How to submit an admission application, 37° ciclo di dottorato
(reserved for scholarship holder of international mobility programmes)

The telematic procedure consists of two phases:
1. Registration of personal data for access to the online portal
2. Application to PhD positions

**Phase 1 – Registration of personal data**

Connect to [https://segreteriaonline.unisi.it/](https://segreteriaonline.unisi.it/) and click on “Registration”

At the bottom of the page click on [Web Registration](https://segreteriaonline.unisi.it/)

**Autodichiarazione e Informazione privacy** (Self-declaration and privacy information) confirm clicking on [Forward](https://segreteriaonline.unisi.it/)

Fields marked with * are mandatory.
Pay attention when filling in the surname and name fields, as they could generate errors in checking the tax code number. Students without an Italian tax code can proceed without entering the tax code, the system will automatically assign a provisional code that will be changed, if different from the definitive one assigned, at the time of the request to the Revenue Agency.

The Personal Authorization Details will be displayed; clicking on [Print](https://segreteriaonline.unisi.it/) before exiting the registration procedure, a document will be generated with your data and details for access to the web portal.

**Phase 2 – Submission of admission application**

Connect to: [https://segreteriaonline.unisi.it/Home.do](https://segreteriaonline.unisi.it/Home.do)

Click on [MENU](https://segreteriaonline.unisi.it/Home.do) (on the upper right)
Click on “Registrar’s Office”
Click on “Admission test”, go to the bottom of the page and click on [Iscrizione Concorsi](https://segreteriaonline.unisi.it/Home.do)

A – **Scelta del concorso** (Choice of the course and position)

**Scelta tipologia corso** – select the following type of course
- Corso di Dottorato (D.M.45/2013)

Confirm your choice clicking on [Avanti](https://segreteriaonline.unisi.it/Home.do)

**Corso di studio** (PhD course) – select the PhD course among the list and confirm your choice clicking on [Avanti](https://segreteriaonline.unisi.it/Home.do)

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1 Candidates who already registered in the past on [https://segreteriaonline.unisi.it/](https://segreteriaonline.unisi.it/) and therefore have their access coordinates (username e password) can directly proceed with phase 2. Those who do not remember their access coordinates can retrieve them through the appropriate procedure available on website [https://my.unisi.it/](https://my.unisi.it/).
Selezione Concorso (competition selection) - select “concorso” Istanza di ammissione per posti di programmi di mobilità internazionale (...).

Conferma scelta concorso (confirmation of selection) – confirm clicking on Conferma e prosegui.

B – Confirmation of Personal Data

Autodichiarazione e Informativa privacy (Self-declaration and privacy information) – for accepting click on Forward.

Personal details – go to the bottom of the page and, if data are correct, click on Confirm.

C – Identification Documentation

Identification Documentation – insert a valid identity documentation clicking on Upload a new identity card/passport, insert required data and click on Continue and confirm clicking on Forward; upload a copy of your identity document (Documento di identità) clicking on Enclose the attachment. Choose your identity document file (Scegli file) and click on Forward. It is also possible, but not mandatory, to upload your fiscal code. After checking the list of attachments, click on Forward and then on Continue.

D – Confirmation of application

Scelta categoria amministrativa ed ausili di disabilità

Categoria amministrativa - select “Riservato con borsa (borsista programmi mobilità internazionale)” from the drop-down menu.

Ausilio allo svolgimento delle prove – Answer select “Yes” (Si) only in case of a disability of more than 66% in order to benefit from a DSU tax exemption and then indicate the type of disability (choose the appropriate item from the drop-down menu) and the percentage of disability.

Prove previste

Please do not take it into consideration the indicated summary table “Prove previste”, Confirm your choices clicking on Avanti.

Conferma iscrizione concorso (confirmation of application) – click on Conferma e prosegui.

Declaration of disabilities – click on Forward.

E – Access qualifications

Dettaglio titoli di accesso richiesti – click on inserisci to insert the High School qualification in section “Titoli di studio obbligatori” (compulsory qualification) and the degree in section “Titoli di Studio Alternativi” (Alternative qualifications). After inserting the required information click on Procedi.

If the degree will be obtained by 31 October 2021, select “non ancora conseguito” (not obtained yet) and insert the nation (Nazione*), title (Titolo*), duration in years (Durata in Anni*) and the year in which it will be obtained (Anno di conseguimento*). If the title required for access to the PhD has already been obtained (conseguito), also insert the date of award (Data conseguimento) in the format dd/mm/yyyy and the mark (Voto) in the following format “nn/nnn” (e.g. 98/110 o 4,5/5).

Click on Procedi.
After inserting required qualifications click on **Procedi**

**F – Declaration of evaluation qualifications**

**Gestione titoli e documenti per la valutazione** – upload the curriculum vitae in typology “Curriculum vitae et studiorum”.

To upload the letter of appointment or employment contract and the reference international mobility project in typology “Documentazione e Requisiti di Accesso” (access requirements and documentation), the procedure must be carried out twice.

In order to upload a document you must select “Si” (yes) after the question “Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?” (Do you intend to upload further documentation?) Click on **Avanti** to proceed. Select “No” only if you have uploaded all the necessary documents. Click on **Avanti** to proceed. **Attention:** Once “No” has been selected, it is no longer possible to upload further documents and/or modify data.

**Conferma dichiarazione titoli e documenti per la valutazione** – Confirm by clicking on **Forward Avanti?**

**H - Completion**

**Conferma scelta concorso** – complete the application procedure by clicking on **Completa ammissione al concorso**

**Riepilogo iscrizione concorso** – check the summary and click on **Stampa promemoria domanda di partecipazione** (at the bottom of the page). The application is automatically forwarded to the University of Siena. Applicants are therefore not required to send or deliver any documentation to the University offices. No contribution is due for the admission tests to PhD courses.