UNIVERSITÀ DI PARMA

APPLICATION PROCEDURE
FOR INCOMING STUDENTS
STEP BY STEP

PRELIMINARY INFORMATION

BEFORE STARTING THE PROCESS:
- You need your ID card or passport
- Open your e-mail box
- Remember that you may need to transliterate:

https://dait.interno.gov.it/documenti/circolare-n-1-2008-0.pdf **(pag. 4)**

IMPORTANT DATA TO REMEMBER	
Validation code	
Username	
Password Activation code	
Password	
Question	
Secret answer	

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STEP A

https://unipr.esse3.cineca.it/Home.do

STEP A

SELECT «REGISTRATI/ACCEDI»
In this moment you could use the Italian menu

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STEP A

CLICK ON THE GREEN BUTTON «REGISTRATI»

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STEP A

NOW YOU CAN SWITCH THE PAGE IN ENGLISH (orange circle)
And
WRITE YOUR E-MAIL ON THE DEDICATED BOX (Step 1) and CLICK
ON «VALIDATE E-MAIL PERSONAL ADDRESS» (green circle)

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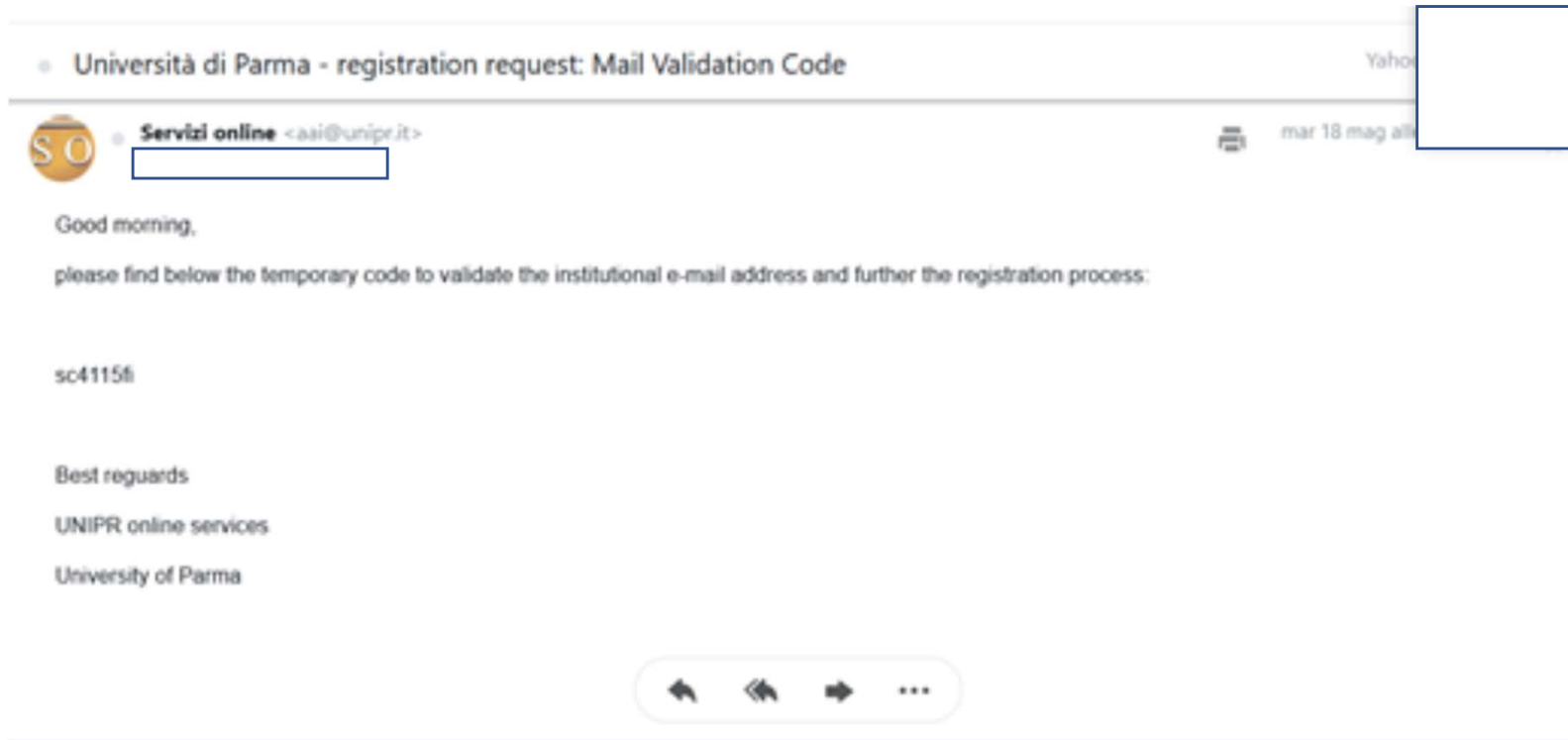
STEP A

