



**UNIVERSITÀ  
DI PARMA**

**ESSE3  
ONLINE ENROLMENT GUIDE TO OPEN  
ACCESS COURSES  
A.Y. 2024/2025**

**ESSE3  
ONLINE ENROLMENT GUIDE  
TO OPEN ACCESS COURSES**

**A.Y. 2024/2025**

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<b>Distributed to:</b>	<i>Prospective students of the University of Parma</i>



## SUMMARY

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## MAIN STEPS OF THE ENROLMENT PROCESS

The enrolment procedure for open-access courses at the University of Parma is structured in the following 4 steps:

**Step 1: Registration on the University system and credential activation**

**Step 2: Enrolment in a study course**

**Step 3: First fee payment**

**Step 4: Enrolment confirmation**

### **Step 1: Registration on the University system and credential activation**

Through the registration process you will be able to obtain credentials to access the university information system (ESSE3).

If you already have the above credentials, you do not have to register again. In case of loss of your personal password, it is highly recommended to request its recovery as soon as possible at the following link: [www.unipr.it/servizi/servizi-line/password](http://www.unipr.it/servizi/servizi-line/password)

To know in detail the registration procedures, you can take a look at this website:

<https://www.unipr.it/registrazione>

#### **ATTENTION!**

If you are **OF LEGAL AGE** and with **ITALIAN CITIZENSHIP** (Italian citizen or Tax code with Italian place of birth) you must register with SPID credentials (Public Digital Identity System) by accessing the link <https://unipr.esse3.cineca.it> by selecting "Register/login" and then "enter with SPID" to be automatically addressed to the University services portal where you will have to register your data.

If you are **NOT AN ITALIAN CITIZEN** or you are an **ITALIAN CITIZENSHIP BUT UNDERAGE**, you can register to the university information system at this link: <https://www.idem.unipr.it/start/registra>



## Step 2: Enrolment in a study course

After activating your credentials, connect to the online procedure site <http://unipr.esse3.cineca.it>

**(ATTENTION! Be aware that, on the 16<sup>th</sup> July, the SPID system will not be active** in order to allow a better functioning of the platform. On this day it will not be possible to register and the access will be allowed only by using the credentials of the University).

**If the number of accesses to the system is very high**, you may be placed in the waiting list; in this case the following page will appear, showing you your position in the queue that will be updated every ten seconds; Once you'll reach your turn you will automatically be redirected to the system.

The screenshot shows the University of Parma online enrolment system interface. At the top, there is a blue header with the university logo and name, and the slogan "il mondo che ti aspetta". On the right side of the header, it says "Servizi online". Below the header, there are language options "ITA" and "ENG". The main content area displays the message "Sei in attesa di accedere al sistema." followed by "Davanti a te ci sono 6 persone;". Below this, there is a note: "Non chiudere né ricaricare la pagina per non perdere la priorità acquisita. L'elevato numero di accessi è causato dall'apertura delle immatricolazioni." The interface features a circular progress indicator on the left showing the number "6" and a horizontal progress bar on the right. A red location pin icon is positioned above the progress bar, with "45%" written above it. A blue arrow icon is at the end of the progress bar.



Press **Register/Login** and enter your login credentials to access your **RESERVED AREA**.

**Personal Area**

To register and/or access the reserved area, open the **drop-down menu** that can be activated by clicking on the icon (consisting of three horizontal lines) at the top right and choose the item [Register/Login](#)

**REGULARITY OF PAYMENTS**

We remind you that you must be up-to-date with the payment of university fees according to the deadlines in order to carry out any act relating to your career, such as, for example, registration and sitting exams, career passages, transfers, registration of internships, final test, etc... On your personal page of ESSE3 you can check the regularity of your payments, updated in real time, or finalizing any payment using the PagoPA system. For information, please contact the relevant student secretariat.

**LOST USERNAME OR PASSWORD**

[Username recovery](#)  
[Password recovery](#)

Inside your personal area, click the three-bar menu icon on the right. Open the **Registrar's Office menu** and click on **enrolment**.

**Registrar's Office**

- Registrations
- Admission test
- Evaluation test
- State Exams
- Enrolment**
- Exemptions
- Self-certification



On the page that opens, click the **Online Enrolment button**, to begin the registration procedure to the study course of your interest.

