> **Please note that a University Master does <u>not</u> correspond to a Master's Degree.**
> According to the Italian legislation, University Masters are lifelong learning and professionalizing courses, they provide 60 university credits and they do not correspond to a second cycle degree.
> For information about the Master's Degree please check the following website:
> https://www.unipd.it/en/courses/catalog?ss360Query=*&bachelor_%2F_master=master%27s_degrees

FAQ – Frequently asked questions

1. When do I have to submit the pre-enrollment application?

The online pre-enrollment application procedure (including payment of the pre-enrollment fee) must be submitted strictly by the date indicated in the date indicated in the Admission notice.

Once this deadline has passed, it will no longer be possible to submit an application. It is good practice to avoid submitting it in the days close to the deadline as the system may be overloaded and present slowdowns that may hinder the submission of the application and thus lead to the exclusion of the candidate.

2. I am an undergraduate student, can I submit a pre-enrollment application for a University Master or a Post graduate programme?

Undergraduates (exclusively from Italian universities), lacking only the final examination, may apply for pre-enrollment by selecting, in the appropriate section, the admission title option "in hypothesis." It is necessary to obtain the admission title by the day before the start of the teaching activities (indicated in each University Master/Post graduate programme sheet). The self-certification of degree attainment must be sent to the Ufficio Post Lauream - Settore Master e Formazione Continua (formazionecontinua.lauream@unipd.it) by

the beginning of the teaching activities.

3. Why can't I find the University Master I want to enroll in among the selectable options?

University Masters are classified into pertaining subject areas; if you cannot find it, it is likely that the area you selected is incorrect. You can check which area the University Master you are interested in belongs to by consulting the Admission Notice on https://www.unipd.it/avvisi-selezione-master or UEL page https://uel.unipd.it/en/masters/.

On PICA, after logging in and selecting the institution "University of Padua," you need to select "Master and Courses" from the "Type / Category" drop-down menu, and then select "AMMISSIONE MASTER A.A. 2024/2025 AREA ... " choosing the subject area of your interest.

4. Can I simultaneously enroll in more than one Course of Study?

It is possible to enroll in two courses at the same time; the relevant regulations and University guidelines are available at https://www.unipd.it/contemporanea-iscrizione.

5. Why can't I find a pre-enrollment application that I have already started to fill in?

It is important to always log in to the PICA platform using the same credentials. If you cannot find an application that you have already started to fill in, it is likely that you have logged into the PICA platform with different credentials than those used to fill out the application.

## 6.	I can't find my secondary school in the menu of the "Entering admission titles" section.

To find the school in the menu you must type at least three letters of the name of the high school and scroll down until you find the school you are looking for. If you can't find it you can search with other keywords contained in the school name.

## 7.	I can't find my University in the menu of the "Entering admission titles" section.

To find the University or Institute of Higher Education in the menu you must type at least three letters of the institution's name and scroll down until you find the University you are looking for. If you can't find it you can search with other keywords contained in the name of the University.

## 8.	What documents do I have to submit if I hold a degree from a European Union country?

Within the pre-enrollment application, in addition to 1) curriculum vitae, 2) copy of a valid personal identity document, and 3) any qualifications and documents required for admission to the chosen University Master (refer to the "selezione" field of each individual sheet), you must attach: 4) Diploma Supplement in case of a degree obtained in a European Union country; 5) certificate indicating the examinations taken and the relative marks (Transcript of Records); 6) any other documentation deemed useful for the evaluation of the eligibility of the title held; 7) translation of the documents into Italian or English (if not already in a vehicular language). These documents are mandatory for the evaluation of the application, otherwise the candidate may be excluded from the selection process.

## 9.	What documents do I have to submit if I hold a degree from a country outside the European Union?

Within the pre-enrollment application, in addition to 1) curriculum vitae, 2) copy of a valid personal identity document (copy of valid passport if non-EU citizens), and 3) any qualifications and documents required for admission to the chosen University Master (refer to the "selezione" field of each individual sheet), you must attach: 4) copy of the degree with the Declaration of Value if already available at the time of pre-enrollment or Attestation of Comparability and Verification issued by ENIC-NARIC centers; The Declaration of Value is to be obtained from the Italian Embassy of the country where the degree was obtained; the Attestation of Comparability and Verification is to be obtained from a National Information Center that is part of the ENIC-NARIC network (https://www.enic-naric.net/page-countries-of-the-networks). 5) certificate indicating the examinations taken and the relative marks; 6) any other documentation deemed useful for the evaluation of the eligibility of the title held; 7) translation of the documents into Italian or English (if not already in a vehicular language). These documents are mandatory for the evaluation of the application, otherwise the candidate may be excluded from the selection process.

