



UNIVERSITÀ
DI PISA

SUMMER & WINTER SCHOOLS

How to Apply: Step-by-Step Tutorial

Official Enrollment Guide for International Students and Graduates

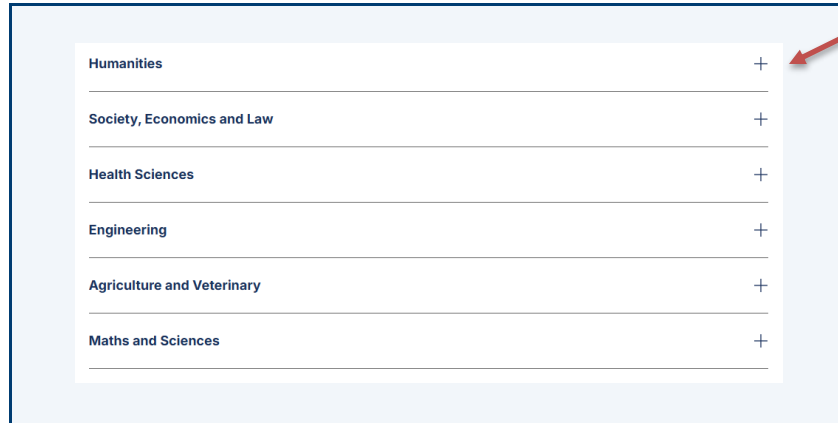
1. Introduction & Course Selection

The University of Pisa's Summer and Winter Schools are intensive, high-level academic courses designed for international students, young graduates, and professionals. They offer an immersive academic experience across a wide range of cutting-edge disciplines.

The complete offer is accessible at the following webpage:

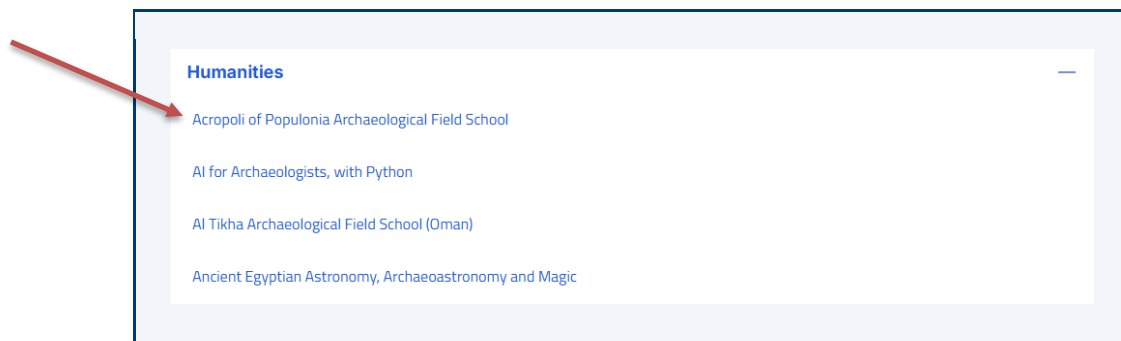
[UNIPI – Summer/Winter Schools](#)

When browsing the above-linked webpage, you can choose from **6 distinct study areas**:



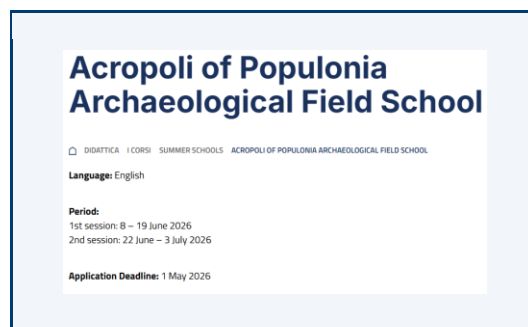
Humanities	+
Society, Economics and Law	+
Health Sciences	+
Engineering	+
Agriculture and Veterinary	+
Maths and Sciences	+

and explore the available schools in each.



Humanities	—
Acropoli of Populonia Archaeological Field School	
AI for Archaeologists, with Python	
AI Tikha Archaeological Field School (Oman)	
Ancient Egyptian Astronomy, Archaeoastronomy and Magic	

Clicking on the title of the school of your interest, you will access the dedicated webpage, with comprehensive details regarding: program, admission requirements, language, ECTS credits, fees, calendar dates, and application deadline.



