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)

Documents required to enrol to the Degree programme of your choice (check them here)

Have a look at the additional document "How to fill in the Enrolment form"

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 https://intranet.unisr.it/esse3/Home.do: you will find the page illustrated below.
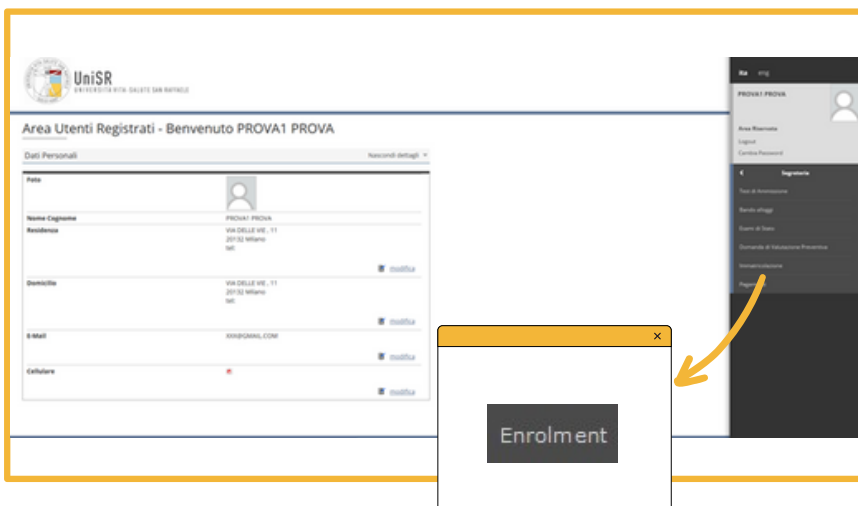

To start the enrolment procedure open the Menu and click on **"Registrar's Office › Enrolment"**.

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.
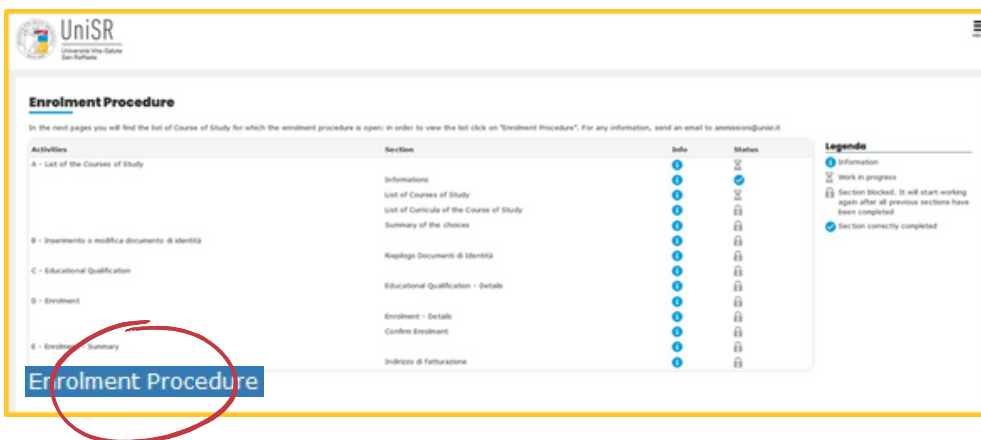

2. CHOOSE THE DEGREE PROGRAMME
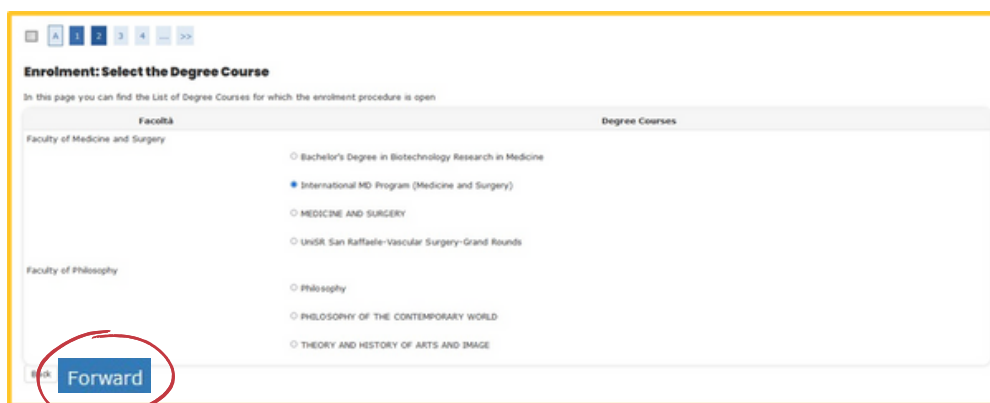
Choose the Degree programme where you wish to enrol in.
Then click on "Forward".

