

# 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					

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



#### 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

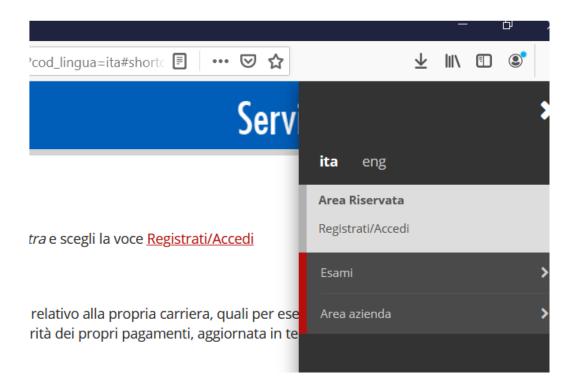
#### PRESENTAZIONE DEI PIANI DI STUDIO

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

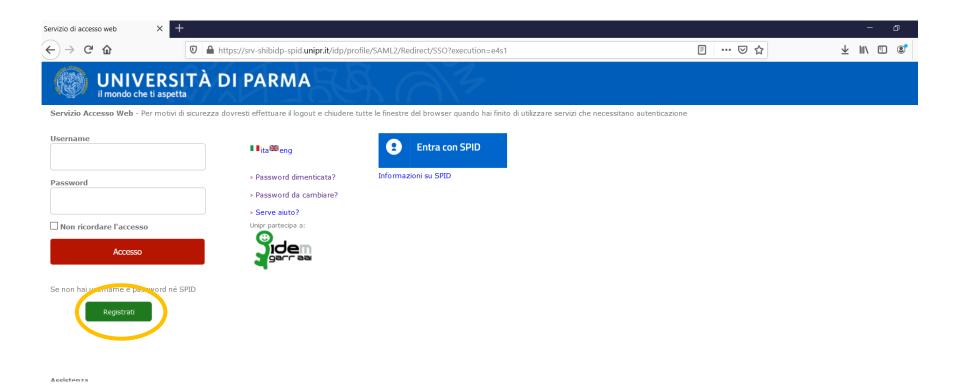
Gli studenti in corso sono chiamati a compilare i questionari di valutazione della didattica degli insegnamenti previsti nel proprio libretto per l'anno corrente.





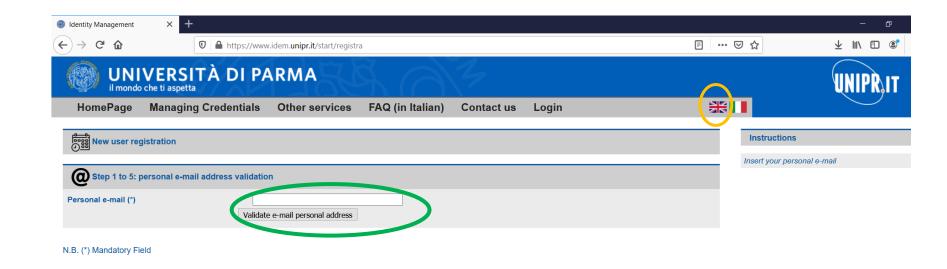
SELECT «REGISTRATI/ACCEDI»
In this moment you could use the Italian menu





CLICK ON THE GREEN BUTTON «REGISTRATI»





NOW YOU CAN SWITCH THE PAGE IN ENGLISH (orange circle)

And

WRITE YOUR E-MAIL ON THE DEDICATED BOX (Step 1) and CLICK

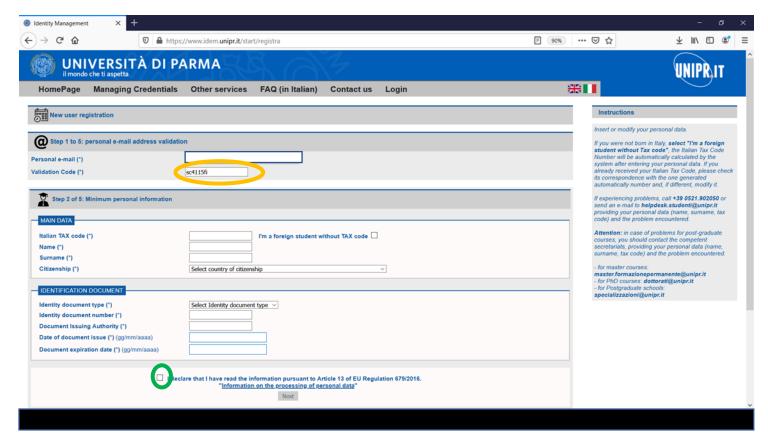
ON «VALIDATE E-MAIL PERSONAL ADDRESS» (green circle)





