APPLICATION

Master’s degrees
with limited access

International Office
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MASTER’S DEGREES – LIMITED ACCESS

1. LOGIN ON UNIWEB

Go to www.uniweb.unipd.it and click on “Login”

Fill the fields with your username and password as below and click on “Login”
2. PRE-ENROLMENT ONLINE

Once you have logged into your personal area, click on “Home”

Then click on “Admission test”
3. PRE-ENROLMENT FOR LIMITED PLACES

Click on "Pre-enrolment for limited-place courses"

4. TYPE OF COURSE SELECTION

Select the "Second cycle degree" and click on "Next"
5. MASTER DEGREE SELECTION

Select the master you are interested to apply for and click on “Next”

![Course list]

6. ATTACHMENTS, ID DOCUMENTS

In this section you have to upload a copy of your passport.

Click on the magnifying glass icon, as indicated below:
Click on “Add attachment” and upload a pdf copy of your passport.

Name the file indicating the content and your name (i.e. “Passport.JohnSmith”, “Passport_JohnSmith”), then add a note specifying the content of the attachment.

Upload the pdf file and then click on “NEXT”
Once you have uploaded a copy of your passport click on "Back to list of ID documents"

Make sure that the word "Yes" appears in the "Attachments" column. As so, click on "Confirm and continue"
7. PASSPORT PHOTO

Read carefully the instructions to upload your passport photo and click on “Next”

Click on “Sfoglia” to browse your documents and select your photo. Then, click on “Upload photo” to upload the document.

Online registration: Personal photo

Please select the photo you want to upload then click on “Upload photo”.

When your photo is upload, click on “Next”
8. COURSE SELECTION

Select the chosen course in relation to your status (i.e. Non-EU citizen, Chinese citizen etc.) and click on "Next"
9. DISABILITY

Confirm your applying category (i.e. Non-EU citizen) and confirm that you read the admission notice clicking on "Yes". Then, indicate if you have any kind of disability or dyslexia. Then click on "Next".

Confirm that you do not need disability aid or if you need it attach the certificate of disability status. Then click on "Next".

For students with disabilities or dyslexia only —

Do you require a disability aid during the test? (See Law 17/1999)?

Type of test

Description | Evaluation of qualifications | Type of test | Date

Students with disability/dyslexia

This page shows all the disability statements entered into the system. You can view their details and delete them, if necessary.

List of disability statements

Al termine della procedura di inserimento è necessario consegnare all’Ufficio Servizi agli Studenti copia della certificazione utilizzando la modulistica che trovi qui: http://www.unipd.it/accoglienza-prove-ingresso

There are no disability statements

Enter disability statement

Back | Next
10. ADMISSION REQUIREMENTS

In this section, you will find a list of the mandatory files that you must upload for the evaluation. The mandatory documents are highlighted by the number 1 in the “Min” column. Please note that you cannot continue the procedure until all the mandatory documents are uploaded. You can also upload extra documents, which you think could be useful for the evaluation. Select ‘Yes’ when answering the question ‘Do you want to add other statements to your application?’ to upload the files and then click on “Next”.

You can upload the files in any format. Kindly note the pdf format is preferred.

Fill out the fields below with the requested information. Then click on “Scegli file” to upload the document. Please name the file indicating the content and your name (i.e. “Transcript.JohnSmith”) and write a short description. Then, add the file and click on “Next”.
To upload further documents, select “Yes” again and click on “Next”

If you selected “Yes”, then repeat the same procedure as before (name the file, add a description, upload the file and the click on “Next”)

Once you have finished to upload all the documents, answer “No” to the question “Do you want to add other statements to your application?” and then click on “Next”

The upload is now complete.
12. CONFIRMATION OF UPLOADED QUALIFICATION

Please check that all the documents have been uploaded correctly. Then, click on “Next”
13. QUESTIONNAIRES

Please complete the questionnaires by clicking on "Complete the questionnaire".

Select "Yes" if you have obtained or you expect to obtain the qualification for the admission in a non-Italian Institution.

Then click on "Next".

Complete the field with the name of the country where you obtained your qualification as in the example below and click on "Next".
Once you have completed the questionnaire click on “Confirm sol:ur“.

The questionnaire has NOT been submitted.

You have answered all questions in the questionnaire.

PAGE 1

Have you obtained or do you expect to obtain the qualification for the admission to the chosen Degree course in a non-Italian Institution (e.g. degree from a University in Argentina)?

Yes

PAGE 2

Specify the country which has issued your qualification (e.g. Argentina. Note, however, that if your diploma is an Italian diploma obtained in another country, you have to indicate Italy? in the field below). Colombia

Then, complete the second questionnaire clicking on “Complete the questionnaire“.

