



UNIVERSITÀ
DI SIENA
1240

GUIDELINES TO THE ONLINE APPLICATION PROCEDURE FOR DOCTORAL RESEARCH PROGRAMMES

The online procedure comprises two phases:

1. Registration of candidates' personal information
2. Application for admission exam

N.B. Candidates who have already registered on the platform <https://segreteriaonline.unisi.it> and therefore have the credentials (username and password) for access to online services should go straight to Phase 2, "Application for admission exam".

Phase 1 – REGISTRATION OF CANDIDATES' PERSONAL INFORMATION

Candidates must:

1. Go to the link [https://segreteriaonline.unisi.it/](https://segreteriaonline.unisi.it) and click on "**Registration**" in the yellow menu on the left, under "**Personal Area**".
2. Click on [**Online registration**] and provide all personal information requested by the system. Keep your Italian tax identification code (*codice fiscale*) handy (for foreign students the system will calculate your code automatically: please be sure to provide your full name as it appears on your passport/official identity card) as well as your identity card/passport.
3. Keep the "**Registration memo**" generated once you have completed the registration procedure. The system shows your access credentials (username and password) and sends them to the e-mail address you provided during the registration procedure.

At this point you can:

- immediately gain access to the virtual office services, by clicking on the blue button [**Proceed with authentication**] using the username and password provided;
- gain access to the virtual office services later, by clicking on "**Login**" in the main menu on the left, under "**Personal Area**", and providing your username and password.

Phase 2. APPLICATION FOR ADMISSION EXAM

Candidates must:

1. Go to the link [https://segreteriaonline.unisi.it/](https://segreteriaonline.unisi.it) and click on "**Login**" in the yellow menu on the left, under "**Personal Area**".
2. type in username and password
3. click on "**Virtual Office**" in the yellow menu on the left and then on "**Admission exam**".
4. click on the blue button [**Proceed with application**]
5. click on the blue button [**Apply for admission exam**] at the bottom of the page "**Apply for admission exam**"



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6. select the type of degree programme: **“Doctoral Programme”**
7. select the title of the **degree programme** (doctoral programme) you wish to apply for
8. select the **“exam”** shown next to the doctoral programme and click on **[Next]**
9. to continue, check and confirm the data summarized on the page **“Confirm exam selection”** and click on **[Confirm]**
10. check and correct (if necessary) your personal information and provide your consent for the processing of your personal data, then click on **[Confirm]**
11. select your preferences/research track (if applicable – only one research track can be selected)
12. declare any disability
13. to continue, check and confirm the data summarized on the page **“Confirm exam selection”** and click on **[Confirm]**
14. state which qualifications you are presenting with your application

N.B. Candidates who expect to gain their degree by 31 October 2016 must click on “not yet awarded” and state the academic year in which they will gain it (2015/2016 until 30/09/2016; 2016/2017 from 01/10/2016), but not the exact date on which it will be gained.

All candidates who have already gained the qualification required for access to the doctoral programme, including those with foreign academic qualifications, must provide the “Grade” including a forward slash and using the format “nn/nnn”, e.g. “98/110”, “4.5/5”, “2.1/1”

15. On the page **“Manage qualifications and documents for evaluation”** you must upload the *“Documents for evaluation”* specified in table in art. 1 of the announcement (thesis abstract, curriculum vitae et studiorum, letter(s) of reference, research project).

When asked **“Do you wish to enclose other documents and/or qualifications with your application?”** click on **“yes”** for each type of file you wish to send (*formats suggested for attachments: .pdf, .JPG, .JPEG, .Pjpeg, .Bmp, .Png*).

N.B. candidates with qualifications gained abroad, in addition to “documents for evaluation” (thesis abstract, curriculum vitae et studiorum, letter(s) of reference, research project), must also select “Foreign academic qualification” and upload: the foreign academic certificate, including a list of exams taken and grades (transcript) in Italian or in English, or translated into Italian or English, and a copy of any other documents of use for the evaluation of the candidate’s qualification, e.g. Diploma supplement, Declaration of value (*Dichiarazione di valore in loco*).

16. If all information provided is correct, click on **“End admission procedure”**
17. The procedure ends with the page **“Application summary”**, where the candidate can click **[Print application memo]** to save/print confirmation that the application has been registered.



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The application is automatically sent to the University at the end of the procedure on <https://segreteriaonline.unisi.it>.

Therefore no printed materials/documents need to be sent or delivered to the University offices.