



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	

# STEP A

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



HAMBURGER  
MENU

## Area Riservata

Per registrarti e/o accedere all'area riservata apri il menù a tendina attivabile dall'icona **hamburger** (composta da tre linee orizzontali) *in alto a destra* e scegli la voce [Registrati/Accedi](#)

## REGOLARITA' PAGAMENTI

Ricordiamo che occorre essere in regola con il pagamento delle tasse universitarie secondo le scadenze previste per poter effettuare qualsiasi atto relativo alla propria carriera, quali per esempio iscrizione e partecipazione agli esami di profitto, passaggi, trasferimenti, registrazione dei tirocini, prova finale, ecc.. Nella pagina personale di ESSE3 è possibile verificare la regolarità dei propri pagamenti, aggiornata in tempo reale, o effettuare il pagamento utilizzando il sistema PagoPA. Per informazioni è possibile rivolgersi alla segreteria studenti di competenza.

## SMARRIMENTO USERNAME O PASSWORD

[Recupero username](#)

[Recupero password](#)

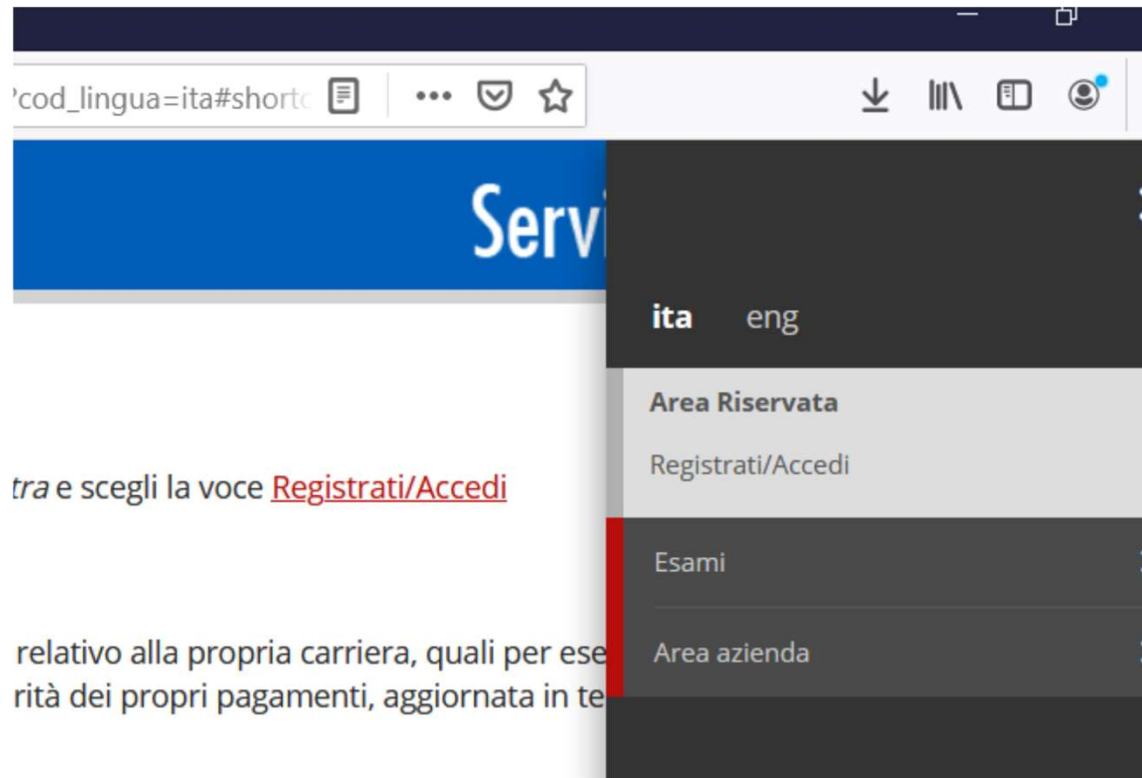
## PRESENTAZIONE DEI PIANI DI STUDIO

I periodi di presentazione dei [piani di studi on line](#) sono differenti da corso a corso. Si consiglia pertanto di consultare i siti dei relativi Dipartimenti o di informarsi presso le [Segreterie Studenti](#) di competenza. Se non si presenta il Piano di Studi NON si vedono gli esami nel libretto e non ci si può iscrivere agli esami.

## QUESTIONARI DI VALUTAZIONE DELLA DIDATTICA

Gli studenti in corso sono chiamati a compilare i [questionari di valutazione della didattica](#) degli insegnamenti previsti nel proprio libretto per l'anno corrente.

# STEP A



SELECT «REGISTRATI/ACCEDI»

In this moment you could use the Italian menu

# STEP A

Servizio di accesso web

https://srv-shibidp-spip.unipr.it/idp/profile/SAML2/Redirect/SSO?execution=e4s1

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Servizio Accesso Web - Per motivi di sicurezza dovresti effettuare il logout e chiudere tutte le finestre del browser quando hai finito di utilizzare servizi che necessitano autenticazione

Username

Password

Non ricordare l'accesso

**Accesso**

ita eng

**Entra con SPID**

Informazioni su SPID

> Password dimenticata?  
> Password da cambiare?  
> Serve aiuto?

