UNIVERSITÀ DI PARMA

APPLICATION PROCEDURE FOR INCOMING STUDENTS STEP BY STEP

PRELIMINARY INFORMATION

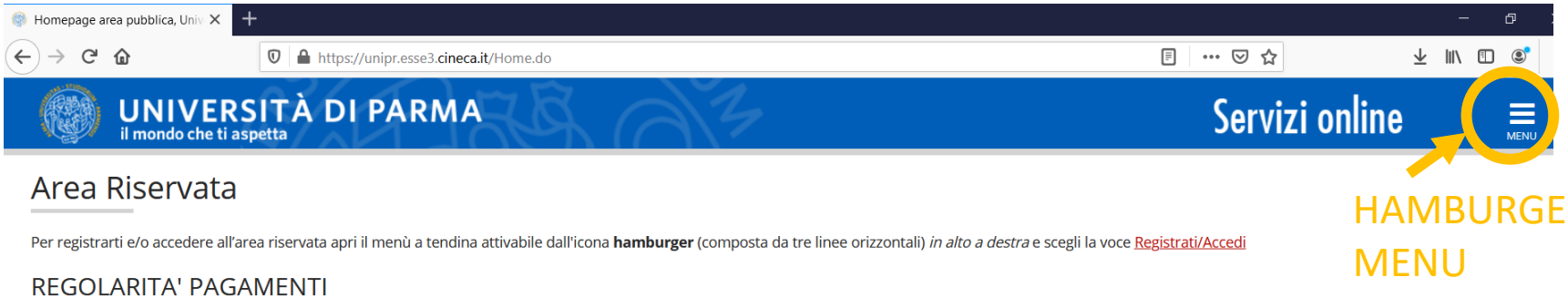
BEFORE STARTING THE PROCESS:

- You need your ID card or passport
- Open your e-mail box
- Remember that you may need to transliterate your name: https://dait.interno.gov.it/documenti/circolare-n-1-2008-0.pdf (**pag. 4**)

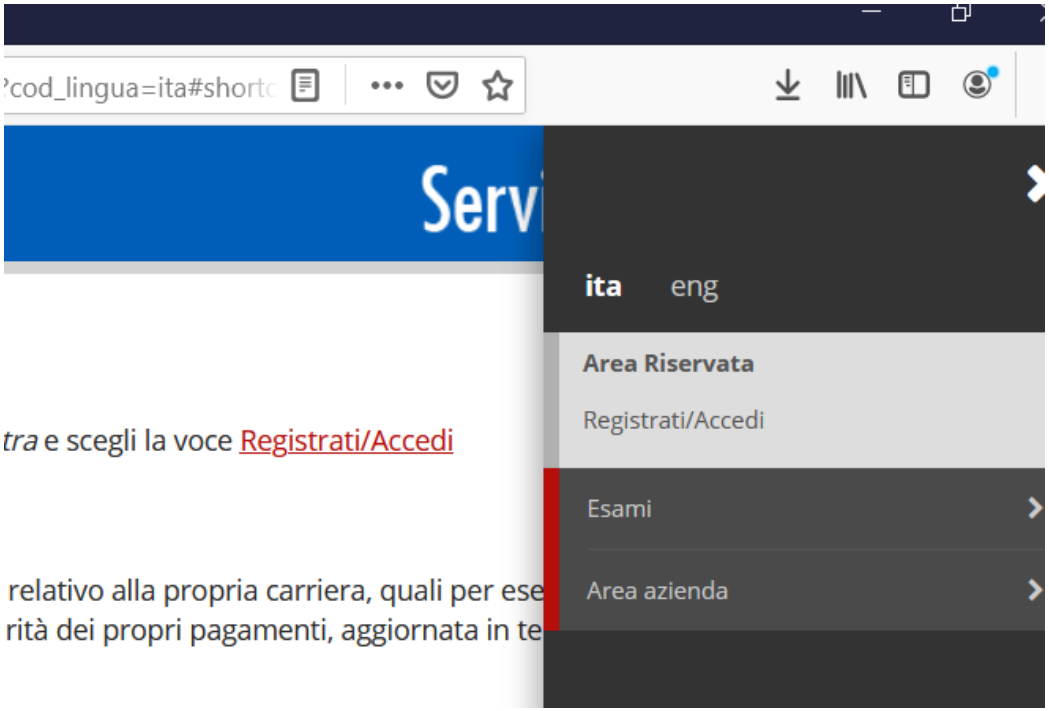
IMPORTANT DATA TO REMEMBER: write down these info	
Validation code	
Username	
Password Activation code	
Password	
Question	
Secret answer	

STEP A

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

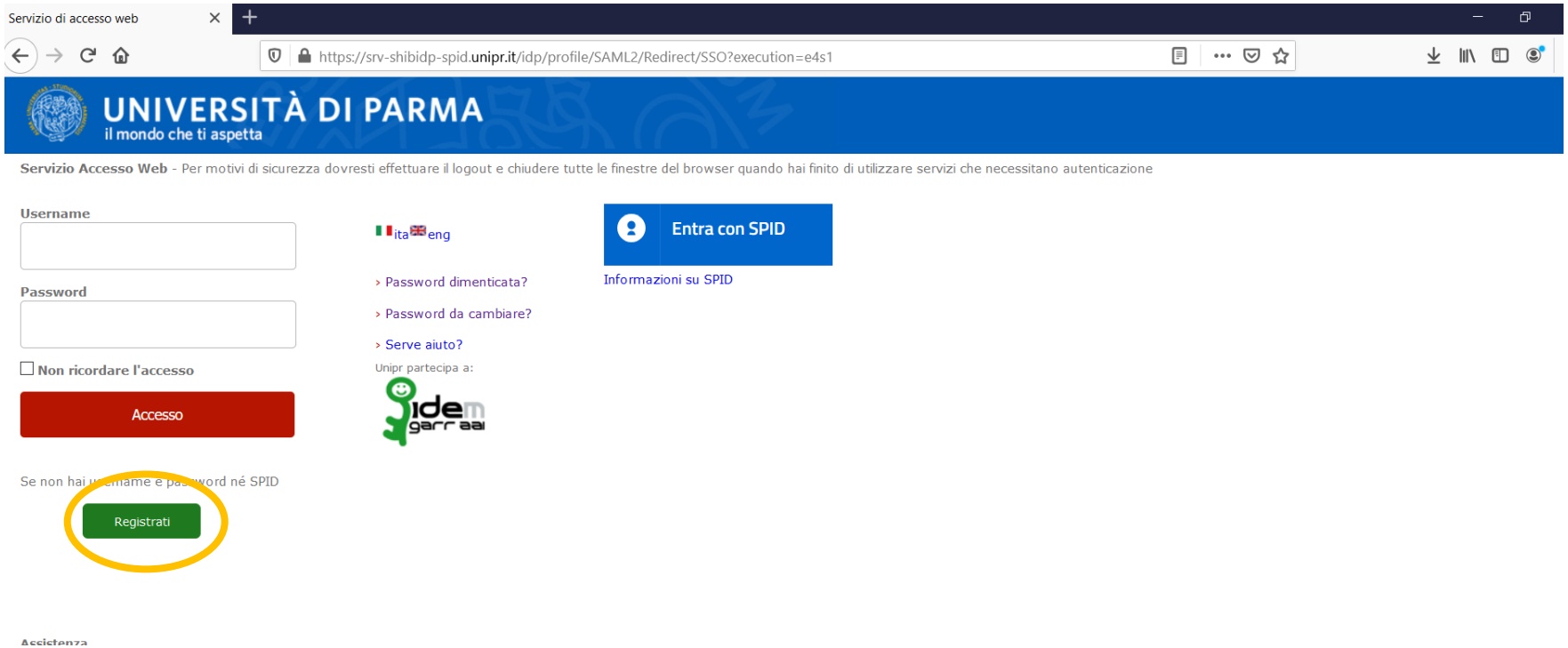


STEP A



SELECT «REGISTRATI/ACCEDI»

STEP A



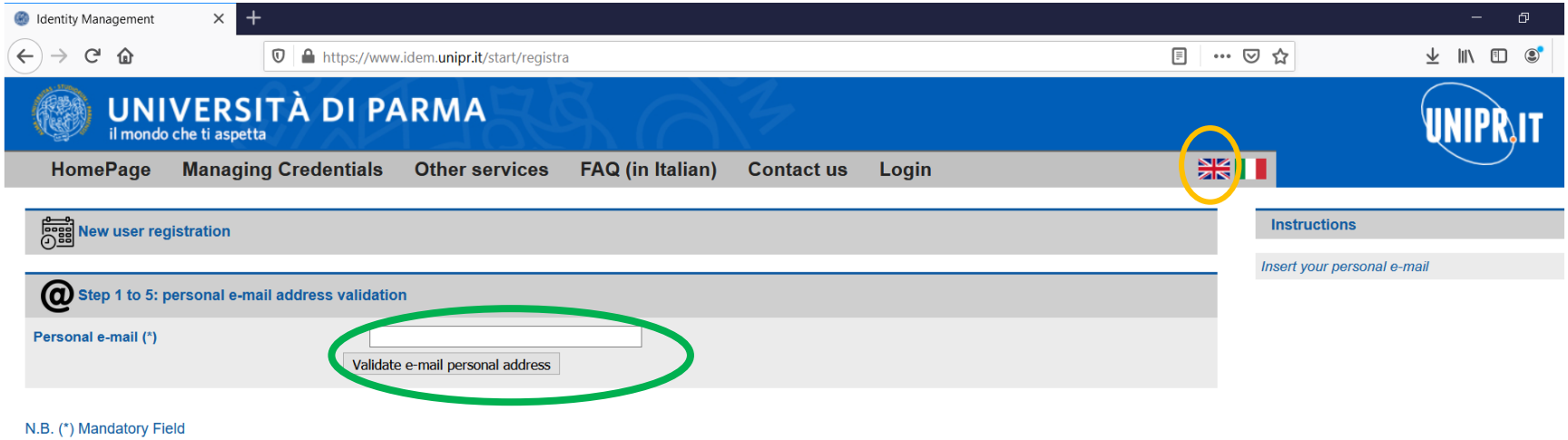
CLICK ON THE GREEN BUTTON «REGISTRATI»



NOW YOU CAN SWITCH THE PAGE IN ENGLISH

CLICK ON THE BUTTON «passo 1/step1» (orange circle)

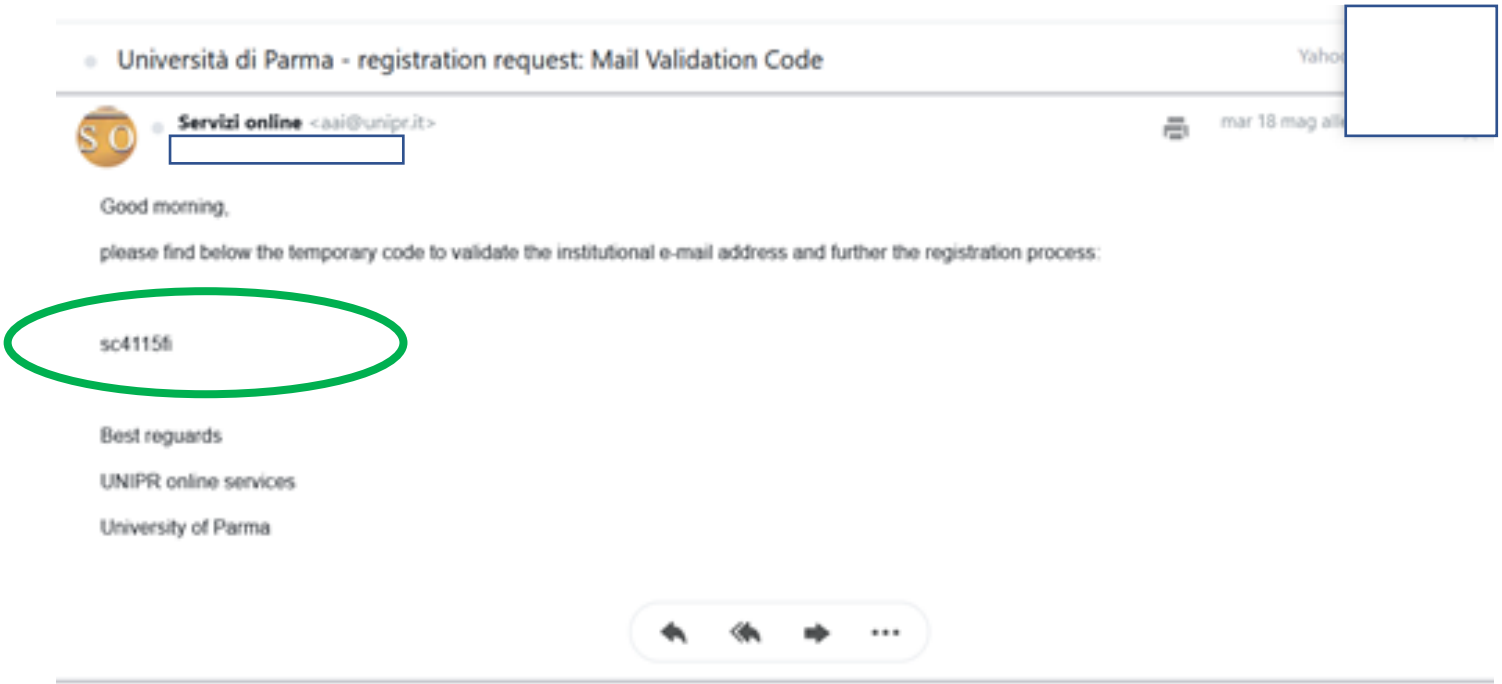
STEP A



WRITE YOUR PERSONAL E-MAIL ON THE DEDICATED BOX (Step 1) and CLICK ON «VALIDATE E-MAIL PERSONAL ADDRESS» (green circle).