Acropoli of Populonia Archaeological Field School

□ DIDATTICA | CORSI | SUMMER SCHOOLS | ACROPOLI OF POPULONIA ARCHAEOLOGICAL FIELD SCHOOL

Language: English

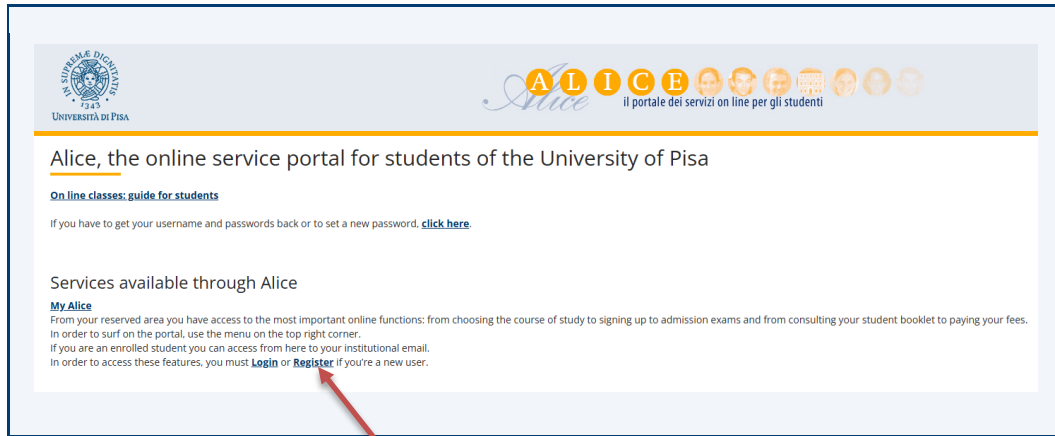
Period:
1st session: 8 – 19 June 2026
2nd session: 22 June – 3 July 2026

Application Deadline: 1 May 2026

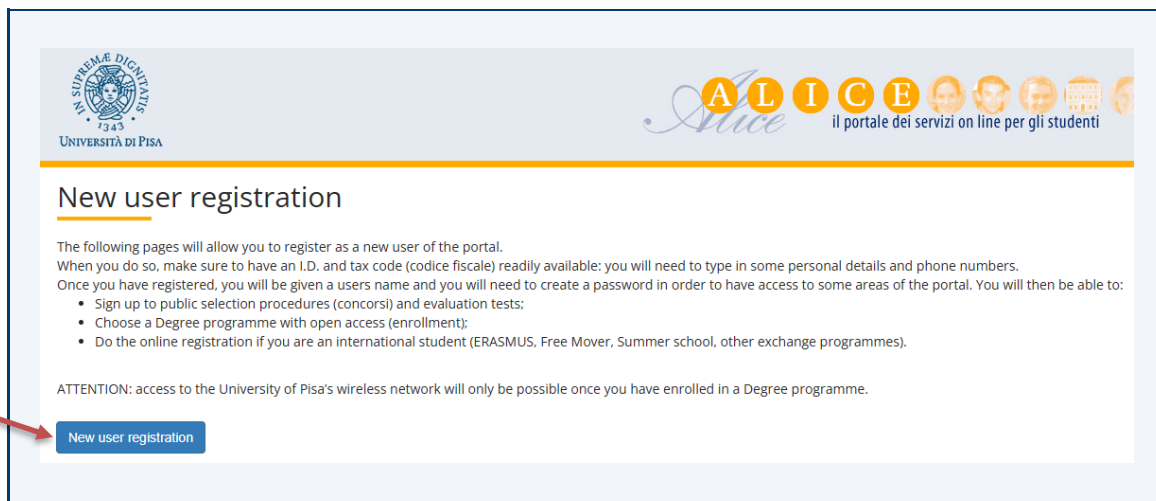
2. Registration on the Alice Portal

Before applying, you must create a personal account on **Alice Portal**, the official student portal of the University of Pisa. The portal supports both English and Italian. It is available at the following link:

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



1. Click on **Register** in the menu, then select **New User Registration** to initiate the registration form.



2. **Tax Code (Codice Fiscale) Insertion:** If you have an Italian Tax Code, enter it here. Otherwise, check the box **"Foreign student without Italian Tax Code"** and click **"Forward"**. The system will automatically calculate a temporary, unofficial tax code on the next screen.

The screenshot shows the 'Tax Code' form. It has a heading 'Tax Code' and a sub-heading 'Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.' There are two input fields: 'Tax Code' and 'Foreign student without Italian Tax Code'. A red arrow points to the 'Foreign student without Italian Tax Code' checkbox. Below the form are 'Back' and 'Forward' buttons. Another red arrow points to the 'Forward' button.

★ NO RESIDENCE PERMIT OR ITALIAN TAX CODE REQUIRED

International applicants do not need an official Italian tax code (Codice Fiscale) or residence permit to enroll in a Summer or Winter School. The portal generates a temporary code for system registration purposes.

3. **Personal Details:** Fill in all mandatory fields (indicated with an asterisk). Ensure that you write your name and surname **exactly as they appear on your passport** or national identity card. Click **"Forward"** to continue.

