UNIWEB REGISTRATION

International Office
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HOW TO REGISTER ON UNIWEB

1. HOME PAGE

Type [www.uniweb.unipd.it](http://www.uniweb.unipd.it) in the address bar of your browser. Click on ENG if needed.

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.

![Registration Process](image-url)
2. PERSONAL DATA PROTECTION

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

3. TAX IDENTIFICATION NUMBER

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

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”.

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

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:

Once you have filled out all the fields, click on “Next” to continue the registration process.
6. PERMANENT ADDRESS (RESIDENCE)

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”.
7. CONTACT DETAILS

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".
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”.

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**Online registration: Contact details**

Please enter or edit your contact details

<table>
<thead>
<tr>
<th>Documents delivered to:*</th>
<th>Residence ☐ Domicile ☑</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address*</td>
<td><a href="mailto:nathalia.cele@gmail.com">nathalia.cele@gmail.com</a></td>
</tr>
<tr>
<td>International dialling code (IDC)</td>
<td>+57 94828687123</td>
</tr>
<tr>
<td>International dialling code (IDC)</td>
<td>☑</td>
</tr>
<tr>
<td>Mobile (optional)</td>
<td>☑</td>
</tr>
<tr>
<td>Favourite language for communications</td>
<td>English</td>
</tr>
</tbody>
</table>

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**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**: CELI QUEZADA
- **Sex**: Female
- **Date of birth**: 15/03/1994
- **Citizenship**: COLOMBIA
- **Country of birth**: Colombia
- **Type Town/City**: Bogota
- **Italian tax code (codice fiscale)**: CLQHI94C352H04E

**Identity document**

- **Type of document**: Passport
- **Issuing Authority**: Republica de Colombia
- **Number**: AA98765-021
- **Issue date**: 01/01/2015
- **Expire date**: 01/01/2025
- **Issuing country**: Colombia
- **Classe di emissione**: Bogota
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.

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"

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](https://uniweb.unipd.it/Home.do?cod_lingua=eng_portal)