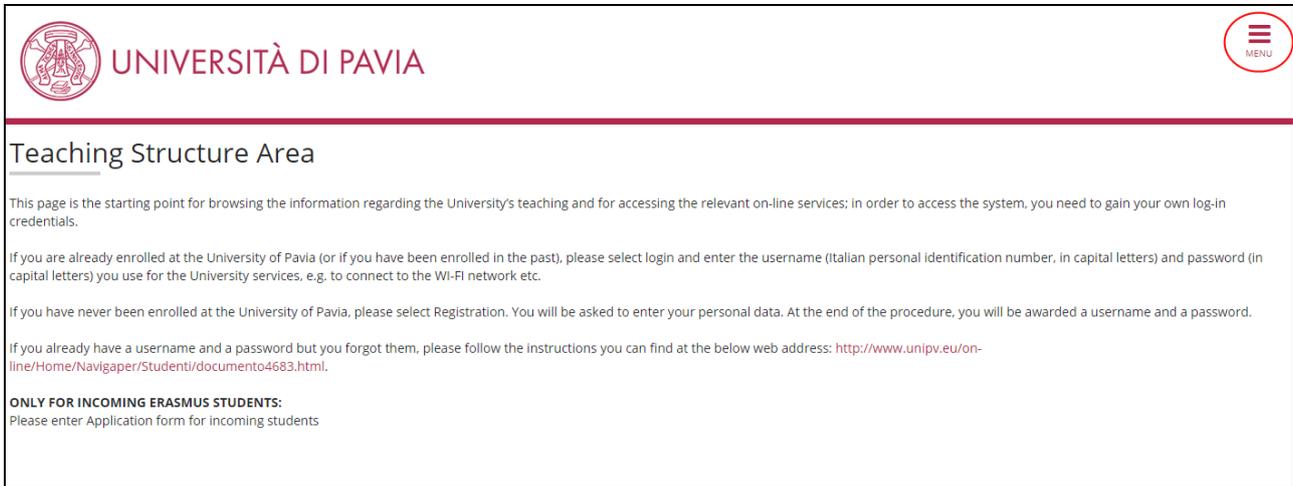
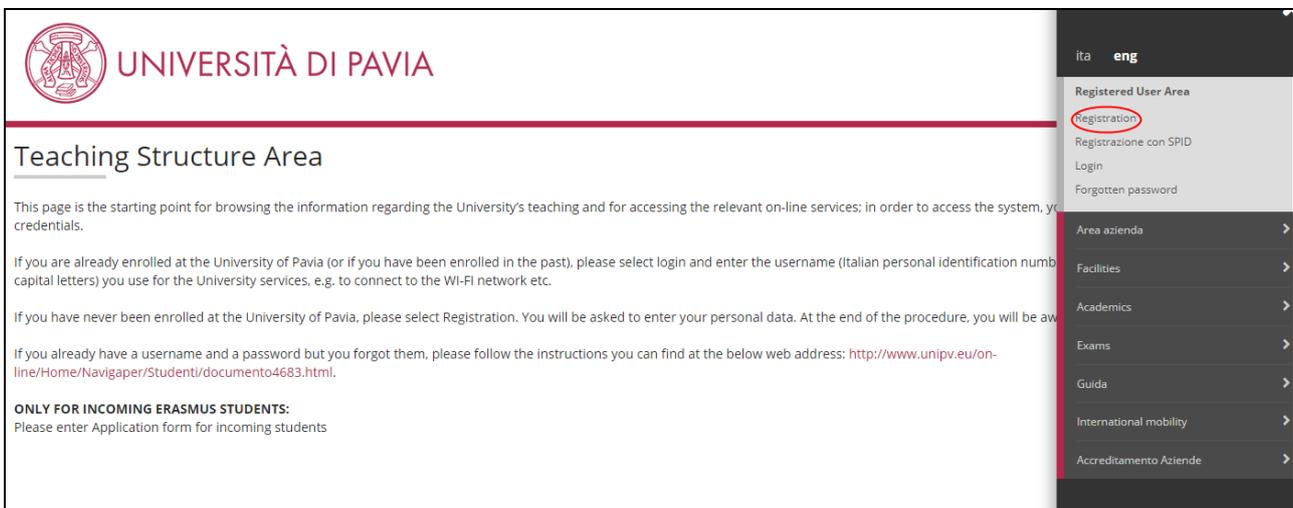


1. PROCEDURE OF REGISTRATION:

[LINK TO RESERVED AREA \(ENG\)](#)



The screenshot shows the top of the University of Pavia website. On the left is the university logo and the text "UNIVERSITÀ DI PAVIA". On the right is a red circular menu icon with the word "MENU" below it. Below the header is a horizontal red line. The main content area has the title "Teaching Structure Area" followed by several paragraphs of text providing instructions for users. At the bottom left, there is a section titled "ONLY FOR INCOMING ERASMUS STUDENTS:" with a link to an application form.