YOU RECEIVE AN E-MAIL (TO THE ADDRESS YOU HAVE WRITTEN BEFORE). THIS E-MAIL REPORTS A CODE: **COPY IT...**

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STEP A

…AND **PASTE IT** ON THE «VALIDATION CODE» FIELD (orange circle).
NOW YOU CAN **ENTER YOUR DATA**, THE SAME YOU HAVE ON YOUR ID CARD/PASSPORT.
DO NOT FORGET TO **FLAG THE BOX** AT THE END OF THE PAGE (green circle)

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STEP A

Just an example

TICK THE ORANGE BOX – USUALLY NON-ITALIAN CITIZENZ DOESN'T HAVE A TAX CODE

INSERT YOUR DATA ON FIELDS WITH ASTERISKS AND CLICK ON «NEXT»

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STEP A

Just an example
THEN CLICK ON «NEXT»

STEP A

THE SYSTEM WILL GIVE YOU A RECAP PAGE: IF DATA ARE **WRONG** CLICK ON «MODIFY DATA», IF DATA ARE **RIGHT** CLICK ON «CONFIRM DATA»

STEP A

NOW YOU GET:

- A USERNAME (orange arrow)
- A PASSWORD ACTIVATION CODE (green arrow)
- THE LINK TO ACTIVATE THE PASSWORD (purple arrow)

STEP A

HERE YOU CAN ENTER DATA YOU GET ON THE PREVIOUS PAGE – BEAR IN MIND THAT YOU RECEIVE THE SAME DATA BY E-MAIL.

PUT THE USERNAME AND THE PASSWORD ACTIVATION CODE ON THE RESPECTIVE FIELDS.

NOW YOU CAN CHOOSE YOUR PASSWORD – FIND ON THE RIGHT SOME SUGGESTIONS TO CHOOSE IT.

TICK THE BOX («I HAVE READ THE REGULATION») AND CLICK ON CONTINUE.

STEP A

THE SYSTEM ASKS YOU TO CHOOSE ALSO A QUESTION AND A SECRET ANSWER.
IN CASE YOU WILL LOSE YOUR PASSWORD, THE SYSTEM WILL ASK YOU TO INSERT THOSE DATA
TO HELP YOU RESTORE IT FASTER.
CHOOSE THEM AND DON'T LOSE THEM!
CLICK ON CONTINUE.

STEP A

Just an example

WE CHOOSE «Pippo»

Bear in mind that also CAPITAL LETTERS MATTER!

NOW CLICK ON «STUDENT'S REGISTRY OFFICE SERVICES (ESSE3)» TO COMPLETE YOUR DATA

STEP A

You have to login again.
Write the USERNAME you have received by e-mail and the PASSWORD you have chosen a few minutes ago.

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STEP A

ONE LAST STEP: COMPLETE YOUR DATA
CLICK ON THE BLUE BUTTON (orange circle)

