

# PRACTICAL GUIDE TO FILLING IN THE APPLICATION FORM FOR THE COMPETITION FOR ADMISSION TO PH.D. PROGRAMMES

PLEASE NOTE On the homepage you can find the English version by selecting the menu on the right



The online procedure has five steps.

## Step 1 – Enter your personal data

Connect to the web site [www.studenti.unipi.it](http://www.studenti.unipi.it) and click on “Registration” e then “New user Registration”

### Services available through Alice

#### My Alice

From your reserved area you have access to the most important online functions: f  
In order to surf on the portal, use the menu on the top right corner.  
If you are an enrolled student you can access from here to your institutional email.  
In order to access these features, you must **Login or register** if you're a new user.

### New user registrati

The following pages will allow you to regi  
When you do so, make sure to have an I.I  
Once you have registered, you will be giv  

- Sign up to public selection procedu
- Choose a Degree programme with
- Do the online registration if you ar

ATTENTION: access to the University of P

New user registration

Enter the tax code. If you do not have an Italian tax code, you click on the “Foreign student box”. Then click "Forward" so you declare that you are a foreign student without an Italian Tax Code and that you request it from the Italian tax authority (Agenzia delle entrate) as soon as possible.

#### Tax Code

Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.

Tax Code

Tax Code

**Foreign student without Italian Tax Code**  I declare that I am a foreign student without an Italian Tax Code and that I undertake to request it from the Italian tax authority (Agenzia delle entrate) as soon as possible. This data must be communicated to UNIFI.

Complete the compilation of the personal data. **Enter your personal details carefully.** They must match your ID document exactly.

### Registration: Personal details

Personal details

Name\* AAAAA  
Surname\* BBBBB  
Date of birth\* 12/09/1966 (dd/mm/yyyy)  
Gender\*  Male  Female  
Primary nationality\* BARBADOS  
Country\* Barbados  
Town\* ZZZZ  
Italian tax code\* BBAAA66P12Z522Z (if not available, click forward)  
Warning: The Italian tax code has been calculated automatically.

Back Forward

**N.B.:** 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.

Registration: Residential address

The page shows the form for entering and modifying the user's permanent home address.

Permanent home address

Country\* Italy  
Province\* Select a Province  
if in Italy  
Town\* Select a town  
Post code\*  
if in Italy  
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\* (dd/mm/yyyy)  
Landline phone number (if you do not have it, type xxxxx)  
Temporary Italian address is the same as permanent home address\*  Yes  No

Back Forward

During the registration of the personal data, the system will ask to enter the mode of reimbursement. It is recommended to select "Bank Branch".

### 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 [serviziotate@unipi.it](mailto:serviziotate@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

Enter password for all future accesses.

### Registration: Password

All spaces: at the beginning and at the end will be deleted.



**ATTENTION** - ..... THE PASSWORD:

- there must be at least 8 characters
- there must be no more than 20 characters

Password

Password\*  
Confirm the password\*

Back Forward

After registration, you must check the summary of registration: you can confirm or edit the data entered.

After having confirmed the data, you will see the message "Registration Complete". The system displays the access keys, username" and "password", sent to the email (if entered). Now you can proceed immediately with Phase 2 of the clicking on the "Enter the reserved area."

**Registration: Registration Complete!**

Registration complete!  
Print the memorandum.  
If you are an Erasmus student, you now have to write to: erasmus.incomi  
appointment to finish the enrollment procedure.

Credentials	
Name	AAAAA
Family name	BBBBB
E-Mail	
Username	a.bbbbb
Password	12345678

**Warning:**  
Sorry, could not be sent to your e-mail access keys. We advise you access.

[Login](#)

[Print memorandum](#)

[Exit](#)

## Step 2 – Register for the competition

If you have already previously registered for our web services or have followed the procedure in step 1, connect to the web site [www.studenti.unipi.it](http://www.studenti.unipi.it), click on "Login" to enter the reserved area.

Guest

**Reserved Area**

- Registration
- Login
- Forgotten password
- E-mail

Then you must enter your "*Nome utente*" and password

If you do not remember "*Nome utente*" or password, you do not have to re-enter your personal data. It is necessary to click "Forgotten password" and the system will tell you how to retrieve the data.

At this point, go to the following steps:

Click on "Sign up to an admission exam"

## Registered Users Area - Welco

This service was created to keep in contact with

Welcome to University of Pisa on line services.  
If you click on a button you can apply to a competition.  
If you are an INCOMING ERASMUS STUDENT, you have

Choose one of the following options:

- [Sign up to an admission exam](#)
- [Choose a degree programme](#)
- [Sign up to an evaluation test](#)

Click on "Admission test"

### Admission test

Indicate the course type

Indicate the course type

Indicate the course type

- PhD Programme (D.M. n.226/2021)
- Bachelor Degree
- Master Degree
- Specializzazione di attività di Sestagio
- PhD Programme

Back Forward

You must select the competition and click on "Forward"

### The competitions

Check the competition

Indicate the competition

#### Competition\*

- Physics

Back Forward

You confirm to continue

### Confirm the chosen competition

Check the information already given.