The screenshot shows the 'Registration: Personal details' form. At the top, there is a header with the University of Pisa logo and the 'ALICE' logo. Below the header, the form title is 'Registration: Personal details'. A note states: 'Please use the following form to type in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message'. The form fields include: 'Name*' (text input), 'Surname*' (text input), 'Date of birth*' (date picker with format 'dd/mm/yyyy'), 'Gender*' (radio buttons for 'Male' and 'Female'), 'Primary nationality (if you are an Italian citizen, you must type in Italy)*' (dropdown menu), 'Country where you were born*' (dropdown menu), 'Town where you were born*' (text input), and 'Italian tax code*' (text input). At the bottom, there are 'Back' and 'Forward' buttons. A red arrow points to the 'Forward' button.

4. **Permanent Residence Address:** Provide your permanent residential address in your home country. If you do not have a landline phone number, enter **"XXXX"** in the required field.

The screenshot shows the 'Registration: Residential address' form. At the top, there is a header with the University of Pisa logo and the 'ALICE' logo. Below the header, the form title is 'Registration: Residential address'. A note states: 'The page shows the form for entering and modifying the user's permanent home address'. The form fields include: 'Country*' (dropdown menu), 'Province*' (dropdown menu), 'Town*' (dropdown menu), 'Post code*' (text input), 'Town sub-division' (text input), 'Address*' (text input), 'House number*' (text input), 'On what date did you move to this address?' (date picker with format 'dd/mm/yyyy'), 'Landline phone number' (text input), and 'Temporary Italian address is the same as permanent home address*' (radio buttons for 'Yes' and 'No'). At the bottom, there are 'Back' and 'Forward' buttons. A red arrow points to the 'Forward' button.

5. Current/Temporary Address: If your current address is identical to your permanent residence address, tick **"Yes"**. If you are already residing at a temporary address in Italy, tick **"No"** and enter your current Italian address details.

Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o

Country* Italy

Province* Select a Province

Town* Select a town

Post code*

Town sub-division

Address* (street, square, road)

House number*

On what date did you move to this address? If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*

Landline phone number* (if you do not have it, type inxxxx)

Back Forward

6. Contact Details: Provide an active email address and mobile phone number. These will be used for all official correspondence. Click **"Forward"**.

Registration: Contacts

Contacts

Mailing address* Permanent home address Italian home address

Email*

Conferma E-mail

IMPORTANT: Please verify that the entered email address is correct

International code of mobile phone* (es: +39 - or +xx)

Mobile phone* (es: 3486767676 - or to insert xxxxx)

[Read the privacy policy](#)

Privacy* I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection

See "Privacy Code:"

SMS* I wish to receive a text message on my mobile phone to be informed on any event organized by the University

Back Forward

7. Refund Methods: In case of future refunds, the system requires a refund preference. Choose **"Bank Branch"** from the drop-down menu. **Do not enter bank account or IBAN details.** Click **"Forward"**.

Registration: Bank account number for Refunds

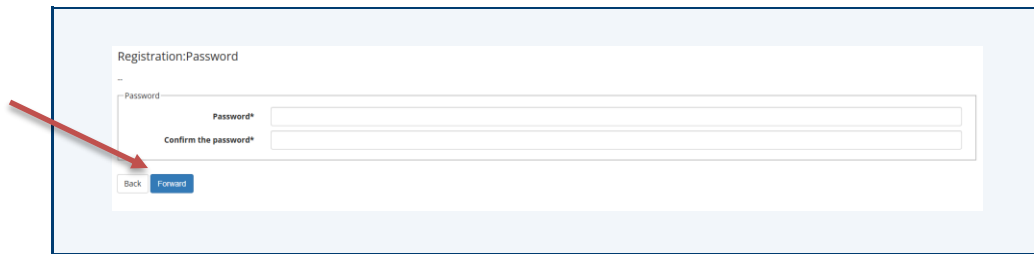
For any tax refund the following fields are required:
Students with a foreign bank account not in the SEPA Area, please select "Bank Branch" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address serviziotasse@unipi.it
Students with an Italian or foreign bank account in the SEPA Area, please select "By transfer" and enter all the required data.

