



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

UNIWEB REGISTRATION

International Office

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HOW TO REGISTER ON UNIWEB

1. HOME PAGE

Type www.uniweb.unipd.it in the address bar of your browser. Click on ENG if needed.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Home

Guest

ADVISE

- My personal area
 - Registration
 - Registrazione con SPID
 - Login
 - Forgotten password
- Didactics
- Exams
- Companies Area
- CV Search

Click on '**Registration**' in the left menu.

Please note that you will be asked to enter all information on the list below. Click on the blue button "Online registration" to start the registration process.

Online registration

For the registration to the system you will be asked to enter the information listed below. At the end of the process you will be given a username and password for the access.

Checklist

Activity	Section	Info	Status
A - Online registration			
	Information on personal data protection		
	Italian tax code (codice fiscale)		
	Personal details		
	Identity Document		
	Permanent address (residence)		
	Current address (Domicile)		
	Contact details		
	Summary		
	Your access codes		

[Online registration](#)

2. PERSONAL DATA PROTECTION

Home

Guest

- My personal area
 - Registration
 - Registrazione con SPID
 - Login
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- Didactics
- Exams
- Companies Area
- CV Search

Information on personal data protection

Data protection

The new Regulation (EU) 2016/679 of the European Parliament (L. 11 effect on May 25th. The full text is available on The Italian Data Prot

Students

Personal Data Treatment Policy for users who are going to enroll, stu

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Read the information on personal data protection and click on “**Next**”.

3. TAX IDENTIFICATION NUMBER

Guest

- My personal area
 - Registration
 - Registrazione con SPID
 - Login
 - Forgotten password
- Didactics
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- Companies Area
- CV Search

Tax Identification Number

Please type your Tax Identification Number

Tax Identification Number

Tax Identification Number*

I am not an Italian citizen and I do not have a Tax Identification Number

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The tax identification number (also referred to as “tax code” or “codice fiscale”) is an alphanumeric code which allows Italian authorities to identify any person. It is required to sign a contract, to open a bank account, and to access many public services (including health services).

The **official tax code**, which is issued by the Italian Revenue Agency (Agenzia delle Entrate), is **NOT** needed at application stage.

If **you are not an Italian citizen AND you do not already have an Italian tax code**, please flag the checkbox and click on “Next”.

4. PERSONAL DETAILS

Guest

- My personal area
 - Registration
 - Registrazione con SPID
 - Login
 - Forgotten password
- Didactics
- Exams
- Companies Area
 - CV Search

<< ... 1 2 3 4 5 ... >>

Online registration: Personal details

Please enter your personal details.

Personal details

Name*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text"/> (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
First citizenship*	<input type="text" value="Please select Citizenship"/>
Country of birth:*	<input type="text" value="Country of birth:"/>
Place of birth: *	<input type="text"/>
Tax Identification Number*	<input type="text"/> (automatically calculated if not typed in)

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Fill out the form with your personal details. Please read carefully the guidelines below:

At first, please note that you must include all your names and surnames exactly as they are indicated in your passport - identity document.

In the field “**name**” you must write your “first name” and, if applicable, all the “middle names” indicated in your passport/ID.

In the field “**surname**” you must write your family name(s). If you have more than one surname, you must include them all, exactly as they appear in your passport/ID.

The “**date of birth**” must be entered in the format DD/MM/YYYY (DAY/MONTH/YEAR)

Select your **citizenship** from the list. Then, select your **country of birth** from the list and write the city in which you were born (**place of birth**).

As per national regulations, if you have a **dual citizenship including the Italian**, you must register as “**Italian**” for University application.

If you do not have an Italian citizenship but you have both a **non-EU/other EU nationality**, you can select the citizenship with which you want to apply. Please consider that places available and application procedures vary between non-EU and EU applicants. Non-EU applicants must pre-enroll at the Italian Embassy and obtain an Italian Visa to enrol at the University of Padova while this is not required to EU applicants. More information about application procedures are available here: <https://www.unipd.it/en/study-english>.

If you are a non-Italian citizen and you do not have a **tax identification number** there is no need to fill out that field.

When you have filled out all the information required, as in the example below, click on “**Next**”.

EXAMPLE:



Online registration: Personal details

Please enter your personal details.

Personal details	
Name*	<input type="text" value="Nathalia"/>
Surname*	<input type="text" value="Celi Quezada"/>
Date of birth*	<input type="text" value="15/03/1994"/> (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
First citizenship*	<input type="text" value="COLOMBIA"/>
Country of birth:*	<input type="text" value="Colombia"/>
Place of birth: *	<input type="text" value="Bogotá"/>
Tax Identification Number*	<input type="text"/> (automatically calculated if not typed in)

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Online registration: Personal details

Please enter your personal details.