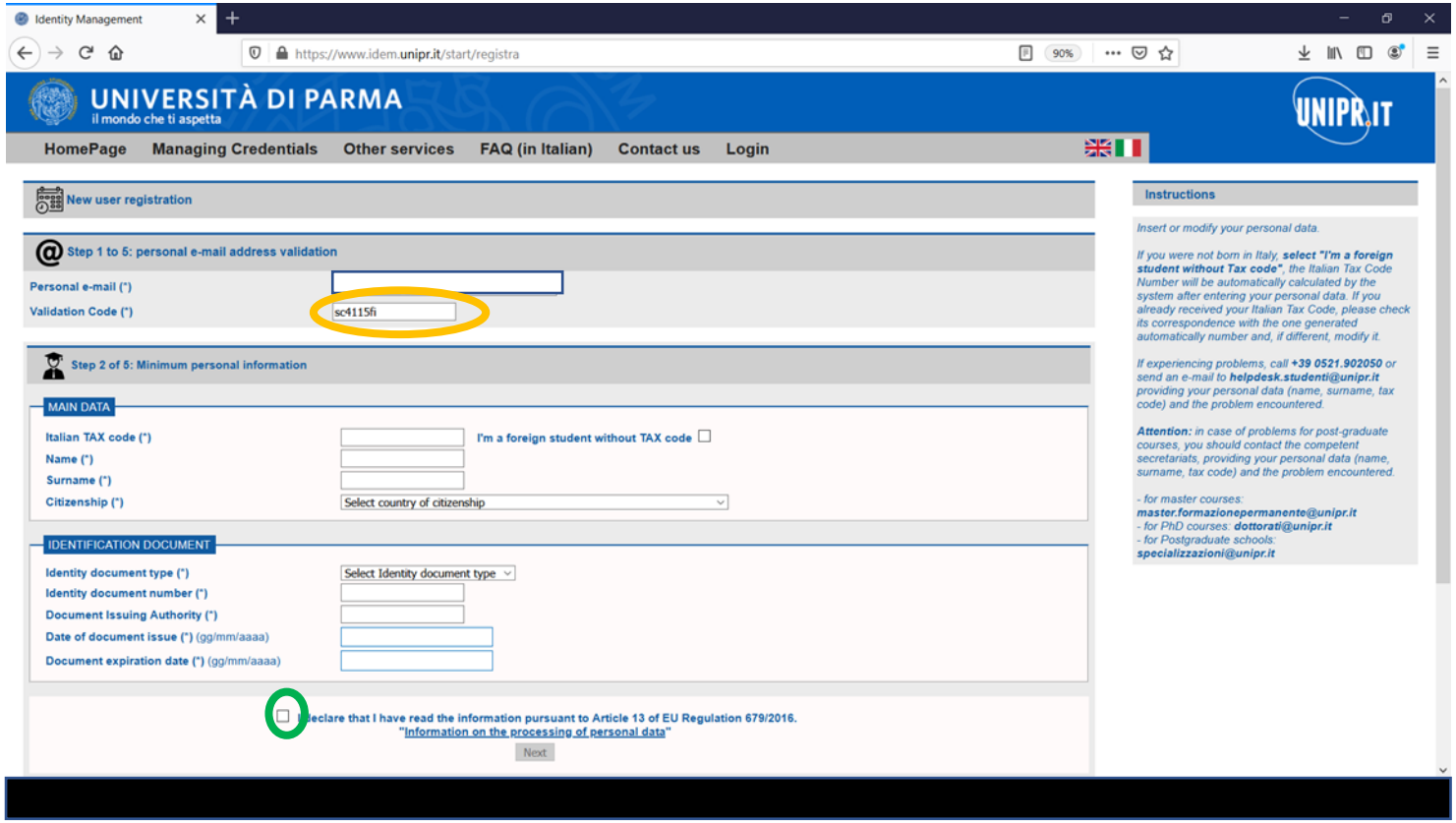
For this step, you can use your personal e-mail address or your home university e-mail address.

STEP A



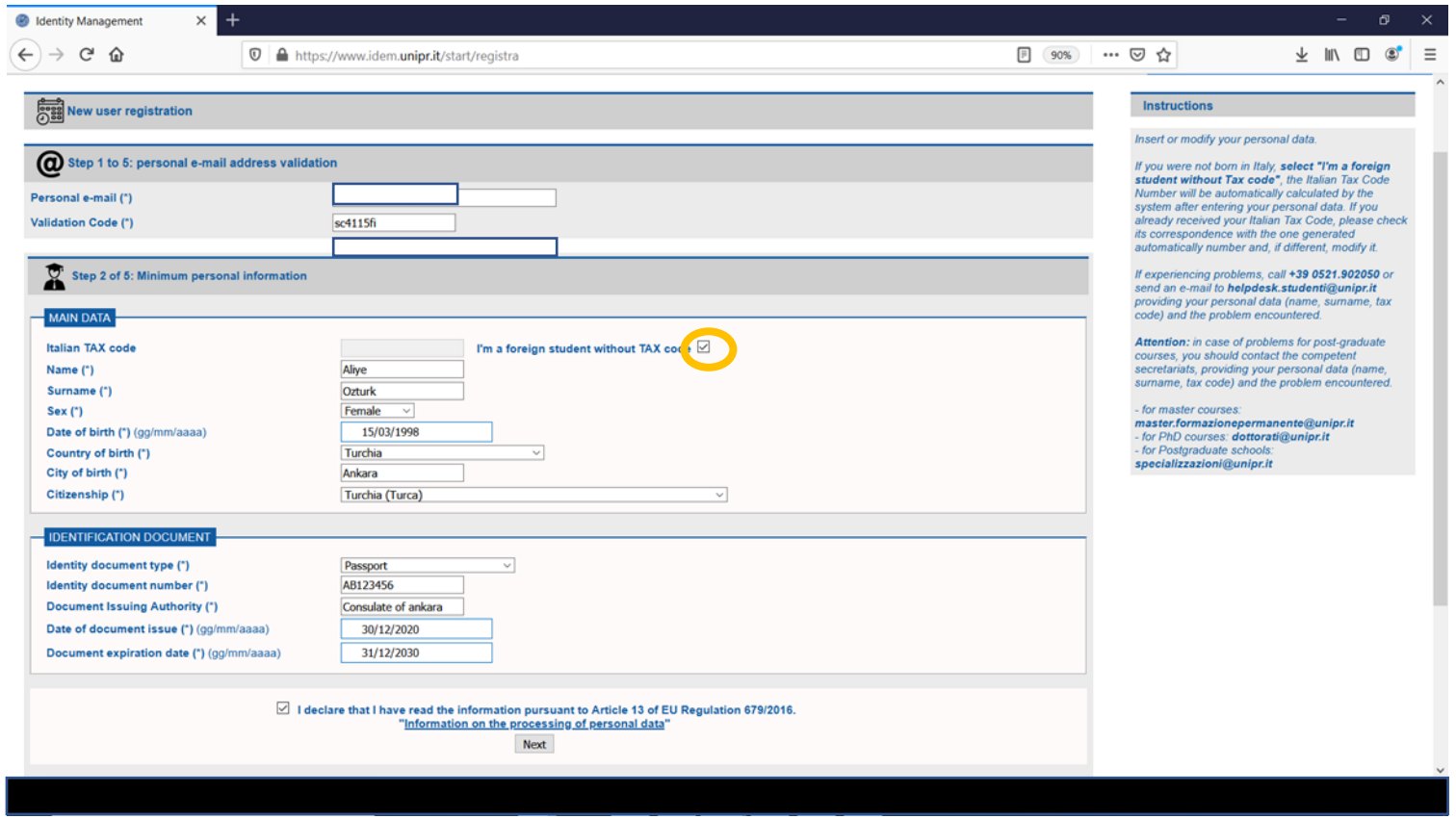
YOU RECEIVE AN E-MAIL (TO THE ADDRESS YOU HAVE WRITTEN BEFORE). THIS E-MAIL REPORTS A CODE: **COPY IT…**

STEP A



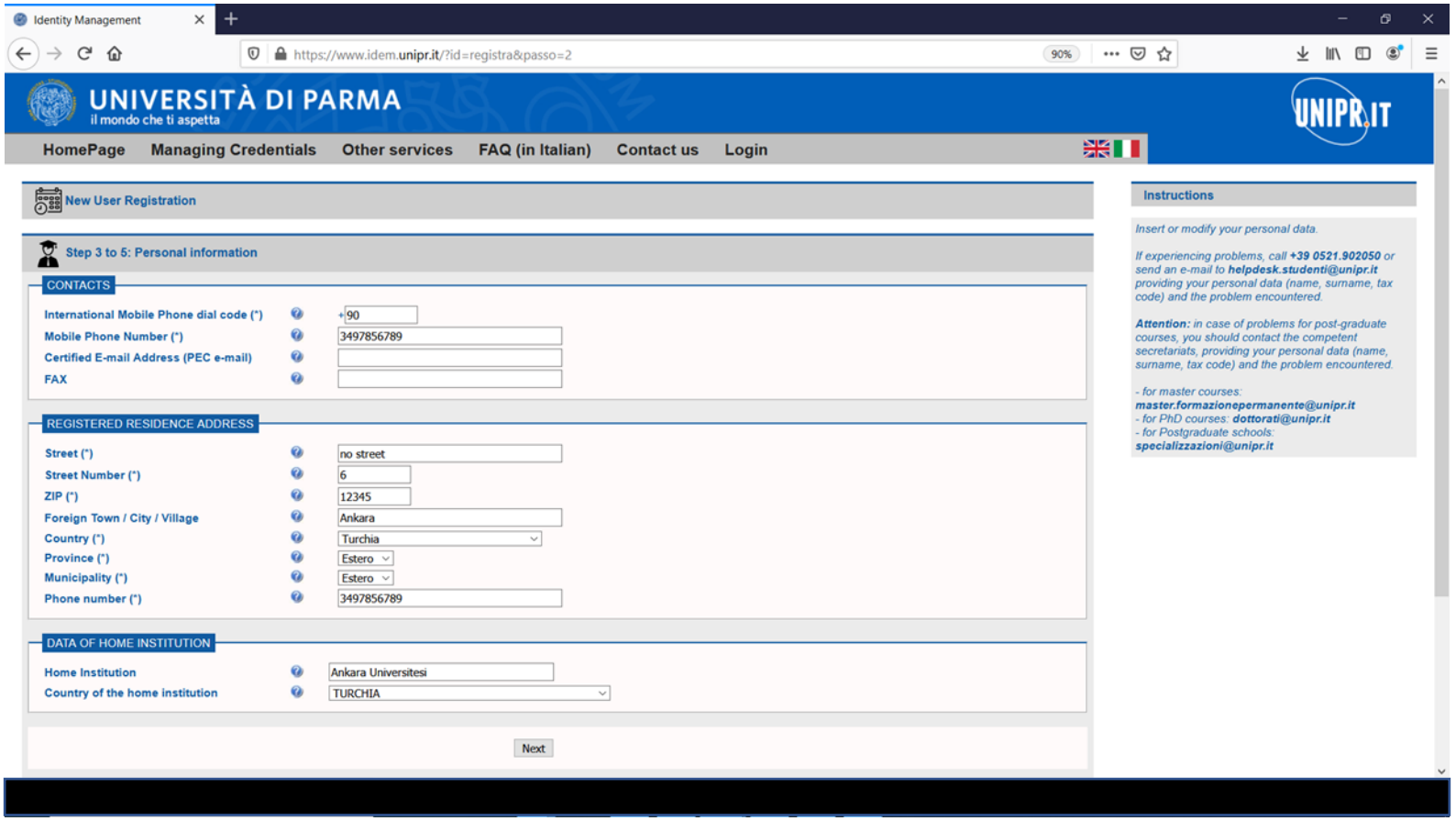
…AND **PASTE IT** ON THE «VALIDATION CODE» FIELD (orange circle).
NOW YOU CAN **ENTER YOUR DATA**, EXACTLY AS SHOWN ON YOUR ID CARD/PASSPORT.
DO NOT FORGET TO **FLAG THE BOX** AT THE END OF THE PAGE (green circle)

