

**TECHNICAL INSTRUCTIONS FOR COMPLETING THE ENROLMENT
IN THE PROFESSIONAL COURSES A.Y. 2019/2020**

- IN THE EVENT THAT YOU HAVE AN ACTIVE CAREER IN A “CORSO DI SPECIALIZZAZIONE PER LE ATTIVITÀ DI SOSTEGNO DIDATTICO AGLI ALUNNI CON DISABILITÀ” YOU HAVE TO FOLLOW THE INSTRUCTIONS REPORTED IN **POINT 2**;
- IN THE EVENT THAT YOU ARE IN POSSESSION OF A QUALIFICATION OBTAINED ABROAD AND YOU HAVE NOT ALREADY DELIVERED ALL THE DOCUMENTATION REQUIRED (ART. 6 CALL FOR APPLICATIONS) YOU HAVE TO FOLLOW THE INSTRUCTIONS REPORTED IN **POINT 3**;

The completion of the enrolment of the candidates classified as winners will be divided into two steps:

1 A) you have to confirm the enrolment via the web no later than **the date and time indicated at the bottom of the published ranking list:**

- link to www.uniweb.unipd.it;
 - access the relevant area by clicking on login and entering the same username and password used when you have pre-registered in Uniweb (in the event that you lost your password or it is incorrect as expired proceed by clicking on the following link <https://uniweb.unipd.it/password/index.php/it/>) or contact the University Call Center (phone number: 049 827 3131 – email: callcentre@unipd.it).
- Select “Menù” – click on Didattica – Immatricolazione – Procedi ad una nuova immatricolazione - Immatricolazione corsi ad accesso programmato - Tipologia corso: “Corsi di Perfezionamento”;
- select the Professional Course you wish to enrol;
- verify the data inserted;
- upload a valid ID; the front-back scanning of the document must be saved in a single file in pdf format, readable and clearly visible also in the photo section;
- upload your own color photo, which must be:
 - ✓ ID photo style, “front image” type and must show only the recent and clearly recognizable subject
 - ✓ without writing and not damaged;
 - ✓ the dimensions must preferably be 35 mm wide and 40 high (Max 40 MB);
 - ✓ with uniform background, preferably clear;
 - ✓ not out of focus and clearly distinguishable;
 - ✓ in .jpeg o .jpg format;
- you have to confirm and print the recap of the enrolment which is for your personal use and **must not be delivered to our offices**;
- you have to proceed to the payment of the enrolment fee at the same time (or, in any case, within the deadline for enrolment indicated at the bottom of the published ranking list): the payment can be done through **PagoPA** procedure (this modality of payment is recommended because it allows a rapid acquisition of the enrolment fee):
 - select Menù at the top right and exit to the “Didattica” record;
 - select the record “Diritto allo studio, disabilità / DSA, corsi estivi” > Contribuzione;
 - the code of the debit note relating to the Professional Course you wish to enrol in will be selectable;
 - clicking on the code of the debit note, the red record “PagoPA” will appear;
 - proceed to the payment by selecting the red record PagoPA;

or through the MAV payment form generated on the occasion of recap of the enrolment in any Italian credit institution (preferably at the Banca Intesa San Paolo - Cashier Institute of the University of Padua) or also through the Home Banking.

In the following special cases:

1. Payment of the enrolment fee through the Carta docente modality: you have to send a copy of the receipt to the email formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list; if the enrolment fee is higher than the value of the Carta docente, a bank transfer must be made for the remaining amount in favour of the Università degli Studi di Padova, codice IBAN IT35V0306912117100000300436 Cassa di Risparmio del Veneto SpA - Gruppo Intesa San Paolo - Ufficio Tesoreria, causale "Immatricolazione titolo del corso e nome-cognome del corsista".
2. Contribution payment by third parties: bank transfer must be made in favour of the Università degli Studi di Padova, codice IBAN IT35V0306912117100000300436 Cassa di Risparmio del Veneto SpA - Gruppo Intesa San Paolo - Ufficio Tesoreria, causale "Immatricolazione titolo del corso e nome-cognome del corsista". A copy of the receipt must be sent to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

1 B) The Post Lauream Office will verify the application, the adequacy of the photo, the ID and the payment of the enrolment fee. **It will therefore not be necessary to appear in person at the Office.**

If the application and the attachments are correct and the payment of the contribution is acquired, the enrolment will be completed automatically; a telephone or e-mail contact will be made only in cases of incomplete documentation.

Upon completing the enrolment, an automatic email will be sent to the personal email address indicated during the registration procedure. It is therefore requested to verify, by accessing Uniweb with your own credentials and clicking on "Didattica" – "Dati personali", to have entered your personal email and a valid telephone number.

2) Those who have made the pre-enrolment application and have at the same time an active career at the University of Padua or at other Italian universities in a "Corso di specializzazione per le attività di sostegno didattico agli alunni con disabilità" **will not be able to enrol online**, but the Post Lauream Office will manage independently their enrolment.

In order to proceed with the enrolment, they will have to pay the enrolment fee through a bank transfer in favour of the Università degli Studi di Padova, codice IBAN IT35V0306912117100000300436 Cassa di Risparmio del Veneto SpA - Gruppo Intesa San Paolo - Ufficio Tesoreria, causale "Immatricolazione titolo del corso e nome-cognome del corsista". A copy of the receipt and a passport-size photo (.jpeg extension) must be sent to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

3) Those who are in possession of a qualification obtained abroad, have applied for pre-registration and have not already delivered all the documentation required by the Call for application **will not be able to enrol online** but they have to contact the Post Lauream Office to the following address formazionecontinua.lauream@unipd.it and the Post Lauream Office will manage independently their enrolment only after receiving all the required documentation.

In order to proceed with the enrolment, they will have to pay the enrolment fee through a bank transfer in favour of the Università degli Studi di Padova, codice IBAN IT35V0306912117100000300436 Cassa di Risparmio del Veneto SpA - Gruppo Intesa San Paolo - Ufficio Tesoreria, causale "Immatricolazione titolo del corso e nome-cognome del corsista". A copy of the receipt and a passport-size photo (.jpeg extension) must

be sent to formazionecontinua.lauream@unipd.it no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

MANAGEMENT OF THE RESIDUAL AVAILABLE PLACES

On October 29th, 2019, the ranking of the successors entitled to enrolment according to the ranking order will be published on the page of the relevant Master (<https://www.unipd.it/corsi-master/elenco-completo>).

Those who are entitled to enrol must proceed with the enrolment starting from October 30th - 8:00 am and no later than October 31st - 1:00 pm, following the instructions reported above, depending on the different cases (point 1, 2 or 3).

Candidates who will not complete the enrolment application form within October 31st, 1.00 pm, will be considered renunciative candidates and any additional residual places will be made available with a new ranking list which will be published on November 4th.

The successors entitled present in the above-mentioned ranking list will have to proceed to the enrolment starting from November 4th - 12 pm and **no later than November 5th – 11.59 pm** following the instructions reported above, depending on the different cases (point 1, 2 or 3). Candidates who will not complete the enrolment application form within November 5th – 11.59 pm will be considered renunciative candidates.

INSTITUTIONAL EMAIL CONTACT

Following the enrolment procedure, an institutional e-mail account will be activated (@ studenti.unipd.it) and institutional communications may be sent by the University teaching facilities to this email contact. It will be possible to access the institutional e-mail box is possible from webmail <http://www.unipd.it/webmail> with the same credentials used to access Uniweb.

Padova, October 4th