter your new **username**, then click «Confirm».
Enter your Activation code, then click «Confirm»
You are asked to set three security questions in order to retrieve your password if you lose or forget it. To do so, click on «Add a question».
Please choose your security question and insert the related answer.

Question: What was your nickname as a child?

Answer: 

Choose a question and enter the related answer. Then click «Confirm».

Repeat this passage two more times to set all the three questions.
When you are done setting up your security questions, click on «Set Password».
Set User Password

Chosen Password

- The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more than 12
- The password can contain also characters, such as ?-_<>@+-.,
- The password must be different from your current one and from your previous one
- Uppercase and lowercase letters are considered different characters

Confirm Your Password

Type your chosen password twice, by taking into account the following rules:
- your password must be between 8 and 12 characters long
- it must contain letters and numbers
- Uppercase and lowercase letters are considered different characters

Then click «Confirm» to save.
Then go back to https://uniweb.unipd.it
(remember to set English as your language)
Login by entering your given *username* (only numbers) and your *new password*
You are now successfully registered in Uniweb. Now you can fill out the APPLICATION FORM.