

Quick guide to applying for the phd admission competition

This guide helps you complete the online application in a few steps.

Select the language from the menu on the right.

If you have already used UNIPI online services, go directly to Step 2.

STEP 1 – Registration

- Go to www.studenti.unipi.it
- Choose: SPID (if you have a digital identity) or New user registration
- Enter your Italian Tax Code (for new users). If you do not have one, select Foreign student without Italian Tax Code

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

☐ 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 UNIPI.

Back

Forward

- Enter your personal data (matching your ID document), in particular:
 - residence permit: if not available, click Forward
 - if you do not remember your residence start date, enter your birth date or January 1st of the year you moved

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?

(dd/mm/yyyy)

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 00000)

Temporary Italian address is the same as permanent home address*

☐ Yes ☐ No

Back

Forward

- refund method: Bank Branch (recommended)
- create a password to use for all future logins
- save your credentials. and access the reserved area.

STEP 2 – Application for Admission

IMPORTANT

- If you have forgotten your username or password, you must not proceed with a new registration: the system provides instructions on how to recover them using the “Forgot password” function. For recovery, only your Tax Code (Codice Fiscale) is required.
- Graduates from Pisa are advised to check the “Personal Details” section to ensure that all information is up to date and complete.
- Go to www.studenti.unipi.it
- Log in → Admission competition application → Admission test
- Select Doctorate or equivalent third cycle and competition
- Enter ID details and upload a scanned copy of the ID

The first screenshot shows the 'Identification' page with a message 'no identity documents inserted' and a button to 'Insert a new document'. The second screenshot shows the 'Identity Documents' form with fields for Type of document, Number, Issued by, Date of issue, Expiry date, and Nation. The third screenshot shows the 'Confirm your information' page with a summary of the entered details.

Position Type Selection: Administrative Category

The screenshot shows the 'Administrative Category' dropdown menu with the following options: 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, and Ordinary.

- PhD student with foreign degree: select this option if you hold (or will obtain by October 31, 2026) a degree issued by a foreign university
- PhD Student Employed by Partner Institution: select this option if you have a formal employment contract, lasting at least as long as the PhD programme, with a public or private organization that has an agreement with the University of Pisa. Upload Attachment 2.
- PhD Student Research Fellowship Holder / Research Grant Holder: select this option if you are a holder of a Fellowship from the University of Pisa. Upload Attachment 3.

- Public employee (without grant): select this option if you are applying as a public employee and intend to renounce the PhD grant. Upload Attachment 1. **WARNING:** this choice is irrevocable and **cannot** be changed later.
- Ordinary: select this option if you are applying and do not fall into any of the above categories.

Educational Qualifications

- Enter only your Master's degree. Option 1 refers to degrees awarded under the old system prior to Ministerial Decree no. 509/99 (pre-riforma).
- **Do not** enter a Bachelor's degree.
- Foreign qualification: upload the required documentation (e.g. translation, legalization, declaration of value, Diploma Supplement, transcript of records, ENIC-NARIC certificates, etc.). Failure to upload these documents may affect the evaluation of the foreign qualification, preventing the examination committee from determining its equivalence.
- Degree not yet obtained: indicate the expected date (**no later than** October 31, 2026) and the academic year.

STEP 3 – Upload Documents

(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*	-
(ConcDichiarazioneTitoloValutazione-80)	Self-certification of degree diploma Public Employee Self-Cert. (no grant) List of the exams University careers Master degree Research Project Other useful documents Videoconference Interview Request Curriculum
(ConcDichiarazioneTitoloValutazione-100) Upload the required attachment*	

(ConcDichiarazioneTitoloValutazione-140) Back (ConcDichiarazioneTitoloValutazione-150) Forward

IU library-1999)

- Upload your **signed** CV, research proposal (if required), and other documents. For each document, complete the following fields:
 - Document type (required field): select the appropriate option from the drop-down menu based on the type of document you are uploading
 - (required field): enter the title of the document being uploaded (e.g. CV, thesis, research proposal, etc.)
 - Description: provide any additional details about the document (max. 250 characters)
- PDF format only, max. 3 MB per file
- Documents can be modified until final confirmation (STEP 6)

STEP 4 – References (if required)

Add a Reference

Referenza

Qualifica

Surname*

Name*

Email*

Phone Number*

Affiliated Institution

- Enter referees' details

STEP 5 – Declaration

- Confirm legal declaration (for Italian citizens)

STEP 6 – Final Confirmation

- Check all data

STEP 7 – Receipt and Payment

Home concorsi

Print form

Application fee

Edit registration

- Download and keep the receipt contains **your pre-registration number** and the **number of uploaded files**:
 - pre-registration number: required to view, anonymously, the evaluation of your CV and the results of the selection process
 - number of uploaded files during the procedure. It is important to verify that this number matches the actual number of uploaded files
- Select “Payments” and the invoice number
- Pay online via PagoPA or at authorized payment providers

Pay with PagoPA

Print PagoPA invoice

A single application fee applies to all competitions within the same PhD programme.

Important

- After confirmation, the application cannot be modified
- To make changes, you must cancel the application. Cancelling the application resets the entire procedure and is therefore not recommended
- To apply for another competition, restart from Step 2.