

INSTRUCTIONS FOR ONLINE PHD ENROLMENT

ENROLMENT

- Go to the link https://segreteriaonline.unisi.it/ and click on "Login" in the yellow menu on the left below "Restricted Area"
- Enter username and password
- Click on "Segreteria" in the yellow menu on the left and then click on "Enrolment"
- Click on the blue button "Continue"
- Select type of degree programme: "Doctoral Programme"
- Click on "Continue"
- Select name of Doctoral Programme and click on "Continue"
- On the page "Enrolment: Self-Declaration and Privacy Policy" click on "Accept"
- Check and amend your personal details if necessary and consent to the processing of your personal data. Next click on [**Confirm**]
- Check identity document and click [Continue]
- Declare any invalidity
- Attach photograph
- On the page"Details of qualifications required" check the details and click on "Continue"
- On the page "Enrolment: Enrolment details" fill in the required details and click on "Continue"
- To continue, check and confirm the summary of details on the page "Confirm previous selections"
- Click on [Confirm]
- On the page "<u>Documents to support the enrolment application</u>" attach the required documents and click on "**Continue**"
- Enter any exemptions and click [confirm and continue]
- Check the summarised details entered during the enrolment procedure



• **Make payment** (students benefitting from exemption are nevertheless obliged to pay the telematic stamp duty by MAV for the amount of 16.00 euros)

- by credit card (immediate payment)

- by MAV payment form (the MAV form must be printed and used for payment at any bank counter in Italy).

The MAV can be paid:

at any bank counter

------ at enabled ATMs

• Print enrolment summary