Personal details	
Name*	<input type="text" value="NATHALIA"/>
Surname*	<input type="text" value="CELI QUEZADA"/>
Date of birth*	<input type="text" value="15/03/1994"/> (dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input checked="" type="radio"/> Female
First citizenship*	<input type="text" value="COLOMBIA"/>
Country of birth:*	<input type="text" value="Colombia"/>
Place of birth: *	<input type="text" value="Bogotá"/>
Tax Identification Number*	<input type="text" value="CLQNH94C55Z604E"/> (automatically calculated if not typed in)

Warning: The Italian tax code (codice fiscale) has been calculated automatically, please check it and click next

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Next

The online application system will automatically generate a tax identification number code valid for the application. Click on “next” to continue the registration process.

Please note that this tax code is valid **for application purposes only**. You will need the official code, released by the Revenue Agency (Agenzia delle Entrate) to complete enrolment. If you are selected, prior to arriving in Padova, we will apply for the official tax code on your behalf and send it to you via e-mail.

5. IDENTIFICATION DOCUMENT



Online registration: Identity document

Please insert or edit your ID (as a travel document) information

ID document	
Type of ID*	<input type="text"/>
Number*	<input type="text"/>
Issuing Authority*	<input type="text"/>
Issue date*	<input type="text"/> (dd/mm/yyyy)
Expiry date*	<input type="text"/> (dd/mm/yyyy)
Nazione	digita per ricercare <input type="text"/>

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Fill out the form with the information about your passport / identity document.

Select “**passport**” if you are a non-European citizen.

If you are a European citizen, you can also select “**ID card**” or “**driving licence**”

EXAMPLE:



Online registration: Identity document

Please insert or edit your ID (as a travel document) information

ID document	
Type of ID*	Passport <input type="text"/>
Number*	AA 987654321
Issuing Authority*	Republica de Colombia
Issue date*	01/01/2015 (dd/mm/yyyy)
Expiry date*	01/01/2025 (dd/mm/yyyy)
Nazione	Colombia <input type="text"/>
Comune/Città non in elenco	Bogotà

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Once you have filled out all the fields, click on “**Next**” to continue the registration process.

6. PERMANENT ADDRESS (RESIDENCE)



Registration: Permanent address (Residence)

Please enter or edit your permanent address (Residence)

Residence	
Country*	Italy ▼
Province*	Select a Province ▼ if in Italy
Town/City:*	Select a Town ▼
Postcode*	if in Italy
Part of town/city	
Address (if not in Italy, please enter also the postcode)*	(St, Rd, Av, Square..)
n**	
Valid from *	(gg/mm/aaaa)
Telephone n**	
Domicile coincides with residence (permanent address)*	<input type="radio"/> Y <input type="radio"/> N

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Fill out the form with the information about your personal address. Please read carefully the guidelines below:

You must include all the information as they are indicated in your passport - identity document.

Permanent address: it is the address written on your passport/ID.

In the field “**n**” you have to type your house number.

In the field “**Valid from**” you must write the date since you have lived in that address.

In the field “**Telephone n**” you can type your phone number, even mobile.

Domicile: it is your current address. If it is the same as your permanent address, please select “**Y**”(yes) in the field “**Domicile coincides with residence**”, otherwise select “**N**”(no) and write down your current address.

Once you have filled out all the information required, as in the example below, click on “**Next**”.



Registration: Permanent address (Residence)

Please enter or edit your permanent address (Residence)

Residence	
Country*	Colombia
Town/City:*	Bogotá
Postcode	if in Italy
Part of town/city	
Address (if not in Italy, please enter also the postcode)*	Calle 75, postcode 110111 (St, Rd, Av, Square..)
n**	16
Valid from *	01/01/2015 (gg/mm/aaaa)
Telephone n**	+57 1 3239754
Domicile coincides with residence (permanent address)*	<input checked="" type="radio"/> Y <input type="radio"/> N

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7. CONTACT DETAILS



Online registration: Contact details

Please enter or edit your contact details

Contact details	
Documents delivered to:*	<input checked="" type="radio"/> Residence <input type="radio"/> Domicile
E-mail address*	xxxxx
International dialling code (IDC)	--
International dialling code (IDC)	International dialling code (non-Italian numbers)
Mobile	(ex: 3486767676 - without IDC - if you do not have a mobile number insert xxxxx)
Favourite language for communications	Italian
I hereby declare that I have read the policy pursuant to article 13 of the Regulation (EU) 2016/679*	<input checked="" type="radio"/> Y <input type="radio"/> N
I hereby authorize the disclosure of my personal data according to the article 5, paragraph 1, of the policy .*	<input checked="" type="radio"/> Y <input type="radio"/> N
I hereby authorize the treatment of my personal data according to the article 5, paragraph 2, of the policy .*	<input checked="" type="radio"/> Y <input type="radio"/> N

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Next

Fill out the form and read the information on personal data protection.