First of all, choose the type of application you want to submit from those available in the section **Choice type of enrolment application**.



After that, select the **type of course** (degree course, master's degree course or single cycle master's degree course).

Enrolment: Type of degree course

Choose the type of course you wish to enrol on.

Attention: if you have not checked the specific requirements for enrolment on the course's webpage, you are advised to exit the enrolment process by clicking on [logout](#).

Once you have found all the information necessary on the course's webpage, you can enter again using the same credentials (username e password) and complete your enrolment.

First and second cycle degree courses – single cycle degree courses: in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- doctorates: [dottorati@unipr.it](mailto:dottorati@unipr.it)
- graduate schools: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses: [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Type of degree course

Post Riforma\*  DEGREE COURSE  
 SPECIALISTIC DEGREE COURSE 5 years

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

In the next page, select the **study course** you want to enroll in.

Enrolment: degree course

Choose the course you wish to enrol on.

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- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Department	Degree course
Department of Mathematical, Physical and Computer Sciences	
	<input checked="" type="radio"/> MATHEMATICS

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



Check if the data are correct and click **Confirm** to continue or click **Previous** to make any changes.

Enrolment: confirm degree course

The information you have entered is summarised in the table below. If it is correct click on Confirm, otherwise click on Previous and correct where necessary.

Summarised data

Type of application	Immatricolazione standard
Type of degree course	DEGREE COURSE
Academic year	2023/2024
Degree course	MATHEMATICS
Curriculum	Generale

## Insertion of residence permit (only for extra-EU students)

If you are a non-EU student, enter your residence permit details or check any residence permits listed above.

For the insertion click on 'Insert new residence permit'.

To **change/cancel** any residence permits listed above, click on the related edit icon or on the trash icon.

**ATTENTION!** If you have not arrived in Italy yet, you can insert a copy of the Visa or Visa Application submitted to the competent Embassy.

Residence Permits

This page contains all Residence Permits. From this page you can:

- Insert a new Residence Permit click on 'Insert new Residence Permit'.
- Check the details concerning the Residence Permit already inserted and, if necessary, edit them by the pencil icon.
- Delete the Residence Permit already inserted by the recycle bin icon.

Please note that the Residence Permit will be required from the competent Italian Authority within 8 days of arrival to Italy. If you do not yet have it at the moment, you can upload a copy of the application receipt or a declaration in which you undertake to apply for it. In these two cases, enter today's date as the issue date and 31/12/2023 as the expiry date, and choose 'determined' as the type of Residence Permit.

If you are not in Italy yet, you can insert copy of Visa (indicating the expiry date) or copy of Visa declaration submitted to the competent Embassy (indicating 31/12/2023 as the expiry date and choosing 'application submitted' as tipology).

In case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

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- postgraduate courses: [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

List of Residence Permits

Non sono al momento inseriti permessi di soggiorno



Enter the mandatory data relating to the Residence Permit or Visa: date of issue, expiration date and type of permit.

Residence Permit

In this page you can insert and/or modify the data about your Residence Permit

Residence Permit

Type of Residence Permit*	Tempo indeterminato
Issue date*	01/07/2023 (gg/mm/aaaa)
Expiry date	01/07/2030 (gg/mm/aaaa)

Previous Next

Check if the data are correct and click **Confirm** to continue or click **Previous** to make any changes.

Residence Permits

In this page are summarized the data about your Residence Permit. If they are correct Confirm otherwise click Previous to make any changes.

Residence Permit

Issue date:	01/07/2023
Expiry date:	01/07/2030
Type of Residence Permit:	Tempo indeterminato
Residence Permit status:	Presentata

Previous Confirm



Enter the documentation for your Residence Permit or Visa using the 'Insert Attachment' button. You can insert up to two attachments.

**Attention!** In case you still do not have your Visa or your Resident Permit, please attach the receipt request you sent to the competent Office where the date and your name is disclaimed.

Residence Permit Attachment

On this page, you must attach the documents related to your Residence Permit or Visa or you can verify/cancel any documents previously entered.

