



Academic year 2025/26

# ENROLMENT PROCEDURE

## Bachelor's, Single cycle and Master's degree programmes

### Access to years subsequent to the first

In the following table you can find a summary of the available procedures to access a degree programme; each entry is clickable and linked to the relevant page. The instructions in this document are referred to **procedures highlighted in green**.

	You are not enrolled in any University	You are currently enrolled in: University of Padua	You are currently enrolled in: other italian University	You are currently enrolled in: foreign University
You hold an <b>Italian entry title</b> <sup>1</sup> and you have been admitted to the <b>first year</b>	Enrolment	Degree programme change  Withdrawal + new enrolment	Incoming transfer  Withdrawal + new enrolment	Withdrawal + new enrolment
You have: - an <b>Italian entry title</b> - requested a credit recognition for career shortening - been admitted to a <b>year subsequent to the first</b>	Enrolment <i>Years subsequent to the first</i>	Degree programme change <i>Years subsequent to the first</i>  Withdrawal + new enrolment	Incoming transfer <i>Years subsequent to the first</i>  Withdrawal + new enrolment	Withdrawal + new enrolment
You want to study in two degree programmes simultaneously	Simultaneous enrolment	Simultaneous enrolment	Simultaneous enrolment	Simultaneous enrolment
You are enrolled in a degree programme and plan to <b>graduate within 2024/25 a.y</b>	/	Limited simultaneous enrolment	Limited simultaneous enrolment	Limited simultaneous enrolment
You have a <b>foreign entry title</b>	Enrolment <i>foreign entry title</i>	Degree programme change <i>foreign entry title</i>	Incoming transfer <i>foreign entry title</i>	Withdrawal + new enrolment <i>foreign entry title</i>

*\*This procedure is not available for those who are graduating in a Bachelor's or Single Cycle degree programme that is necessary to access a Master's degree. In such situation, you must follow standard enrolment procedures.*

<sup>1</sup> This document refers to the following entry titles:

- High school diploma, for those who access Bachelor's or Single cycle degree programmes;
- Bachelor's or Single Cycle degree or equivalent, for those who access Master's degree programmes.

## Enrolment procedure – years subsequent to the first

The following procedures refer to those who have applied for credit recognition for a Bachelor's or Single-cycle degree programmes in the period June - July 2025 (the exact dates and procedures are indicated on the page <https://www.unipd.it/en/credit-recognition-ita>) and have obtained a deliberation indicating admission for a degree programme to a year subsequent to the first and, in the case of a degree programme with limited access, have obtained admission in the ranking list.

The ranking list criteria (when applicable), the access requirements, the procedures to be followed and deadlines to be met for all the access phases of each degree programme are indicated in the relevant Call for admission: <https://www.unipd.it/avvisi-ammissione-corsi>.

1. Log in at [www.uniweb.unipd.it](http://www.uniweb.unipd.it)
2. If you have not done so, you need to upload the following:
  - a scan of a valid ID document: the file must be in .pdf format, it must contain *both* front and back of the document and it must be readable;
  - a photo with the following features:
    - passport-style photo, recent and recognizable;
    - clear and visible, with no marks nor damage and with a clear and plain-colored background;
    - preferably, 35 mm by 40 mm (Max 40 MByte), in .jpeg or .jpg format;
3. Click on *Home* → *Enrolment* → *“TRI\_ABBR (solo anni successivi al 1°)”* → *Unlimited access degree programme (even if you obtained admission to a limited-access degree programme)* and choose the degree programme, the study track (curriculum – if any) and the class for interclass courses. Information on the degree programme, the related curricula and classes are available on the page <https://didattica.unipd.it/>;
4. Fill in all the questionnaires;
5. Confirm and print the enrolment submission receipt: this receipt is personal, it must not be sent in the mail;
6. Pay the first instalment of the fees<sup>2</sup> before the given deadline, as per the Call for admission, through your Uniweb account.

The enrolment is completed once the student number has been assigned – starting from 4<sup>th</sup> August 2025 and in good time for the start of lessons – after the office in charge has assessed possession of the necessary requirements as per the Call for admission. A confirmation email is sent after the procedure has been completed

Enrolment applications which do not comply with the requirements set out in the relevant Call for admission and in this manual will be rejected.

By the first exam session for academic year 2025/26, the relevant back office will update your online booklet with the recognized exams. Contacts for further clarification are available here: [www.unipd.it/backoffice-carriere-studenti](http://www.unipd.it/backoffice-carriere-studenti)

**Contacts and assistance:** [www.unipd.it/immatricolazioni](http://www.unipd.it/immatricolazioni)

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<sup>2</sup> Further information: <https://www.unipd.it/contribuzione-agevolazioni>