List of questionnaires

This page lists the available questionnaires

<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Qualification *</td>
<td></td>
<td>Complete the questionnaire</td>
</tr>
<tr>
<td>Questionnaire for foreign students *</td>
<td></td>
<td>Complete the questionnaire</td>
</tr>
</tbody>
</table>
Select one or more options and then click on “Next”

Depending on your answer in the section before, you will see a different question; select the right option and click on “Next”
Once you have completed the questionnaire click on “Confirm”

Once the “Status” of “Foreign Qualification” and “Questionnaire for foreign students” are GREEN you can proceed and click on “Next” as in the example below:
14. PRE-ENROLMENT CONFIRMATION

Check the information about the chosen Degree course. If everything is right, then click on “Next”

The following confirmation page will then appear.

Pre-enrolment summary
You have pre-enrolled successfully

<table>
<thead>
<tr>
<th>Description</th>
<th>Business Administration - a.y. 2019/20 - only FOREIGN qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2019/20</td>
</tr>
<tr>
<td>Pre-enrolment No.</td>
<td>2</td>
</tr>
</tbody>
</table>

Disability aid required during test (Law 17/1999): No

Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Details</th>
<th>Admission deadline</th>
<th>Pre-enrolment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUSINESS ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tests

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Result publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The results will not be published online</td>
</tr>
</tbody>
</table>

Qualifications

<table>
<thead>
<tr>
<th>Type</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic CV in English with Skype address</td>
<td>CV/NCQ</td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>Cover Letter NQ</td>
</tr>
<tr>
<td>ID document</td>
<td>Passport</td>
</tr>
<tr>
<td>Transcript of records</td>
<td>Bachelor's Degree</td>
</tr>
</tbody>
</table>

Pre-enrolment home Print pre-enrolment summary Payments Edit pre-enrolment Edit Qualification
If you click on “Print pre-enrolment summary”, a pdf with all the information about your pre-enrolment will appear.

Pre-enrolment summary
You have pre-enrolled successfully

Pre-enrolment for unlimited place courses

<table>
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<tr>
<td>Pre-enrolment No.</td>
<td>2</td>
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</table>

Do you need a disability aid during test (Law 17/1999)?

No

Courses

<table>
<thead>
<tr>
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Qualifications

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<tbody>
<tr>
<td>Academic CV in English with skype address</td>
<td>CVNQ</td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>Cover Letter NQC</td>
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<td>ID document</td>
<td>Passport</td>
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</tbody>
</table>

We suggest to download or print the pdf of your pre-enrolment summary. It will look like the one below:
15. PAYMENT

In order to pay your pre-enrolment fee, click on “Payments” on the Pre-enrolment summary page. On the next page, you will find all the necessary information to pay the pre-enrolment tax.

Kindly note that your pre-enrolment will be accepted only if you have made the payment.

Click on the invoice number, as indicated by the green arrow in the screenshot below.
You will be redirected to the PagoPA portal, where you will be able to pay the pre-enrolment fee. See guidelines of the PagoPa portal at the following link: http://www.unipd.it/en/sites/en.unipd.it/files/Guide_PagoPA_2018_ENG.pdf
16. MISSING DOCUMENTS

At this stage, if you wish to upload additional documents, you can do that on Uniweb. Log into your account. Please note that all missing documents have to be uploaded by 13.00 local time (GMT + 1) of 28th February 2019.

Go to the website www.uniweb.unipd.it and click on “Login”

Fill the fields with your username and password and then click on “Login”
Once you logged into your personal area, click on “Home”

Then click on “Admission test”
Click on the desired pre-enrolment you wish to edit.

Pre-enrolment for courses with limited places

This page lists Pre-enrolment for courses with limited places you have submitted. Click on the description for more details. Pre-enrolment for unlimited-place courses.

List of pre-enrolments

Economics and Finance - a.y. 2019/20 - only FOREIGN qualifications
Business Administration - a.y. 2019/20 - only FOREIGN qualifications

There are pre-enrolment for courses with limited places available.

Proceed with a new pre-enrolment

Click on “Edit Qualification” to add your missing documents.

Pre-enrolment summary

You have pre-enrolled successfully

Pre-enrolment for unlimited-place courses

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Disability aid required during test (Law 17/1999)? No

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Pre-enrolment home  Print pre-enrolment summary  Payments  Edit pre-enrolment  Edit Qualification
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If you would like to upload further documents, select ‘Yes’ again and repeat the procedure until you finish to upload all the documents.

Once you have finished to upload all the documents, answer “No” to the question “Do you want to add other statements to your application?” and then click on “Next”.

The upload is now complete.