Residence Permit

Issue date:	01/07/2023
Expiry date:	01/07/2030
Type of Residence Permit:	Tempo indeterminato

List of attachments

Type of attachment	N. Attachments Min	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Permesso di soggiorno	1	10	<span style="color: red;">●</span>	0			<a href="#">Insert attachment</a>

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

Click the 'browse' button to recover and attach the copy of the document (the supported extensions are: \*.pdf, \*.pdf/A, \*.jpg, \*.png).

Residence Permit Attachment

On this page, enclose copy of the requested document

Residence Permit

Issue date:	01/07/2023
Expiry date:	01/07/2030
Type of Residence Permit:	Tempo indeterminato

Document detail

Title:\*

Description:\*

Attachment:\*  (Supported file format are: \*.pdf, \*.pdf/A, \*.jpg, \*.png)

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



You will be shown the document detail. You can insert up to two attachments.

Click **Next** to continue.

**Residence Permit Attachment**

On this page, you must attach the documents related to your Residence Permit or Visa or you can verify/cancel any documents previously entered.

Residence Permit

Issue date:	01/07/2023
Expiry date:	01/07/2030
Type of Residence Permit:	Tempo indeterminato

List of attachments

Type of attachment	N. Attachments Min	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Permesso di soggiorno	1	10	<span style="color: green;">●</span>	1			<a href="#">Insert attachment</a>
					FOTOCOPIA PERMESSO DI SOGGIORNO	FOTOCOPIA PERMESSO DI SOGGIORNO	

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

The page that opens will show you the detail of the inserted document.

Click **Next** to continue.

**Residence Permits**

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- Delete the Residence Permit already inserted by the recycle bin icon.

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If you are not in Italy yet, you can insert copy of Visa (indicating the expiry date) or copy of Visa declaration submitted to the competent Embassy (indicating 31/12/2023 as the expiry date and choosing 'application submitted' as tipology).

In case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

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- postgraduate courses: [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

List of Residence Permits

Issue date	Expiry date	Typology of Residence Permit	Residence Permit status	Enclosed attachment	Status	Action
01/07/2023	01/07/2030	Tempo indeterminato	<span style="color: yellow;">●</span>	Si	<span style="color: green;">●</span>	

[Insert new Residence Permit](#)

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



## Insertion of a document of identity

Enter your ID details or verify any documents listed above.

To insert the document click on **'Insert new ID'**.

To **edit/delete** any documents listed above, you will need to click on the related edit icon or on the trash icon.

### Identity document

On this page you can enter your ID information or verify any previously indicated documents. For entry click on 'Enter new ID'. For deletion of any previously indicated documents, click on the relevant pencil or trashcan icons.

First and second cycle degree courses – single cycle degree courses: in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

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- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

*No Identity Documents are entered*

**Insert new Identity Document**

Previous **Next**

Select the document type, enter the required data and then click **Next**.

### Identity document

Enter or edit your ID information.

Identity document

Document type*	Passport
Number*	AB123056789
Released by*	Issuing Country
Issue date*	01/07/2023 (gg/mm/aaaa)
Expiry date*	01/07/2023 (gg/mm/aaaa)

Previous **Next**



Check the data and click **Next** to continue or click **Previous** to make any changes.

Confirm the data about Identity Document

**Identity Document**

Type of Document:	Passport
Number:	AB123012578
Released by:	Issuing Country
Issue date:	01/07/2023
Expiry date:	01/07/2030

Previous: **Next:**

Attach a copy (front/back) of your ID and a copy (front/back) of your Tax Code via the 'insert attachment' button.

For both documents, a maximum of two attachments may be inserted.

Identity document

On this page, you must enclose a copy of the Identity document or you can verify/cancel any documents previously entered.

**Documento di Identità**

Type of document:	Passport
Number:	AB123012578
Released by:	Issuing Country
Issue date:	01/07/2023
Expiry date:	01/07/2030

List of attachments

Type of attachment	N. Attachments Min	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Documento di identità	1	2	●	0			<b>Insert attachment</b>
Codice fiscale	1	2	●	0			<b>Insert attachment</b>

Previous **Next**



Click the 'browse' button to recover and attach the required document copy (supported extensions are: \*.pdf, \*.pdf/A, \*.jpg, \*.png) and then continue by clicking the Next button.

