APPLICATION

Master’s degrees with open access

International Office
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2° CYCLE DEGREE COURSES – OPEN 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 “EVALUATION TEST”
3. PRE-ENROLMENT FOR UNLIMITED PLACES

Click on "Pre-enrolment for unlimited places"

This page enables you to pre-enrol in courses with an unlimited number of places available.

4. TYPE OF COURSE SELECTION

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

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

Course list
Please select the type of course you want to pre-enroll in.

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 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 CONFIRMATION

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 etc.) 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 don’t need disability aid or if you need it attach the certificate of disability status. Then click on “Next”.
10. QUALIFICATIONS REQUIRED

In this page you need to confirm that you have all the requested qualifications needed in order to complete your pre-enrolment.

You must complete the “Secondary-school qualification” field and the “Foreign qualification” field.

Click on “Add” as indicated in the example below and continue with the procedure.

If you have an Italian Diploma, or another type of qualification, select the correct type of secondary school qualification and where you awarded it (either an Italian school or a foreign school).

Complete the fields as in the example below and then click on “Forward”.
In the case of a foreign degree, the following screenshot will appear. Fill out the form providing the requested information.

You must complete the compulsory field that are: the type of non-Italian qualification, the year you were awarded it and the final score.

If you want you cannot fill all the field as in the example below.

Once you have made it, click on “Next”
Once the “Qualification status” of “Secondary School Qualification” is **GREEN** you can proceed and click on “Add” of “Foreign Qualification” as in the example below:

### Qualifications required

On this page you need to confirm that you have the qualifications needed to complete your pre-enrolment. You will first be asked to confirm that you have the required qualifications. You may also add additional qualifications from the options provided.

#### Compulsory qualifications

<table>
<thead>
<tr>
<th>Procedure status</th>
<th>Qualification</th>
<th>Combination of qualifications required</th>
<th>Qualification status</th>
<th>Options</th>
</tr>
</thead>
</table>

#### Additional qualifications

To continue, please add an additional qualification from at least one of the options below. The symbol in the “Procedure status” box will become green once you have successfully completed this part of the procedure.

**Option 1:**

<table>
<thead>
<tr>
<th>Procedure status</th>
<th>Qualification</th>
<th>Combination of qualifications required</th>
<th>Qualification status</th>
<th>Options</th>
</tr>
</thead>
</table>

**Option 2:**

<table>
<thead>
<tr>
<th>Procedure status</th>
<th>Qualification</th>
<th>Combination of qualifications required</th>
<th>Qualification status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Laurea</strong></td>
<td>Titolo di scuola superiore e Laurea vecchio ordinamento pro D.M. 509/99 (quadriennale o quinquennale)</td>
<td>GREEN</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Option 3:**

<table>
<thead>
<tr>
<th>Procedure status</th>
<th>Qualification</th>
<th>Combination of qualifications required</th>
<th>Qualification status</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Foreign Qualification</strong></td>
<td>Titolo di scuola superiore e Laurea conseguita all’estero</td>
<td>GREEN</td>
<td>Add</td>
</tr>
</tbody>
</table>

Click on **“FORWARD”**
In the case of a foreign degree, the following screenshot will appear. Fill out the form providing the requested information.

The compulsory information are: Type of qualification, the year you were awarded it and the final score.

Under the field ‘Degree course’, include the full name of the degree course (in the original language) you have been awarded. If the name of the university was not in the list, then include it before the name of the degree course.

Indicate the final score or final evaluation (e.g. good, excellent) of your degree.

You can fill all the fields as in the example below, when you finish click on "Next"
Once the “Qualification status” of “Secondary School Qualification” and “Foreign Qualification” are GREEN you can proceed and click on “Next” as in the example below:
11. ADMISSION REQUIREMENTS

In this section, you will find a list with 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 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 QUALIFICATION UPLOADED

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**
Then, complete the second questionnaire clicking on “Complete the questionnaire”

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've 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

**Pre-enrolment for unlimited place courses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Year</th>
<th>Pre-enrolment No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>2019/20</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>AcademicCV in English with skype address</td>
<td>CV/CVQ</td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>Cover Letter NQC</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>

If you click on *"Print pre-enrolment summary"*, your pre-enrolment summary will pop up as a pdf document.
Pre-enrolment summary

You have pre-enrolled successfully

Pre-enrolment for unlimited place courses

<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>2019/2020</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>
</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>CVNCO</td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>Cover Letter HQC</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>

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

Pre-enrolment Application - Second cycle degree

Application N. 2 submitted on 09/01/2019 at 11:00.

The undersigned CELI QUEZADA NATALIA

Born in Bogotá - COLOMBIA on 15/03/1994

Tax code CLQNH94C55Z604E

Citizenship COLOMBIANA

Residence Calle 75, postcode 110111, 16 - COLOMBIA -

Telephone number: +57 1 3323754

Mobile phone: +57 9482687123

E-mail nathalia.cellq@gmail.com

Pre-enrolled in the Second cycle degree

1) BUSINESS ADMINISTRATION

Information for data subjects and consent request, pursuant to personal data protection code (DLGS. 30/06/2003 N. 196)

The data the students supply shall be processed by the University of Universita degli Studi di PADOVA for purposes relating to the administration of academic careers, even in electronic form, in accordance with the "University regulations for the processing of sensitive and legal data"
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 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 www.uniweb.unipd.it and click on “LOGIN”
Fill the fields with your username and password as in the example below and click on “Login”

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

<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>
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<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>
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<th>Type</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Result publication</th>
<th>Content</th>
<th>Status</th>
<th>Result</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>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Qualifications

- Cover Letter in English
- CV in English with skype address
- ID document
- Transcript of records

Bachelor's Degree

Pre-enrolment home  Print pre-enrolment summary  Payments  Edit pre-enrolment  Edit Qualification

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”
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”
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.
Admission requirements

Qualifications/statements useful for evaluation

The course you have chosen requires the following types of documents/statements which will be taken into account for the merit list:

<table>
<thead>
<tr>
<th>Tipo titolo</th>
<th>Min</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma Supplement</td>
<td></td>
</tr>
<tr>
<td>Residence permit</td>
<td></td>
</tr>
<tr>
<td>First level university diploma - Bachelor</td>
<td>1</td>
</tr>
<tr>
<td>Transcript of records</td>
<td>1</td>
</tr>
<tr>
<td>ID document</td>
<td>1</td>
</tr>
<tr>
<td>Academic CV in English with skype address</td>
<td>1</td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>1</td>
</tr>
<tr>
<td>Other useful documents</td>
<td></td>
</tr>
<tr>
<td>B2 English Language certificate</td>
<td></td>
</tr>
</tbody>
</table>

Qualifications uploaded

<table>
<thead>
<tr>
<th>Type of qualification</th>
<th>Qualification</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic CV in English with skype address</td>
<td>CVUCQ</td>
<td></td>
</tr>
<tr>
<td>Cover letter in English</td>
<td>Cover Letter QC</td>
<td></td>
</tr>
<tr>
<td>ID document</td>
<td>Passport</td>
<td></td>
</tr>
<tr>
<td>Transcript of records</td>
<td>Bachelor's Degree</td>
<td></td>
</tr>
</tbody>
</table>

Do you want to add other statements to your application?

- No

[Back] [Next]