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STEP A

COMPLETE DATA IN RED FIELDS
AS «START DATE» YOU CAN PUT 01/01/2021
THEN CLICK ON THE BLUE «NEXT» BUTTON

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STEP A

COMPLETE DATA IN RED FIELDS
AS «POSTAL ADDRESS» YOU CAN SELECT «PERMANENT ADDRESS»
THEN CLICK ON THE BLUE «NEXT» BUTTON

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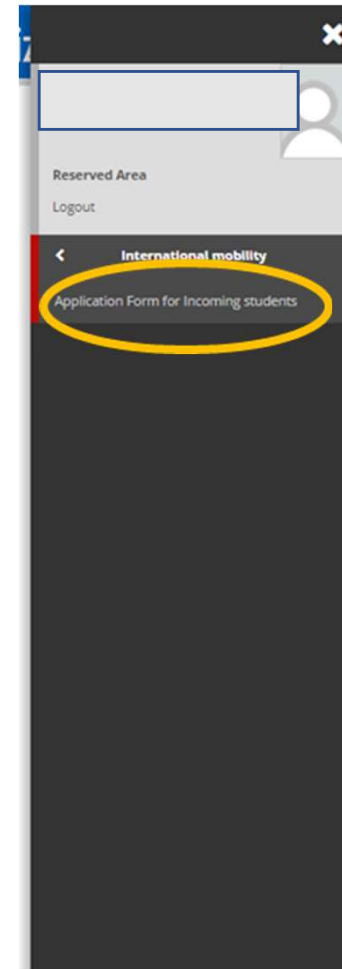# STEP A

AFTER COMPLETION YOU WILL OBTAIN A RECAP PAGE
NOW YOU CAN MOVE TO STEP B, THE APPLICATION

STEP B
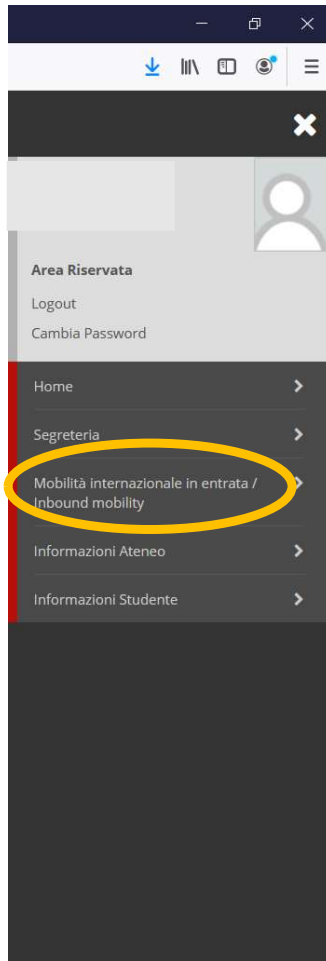
SELECT THE HAMBURGER MENU, CHOOSE «INBOUND MOBILITY»
THEN «APPLICATION FOR INCOMING STUDENTS»

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STEP B

CLICK ON THE BLUE BUTTON «APPLICATION FORM FOR INCOMING STUDENTS»

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STEP B

SELECT THE COUNTRY OF YOUR HOME INSTITUTION

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STEP B

SELECT YOUR HOME INSTITUTION

STEP B

SELECT YOUR EXCHANGE PROGRAMME: ERASMUS+, OVERSEAS, DOUBLE DEGREE

STEP B

SELECT YOUR HOME INSTITUTION OR FIELD OF STUDY (depending on the Exchange Programme)

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STEP B

IF DATA ARE **RIGHT** CLICK ON FORWARD; IF DATA ARE **WRONG** CLICK ON BACK

STEP B

COMPLETE THE FIELD WITH ASTERISKS
DATES AND DURATION ARE ONLY «PLANNED», ARE NOT DEFINITIVE

STEP B

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STEP B

IF DATA ARE **RIGHT** CLICK ON FORWARD; IF DATA ARE **WRONG** CLICK ON BACK

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STEP B

NOW YOU CAN PRINT IT.
THE SYSTEM ISSUES A **PDF FORM**: PRINT IT, COMPLETE INFORMATION AT PAGE 2 AND SIGN IT

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STEP B

Academic year 2021/2022

STUDENT'S PHOTO

UNIVERSITY OF PARMA (ITALY)
Via Universita', 12 PARMA - C.A.P. 43100

SENDING INSTITUTION:

Home University: Academy of Economics Studies of Moldova

Erasmus code: 254MOLDOVA002

Erasmus Area: 0311-2013 - Economics

International Office name and address: ....

International Officer: ....

International Office telephone: ....

International Office fax: ....

International Office e-mail: ....

