



STANDARD REGISTRATION (NO SPID)

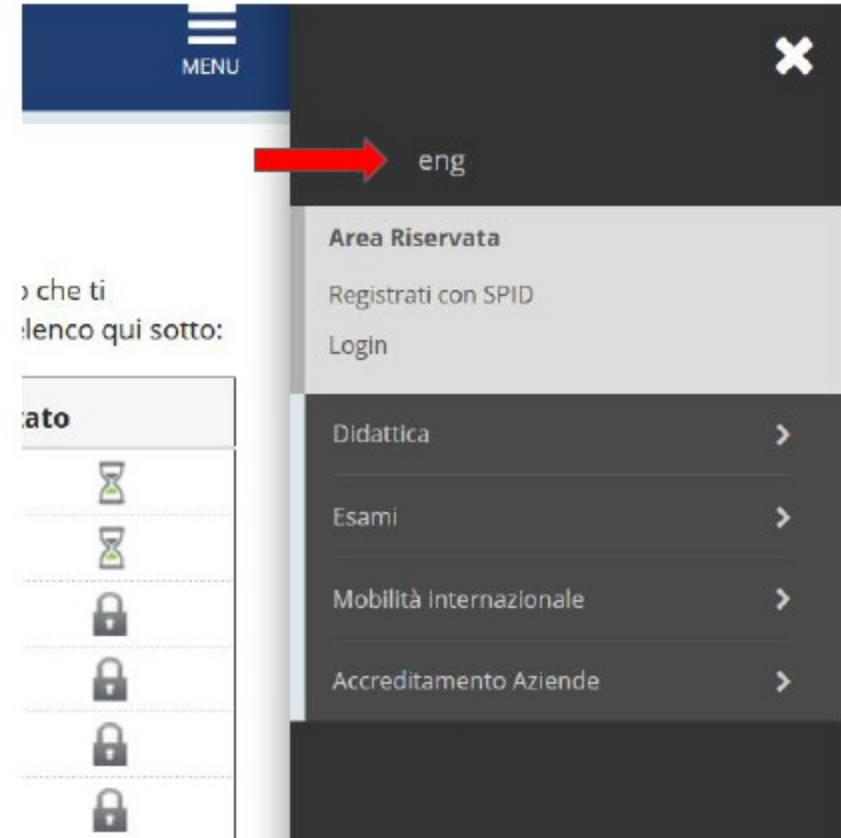
This guide shows the procedure to follow in order to register to <http://studiare.unife.it> without SPID credentials.

This can be done only if You are a foreign student residing abroad (and you still do not have an Italian Tax Code and Italian ID).



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1) Connect to the following webpage:
<https://studiare.unife.it/AddressBook/ABStartProcessoRegAction.do>, then Click on MENU at the top right and choose the ENGLISH language.
















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2) From the menu on the left, click on *WEB REGISTRATION*.

Web Registration

Using the following pages you can complete the website registration. At the end of the procedure you will be assigned a username and a password that will allow you to access the system to update your data and access the services available. You will be asked to provide the following informations:

Activity	Step	Info	Status
A - Web Registration			
	Privacy notice		
	Tax Code		
	Personal data		
	Residence		
	Domicile		
	Contacts		
	Password selection		
	Credentials summary		
	Registration summary		



Web Registration



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3) Mandatory privacy information will be displayed.
Proceed by selecting *NEXT*.

Web Registration: Privacy notice

Before going any further we invite you to read the [notice for students](#) regarding data insertion for identity registration according to article [D. Lgs. 196/2003](#).

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4) To continue select the box "Foreign Student without Italian Tax Code".
Proceed by selecting *NEXT*.

Tax Code

Insert your Tax Code (if you have one) or select "Foreign Student without Italian Tax Code" and click "Next" to proceed.

Tax Code

Tax Code

Foreign student
without Italian
Tax Code

☐ I declare to be a foreign student without an Italian Tax Code



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5) Complete the required personal data.
Leave empty the box “*Tax Code*”
and proceed by selecting *NEXT*.

Once the Tax Code has been
automatically created, select
again *NEXT*.

(Please, note that this is
not an official Tax Code, that has
to be required at the “Agenzia
delle Entrate” – ask for
information directly to the IUSS
Office).



