

**1 – PROCEDURE OF REGISTRATION:**



**Registration**

**FOR ERASMUS INCOMING STUDENTS ONLY:**

If you are an extra UE student and want to apply for enrollment, please read here under PROCEDURE: <http://www.unipv.eu/site/en/home/international/pavia/enroll-at-the-university-of-pavia/articolo4312.html>

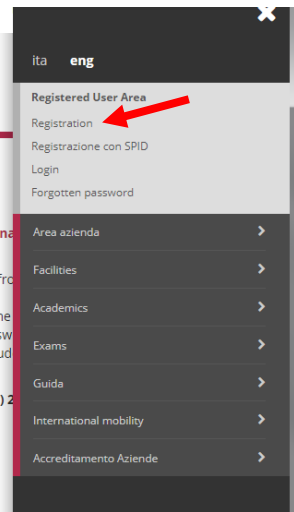
If you are enrolled at the University of Pavia - or you have been in the past - and have forgotten your password, please click on 'Forgotten password' (from instructions).

If you have not previously been enrolled at the University of Pavia, please click on **Registration** and fill in the fields with your personal data. At the end of the Password: print out the final window or click on 'Print form' which will show both your Username (which coincides with your Italian Fiscal code) and your password you will need to enter both your username and password in upper case. The password is active until the point at which you become a permanently enrolled Student.

**Before proceeding please read the informative note regarding the personal data protection code, in accordance with the item n.13 of Regulation (EU) 2016/679.**

You'll be asked for the information from the list below:

- Personal data and address
- Valid personal identification document
- Mobile phone number and e-mail address (to which your personal details will be sent)



Activity	Section	Info	Status
A - Web Registration			
	Personal Data		
	Permit of stay		
	Identity document		
	Permanent address		
	Current address		
	Delivery address		
	Registration summary		
	Registration complete		

Registration

### Registration : Personal data

Insert your personal data.

**Personal data**

**Name\***

**Surname\***

**Date of birth\***   
(dd/mm/yyyy)

**Sex\***  Male  Female

**Nationality :\***

**Other nationality:**

**Nation of birth:\***

**Province of birth:\***

**City of birth:\***

**Italian Fiscal code\***   
(automatically calculated if not inserted)

### Registration : Personal Identification document

Insert the issue and expiry dates of a valid identity document which complies with current Italian Law.

WARNING: In the event of participation in an admission test, you will be asked to show this document on the day of the exam.

Personal Identification document

**Document type\***

**Number\***

**Issued by\***

**Issue date\***   
(dd/mm/yyyy)

**Expiry date\***   
(dd/mm/yyyy)

### Registration: Permanent address

Enter or modify your permanent address.

**If your permanent address has changed during the current year, enter the moving date in the "Permanent address valid from" field. Otherwise, do not fill that field: the system will fill it automatically.**

Permanent address

**Nation\***

**Province\***

**City\***

### Registration : Contact information

Enter or modify your contact information.

Addresses

**Forward documents to:\***  Permanent address  Current address

**E-mail\***

**International dialling code**

**International dialling code\***   
(only fill this field if the code is not present in the drop-down menu)

**Mobile phone n.\***   
(e.g. 3486767676)

**I have read the information regarding the handling of my personal data and agree to its potential circulation in**  Y  N

### Registration : Registration summary

The information entered in the previous sections can be reviewed on this page.

**Review the information that you have entered, paying particular attention to the e-mail address and the mobile telephone number.**

Any incorrect information can be modified by selecting the 'Amend ...' option at the end of each section.

Personal data

Name	NAME
Surname	SURNAME
Sex	Male

**Registration : Registration complete**

All the information required for registration has been entered correctly.

Authenticate yourself to enter the Reserved Area (click on 'login' from the left-hand menu or click on the button at the bottom of the page and insert the login inforr

**For future access to the Reserved Area we advise that you write down this information or print/save the registration memo (see the button below).**

**FOR ERASMUS STUDENT ONLY:**

You have to complete the Application Form For Incoming Students following the next step" : **click on"login" and then insert the username and the password he International Mobility**

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**Login Information**

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**INFORMATION**  
The authentication details have been sent to your e-mail address.

After login, if you would like to change the password assigned by the system, please select the "Change Password" heading from the menu.

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**Login**

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**Print Memo**

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**Exit**

- **BY hitting the PRINT MEMO button you'll get your credentials to LOG IN the Reserved Area**

**2 -PROCEDURE OF ADMISSION:**

**Login into the Reserved Area and Select 'Admissions' from the top right menu**

UNIVERSITÀ DI PAVIA

Registered Users Area - Welcome NAME SURNAME

Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.  
For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility.

