

Practical Guide to Online Enrolment for PhD Programmes

This guide will help you complete your online enrolment in just a few steps.

STEP 1 – Accessing the Portal

- Log in to www.studenti.unipi.it using the credentials you used to apply for the admission competition.
- If you have forgotten your password, use the 'Forgot Password' function. Do not create a new account.

STEP 2 – Enrolment

- Go to: Student Office → Degree Programme Selection (Enrolments) → Enrolment.
- Select: Standard Enrolment → PhD Programme (Ministerial Decree No. 226/2021).
- Choose your PhD programme and, where applicable, the relevant curriculum.
- Confirm your selection, read the information notices and obligations relating to 'University Credentials', 'Declaration Verification' and 'Online Services', then provide the required consent.
- Complete the declaration concerning simultaneous enrolment in two university courses, if applicable.

STEP 3 – Personal Documents

- Residence permit: enter or update your details and upload the document, if available.
- Identity document: verify or enter your details and upload a scanned copy.
- Disability declaration: complete this section only if applicable.
- Upload a ID photo (.jpg/.jpeg, max. 5 MB, minimum 480×480 px).

STEP 4 – Educational Qualifications

- Check the educational qualifications already entered.
- If you obtained your degree after submitting your application, **update the award date and final grade.**
- For foreign qualifications, upload the required supporting documentation, if available.
- Enter or update the details of your upper secondary school diploma. If required, select the appropriate qualification combination.

STEP 5 – Confirmation

- Review all the information entered, confirm your enrolment and upload the Enrolment Declaration together with any additional required documents.

STEP 6 – Payment

- Go to Tuition Fee Payment.
- Pay the university tuition fees through PagoPA, following the instructions published on the University's website.