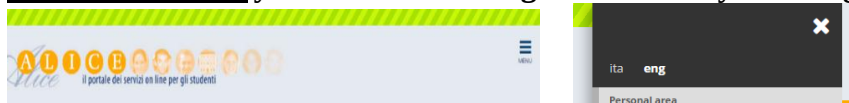


PRACTICAL GUIDE FOR THE ONLINE REGISTRATION TO THE PHD COURSE

PLEASE NOTE

On the homepage you can find the English version by selecting the button on the right



PLEASE NOTE: Before starting the online procedure, please keep at hand the files you are required to upload (identity card, photo, eventual disability declaration, Enrollment Declaration Forms, Attachments, etc.).

Once you have entered the website at www.studenti.unipi.it, select the button “MENU” on top right and click "LOGIN" to access the reserved area.



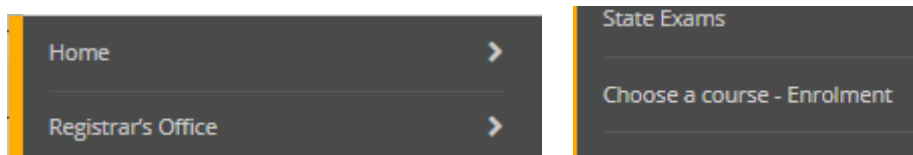
The system will ask you to enter the "**username**" and "**password**" used for the online registration of the PhD competition.

ATTENTION: If you have forgotten your username or password, do **not** proceed to a new registration: the system provides recovery mode information using the "forgotten password" function on the right menu. The Tax Code is sufficient for the recovery.

PLEASE NOTE: Graduates of Pisa University are invited to consult the “**Personal Records**” entry to verify that the data are up to date and complete.

AT THIS POINT, THE FOLLOWING STEPS MUST BE CARRIED OUT:

Choose, on the right menu, REGISTRAR’S OFFICE AND CLICK CHOOSE A COURSE - ENROLMENT



Click IMMATRICOLAZIONE

Immatricolazione

Attraverso le pagine seguenti potrai procedere con l'immatricolazione al corso di stu

Ti ricordo che per le immatricolazioni ai corsi di laurea magistrale (corsi di II livello) n

Immatricolazione

Choose PhD Programme (d.m. n. 226/2021) and then click on NEXT

Please note click on "PhD course (Ministerial Decree 226/2021)" **but not** for enrollment in the doctorates in *Italian Study*.

Select REGULAR ENROLMENT and then click FORWARD

Enrolment: Selection o

Choose the type of enrolment

Type of enrolment

☒ Regular Enrolment

Back Forward

Select PHD COURSE and then click FORWARD

Enrolment: Selecti

Choose the degree program

Selection of the type

☒ P.H.D. COURSE

Back Forward

Select the Course and then click FORWARD

Enrolment: Selection of the degree programme

Choose the degree programme you would like to enrol in and then click on the Forward b

Selection of the degree programme

Departments	
CIVIL AND INDUSTRIAL ENGINEERING	
	☒ INDUST

Back Forward

Choose the curriculum and then click on Avanti (*only for any PhD courses*)

Enrolment: Scelta percorso di studio

In questa pagina è presentata la scelta del percorso di studio p

Riepilogo

Tipo di Titolo di Studio

Tipo di Corso di Studio

Degree programme

Ordinamento di Corso di Studio

Scelta percorso di studio

Percorso di studio:

- ☐ INGEGNE
- ☐ comune
- ☐ INGEGNE
- ☐ INGEGNE
- ☐ INGEGNE
- ☐ INGEGNE

Indietro Avanti

Click CONFIRM to confirm your choice

Confirm the degree programme you have chosen

This is a summary of all the choices you have made. If correct, please confir

Degree programme

Department

Academic year

Degree programme

Percorso di Studio

Back Confirm

Please review the **Information Notices** and the **Obligations**, then click FORWARD

Carefully read the sections on “University Credentials,” “Declaration Verification,” and “Network Services,” and provide the required consent.

Fill in the **Declaration relating to the simultaneous registration** in the two university study courses (Ministerial Decree n. 930/2022)

IMPORTANT: Successful candidates who have not yet obtained the required academic qualification (October 31, 2025) must **not** be submit this declaration; also, candidates enrol at medical specialization course who want to request joint attendance must **not** be submit this declaration.

Fill in the details of the other university course in which you are enrolled.

Click on CONFIRM and, in the case of simultaneous registration, upload the Declaration available at the platform.

Finally click on CONFIRM.

Enter or edit **Residency Permit data**

Residency Permit:

This page shows the details of the residence permits and, if necessary, allows

Only students applying for a Visa are required to upload the following documents

- the Visa
- the postal receipt for the residence permit
- the Openbadge/B2 language certification (if the course is held in Italian)

Residency Permits list

 No Residency Permits Uploaded at the moment

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

Enter the required data and click CONFIRM

Residency Permit:

This page shows all the residence permits, view their details and eventually deleting them. Students having a residence permit 'FOR STUDY REA for the residence permit to be issued, must upload the RECEIPT of the residence permit request.

