CONTACTS

FOR ALL COURSE AND TEACHING INFORMATION:

**ORGANIZATIONAL SECRETARY**
DEPARTMENT OF ELECTRICAL, COMPUTER AND BIOMEDICAL ENGINEERING
*Contact person:* Prof. Carlo E. Rottenbacher
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**DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS**
*E-mail:* info.vehicledyn@unipv.it
*Web:* http://vehicledynamics.unipv.it/

**RACE ENGINEERING**
*E-mail:* info.raceeng@unipv.it
*Web:* http://raceengineering.unipv.eu/

FOR ALL INFO REGARDING REGISTRATION, NEEDED DOCUMENTS, FEES AND WITHDRAWAL OF CERTIFICATES OR PARCHMENTS:

**ADMINISTRATIVE SECRETARY**
UOC POST LAUREA
Via Ferrata, 5 - 27100 Pavia
*Contact person:* Dr. Ester Faroni
*E-mail:* master.ateneo@unipv.it
*Phone:* +39 0382.985926
How to apply - 1/2

1° Step: Collect the required documents

2° Step: Register at the student portal

3° Step: Apply and upload your documents
HOW TO APPLY – 2/2

1. APPLY ON UNIVERSITAILY (if you need a VISA)

2. DELIVER THE REQUESTED DOCUMENTS IN ORIGINAL

3. ENROLL
1° STEP – Collect the required documents

**Before the application**, you have to collect the following documents:

1. **Academic qualification** required for admission in **Italian** or **English**;

2. **Transcript of records** in **Italian** or **English** (**list of exams and relevant marks**);

3. “**Declaration of value**” issued by the Italian embassy/consulate in the country where the academic title was released;

   as an **alternative** to the “Declaration of value”:
   - **Certificate of comparability** issued by **Naric / Cimea**;
   - **Diploma supplement** (**if the foreign qualification is issued by an European University**).
2° STEP – Register at the Student Portal

Not registered students, will have to register at the STUDENT PORTAL (Reserved Area) filling in the fields with the required personal informations (screenshot instructions). At the end of the registration, candidates get USERNAME and PASSWORD.

3° STEP (a) – Apply

Within the **29 September 2023**, LOGIN the STUDENT PORTAL and follow the on-line procedure described in the Call for Admission and the Attachment (screenshot instructions). APPLICATION FEE: 35 Euro (check on slide 11).
3° STEP (b) – Upload your documents

It’s necessary to UPLOAD the SCAN of the following documents:

EVERYBODY

1. Application form *(the form you can find at the end of the Attachment 1 or 2 to the Call for Admission)*;
2. Front-rear of the personal identification document uploaded during registration;
3. Letter of reference;
4. Motivational letter;
5. Curriculum vitae highlighting any professional experience in work areas pertaining to the Master’s course;

IN CASE OF ACADEMIC QUALIFICATION RELEASED IN ITALY:

6. Self-declaration of the exams taken during the academic career;

IN CASE OF ACADEMIC QUALIFICATION RELEASED ABROAD:

6. Academic qualification required for admission in Italian or English;
7. Transcript of records in Italian or English *(list of exams and relevant marks)*;
8. “Declaration of value” issued by the Italian embassy/consulate in the country where the academic title was released; *(there’s no need to upload the DoV if not available yet, but it will be necessary to deliver it, once enrolled – see STEP 5)*

OR:

- Certificate of comparability issued by Naric / Cimea;
- Diploma supplement *(if the foreign qualification is issued by an European University).*
4° STEP – Apply on UNIVERSITALY (if you need a VISA)

After submitting the application, **if you need a VISA** (check on [https://vistoperitalia.esteri.it/home/en](https://vistoperitalia.esteri.it/home/en)), you’ll have to register and then apply on the Universitaly portal ([https://www.universitaly.it/](https://www.universitaly.it/)). During the online process you will have to upload:

1. a **passport size photo**;
2. a scan copy of your **passport**;
3. **documents proving your education** such as
   - study diploma;
   - certificates of degree accomplishment;
   - transcript of records;
   - CV;
   - eventually the “Declaration of value” (**if available**);
4. **translation** of your documentation in **Italian** or **English**.

Please note that at some point, you will be asked **which embassy or consulate** you are going to use for your VISA application. The Organizational Secretery will provide you a tutorial with instructions for this application.

After your application is validated by our Office, **you’ll have to get in contact with your embassy or consulate**.
5° STEP – Deliver the requested documents in original

Before the enrolment deadline (which will be communicated by the Organizing Secretary) or AT LAST by 11 January 2024, you will have to deliver to our office:

1. the original of ALL documents proving your education (see STEP 1)
2. together with a declaration of legal validity from the Italian diplomatic representative located in the state where the qualification was issued.

You can book an appointment on GOPA UNIPV.

UOC Post Laurea
Ufficio Master
via Ferrata, 5
27100 Pavia
Within the enrolment deadline, students have to LOGIN to the STUDENT PORTAL and follow the on-line procedure described in the Call for Admission and the attachments to enroll themselves correctly (a tutorial will be provided).

During this process, the SCAN of the following documents will be requested:
1. a good quality passport size photo;
2. front-rear of the personal identification document uploaded during registration;
3. Tax code document;
4. Residence Permit/Card (only required from non-EU candidates).
6° STEP (b) – Enroll

**TAX CODE**
Fiscal code ("Codice fiscale") is a tax identification number which is necessary to open a bank account, rent privately, buy a SIM card and apply for the residence permit.

**RESIDENCE PERMIT/CARD**
Non-EU citizens, when enrolling, must present a copy of a valid Residence Permit ("Permesso di soggiorno") which must be requested within 8 days from the arrival in Italy.

For further info about both and for assistance, please check: [https://web-en.unipv.it/documents-required-for-your-stay/](https://web-en.unipv.it/documents-required-for-your-stay/).
FEES

APPLICATION FEE
Within the **21 September 2022** is necessary to pay **35.00 Euro** to finalize the application procedure.

TUITION FEE
The Master’s course tuition fee is of **€ 15,000.00**:  
- 1° installment of € 10,000.00 to be paid on-line to finalize the enrolment procedure;  
- 2° installment of € 5,000.00 to be paid by **11 January 2024**.

FINAL EXAM FEE
To be admitted to the **final exam**, candidates must submit a specific application form along with the payment of **€ 116.00** as a fee for the issuance of the Master’s diploma.

Payments will have to be done online, using the PagoPA system - [link](#) for more information.
FUEL YOUR FUTURE!