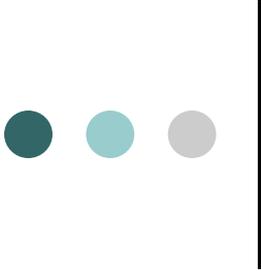




UNIVERSITÀ DI SIENA 1240

**ONLINE ADMISSION AND
ENROLMENT PROCEDURE FOR
MASTER'S AND POST-DOC PROGRAMMES**



REGISTRATION

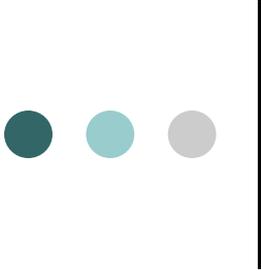
Virtual Office: <https://segreteriaonline.unisi.it>

- Those enrolling at the University of Siena for the first time must click on «*Registration*» in the menu on the left and follow the procedure described. Please have your Italian tax identification code (*codice fiscale*) and a scanned copy of a valid identity card/passport (all important pages).

Please bear in mind that registration with the system only takes place at the end of the procedure, when all information has been provided.

At the end of the registration procedure you will receive a username and password, which allow you to access the services offered and change the information provided.

- Those who have already taken a course at the University of Siena do not need to register online. To access the Personal area via Login you will need to use the username and password provided previously. If you have lost or forgotten your username and/or password, go to *RETRIEVE UNISIPASS CREDENTIALS* on the page <http://faq.unisi.it/content/2/11/it/password-smarrita-o-dimenticata.html>. If you have any problems you can contact the helpdesk : helpdesk@unisi.it - telephone 0577 235000
- If you cannot complete the procedure online, contact the Public Relations Office (URP) on the freephone number (from landlines) 800221644 (Mon.-Fri. 9.30-13.00; Tues & Thurs. also 15.00-17.00), or the number 0577 232111, or send an email to urp@unisi.it



ADMISSION AND ENROLMENT PROCEDURE

Access the Personal Area via Login, using your username and password. Then click on **VIRTUAL OFFICE** in the column on the left.

MASTERS AND ADMISSION VIA EXAM

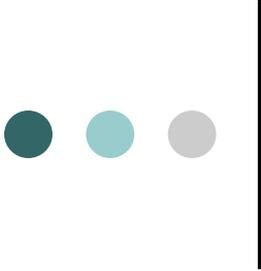
(to apply for the selection procedure)

Click on: ADMISSION EXAM

MASTERS AND DIRECT ADMISSION

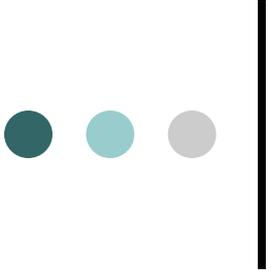
(direct enrolment and payment of fees)

Click on: MATRICULATION



Path: ADMISSION

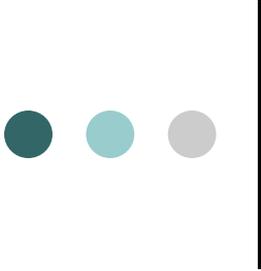
- **Admission exams** (*Read the notes carefully and click on «Matriculation» at the bottom of the page*)
- **Select the type of degree programme**
- **Select the title of the programme** (*Master's or other Post-Doc programme*)
- **List of exams**
- **Confirm exam selection**
- **Personal Information** (*click on «Confirm» at the bottom of the page*)
- **Identity card/Passport** (*Provide the details from your valid identity card/passport and upload a scanned copy (all essential pages) of the document presented – this is mandatory*)
- **Declaration of disability** (*If applicable: a certificate of disability must be uploaded when the declaration is made*)
 - **Attachment confirming declaration of disability**
- **Confirm application for the admission exam**
- **Declaration of disability**
- **Details of qualifications required**
- **Management of qualifications and documents for evaluation**
- **Confirm declaration of qualifications and documents for evaluation**
- **Confirm exam selection**
- **Application summary**
- **Print application memo**



Path: ENROLMENT

- **Click on «Matriculation» at the bottom of the page** *(read the notes carefully)*
- **Confirm declaration**
- **Select type of matriculation**
- **Select the type of degree programme**
- **Select the title of the programme** *(Master's or other Post-Doc programme)*
- **Confirm programme selection**
- **Personal Information** *(check the information provided during the Registration phase: personal information, address of residence and domicile, and contact details)*
- **Identity card/Passport** *(Provide the details from your valid identity card/passport and upload a scanned copy (all essential pages) of the document presented – this is mandatory)*
- **Declaration of disability** *(If applicable: a certificate of disability must be uploaded when the declaration is made)*
 - **Attachment confirming declaration of disability**
- **Personal photo** *(upload a passport photo, size: 35x40mm)*





Path: ENROLMENT

- **Details of qualifications required**
- **Matriculation information** (*under OTHER INFORMATION state disability*)
- **Declaration** (*read carefully*)
- **Confirm previous selections**
- **Attach matriculation application**
- **Exemption request** (*students with a disability equal to or above 66% and an ISEE value of no more than € 22,000.00 can request exemption from the payment of fees*)
 - **Certification** (*include ISEE details*)
- **Make payment** (*those who are exempt from the payment of fees are still required to pay a virtual revenue stamp of €16.00 by MAV*)
 - **using credit card** (*immediately*)
 - **using MAV payment form** (*the MAV form must be printed and used for payment at any bank in Italy*)
 - ➔ **It is possible to print the MAV form only if it is specified an Italian address (domicile or other) and to pay only by the Italian bank system. Otherwise it is possible to pay by credit card.**
- **Print matriculation memo**