SUMMER & WINTER SCHOOLS

HOW TO APPLY
The University of Pisa's Summer and Winter Schools are intensive academic courses for European and international students as well as for young graduates. You can choose the field you prefer and find the list of Summer and Winter Schools.

https://www.unipi.it/summerschool

Choose the Summer or Winter School you prefer.

You will find out details about:

- Aim of the School
- Who can apply
- Language of teaching
- Program Intensity
- ECTS
- Fees
- Fundings
- Course dates
- Application (admission requirements and required documents)
- Application Deadline
- Contacts
How to apply?

1. **REGISTER ON THE ONLINE PORTAL OF THE UNIVERSITY ALICE**

   The portal is available in Italian and English
   
   [https://www.studenti.unipi.it/Home.do?cod_lingua=eng](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**

The system will request information about your residency permit. 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.

Once in Italy you don't need to apply for the residency permit because you are going to stay for less than 3 months.
Fill in with the information about your residence address (permanent address in your home country).

If you don't 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".

Fill in with the information about your current home address (address in Italy).
Insert your email address and your phone number, then click "Forward".

Select "Bank Branch" (do not put info about your bank account), then click "Forward".

Choose your password, then click "Forward".

Check the information you have put, then click "Confirm". We suggest you to save or print the reminder with your personal credentials (username and password).
Log-in on the ALICE PORTAL

Log in on the portal using your username and password.

This is the Homepage of your personal account.
To apply for a Summer/Winter School, you have to open the menu on the right.
Choose the Summer/Winter School you prefer

From the MENU on the right, select "International Mobility and Summer School"

You will find the list of Summer/Winter Schools available. Select the one you prefer:

Select the Summer/Winter School you prefer then click "Forward".

Select then click "Forward".
Confirm the program again, clicking on "Forward".

You have to insert details about your ID (identity card or passport).
Confirm again the program, clicking on "Forward".

You are required to upload the enrolment form and your CV, in PDF.
Enrolment Form (available in the Attachments at the bottom of this webpage).
You have to fill in the form and SIGN IT TWICE, in both areas marked “Sign here”, as it is stated in the document itself.

Curriculum Vitae

Any other document which might be required by the Summer/Winter School you decided to enrol to (if that is the case, such documents will be specified on the Summer/Winter School webpage)

Upload documents ("Scegli file"), then click "Forward".

You have to fill in the Questionnaire.
Click "Start".
Click on "Inizia una nuova compilazione" and answer the questions.
Completion of "Summer/Winter School Questionnaire"

Questions marked with a * must be answered

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools - (select one option from the following list)*
   - Summer Schools in Europe http://www.summerschoolseurope.eu/
   - Short courses portal https://www.shortcourseportal.com
   - Academic courses (keystone) https://www.academiccourses.com
   - Educations.com https://www.educations.com
   - Go Abroad https://www.gobroad.com
   - Summer and Winter Schools - Unipi https://www.unipi.it/summerschool
   - Social Network (Facebook, Instagram, Pinterest, LinkedIn, Twitter)
   - Email sent by University of Pisa
   - Email sent by Your University
   - Other (please specify): [ ]

5. Have you previously attended a Summer/Winter School at the University of Pisa*
   - Yes
   - No

[ ] [ ] [ ] [ ]

Completion of "Summer/Winter School Questionnaire"

Questions marked with a * must be answered

If you have responded Yes to question 5, please specify when/which course

5.1 Your reasons for wanting to attend our Summer/Winter School*

Response

[ ] [ ] [ ] [ ]
Check information, then "Confirm"

You can also "Print" it.
Enrolment

After the completion of the first part of the online application, you will also receive an email confirming your application (such as the one below).

```
From: Summer/Winter School - Università di Pisa <alice@alice.unipi.it>
To: support.summerschool@uniou.it

Thank you for completing the first part of your Summer/Winter School enrolment!

Student Data
Surname: [Surname]
First Name: [First Name]
University reference number: [Reference Number]

Receipt of application of admission to: Summer School

Please email this receipt to your course coordinator (email address can be found on the Summer/Winter School webpage). In the email please explain that you have completed the online enrolment process and you will await their decision on your application.

For any further questions, please write to the following email: support.summerschool@uniou.it

Best regards,
Summer/Winter School - The Staff
```

Forward the email received to your relevant course coordinators (their email addresses can be found in the Summer/Winter School webpage). In the email you will explain that you have completed the first part of your enrolment and you will await their decision regarding your application.

Then, you will be evaluated by the Summer/Winter School Coordinator.

Please note that you are not required to have an Italian tax code and a residence permit to enrol in Summer/Winter Schools.

Details about the payment of fees are specified on the Summer/Winter School webpage.

Please note that each Summer/Winter School has different bank details, so read the information carefully before the payment.

Make sure to check if you need a Visa or a Residency permit and Insurance.

For further information about these subjects, visit the following pages:
- Insurance guidance
- Visa guidance
- Residency Permit
Set a new password
Once you are officially enrolled (and you receive your Matricola/Student Number) - remember to set a new password in order to access all the services of the University.

You can do it from the Alice Portal:
or at this link.

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

How can I access the Wi-Fi?

WI-FI University of Pisa
UniPisa

You can access, once enrolled, with your Alice Username and password

WI-FI City
Pisa Wi Fi

To access the free Wi-Fi provided by the municipality of the city of Pisa, upon first access, register online, fill in the fields, enter the 4-digit PIN which is obtained via SMS. There are hotspots in the whole city.
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/Meetyourbuddyunipi-102160704474395/](https://www.facebook.com/Meetyourbuddyunipi-102160704474395/)
- follow us on Instagram [https://www.instagram.com/meetyourbuddy.unipi/](https://www.instagram.com/meetyourbuddy.unipi/)