Registration: Personal data

The page shows the form for entering and changing the user's personal details and place of birth.

Personal data

Name*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text"/>
	(dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
First nationality*	<input type="text" value="Select a nationality"/>
Country of birth*	<input type="text" value="Select a Country of birth"/>
Municipality/City not listed*	<input type="text"/>
Tax code*	<input type="text"/>
	(automatically calculated if not provided)

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Legend:

Required field

Checklist



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6) Complete also the data related to your RESIDENCE. Select *NEXT*

Please note:
If you do not remember the exact *Data inizio validità* (starting day validity) of your residence address, please write either your birth date or, if you have modified the residence, the 1st of January of the year you moved.



Registration: Residence

The page shows the form for entering or changing the residence details.

Residence

Country*	ITALY
Province*	Select a province
if in Italy	
Municipality/City*	Select a Municipality/City
Postcode*	
if in Italy	
Hamlet	
Address*	
(street, square, road)	
N°*	
Data inizio validità*	
(gg/mm/aaaa)	
Phone number*	
Domicile and residence coincide*	<input type="radio"/> Yes <input type="radio"/> N

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Legend:

★ Required field

Checklist



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7) Insert your contact data. Select *NEXT*



Registration:Contacts

The page shows the form for entering and changing the user's contact details.

Contacts

Document contact* ☐ Residence ☐ Domicile

Badge Delivery Address ☐ Residence ☐ Domicile ☐ Students Office

Email*

Conferma E-mail

(Si prega di confermare la E-mail)

International country code

Country code

Country code*

(e.g.: for UK insert +44)

Mobile phone*

(Max. 16 digits)

Privacy* I declare that I have received the information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the University of Ferrara; I also give my consent pursuant to articles 20, 23 and 26 of Legislative Decree no. 196/2003 for the treatment of my sensitive data.

☐ Y ☐ N

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Legend:

★ Required field

Checklist



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8) Insert a password to access the services.

Attention: the password must meet some minimal security requirements.


Once repeated in both boxes, please select **NEXT**



Registration: Password selection

Please specify a password.

Spaces at the beginning or end of password will be deleted.

 **WARNING:** password must meet following complexity requirements:

- there must be at least 1 characters of the set a-z
- there must be at least 1 characters of the set +!\$%& '()*~_-
- there must be at least 1 characters of the set 0-9
- there must be at least 1 characters of the set A-Z
- there must be at least 10 characters
- there must be no more than 20 characters

— Password selection —

Enter password*

Re-enter
Password*

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9) Finally, you'll see a screen with a summary of all the inserted data.

If the information is correct, please finish the procedure by selecting **CONFIRM**

Province	<input type="text"/>
Municipality/City	<input type="text"/>
Postcode	<input type="text"/>
Hamlet	<input type="text"/>
Address	<input type="text"/>
N°	<input type="text"/>
Data inizio validità indirizzo residenza	<input type="text"/>
Phone number	<input type="text"/>
Residence and domicile coincide	<input type="text"/>

 [Change residence data](#) Use this link to change your residence data

Contacts

Document contact	<input type="text"/>
Email	<input type="text"/>
Mobile phone	<input type="text"/>
Authorization of treatment of personal data according to Legislative Decree no. 196/2003 Yes	

 [Change contacts](#) Use this link to change your contacts

<input type="button" value="Back"/>	<input type="button" value="Confirm"/>
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10) The system will then show a final screen with username and password to use at the following access to the portal.

N.B. The same information will be sent to the e-mail address you inserted during the registration process. If you do not see the e-mail, check also in the SPAM.



Registration:Registration completed!

All the informations required have been entered correctly. To enter the new Personal Area you must perform Login by entering the access keys below when asked to do so. We recommend you to keep safe your username and password for future access.

Access keys

Name	<input type="text"/>
Surname	<input type="text"/>
E-Mail	<input type="text"/>
Username	<input type="text"/>
Alias	<input type="text"/>
Password	<input type="password"/>



The access keys have been sent successfully to the e-mail address you provided.

Perform Login

Print memo

Exit

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**CONGRATULATIONS!
YOU HAVE COMPLETED THE PROCEDURE**



Per assistenza, è possibile collegarsi a:
sos.unife.it