Unipr partecipa a:

**Idem garr aa**

Se non hai un nome e password né SPID

**Registrati**

Assistenza

CLICK ON THE GREEN BUTTON «REGISTRATI»

# STEP A

Identity Management x +

https://www.idem.unipr.it/start/registra

UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

UNIPR.IT

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

New user registration

Instructions

Insert your personal e-mail

@ Step 1 to 5: personal e-mail address validation

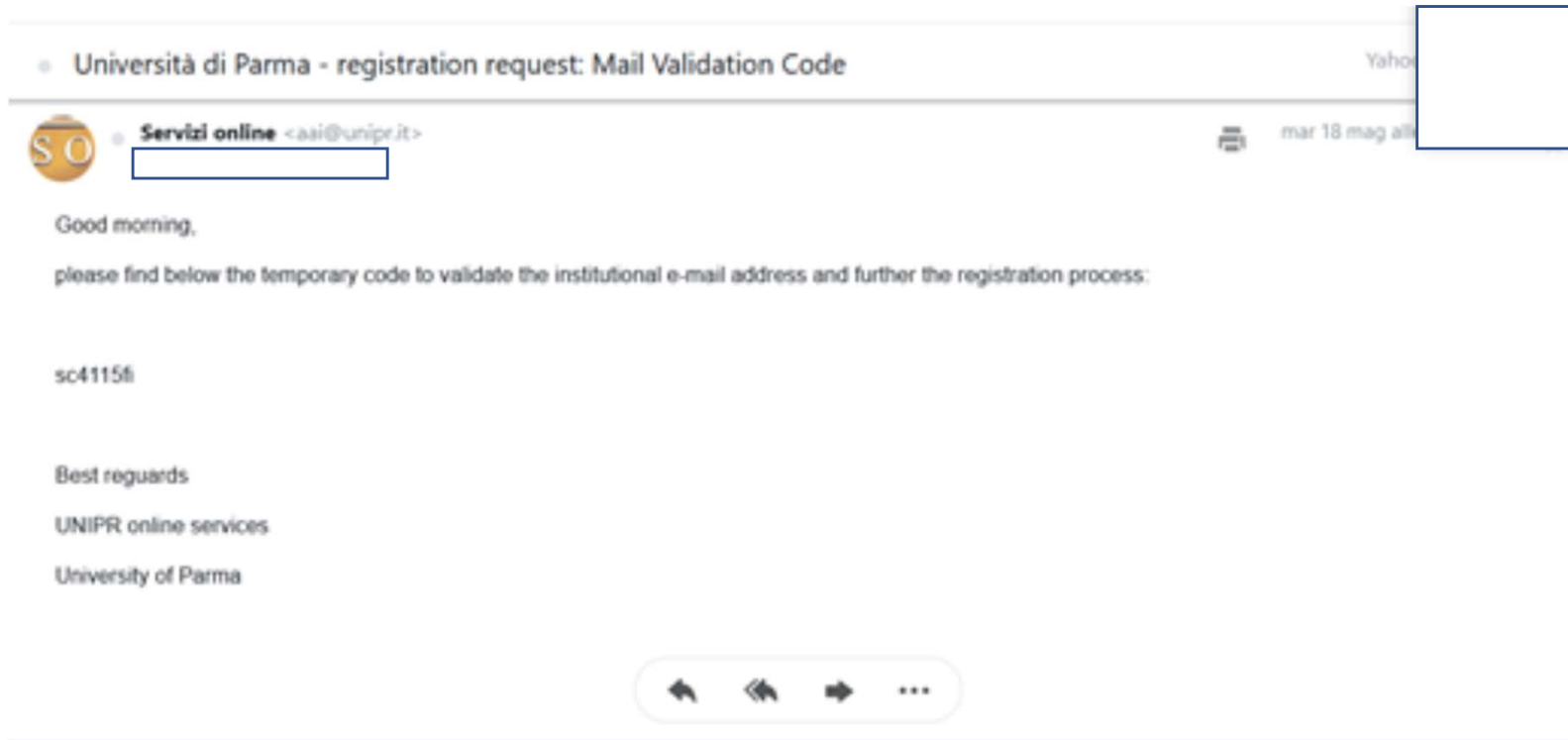
Personal e-mail (\*)

Validate e-mail personal address

N.B. (\*) Mandatory Field

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)

# STEP A



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

# STEP A

Identity Management

https://www.idem.unipr.it/start/registra

UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

UNIPR.IT

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

New user registration

Step 1 to 5: personal e-mail address validation

Personal e-mail (\*)

Validation Code (\*) sc4115fi

Step 2 of 5: Minimum personal information

MAIN DATA

Italian TAX code (\*)

Name (\*)

Surname (\*)

Citizenship (\*) Select country of citizenship

I'm a foreign student without TAX code

IDENTIFICATION DOCUMENT

Identity document type (\*) Select Identity document type

Identity document number (\*)

Document Issuing Authority (\*)

Date of document issue (\*) (gg/mm/aaaa)

Document expiration date (\*) (gg/mm/aaaa)

I declare that I have read the information pursuant to Article 13 of EU Regulation 679/2016.  
"Information on the processing of personal data"

Next

Instructions

Insert or modify your personal data.

If you were not born in Italy, select "I'm a foreign student without Tax code", the Italian Tax Code Number will be automatically calculated by the system after entering your personal data. If you already received your Italian Tax Code, please check its correspondence with the one generated automatically number and, if different, modify it.

If experiencing problems, call +39 0521.902050 or send an e-mail to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) providing your personal data (name, surname, tax code) and the problem encountered.