- NAME SURNAME
- Registered User Area
- Logout
- Change Password
- Home
- Admissions**
- International mobility

**Admission Test**

In the following pages you will be able to register for an admission test.

The table below lists the information you will be asked to provide in the following pages.

A tick mark will appear next to each heading when the relevant information has been inserted: this will allow you to resume completion of the form easily in case you are disconnected from the system.

Please click on the 'Admission test' button to register for an admission test.


Activity	Section
A - Test selection	Course selection
	Test selection
	List of the identity documents inserted
B - Insertion or alteration of identity document	Preferences
	Study path preferences
	Seat preferences
C - Confirm test enrollment	Questionnaire selection
	Confirmation
G - Questionnaires required before the admission confirmation	Final confirmation
H - Close process	

**Admission Test**

- **Flag Special Master’s course:**

**Course selection**  
Select the type of course on which you wish to be admitted.

Course selection

Post Riforma\*  First-cycle degree course  
 Second Cycle Degree Course  
 Specialist Master's Course (2nd level)   
 Ante Riforma\*  PhD programme

**Admission tests list**  
Select the test to which you wish to register.

Test options

Competition\*  Master di secondo livello in COOPERAZIONE ALLO SVILUPPO from 18/04/2019 to 28/06/2019 23:59




Detail

96201 - COOPERATION AND DEVELOPMENT

Back Forward

**Identity document**  
The list of identity documents previously inserted is displayed on this page. You can insert a new identity document if necessary.

Identity documents presented

Typology of document	Number	Issuing authority	Date of issue	Expiry date	State	Nazione emiss.	Città emiss.	Presence of attachments	Action
DRIVING LICENCE	1235654	COMUNE DI MILANO	01/05/2019	01/05/2026				No	 

Insert new identity document

Back Forward

**Administrative category and disability assistance option**  
Choose the proper administrative category for the participation in the admission test, and if necessary request disability assistance.

Call for applications

Have you read the call for applications?  Yes  No

Disability assistance

I request assistance to take the test (Act 104/92 and subseq. amendments)  Yes  No

**Confirm test enrollment**  
Please confirm the information entered in the previous pages

Test

Type of degree	SECOND LEVEL MASTER
Type of course	Specialist Master's Course (2nd level)
Description	Master di secondo livello in COOPERAZIONE ALLO SVILUPPO

Valid for

Detail	96201 - COOPERATION AND DEVELOPMENT
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Administrative category and disability assistance

Disability assistance request	No
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Back Confirm and proceed

**Qualifications required**  
 Insert the qualification(s) required to register for the admission test.

We inform you that the current measures of the Law provide for administrative and penal liabilities relating to the accuracy of the data that you are about to insert; in particular, it is an offence to provide mendacious statements, produce corrupt data from deceitful material, and to use records affected by such falsity. Such behaviour includes the specific penal instances provided for in art. 482, 485, 489, 495, 496 c.p.. The release of data that is no longer true is equivalent to the use of false information. Positions obtained using false statements or records will be posted as void with retroactive effectiveness, rendering the registration / enrollment invalid.

With the exception of compensation provided for by art. 10 of the laws on Contribution issued with D.R. n. 1147/2010 on 15th July and subsequent modifications, the fees payed will not be reimbursed.

**Qualifications**

 Please enter the full information regarding at least one of the following options

WARNING: PLEASE INSERT ONLY YOUR BACHELOR Information

Option 1:

Option status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA MAGISTRALE (Italian academic title)		●	<a href="#">Insert</a>

Option 2:

Option status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA SPECIALISTICA (Italian academic title)		●	<a href="#">Insert</a>

Option 3:

Option status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	LAUREA (Italian academic title)		●	<a href="#">Insert</a>

Option 4:




Option status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	FOREIGN ACADEMIC DEGREE		●	<a href="#">Insert</a>

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

- Click on 'Insert' in the option 'Foreign academic degree' and fill in the fields as appropriate: you'll get the following summary mask:

<input checked="" type="checkbox"/>	LAUREA (Italian academic title)		●	<a href="#">Insert</a>
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Option 4:

Option status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	FOREIGN ACADEMIC DEGREE		●	  

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

- The upload of your qualification documents (as listed in the attachment of the call for admission) is now possible by flagging 'yes' and 'forward' (bottom of 'Qualifications' mask):

SCREENSHOTS RESERVED AREA – MASTER

**Qualifications**

Please insert the qualifications / documents requested for the selection procedure.

The competition you have chosen includes a qualification assessment. In the following pages you will be asked to upload the qualifications listed in the call for applications for the specific competition, together with a copy of a valid Qualifications and documents must be attached as pdf files not exceeding 5MB. Each file's denomination must bear the candidate's surname (e.g. surname\_curriculumvitae).