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



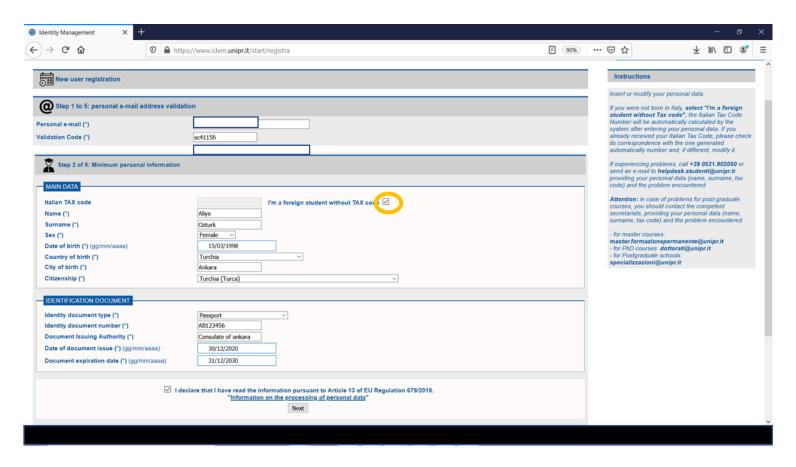


...AND **PASTE IT** ON THE «VALIDATION CODE» FIELD (orange circle).

NOW YOU CAN **ENTER YOUR DATA**, THE SAME YOU HAVE ON YOUR ID CARD/PASSPORT.

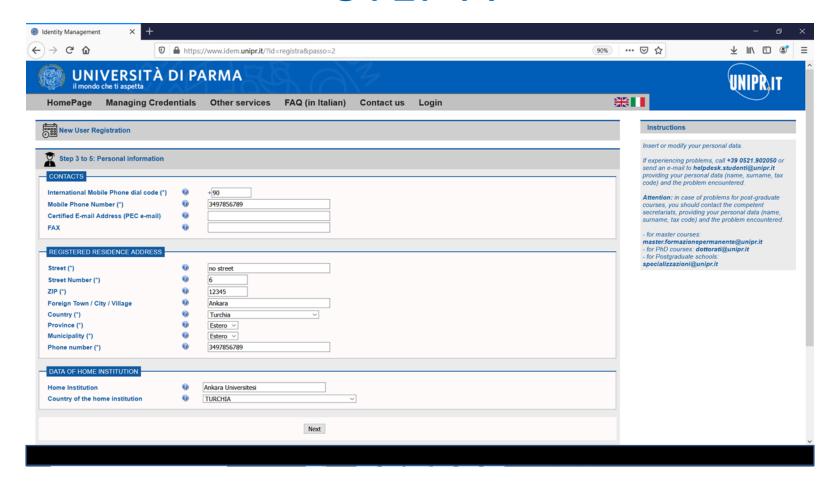
DO NOT FORGET TO **FLAG THE BOX** AT THE END OF THE PAGE (green circle)





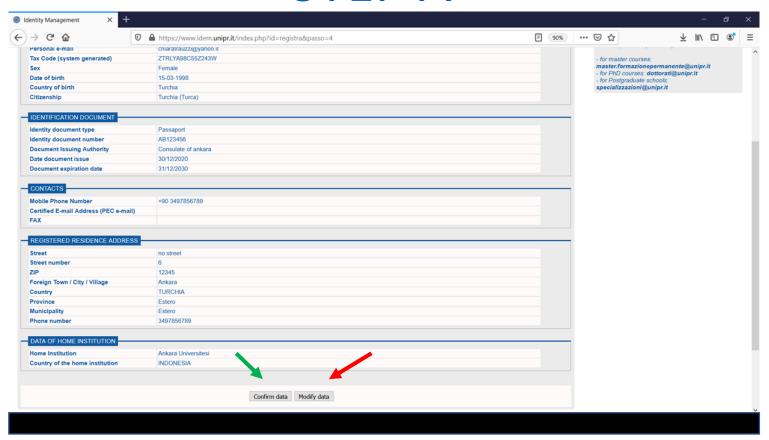
Just an example
TICK THE ORANGE BOX — USUALLY NON-ITALIAN CITIZENZ DOESN'T HAVE A TAX CODE
INSERT YOUR DATA ON FIELDS WITH ASTERISKS AND CLICK ON «NEXT»