Attention: in case of problems for post-graduate courses, you should contact the competent secretariats, providing your personal data (name, surname, tax code) and the problem encountered.

- for master courses: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)  
- for PhD courses: [dottorati@unipr.it](mailto:dottorati@unipr.it)  
- for Postgraduate schools: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

...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)



# STEP A

The screenshot shows a web browser window with the URL <https://www.idem.unipr.it/start/registra>. The page is titled "New user registration" and is divided into two main steps:

- Step 1 to 5: personal e-mail address validation**: Includes fields for "Personal e-mail (\*)" and "Validation Code (\*)" (containing "sc4115fi").
- Step 2 of 5: Minimum personal information**:
  - MAIN DATA**: Includes fields for "Italian TAX code", "Name (\*)" (Aliye), "Surname (\*)" (Ozturk), "Sex (\*)" (Female), "Date of birth (\*)" (15/03/1998), "Country of birth (\*)" (Turchia), "City of birth (\*)" (Ankara), and "Citizenship (\*)" (Turchia (Turca)). A radio button labeled "I'm a foreign student without TAX code" is checked and highlighted with an orange circle.
  - IDENTIFICATION DOCUMENT**: Includes fields for "Identity document type (\*)" (Passport), "Identity document number (\*)" (AB123456), "Document issuing Authority (\*)" (Consulate of ankara), "Date of document issue (\*)" (30/12/2020), and "Document expiration date (\*)" (31/12/2030).

At the bottom, there is a checkbox for "I declare that I have read the information pursuant to Article 13 of EU Regulation 679/2016. 'Information on the processing of personal data'" and a "Next" button.

**Instructions** on the right side of the page:

- Insert or modify your personal data.
- If you were not born in Italy, select "I'm a foreign student without Tax code", the Italian Tax Code Number will be automatically calculated by the system after entering your personal data. If you already received your Italian Tax Code, please check its correspondence with the one generated automatically number and, if different, modify it.
- If experiencing problems, call +39 0521.902050 or send an e-mail to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) providing your personal data (name, surname, tax code) and the problem encountered.
- Attention:** in case of problems for post-graduate courses, you should contact the competent secretariats, providing your personal data (name, surname, tax code) and the problem encountered.
- for master courses: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- for PhD courses: [dottorati@unipr.it](mailto:dottorati@unipr.it)
- for Postgraduate schools: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

Just an example

TICK THE ORANGE BOX – USUALLY NON-ITALIAN CITIZENS DOESN'T HAVE A TAX CODE  
INSERT YOUR DATA ON FIELDS WITH ASTERISKS AND CLICK ON «NEXT»

# STEP A

The screenshot shows a web browser window with the URL <https://www.idem.unipr.it/?id=registra&passo=2>. The page header includes the University of Parma logo and navigation links: Home Page, Managing Credentials, Other services, FAQ (in Italian), Contact us, and Login. The main content area is titled "New User Registration" and "Step 3 to 5: Personal information". It contains three sections: "CONTACTS", "REGISTERED RESIDENCE ADDRESS", and "DATA OF HOME INSTITUTION".

**CONTACTS**

International Mobile Phone dial code (*)	<input type="text" value="+90"/>
Mobile Phone Number (*)	<input type="text" value="3497856789"/>
Certified E-mail Address (PEC e-mail)	<input type="text"/>
FAX	<input type="text"/>

**REGISTERED RESIDENCE ADDRESS**

Street (*)	<input type="text" value="no street"/>
Street Number (*)	<input type="text" value="6"/>
ZIP (*)	<input type="text" value="12345"/>
Foreign Town / City / Village	<input type="text" value="Ankara"/>
Country (*)	<input type="text" value="Turchia"/>
Province (*)	<input type="text" value="Estero"/>
Municipality (*)	<input type="text" value="Estero"/>
Phone number (*)	<input type="text" value="3497856789"/>

**DATA OF HOME INSTITUTION**

Home Institution	<input type="text" value="Ankara Universitesi"/>
Country of the home institution	<input type="text" value="TURCHIA"/>

Next

**Instructions**

Insert or modify your personal data.

If experiencing problems, call +39 0521.902050 or send an e-mail to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) providing your personal data (name, surname, tax code) and the problem encountered.

**Attention:** in case of problems for post-graduate courses, you should contact the competent secretariats, providing your personal data (name, surname, tax code) and the problem encountered.

- for master courses: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- for PhD courses: [dottorati@unipr.it](mailto:dottorati@unipr.it)
- for Postgraduate schools: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

Just an example  
THEN CLICK ON «NEXT»

# STEP A

Identity Management

https://www.idem.unipr.it/index.php?id=registra&passo=4

personal e-mail: cniaratrauzzi@yanoo.it

Tax Code (system generated): ZTRLYA98C55Z243W

Sex: Female

Date of birth: 15-03-1998

Country of birth: Turchia

Citizenship: Turchia (Turca)

**IDENTIFICATION DOCUMENT**

Identity document type: Passport

Identity document number: AB123456

Document Issuing Authority: Consulate of ankara

Date document issue: 30/12/2020

Document expiration date: 31/12/2030

**CONTACTS**

Mobile Phone Number: +90 3497856789

Certified E-mail Address (PEC e-mail):

FAX:

**REGISTERED RESIDENCE ADDRESS**

Street: no street

Street number: 6

ZIP: 12345

Foreign Town / City / Village: Ankara

Country: TURCHIA

Province: Estero

Municipality: Estero

Phone number: 3497856789

**DATA OF HOME INSTITUTION**

Home Institution: Ankara Universitesi

Country of the home institution: INDONESIA

Confirm data Modify data

- for master courses: master.formazionepermanente@unipr.it  
- for PhD courses: dottorati@unipr.it  
- for Postgraduate schools: specializzazioni@unipr.it

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

Identity Management

https://www.idem.unipr.it/index.php?id=registra&passo=6

UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

UNIPR.IT

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

New User Registration

@ Step 5 to 5: Closing Process

Username: 10189044

Password Activation Code: pt1875hj

Write down these values, also sent by e-mail, to be used to activate the first password by going to the [Password Activation page](#)

UNIVERSITÀ DEGLI STUDI DI PARMA  
via Università, 12 - I-43121 Parma  
P.IVA 00308780345  
tel. +390521902111  
email: protocollo@pec.unipr.it

Area Sistemi Informativi

NOW YOU GET:

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

# STEP A

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

UNIPR.IT

HomePage Managing Credentials Other services FAQ (in Italian) Contact us Login

### Activate password

Step 1/3: choose password

Username (\*)

Password Activation Code (\*)

Choose your new password (\*)

Re-enter the password (\*)

I have read the **regulation** (\*)

---

N.B. (\*) Mandatory field

### instructions

Here are a few basic rules for choosing a reasonably secure password:

- Do not recycle a previously used password.
- Include between a minimum of 8 and a maximum of 15 characters.  
**(OBBLIGATORIO)**
- Use a mix of UPPER case and lower case letters, numbers and special characters (i.e. punctuation marks and symbols). **(at least one of the following is MANDATORY: 0123456789!\$%&()\_)**
- Do not use a sequence of more than two consecutive characters present in your email address.
- Do not choose words which are present in any dictionary, in any language, even spelled backwards. There exists software able to crack them.
- Do not choose a word which can be easily linked to the user, e.g. names of family members or pets, or related to personal hobbies.

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

## Activate password

Step 2/3: enter data to retrieve lost password

Question (\*)

Secret answer (\*)

Personal Email Address for password recovery (\*)

Choose the question





Continue

## instructions

Enter the data needed to retrieve your password.  
Check that the email address is correct: if you forget your password, the information you need to retrieve it will be sent to that address.  
Retrieval through SMS text message is currently not available.

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

## Activate password

### Step 3/3: summary

Your password is now active and a confirmation email has been sent to your personal email address.

Should you forget your password, the information you have entered for its retrieval is as follows:

- Answer: Pippo
- Personal email:

### Access to the services

Use the username 10154165 and the password you just choose to access the University's services, e.g.:

- [Students' Registry Office Services \(ESSE3\)](#)

## instructions

*The password you have chosen is now active.  
Should you forget your password, the data for  
its retrieval have been saved.*

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

Servizio di accesso web

https://srv-shibidp-spida.unipr.it/idp/profile/SAML2/Redirect/SSO?execution=e4s1

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Servizio Accesso Web - Per motivi di sicurezza dovresti effettuare il logout e chiudere tutte le finestre del browser quando hai finito di utilizzare servizi che necessitano autenticazione

Username

Password

Non ricordare l'accesso

Accesso

Se non hai username e password né SPID

Registrati

Assistenza

ita eng

Entra con SPID

Informazioni su SPID

> Password dimenticata?

> Password da cambiare?

> Serve aiuto?

Unipr partecipa a:

Idem garr aa

You have to login again.

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



# STEP A

Completamento Dati Anagrafici X

https://unipr.esse3.cineca.it/auth/Logon.do?menu\_opened\_cod=

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Servizi

**Personal data**

On this page you have to click on the button **Completamento Dati Anagrafici Web** to complete any missing registry data. At the end of the process the student menu items will be activated.

In case of difficulties, call number 0521.902050 or write to helpdesk.studenti@unipr.it specifying your personal data (first name, last name, tax number) and the problem found.

Attention!  
For post-graduate courses you will have to contact, in case of difficulties, the secretariats of competence, specifying your data (first name, last name, tax code) and what difficulties you encounter:

- for master write to master.formazionepermanente@unipr.it
- for doctorates write to dottorati@unipr.it
- for specialisation write to specializzazioni@unipr.it

**Personal data**

ALIYE OZTURK

Reserved Area

Logout

Home

Registrar's Office

International mobility

Home Sito Ateneo

https://unipr.esse3.cineca.it/auth/Enrollment/ERiepApplicationFormConfermaForm.do?menu\_opened\_cod=menu\_link-navbox\_registrato

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

# STEP A

Università di UNIPR

https://unipr.esse3.cineca.it/auth/AddressBook/MsgComplAnaPreForm.do

The field **Start date** refers to the date when this address became your permanent address. If you do not know the date, enter the first day of the current year (e.g. 01/01/2015).

Please note that **Current address** stands for a temporary address whenever there may be one, typically it would indicate your address in the University town or in Italy. If this temporary address does not exist yet, the **Current address** necessarily corresponds to the **Permanent address**.

Permanent address

Country*	Turkey
The town entered was not found among those listed.*	Ankara
Post code	12345
Locality	
Address*	no street
Home number*	6
Start date*	01/01/2021
Telephone*	3497856789

if in Italy

(street, square, road)

(dd/mm/yyyy)

Error:Inserire la data di inizio validità

Does it correspond to your current address?\*  Yes  No

Previous Next

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

# STEP A

Università di UNIPR

https://unipr.esse3.cineca.it/AddressBook/IndirizziDomForm.do

### Enter:contact details

Enter or edit your contact details in order to receive information from, or be contacted by the University.