STEP A



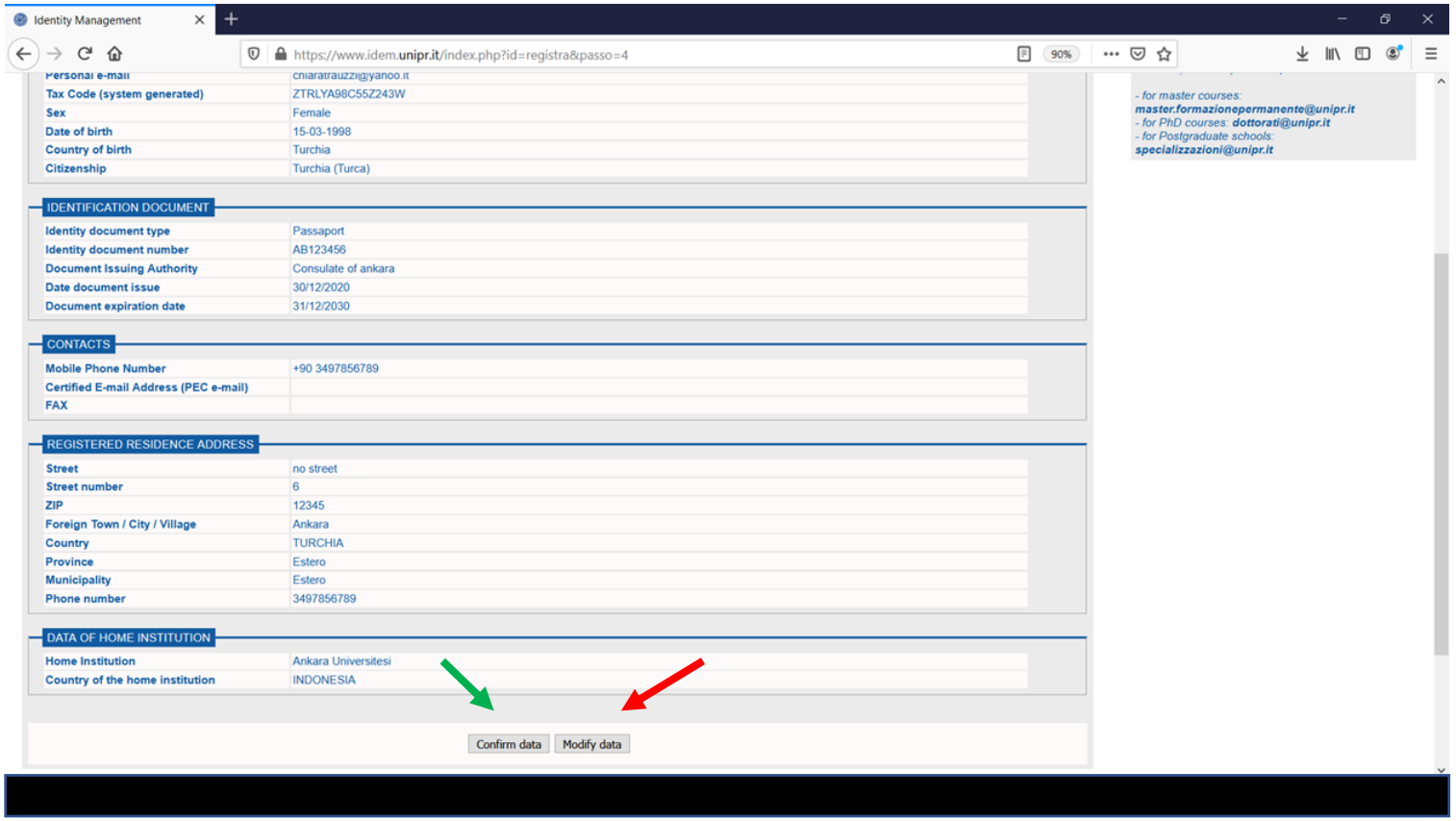
Tick the box «I'm a foreign student..» (also if you are an Italian citizen living abroad)
INSERT YOUR DATA ON FIELDS WITH ASTERISKS AND CLICK ON «NEXT»
Tick the box «I declare that…»

STEP A



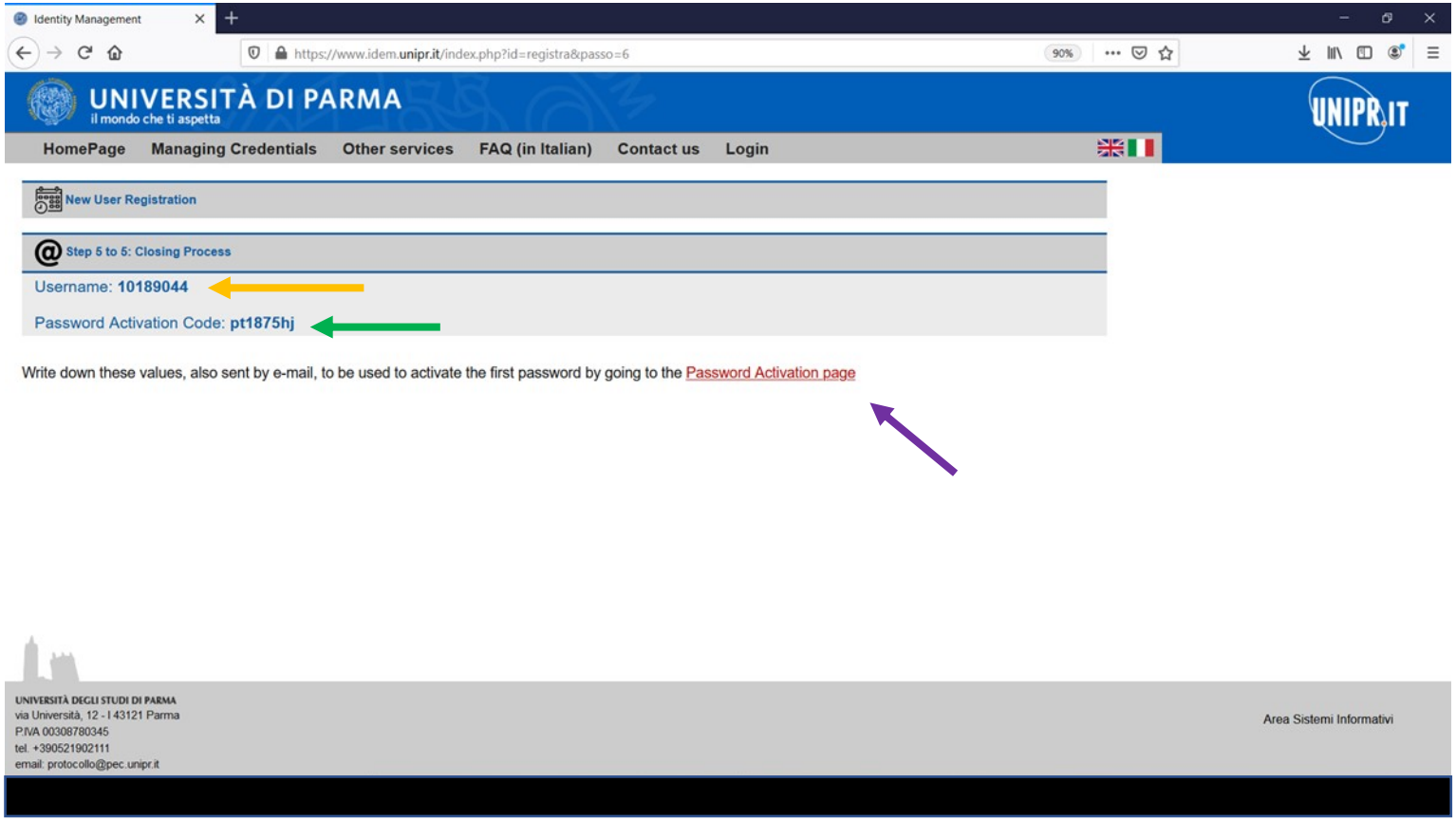
THEN CLICK ON «NEXT»

STEP A



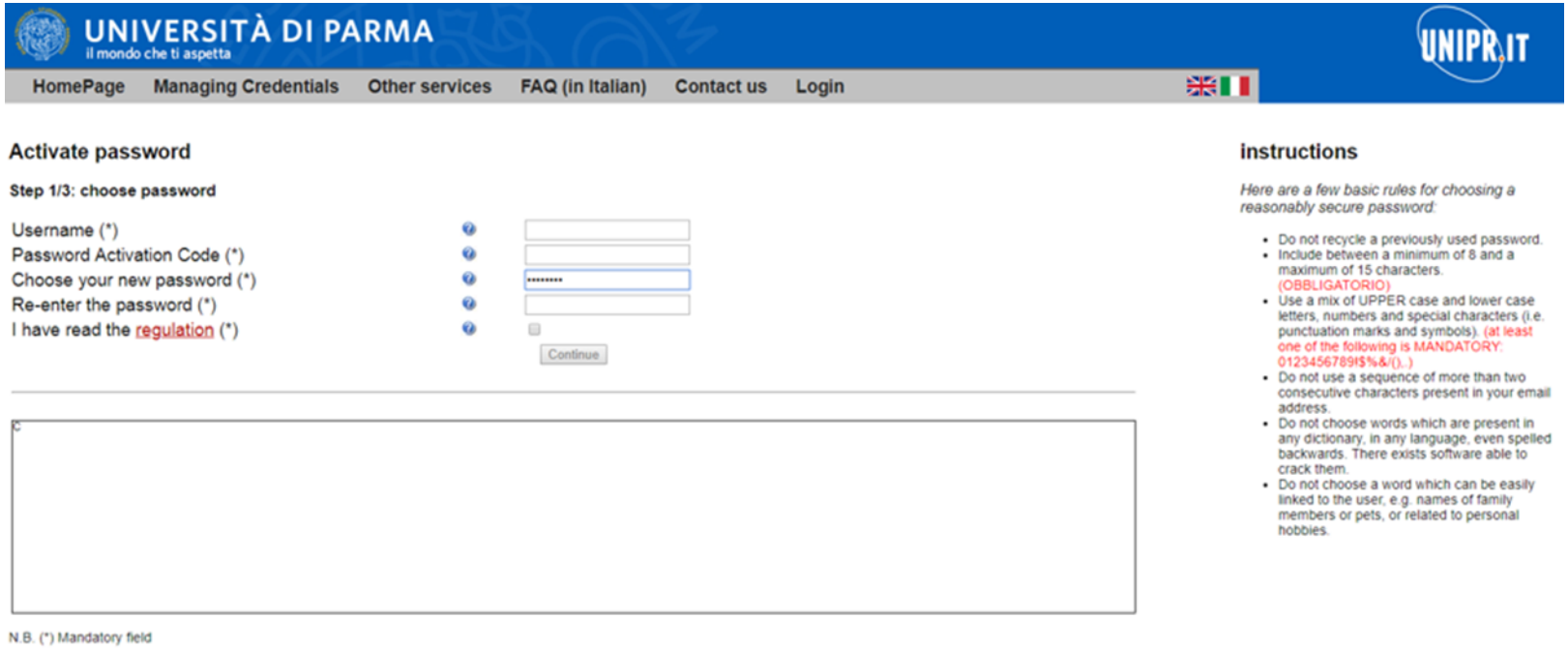
THE SYSTEM WILL GIVE YOU A RECAP PAGE: IF ANYTHING **WRONG** CLICK ON «MODIFY DATA», IF DATA ARE **RIGHT** CLICK ON «CONFIRM DATA»

STEP A



Now you receive A USERNAME (orange arrow) and A PASSWORD ACTIVATION CODE (green arrow). Save it because you will need it in the Password activation page (purple arrow)

STEP A



HERE YOU CAN ENTER THE DATA YOU GOT 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.

