

## GUIDELINES FOR NEW FOREIGN PhD STUDENTS

### 1. Complete the online PRE-ENROLMENT procedure (see Competition Notice – article 8.1)

Access the Esse3 portal from 12:00 PM (local time) on SEPTEMBER 22, 2025, and strictly no later than 12:00 PM (local time) on SEPTEMBER 26, 2025. At the end of the procedure, please **fill in, SIGN, and SEND THE REQUIRED FORMS** for pre-enrolment to the following email address: [dottorati@unipr.it](mailto:dottorati@unipr.it)

The procedure and required forms are available at:  
[The PhDs - XLI cycle - a.y. 2025/2026 | Università degli studi di Parma](#)

### 2. For non-EU admitted candidates: **apply for a VISA** (see Competition Notice – article 8.3)

**Register on the UNIVERSITALY portal** > submit a pre-enrolment application to the PhD programme > follow the online procedure > send an email confirming the pre-enrolment on University to: [dottorati@unipr.it](mailto:dottorati@unipr.it)

The PhD Office will confirm your pre-enrolment on University and upload your admission letter (which will also be sent to you via email).

IMPORTANT! Candidates holding a degree obtained outside the EU must submit a Declaration of Value or a certificate of comparability issued by CIMEA Center (see point 3).

### 3. For admitted candidates with a **degree obtained in EU or non-EU countries**:

You must SUBMIT to the PhD Office **DOCUMENTATION THAT CERTIFIES THE AUTHENTICITY AND COMPARABILITY of your academic qualification**, specifically:

- The certificate of your degree with transcript of records (courses and grades), translated and legalized by the Italian diplomatic or consular authorities in the country where the issuing institution is located, for the purpose of verifying its authenticity.
- The “Declaration of Value in loco”, issued by the Italian diplomatic authorities in the country where the degree was awarded. This document confirms that the degree is valid in the awarding country for admission to a programme equivalent to a PhD.

Alternatively, a Diploma Supplement is accepted only for degrees awarded by higher education institutions within the EU.

As an alternative, you may submit a statement of authenticity and comparability issued by ENIC-NARIC centers, such as the Certificato di Verifica (Verification) and Certificato di Comparabilità (Comparability) provided by the CIMEA Centre. Further information available at: <https://www.cimea.it/EN/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>

### 4. FIND ACCOMMODATION IN PARMA

> For assistance in finding housing, please visit the webpage of the [Erasmus and International Home – International Helpdesk](#) (see section: *Accommodation Helpdesk*) or write to: [welcome@unipr.it](mailto:welcome@unipr.it)

### 5. UPON ARRIVAL IN ITALY – REQUEST A TAX CODE (Codice Fiscale) issued by the Italian Agenzia delle Entrate.

Once obtained, please send a copy via email to the PhD Office ([dottorati@unipr.it](mailto:dottorati@unipr.it)).

> To book an appointment with the Agenzia delle Entrate, visit the [Erasmus and International Home webpage – International Helpdesk](#) (see section: *Tax Code Helpdesk*)

**6. WITHIN 8 DAYS OF ARRIVAL IN ITALY – APPLY FOR A RESIDENCE PERMIT** (Permesso di Soggiorno)

> For more information and assistance with the application documents, please visit the [Erasmus and International Home webpage – International Helpdesk](#) (see section: *Residence Permit Helpdesk*)

**7. UPON ARRIVAL IN ITALY – COLLECT YOUR STUDENT CARD**

Contact the PhD Office (dottorati@unipr.it) to arrange the collection of your Student Card, which can also be used to open a bank account at Crédit Agricole bank.

For information on the Student Card, visit: <https://www.unipr.it/en/studentcard>

**8. REGISTER WITH THE INPS "Gestione Separata" social security contributions**

Once in Italy, follow the instructions provided in the file **INPS implementations for SCHOLARSHIP holders**, available on the following page:

<https://www.unipr.it/en/i-dottorati-di-ricerca-xli-ciclo-aa-20252026>

Then, send the registration receipt to the PhD Office.

>>> For questions or assistance regarding the PhD course procedures and documentation (pre-enrolment, enrolment, University), please contact the **PhD Office**: dottorati@unipr.it

>>> For information and support with student services (housing, tax code, residence permit), please contact the **Erasmus and International Home – International Helpdesk**: admissions@unipr.it / welcome@unipr.it