UNIVERSITÀ DI SIENA 1240

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

REGISTRATION

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

- First enrollment at the University of Siena: menu on the left the REGISTRATION item (tax code and scanned copy of the back of a valid identification document required)

- You will receive in the indicated email a Username and a Password to authenticate to the system.

- Those who have already attended a course at the University of Siena must not register online. To access the reserved area through LOGIN, you must use the username and password you already have.

- In case of loss of credentials, RETRIEVE PASSWORD from the page https://my.unisi.it/password-reset. For any problems, contact the Helpdesk at e-mail helpdesk@unisi.it or by telephone on 0577 235000

- Contact Master and courses office:
  e-mail: master-corsi@unisi.it
  Telephone counter: tel. 0577 235541 (from Monday to Friday from 12 to 13)

ADMISSION AND ENROLMENT PROCEDURE

○ Access the reserved area via Login using Username and Password.
  If the CAREER SUMMARY window opens, click on the SELECT button.
  Click MENU at the top right and open the curtain by choosing SECRETARIAT.

Choose the type:

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 (application for participation in the selection / competition)

- **inscriptions exams** *(Read the notes carefully and click on «Matriculation» at the bottom of the page)*
- **Contest Registration** *(summary table of the various steps. Click at the bottom of the page on: COMPETITION REGISTRATION)*
- **Course typology choice**
- **Study course** *(select Master or desired course)*
- **Competitions list**
- **Competition** *(confirm)*
- **Self-declaration and Privacy information** *(accept to continue)*
- **Personal Data** *(click at the bottom of the page on: CONFIRM)*
- **Identity documents** *(Insert the details of a valid identity document and attach the scanned copy (front / back) of the document presented (attachment to the document is mandatory)*
- **Choice of administrative category and disability aids** *(in case of disability then request help for the test)*
- *Confirm competition registration*
- **Invalidity declarations** (*it is possible to present the invalidity declaration. Proceeding with the insertion of the declaration it is mandatory to include the Certificate in the attachment)*
- **Attachments to invalidity declarations**
- **Detail of the required** *qualifications (compulsory study qualifications required for enrollment in the chosen course by clicking on the [Insert] button. Those who have obtained the qualification at the University of Siena will automatically upload the system)*
- **Management of qualifications and documents for evaluation** *(In the first table where indicated 1 of 1 it is mandatory to a*
- **Competition registration summary (***attach the document)*
- **Print application form reminder**
- **ONLY FOR MASTERS: it is necessary to pay the €30 by going either to the homepage or to Menu-Secretariat-Payments to pay the €30 fee** *(the application to the competition is not valid without payment of the fee)*
- **Payment via PagoPA (to be made immediately)**

Path: MATRICULATION (direct registration and payment of the fee)

- **Registration** *(Read the notes carefully and click at the bottom of the REGISTRATION page)*
- **Documentation required, click forward at the bottom of the page** *(Read the notes carefully)*
- **Registration: Course choice**
- **Confirm chosen course**
- **Self-declaration and Privacy information** *(accept to continue)*
- **Master Data Summary: Confirmation or modification of previously entered data**
- **Identity documents** *(Insert the details of a valid identity document and attach the scanned copy (front / back) of the document presented (attachment to the document is mandatory)*
- **Invalidity declarations** *(it is possible to present the invalidity declaration. Proceeding with the insertion of the declaration it is mandatory to include the Certificate in the attachment)*
- **Attachments to invalidity declarations**
- **Registration: Photo Badge (***Photo size must be 35x40mm. File format must be jpeg or bitmap. The photo must contain the face in the front close-up on a neutral background. Max 5 Mbyte)*

Path: MATRICULATION (direct registration and payment of the fee)

o **Detail of the required qualifications** *(compulsory study qualifications required for enrollment in the chosen course by clicking on the [Insert] button. Those who have obtained the qualification at the University of Siena will automatically upload the system)*

o **Registration: Registration data**

o **Confirm previous choices**

o **Enrollment application attachments**

o **Exemption applications** *(handicapped students with a disability percentage greater than or equal to 66%, who declare an ISEE value not exceeding € 22,000.00 can request an exemption)*

o **Self-certification** *(ISEE - Indicator of the equivalent economic situation in Italy - database INPS data recovery authorization)*

o **Make payment** *(those who benefit from the exemption are still required to pay the electronic stamp for the stamp duty in the amount of 16.00 euros)*

o **Payment via PagoPA** *(this is the system that allows citizens and businesses to make any payments to public administrations)*

o **For payment by credit card with an amount greater than € 3000 through the PagoPA platform, it is necessary to follow the "Other payments" path and select the "iConto Credit card payment" option.**

o **Print registration reminder**