10. I am not yet in possession of the necessary documentation in the case of a degree earned abroad, is it still possible to submit a pre-enrollment application?

Yes, you can submit a pre-enrollment application to run for selection. You must upload all documentation you already have, and then subsequently integrate with the missing documentation as soon as possible by emailing formazionecontinua.lauream@unipd.it.

Failure to submit the required documentation may result in exclusion due to lack of entry qualifications.

11. What is the procedure that international students must follow?

Procedures for entry, stay, enrollment of international students and related recognition of degrees for higher education courses in Italy are available at the following page https://www.universitaly.it/studenti-stranieri.

12. I am unable to upload the thesis as an attachment to the pre-enrollment application.

Some University Masters and Post graduate programmes (check the sheet of the University Master of interest in the Admission Notice https://www.unipd.it/avvisi-selezione-master or https://www.unipd.it/corsi-perfezionamento for Post graduate programmes) involve the evaluation of titles such as the thesis. However, the file may be too large and not supported, so just upload the thesis abstract or introduction/conclusion and not the entire thesis.

13. I can't pay the pre-enrollment fee, what should I do?

The pre-enrollment application is considered valid only if it has been submitted and the pre-enrollment fee has been paid. To pay, you must click on the Payment button in the dashboard. Instructions for payment are available at the link https://www.unipd.it/pago-pa.

In case there are temporary technical problems, we recommend waiting a few minutes before trying to pay again. By law, the PagoPA mode indicated in PICA is the only way to pay the pre-enrollment fee: we recommend submitting your application as soon as possible so that you do not risk failing to pay and being excluded from the selection process.

14. How do I know if the application has been submitted correctly?

The status of the application, if submitted correctly, will change from "draft/to be signed" to "submitted" and you will no longer be able to edit it. Once the pre-application has been submitted, a notification email is sent with its protocol number. If you did not receive the confirmation email, please check your spam folder and make sure your mailbox is not full. If no email arrives at the end of the pre-enrollment procedure, it is possible that the application has not been submitted and is still in draft status. Remember that even if the payment has been made, if the application is in draft, the application is not valid.

Instructions for completion are available at the link https://www.unipd.it/avvisi-selezione-master.

15.   Can I request a refund of the pre-enrollment fee?

The pre-enrollment fee of Euro 30.00 (including the stamp duty of 16.00 euros paid virtually) is **never refundable**, regardless of the activation of the University Master or the outcome of the selection.

16.   I have logged in via Spid, do I have to sign the application?

Those who have logged in with Spid do not have to sign the application but must still submit it, otherwise they will be excluded from admission to the selection.

17.   I made an error in filling out the pre-enrollment application. How can I correct it?

You can edit a pre-enrollment application several times before finally submitting it. If the application has already been submitted, you cannot make changes: you must withdraw the application and fill out a new one by the pre-enrollment deadline. Instructions for withdrawal can be found on the following page https://www.unipd.it/avvisi-selezione-master. If the new application is for the same subject area as the withdrawn application, you do not need to pay the pre-enrollment fee again: by clicking on the "Retrieve Payment" button, the system will reuse the payment made for the withdrawn application. If the new application is for a course in a different subject area, a new payment is due.

18.   Are there any benefits for enrollment in University Masters/Post graduate programmes?

There are no ISEE reductions for enrollment in University Masters and Post graduate programmes. Some reductions may be provided for the cases foreseen in Art. 11 and Art. 10 of the respective Admissions Notices.

Some University Masters/Post graduate programmes may provide scholarships or other benefits. In this case, useful information can be found in the individual sheets of the course of interest.

19.   Are there any benefits for students with disabilities?

A total exemption of the enrollment fee (with the exception of insurance Euro 6.50 and stamp duty Euro 16.00) is reserved for the students with a disability recognized by the Commissions of the National Health Service between 66% and 100% or with recognition of disability in accordance with Article 3, paragraph 1, of Law February 5, 1992, No. 104.

However, they are required to pay the pre-enrollment fee (Euro 30.00) and it is mandatory to attach the certificate during pre-enrollment on PICA in the "DISABILITY" section. It will be necessary to indicate whether or not he/she requires to be able to take any Master/Course admission tests with individualized modalities.

In the event that the student with a disability is enrolled in a two-year University Master, the said student will be required, for the second year, to pay the premium for accident and third-party liability insurance in the amount of Euro 6.50.

20.   When will the ranking list be published?

The ranking list will be published **starting from** October 16, 2025 and in the days following, on the UEL page of the course of your interest https://uel.unipd.it/master-e-corsi/. However, you should consult the course sheet in the Admission notice for any exceptions to the above date.

The publication of the ranking list serves as an official communication to the interested parties. Therefore, we recommend that you monitor the site every day from the date indicated in the Admission notice.