Contact details

**Postal address\***  Permanent address  Current address

N.B:choose the type of application

**Email**

**Certified email**

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

**International phone code**

**International phone code**   
(international dialling code - number)

**Mobile phone number**   
Maximum length 16 characters

Legend:  
\* Mandatory Field

Previous Next

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

# STEP A

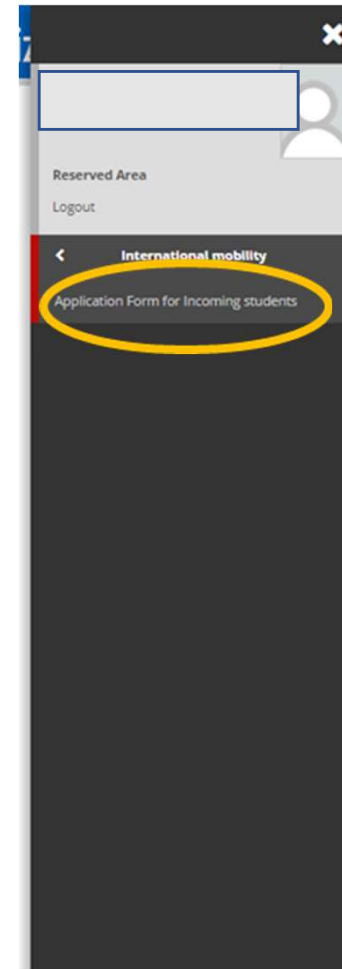
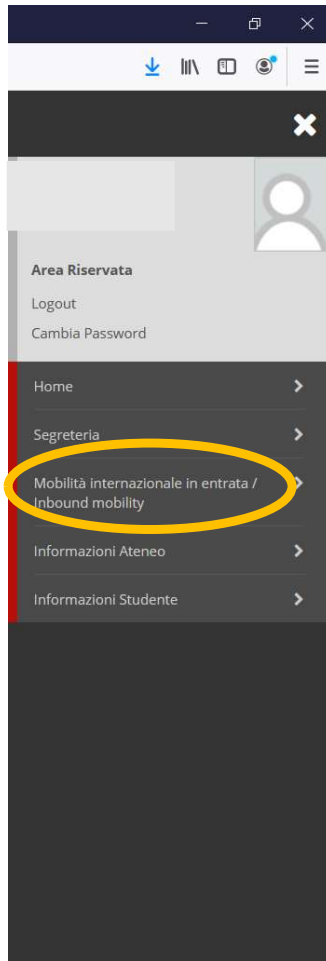
The screenshot shows a web browser window with the URL <https://unipr.esse3.cineca.it/auth/studente/HomePageRegistrato.do>. The page header features the University of Parma logo and the text "UNIVERSITÀ DI PARMA il mondo che ti aspetta" on the left, and "Servizi online" with a menu icon on the right. The main content area is titled "Registered User - Welcome ALIYE OZTURK". Below this, there are two instructions: "In HOME you can see/modify your personal data." and "In REGISTRY OFFICE you can see/enter/modify your administrative data." A section titled "Personal data" with a "Hide" dropdown is shown. It contains a form with the following fields:

Photo	
Name and Family Name	ALIYE OZTURK
Permanent address	no street, 6 12345 tel:3497856789
Current address	no street, 6 12345 tel: 3497856789
Email	<input type="text"/>
University email	
Mobile phone	+90 3497856789 (operatore)

Each address, email, and mobile phone field has a "modify" link next to it.

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»

# STEP B

Application Form for Incoming Students

Attraverso le pagine seguenti potrai procedere con la registrazione al sito. Al termine ti saranno consegnati un nome utente e un codice di accesso che ti permetteranno di accedere al sistema per modificare i tuoi dati e accedere ai servizi offerti.

Activity	Section	Info	Status
A - Selezione Bando di Iscrizione			
	Selezione nazione dell'ateneo di provenienza del Bando di Mobilità Incoming		
	Selezione dell'ateneo di provenienza del Bando di Mobilità Incoming		
	Selezione del Bando di Mobilità Incoming		
	Selezione del Destinazione del Bando di Mobilità Incoming		
	Selezione del Corso di Studio di Iscrizione del Bando di Mobilità Incoming		
	Selezione del Percorso di Studio di Iscrizione del Bando di Mobilità Incoming		
	Riepilogo dei dati immessi durante l'azione di scelta del Bando di Mobilità.		
B - Titoli di accesso			
	Dettaglio Titoli di Accesso		
C - Immatricolazione per Mobilità			
	Immatricolazione per mobilità		
	Riepilogo Immatricolazione per mobilità		
D - Riepilogo dell'immatricolazione per mobilità			
	Riepilogo Immatricolazione per mobilità		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Application Form for Incoming Students

Home Sito Ateneo

Informative utilizzo cookie | © CINECA

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

# STEP B

Univerità di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ESceBandoMsgPreForm.do