Identity Document attachment

Enclose copy of the requested document.

**Identity Document**

Type of document:	Passport
Number:	AB123012578
Released by:	Issuing Country
Issue date:	01/07/2023
Expiry date:	01/07/2030

Document detail

Title:\* FOTOCOPIA DOCUMENTO D'IDENTITA'

Description:\* FOTOCOPIA DOCUMENTO D'IDENTITA'

Attachment:\*  Nessun file selezionato  
(Supported file format are:\*.pdf, \*.pdf/A, \*.jpg, \*.png)

After inserting a copy of the documents, click Next. You can insert up to two attachments per document.

Identity document

On this page, you must enclose a copy of the Identity document or you can verify/cancel any documents previously entered.

**Documento di Identità**

Type of document:	Passport
Number:	AB123012578
Released by:	Issuing Country
Issue date:	01/07/2023
Expiry date:	01/07/2030

List of attachments

Type of attachment	N. Attachments Min	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Documento di identità	1	2	<span style="color: green;">●</span>	1			<input type="button" value="Insert attachment"/>
					FOTOCOPIA DOCUMENTO D'IDENTITA'	FOTOCOPIA DOCUMENTO D'IDENTITA'	
Codice fiscale	1	2	<span style="color: green;">●</span>	1			<input type="button" value="Insert attachment"/>
					FOTOCOPIA CODICE FISCALE	FOTOCOPIA CODICE FISCALE	



The page that opens will show you the detail of the inserted document. Click **Next** to continue.

Identity document

On this page you can enter your ID information or verify any previously indicated documents. For entry click on 'Enter new ID'. For deletion of any previously indicated documents, click on the relevant pencil or trashcan icons.

**First and second cycle degree courses - single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- doctorates [dottorati@unipr.it](mailto:dottorati@unipr.it)
- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Document Type	Number	Released by	Issue date	Expiry date	Status	Enclosed Attachments	Actions
Passport	AB123012578	Issuing Country	01/07/2023	01/07/2030	<span style="color: green;">●</span>	Si	

## Insertion of 104 Law, Invalidation/Disability, DSA, BES

On the page that opens, you can indicate the data related to 104 Law, Disability/Disability, Specific Learning Disorders, Special Educational Needs or you can view any statements you have previously entered.

For the insertion click on '**Insert new declaration**'.

For editing/deleting any certifications you have previously entered, you will have to click on the related edit icon or on the trash icon.

If you have nothing to declare, click **Next**.

Declarations concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

On this page, you can enter the data about Law 104, Disability, Specific Learning Disorders, Special Educational Needs or you can check other declarations previously inserted.

For entry click on 'Insert new declaration'.

For change/delete other declarations previously inserted, click on pencil or trash icons.

If you have not declaration to insert, click on 'Next'.

**First and second cycle degree courses - single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

No declaration inserted



On the next page, enter all the required data and click **Next**.

Declaration concerning Law 104, Disability, Specific Learning Disorders (DSA), Special Educational Needs (BES)

Enter data related to Law104, Disability/Invalidity, DSA,BES.

New declaration

Tipology:*	Certificazione legge 104
Declaration date:*	12/07/2023 (gg/mm/aaaa)
Starting date:*	01/07/2023 (gg/mm/aaaa)
Expiry date:	01/07/2026 (gg/mm/aaaa)

Previous Next

Check if the data are correct and click **Confirm** to continue or click **Previous** to make any changes.

Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

On this page are summarized the data of declarations concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs. If they are correct click on 'Confirm' otherwise click on 'Previous' to make edits.

**Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs**

Tipology:	Certificazione legge 104
Declaration date:	12/07/2023
Starting date:	01/07/2023
Expiry date:	01/07/2026

Previous Confirm

In the page opens, you must attach a copy of the declaration via the **'insert attachment'** button.

Attachments concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

On this page, enclose copy of the documents concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

**Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs**

Tipology:	Certificazione legge 104
Declaration date:	12/07/2023
Starting date:	01/07/2023
Expiry date:	01/07/2026

Attachments list

**i** No declarations enclosed

Insert attachment

Previous Next



Indicate the title, the description and click the 'browse' button to recover and attach a copy of the document.