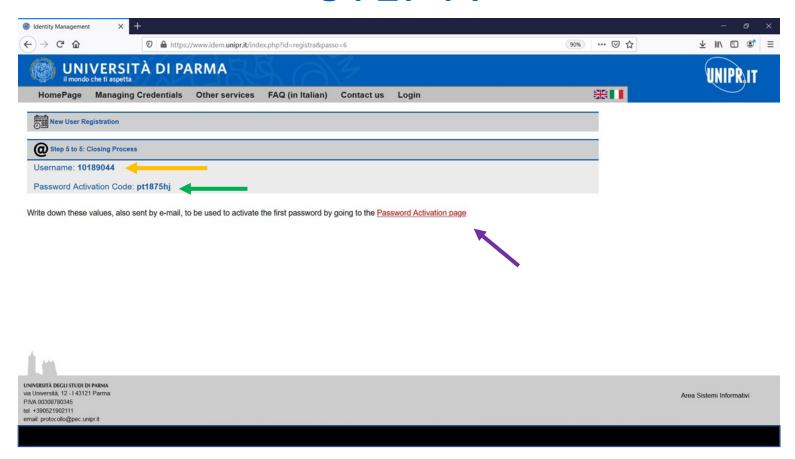
Just an example THEN CLICK ON «NEXT»





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





#### **NOW YOU GET:**

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



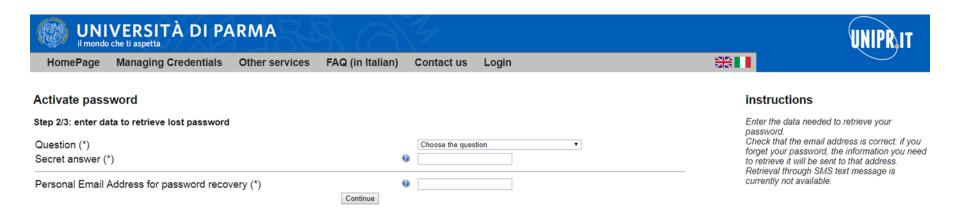
UNIVERSITÀ DI PA	ARMA	A A	3			UNIPR <sub>,</sub> IT
HomePage Managing Credentials	Other services	FAQ (in Italian)	Contact us	Login	<b>※Ⅲ</b>	
Activate password Step 1/3: choose password					instruction: Here are a few b reasonably secu	pasic rules for choosing a
Username (*) Password Activation Code (*) Choose your new password (*) Re-enter the password (*) I have read the regulation (*)	0	Continue			Include bets maximum on (OBBLIGAT  Use a mix or letters, num punctuation one of the 6 O12345678  Do not use consecutive address.  Do not choo any dictional backwards. crack them. Do not choo linked to the	If UPPER case and lower case bers and special characters (i.e. marks and symbols), (at least bllowing is MANDATORY;

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

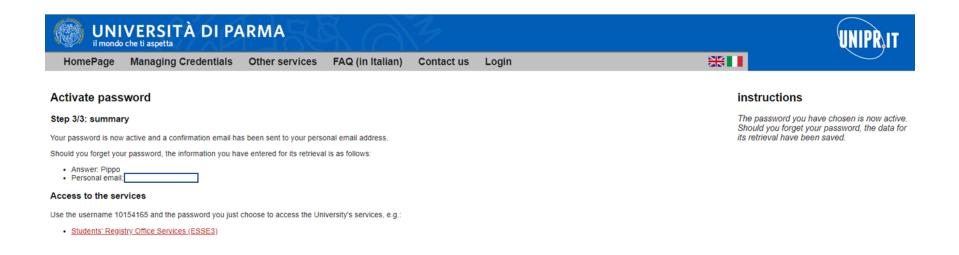
PUT THE USERNAME AND THE PASSWORD ACTIVATION CODE ON THE RESPECTIVE FIELDS. NOW YOU CAN CHOOSE YOUR PASSWORD – FIND ON THE RIGHT SOME SUGGESTIONS TO CHOOSE IT.

