ALICE PORTAL
HOW TO REGISTER
What is the ALICE PORTAL?

What is it?
The Alice Portal is the online portal where every student of the University of Pisa has to register and create a personal account. After the registration, the student gets their own username and password to log-in on the portal and to access all the services of the University (starting from the official enrollment).

What can I do on the Portal?

- Change and update your personal information
- Upload identity documents (ID) and residency permit
- Check fees status
- Download certificates
- Check that exams taken have been registered correctly
- Sign up to an evaluation test
- Sign up to an admission exam
- Enroll to a Bachelor's Degree course
- Enroll to single courses or to the PF24 program
- Apply for a Summer School

Who and how?

- Free Mover students
- Exchange students/Scambi internazionali
- Erasmus + students
- Foundation Course students
- Other mobility programmes (CILS, CaoYang, etc)

Students from the above categories only have to follow the registration process up to the creation of a username and a password - then they have to follow their own enrolment procedure (click on the links above to find out more information).

- Bachelor's Degree programmes (Laurea triennale)
These students have to follow the enrolment procedure up to the creation of the application form FORIM and the tuition fees invoice.
Students applying to a Bachelor's Degree programme with an admission exam have to register to the exam on this portal, then, if they are winners, follow the enrolment procedure until the creation of the application form FORIM and the tuition fees invoice, within the deadlines.
Then they have to take their documents to the WIS helpdesk.

- Master’s Degree programmes (Laurea Magistrale)
These students only have to follow the registration process up to the creation of a username and a password - then they have to bring documents to the WIS Helpdesk to complete the enrollment.
Only students applying to a Master’s Degree programme with an admission exam have to register to the exam on this portal. Then they have to take their documents to the WIS helpdesk.
Register to the ALICE PORTAL

The portal is available in Italian and English

https://www.studenti.unipi.it/Home.do?cod_lingua=eng

Click on "Register" and then on "New user Registration".

Insert your Tax Code if you already have one.
If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".

Click "Forward" to proceed.
Fill in with your personal information.

Put your name and surname as they are reported on the ID you will upload.

If you don't have a Tax Code, double click on "Forward" (the system will calculate it automatically - remember to request the official one, once you are in Italy).

**ONLY FOR NON-EU STUDENTS**

If you don’t have a residency permit, put 30th of June (of the current year) as expiry date, and "Post office receipt" as "Type of residency permit".

Remember to apply for the residency permit within 8 working days from your arrival date in Italy.
Fill in with the information about your residence address.

If you do not have a landline phone number, you can type XXXX.

If your permanent address and the current one are the same, click "Yes". If your current address is different (e.g. your address in Italy), click "No".
Insert your email address and your phone number, then click "Forward".

Select "Bank Branch", then click "Forward".

Choose your password, then click "Forward".

Check the information that you have put, then click "Confirm".
We suggest you to save or print the reminder with your personal credentials (Username and Password).
This is the Homepage of your personal account.
On the menu on the right you can: sign up to evaluation or admission tests, check the fees, download certificates, upload documents, etc...
Students from the above categories **only have to follow the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (click on the links above to find out more information).

**What can I do on the Portal?**

**Set a new password**
After the official enrolment remember to set a new password in order to access all the services of the University.

You can do it from "Change password" or at [this link](#).

You have to insert your Tax Code and email, then you will receive an email with a link to change the password.
Personal Area

If you need to view and update your personal information (e.g. address, email, phone number, ...) click on "Personal Area".

Press the symbol "Edit" to update personal details. Then "Save".

You can also find info on your Student Status; the control panel for the fees; messages; ...

Fees:
- Green light: regular
- Yellow light: fees to pay not expired
- Red light: fees to pay already expired

You can Logout.

If you have more careers, switch to another career.

Access to your personal University web mail, activated once enrolled.
Menu

"Home" to get back to the homepage or if you have more than one career, switch to another one.

"Secretariat" to access tests, certificates, fees, documents, enrolment procedure, etc...

"Study Plan" to check the plan of study.

"Career" to check the registration of exams already given.

"International Mobility and Summer Schools" to apply to a Summer or Winter School.

MENU: Secretariat

- Sign up to an admission exam
- Sign up to an evaluation test

- Enroll to a Bachelor's degree course
- Check the fees
- Request fee reduction
- Download certificates

- Change and update your personal information
- Upload identity documents (ID) and residency permit
**MENU: Study Plan**

You can view the ordinary plan of study. We suggest to check the updated plan and the activated courses on the department’s website.

**Status:**
- Green light: exam passed
- Yellow light: exam not taken yet

**MENU: Career**

You can view the registration of exams already taken.

**MENU: International Mobility and Summer School**

You can apply to a Summer or Winter School.
SEE YOU SOON IN PISA!

For technical assistance on the portal: alice@unipi.it

For info about enrollment procedure and bureaucratic issues: international@unipi.it

If you have doubts, questions or issues about enrollment, University life, academic matters, life in Pisa, and if you want to be updated about our events, you can make use of the Buddy service.

You can:

- send an email to: meetyourbuddy@unipi.it to ask your questions or to book an appointment.

- follow us on Facebook [https://www.facebook.com/Meetyourbuddy.unipi-102160704474395/](https://www.facebook.com/Meetyourbuddy.unipi-102160704474395/)

- follow us on Instagram [https://www.instagram.com/meetyourbuddy.unipi/](https://www.instagram.com/meetyourbuddy.unipi/)