Bank account number for Refunds

Payment methods* Bank Branch

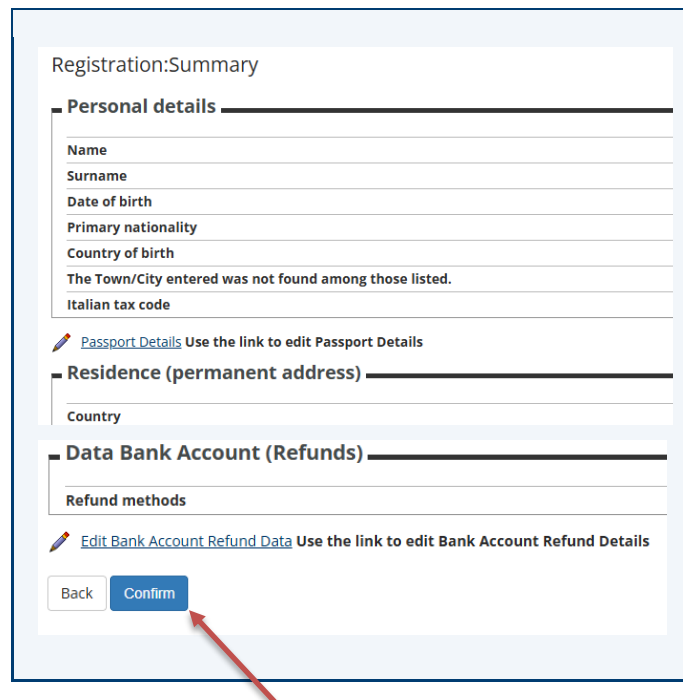
Back Forward

8. Password Configuration: Create a secure password that meets the portal requirements. Click **"Forward"**.



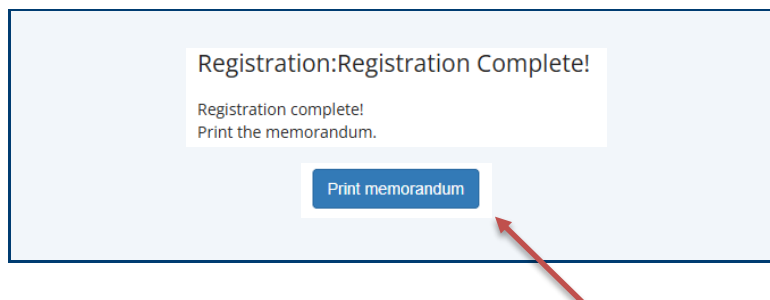
The screenshot shows the 'Registration:Password' page. It has a 'Password' field and a 'Confirm the password*' field. Below these fields are 'Back' and 'Forward' buttons. A red arrow points to the 'Forward' button.

9. Registration Summary and Confirmation: Review all entered information carefully. Click **"Confirm"** to finalize your registration.



The screenshot shows the 'Registration:Summary' page. It contains sections for 'Personal details' (Name, Surname, Date of birth, Primary nationality, Country of birth, The Town/City entered was not found among those listed., Italian tax code), 'Residence (permanent address)' (Country), and 'Data Bank Account (Refunds)' (Refund methods). There are links for 'Passport Details' and 'Edit Bank Account Refund Data'. At the bottom are 'Back' and 'Confirm' buttons. A red arrow points to the 'Confirm' button.

10. Registration Complete: Please take note of your Username and Password. Click **"Print memorandum"** to save your credentials memorandum.



The screenshot shows the 'Registration:Registration Complete!' page. It displays the message 'Registration complete! Print the memorandum.' and a 'Print memorandum' button. A red arrow points to the 'Print memorandum' button.

