1 – PROCEDURE OF REGISTRATION:

UNIVERSITÀ DI PAVIA

ita **eng**

Registered User Area
Registration
Registrazione con SPID
Login
Forgotten password

Area azienda

Facilities

Academics

Exams

Guida

International mobility

Accreditamento Aziende

Registration

FOR ERASMUS INCOMING STUDENTS ONLY:
If you are an extra UE student and want to apply for enrollment, please read here under PROCEDURE: http://www.unipv.eu/site/en/home/internationa
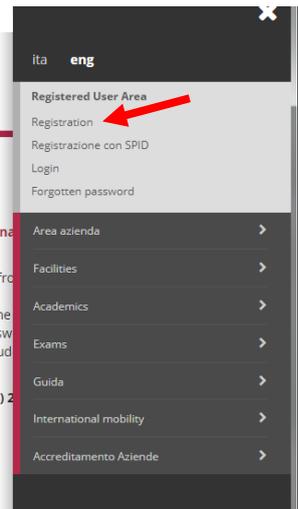pavia/enroll-at-the-university-of-pavia/articolo4312.html

If you are enrolled at the University of Pavia - or you have been in the past - and have forgotten your password, please click on 'Forgotten password' (fro
instructions.
If you have not previously been enrolled at the University of Pavia, please click on **Registration** and fill in the fields with your personal data. At the end of the
Password: print out the final window or click on 'Print form' which will show both your Username (which coincides with your Italian Fiscal code) and your passw
you will need to enter both your username and password in upper case. The password is active until the point at which you become a permanently enrolled Stud

Before proceeding please read the **informative note** regarding the personal data protection code, in accordance with the item n.13 of Regulation (EU) 2

You'll be asked for the information from the list below:
 • Personal data and address
 • Valid personal identification document
 • Mobile phone number and e-mail address (to which your personal details will be sent)

Activity	Section	Info	Status
A - Web Registration		🛈	⏳
	Personal Data	🛈	⏳
	Permit of stay	🛈	🔒
	Identity document	🛈	🔒
	Permanent address	🛈	🔒
	Current address	🛈	🔒
	Delivery address	🛈	🔒
	Registration summary	🛈	🔒
	Registration complete	🛈	🔒

Registration

Registration : Personal data

Insert your personal data.

Personal data

Name*	
Surname*	
Date of birth*	
	(dd/mm/yyyy)
Sex*	○ **Male** ○ **Female**
Nationality :*	ITALY
Other nationality:	Please, select the NATIONALITY
Nation of birth:*	Italy
Province of birth:*	Select a Province
City of birth:*	Select a COMUNE
Italian Fiscal code*	
	(automatically calculated if not inserted)

Back   Forward

Registration : Personal Identification document

Insert the issue and expiry dates of a valid identity document which complies with current Italian Law.

WARNING: In the event of participation in an admission test, you will be asked to show this document on the day of the exam.

Personal Identification document

Document type*	
Number*	
Issued by*	
Issue date*	
	(dd/mm/yyyy)
Expiry date*	
	(dd/mm/yyyy)

[Back] [Forward]

Registration: Permanent address

Enter or modify your permanent address.

If your permanent address has changed during the current year, enter the moving date in the "Permanent address valid from" field. Otherwise, do not fill that field: the system will fill it automatically.

Permanent address

Nation*	Italy
Province*	Select a Province
City*	Select a city

Registration : Contact information

Enter or modify your contact information.

Addresses

Forward documents to:*	○ **Permanent address** ○ **Current address**
E-mail*	
International dialling code	--
International dialling code*	
	(only fill this field if the code is not present in the drop-down menu)
Mobile phone n.*	
	(e.g. 3486767676)
I have read the information regarding the handling of my personal data and agree to its potential circulation in	○ **Y** ○ **N**

Registration : Registration summary

The information entered in the previous sections can be reviewed on this page.

Review the information that you have entered, paying particular attention to the e-mail address and the mobile telephone number.

Any incorrect information can be modified by selecting the 'Amend ...' option at the end of each section.

Personal data

Name	NAME
Surname	SURNAME
Sex	Male

Registration : Registration complete

All the information required for registration has been entered correctly.

Authenticate yourself to enter the Reserved Area (click on 'login' from the left-hand menu or click on the button at the bottom of the page and insert the login inforr

For future access to the Reserved Area we advise that you write down this information or print/save the registration memo (see the button below).

FOR ERASMUS STUDENT ONLY:

You have to complete the Application Form For Incoming Students following the next step" : **click on"login" and then insert the username and the password he International Mobility**

Login Information

INFORMATION
The authentication details have been sent to your e-mail address.

After login, if you would like to change the password assigned by the system, please select the "Change Password" heading from the menu.