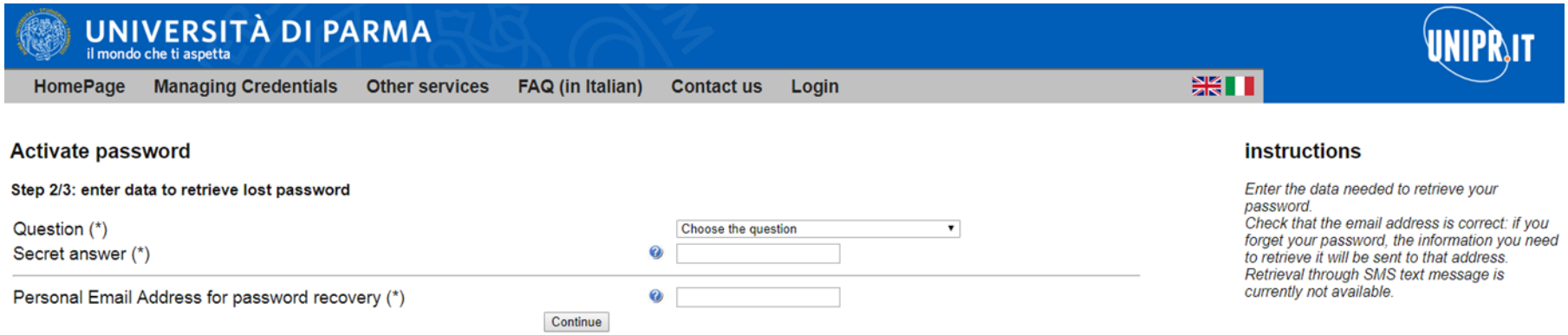
STEP A

If your password is rejected, please read carefully the instructions on the side

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.

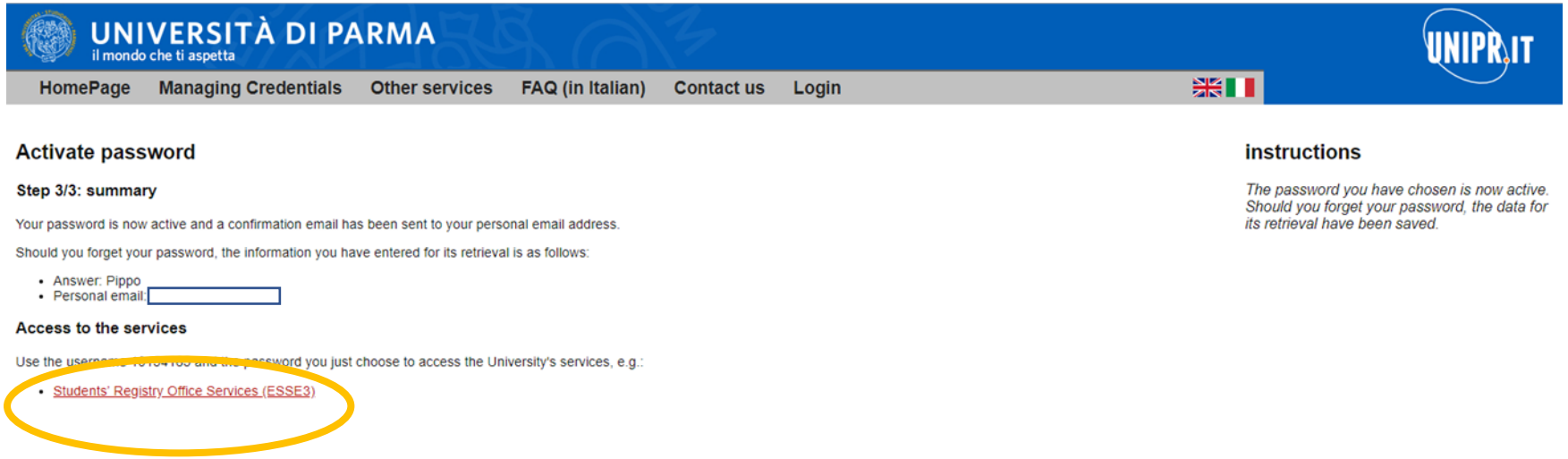
STEP A



The system asks you to choose also a question and a secret answer.
The SECRET ANSWER is case sensitive. Do not use any special characters.
In case you will lose your password, the system will ask you to provide this information to help you restore it.
Write them down in a secure place!

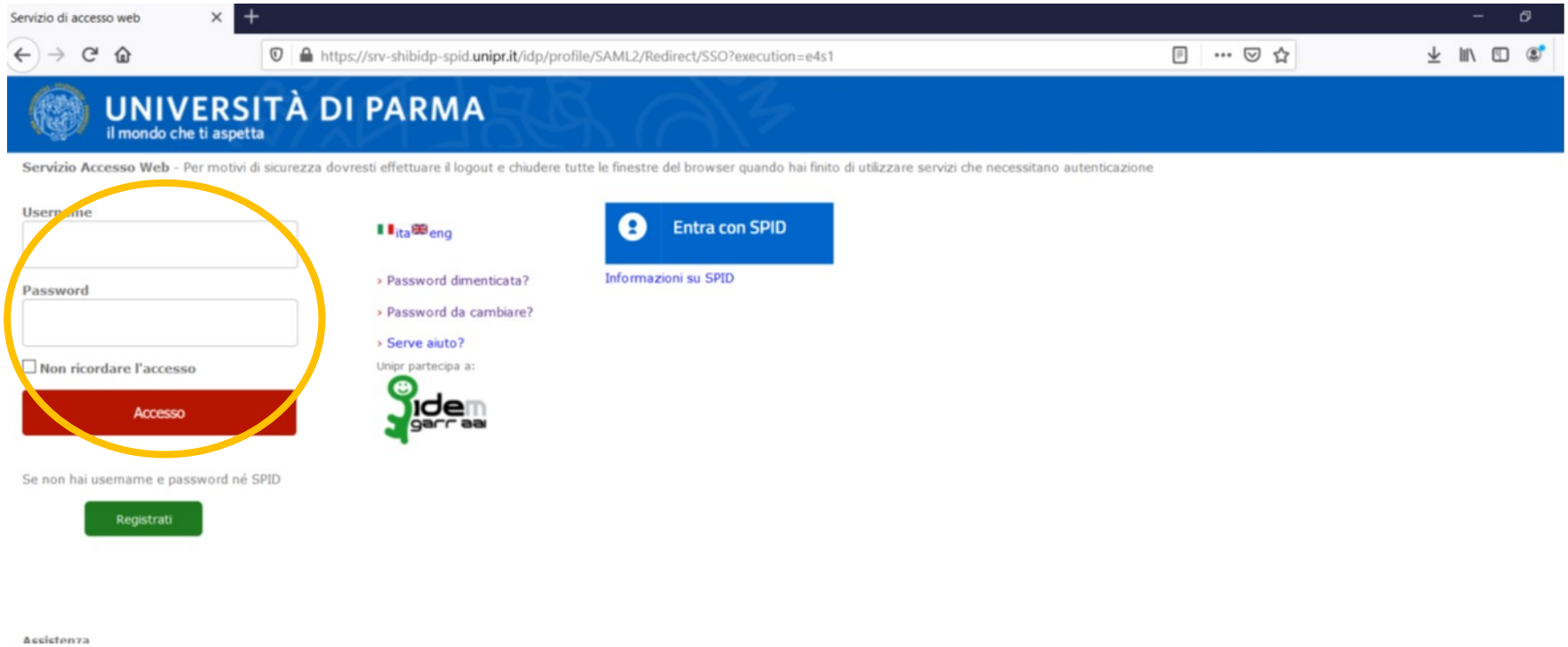
Click on continue.

