UNIVERSITY OF PADOVA
ENROLLMENT PROCEDURE
PhD COURSES
34th SERIES - A.Y. 2018/2019

The enrollment procedure at the PhD courses at the University of Padova is organized in three phases:

1) Registration in the University online system UNIWEB
2) Completing the online enrollment form
3) Submission of the printed enrollment form and the relevant documents

The online procedure is open from 21 August 2018 at 14.00 (CEST) to 11 September 2018 at 14.00 (CEST)

1° Phase: Registration in the University online system UNIWEB

1. From the website http://www.unipd.it/ log into Uniweb services (top left menu) according to the given instructions
   a) click on Login (if you have been previously enrolled at the University of Padova)
   b) click on Registration (if you have never been previously enrolled at the University of Padova)
   c) click on “Forgotten password” (if you don’t remember your username and password or if they have expired).

2. Once you have logged in click on ‘Home’

3. In the section Master data you must check or update your personal data and contact details (residence and domicile addresses, email, phone numbers), and check the authorizations on the communications of your personal data.
   You should then fill in the data of your bank account by clicking on ‘Home’ – ‘Master data’ – ‘Edit bank account refund data’. From the dropdown menu click on ‘Rimborso Bonifico Bancario’ and fill in the data requested. The student must be the account owner.
   If you have not a bank account yet, these data must be filled in by 8 October 2018. If you do not meet the aforementioned deadline there may be problems in the payment of the PhD scholarship.

2° Phase: Completing the online enrollment form

1. Click on ‘Home’ – ‘Enrolment’ – again on ‘Enrolment’ and then on ‘Enrolment in unlimited-place degree courses’ and finally on ‘PhD courses’.

2. Choose the course you want to enroll in and follow the procedure.

3. Upload a colour passport-size photo, where your face is clearly visible.

4. Check or fill in the data of your entry qualification (both if it has already been awarded or if it is still to be awarded – by 30 September 2018).
5. You will see a list of possible dates to submit the enrollment form and the relevant documents. You must choose one appointment (from 22 August 2018 to 11 September 2018).

6. The data of the first enrollment in the University system will appear. Check or specify the academic year.

7. Print the enrollment form by clicking on ‘Print the enrolment form’ (together with the enrollment form some attachments will be printed: declarations; acceptance of the assigned place/scholarship; for female students the declaration concerning the ‘Rules for pregnant students to access laboratories’, a memo for the submission of the enrollment form).

8. Among the attachments there will also be the MAV form for the payment of euro 185,00. You can pay the amount due of euro 185,00 according to one of the following ways:
   - at the Intesa Sanpaolo Bank (University Treasury) and at other banks in Italy;
   - through the online services of the bank (Home Banking service for the account owners of the Intesa Sanpaolo and of the other banks of the Gruppo Intesa Sanpaolo and of the other banks, if available;
   - At ATM of the banks Intesa Sanpaolo through the debit card and at ATM of other banks (in the case of payment through ATM services it will always be necessary to specify the identification code of the MAV form printed in the MAV itself);
   - for those in possession of “Superflash” card, through home banking service or ATM services (in the case of payment through ATM services it will always be necessary to specify the identification code of the MAV form printed in the MAV itself).

   Should you face any problem with the payment of the MAV, please contact Ufficio Dottorato e Post Lauream at bando.dottorati@unipd.it

   IMPORTANT NOTICE: Winner of places funded by Fondazione Cassa di Risparmio di Padova e Rovigo, reserved for applicants with residence abroad and foreign qualification do not have to pay the amount of 185.00 euros.

9. For the assigned place/scholarship the student will have to print, fill in and sign the relevant attachment available at https://www.unipd.it/bandi-graduatorie-dottorati (English version available at https://www.unipd.it/en/research/doctoral-degrees-phd-programmes/phd-programmes-calls-and-admissions).

   These attachments must be submitted together with the enrollment form.

10. Put the date and add the original handwritten signature on the enrollment form and the attachments.

    If you want to delete or modify the online enrollment form click on ‘New enrollment’. The system will delete the old enrollment and accept the new one.

   **3° Phase: Submission of the printed enrollment form and the relevant documents**

   The enrollment form must be submitted at the date and hour of the chosen appointment.

   In order to complete the enrollment, students must submit personally to the Ufficio Dottorato e Post Lauream, Via del Risorgimento, 9 – Padova the following documents:
- the enrollment form filled in and signed;
- copy of a valid identity document;
- copy of the receipt of the payment of euro 185,00;
- 1 passport-size photo with name and surname on the back of it;
- ONLY FOR FEMALE STUDENTS: declaration concerning the “Regolamento per la frequenza dei laboratori da parte delle studentesse in stato di gravidanza” (Rules for pregnant students to access laboratories);
- the attachments downloaded from https://www.unipd.it/bandi-graduatorie-dottorati (English version available at https://www.unipd.it/en/research/doctoral-degrees-phd-programmes/phd-programmes-calls-and-admissions ) according to the scholarship;
- a valid residence permit if already issued, or a copy of the receipt of the request made to the competent Authorities within 8 days from first arriving in Italy (only for non-EU citizens);
- students with a foreign admission qualification will have to attach a copy, in Italian or in English, of the academic qualification awarded abroad, complete with the declaration of value (only for academic qualifications awarded in non-EU countries), and a copy of the certificate indicating the names of the examinations taken and the relative marks. These documents must be legalised by Italian diplomatic or consular authorities.