80%

Program Selection: **Origin Institution Country**

Select a Origin Institution Country

Origin Institution Country

- ARMENIA
- AUSTRALIA
- Bolivia
- Brazil
- Colombia
- ETHIOPIA
- HONDURAS
- India
- IRAN, ISLAMIC REPUBLIC
- Japan
- JORDAN
- KINGDOM OF THAILAND
- MALAYSIA
- MOROCCO
- Nigeria
- Non definita-
- OMAN
- PALESTINIAN TERRITORY
- REPUBLIC OF ARGENTINA
- REPUBLIC OF CAMEROON
- REPUBLIC OF CHILE
- REPUBLIC OF CHINA
- REPUBLIC OF ECUADOR
- REPUBLIC OF KOREA

Legend:

- Mandatory Field
- Checklist

SELECT THE COUNTRY OF YOUR HOME INSTITUTION

# STEP B

Università di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ESceBandoAteProvForm.do

UNIVERSITÀ DI PARMA  
Il mondo che ti aspetta

Servizi online

Program Selection **Select Institution of Origin**

Select Institution of Origin

Institution of Origin

Academy of Economics Studies of Moldova

Back Forward

Legend:

- ★ Mandatory Field
- Checklist

Home Sito Ateneo

Informativa utilizzo cookie | © CINEGA

SELECT YOUR HOME INSTITUTION



# STEP B

Università di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ESceBandoForm.do

UNIVERSITÀ DI PARMA  
Il mondo che ti aspetta

Servizi online

Program Selection: Program Selection

The page shows the form to select a Program

**Data Entered**

Institution of Origin: Academy of Economics Studies of Moldova

**Program Selection**

Program	Institution of Origin	Type of Program	Project
<input checked="" type="radio"/> OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022	Academy of Economics Studies of Moldova	ACCORDI BILATERALI	Programma OVERWORLD - Azione 1

Back Forward

Legend:

- Mandatory Field
- Checklist

Home Sito Ateneo

Informativa utilizzo cookie | © CINECA

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

# STEP B

The screenshot shows a web browser window with the URL <https://unipr.esse3.cineca.it/auth/Enrollment/ESceBandoDestForm.do>. The page header includes the University of Parma logo and the text "UNIVERSITÀ DI PARMA Il mondo che ti aspetta" and "Servizi online". The main content area is titled "Program Selection: Program Origin Selection" (the latter is circled in yellow). Below the title, it says "The page shows the form to select the Program Origin".

**Data Entered**

Institution of Origin:	Academy of Economics Studies of Moldova
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1

**Program Origin Selection**

Select	Program Origin	Area	Departmental coordinator:	Institutional coordinator:
<input checked="" type="radio"/>	Academy of Economics Studies of Moldova	Economics		

At the bottom of the form are "Back" and "Forward" buttons. A legend on the right side indicates that a red star (\*) denotes a "Mandatory Field" and a clipboard icon denotes a "Checklist". The footer of the page contains "Home Sito Ateneo" and "Informativa utilizzo cookie | © CINECA".

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

# STEP B

The screenshot shows a web browser window with the URL <https://unipr.esse3.cineca.it/auth/Enrollment/ESceBandoCdsForm.do>. The page header includes the Università di Parma logo and the text "SERVIZI ONLINE". The main content area is titled "Program Selection: Resume" and contains a form with the following data:

Data Entered	
Institution of Origin:	Academy of Economics Studies of Moldova
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1
Origin:	Academy of Economics Studies of Moldova
Area:	Economics
Departmental coordinator:	
Institutional coordinator:	
Level of Study:	Ambito di Mobilità: Accordi bilaterali
Department:	NESSUNA FACOLTA
Course of Study:	Programma OVERWORLD - Azione 1
Field of Study:	comune

Below the form are two buttons: "Back" and "Forward". A red arrow points to the "Back" button, and a green arrow points to the "Forward" button. To the right of the form is a legend with a red star icon for "Mandatory Field" and a checklist icon for "Checklist".

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

# STEP B

Università di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ElmmMobilmnMsgPreForm.do

### Application Form for Incoming Students

The page shows the required datas for the Application Form

**Legend:**  
Checklist

**Origin**

Institution of Origin:	Academy of Economics Studies of Moldova
Origin:	Academy of Economics Studies of Moldova
ERASMUS Code:	254MOLDOVA002
Area:	Economics

**Destination**

Academic Year:	2020
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Level of Study:	Ambito di Mobilità: Accordi bilaterali
Department:	NESSUNA FACOLTA
Course of Study:	Programma OVERWORLD - Azione 1

**Period of Study**

Academic Year	2021/2022
Planned arrival date*	06/09/2021 <small>(gg/mm/aaaa)</small>
Planned departure date*	04/07/2022 <small>(gg/mm/aaaa)</small>
Expected duration*	11
Period of Study*	Annuale

Back Forward

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

# STEP B

Univerità di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ElmmMobilInConfermaForm.do

### Application Form for Incoming Students

The page shows the Application Form Datas

**Legend:**  
Checklist

**Origin**

Institution of Origin:	Academy of Economics Studies of Moldova
Origin:	Academy of Economics Studies of Moldova
ERASMUS Code:	254MOLDOVA002
Area:	Economics

**Destination**

Academic Year:	2020
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Level of Study:	Ambito di Mobilità: Accordi bilaterali
Department:	NESSUNA FACOLTA
Course of Study:	Programma OVERWORLD - Azione 1

**Period of Study**

Academic Year	2021/2022
Planned arrival date	06/09/2021
Planned departure date	04/07/2022
Expected duration	11
Period of Study	Annuale

Back Forward

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

# STEP B

Università di UNIPR

https://unipr.esse3.cineca.it/auth/Enrollment/ERiepApplicationFormConfermaForm.do

UNIVERSITÀ DI PARMA  
Il mondo che ti aspetta

Servizi online

### Application Form for Incoming Students

The page shows the Application Form Datas.

