



UNIVERSITY OF PADOVA ENROLLMENT PROCEDURE PhD COURSES 37th SERIES - A.Y. 2021/2022

The enrollment procedure at the PhD courses at the University of Padua is organized in three phases:

- 1) Registration in the University online system UNIWEB
- 2) Completing the online enrollment form and upload attachments
- 3) Registration fee payment

The online procedure is open from 13 September 2021 to 16 September 2021 at 13.00 (CEST)

1° Phase: Registration in the University online system UNIWEB

1. From the website <http://www.unipd.it/> log into Uniweb services (top left menu) according to the given instructions
2. From the menu on top right side:
 - a) click on Login (if you have been previously enrolled at the University of Padova)
 - b) click on Registration (if you have never been previously enrolled at the University of Padova)
 - c) click on "Forgotten password" (if you don't remember your username and password or if they have expired).
3. Once you have logged in click on 'Home' from menu on top right side.
4. In the section Master data you must check or update your personal data and contact details (residence and domicile addresses, email, phone numbers), and check the authorizations on the communications of your personal data.
You should then fill in the data of your bank account by clicking on 'Home' – 'Master data' – 'Edit bank account refund data'. From the dropdown menu click on 'Rimborso Bonifico Bancario' and fill in the data requested. The student must be the account owner.
If you have not a bank account yet, these data must be filled in by 8 October 2021. If you do not meet, the aforementioned deadline there may be problems in the payment of the PhD scholarship.

2° Phase: Completing the online enrollment form and upload attachments

1. Click on 'Home' – 'Enrolment' – again on 'Enrolment' and then on 'Enrolment in unlimited-place degree courses' and finally on 'PhD courses'.
2. Choose the course you want to enroll in and follow the procedure.
3. Fill in with data on ID document and upload the relative file .pdf

4. Upload a color passport-size photo, where your face is clearly visible, preferably 35mm wide and 40 mm high (40 Megabytes max), if not already uploaded.
5. Check or fill in the data of your entry qualification (both if it has already been awarded or if it is still to be awarded – by 30 September 2021).
6. Confirm the SARS-CoV-2 virus containment and contrast protocol (if it is the first time you register in Uniweb)
7. Upload documents related to the application duly filled in and signed and available on the webpage <https://www.unipd.it/en/phd-programmes-calls-and-admissions>:
 - place acceptance form (.pdf file max weight 3MB)
 - specific documentation of the place (maximum 4 .pdf files max weight 3MB). Here you can upload alternatively Form 1 for assignees with scholarships, Form 2 for winners of unfunded places or Form 3 for winners of a scholarship reserved to applicants resident outside Italy and holding a foreign qualification funded by Fondazione Cassa di Risparmio di Padova e Rovigo.
In the case of joint attendance with Medical Specialization, Form 4 and the authorization of the Medical Specialization School must also be uploaded here in accordance with the provisions of art. 8 of the Call.
 - *Possible*: students with a foreign admission qualification will have to attach a copy, in Italian or in English, of the academic qualification awarded abroad, complete with the declaration of value (only for academic qualifications awarded in non-EU countries), and a copy of the certificate indicating the names of the examinations taken and the relative marks. These documents must be legalised by Italian diplomatic or consular authorities.
 - *Possible*: a valid residence permit if already issued, or a copy of the receipt of the request made to the competent Authorities within 8 days from first arriving in Italy (only for non-EU citizens) (.pdf file max weight 3MB)
8. The data of the first enrollment in the University system will appear. Check or specify the academic year.

If all the information is correct, the registration document can be viewed and printed by clicking on "Print registration application". The printout has the value of a personal summary, therefore it is NOT necessary to go to the office of the PhD Office.

If you want to delete or modify the online enrollment form click on 'New enrollment'. The system will delete the old enrollment and accept the new one.

3° Phase: Registration fee payment

You will then have to pay the registration fee of € 189.00 through PagoPA following the instructions available on the page <https://www.unipd.it/en/pagopa>



IMPORTANT NOTICE: Winner of places funded by Fondazione Cassa di Risparmio di Padova e Rovigo, reserved for applicants resident outside Italy and with foreign qualification do **not** have to pay the amount of 189.00 euros.

Enrollment will be verified and finalized after the acquisition of the payment of the registration fee; the PhD office will make a telephone or e-mail contact only if the documentation is incomplete. **We therefore recommend that you pay the fee as soon as possible.**

Failure to submit the enrollment form and the relevant attachments by 16 September 2021 at 13.00 (CEST) and payment of the registration fee by 16 September 2021 at 23.59 (CEST), will be considered as firm withdrawal from the place/scholarship. Therefore, failure to meet the deadline will result in the loss of the entitlement to enroll in the specific Course and no justification will be accepted for the delay. The place will be considered vacant and available for replacements.

The following will not be accepted as proof of enrollment:

- only the payment of the contribution of euro 189,00
- only the online completing of the enrollment form

Ufficio Dottorato e Post Lauream

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Helpdesk ph. 049/8276089 from 10.00 to 12.30 CEST