Competition

Type of course

Descrizione

Back Confirm

Enter the data of the identity document and upload the document

## Identification

This page displays the list of identity documents. You can modify or insert other documents.

**No identity documents inserted**

[Insert a new document](#)

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

## Identity Documents

Insert/edit document details  
You must attach/insert at least one valid identity document. For international students, you must also attach/insert a valid passport.

Identity Documents

Type of document*	<input type="text"/>
Number*	<input type="text"/>
Issued by*	<input type="text"/>
Date of issue*	<input type="text"/> <small>(dd/mm/yyyy)</small>
Expiry date*	<input type="text"/> <small>(dd/mm/yyyy)</small>
Nation*	<input type="text" value="digita per ricercare"/>

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

You confirm to continue

## Confirm your information

**Identity Documents**

Type of document:	<input type="text"/>
Number:	<input type="text"/>
Issued by:	<input type="text"/>
Date of issue:	<input type="text"/>
Expiry date:	<input type="text"/>
Nation of emission:	<input type="text"/>

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

Choose the type of position you are applying for:

- "PhD Students with Foreign Degree": select this if you already have (or will have by October 31<sup>st</sup>, 2025) a degree from a foreign university.
- "PhD Student Employed by Partner Institution": select this if you have a formal job contract (lasting at least as long as the PhD programme) with a public or private institution that has an agreement with the University of Pisa.
  - ▶ You must upload a declaration from your employer confirming your job (Annex 2).
- "PhD Student Research Fellowship Holder / Research Grant Holder": select this if you have a Research Fellowship (Italian "borsa di ricerca") from the University of Pisa or Research Grant (Italian "assegno di ricerca").
  - ▶ You must upload a self-declaration confirming your fellowship/grant (Annex 3).

- "Ordinary": select this if none of the other categories apply to you.
  - Public employee (without grant): select this if you work in the public sector and choose not to receive a PhD grant.
- You must upload a document (Annex 1) confirming your employment and declare that you are applying without a grant.

⚠ Warning: Once this choice is done it is **irrevocable** and cannot be modified later.

Other

Choose your administrative category, valid for the admission test you are applying to and eventually request the disability support

Administrative Category

Administrative Category

Back Forward

- PhD Students with Foreign Degree
- PhD Student – Public Employee (Without Grant)
- PhD Student Employed by Partner Institution
- PhD student research fellowship holders / research grant holders
- Ordinary

In the page "Admission Requirements" enter the data of High School Diploma and Second Cycle Degree (Master's Degree or equivalent) as specified in this call Annex. **Do not enter data of First Cycle Degree (Bachelor's Degree or equivalent) as not required to be admitted.** If the Degree qualification has been awarded at the University of Pisa select "this University" option to allow a system automatic retrieve of qualification.

**PLEASE NOTE:** if the qualification has been awarded abroad select option 4 and upload the required documents as specified in the next phase no. 3

*Admission requirements*

Insert/check the data for the academic qualification necessary to the competition. Then you click on "Forward".

Admission requirements

⚠ To go on you must insert the academic qualifications necessary to the competition and choose one of the optional at least.

Option 1:

State	Titolo	Note	State	Actions

If you will have obtained the degree after the deadline of the call, but by **31 October 2025**, you will have to click "not yet obtained", and indicate the academic year of achievement and, where possible, also the date of achievement.

### Foreign academic qualification

In this form, it is possible to insert or change the foreign academic qualification d

Details

Situazione Titolo\*  obtained  
 not yet obtained

Country

University

Title\*

Type of Course\*

Years

Achievement date

Judgement

**Step 3 – Upload files, such as the curriculum, the PhD research project (if required) and any other relevant documents for the assessment**

To attach the documents, select “Yes” and click on “Forward” (**Please note**: each file shouldn’t exceed 3 MB). You must upload at least one file to move forward in the online application process.

**Notes:** For each selection it is necessary to upload of specific types of documents. *The research project, possibly requested in the form attached to the competition announcement, must be uploaded at this stage.*

(ConcDichiarazioneTitoloValutazione-10)

(ConcDichiarazioneTitoloValutazione-20) Specify the details of the document to be uploaded.