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



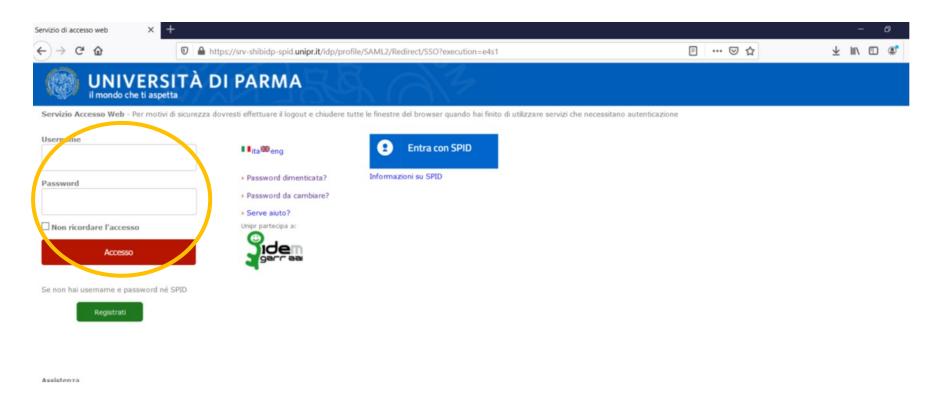


THE SYSTEM ASKS YOU TO CHOOSE ALSO A QUESTION AND A SECRET ANSWER.
IN CASE YOU WILL LOSE YOUR PASSWORD, THE SYSTEM WILL ASK YOU TO INSERT THOSE DATA
TO HELP YOU RESTORE IT FASTER.
CHOOSE THEM AND DON'T LOSE THEM!
CLICK ON CONTINUE.



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

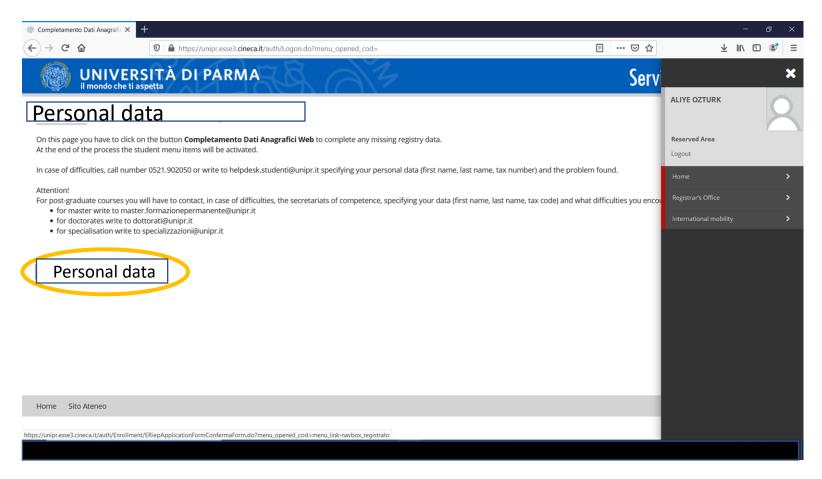




You have to login again.

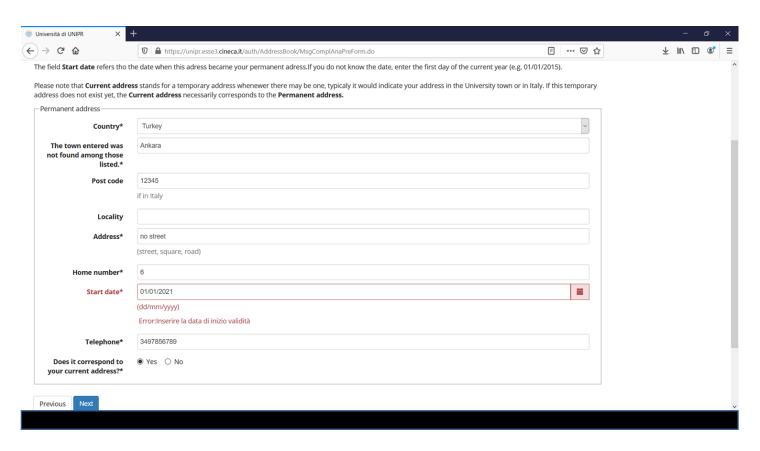
Write the USERNAME you have received by e-mail and the PASSWORD you have chosen a few minutes ago.





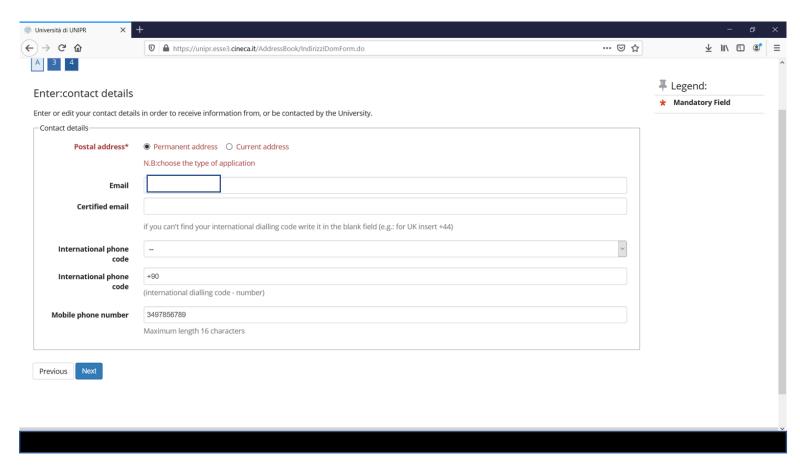
ONE LAST STEP: COMPLETE YOUR DATA CLICK ON THE BLUE BUTTON (orange circle)