This screenshot is similar to the one above but includes a navigation menu on the right side. The menu is dark grey with white text. At the top of the menu are the language options "ita" and "eng", with "eng" selected. Below that is the "Registered User Area" section, which contains a red circle around the "Registration" link, along with "Registrazione con SPID", "Login", and "Forgotten password". The rest of the menu consists of several items with right-pointing chevrons: "Area azienda", "Facilities", "Academics", "Exams", "Guida", "International mobility", and "Accreditamento Aziende".

**\*\*Please note that the first 4 red lines in the screenshot below are not to be taken into consideration by Master's perspective students\*\***

## 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-students/study-at-the-university-of-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 the menu on the left) and follow the 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 procedure you will be given a temporary 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. In order to access the Reserved Area 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	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

<b>Name*</b>	<input type="text"/>
<b>Surname*</b>	<input type="text"/>
<b>Date of birth*</b>	<input type="text"/> 
	(dd/mm/yyyy)
<b>Sex*</b>	<input type="radio"/> Male <input type="radio"/> Female
<b>Nationality :*</b>	<input type="text"/> ▼
<b>Other nationality:</b>	Please, select the NATIONALITY ▼
<b>Nation of birth:*</b>	<input type="text"/> ▼
<b>City of birth*</b>	<input type="text"/>
<b>Italian Fiscal code*</b>	<input type="text"/>
	(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

<b>Document type*</b>	<input type="text"/> ▼
<b>Number*</b>	<input type="text"/>
<b>Issued by*</b>	<input type="text"/>
<b>Issue date*</b>	<input type="text"/> 
	(dd/mm/yyyy)
<b>Expiry date*</b>	<input type="text"/> 
	(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\***

**City not listed\***

**POST CODE**

**Hamlet**

**Address\***   
(road, square, street)

**Street number\***

**Permanent address valid from\***    
(gg/mm/aaaa)  
Insert "Permanent address valid from"

**Telephone n.**

**Current address is the same as permanent address\***  Yes  No

Back

Forward

### 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)

**Privacy\*** I have read the information regarding the handling of my personal data and agree to its potential circulation in obedience to current laws. I am also aware of the measures regarding the release of self-certifications, and of the penal and administrative consequences arising from the use of false declarations.  
 Y  N

Back

Forward

**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 \_\_\_\_\_

Surname \_\_\_\_\_

Sex \_\_\_\_\_

Date of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Other nationality: \_\_\_\_\_

Nation of birth \_\_\_\_\_

City not listed \_\_\_\_\_

Italian Fiscal code \_\_\_\_\_

 [Amend personal information](#) Use the link to amend personal information

**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 information).

**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 hereunder and then click on Mobilità Internazionale / International Mobility**