Login

Print Memo

Exit

- **BY hitting the PRINT MEMO button you'll get your credentials to LOG IN the Reserved Area**

_____

2 -PROCEDURE OF ADMISSION:
Login into the Reserved Area and Select 'Admissions' from the top right menu

UNIVERSITÀ DI PAVIA

Registered Users Area - Welcome NAME SURNAME

Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.
For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility.

NAME SURNAME

Registered User Area
Logout
Change Password

Home >
Admissions >
International mobility >

Admission Test

In the following pages you will be able to register for an admission test.

The table below lists the information you will be asked to provide in the following pages.

A tick mark will appear next to each heading when the relevant information has been inserted: this will allow you to resume completion of the form easily in case you are disconnected from the system.

Please click on the 'Admission test' button to register for an admission test.

Activity	Section
A - Test selection	
	Course selection
	Test selection
B - Insertion or alteration of identity document	
	List of the identity documents inserted
C - Confirm test enrollment	
	Preferences
	Study path preferences
	Seat preferences
G - Questionnaires required before the admission confirmation	
	Questionnaire selection
H - Close process	
	Confirmation
	Final confirmation

Admission Test

- **Flag Special Master's course:**

Course selection

Select the type of course on which you wish to be admitted.

Course selection

Post Riforma*	○	First-cycle degree course
	○	Second Cycle Degree Course
	◉	Specialist Master's Course (2nd level)
Ante Riforma*	○	PhD programme

Admission tests list

Select the test fo which you wish to register.

Test options

Competition*	○	Master di secondo livello in COOPERAZIONE ALLO SVILUPPO from 18/04/2019 to 28/06/2019 23:59

Detail
96201 - COOPERATION AND DEVELOPMENT

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Identity document

The list of identity documents previously inserted is displayed on this page. You can insert a new identity document if necessary.

Identity documents presented

Typology of document	Number	Issuing authority	Date of issue	Expiry date	State	Nazione emiss.	Città emiss.	Presence of attachments	Action
DRIVING LICENCE	1235654	COMUNE DI MILANO	01/05/2019	01/05/2026	●			No	🔍

Insert new identity document

Back Forward

Administrative category and disability assistance option

Choose the proper administrative category for the participation in the admission test, and if necessary request disability assistance.

Call for applications

Have you read the call for applications?	○ Yes ◉ No

Disability assistance

I request assistance to take the test (Act 104/92 and subseq. amendments)	○ Yes ◉ No

Confirm test enrollment

Please confirm the information entered in the previous pages

Test

Type of degree	SECOND LEVEL MASTER
Type of course	Specialist Master's Course (2nd level)
Description	Master di secondo livello in COOPERAZIONE A

Valid for

Detail	96201 - COOPERATION AND DEVELOPMENT

Administrative category and disability assistance

Disability assistance request	No

Back Confirm and proceed

Qualifications required

Insert the qualification(s) required to register for the admission test.

We inform you that the current measures of the Law provide for administrative and penal liabilities relating to the accuracy of the data that you are about to insert; in particular, it is an offence to provide mendacious statements, produce corrupt data from deceitful material, and to use records affected by such falsity. Such behaviour includes the specific penal instances provided for in artt.. 482, 485, 489, 495, 496 c.p..
The release of data that is no longer true is equivalent to the use of false information. Positions obtained using false statements or records will be posted as void with retroactive effectiveness, rendering the registration / enrollment invalid.

With the exception of compensation provided for by art. 10 of the laws on Contribution issued with D.R. n. 1147/2010 on 15th July and subsequent modifications, the fees payed will not be reimbursed.

Qualifications

⚠️ Please enter the full information regarding at least one of the following options

WARNING: PLEASE INSERT ONLY YOUR BACHELOR Information

Option 1:

Option status	Qualification	Note	Qualification status	Actions
✔	LAUREA MAGISTRALE (Italian academic title)		🔴	Insert

Option 2:

Option status	Qualification	Note	Qualification status	Actions
✔	LAUREA SPECIALISTICA (italian academic title)		🔴	Insert

Option 3:

Option status	Qualification	Note	Qualification status	Actions
✔	LAUREA (italian academic title)		🔴	Insert

Option 4:

Option status	Qualification	Note	Qualification status	Actions
✔	FOREIGN ACADEMIC DEGREE		🔴	Insert

Back | Forward

- Click on 'Insert' in the option 'Foreign academic degree' and fill in the fields as appropriate: you'll get the following summary mask:

✔	LAUREA (italian academic title)		🔴	Insert

Option 4:

Option status	Qualification	Note	Qualification status	Actions
✔	FOREIGN ACADEMIC DEGREE		🟢	📝 🌐 🔍

Back | Forward

- The upload of your qualification documents (as listed in the attachment of the call for admission) is now possible by flagging 'yes' and 'forward' (bottom of 'Qualifications' mask):

Qualifications

Please insert the qualifications / documents requested for the selection procedure.