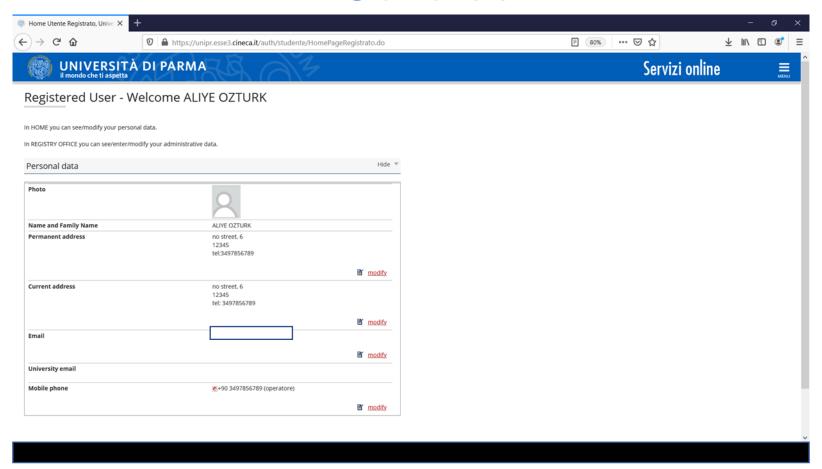
COMPLETE DATA IN RED FIELDS
AS «START DATE» YOU CAN PUT 01/01/2021
THEN CLICK ON THE BLUE «NEXT» BUTTON





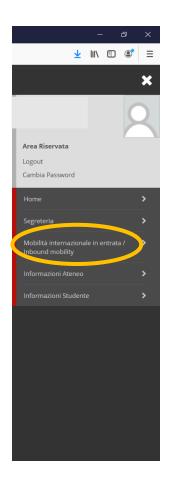
COMPLETE DATA IN RED FIELDS
AS «POSTAL ADDRESS» YOU CAN SELECT «PERMANENT ADDRESS»
THEN CLICK ON THE BLUE «NEXT» BUTTON