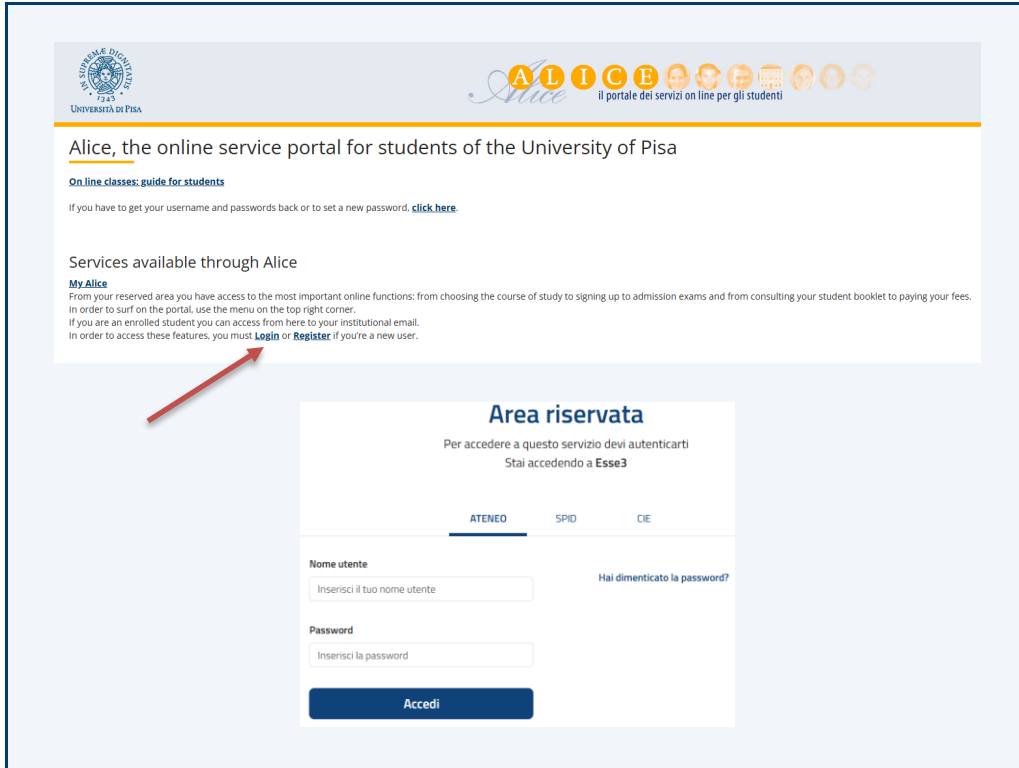
★ SAVE YOUR CREDENTIALS MEMORANDUM

Keep your generated credentials (username and password) safe. We highly recommend saving or printing the Alice Portal memorandum. These details will also be emailed to you from the system.

3. Log In and Submit Application

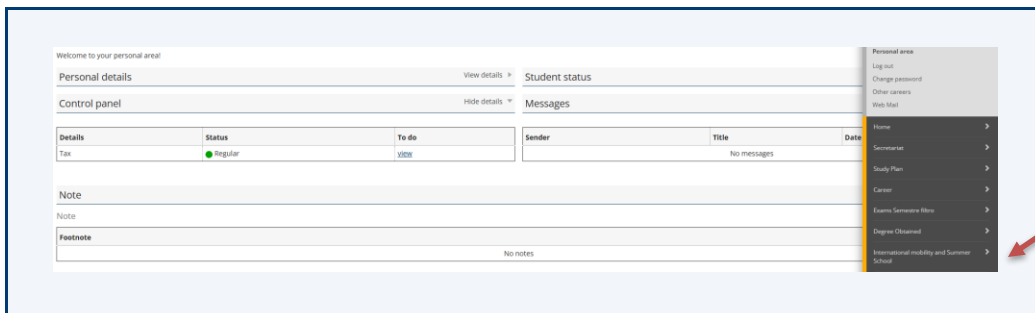
Once registration is complete, you can log in to the Alice portal and formally apply to your chosen school. Follow these steps to complete the application process:

1. Log in to the Alice Portal using your new credentials.



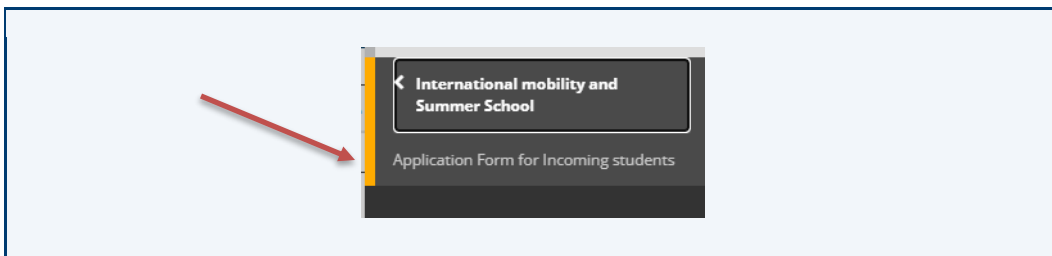
The screenshot shows the Alice portal home page. At the top, there is a header with the University of Pisa logo and the Alice logo. Below the header, the text reads "Alice, the online service portal for students of the University of Pisa". There is a link "On line classes: guide for students" and a note about getting back to the portal. A section titled "Services available through Alice" includes a "My Alice" subsection. A red arrow points to the "Login" link in the text: "In order to access these features, you must **Login** or **Register** if you're a new user."

2. Click on the **Menu** button in the top right corner of your home screen. From the sidebar menu, select **"International mobility and Summer School"**.

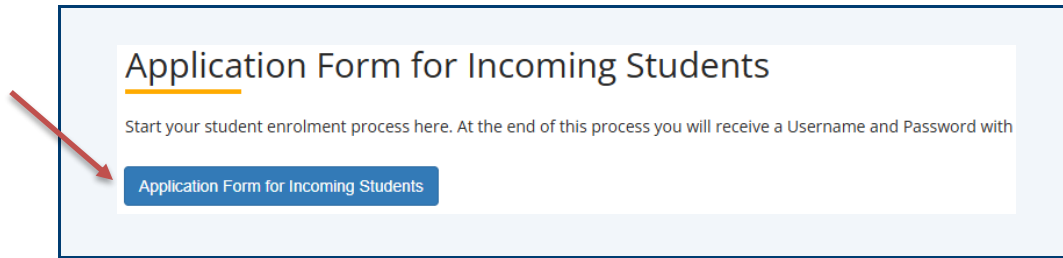


The screenshot shows the "Area riservata" (Personal area) of the Alice portal. It includes sections for "Personal details", "Control panel", "Messages", and "Notes". A sidebar menu is open on the right, showing options like "Home", "Semester", "Study Plan", "Career", "Exams Semester Filter", "Degree Observed", and "International mobility and Summer School". A red arrow points to the "International mobility and Summer School" option.

