

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](#))



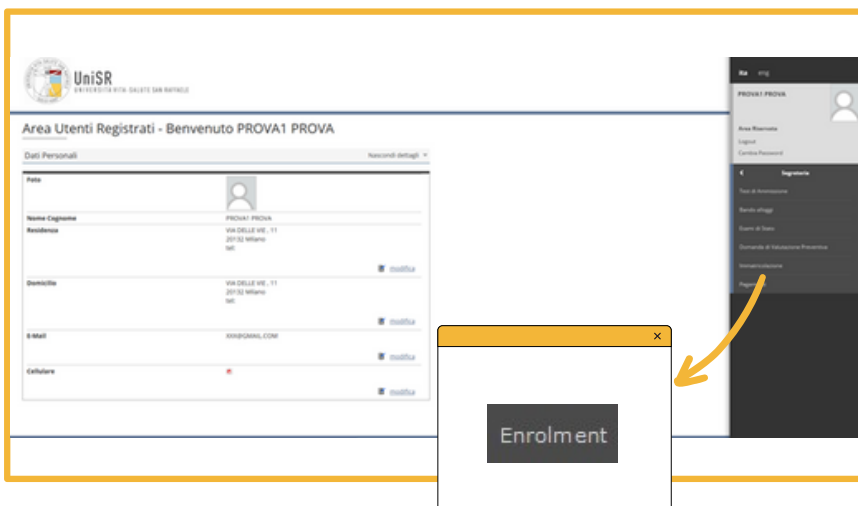
Have a look at the additional document "[How to fill in the Enrolment form](#)"

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"

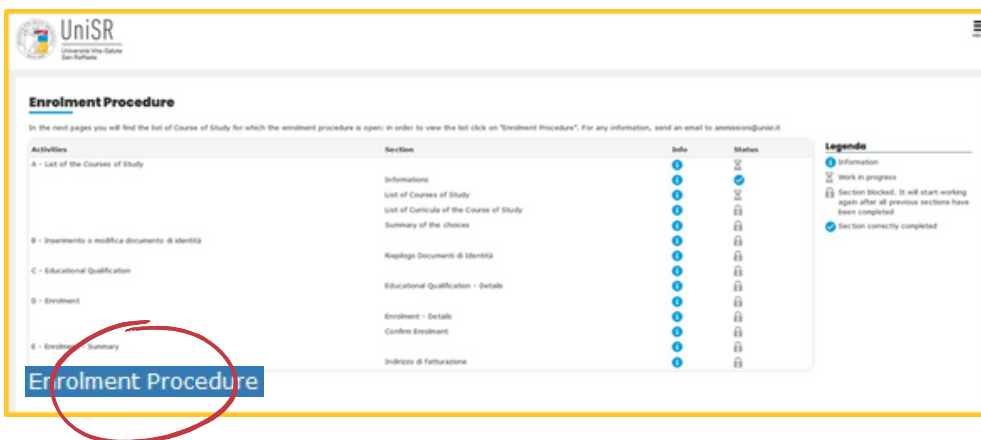
Enter your login information to access the link <https://intranet.unisr.it/esse3/Home.do>: you will find the page illustrated below.



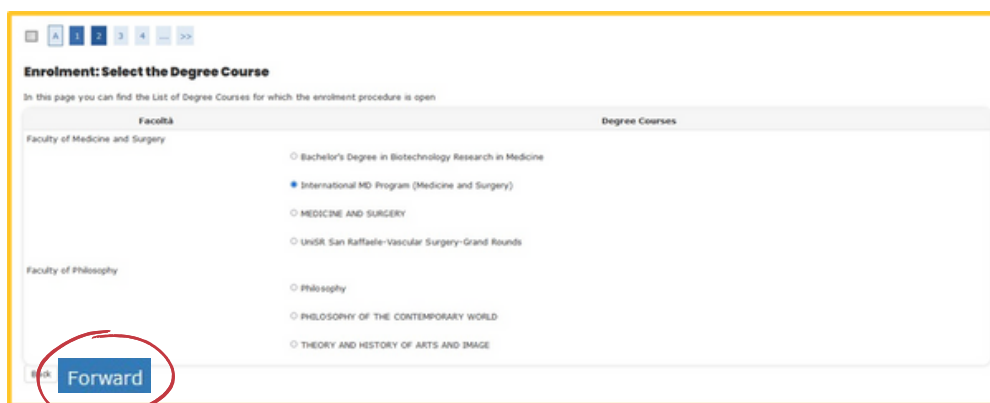
To start the enrolment procedure open the Menu and click on "**Registrar's Office > Enrolment**".