STEP A



As 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

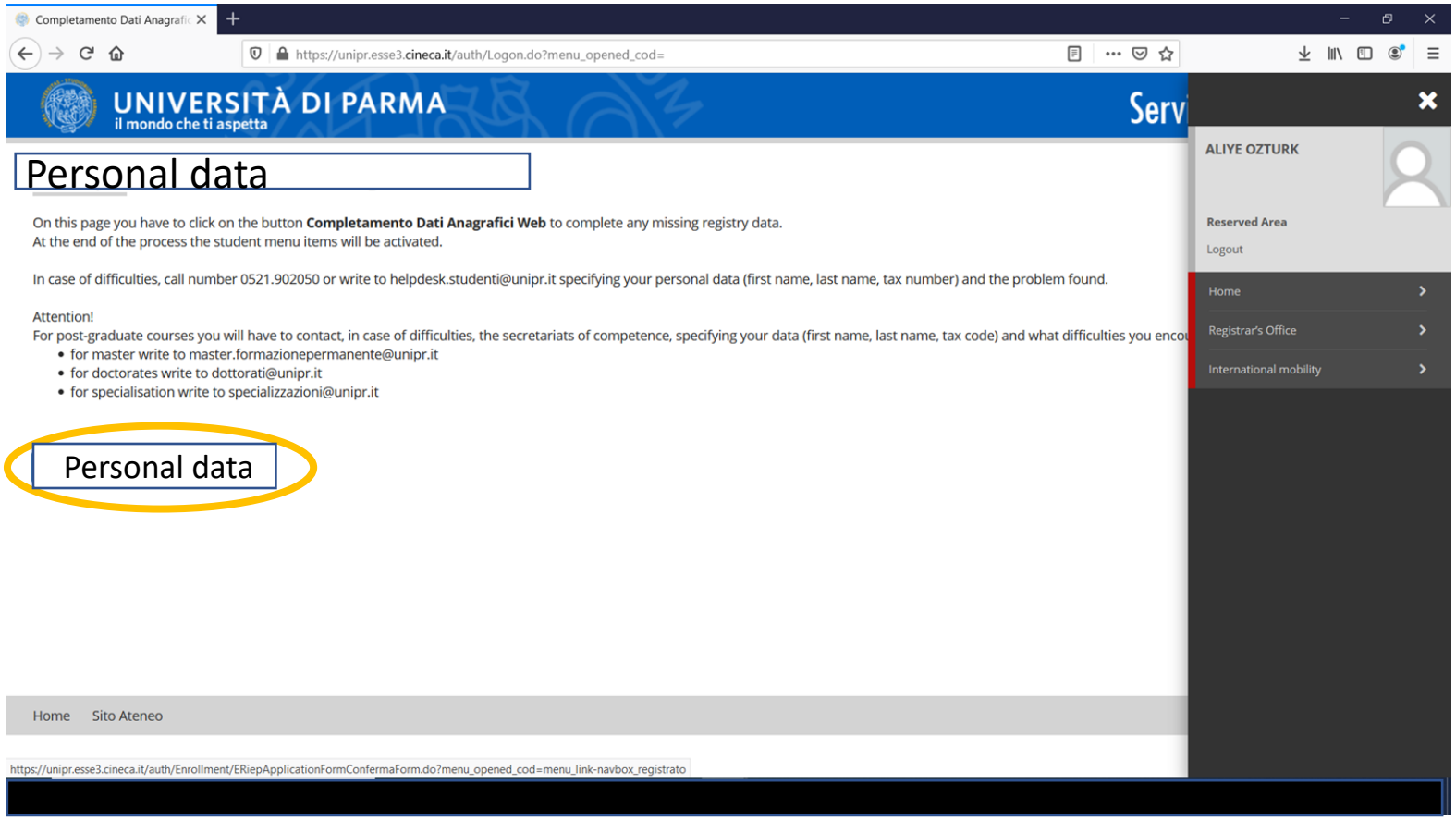
STEP A



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

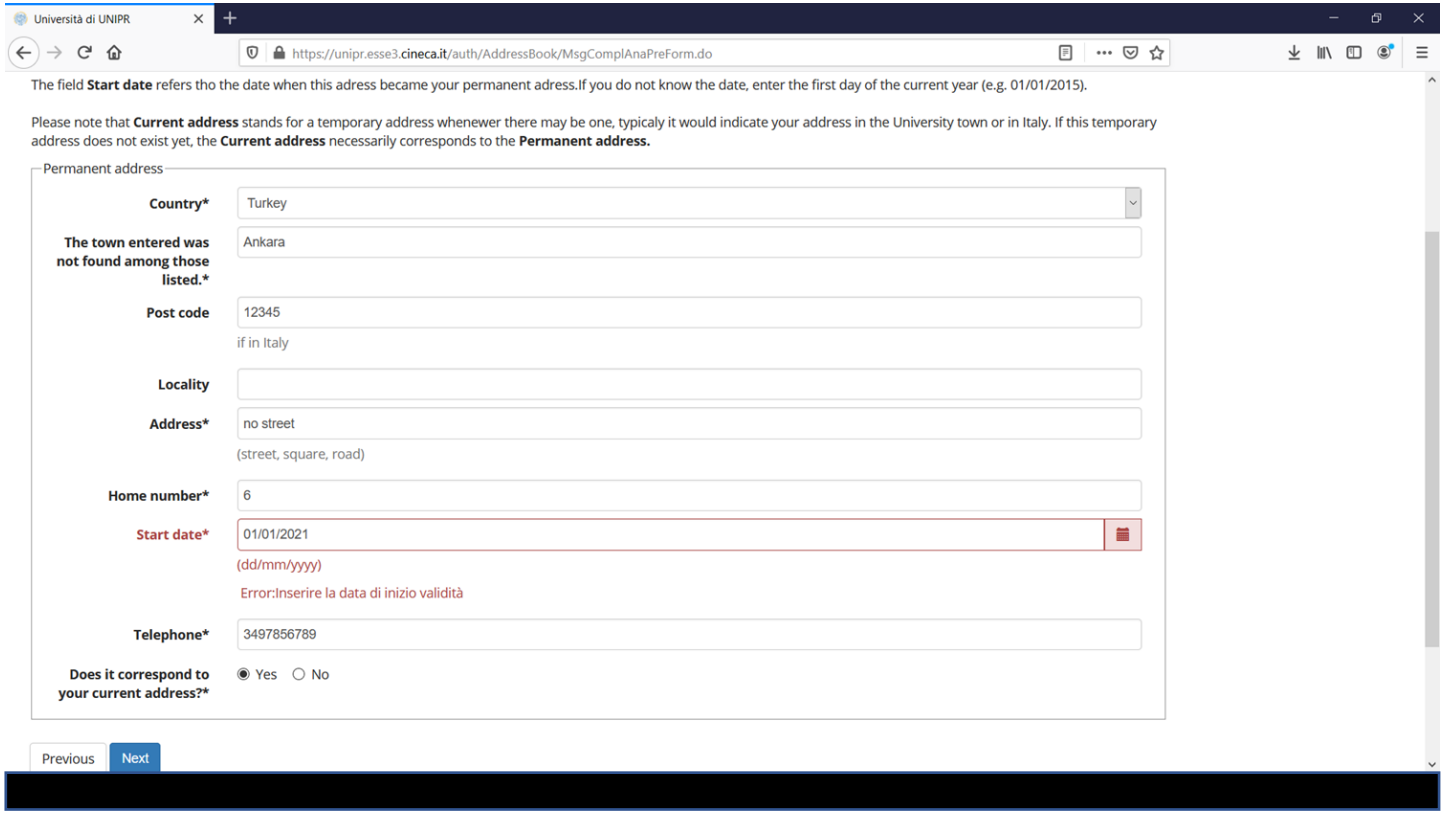
After logging in, you have to switch to English again, by clicking on the hamburger menu.

STEP A



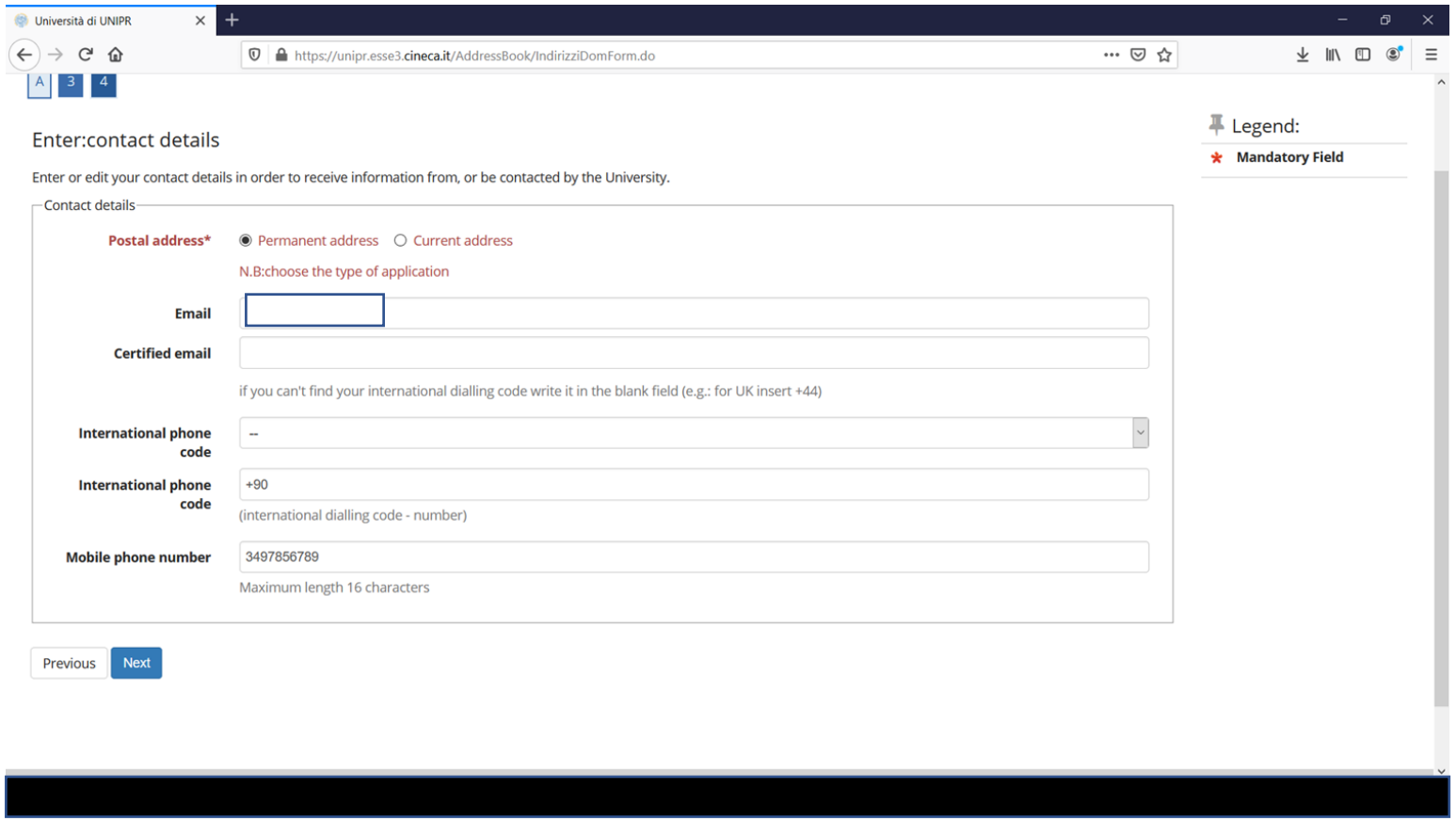
ONE LAST STEP: COMPLETE YOUR DATA
CLICK ON THE BLUE BUTTON (orange circle)

STEP A – do not put an Italian address



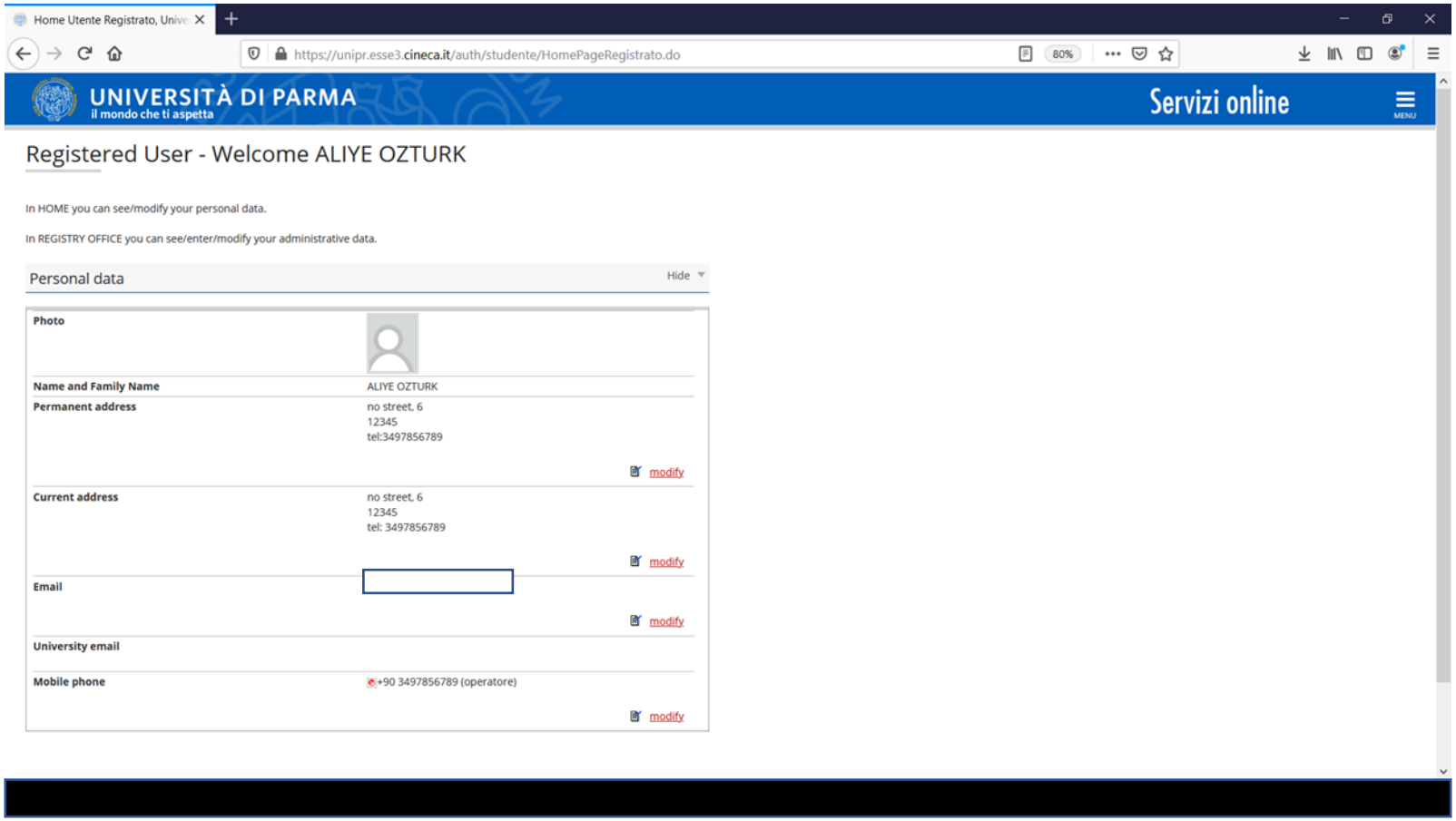
Complete data in red fields – DO NOT PUT any zip code
As «start date» you can put 01/01/2020
Then click on the blue «next» button

STEP A



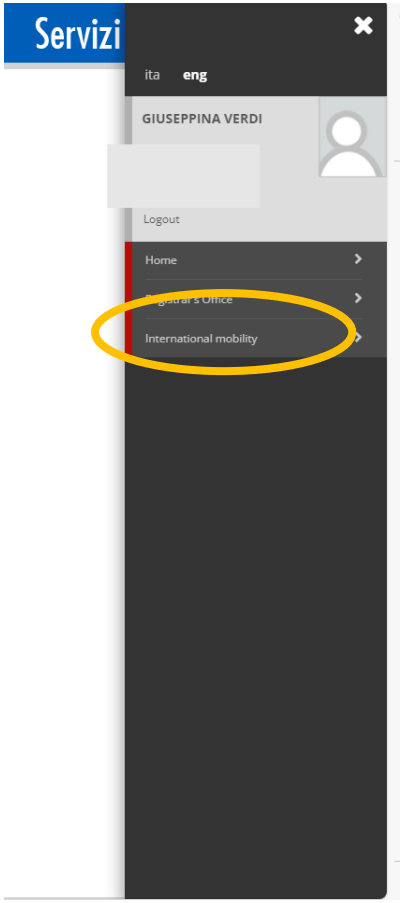
COMPLETE THE DATA IN RED FIELDS
AS «POSTAL ADDRESS» YOU CAN SELECT «PERMANENT ADDRESS»
THEN CLICK ON THE BLUE «NEXT» BUTTON