On the page that opens, you can insert an additional attachment of the type of declaration indicated above or click **Next**.

Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

Enter the data and the attachment concerning the declaration.

**Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs**

Typology:	Certificazione legge 104
Declaration date:	12/07/2023
Starting date:	01/07/2023
Expiry date:	01/07/2026

Document detail

Title:\* Law 104

Description:\* Declaration

Attachment:\*  Attachment.pdf

Within the next page you can change/delete the declaration typology previously entered, add another declaration via the '**Insert new declaration**' button or click Next.

Allegati relativi alla dichiarazione di Legge104,Invalidità/Disabilità,DSA,BES

On this page, enclose copy of the documents concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

**Declaration concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs**

Typology:	Certificazione legge 104
Declaration date:	12/07/2023
Starting date:	01/07/2023
Expiry date:	01/07/2026

Attachments list

Title	Description	Attachment name	Action
Law 104	Declaration	Attachment.pdf	



The page that opens will show you the detail of the inserted document. Click **Next** to continue.

#### Declarations concerning Law 104, Disability, Specific Learning Disorders, Special Educational Needs

On this page, you can enter the data about Law 104, Disability, Specific Learning Disorders, Special Educational Needs or you can check other declarations previously inserted.

For entry click on 'insert new declaration'.

For change/delete other declarations previously inserted, click on pencil or trash icons.

If you have not declaration to insert, click on 'Next'.

**First and second cycle degree courses - single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Declarations	Percentage	Declaration date	Start date	Expiry date	Azioni
Certificazione legge 104		12/07/2023	01/07/2023	01/07/2026	 

[Insert new declaration](#)

[Previous](#)

[Next](#)



## Admission requirements (qualifications required)

If you still haven't, enter your diploma data.

Qualifications

Your qualifications need to be listed here.

If the data you enter correspond to the course requirements, the fields: **Block status** and **Qualification status** will turn green.

Should the qualifications not correspond to the course requirements, the qualification which is either incomplete or incorrect will appear in the field **Qualifications which do not grant access**. Click on "Modify qualifications" (paper and pencil icon) in the column **Action** to modify or add data.

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- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Finally, the following is specified:

**Laurea di Primo Livello** means a bachelor's degree:

**Laurea Magistrale** means a master's degree.

Required qualifications

All required qualifications need to be entered in order to proceed.

In this section you must enter the qualification required to access the degree course you have chosen.

Block status	Qualification	Notes	Qualification status	Action
<input checked="" type="checkbox"/>	Secondary school higher certificate		e	<a href="#">Enter</a>

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In the following screen you will need to specify where you completed your studies. After completing the required data, Proceed.

Details of the required qualification

In order to proceed you must enter the country and institution where you obtained your qualification.

Country and institution of qualification obtained

**High School Qualification:**  Italian  
 Abroad

**High School Institution:**  Italy  
 Abroad

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**If you have obtained your degree abroad,** you will be asked to manually enter the name of your institution and related data.

**If you have obtained a qualification in Italy,** you must specify the institution where you obtained it among those listed in the search field.



### Search for High School Institute

On this page, you must set the parameters for searching for the high school/institution where you obtained the high school qualification.

**ATTENTION!** Enter the correct data about the high school/institution where you obtained the high qualification. The University will request to the high school/institution the confirmation about the qualification data that you have self-certified. Without a positive response from the high school institution, your enrollment will not be regular.

In order to make easy your search, we advise you to use the parameters Province and Municipality/City.

In case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Attention: for Post-graduate courses you should contact, in case of difficulties, the appropriate secretariats, specifying name, surname, tax code and what problems you experienced:

- master [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- PhDs [dottorati@unipr.it](mailto:dottorati@unipr.it)
- Graduate school [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

Parameters for searching

Province	Select a Province
City	Select a city
City (free text field)	<input type="text"/>
	Enter the name of the city only if it does not appear in the list
Name of the High School Institute	<input type="text"/>
	You can also indicate only part of the name of the institution

Ordering criteria

Order by	Institution
Order	Ascending

[Search for institution](#)

The system contains **ALL** the institutes from of all the Italian municipalities. In order to facilitate the search, rescind by indicating the **province** and the **municipality** of the institute.