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



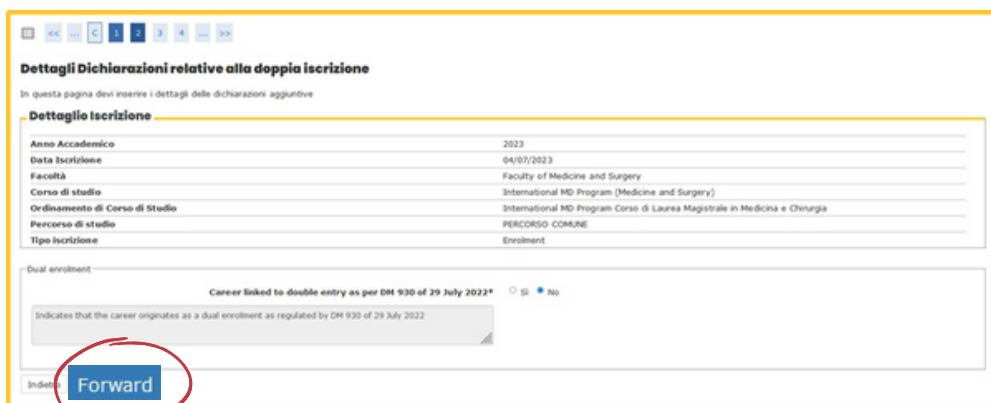
Choose the Degree programme where you wish to enrol in.

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 "si" and provide the required information. You will have to provide the same information on the self-certification to be attached to the enrolment application.

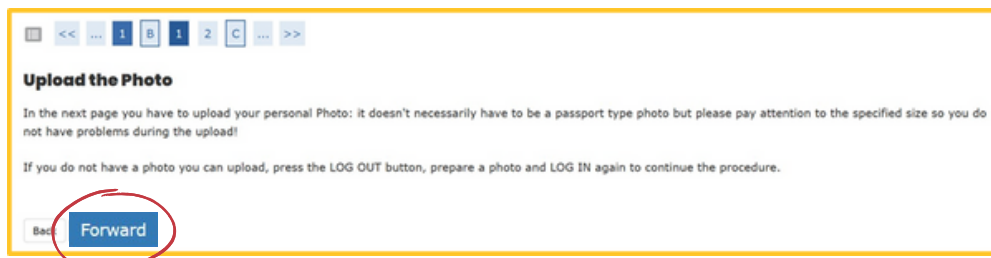


4. UPLOAD THE IDENTITY DOCUMENT AND THE PHOTO

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

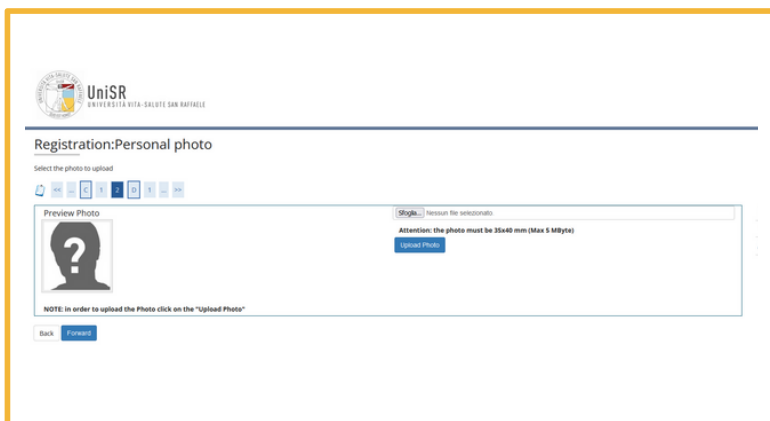
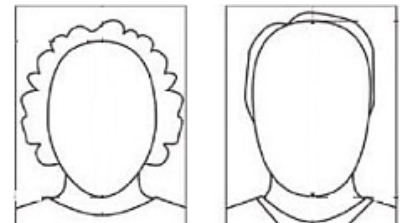


