



**UNIVERSITÀ
DI SIENA
1240**

**ONLINE ADMISSION AND REGISTRATION
PROCEDURE FOR MASTER'S AND
POSTGRADUATE COURSES**



REGISTRATION

Online Secretariats: <https://segreteriaonline.unisi.it>

- Those who enroll for the first time at the University of Siena must select the "Registration" item from the menu on the left and follow the procedure provided.

It is necessary to have the tax code and a scanned copy of the front and back of a valid identification document.

At the end of the registration process, you will be issued a username and password that will allow you to authenticate yourself to the system to access the services offered and modify the data entered.

It is possible to register with SPID/CIE

- Those who have registered with the Online Secretariat of the University of Siena can log in with their credentials (*username* and *password*).

If you lose your credentials, you can recover them using Recover Password (<https://my.unisi.it/password-reset>).

For any problems, please contact the Helpdesk at helpdesk@unisi.it.



ADMISSION AND ENROLLMENT PROCEDURE

- Access the reserved area using your credentials
- *Click on the MENU item on the right and the column opens:*
- *SECRETARY*
- Therefore:

MASTER'S PROGRAMS AND COURSES WITH ADMISSION

(application to participate in the selection/competition)

Click on: [ADMISSION TEST](#)

MASTER'S AND REGISTRATION COURSES

(direct registration and fee payment)

Click on: [REGISTRATION](#)



Path: **ADMISSION**

- **Competition Registration** (Please read the notes carefully and click on "Registration" at the bottom of the page)
- **Choice of course type**
- **Course of study** (select desired Master or Course)
- **List of competitions**
- **Confirm competition choice**
- **Follow the path by entering all the required data**
- **At the end of the procedure it is possible to print a reminder of the participation application**
- **FOR MASTERS ONLY: It will be necessary to make the payment of €30 by going either to the homepage or to Menu-Secretariat-Payments and paying the €30 fee** (the application for the competition is not valid without payment of the fee)
 - **Payment via PagoPA** (to be made immediately)



Path: REGISTRATION

- **Click on: Registration at the bottom of the page**
- **Choice of course type**
- **Course selection** (select the desired Master or Course)
- **Confirm Course Choice**
- **Follow the path by entering all the required data**
- **Make the payment** (those who benefit from the exemption are still required to pay the stamp duty of 16.00 euros via Pagopa)
 - **Payment via PagoPA** (to be made immediately)

For credit card payments exceeding €3,000 through the PagoPA platform, you must follow the "Other payments" path and select the "iConto Credit card payment" option.
- **Print registration reminder**