This guideline will show you the **procedure to follow in order to enrol to the Ph.D. Course.**

_N.B.: In order to proceed with the following steps it is mandatory to be registered at Unife system._

Candidates **not yet registered** at Unife web portal will receive an email at the address given during the application to the Call from IUSS Office containing the credentials for accessing their personal position.

Candidates **already registered** but that **do not remember their credentials** can go to: [http://studiare.unife.it](http://studiare.unife.it) and click on **FORGOT PASSWORD** or write an email to IUSS Office (dottorato@unife.it)

The enrolment procedure has 3 phases:

- **Phase 1.** **DATA CHECK AND ENROLMENT FORM PRINTING**
- **Phase 2.** **FEES PAYMENT**
- **Phase 3.** **UPLOAD OF THE DOCUMENTS**
PHASE 1: ENROLMENT

Go to http://studiare.unife.it and click on **MENU** at the top right of the screen. After that, click on **Login** and access your personal area.
Select from the menu the option *Area Registrato* (Student’s personal area) then click on *verify uploaded data* to check the details concerning your personal information and degrees.
The next section is dedicated to the **privacy agreement**. If it has never been issued or if you are a new student on studiare.unife.it the system will automatically ask you to fill in the following form. 

**If IUSS Office has done the registration**, at your first access you will need to give your approval to the privacy agreement in order to print the enrolment form.

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PHASE 1: check of the data inserted on PICA
PHASE 1: check the data already entered on PICA

Now a page will show where personal data treatment authorization is required. Then info is displayed regarding safety on the workplace: education, risk evaluation, mandatory requirements with penal relevance.
PHASE 1: Entered data check

If the document was already uploaded and it is still valid, no action is required. All candidates registered by the IUSS Office must enter **front and back copy** of a valid ID, clicking on *Inserisci Nuovo Documento di Identità*. 
PHASE 1: PRE-ENROLMENT

The section is dedicated to the **ID**

If it was already uploaded, click on Prosegui

If not, insert data and **front and back copy** of the valid id by clicking on *Inserisci Nuovo Documento di Identità*.

Residency permit request only appears for extraeuropean citizens.

N.B. if you registered with SPID data should already be present and only ID copies are required
If you need to insert a new document and you selected *Inserisci Nuovo Documento di Identità* you will now need to enter your ID data. Once done, click on Avanti, then confirm them again clicking on Avanti.
PHASE 1: PRE-ENROLMENT

In this page, you will insert the front copy of your ID (FRONTE) and the back (RETRO), clicking on the respective Inserisci Allegato button. Once done, click on Avanti.
PHASE 1: PRE-ENROLMENT

To confirm the details of your ID click on *Prosegui*.

### Documenti di identità

In questa pagina viene visualizzato l’elenco dei documenti d’identità inseriti precedentemente. È possibile inserirne uno nuovo solo se i precedenti risultano scaduti.

#### Documenti di identità presentati

<table>
<thead>
<tr>
<th>Tipologia Documento</th>
<th>Numero</th>
<th>Ente Rilascio</th>
<th>Data Rilascio</th>
<th>Data Scadenza</th>
<th>Stato</th>
<th>Nazione emiss.</th>
<th>Città emiss.</th>
<th>Presenza allegati</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carta Identità</td>
<td>AR1523788</td>
<td>Ferrara</td>
<td>02/05/2016</td>
<td>02/05/2026</td>
<td>☑</td>
<td>ITALIA</td>
<td>Ferrara</td>
<td>Si</td>
<td></td>
</tr>
</tbody>
</table>

*Inserisci Nuovo Documento di Identità*
PHASE 1: PRE-ENROLMENT

You will need to **upload your picture** in case you have not done it, yet. Click on **Upload Foto** (Picture upload) in order to do so. N.B. the picture must mandatorily be in passport format and your face must be recognisable.
PHASE 1: PRE-ENROLMENT

You will also have to proceed with the inclusion of the high school title in your possession. To do so click on Inserisci.
If the high school qualification (or the qualifications required for access to the PhD programme had already been entered) please click on Procedi.

Dettaglio titoli richiesti

Per proseguire è necessario dichiarare i titoli di studio. Per primi vengono mostrati i titoli di studio obbligatori, mentre le varie opzioni mostrano titoli che sono alternativi fra loro. Nelle pagine seguenti verranno chiesti i dati relativi ai titoli di studio conseguiti negli anni precedenti.

Titoli di Studio Obbligatori

<table>
<thead>
<tr>
<th>Stato blocco</th>
<th>Titolo</th>
<th>Note</th>
<th>Stato Titolo</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Titolo di Scuola Superiore</td>
<td></td>
<td></td>
<td>Inserisci</td>
</tr>
</tbody>
</table>

Indietro Procedi
PHASE 1: PRE-ENROLMENT

Now specify the details of the Title. Then click on Procedi.

Dettaglio titoli richiesti

Per proseguire nell'immatricolazione al corso di studio scelto è necessario indicare la Nazione Ordinamento e di Conseguimento Titolo.

