GUIDE TO THE ENROLMENT PROCEDURE

ATTENTION: THIS GUIDE DOES NOT REPLACE WHAT IS PUBLISHED IN THE CALLS FOR ADMISSION AND ON THE UNISR WEBSITE. BEFORE PROCEEDING IT IS NECESSARY TO CAREFULLY READ THE INFORMATION THEREIN PUBLISHED.

WHAT YOU NEED TO START



Identity document

Passport size photo in jpeg format (see page 3)



5

Documents required to enrol to the Degree programme of your choice (check them <u>here</u>)

Have a look at the additional document "<u>How to fill in the</u> <u>Enrolment form</u>"

WHAT ARE THE NEXT STEPS

- 1.Enter the University portal and access the section "Enrolment"
- 2. Choose the Degree programme
- 3. Provide information about your academic career
- 4. Upload the identity document and the photo
- 5. Provide information about your High School diploma
- 6. Provide information about the type of enrolment
- 7. Fill in the required documents and pay the first installment
- 8. Access the link "COMPLETE THE ONLINE ENROLMENT" and upload the documents
- 9. Submit your enrolment application

1. ENTER THE UNIVERSITY PORTAL AND ACCESS THE SECTION "ENROLMENT"

Enter your login information to access the link <u>https://intranet.unisr.it/esse3/Home.do</u>: you will find the page illustrated below.

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To start the enrolment procedure open the Menu and click on **"Registrar's Office > Enrolment"**.

On the next page you can view the list of information you will be asked for in the following steps: the first two lines are in the "Work in progress" state because you are starting the application; the following are still in the "locked" state because you haven't entered the information yet.

Click then on "Enrolment procedure" button to proceed.

rolment Procedure				
e next pages you will find the list of Course of Study for which th	e envilnent procedure is open: in order to view the last click on "Envilnent Procedure". For	any information, send an email b	annissionigunistit	
wittens	Section	Info	Status	Legenda
Lat of the Courses of Study		0	X	o Information
	Informations	0	•	X work in progress
	List of Courses of Study	0	×	Section blocked. It will start work
	List of Curricula of the Course of Study	0	8	been completed
	Summary of the choices	0	0	Section correctly completed
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	Educational Qualification - Details	ő	8	
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	Environment - Factoria		0	
	Confere Environment		0	
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	prompte o tettorabone	0	B	

2. CHOOSE THE DEGREE PROGRAMME

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Facoltà	Degree Courses	
Faculty of Medicine and Surgery	O Bachelor's Degree in Biotechnology Research in Medicine	to enrol in.
	International MD Program (Medicine and Surgery)	Then click on "Forward".
	O MEDICINE AND SURGERY	
	O UniSR San Rattaele-Vascular Surgery-Grand Rounds	Keep in mind that you can
Faculty of Philosophy	O IPhilosophy	only see the courses you are
	O PHELOSOPHY OF THE CONTEMPORARY WORLD	eligible for.
	THEORY AND HISTORY OF ARTS AND IMAGE	engiere ren
Forward		

3. PROVIDE INFORMATION ABOUT YOUR ACADEMIC CAREER

After confirming your choices, provide additional information about your academic career. If you wish to simultaneously enrol to two Degree courses as per the Italian law 33/2022, select "si" and provide the required information. You will have to provide the same information on the <u>self-</u> <u>certification</u> to be attached to the enrolment application.

III «« C 1 2 3 4 »»	
Dettagli Dichiarazioni relative alla doppia iscrizione	
In questa pagina devi inserire i dettagli delle dichiarazioni aggiuntive	
Dettaglio Iscrizione	
Anno Accademico	2023
Data Iscrizione	04/07/2023
Faceltà	Faculty of Medicine and Surgery
Corso di studio	International MD Program (Medicine and Surgery)
Ordinamento di Corso di Studio	International MD Program Corso di Laurea Magistrale in Medicina e Chinurgia
Percorso di studio	PERCORSO COMUNE
Tipo iscrizione	Enrolment
Dual enrolment	
Career linked to double entry as per DM 930 of 29 July 2022*	○ 51 ● No
Indicates that the career originates as a dual enrolment as regulated by DM 930 of 29 July 2022	
A A	
Forward	

4. UPLOAD THE IDENTITY DOCUMENT AND THE PHOTO

Enter the data of a valid identity document (ID, passport, etc.) and upload a copy of the document itself. Then click "Forward"

🔲 << 4 D 1	E 1 >>							
Identity Documen	ts							
In this page you find the list Type of Document	t of Identity documer	its previously indicated an Issued by	d you are given the possibilit	Expiry Date	Status	Issuing Country	Attachments	Actions
ID Card					•	ITALIA	No	9.60
Insert a new	Identity D	ocument and	/or the attach	ment				
Forward								

On the following page you will be asked to upload a photo which will then be used **for your Badge** and for recognition. **Read carefully the information below!**

III << I B I Z C >>
Upload the Photo
In the next page you have to upload your personal Photo: it doesn't necessarily have to be a passport type photo but please pay attention to the specified size so you do not have problems during the upload!
If you do not have a photo you can upload, press the LOG OUT button, prepare a photo and LOG IN again to continue the procedure.
Bac Forward

How the photo must be:

- frontal shot of the face
- the face must be clearly visible (no glasses, hats, accessories, etc.)
- clear and neutral background
- the photo must be in bitmap or jpeg format
- resolution of at least 300x400 pixels
- make sure that the photo is suitable for the academic and professional environment!



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Registration:Personal photo		
Preview Photo	Stagets: Internet the selectoredite Anterestice: the places must be 35x40 mm (Mark 5.Mbpce) (general Treat	7
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To upload the photo click on "Sfoglia": select the image from your Computer and click on **"Upload photo"**.