**IMPORTANT:**

- Read carefully the list of the qualifications required in the call for applications for the competition for which you are applying
- Be sure that you have uploaded a copy of the same identity document whose details you have entered during the procedure
- Do not forget to sign the self-declarations before uploading them.
- It is your responsibility to verify that the documents uploaded are correct and complete.

THE DOCUMENTS REPORTING A MINIMUM OF 1 ARE COMPULSORY TO UPLOAD- (see table below)

Qualification	Min	Max
Declaration of value		
ID card/Passport	1	
Application form	1	
Family income statement		
Motivational letter	1	1
Transcript of academic records	1	
Payment receipt		
Reference letter	1	2
University degree diploma		
Curriculum Vitae	1	

Qualifications declared

Type	Title	Actions
Curriculum Vitae	cv	  
ID card/Passport	Passport	  

Do you want to insert other documents / qualifications?\*

Yes  No

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

• Qualifications’ Summary mask

**Qualifications upload - Confirmation**

Check the information entered on the qualifications / documents requested for the selection.

Type
Application form
Curriculum Vitae
ID card/Passport
Motivational letter
Reference letter
Transcript of academic records
University degree diploma

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

- You can go on to upload documents until the admission deadline by logging into the Reserved Area and going on with the ‘Pending process’

**Pending process list**

Pending process list

Process list

Select	Description
<input type="radio"/>	Admission Test: Master di secondo livello in COOPERAZIONE ALLO SVILUPPO

[Proceed with the process](#) [Cancel selected process](#)

- ...until the upload of the mandatory docs is complete and you’ll get to the ‘Exam registration summary’ mask:

### Exam registration summary

The registration of personal data has been successfully completed. Please refer to the call for applications for information on further fulfillments.

**Admission test**

Description	Master di secondo livello in COOPERAZIONE ALLO SV
Year	2019/2020
Pre-enrolment	8

**Administrative category and disability assistance.**

Request assistance for exams	No
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Valid for

Detail	Entrance deadline
96201 - COOPERATION AND DEVELOPMENT	

Tests

Description	Type	Date	Time	Location	Grade publication
GENERICA CONCORSO MASTER	Not specified				The publication of a ranking on WEB is not anticipated

Qualifications

Type
Application form
Curriculum Vitae
ID card/Passport
Motivational letter
Reference letter
Transcript of academic records
University degree diploma

[Home admission tests](#)
[Print Application Form and MAV](#)
[Payments](#)
[Enter / Modify qualifications](#)



- Click on 'Payments'

### List of Fees

This page displays the list of fees and their respective amounts.  
Select invoice number for payment.

Addebiti fatturati

Invoice	IUV code	Description
+ 2276737	000000018574463	Master di secondo livello in COOPERAZIONE ALLO SVILUPPO - Specialist Master's Course (2nd level) - COOPERATION AND DEVE - Tassa di Ammissione a concorsi Year 2019/2020

Legenda:

- not paid
- awaiting payment confirmation
- paid/payment confirmed
- payment via PagoPA enabled
- PagoPA invoice printed




- Selecting the Invoice red digits one can enable the PagoPA payment (a credit card is necessary to do the payment)

Invoice Detail

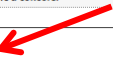
Invoice 2276739

Expiry date	28/06/2019
Amount	35.00 €
Procedure	MAV

 Through the buttons below you can select your preferred method of payment between MAV (only payable via an Italian bank) and PagoPA (which allows you to pay via credit card).  
**IMPORTANT:** the payment via credit card (PagoPA) must be done through one of the banks proposed in the following pages. You can choose any of the bank proposed: it is not necessary that you have an account with that bank. Just check that the bank you choose supports your credit card (Visa, Mastercard, Visa Electron...)  
 Make sure you browse through the webpage buttons instead of using the browser buttons. For more information on PagoPA see [www.agid.gov.it](http://www.agid.gov.it) (in Italian only).

Fees

Year	Instalment	Item	Amount
Tassa di Ammissione a concorsi			
2019/2020	Lump sum	Ammissione	35.00 €

[Pay via PagoPA](#) 

[Print MAV](#)

**REMINDER → BY THE ON-LINE APPLICATIONS SUBMISSION DEADLINE:**

1. PAYMENT OF THE SUBMISSION OF APPLICATION FEE (€ 35.00)
2. FOREIGN ACADEMIC QUALIFICATION
  - Upload at least the Degree diploma (the Declaration of value only if already available)
3. SCHOLARSHIP REQUEST (only for masters where scholarships are available)
  - Upload the family income statement