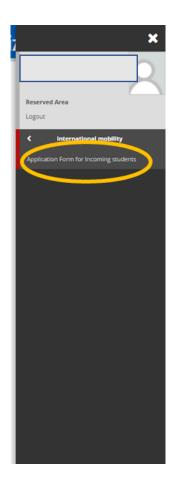




AFTER COMPLETION YOU WILL OBTAIN A RECAP PAGE NOW YOU CAN MOVE TO STEP B, THE APPLICATION

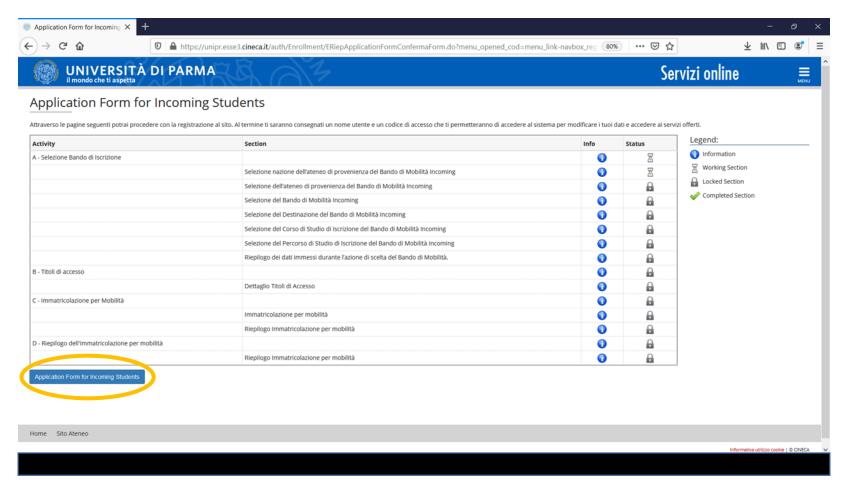






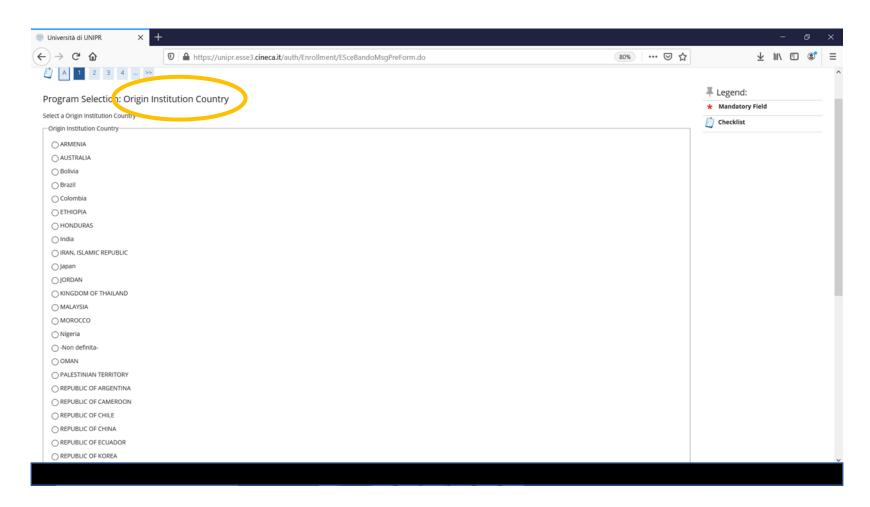
SELECT THE HAMBURGER MENU, CHOOSE «INBOUND MOBILITY» THEN «APPLICATION FOR INCOMING STUDENTS»





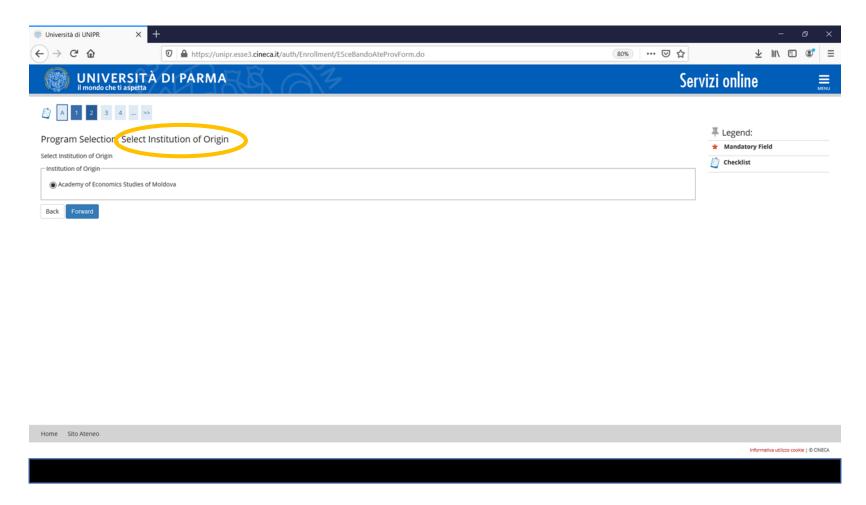
CLICK ON THE BLUE BUTTON «APPLICATION FORM FOR INCOMING STUDENTS»