On the following page you will be asked to upload a photo which will then be used **for your Badge** and for recognition. **Read carefully the information below!**



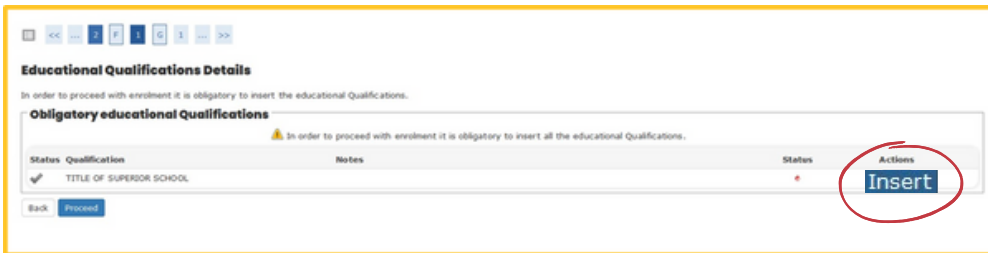
How the photo must be:

- 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



Educational Qualifications Details
In order to proceed with enrolment it is obligatory to insert the educational Qualifications.

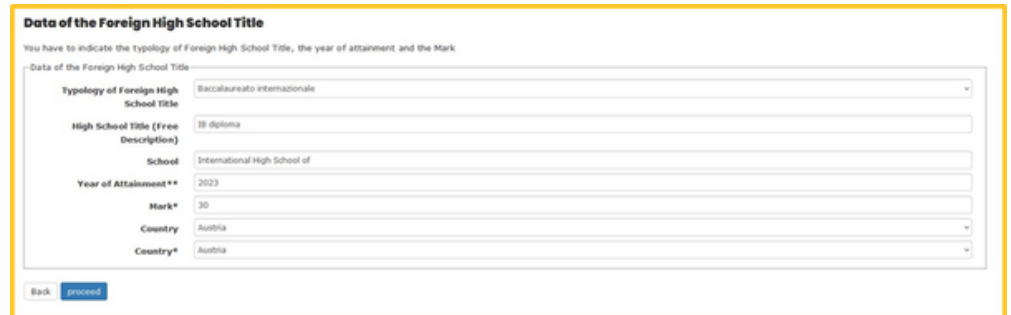
Obligatory educational Qualifications
⚠ In order to proceed with enrolment it is obligatory to insert all the educational Qualifications.

Status	Qualification	Notes	Status	Actions
✓	TITLE OF SUPERIOR SCHOOL		*	Insert

Back Proceed

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"**



Data of the Foreign High School Title
You have to indicate the typology of Foreign High School Title, the year of attainment and the Mark