3. Click on the **"Application Form for Incoming students"** sub-option.



The screenshot shows a sub-menu for "International mobility and Summer School". It contains a button labeled "Application Form for Incoming students". A red arrow points to this button.

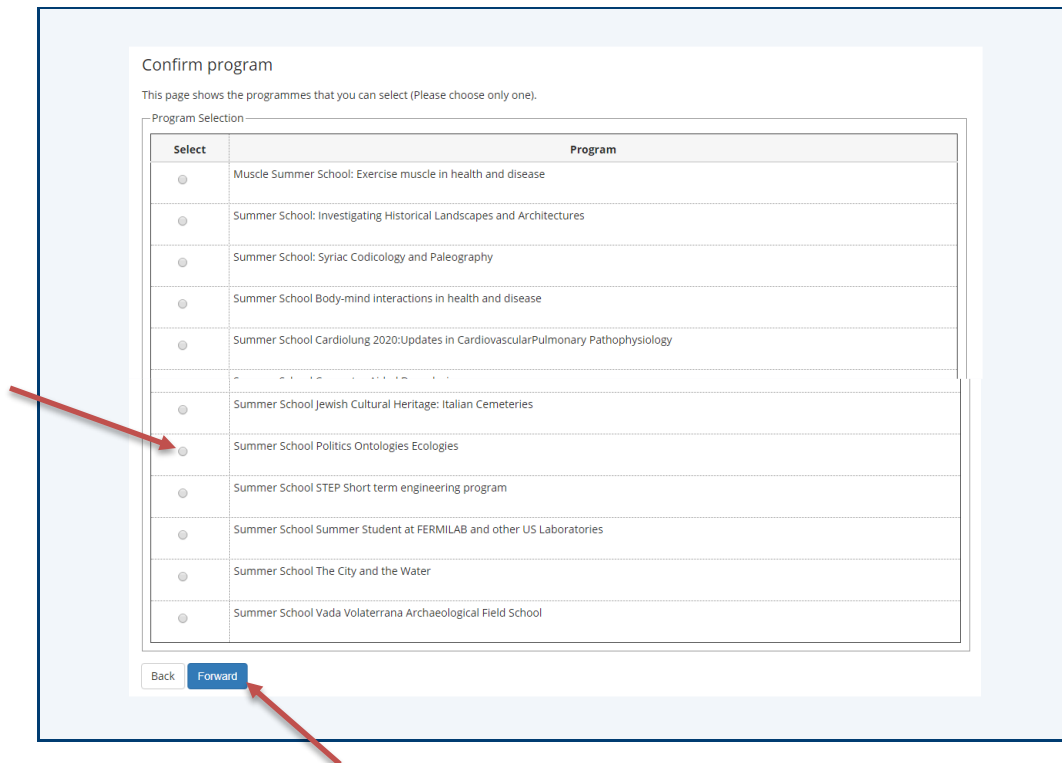


Application Form for Incoming Students

Start your student enrolment process here. At the end of this process you will receive a Username and Password with

[Application Form for Incoming Students](#)

4. Program Selection: A complete list of active Summer and Winter Schools will be displayed. Locate and select your chosen program, then click **"Forward"**.



Confirm program

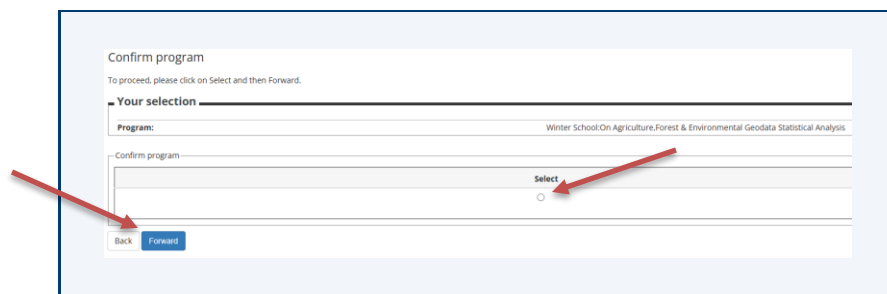
This page shows the programmes that you can select (Please choose only one).