#### Origin

Institution of Origin:	Academy of Economics Studies of Moldova
Origin:	Academy of Economics Studies of Moldova
ERASMUS Code:	254MOLDOVA002
Area:	Economics

#### Destination

Academic Year:	2020
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Level of Study:	Ambito di Mobilità: Accordi bilaterali
Department:	NESSUNA FACOLTA
Course of Study:	Programma OVERWORLD - Azione 1

#### Period of Study

Academic Year	2021/2022
Planned arrival date	06/09/2021
Planned departure date	04/07/2022
Expected duration	11
Period of Study	Annuale

Print

NOW YOU CAN PRINT IT.

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

# STEP B

Academic year 2021/2022



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

## 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

## 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: .....

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

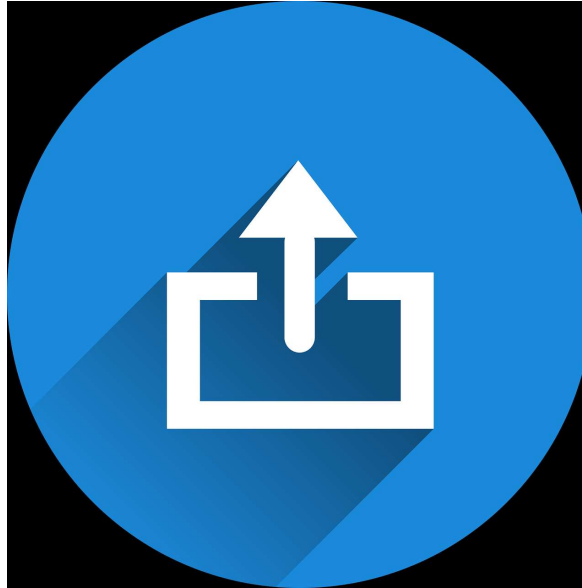
Student's Signature .....

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

# 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:



# STEP C

Università di UNIPR

https://unipr.esse3.pp.cineca.it/auth/Enrollment/ERiepApplicationFormConfermaForm.do

**UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Application Form for Incoming Students

The page shows the Application Form Datas.

**Origin**

Institution of Origin:	EAST CHINA UNIVERSITY OF POLITICAL SCIENCE AND LAW
Origin:	EAST CHINA UNIVERSITY OF POLITICAL SCIENCE AND LAW
ERASMUS Code:	314CINA003
Area:	Law

**Destination**

Academic Year:	2020
Type of Program:	ACCORDI BILATERALI
Project:	Programma OVERWORLD - Azione 1
Program:	OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022
Level of Study:	Ambito di Mobilità: Accordi bilaterali
Department:	NESSUNA FACOLTA
Course of Study:	Programma OVERWORLD - Azione 1

**Period of Study**

Academic Year	2021/2022
---------------	-----------

Registrar's Office

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

Reserved Area

Logout

Change Password

Registrar's Office

Entrance exam

Assessment test

State Exams

Enrolment

Self-certification

Payment

150 hours

Atti Carriera

documents uploaded

# STEP C

The screenshot shows a web browser window with the URL <https://unipr.esse3.pp.cineca.it/auth/Enrollment/EElencoAllegati.do>. The page header includes the University of Parma logo and the text "UNIVERSITÀ DI PARMA il mondo che ti aspetta" and "Servizi online".

### Attachments enrollment form

In this page you have to upload the document you have indicated in the registration procedure. You must also upload the tax code, except for non-EU citizens residing abroad if you do not have it. If you have opted for the part-time mode (Part-Time), after downloading and filling in the **A51** form, you will have to upload the aforementioned form. If you are enrolling in a Master of Science program and/or you want to apply for the recognition of teaching activities carried out in another degree program, you must upload the document relating to your 'previous career', closed for degree achievement, renunciation, transfer, forfeiture, etc. ....

**First and second cycle degree courses – single cycle degree courses** – If you are experiencing problems, please dial 0521.902050 or send an e-mail to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your name, surname, tax identification code and what problems you are experiencing.

**Post-graduate courses** – If you are experiencing problems, you must contact the competent secretariats, specifying your name, surname, tax identification code and what problems you are experiencing:

- Post graduate Masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- PhDs [dottorati@unipr.it](mailto:dottorati@unipr.it)
- Schools of Specialization [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- Advanced courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

A blue arrow points from the text above to the table below.

#### Lista allegati

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Data di inserimento	Azioni
Certificate of registration	2		0				<a href="#">Inserisci Allegato</a>

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

# STEP C

Allegati Carriera Studente, Univ... +

https://unipr.esse3.pp.cineca.it/auth/Enrollment/EElencoAllegati.do

67%

Post-graduate courses – If you are experiencing problems, you must contact the competent secretariats, specifying your name, surname, tax identification code and what problems you are experiencing:

- Post graduate Masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- PhDs [dottorati@unipr.it](mailto:dottorati@unipr.it)
- Schools of Specialization [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- Advanced courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Lista allegati

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Data di inserimento	Azioni
Certificate of registration	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Copy of passport	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Declaration italian language	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Transcript of records	2	<span style="color: yellow;">●</span>	0				<a href="#">Inserisci Allegato</a>
Learning Agreement	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Vaccination Certificates	2	<span style="color: yellow;">●</span>	0				<a href="#">Inserisci Allegato</a>

[Previous](#) [Next](#)

Upload Allegati non obbligatorio

- Details
- Modifica
- Elimina
- Information

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

# 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 Records

Double Degree:

- Transcript of Records
- High school Diploma – for bachelor students
- Diploma supplement – for master students

# STEP C

 **UNIVERSITÀ DI PARMA**  
il mondo che ti aspetta

Servizi online 

Attachments enrollment form

upload the document indicated The supported formats are Pdf, jpeg, Bmp.