Residency Permits list

Release date	Expiry date	Residency permit type
19/06/2024		Permanent residence permit

[Upload a new document](#)

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

Upload the document and click FORWARD

Enter or edit your **ID card data**

Click FORWARD, if you have already entered the data and the image of your ID card.

To enter the document data, click INSERT A NEW DOCUMENT, enter the required data and then click FORWARD.

Identification

This page displays the list of identity documents. You

Identity documents included

 No identity documents inserted

[Insert a new document](#)

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

To modify any data, click on the icon  (Magnifying glass) in the column MODIFY DOCUMENT.

Click FORWARD to further steps.

Confirm your information

Identity Documents

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

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

Enter eventual disability declaration

Click UPLOAD DISABILITY DECLARATION or click FORWARD.

Disability declaration

List of disability declarations

 There are not disability declarations

[Upload disability declaration](#)

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

Enter the required data and then click AVANTI

Verify and click CONFIRM

Disability declaration

In this page there are the data on the disability declaration. If corre

Disability declaration

Type of Disability	
Percentage of disability	
Data dichiarazione (gg/mm/aaaa):	
Richiedo assistenza e/o servizi di tutorato specializzato:	
Autorizzo l'amministrazione a contattarmi direttamente al	

[Back](#) [Confirm](#)

Upload the disability declaration and then click FORWARD to further steps

Attachments disability declaration

In this page it is possible to upload documents related to the disability

Disability declaration

Type of disability	
Disability percentage	
Data dichiarazione (gg/mm/aaaa):	

List of attachments

Attachements

 There are not attachements

[Upload attachment](#)

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

Upload a card form photo and then click FORWARD

To upload your photo, click SCEGLI FILE: to view and register the photo click UPLOAD FOTO.

The photo of your face only must be an ID card format (at least 480x480 pixels - min 200dpi). Allowed formats: .jpeg and .jpg. File size must not exceed 5 Megabytes.

Registration: Your photo

On this page you must attach a photo of your face (dimensions 480x480 pixel-min 200dpi). It is obligatory to upload your photo. The photo must respect the instructions which you will find c you have saved the photo, it will be uploaded on the left-hand side column next to your name and at that point, it will no longer be possible to change it.

Photo preview

Scegli file

Nessun file selezionato

The uploaded photo will be printed on your uniform to be able to recognize your face.(Max 3 MByte)

Upload photo

The preview of your photo is not supported by Internet Explorer versions which are earlier than version 10

To upload your photo, please click on the "Upload photo" button

Back

Forward

Check and/or complete the **data concerning your qualifications** and then click FORWARD

IMPORTANT:

- those who have participated with a hypothetical qualification and have graduated after the PhD competition deadline must enter the graduation date and final marks.
- enter (if not already provided) **also** the Upper Secondary School.

Qualifications required

In order to continue, you must type in your academic qualifications (degrees). You must first list the obligatory degrees; shk

Titoli di Studio Obbligatori

State	Admission requirements	Note
☒	Upper Secondary School diploma (State Exam) or equivalent foreign qualification	

Alternative degrees

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

Option 1:

State	Titolo	Note
☒	MASTER DEGREE	Dettagli ammessi: 73035 - 73036 -

Select the qualifications combination among those proposed and then click FORWARD (*such selection is intended only in the case of ambiguous entry qualifications*).

In this page there are summary of the ambiguous entry qualificatio

Select the valid entry qualifications

Seleziona	Combinazione titoli	Dettagli Titolo
☐	Combinazione Laurea V.O. + TSS	Master's Degree Upper Secondary
☐	Combinazione LM + TSS	MASTER'S DEGREE Upper Secondary

Back

Forward

Verify and then click AVANTI

Enrolment: Enrolment Information

On this page, you will be asked other necessary information in order

Type of enrolment

Type:* Regular Enrolment

Date of the first time you enrolled at any University (onl

Academic year* 2000/2001

Other information

University locations* Università di Pisa

Categoria Amministrativa:* Ordinary

Do you have any Special Needs?* ☒ Si ☐ No

Tipologia Invalidità:* DISABILITA UDITIV

Percentuale di Invalidità:* 75
(tra 1 e 100) [usa la vi

Back

Avanti

Verify and then click CONFIRM

Confirm

In this page there is summary of all the choices ma

Enrolment Information

Anno Accademico

Dipartimenti

Tipo di Corso di Studio

Tipo domanda di immatricolazione

Corso di Studio

Percorso di Studio

Back

Confirm

Upload the Enrollment Declarations (*Dichiarazioni immatricolazione*) Forms available at <https://www.unipi.it/en/education/courses/phd-programmes/> and then click FORWARD

Enrolment form attachment

List of attachments

Type of document:	Maximum size of file	N. minimum attached documents	Type of attachment	Status	N. attached	Title	Description	Attach
Dichiarazioni immatricolazione	3 MB	1	*.pdf		0			Insert here



Select the **payment** PagoPA of the tuition fee.

The Tuition fees payment can only be made on the pagoPA portal of the Agency for Digital Italy (AgiD). Payment methods are available at <https://www.unipi.it/index.php/tasse-e-diritto-allo-studio/item/15414-pagamento-tasse>. [A practical guide with instructions can be downloaded](#).

Then click PRINT TUITION FEES to select the PagoPA payment of the tuition fees.