After setting up the search filters, press **Search Institute**. You will be shown with the list of selected provincial and municipality institutes. Then select your institution. After ticking your institution's entry, click **Proceed**.



<input type="radio"/> LICEO SCIENTIFICO AGOSTINO CHIEPPI	VIA COCCONCELLI, 10	Parma (PR)	Liceo Scientifico		
<input type="radio"/> LICEO SCIENTIFICO ATTILIO BERTOLUCCI	VIA TOSCANA, 10/A	Parma (PR)	Liceo Scientifico		
<input type="radio"/> LICEO SCIENTIFICO LICEO SCIENT. MUS. SPORT "BERTOLUCCI"	VIA TOSCANA, 10/A	Parma (PR)	Liceo Scientifico		
<input type="radio"/> LICEO SCIENTIFICO LICEO SCIENTIFICO SAN BENEDETTO INDIRIZZO SPORTIVO	PIAZZALE SAN BENEDETTO, 5	Parma (PR)	Liceo Scientifico		
<input type="radio"/> LICEO SCIENTIFICO M.LUIGIA (ANNESSO CONVITTO)	VIA LALATTA, 14	Parma (PR)	Liceo Scientifico	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
<input type="radio"/> LICEO SCIENTIFICO MARCONI	VIA COSTITUENTE, 2	Parma (PR)	Liceo Scientifico	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
<input type="radio"/> LICEO SCIENTIFICO S. BENEDETTO	PIAZZALE S.BENEDETTO, 5	Parma (PR)	Liceo Scientifico		
<input type="radio"/> LICEO SCIENTIFICO ULIVI	VIALE MARIA LUIGIA, 3	Parma (PR)	Liceo Scientifico	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
<input type="radio"/> LICEO SCIENZE SOCIALI (ex IST. MAGISTRALE) "ALBERTINA SANVITALE"	P.LE S. SEPOLCRO, 3	Parma (PR)	Istituto Magistrale		
<input type="radio"/> LICEO SCIENZE SOCIALI (ex IST. MAGISTRALE) ALBERTINA SANVITALE	PIAZZALE S. SEPOLCRO, 3	Parma (PR)	Istituto Magistrale	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
<input type="radio"/> LICEO SCIENZE SOCIALI (ex IST. MAGISTRALE) EUGENIO PORTA	VIA TOMMASINI, 30	Parma (PR)	Istituto Magistrale		
<input type="radio"/> PROVVEDITORATO/CENTRO SERVIZI AMMINISTRATIVI		Parma (PR)			

Previous [Continue](#)

Then enter the **type of diploma**, the **year of achievement**, the **date** and the **grade**.

**N.B. When entering the vote do not indicate the base but only the numerator (e.g. if you have achieved 85, indicate in the corresponding box 85 and not 85/100).**



After self-certifying this information, click Proceed.

Data of High School Qualification

Enter the type of High School Diploma, year in which you obtained the title, date, and grade. If you attended the supplementary year, please also fill out all marked fields.

**Bachelor, Master, and Single cycle degree courses** In case of difficulty, call the number 800904084 or write us at [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying name, surname, tax code and what problems you experienced.

**Post-graduate courses** - In case of difficulty, you should contact the appropriate secretariats, specifying name, surname, tax code and what problems you experienced.

- master [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- PhDs [dottorati@unipr.it](mailto:dottorati@unipr.it)
- Graduate school [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- Master classes [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

High School Qualification

Type of High School Qualification\* GEOMETRA

Year of achievement\* 2022

Date of achievement\* 04/07/2022 (gg/MM/yyyy)

Grade\* 98

Cum Laude

Curriculum

Supplementary Year  No  
 Supplementary year attended in this school  
 Supplementary year attended in other school

Supplementary year

Indietro Proceed

The insertion of the informations about the title is now completed and next to the declared title will be shown the symbol .

Qualifications

Your qualifications need to be listed here.

If the data you enter correspond to the course requirements, the fields **Block status** and **Qualification status** will turn green.

Should the qualifications not correspond to the course requirements, the qualification which is either incomplete or incorrect will appear in the field **Qualifications which do not grant access**. Click on "Modify qualifications" (paper and pencil icon) in the column **Action** to modify or add data.