Keep in mind that you can only see the courses you are eligible for.

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 "sì" and provide the required information. You will have to provide the same information on the self-certification to be attached to the enrolment application.
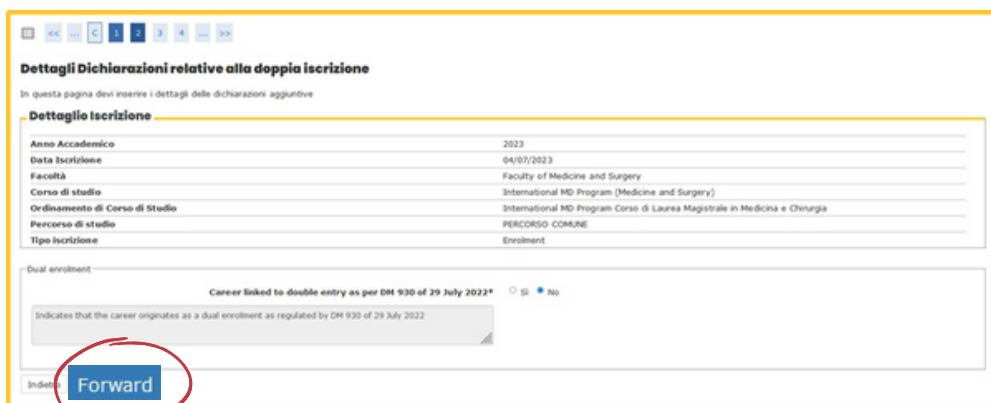
4. UPLOAD THE IDENTITY DOCUMENT AND THE PHOTO

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

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!**
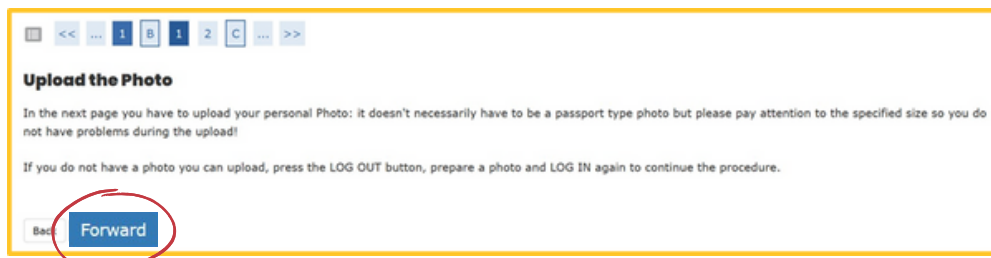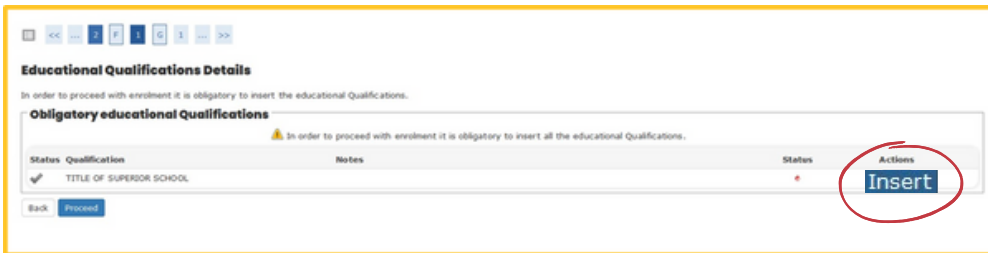