Dettaglio documento



**Titolo:\*** Certificate of registration at home university

**Descrizione:\*** Certificate of registration at home university

Caratteri rimanenti: 209

**Allegato:\***  WS - APPLICATION SIGNED.pdf

**Legend:**

-  Mandatory Field
-  Checklist

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



## Attachments enrollment form

In this page you have to upload the document you have indicated in the registration procedure. You must also upload the tax code, except for non-EU citizens residing abroad if you do not have it. If you have opted for the part-time mode (Part-Time), after downloading and filling in the **ASI** form, you will have to upload the aforementioned form. If you are enrolling in a Master of Science program and/or you want to apply for the recognition of teaching activities carried out in another degree program, you must upload the document relating to your 'previous career', closed for degree achievement, renunciation, transfer, forfeiture, etc. ....

**First and second cycle degree courses - single cycle degree courses** - If you are experiencing problems, please dial 0521.902050 or send an e-mail to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your name, surname, tax identification code and what problems you are experiencing.

**Post-graduate courses** - If you are experiencing problems, you must contact the competent secretariats, specifying your name, surname, tax identification code and what problems you are experiencing:

- Post graduate Masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- PhDs [dottorati@unipr.it](mailto:dottorati@unipr.it)
- Schools of Specialization [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- Advanced courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

### Lista allegati

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Data di inserimento	Azioni
Certificate of registration	2	<span style="color: green;">●</span>	1				<a href="#">Inserisci Allegato</a>
				Certificate of registration at home university	Certificate of registration at home university	04/05/2022 14:02:53	
Copy of passport	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Declaration italian language	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>
Transcript of records	2	<span style="color: yellow;">●</span>	0				<a href="#">Inserisci Allegato</a>
Learning Agreement	2	<span style="color: red;">●</span>	0				<a href="#">Inserisci Allegato</a>

### Legend:

#### Checklist

- Upload Allegati effettuato
- Upload Allegati obbligatorio
- Upload Allegati non obbligatorio

#### Details

#### Modifica

#### Elimina

#### Information

YOU CAN CHECK IF THE FILE HAS BEEN UPLOADED CORRECTLY

# STEP C

Lista allegati

Tipologia di allegato	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Data di inserimento	Azioni
Certificate of registration	2	<span style="color: green;">●</span>	1				<a href="#">Inserisci Allegato</a>
				Certificate of registration at home university	Certificate of registration at home university	04/05/2022 14:02:53	
Copy of passport	2	<span style="color: green;">●</span>	1				<a href="#">Inserisci Allegato</a>
				Copy of passport	Copy of passport	04/05/2022 14:05:02	
Declaration Italian language	2	<span style="color: green;">●</span>	1				<a href="#">Inserisci Allegato</a>
				Declaration of Italian language competence	Declaration of Italian language competence	04/05/2022 14:05:16	
Transcript of records	2	<span style="color: orange;">●</span>	0				<a href="#">Inserisci Allegato</a>
Learning Agreement	2	<span style="color: green;">●</span>	1				<a href="#">Inserisci Allegato</a>
				Learning Agreement	Learning Agreement	04/05/2022 14:05:27	
Vaccination Certificates	2	<span style="color: orange;">●</span>	0				<a href="#">Inserisci Allegato</a>

Previous [Next](#)

Information

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



# STEP C

The screenshot shows a web browser window with the URL <https://unipr.esse3.pp.cineca.it/auth/studente/HomePageRegistrato.do>. The page header includes the University of Parma logo and the text "UNIVERSITÀ DI PARMA il mondo che ti aspetta" and "Servizi online". The main content area is titled "Registered User -" and contains two sections: "Personal data" and "Status Studente".

**Personal data**

Photo	
Name and Family Name	
Permanent address	Arabaci Alani Neighborhood, Alanici Street, Apartment no:31, Floor:3, 31 tel:+905079649140 <a href="#">modify</a>
Current address	Talatpasa Neighborhood, Sahin Street, Apartment no:6, Floor:4, 6 tel: +905079649140 <a href="#">modify</a>
Indirizzo di fatturazione	Non dichiarato <a href="#">modifica</a>
Email	yarencolakoglu@gmail.com <a href="#">modify</a>
University email	

**Status Studente**

Anno Accademico: **2021/2022**  
Anno di Regolamento: **2021**  
Stato Carriera: **attivo**

Corso: **Programma OVERWORLD - Azione 1**  
Facoltà: **NESSUNA FACOLTA**  
Percorso: **comune - PDS0-2016**  
Classe:

Durata: anni	Anno di corso: 1°
--------------	-------------------

Ordinamento: 2016 Normativa: ALTRO

Data immatricolazione: 24/05/2021

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



# 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



YOUR APPLICATION IS  
COMPLETED



UNIVERSITÀ DI PARMA

[www.unipr.it](http://www.unipr.it)