STUDENT DATA

Family name: OZTURK
First name: ALIYE
Sex: F
Place of birth: Ankara
Date of birth: 15/03/1998
Country: Turkey
Citizenship: TURKISH
Tax code: ZTRLYA98C55Z243W
Mobile phone: 3497856789
E-mail:

Current address:
Address:no street 6
Local district:
Postal code: 12345
City: Ankara
Country:Turkey

Permanent address:
Address: no street 6
Local district:
Postal code: 12345
City: Ankara
Country: Turkey

Page 1

Page 2

STUDY LEVEL AND MOBILITY PERIOD

❑ U (undergraduates/ first level)   ❑ P (postgraduates/second level)   ❑ D (doctoral/third level)
❑ first semester   ❑ second semester   ❑ full academic year

Planned arrival date: 06/09/2021

Planned departure date: 04/07/2022

Months: 11

Do you need assistance in finding accommodation upon your arrival in Parma? YES [ ] NO [ ]
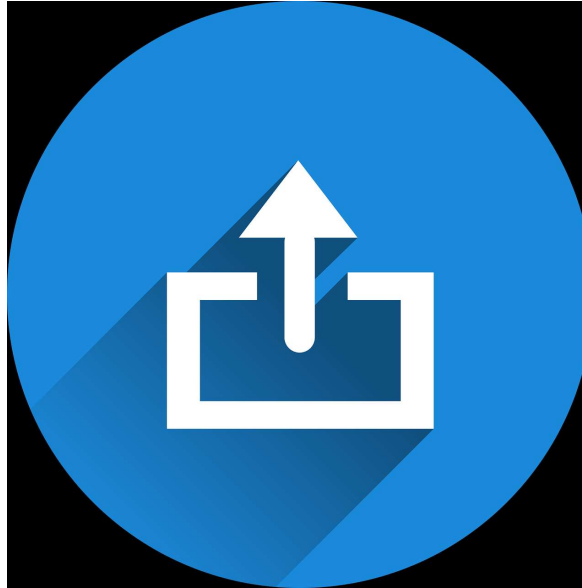
Date 18/05/2021   Student's Signature ....

THE STUDENT IS ACCEPTED AS 2021/2022 INCOMING STUDENT IN THE FRAME OF: OVERSEAS
STUDENT EXCHANGES A.Y. 2021-2022

Just an example
FILL IN PAGE 2 AND SIGN IT; SCAN THE DOCUMENT

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STEP C

NOW YOU CAN UPLOAD FILES:

ALL INCOMING STUDENTS MUST ATTACH:

- ID CARD/PASSPORT
- LEARNING AGREEMENT – signed at least by you and your Home Coordinator
- + Other needed documents, depending on your status:

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STEP C

SELECT «REGISTRAR'S OFFICE»;
THEN SELECT «DOCUMENTS UPLOADED»

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STEP C

IF YOU SCROLL DOWN YOU CAN SEE THE FULL LIST OF ATTACHMENTS

STEP C

TO UPLOAD A DOCUMENT CLICK ON «INSERISCI ALLEGATO» FOR EACH ISSUE

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STEP C

JUST A RECAP

ALL APPLICANTS MUST UPLOAD:

- ID CARD/PASSPORT
- LEARNING AGREEMENT – signed at least by you and your Home Coordinator

+ Other needed documents, depending on your status:

Medicine students:
- Transcript of Recods

Double Degree:
- Transcript of Records
- High school Dipoma – for bachelor students
- Diploma supplement – for master students

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STEP C

CLICK ON «SFOGLIA» TO BROWSE THE DOCUMENT FROM YOUR ARCHIVE (orange circle).
CLICK ON «AVANTI» ONCE THE DOCUMENT HAS BEEN ATTACHED (green circle).

STEP C

YOU CAN CHECK IF THE FILE HAS BEEN UPLOADED CORRECTLY

STEP C

ONCE YOU HAVE UPLOADED EVERY REQUESTED DOCUMENT, CLICK ON «NEXT» (green circle).

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STEP C

THE SYSTEM SHOWS YOU THE FINAL PAGE; NOW YOU CAN LOGOUT

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ONLY FOR MEDICINE STUDENTS

DO NOT FORGET THAT MEDICINE STUDENTS HAVE TO SEND:
- VACCINATION CERTIFICATE
- COVID VACCINATION CERTIFICATE

TO SERVIZIO DI MEDICINA PREVENTIVA OF THE UNIVERSITY OF PARMA

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YOUR APPLICATION IS COMPLETED

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www.unipr.it