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 "Documents to support the enrolment application" 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

  ——————————— via home banking – MAV payment

  ——————————— at enabled ATMs

- Print enrolment summary