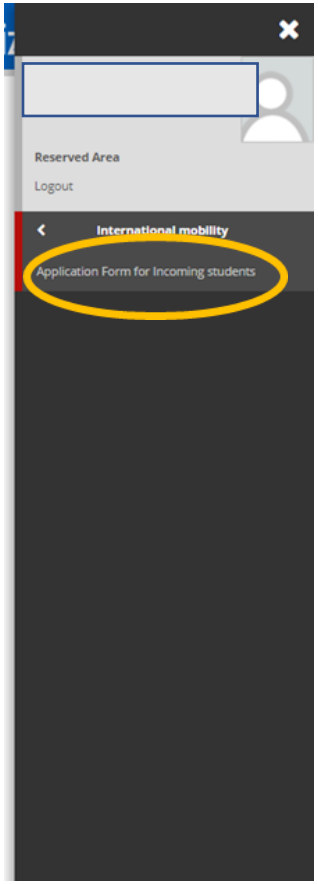
STEP A



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

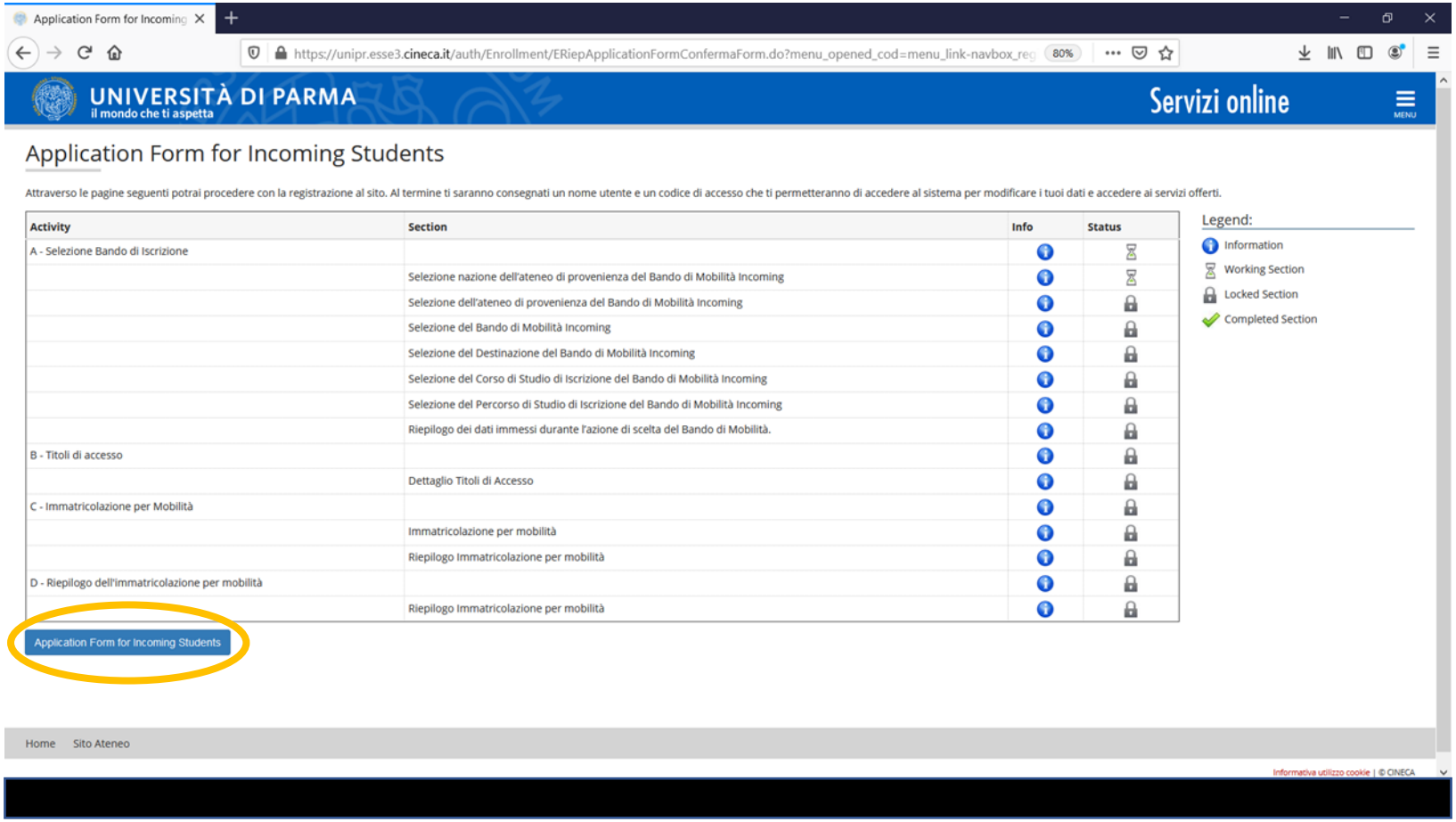
STEP B





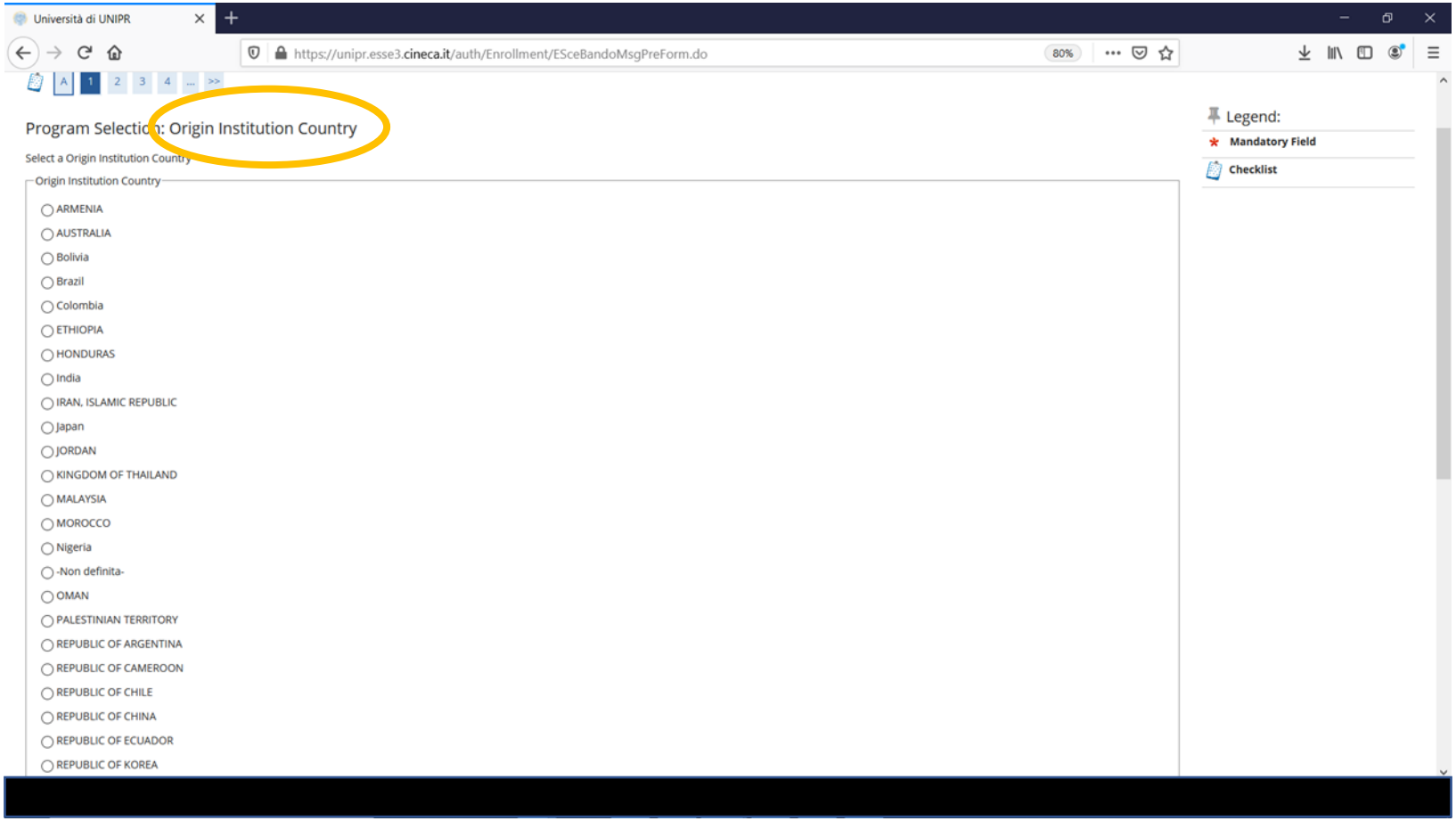
On the top right of the page, Select the hamburger menu →«international mobility»
Then «application for incoming students»

STEP B



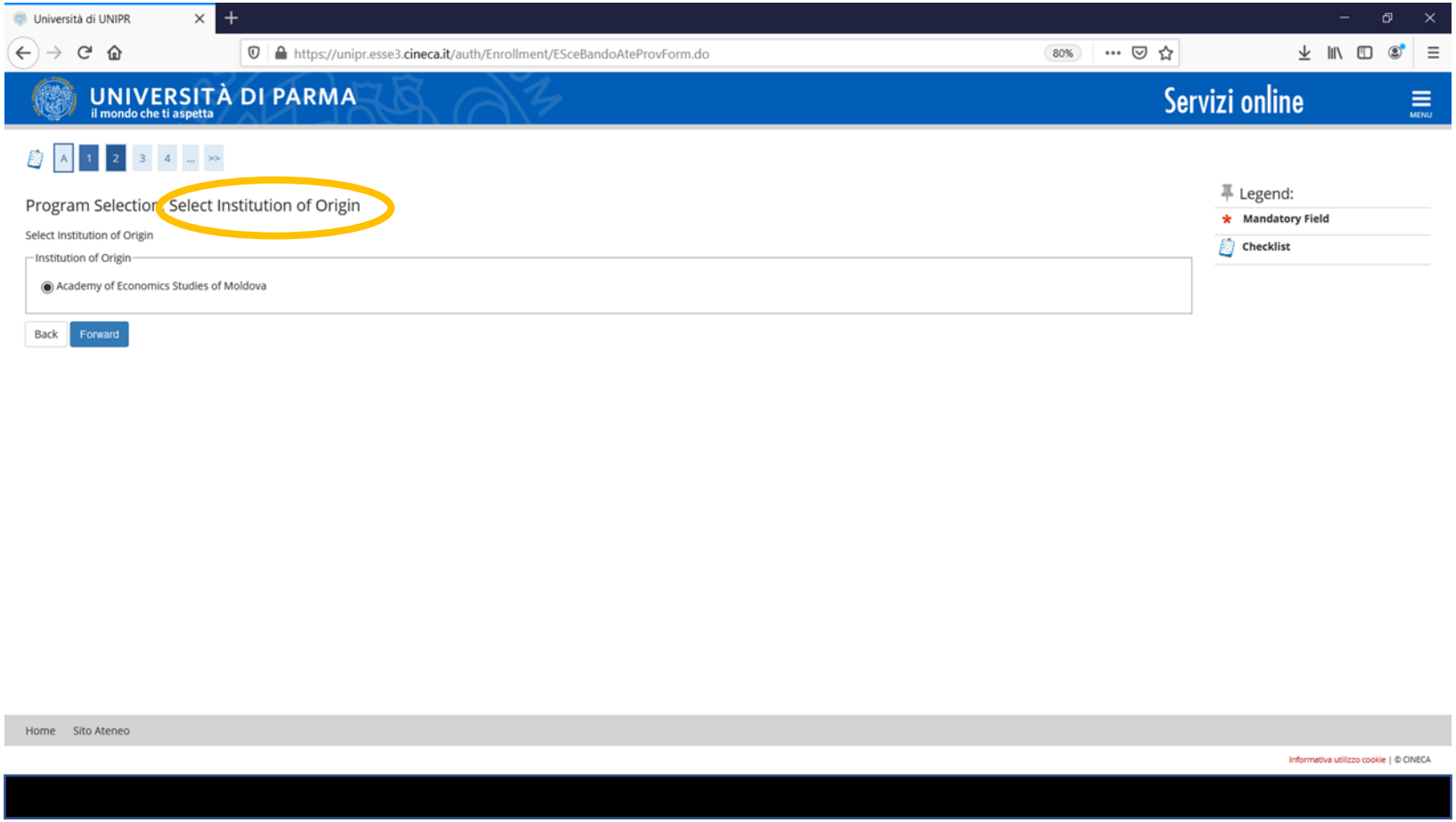
CLICK ON THE BLUE BUTTON «APPLICATION FORM FOR INCOMING STUDENTS»