The competition you have chosen includes a qualification assessment. In the following pages you will be asked to upload the qualifications listed in the call for applications for the specific competition, together with a copy of a valid Qualifications and documents must be attached as pdf files not exceeding 5MB. Each file's denomination must bear the candidate's surname (e.g. surname_curriculumvitae).

IMPORTANT:
- **Read carefully the list of the qualifications required** in the call for applications for the competition for which you are applying
- Be sure that you have uploaded a copy of **the same identity document whose details you have entered** during the procedure
- Do not forget to **sign the self-declarations** before uploading them.
- **It is your responsability to verify that the documents uploaded are correct and complete.**

THE DOCUMENTS REPORTING A MINIMUM OF 1 ARE COMPULSORY TO UPLOAD- (see table below)

Qualification	Min	Max
Declaration of value		
ID card/Passport	1	
Application form	1	
Family income statement		
Motivational letter	1	1
Transcript of academic records	1	
Payment receipt		
Reference letter	1	2
University degree diploma		
Curriculum Vitae	1	

Qualifications declared

Type	Title	Actions		
Curriculum Vitae	cv	🔍	📝	🔄
ID card/Passport	Passport	🔍	📝	🔄

Do you want to insert other documents / qualifications?* ○ Yes ○ No

Back | Forward

- Qualifictions' Summary mask

Qualifications upload - Confirmation

Check the information entered on the qualifications / documents requested for the selection.

Type
Application form
Curriculum Vitae
ID card/Passport
Motivational letter
Reference letter
Transcript of academic records
University degree diploma

Back | Forward

- You can go on to upload documents until the admission deadline by logging into the Reserved Area and going on with the 'Pending process'

Pending process list

Pending process list

Process list

Select	Description
○	Admission Test: Master di secondo livello in COOPERAZIONE ALLO SVILUPPO

Proceed with the process | Cancel selected process

- ...until the upload of the mandatory docs is complete and you'll get to the 'Exam registration summary' mask:

Exam registration summary

The registration of personal data has been successfully completed. Please refer to the call for applications for information on further fulfillments.

Admission test

Description	Master di secondo livello in COOPERAZIONE ALLO SV
Year	2019/2020
Pre-enrolment	8

Administrative category and disability assistance.

Request assistance for exams	No

Valid for

Detail	Entrance deadline
96201 - COOPERATION AND DEVELOPMENT	

Tests

Description	Type	Date	Time	Location	Grade publication
GENERICA CONCORSO MASTER	Not specified				The publication of a ranking on WEB is not anticipated

Qualifications

Type
Application form
Curriculum Vitae
ID card/Passport
Motivational letter
Reference letter
Transcript of academic records
University degree diploma

Home admission tests	Print Application Form and MAV	Payments	Enter / Modify qualifications

- Click on 'Payments'

🏠 > Fees

List of Fees

This page displays the list of fees and their respective amounts.
Select invoice number for payment.

Addebiti fatturati

Invoice	IUV code	Description
+ 2276737	000000018574463	Master di secondo livello in COOPERAZIONE ALLO SVILUPPO - Specialist Master's Course (2nd level) - COOPERATION AND DEVE - Tassa di Ammissione a concorsi Year 2019/2020

Legenda:

- 🔴 not paid
- 🟡 awaiting payment confirmation
- 🟢 paid/payment confirmed
- 🐷 payment via PagoPA enabled
- 🖨 PagoPA invoice printed

- Selecting the Invoice red digits one can enable the PagoPA payment (a credit card is necessary to do the payment)

Invoice Detail

Invoice 2276739

Expiry date	28/06/2019
Amount	35,00 €
Procedure	MAV

Through the buttons below you can select your preferred method of payment between MAV (only payable via an italian bank) and PagoPA (which allows you to pay via credit card).
IMPORTANT: the payment via credit card (PagoPA) must be done through one of the banks proposed in the following pages. **You can choose any of the bank proposed: it is not necessary that you have an account with that bank. Just check that the bank you choose supports your credit card (Visa, Mastercard, Visa Electron...).** Make sure you browse through the webpage buttons instead of using the browser buttons. For more information on PagoPA see www.agid.gov.it (in italian only).

Fees

Year	Instalment	Item	Amount
Tassa di Ammissione a concorsi			
2019/2020	Lump sum	Ammissione	35,00 €

[Pay via PagoPA]

[Print MAV]

REMINDER→ BY THE ON-LINE APPLICATIONS SUBMISSION DEADLINE:

1. PAYMENT OF THE SUBMISSION OF APPLICATION FEE (€ 35.00)

2. FOREIGN ACADEMIC QUALIFICATION
   - Upload at least the Degree diploma (the Declaration of value only if already available)

3. SCHOLARSHIP REQUEST (only for masters where scholarships are available)
   - Upload the family income statement

For information about PagoPA payments please read the tutorial.