If it is not possible to come personally at the chosen appointment, the enrollment form can be submitted by a person authorized by the student with the proxy (available at http://www.unipd.it/modulistica-dottorati) or it can be submitted by fax (+39 049 8271934) or by email to bando.dottorati@unipd.it within 11 September 2018 at 23.59 (CEST).

**Failure to submit the enrollment form and the relevant attachments personally or through the other abovementioned ways by the specified deadline (date and hour), will be considered as firm withdrawal from the place/scholarship.** Therefore, failure to meet the deadline will result in the loss of the entitlement to enroll in the specific Course and no justification will be accepted for the delay. The place will be considered vacant and available for replacements.

Should any places with funding become available following withdrawals, the following may apply for such vacant places: winners who already enrolled without scholarship, winners of a place without funding who haven’t enrolled by the deadline for the enrolment, the other eligible candidates in the ranking. Those candidates who in the application form indicated that they competed exclusively for unfunded places cannot apply for vacant places with funding.

Please verify at the following link https://www.unipd.it/bandi-graduatorie-dottorati (English version available at https://www.unipd.it/en/research/doctoral-degrees-phd-programmes/phd-programmes-calls-and-admissions) under SUBENTRI (Vacant Places) the information on the procedures and the deadlines for vacant places.

The following will not be accepted as proof of enrollment:
- only the payment of the contribution of euro 185,00
- only the online completing of the enrollment form

Ufficio Dottorato e Post Lauream
Sede: via del Risorgimento, 9 - Padova
Postal address: Ufficio Dottorato e Post Lauream, via 8 Febbraio, 2 - 35122 Padova,
e-mail: bando.dottorati@unipd.it
Helpdesk ph. 049/8271927 (for foreign students 0039 049 8271929) from 10.00 to 12.30 CEST
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In order to enroll you must go to the link https://uniweb.unipd.it/Home.do

From the homepage of the University click on Uniweb

If you have never registered in the University before, you need to do it before filling in the enrollment form (go to STEP 1 – DATA REGISTRATION, page 5).

If you have already registered in the University, you can go directly to the Enrollment procedure (go to STEP 2 LOG IN AND ENROLLMENT, page 11).
STEP 1 - DATA REGISTRATION

Click on eng – English - on the top

Click on Registration and then Online registration
You will find the information on Data protection. After reading them, click on Forward at the end of the page.
Then click on ‘I am a foreigner and do not have an Italian code’ and then on Next.
Fill in your personal data. **Please note that you need to put all your surnames and names in the same order as they appear in your Passport.** Then click on Next

![Image of personal data form]

Fill the data of your Identity Document

![Image of identity document form]

Then you will have to fill in the data concerning your residence and domicile and your contact details. At the end of the procedure you are directed to a summary page, where you can edit the information provided if you want to correct any mistake or you can confirm the data by clicking on ‘Conferma’ at the end of the page.
After clicking on ‘Conferma’ you will be directed to the page where you will find username and password. Then click on Leave page. You will also receive an email with the same username and password and the link to the First Activation page.

You will be directed to the First Activation page (click on eng – English - on the top)

Type in first the username and in the following page the Activation code.

https://uniweb.unipd.it/password
You will be directed to a page where you will have to choose three questions and related answer that will be asked to you in case you lose or forget the password.

At the end of the procedure click on Set password and you will directed to a page where you will choose your password.
STEP 2: LOG IN AND ENROLMENT

You can now go back to the homepage and Log in

https://uniweb.unipd.it/Home.do;jsessionid=6B297D055801F668C05866AD00F91271.jvm2c?cod_lingua=eng

Type in your username and password
Click on Home and then on Master data

In the following page you can check and/or modify the personal data you specified in the Registration procedure by clicking on Edit. In particular you must click on Edit Contact details in order to give or deny the communication and/or the diffusion of your personal details. Then click on Edit Bank Account Refund data if you want to specify the data of the bank account for the payment of the fellowship. You can specify these data after you arrive in Italy and you open a bank account.
Now click on Enrolment in the left menu and then at the bottom of the page.

Click on Enrolment in unlimited-place degree courses and then on Next.
Click on PhD Course

Choose the PhD course you want to enroll in and then on Next at the end of the page
Confirm the data or go back if you want to change them

In the next page you will see a list of types of qualification (the first three are Italian qualifications). You should see a green tick on the qualification you specified during the registration phase. In this case you only need to click on Next at the end of the page. If you want you can add other qualifications.
You will be directed to the appointments Calendar. Click on Seleziona and then click on the date and then on Confirm your booking and proceed.
After clicking again on next you will be directed to that page where data on the first enrollment in the University System in Italy is provided (it means the first time you entered in an Italian University, even if it was not the University of Padova). You just need to verify or insert the academic year and click on ‘Avanti’.

You will be directed to a summary page where you have to click on Confirm at the end of the page.
You will be directed to this page where you can print the enrollment form and the related documents or proceed to a new enrollment.