Data of the Foreign High School Title

Typology of Foreign High School Title: Baccalaureato internazionale

High School Title (Free Description): B diploma

School: International High School of

Year of Attainment*: 2023

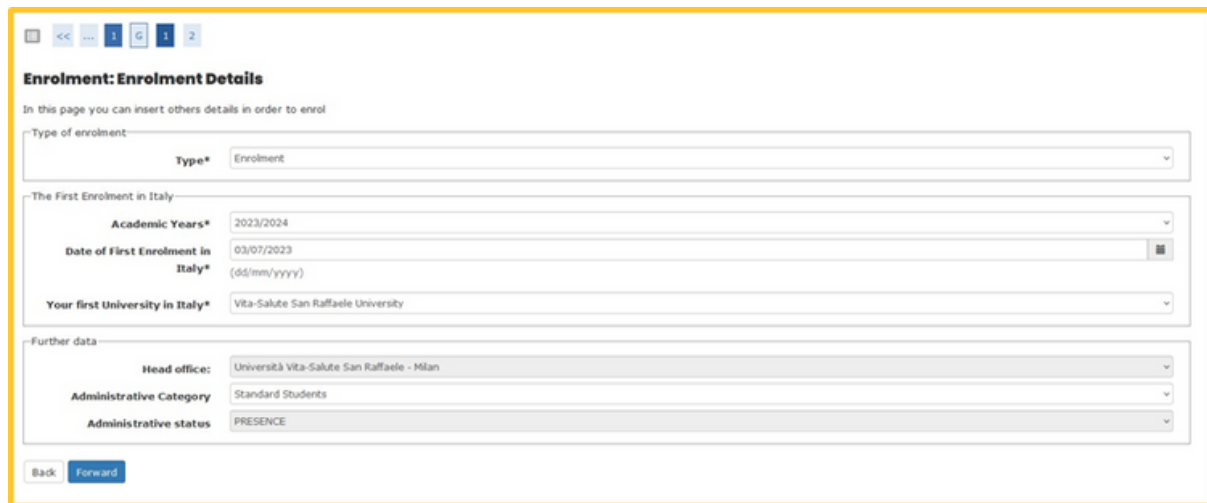
Mark*: 30

Country: Austria

Country*: Austria

Back proceed

6. PROVIDE INFORMATION ABOUT THE TYPE OF ENROLMENT



Enrolment: Enrolment Details
In this page you can insert others details in order to enrol

Type of enrolment:
Type* Enrolment

The First Enrolment in Italy:
Academic Years* 2023/2024
Date of First Enrolment in Italy* 03/07/2023 (dd/mm/yyyy)
Your first University in Italy* Vita-Salute San Raffaele University

Further data:
Head office: Università Vita-Salute San Raffaele - Milan
Administrative Category: Standard Students
Administrative status: PRESENCE

Back Forward

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 summarizes the data entered for Online Enrolment.
To complete the matriculation application and send it to the Admissions Office, you must continue by uploading the required documents.

[COMPLETE THE ONLINE ENROLMENT](#)

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
Type of Enrollment	Enrollment
Course of Study	International MD Program (Medicine and Surgery)
Curriculum	PERCORSO COMUNE

First Enrolment Data	
A.A. Immatricolazione SU	2023/2024
Data Immatricolazione SU	04/07/2023
Ateneo Immatricolazione SU	Vita-Salute San Raffaele University

Dettaglio Immatricolazione Ateneo di Provenienza	
Anno Accademico di Inizio carriera	2023/2024
Ateneo di Inizio carriera	Vita-Salute San Raffaele University

Non sono presenti allegati alla matricola

[Print the Enrolment Request Form](#)

[Complete payment](#)

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 paid 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**.

Enrolment
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[COMPLETE THE ONLINE ENROLMENT](#)

Enrolment Data	
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[Complete payment](#)


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**SISTEMA DI AUTENTICAZIONE
AUTHENTICATION SYSTEM**

Username

Password









**OGNI ACCESSO È CONTROLLATO E REGISTRATO
ALL ACCESS ARE LOGGED**

9. SUBMIT THE ENROLMENT APPLICATION


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Università Vita-Salute San Raffaele

DOCUMENTI NECESSARI PER IL COMPLETAMENTO DELL'IMMATRICOLAZIONE ONLINE / DOCUMENTS REQUIRED TO COMPLETE ONLINE ENROLLMENT

Per completare la procedura di immatricolazione online è obbligatorio caricare i documenti indicati entro i tempi previsti dal Bando di Concorso e pubblicati sul sito web di Ateneo. In caso di mancato completamento della procedura di immatricolazione online il Candidato verrà considerato rinunciatario. / In order to complete the online enrolment procedure it is mandatory to upload the required documents within the timeframe indicated in the Competitive Call and published on the University website. In the event of failure to complete the online enrolment procedure, the candidate will be deemed to have withdrawn.

Documenti da caricare	Stato	Operazioni
• Filled out and signed enrolment form	 Carica Elimina	
• Copy of the payment receipt of the first tuition fee installment	 Carica Elimina	
• Copy of the C1 level English language certification	 Carica Elimina	
• Self-declaration (online form)	 Carica Elimina	

For students with a non-Italian high school leaving certificate
Copy of the secondary school leaving certificate translated into English or Italian or, only if the final certificate is not available yet, certificate issued by the school with reference to the last year and the indication of the path attended and/or predicted grade. [Necessario per gli studenti](#)

For Non-EU Citizen already residing in Italy copy of the residence permit. [Necessario per gli studenti](#)

Students proceeding from other Italian Universities: copy of the transfer / internal request submitted to the University they graduated from. [Necessario per gli studenti](#)

[Submit your application](#)

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