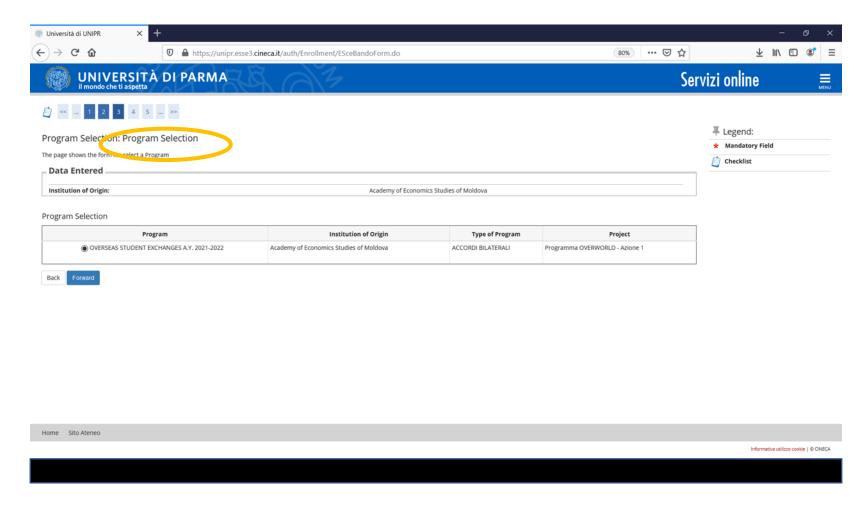
SELECT THE COUNTRY OF YOUR HOME INSTITUTION





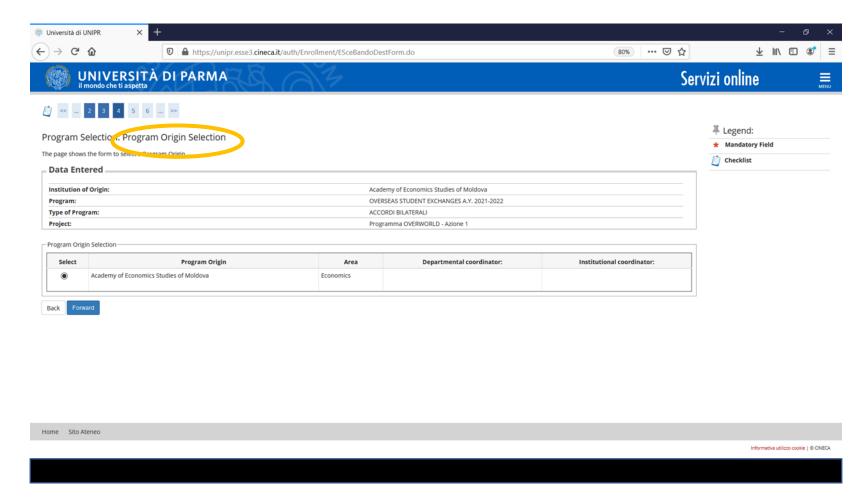
#### **SELECT YOUR HOME INSTITUTION**





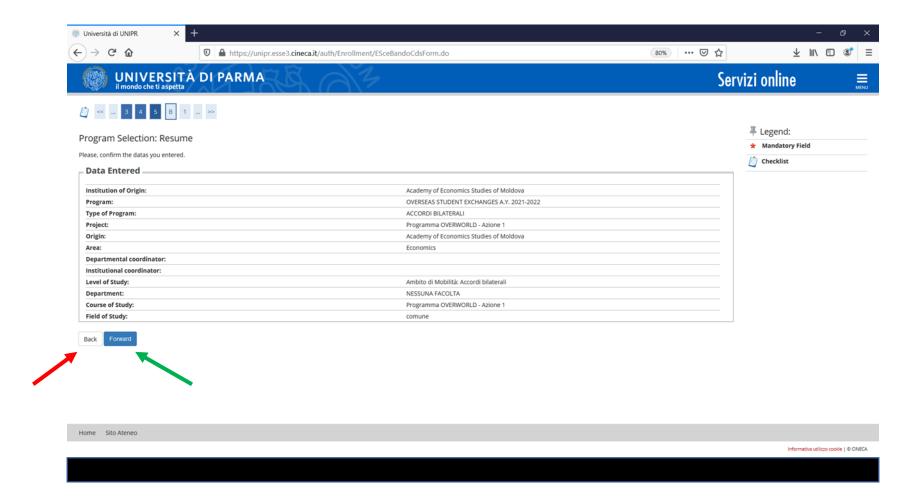
SELECT YOUR EXCHANGE PROGRAMME: ERASMUS+, OVERSEAS, DOUBLE DEGREE





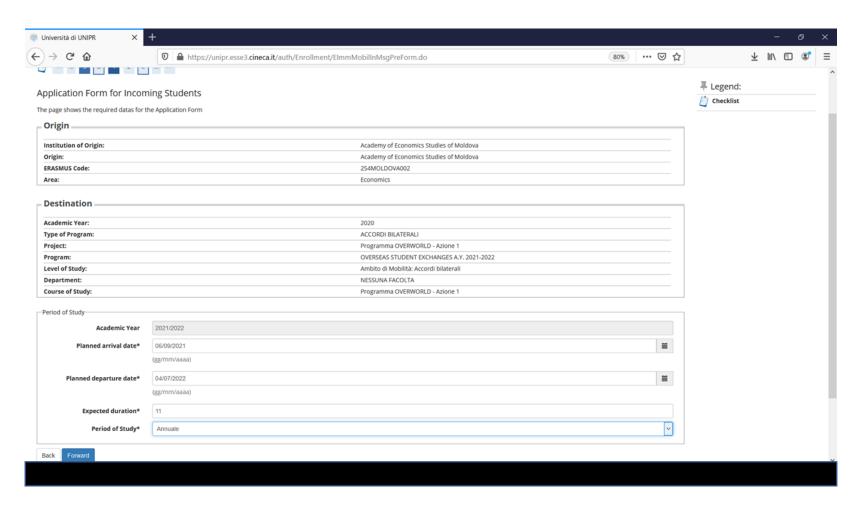
SELECT YOUR HOME INSTITUTION OR FIELD OF STUDY (depending on the Exchange Programme)





