1. The procedure for submitting this application form is computerized, nothing must be shipped by postal service.

2. Before filling in the application, it is advisable to read carefully the Call for applications, in particular the part concerning the Course for which it was decided to submit the application. MAKE SURE YOU MEET THE REQUIREMENTS PRESCRIBED AND CHECK WHICH DOCUMENTS ARE REQUIRED TO BE ATTACHED.

3. ATTENTION: ALL THE DOCUMENTS REQUIRED FOR THE APPLICATION FORM MUST BE UPLOADED IN PDF/A FORMAT AND, IN SOME CASES, PRINTED, SIGNED AND RE-UPLOADED. THEREFORE, IT IS ADVISABLE TO USE A DESIGNATED STATION WITH A PRINTER AND A SCANNER.

4. It is possible to complete the application form by accessing the platform several times and saving the data entered. In this way the user will enter to the platform the next time and he/she will be able to continue the compilation through the MODIFY button.

5. Additional information regarding the procedures of the Call for applications can be requested by sending an email to formazionecontinua.lauream@unipd.it.

6. Candidates wishing to apply for more than one Course must complete and submit as many application forms as the number of Courses selected.

7. Candidates in possession of a qualification obtained abroad which has not already been declared equivalent to an Italian qualification must read art. 6 of the Call for applications and upload the documents required to the relevant window.

8. AFTER COMPLETING THE APPLICATION FORM, THE CANDIDATE WILL RECEIVE AN E-MAIL WITH THE DELIVERY CONFIRMATION.
REGISTRATION AND ACCESS THE SYSTEM

In order to access the system, it is necessary to link to [https://pica.cineca.it/unipd/](https://pica.cineca.it/unipd/) and then to access the “Master e corsi” section.

In case of first access, it is possible to register by clicking on “Nuova Registrazione” and entering the data requested by the system (fig.1). For those who have already a user account on the LOGINMIUR database, it is possible to access the system without the registration by entering the username and password of the LOGINMIUR account (in this case LOGINMIUR must be selected in the credentials field). In the event that the user is in possession of his/her credentials but does not remember them, he/she must click on “Credenziali dimenticate?” option.

![Login Screen](image)

After entering all the data required by the registration procedure, click on “Registrati”: the system will send an e-mail with the instructions for confirming the registration. In the event that the candidate does not receive this e-mail or is unable to view it, he/she must send an email to unipadova@cineca.it.

1. ACCESS THE PROCEDURE

Once registered, you can log in with your credentials and complete the application form. Before completing the application form, you can make changes to your profile by selecting on the top right corner the user menu.

2. SECTIONS FOR FILLING IN THE APPLICATION FORM

![Application Form](image)
In the first section to be filled “DOMANDA DI AMMISSIONE A PROCEDURA SELETTIVA”, you must select firstly the level and then the Short Specialization degree/Course chosen. Then you must select STANDARD (select “PERSONALE TECNICO AMMINISTRATIVO” only in the event that you are a permanent Technical and Administrative Staff of the University of Padua).

In the “PERSONAL DATA” section you will find this part pre-filled with the data already entered in the registration procedure. You must therefore fill in the missing fields.

ATTENTION: at the end of the compilation it is always necessary to click on the "SALVA E PROCEDI" button.

In the section “TITOLI DI AMMISSIONE” you must insert the type (fig. 2) of the academic title in your possession.

You can choose between the following four categories, as shown in the image below:

Subsequently, you are asked to enter the information relating to the academic qualification obtained or to be achieved by the beginning of the chosen Master’s programme.

Attention: some Short Specialization degree (1st Level) may also require different titles from a degree (for examples Conservatory/ Academy of fine arts/regional nursing school diploma ...); in this case if you are in possession of one of these titles, you must first select the type and then fill in the data relating to your degree.

In case in possession of a qualification obtained abroad, the documents currently available must be uploaded as shown in fig. 3.
In “DICHIARAZIONI E DISABILITA’” section, you must give confirmation of having read the Call for applications and indicate if you ask to be admitted to the Short Specialization degree/Course benefiting from the reduced contribution foreseen in case of disability (recognized invalidity percentage equal to or greater than 66%) and you must attach the required certifications. You must indicate if you need to take any admission tests to the Short Specialization degree/Course with individualized modalities.

Section “ALLEGATI” (fig. 4) allows you to upload the documents required for taking part in the selection relating to the Short Specialization degree/Course you have chosen.
For every Course the following data must be uploaded:
- copy of a valid document;
- updated resume

![Documenti / Documents](image)

![Curriculum Vitae / CV](image)
Some Short Specialization degrees/Courses may require other documents in addition to the ones mentioned above and they will be specified in the Short Specialization degrees/Course form present in the Call for applications and can be uploaded to the specific sections (fig. 5)

3. CONFIRMATION OF THE APPLICATION FORM

Once you have completed the application form, you will see the dashboard with your application to be submitted. The next step will be to click on “Verifica/Verify” (fig. 6)
4. PAYMENT OF THE PRE-REGISTRATION CONTRIBUTION

After clicking on “Presenta domanda”, go back to the dashboard and proceed to the payment of € 31,00 (fig.7)

It will be possible to pay through the following 3 options (fig. 8):
- “Pago PA” (online payment by credit card or bank transfer);
- Bank transfer: the Bank account details are specified in the Call for applications (art. 3). Remember to upload the receipt in pdf. format;
- “Carta docente” (it is sufficient to insert the generated code);

The pre-registration contribution (€ 31,00) is compulsory: therefore, only once inserted the payment, it will be possible to confirm and sign the application form.
In the event that you have selected Pago Pa, it will be required an email contact where you will receive the payment confirmation (fig. 9).

Then the Pago PA procedure will ask you to select the online payment method (fig.10)

Once the payment has been made, it will be possible to download the relative receipt (fig. 11)
If you have completed the application form correctly, the system generates the preview of the application file. In the event of errors, the system informs you that the application must be modified. When the system detects that the application has been correctly filled in, it allows you to proceed to the next step and you must click on the "Firma/Submit" button at the bottom of the page (fig. 12).

At this point, there are three different modalities in order to sign the application form and you must select one and follow the instructions carefully (fig. 13)

The status of the application form, if it is correctly presented, will pass from draft/to be signed to submitted (fig. 14)
Once the application is submitted, it will no longer be possible to change it.

For information regarding the compilation of the application form, it is possible to contact the Ufficio Dottorato e Post Lauream by telephone from Monday to Friday from 10:00 to 12:30 at the following numbers: 049 8276373 / 6374 / 6387