**First and second cycle degree courses – single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- doctorates [dottorati@unipr.it](mailto:dottorati@unipr.it)
- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Finally, the following is specified:

**Laurea di Primo Livello** means a bachelor's degree.

**Laurea Magistrale** means a master's degree.

Required qualifications

Block status	Qualification	Notes	Qualification status	Action
	Secondary school higher certificate			

Previous Next



If you are enrolling in a 2-level study course (master's degree), you will also have to enter the data related to the three-year degree.

On the next page you can attach two types of documents:

**Module A51** (to be inserted only if, in the next steps, the Part-Time typology will be selected);

Any documentation relating to **'previous career'** (to be included in case of enrolment in a Master's Degree Programme and/or the recognition of teaching activities supported in another previous closed career for graduation, renunciation, transfer, decadence, etc...).

Each type of document that will be attached must correspond to a single file. The supported formats are PDF, Jpeg and Bitmap.

Application attachments

On this page you can enclose two types of documents:

- the **Modulo A51** to enter only if, afterwards, the Part-Time type will be selected;
- any document concerning the 'previous university career' (to enter in case you intend to enrollment in a Master's Degree Course and/or you want to apply for recognition of exams taken in another previous career closed for graduation, withdrawal, transfer, lost of student status, etc....).

**First and second cycle degree courses - single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Enrolment application

**Data application**

Application type:	Immatricolazione standard
Academic Year Application:	2023/2024
Department:	Department of Mathematical, Physical and Computer Sciences
Study Course:	MATHEMATICS
Path:	Generale
Date of application:	12/07/2023
Status:	In Bozza

Attachment list

Type of attachment	N. Attachments Min	N. Attachments Max	Extension attached	Status	N. Attachments	Title	Description	Actions
Autocert. part-time (modulo A51)	0	1	*.pdf, *.pdf/A, *.jpg, *.png	●	0			<a href="#">Insert attachments</a>
Autocert. carriera progressa	0	1	*.pdf, *.pdf/A, *.jpg, *.png	●	0			<a href="#">Insert attachments</a>

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As you proceed, you will be asked (or shown) additional data for registration:

- The type of enrolment,
- The date of first registration,
- The first University you enrolled in

Enrolment: Completing data

**FIRST ENROLMENT AT UNIVERSITY:** if this is your first enrolment, the data to be entered refer to the application you are currently making. Otherwise enter the academic year, date and university of your first enrolment after leaving high school.

**PREVIOUS CAREER (APPLICATION TRANSFER):** if your enrolment is related to a transfer from another university, enter the academic year and the university where you current career started. Then enter the Faculty/Department and degree course you come from (latest enrolment).

**TAX EXEMPTION REQUEST:** A student or student with a disability of 66 percent or more and/or recognition of handicap under Law 104/1992 may request total exemption from paying fees by filling out Form A23 downloadable from [modulistica](#). The form should be sent from the institutional email (or other email if you do not yet have the institutional one) attaching a copy of an identification document to [protocollo.cai@unipr.it](mailto:protocollo.cai@unipr.it).

**First and second cycle degree courses – single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- doctorates [dottorati@unipr.it](mailto:dottorati@unipr.it)
- graduate schools [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Type of application

Type\* Immatricolazione standard

Data on first enrolment at an Italian university

Academic Year\* 2019/2020

Date 30/10/2019  
(gg/mm/yyyy)

University\* UNIVERSITY OF PARMA (ITALY) - TEST

Other information

Location of the university\* PARMA

Type of university\* Convenzionale

Previous Next

If the study course you are enrolling in gives the possibility to choose between full-time and part-time attendance, select **Full Time** or **Part Time** mode in the next mask.

Enrolment: Choice of Part-Time/Full-Time

Select the type of enrollment to the Degree Course.

If you upload, on the previous page, the A/51 form in order to request the Part-Time typology, select 'Part-Time' and click on Next to confirm your choice.

Part-Time typology allows you to distribute on two academic years (instead on a just one academic year) the learning activities' attendance.

In case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (name, surname, tax code) and which problem you encountered.

Part Time

Type:\* Full Time

Previous Next



At this point you will be shown the summary of the information entered. If the data entered are correct, click **Confirm**.