(ConcDichiarazioneTitoloValutazione-30) Dettaglio documento da caricare

(ConcDichiarazioneTitoloValutazione-40) Type*	-
(ConcDichiarazioneTitoloValutazione-60) Campo obbligatorio*	<input type="checkbox"/> Self-certification of degree diploma <input type="checkbox"/> Public Employee Self-Cert. (no grant) <input type="checkbox"/> List of the exams University careers <input type="checkbox"/> Master degree <input type="checkbox"/> Research Project <input type="checkbox"/> Other usefull documents
(ConcDichiarazioneTitoloValutazione-80)	<input type="checkbox"/> Videoconference Interview Request <input type="checkbox"/> Curriculum
(ConcDichiarazioneTitoloValutazione-100) Upload the required attachment*	

(ConcDichiarazioneTitoloValutazione-140) Back

IU library-1999)

Attach the *curriculum* **signed** and documents filling in the follow fields:

1. Type (**compulsory field**): select “curriculum” or another type
2. Title (**compulsory field**): free field (if available insert the Title of the document e.g. degree thesis, curriculum vitae, etc.)
3. Description (**optional field** - max 250 characters): free field (Insert any additional comments you may wish to make)
4. Attachment: upload the *curriculum* and the documents **only in pdf format**. If required, the research project must also be uploaded at this stage.

To attach the documents, select “Yes” and click on “Forward”

Once you have uploaded all documents, click “No” and then “Forward”.

#### Uploading files

Upload CV and the necessary documents

- Curriculum

Curriculum and documents already loaded

Type	Title	Actions
Curriculum	CV	  

To upload your CV or other documents, click “Yes”\*

Yes

No

It is possible to integrate, delete or modify files only if the online registration procedure is open. Once the procedure referred to in point 5 has been completed, it will no longer be possible to integrate, delete or modify files unless the application already submitted is cancelled. The cancellation of the application resets the procedure, it is therefore inadvisable.

**Step 4 - Indicate the names and contacts (professor and academics/researcher) available to provide references (only when provided for in the specific call Annex)**

Click on “List of Reference Requests”

### Elenco richieste di referenza

Verifica l'elenco delle richieste di referenza. E' possibile inserire

**1** Nessun dato da visualizzare  
Non è stata inserita alcuna richiesta di referenza.

Aggiungi richiesta referenza

Indietro

Enter the required data and click on "Forward"

## Step 5 - Declaration pursuant to Presidential Decree n. 445/2000

Click SI to give your consent

Dichiarazione ex D.P.R. n. 445/2000

In questa pagina viene chiesto al candidato di dichiararsi consapevole delle conseguenze derivanti da dichiarazione mendaci ai sensi dell'art. 76 D.P.R. n. 445/2000

Dichiarazione

Il/la sottoscritto/a è consapevole delle sanzioni penali applicabili in caso di dichiarazioni mendaci e non veritiere, previste dagli artt. 75 e 76 del d.p.r. 445/2000.

SI  No

Indietro Avanti

## Step 6 - Confirm

You need to check carefully. Pay close attention to the **"Administrative category"** you're applying for, then confirm to continue.

### Confirm the chosen competition

Check the information already given.

Competition

Type of degree  
Concorso di ammissione

Tipologia di posto ed ausili di invalidità

Administrative category  
Richiesta ausili per invalidità

Indietro Confirm

## Step 7 - Print the forms

Click on the "Print receipt" button to open and print the competition registration receipt. The form generated by the system is the only one that proves registration as, in addition to constituting proof of registration in the competition, it also contains a "pre-matriculation number" which will be essential to view the evaluation of the curriculum and the test results, on the web page

https://dottorato.unipi.it/index.php/it/. The form also indicates the number of files uploaded during the procedure. **It is important to check the correspondence between the number indicated and the number of uploaded files.**

### Competition details

Successfully concluded.

Competition of admission	
Competition	BIO01 - Biology
Year	2025/2026
No.	1

Administrative category and use of aids or additional time	
Administrative category	Ordinary

Valid for:

Competition
CD17_N - Biology

Tests

Type	Results
Curriculum	Dal 21/07/2025 13:00 al 29/09/2025 23:59
Interview	Dal 21/07/2025 13:00 al 29/09/2025 23:59

Titoli di valutazione

Type
Curriculum
Self-certification of degree diploma

[Home](#) [Print form](#) [Application fee](#) [Edit registration](#)

To pay the fee, click on "Application fee"

[Home concorsi](#) [Print form](#) [Application fee](#) [Edit registration](#)

Click on the invoice number

Addebiti fatturati

Fattura	Codice IUUV
+ <a href="#">9230149</a>	000000072220406

Legenda:

Choose the payment method:

1. Click on "Pay online by PagoPA" if you want to pay online by credit card, bank transfer, paypal, etc.
2. Click on "Stampa Avviso per PagoPA" if you want to pay in a bank or at a Sisa and Lottomatica operator.

Pay with PagoPA

Print PagoPA invoice

**PLEASE NOTE:** If a PhD Programme has more than one call, only one fee is due and will be valid for all the calls the same PhD programme.

If the payment of the fee has been made but is not completed, candidates will be admitted with reserve to the competition pending verification of the regularity of the payment.

Submission final receipt should be printed and kept certifying the correct online registration along with the fee payment receipt (within the deadline).

If you want to modify data already registered or insert other documents, click on "Edit registration"

Home concorsi

Print form

Application fee

Edit registration

**Attention**

Those who wish to register for another competition must repeat the online procedure starting from step 2.