Once you have filled out all the information required, as in the example below, click on “**Next**”.



Online registration: Contact details

Please enter or edit your contact details

Contact details

Documents delivered to:* Residence Domicile

E-mail address* (xxxx)

International dialling code (IDC) (xxxx)

International dialling code (IDC) International dialling code (non-Italian numbers)

Mobile (ex: 3486767676 - without IDC - if you do not have a mobile number insert xxxx)

Favourite language for communications

I hereby declare that I have read the [policy](#) pursuant to article 13 of the Regulation (EU) 2016/679* Y N

I hereby authorize the disclosure of my personal data according to the article 5, paragraph 1, of the [policy](#).* Y N

I hereby authorize the treatment of my personal data according to the article 5, paragraph 2, of the [policy](#).* Y N

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8. SUMMARY PAGE

Double-check that all information on the Summary is correct. If you would like to modify anything, please click on **"Edit [...]"**, otherwise click on **"Confirm"**.



Online registration: Summary page

Please find the summary of the information you provided previously. Please check and eventually modify them. Then finally confirm the registration.

Personal details

Name	
Surname	CELI QUEZADA
Sex	Female
Date of birth	15/03/1994
Citizenship	COLOMBIA
Country of birth	Colombia
Type Town/City	Bogotá
Italian tax code (codice fiscale)	CLQNH94C55Z604E

[Edit personal details](#) Use the link to edit personal details


Identity document

Type of document	Passport
Issuing Authority	Republica de Colombia
Number	AA987654321
Issue date	01/01/2015
Expiry date	01/01/2025
Issuing country	Colombia
Citta di emissione	Bogotá

[Edit ID details](#) Use the link to edit Identity document details


Residence

Country	Colombia
Town/City	Bogotá
Postcode	
Part of town/city	
Address	Calle 75, postcode 110111
n°	16
Valid from	01/01/2015
Telephone n°	+57 1 3239754
Domicile coincides with residence	Y

 [Edit residence details](#) Use the link to edit Residence details

Contact details

Delivery of documents	Residence
E-mail	nathalia.celiq@gmail.com
Mobile	+57 94826687123
Favourite language for communications	English
I hereby declare that I have been informed about art. 13 of the Italian Legislative Decree no. 196 dated 30/06/2003 and authorise the University to use and process my personal details; I also authorise, in compliance with artt. 20, 23 and 26 of the Italian Legislative Decree no. 196 dated 30/06/2003, to the use and processing of my personal data.	Y
I authorise to the communication of my personal details	Y
I authorise to the contingent diffusion of my personal details	Y

 [Edit contact details](#) Use the link to edit Contact details

[Back](#)

[Confirm](#)



9. REGISTRATION COMPLETED

At the end of the registration process you are given a “**Username**” and an “**Activation code**” (*password*), which will be also sent to the e-mail address provided during the registration.

Please note that both your “**Username**” and “**Activation code**” are necessary to activate your Uniweb account.



<< ... 7 8 9

Online registration: Registration completed

All the required information has been entered correctly. To access your new Personal Area you must login using the credentials below. We recommend storing this information in a safe place.

Data you need for activating your password

Name	NATHALIA
Surname	CELI QUEZADA
E-mail	nathalia.celiq@gmail.com
Username	10560469@unipd.it
Activation code	cr7222jx



Username and Activation code details have been sent to the e-mail address you provided. Please check your e-mail account.

[Leave page](#)

10. ACCOUNT ACTIVATION

In order to activate your personal account on the application platform (Uniweb), please go to: <https://uniweb.unipd.it/password/index.php/en/utenti/identifica/azione/a>

Type your **Username** (e.g.10560469@unipd.it) and click on “**Confirm**”

Instructions	First Activation
First Activation	The new password is valid for the email address @studenti.unipd.it and for the Single Sign On online services provided by the University.
Change Password	Username
Forgotten Password	<input type="text"/>
Retrieve Username	<ul style="list-style-type: none">The username can be either 'name.surname@studenti.unipd.it' or '12345678@unipd.it'
	<input type="button" value="Confirm"/>

Insert your **activation code**, choose **three security questions** and set a **new password**.

Please note that you need both your “**Username**” and your “**Password**” every time you wish to log-in to the application platform (Uniweb) and have access to your personal area:
https://uniweb.unipd.it/Home.do?cod_lingua=eng_portal