Once the photo has been uploaded, click on **"Forward".**

5. PROVIDE INFORMATION ABOUT YOUR HIGH SCHOOL DIPLOMA

Educational Qualifications Details			
In order to proceed with enrolment it is obligatory to in	sert the educational Qualifications.		Click on "Insert " to provide
Obligatory educational Qualification	16		
	A sn order to proceed with enrolment it is obligatory to insert all the educational Qualifications.		Information about your Higr
Status Qualification	Notes	Status Actions	School diploma
 TITLE OF SUPERIOR SCHOOL 		Insert	
Back Proceed			
			J

Fill out the blanks with your type of diploma, school name, final grade, etc. Then click on "**proceed**"

Data of the Foreign High	School Title	
You have to indicate the typology of F	oreign High School Title, the year of attainment and the Mark	
Oata of the Foreign High School Title		_
Typology of Foreign High School Title	Baccalaureato internacionale	*
High School Title (Free Description)	18 dploma	
School	International High School of	
Year of Attainment**	2023	
Mark*	30	
Country	Autria	×
Country*	kustia	×
Back proceed		

6. PROVIDE INFORMATION ABOUT THE TYPE OF ENROLMENT

Enrolment: Enrolment De	tails	
In this page you can insert others det	ils in order to enrol	
Type of enrolment		
Туре*	Enrolment	•
The First Enrolment in Italy		
Academic Years*	2023/2024	v
Date of First Enrolment in	03/07/2023	
Italy*	(dd/mm/yyyy)	
Your first University in Italy*	Vita-Salute San Raffaele University	v)
Further data		
Head office:	Universitä Vita-Salute San Raffaele - Milan	
Administrative Category	Standard Students	v
Administrative status	PRESENCE	v

In this page you are required to provide very important information about the type of enrolment:

- If this is your first time enrolling at university select "Enrolment"
- If you have withdrawn from another Degree course in Italy select "studenti rinunciatari"
- If you are transferring from another University in Italy select "trasferimento in ingresso"

Fill out the blanks according to the type of enrolment.

7. FILL IN THE REQUIRED DOCUMENTS AND PAY THE FIRST INSTALLMENT

Enrolment				
This page summarises the data entered for Online Environment,				
To complete the matriculation application and send it to the Admissions Office, you must continue by uploading	g the required documents.			
COMPLITE THE ONLINE EMPONENT.				
If you do not upload all mandatory and necessary documents, your application will not be considered.				
- Enrolment Data				
Academic Year	2023			
Faculty	Faculty of Medicine and Surgery			
Tipo di immatricolazione	Envolment			
Course of Study	International MD Program (Medicine and Surgery)			
Curriculum	PERCORSO COMUNE			
First Enrelment Data		_		
A.A. Immatricelazione 50	2023/2024			
Data Immatricolazione SU	04/07/2023			
Ateneo Immatricolazione SU	Vita-Salute San Raffaele University			
- Dati di immatricolazione Aten		_		
Anno Accademico di Inizio carriera	2023/2024			
Ateneo di inizio carriera	Vita-Salute San Raffaele University			
Non sono presenti allegati alla matricicia				
Print the Enrolment Request Form				
Controlla pagamenti				

After checking the information provided, click on "**Print the enrolment request form**" to retrieve the **form to be filled in** and the **MAV for payment**. Check the document "<u>How to fill</u> <u>in the enrolment form</u>" and make the payment of the first installment fee.

8. ACCESS THE LINK "COMPLETE THE ONLINE ENROLMENT" AND UPLOAD THE DOCUMENTS

Once payed the first installment fee and filled the documents in, **click on "COMPLETE THE ONLINE ENROLMENT"** available on the summary page of the University portal: you will be redirected to the UniSR form. Access with the same University portal credentials and **upload the required documents.**



9. SUBMIT THE ENROLMENT APPLICATION

		(UniSR Università Vita-Salute Ban Ratifiele
D	OCUMENTI NECESSARI PER	IL COMPLETAMENTO D	ELLIMMATRICO	OLAZIONE ONLINE / DOCUMENTS REQUIRED TO COMPLETE ONLINE ENROLLMENT
er completare la procedura di immutricolazione online è ubbligatorio su complete the online enrolment procedure it is mandatory te opine	ricare i documenti richiesti este d the required documents withi	i tempi previsti dal Bando De Smeltame indicated in	E Concurso e publice Ne Competition Ci	Abloat of she web di Riteres. In case of mancate completaments dolls procedure di temetricolatione unite il Candidate werk considerate risonciataris. J as order h Tal and published as the Unionshy webchs. In the avent of follow is complete the andine arcshneat procedure, the candidate will be deemed to have withdrawn.
ritemational MD Program Corso di Laurea Magistrale in Medicina e Chin voumenti da caricant	urgia			
* Filed out and signed envolvent form	Cont.dos 15. aprile.off			
* Copy of the payment receipt of the first fution fee installment	Cont. day 15 aprile off			
* Copy of the G1 level English language cartification	Cont.dos 15 aprile and			
* Selfdeclaration (unline form)	Cost day 15 aprile of			
For students with a non-thalian high school leaving certificate: Copy of the secondary school leaving certificate translated imm Explain to trails not, only if the final certificate is not available yet, certificate issued by the school with networks to the least year and the indication of the grint school with networks to the least years and	These Testerines	Carlos / spinart		
For Non-EV Offices already residing in Ruly copy of the residence parmit	High Nexus for adaptorate.	Carlos / Uplant		
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Upload the required documents. Then click on "Submit your application": your application is sent!