Program Selection:

Select	Program
☐	Muscle Summer School: Exercise muscle in health and disease
☐	Summer School: Investigating Historical Landscapes and Architectures
☐	Summer School: Syriac Codicology and Paleography
☐	Summer School Body-mind Interactions in health and disease
☐	Summer School Cardiolung 2020: Updates in Cardiovascular Pulmonary Pathophysiology
☐	Summer School Jewish Cultural Heritage: Italian Cemeteries
☒	Summer School Politics Ontologies Ecologies
☐	Summer School STEP Short term engineering program
☐	Summer School Summer Student at FERILAB and other US Laboratories
☐	Summer School The City and the Water
☐	Summer School Vada Volaterrana Archaeological Field School

[Back](#) [Forward](#)

5. Tick the "Select" radio button to confirm your selected program, and click "Forward". Then click once again on **"Forward"** to confirm one more time your selected program.



Confirm program

To proceed, please click on Select and then Forward.

Your selection

Program: Winter School On Agriculture, Forest & Environmental Geodata Statistical Analysis

Confirm program

☒ Select

[Back](#) [Forward](#)

Confirm program Summary

Please confirm your information.

Your selection

Program: Winter School On Agriculture, Forest & Environmental Geodata Statistical Analysis

Back Forward

6. Identity Document Insertion: Click on **"Insert a new document"** and enter your passport or national identity card details (number, issuing authority, issue date, expiry date). **International students are highly encouraged to upload a passport.**

Identification

You must attach/insert at least one valid identity document. For international students, this must be a copy of your valid passport.

No identity documents inserted

Insert a new document

Back Forward

Identification

This page displays the list of identity documents. You can modify or insert other documents. If you have enrolled in a degree programme, you must have inserted at least one valid document.

Identity documents included

Type of document	Document number	Issued by	Date of issue	Expiry date	Status	Nation	City	Attached	Modify document

Insert a new document

Back Forward

Home

Informative utility course | © ONIECA

Identity Documents

Insert/edit document details

You must attach/insert at least one valid identity document. For international students, this must be a copy of your valid passport.

Identity Documents

Type of document*

Number*

Issued by*

Date of issue* (dd/mm/yyyy)

Expiry date* (dd/mm/yyyy)

Back Forward

Home

Informative utility course | © ONIECA

Confirm your information

Identity Documents

Type of document:
 Number:
 Issued by:
 Date of issue:
 Expiry date:

Back Forward

Home

Informative website content : © CHMCA

7. ID Document File Upload: Click on **"Insert here"** next to the identity document item. Click **"Scegli file"** (Choose File) to select your file in **PDF format** (max size 3MB), and click **"Forward"** to upload. Confirm program selection twice more by clicking **"Forward"**.

Identity Documents

Please confirm your information.

Identity Documents

Type of document: I.D. card
 Number: A12345678
 Issued by: Afghanistan
 Date of issue: 01/01/2023
 Expiry date: 31/12/2032

Attached

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Status	N. attached	Title	Description	Attach
Identity document	3 MB	1	1		0			Insert here

Back Forward

Key
 • Upload of attachment complete
 • Upload of attachment obligatory
 • Upload of attachment not obligatory
 Download
 Change
 Delete
 Information

Identity Documents

Please confirm your information.

Identity Documents

Type of document: I.D. card
 Number: A12345678
 Issued by: Afghanistan
 Date of issue: 01/01/2023
 Expiry date: 31/12/2032

Attached

Type of document:	Maximum size of file	N. minimum attached documents	N. maximum attached documents	Status	N. attached	Title	Description	Attach
Identity document	3 MB	1	1		1	Passport	Passport	

Back Forward

Key
 • Upload of attachment complete
 • Upload of attachment obligatory
 • Upload of attachment not obligatory
 Download
 Change
 Delete
 Information

Application Form for Incoming Students

This page shows the data required for the Application Form.

Destination

Academic Year: 2025
 Program: Winter School:On Agriculture,Forest & Environmental Geodata Statistical Analysis

Period of Study

Academic Year 2026/2027

Back Forward

Application Form for Incoming Students

The page shows the Application Form Data:

Destination:	
Academic Year:	2025
Program:	Winter School: On Agriculture, Forest & Environmental Geodata Statistical Analysis

Back Forward

8. Enrolment Form and CV Upload: You must now upload your remaining application files (all in PDF format):

- **Enrolment Form:** This form is downloadable from the "*Allegati*" (Attachments) section at the bottom of the official ["How to apply" web page](#). Fill out the form and **sign it in both designated signature areas** before converting it to PDF.
- **Curriculum Vitae (CV):** Upload an updated copy of your professional and academic CV.
- **Other Documents:** Any other supporting files required in the specific Summer/Winter School webpage.

Enrolment form attachment

Please attach the documents requested for the programme.

List of attachments

i Non sono al momento presenti documenti allegati

Back Forward Insert here

Attachments for enrolment

Details of attached documents

Document details

Title:*

Description:*

Attach: Scegli file Nessun file selezionato

Back Forward

Please click on **"Forward"** on the Enrolment Form Attachment page only after all required attachments have been uploaded.