Nazione del titolo

<table>
<thead>
<tr>
<th>Titolo Scuola Superiore:</th>
<th>Italiano</th>
<th>Estero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conseguito presso:</td>
<td>Istituto Italiano</td>
<td>Istituto Estero</td>
</tr>
</tbody>
</table>

Indietro  Procedi
Search the school where you obtained the degree by progressively filling out the fields province, municipality, title type. To use the fields you have filled in and search for the institution you must now click on *Cerca Istituto*. Once you click on the button, a list will appear at the bottom. Select the correct institution and click on *Procedi*.
If in the "Dettaglio titoli richiesti" column the **Stato Titolo** column highlights a green icon it means that you are in order with the access titles entered and you can continue. Then click on **Procedi**.
If it has never been requested, or if you are a new enrolled on Studiare.unife.it, the system will also ask you to mandatorily fill in the privacy agreement for the issuing of the Carta Flash Studio.

If this is the case, click on *Compila* (Fill in). In case the procedure does not allow the immediate completion of the registration form, made by the IUSS Office, you will receive a confirmation email and by accessing your page you can fill out the questionnaire.

### PHASE 1: data check

<table>
<thead>
<tr>
<th>Questionario</th>
<th>Status</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consensi carta Flash Studio *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Elenco questionari

In questa pagina sono elencati i questionari compilabili.
Read the privacy information carefully, select the acknowledgement of it and give your response in matter of data treatment.

N.B.: the system will allow the issuing of the badge automatically, no matter what is your decision about the agreement. Click on Avanti (Next).
PHASE 1: data check

Click on one of the buttons Confirm to save your data and proceed.
### PHASE 1: data check

The Carta Flash Studio agreement status should now be green and it will be possible to proceed clicking on *Avanti (Next)*.

<table>
<thead>
<tr>
<th>Questionario</th>
<th>Status</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consensi carta Flash Studio *</td>
<td>☑️</td>
<td>Compila</td>
</tr>
</tbody>
</table>

In questa pagina sono elencati i questionari compilabili.

[Image of the webpage interface with a table and buttons Indietro and Avanti.]
You will be shown a summary page with your registration data. Carefully check the data you entered. If everything is correct click on Conferma; otherwise click on Indietro to change the data and choices made.
At the end of the process you will find this summary page. If you notice any incorrect data click on Modifica dati Immatricolazione.
At this point you will display an automatic PDF file containing the enrolment request with the data entered.

Such document must be:

1. Carefully checked;
2. Filled in with the missing data, if any;
3. Dated and **signed**;
4. Scanned, because it must be uploaded during the next phase.

**Attention:** this document is generated only if you do not access it via SPID
In the next phase you must pay the tuition fees set (usually the first instalment of the current Academic Year). In order to do so you need to access to the option PAGAMENTI (PAYMENTS) of the left menu. You will display a list of the payments charged. **Click on the relevant invoice number** to start the payment process.
The detail of the instalment will show up. You can start the payment procedure by clicking on pagoPA OnLine in order to pay via online with pagoPA web service. If you click on pagoPA con PDF, instead, the system will provide you a payment notification that will allow you to pay through a BARCODE/QRCODE reader (smartphone app, ATM, tobacco shops).
Once the system will acquire the payment, the fee will appear among the list of the tuition fees paid (those marked with green status).

PHASE 2: TUITION FEES PAYMENT
The last phase concerns the upload of your digitalised and signed enrolment form, which can be done via online by accessing your Unife personal area in studiare.unife.it. You do not need to go to the offices personally for delivering the original ones.

Proceed with the digitalisation of the ENROLMENT FORM signed. You can do so with a scanner or the digital camera of your smartphone with a dedicated app (such as Google Drive, CamScanner, etc.).

N.B.: the document is made of 2 pages: please, make sure to digitalise both of them.
To upload the digitalised and signed enrolment form, click on **ALLEGATI CARRIERA** (ATTACHMENTS) from the right menu of your personal area. After that, click on **Inserisci Allegato** (Add Attachment) at the option “Dom. immatricolazione 1/2” (Enrolment Form 1/2).

**Attention:** the registration document will be loaded only if you do not access via **SPID**.
Click on *Scegli file* (*Choose file*) and select the first one, then click on *Avanti* (*Next*) to upload it.
Repeat all previous operations, this time at the option “Dom. immatricolazione 2/2” (Enrolment Form 2/2).

**Attention:** the registration document will be loaded only if you do not access through SPID.
PHASE 3: DOCUMENTS UPLOAD

In addition to the Enrolment Form you must also upload the documents you can download at this link http://www.unife.it/studenti/dottorato/it/studiare/moduli under the option «Documenti per l'immatricolazione» (Enrolment forms).

**Mandatory for everyone:**
1) Full-time Declaration
2) To be/Not to be research fellow declaration
3) Enrolment fee payment receipt

**Documents concerning Ph.D. Candidates with scholarship ONLY**
Scholarship Request Form
a. Self certification regarding your pension position;
b. Personal Data and Fiscal Form;
c. INPS certification regarding the inclusion in the separate management (this can be uploaded in a latter moment since INPS may take up to 20 days for the issuing).
Once all procedures are done, IUSS Office will verify the documents you uploaded. If everything is correct, **you will receive an email** confirming your enrolment. IUSS Office will contact you only if needed.

**ENROLMENT CONFIRMATION**

Your University career is now active!
For more information you can check our website:
http://www.unife.it/studenti/dottorato/it

You may connect to
dottorato@unife.it in case you need any help or assistance.