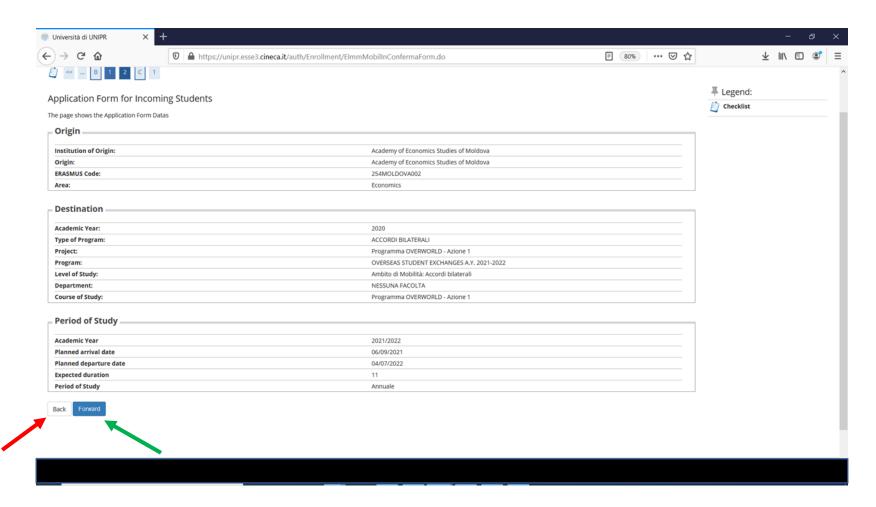
IF DATA ARE RIGHT CLICK ON FORWARD; IF DATA ARE WRONG CLICK ON BACK





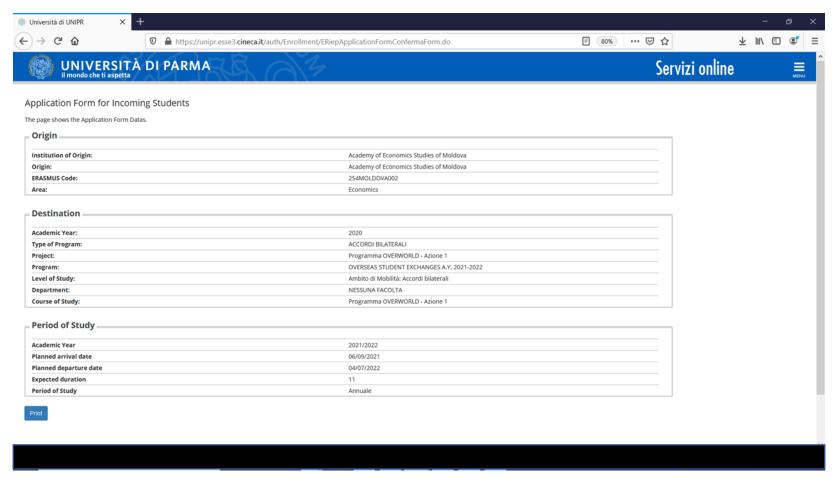
COMPLETE THE FIELD WITH ASTERISKS
DATES AND DURATION ARE ONLY «PLANNED», ARE NOT DEFINITIVE





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





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



Academic year 2021/2022

STUDENT'S PHOTO

UNIVERSITY OF PARMA (ITALY) Via Universita', 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:

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 .....

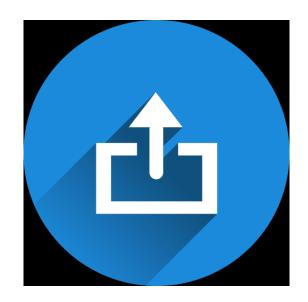
THE STUDENT IS ACCEPTED AS 2021/2022 INCOMING STUDENT IN THE FRAME OF: OVERSEAS STUDENT EXCHANGES A.Y. 2021-2022

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



Page 2

#### STEP C



Now you can send application files to incoming@unipr.it 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

#### **JUST A RECAP**

#### ALL APPLICANTS MUST SEND to <a href="mailto:incoming@unipr.it">incoming@unipr.it</a>:

- ID CARD/PASSPORT
- LEARNING AGREEMENT signed at least by you and your Home Responsible
- + 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



#### ONLY FOR MEDICINE STUDENTS

DO NOT FORGET THAT MEDICINE STUDENTS HAVE TO SEND:

- VACCINATION CERTIFICATE
- COVID VACCINATION CERTIFICATE

TO <u>SERVIZIO DI MEDICINA PREVENTIVA</u> OF THE UNIVERSITY OF PARMA via e-mail: <u>smedprev@unipr.it</u>





# YOUR APPLICATION IS COMPLETED



www.unipr.it