How the photo must be:
- frontal shot of the face
- the face must be clearly visible (no glasses, hats, accessories, etc.)
- clear and neutral background
- the photo must be in bitmap or jpeg format
- resolution of at least 300x400 pixels
- make sure that the photo is suitable for the academic and professional environment!
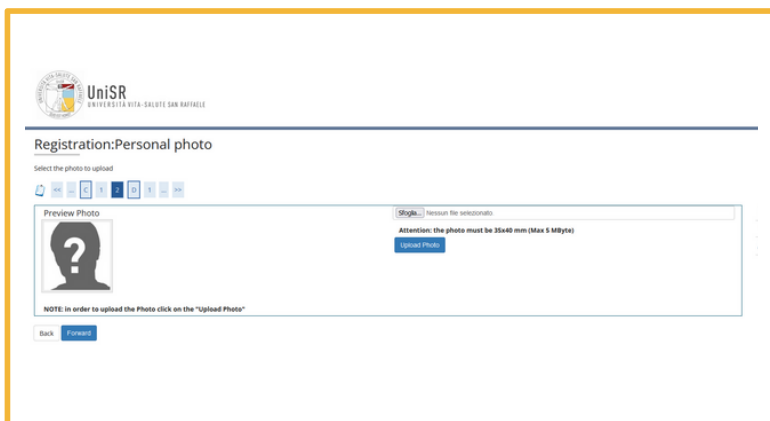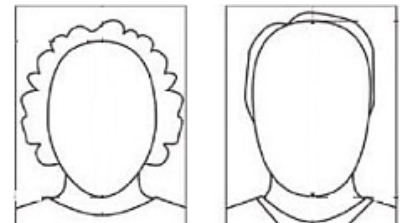
To upload the photo click on "*Sfoglia*": select the image from your Computer and click on **"Upload photo"**.
Once the photo has been uploaded, click on **"Forward".**

5. PROVIDE INFORMATION ABOUT YOUR HIGH SCHOOL DIPLOMA
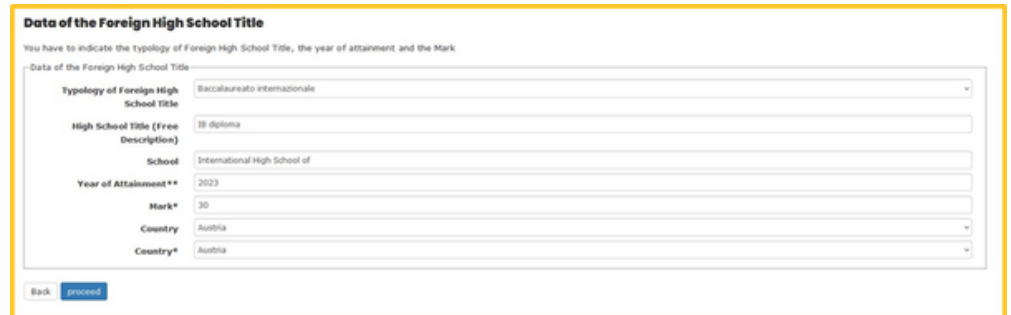
Click on **"Insert"** to provide information about your High School diploma

Fill out the blanks with your type of diploma, school name, final grade, etc. Then click on "**proceed**"
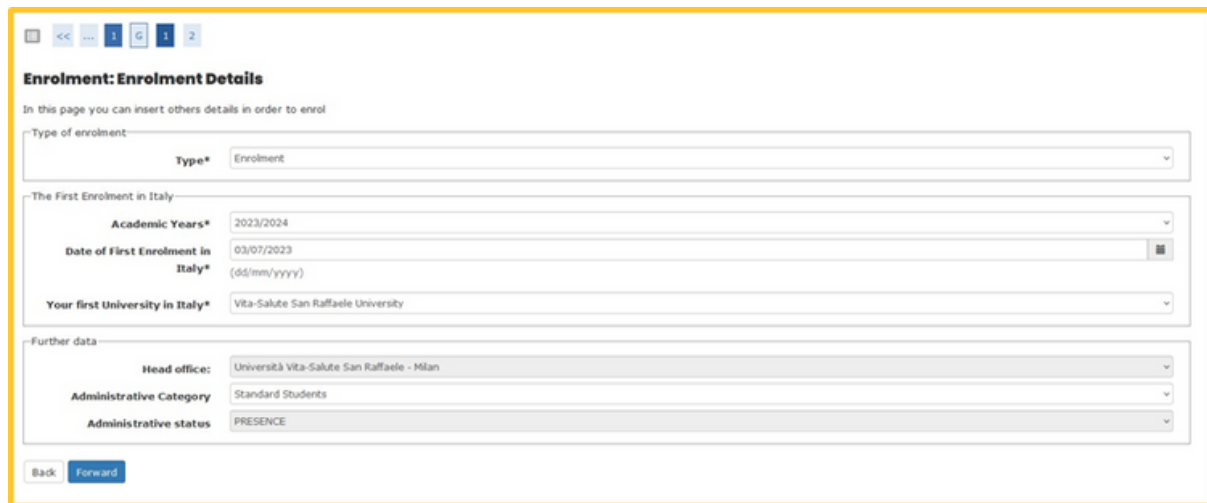
6. PROVIDE INFORMATION ABOUT THE TYPE OF ENROLMENT

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

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 "How to fill in the enrolment form" 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

Upload the required documents. Then click on "**Submit your application**": your application is sent!