STEP B



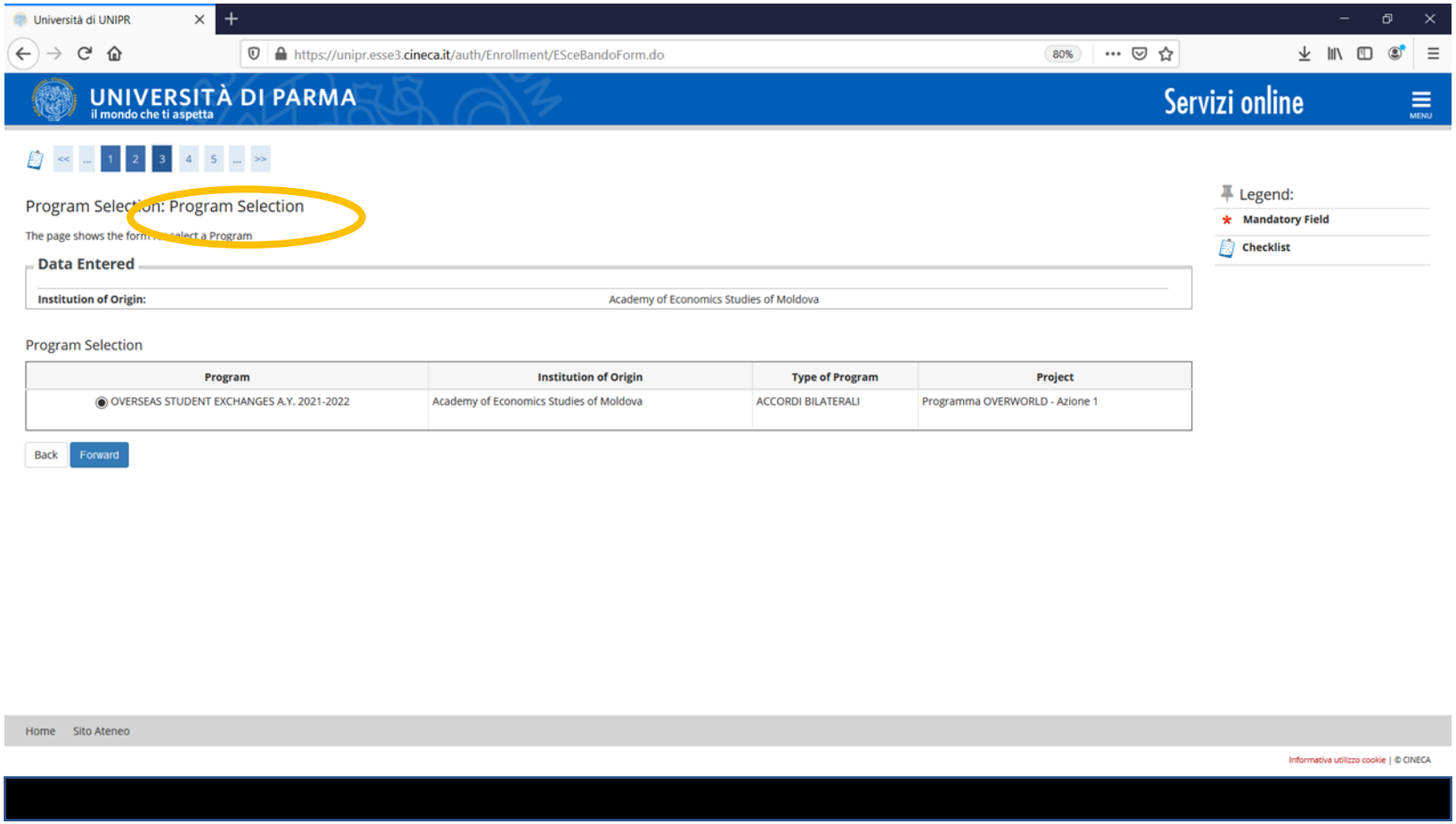
SELECT THE COUNTRY OF YOUR HOME INSTITUTION

STEP B



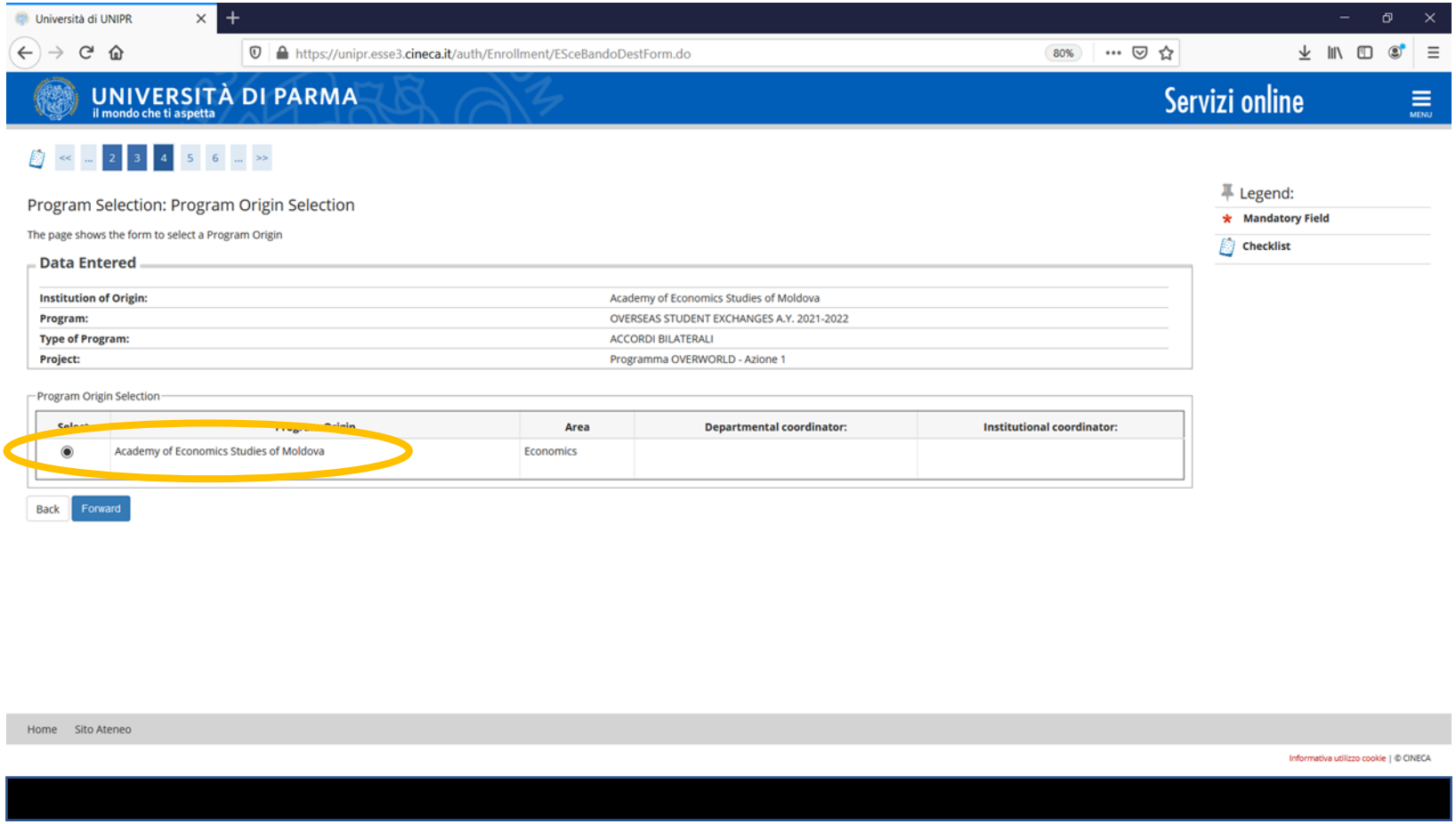
SELECT YOUR HOME INSTITUTION

STEP B



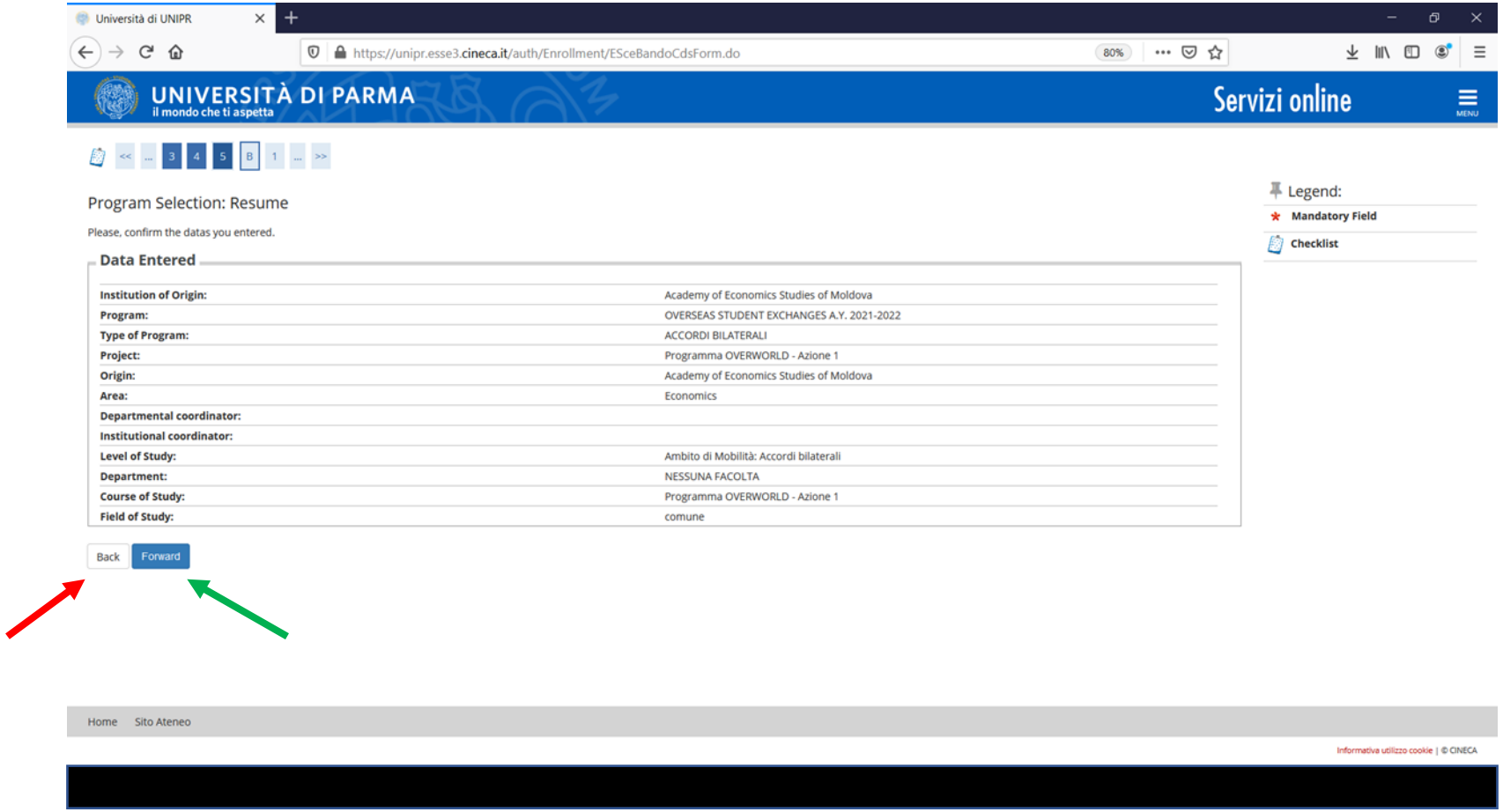
SELECT YOUR EXCHANGE PROGRAMME: ERASMUS+, OVERWORLD, DOUBLE DEGREE

STEP B



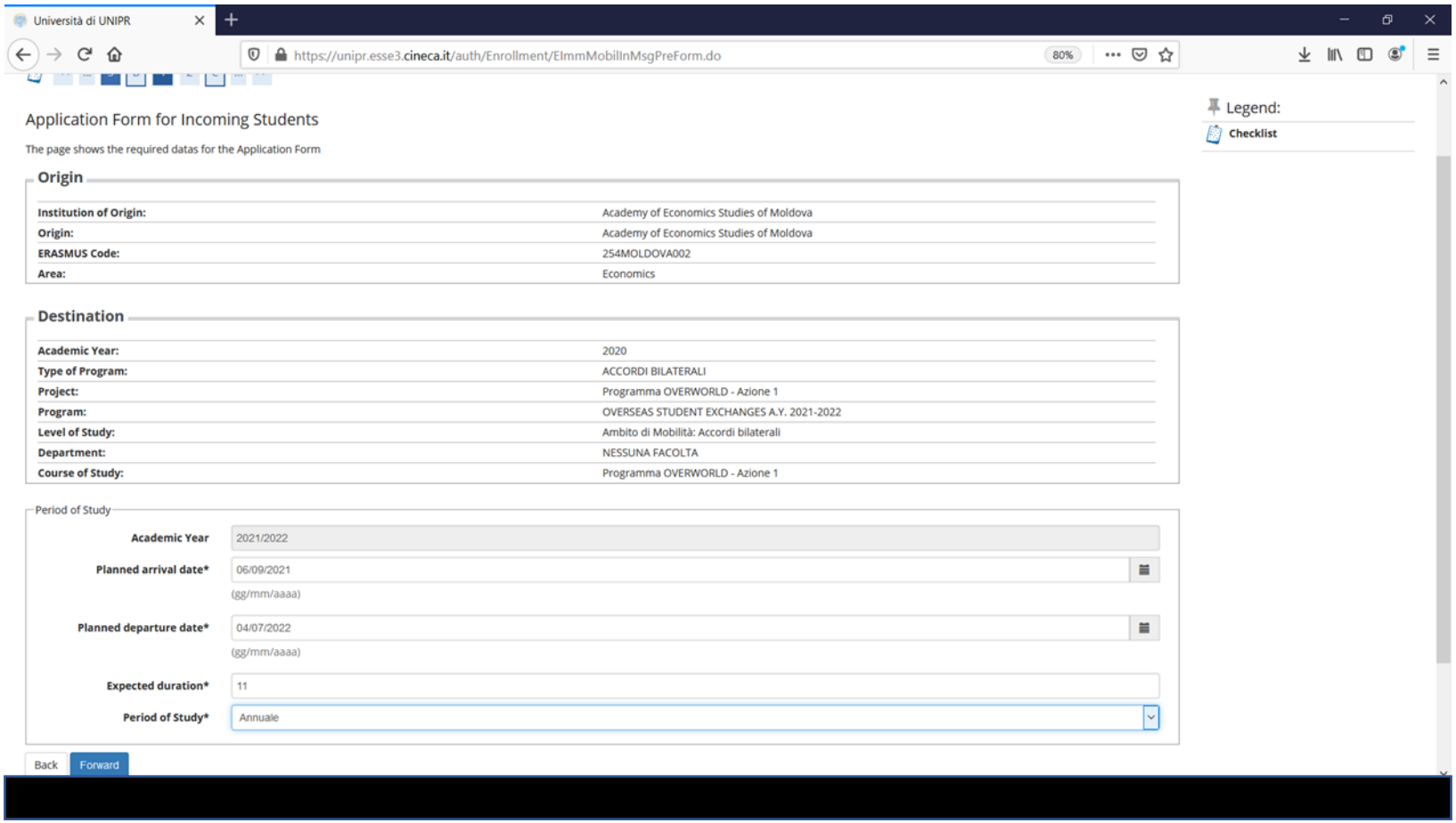
SELECT YOUR HOME INSTITUTION OR FIELD OF STUDY (depending on the Exchange Programme)

STEP B



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

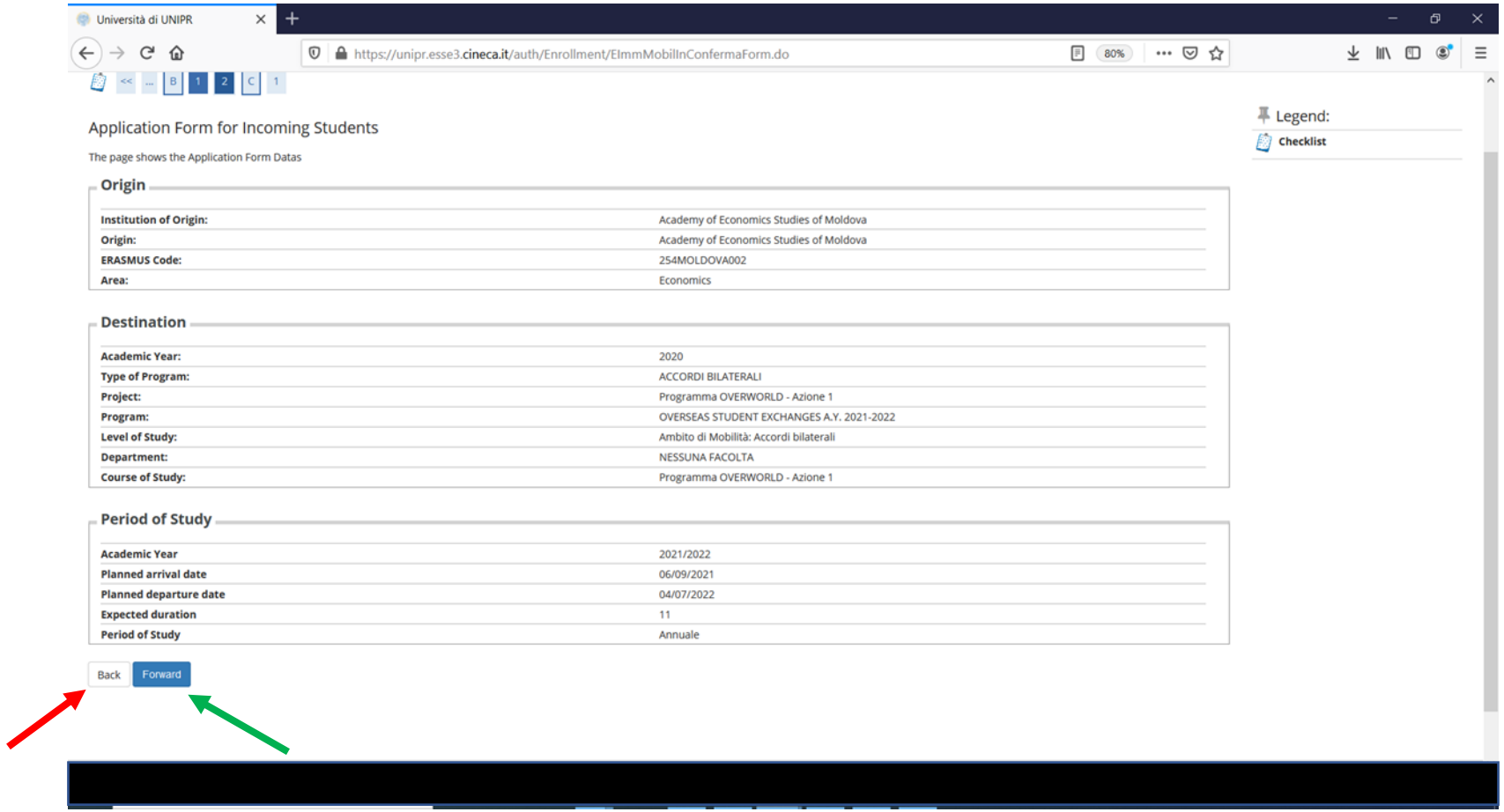
STEP B



Complete the fields with asterisks

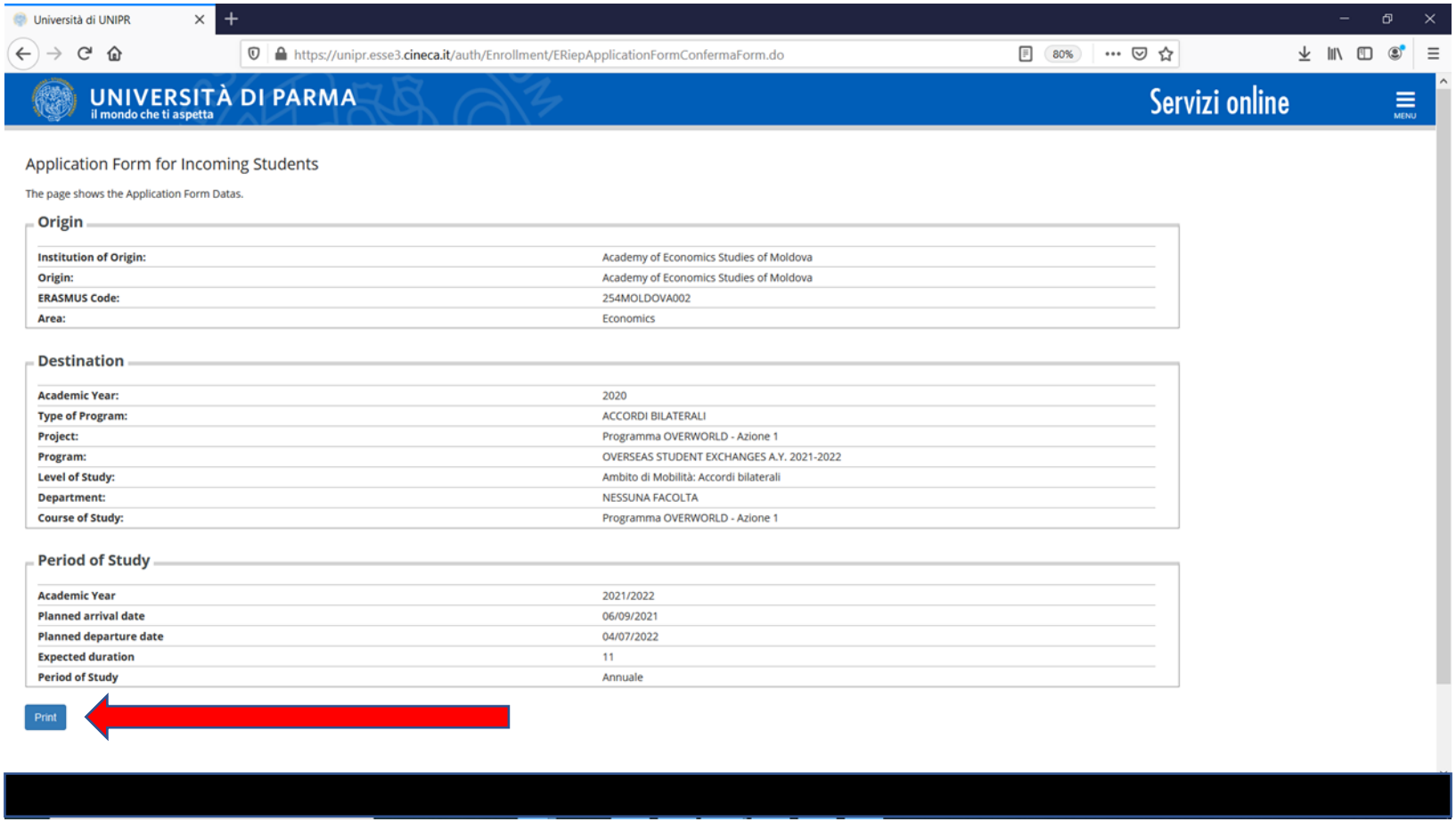
Dates and duration are only «planned», they are not definitive. You can find information on the academic calendar of each Department on the Department website.

STEP B



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

STEP B



Now you must print the document that is your **Application Form**.
The system issues a pdf form: **save it, complete information on page 2 and sign it.**
If you do not save the document now, you will not able to retrieve it anymore!

STEP B

Academic year 2021/2022

STUDENT'S PHOTO

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

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

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

SENDING INSTITUTION:

Home University: Academy of Economics Studies of Moldova
Erasmus code: 254MOLDOVA002
Erasmus Area: 0311-2013 - Economics
International Office name and address: .....
International Officer: .....
International Office telephone: .....
International Office fax: .....
International Office e-mail: .....

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 .....

Fill in page 2 with missing information and sign it; scan the document or edit in PDF.

ONLY FOR MEDICINE STUDENTS

https://www.unipr.it/en/application-erasmus#paragraph-id--109834

DO NOT FORGET THAT MEDICINE STUDENTS HAVE TO SEND TO SERVIZIO DI MEDICINA PREVENTIVA OF THE UNIVERSITY OF PARMA via e-mail: smedprev@unipr.it

- VACCINATION CERTIFICATE
- COVID VACCINATION CERTIFICATE
- **details** regarding: degree course to be attended and planned arrival date, copy of proposed LA

Do Not send these with the application documents. It is a different office!



YOUR APPLICATION IS COMPLETED

The application will be processed after the deadline for applications and you will receive feedback once processing is complete.

UNIVERSITÀ DI PARMA

www.unipr.it

Last update: 2025-05-14