Once this step has been completed, your application will have been successfully submitted and the following message will be displayed:

Application Form for Incoming Students

You have completed the first part of your online application, it will be evaluated by your mobility coordinators.

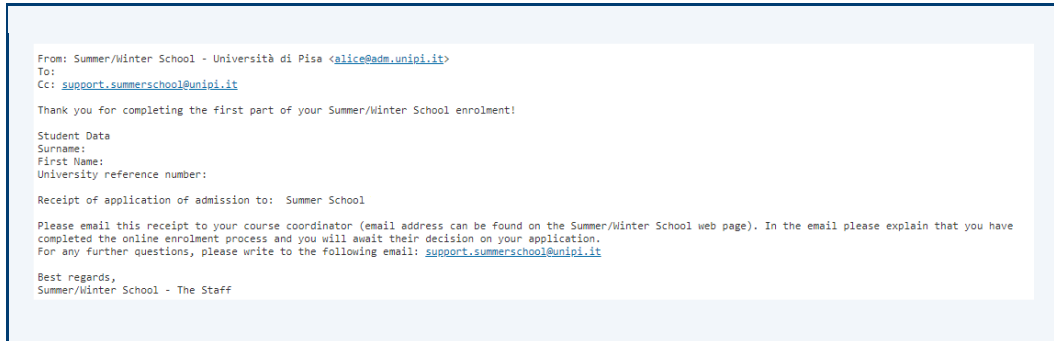
You will now receive an email with your enrolment receipt that you have to forward to your relevant Course Coordinator (their email addresses can be found on the specific mobility web page). Now you have finished the first part of your enrolment and you have to await their decision on your application. Please note that applicants to the Exchange Programme will not receive a confirmation email.

[Proceed with a new enrolment application](#)

4. Post-Application Steps

Completing your online application on the Alice portal is only the first phase. You must finalize your candidacy by notifying the course coordinator:

1. ****Confirmation Email****: Upon submitting your application, you will receive an automated confirmation email from **noreply@ unipi.it**. Please check also the spam folder in the event you cannot find it in the inbox.



2. ****Forwarding to Coordinator (Mandatory)****: Forward this confirmation email to your specific **Summer/Winter School Coordinator**. You can locate the contact details on the Summer/Winter School webpage in the *"Contacts"* section.

3. ****Scientific Evaluation****: The Summer/Winter School Coordinator and the Summer/Winter School Scientific Committee will evaluate your application. The Summer/Winter School Coordinator will notify you of your official admission or non-admission status.

4. ****Tuition and Fees****: Procedures and deadlines for paying tuition fees are listed on the Summer/Winter School webpage.

★ MAKE SURE IF YOU NEED A VISA AND/OR AN INSURANCE

To gather useful information about these two matters, visit the following pages:

- [Insurance and health care: coverage for students](#)
- [Entry and Stay Information for Non-EU Citizens](#)

5. Campus Services & Useful Information

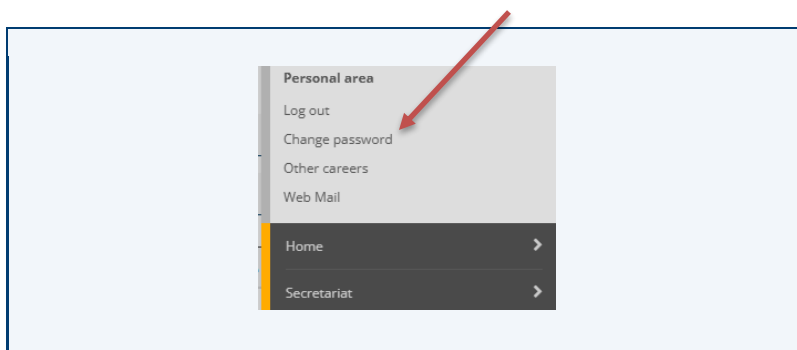
Campus Wi-Fi Connectivity

You can easily access the internet across all the buildings of the University of Pisa:

- **UniPisa (University Wi-Fi):** Once officially enrolled, you can log in to the high-speed campus Wi-Fi network using your Alice portal username and password.

Setting Your Permanent Password

Once your enrolment is officially finalized and you receive your University Reference Number (Matricola), you must configure a new permanent password to access all online services of the University of Pisa. To do this, log in to Alice, open the Menu, and select **"Change Password"** from the drop-down options on the right.



Support and Technical Contact Details

For any technical support on the Alice portal, please email alice@unipi.it

For general Summer/Winter Schools inquiries, admissions, or administrative support, please email support.summerschool@unipi.it



★ SEE YOU SOON IN PISA! ★