Enrolment: confirming data

This is the summary of the information you have entered.

If this is correct, click **Confirm** otherwise click on **Previous** to enter any changes necessary.

**First enrolment at an Italian university**

Academic Year	2019/2020
Date	30/10/2019
University	UNIVERSITY OF PARMA (ITALY) - TEST

**Other information**

Location of the university	PARMA
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[Previous](#) [Confirm](#)

Evaluate the level of service satisfaction and click **Next** to complete the process.

UNIVERSITÀ DI PARMA  
il mondo che ti aspetta

Servizi online

A B C H I L

Service evaluation

Are you satisfied with the process you have completed?

Disagree 2 3 4 5 Agree

Are you satisfied with the IT tool?

Disagree 2 3 4 5 Agree

[Next](#)



At the end of the procedure, you will be shown a final summary page from which you can print (through the **Application Print button**) the enrolment application. To proceed with the payment of contributions due, click the **Check Payments button** and follow the instructions indicated.

#### Enrollment: final summary

You have successfully completed the online enrollment process. Proceed to **Print Application** to confirm your enrollment.

If you have selected the wrong Course of Study, you can change it by clicking the button **Proceed with a new enrollment**. To make the **payment** of the contributions due, click now on the **Check payments** button or access the Payments page from the Secretariat menu and follow the instructions indicated.

Students who require the recognition of exams from a previous career (transf. In ingresso, abbreviations, waivers, etc...) must send the documentation to the competent **Registrar's Office** (as indicated in the Study Manifesto).

The enrolment will be made definitive with the assignment of the matriculation number and the activation of the University email address, which will be communicated to you by e-mail, after the appropriate checks. For further information regarding the enrolment procedure and fees, please consult the University's **Study Manifesto**

**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)

#### Data of enrolment

Academic Year:	2023
Type of Degree course	DEGREE COURSE
Type of enrolment	Immatricolazione standard
Degree course	MATHEMATICS
Curriculum	Generale

#### First enrolment to italian university

A.Y. of first enrolment	2019/2020
Date of first enrolment	30/10/2019
University of first enrolment	UNIVERSITY OF PARMA (ITALY) - TEST

#### Previous career

A.Y. of starting career	2023/2024
University of starting career	UNIVERSITY OF PARMA (ITALY) - TEST

**i** Non sono presenti allegati alla matricola

**Proceed with a New enrollment**

**Print Application**



### **Step 3: First fee payment**

Once the online procedure is complete, you will have to:

- Make the payment of the invoice.

You can make the payment at:

- any authorised bank branches on the national territory;
- another payment system allowed by Pago PA: home banking (enabled workstations), Sisal points, Lottomatica, Post Offices (if account holders), and also payment apps such as Bancomat Pay or Satispay etc... ).

In any case, keep the receipt of payment.

**For more information about payment methods with PagoPA, you can consult the dedicated page at the following link <https://www.unipr.it/pagoPA>**

N.B. Students who require recognition of a previous career (incoming transfers, abbreviations for renunciation / decadence / second degree, etc.) are obliged to send the documentation, to the secretariat of competence, available at the link: <http://www.unipr.it/didattica/info-amministrative/segreterie-studenti>

The e-mail must include in the subject: SURNAME, FIRST NAME and CHOSEN DEGREE COURSE.

For information on the expiration date of your course of study and on the payment methods, you can consult the Study Manifesto for the a.a. 2024/2025, available at: <https://www.unipr.it/manifesto-degli-studi>



## **Step 4: Enrolment confirmation**

The University, after verifying if the payment has been made, will send an e-mail confirming the enrolment to the address you mentioned during the online registration procedure, containing your registration number and the institutional e-mail address assigned by the University (example: [nome.cognome@studenti.unipr.it](mailto:nome.cognome@studenti.unipr.it)).

From now on, the email address [nome.cognome@studenti.unipr.it](mailto:nome.cognome@studenti.unipr.it) represents your only official communication channel for any type of relations with the University, as well as the username for access to all on-line services, replacing the 8-digit numeric code previously used.

In the confirmation email you will also be asked to fill out a short questionnaire, which will help us get to know you better and improve the quality of services for students: fill it out carefully, it does not take more than 5 minutes.

Thank you!