---

**Login Information**

Name \_\_\_\_\_

Surname \_\_\_\_\_

E-mail \_\_\_\_\_

Username \_\_\_\_\_

Password \_\_\_\_\_

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

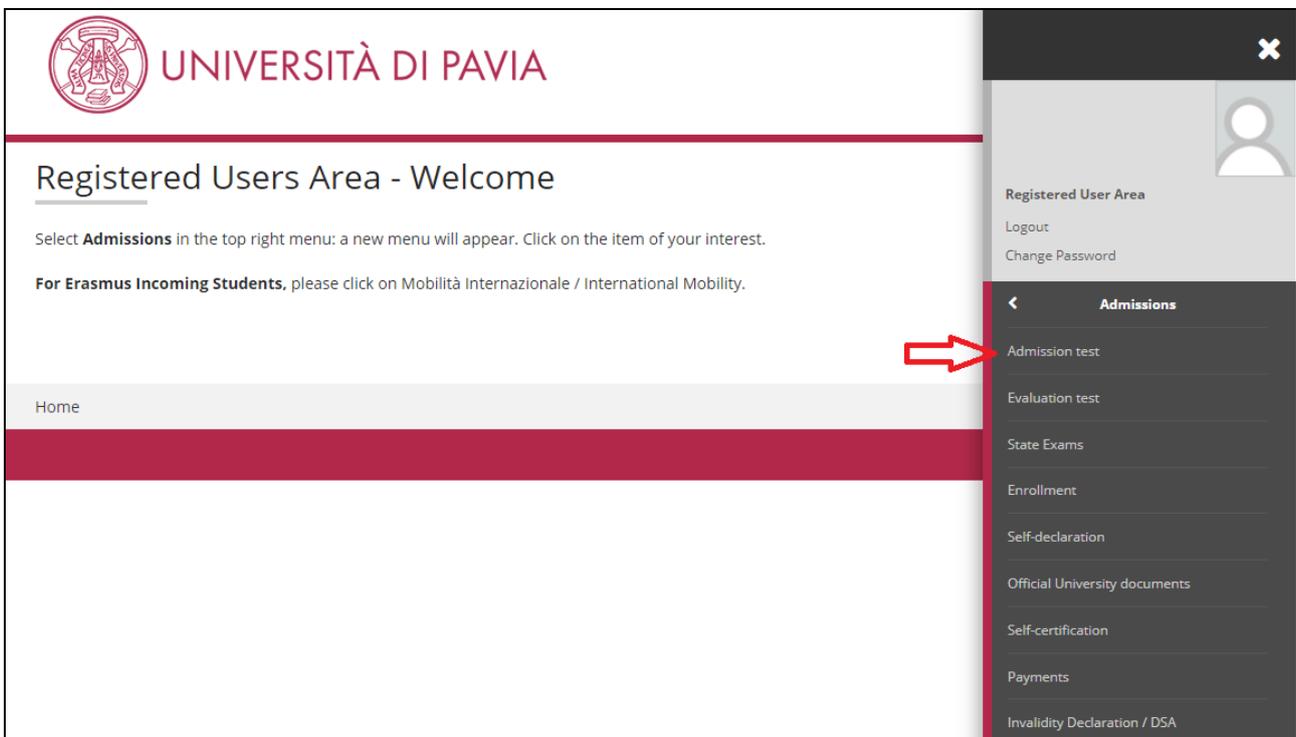
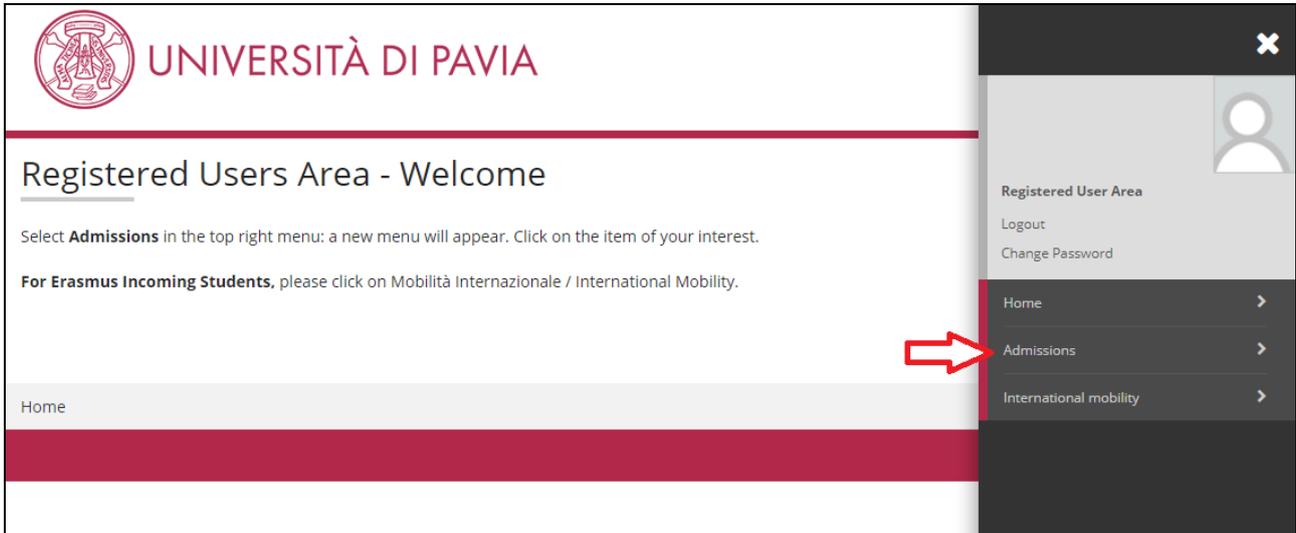
After login, if you would like to change the password assigned by the system, please select the "Change Password" heading from the menu.

2

1

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

2. PROCEDURE OF ADMISSION:





## 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	Status
A - Test selection		
	Course selection	
	Test selection	
B - Insertion or alteration of identity document		
	List of the identity documents inserted	
C - Confirm test enrollment		
	Preferences	
	Study path preferences	
	Seat preferences	
	Language preferences	
	Grant preferences	
	Administrative category and disability assistance option	
	Type of disability assistance	
D - Entry requirements		
	Details of entry requirements	
E - Declaration of possible assessment titles		
	Details on assessment titles or documents	
	Confirmation	
F - Reference requests		
	Reference request detail	
G - Questionnaires required before the admission confirmation		
	Questionnaire selection	
H - Close process		
	Confirmation	
	Final confirmation	

### Legend:

- Information
- Work in progress
- This section is blocked, to activate it please complete the previous sections.
- Section completed

Admission Test



- **Flag either Post-BA professional Master's Courses or Post-MA Professional Master's Courses:**

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**Course selection**

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

Course selection

**Post Riforma\***  Post-BA professional Master's Courses  
 Post-MA professional Master's Courses

Back Forward

**Legend**  
 \* Mandatory data

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**Admission tests list**

Select the test for which you wish to register.

Test options

**Competition\***  MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

**Detail**  
 - ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

Back Forward

**Legend**  
 \* Mandatory data

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**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	State	Presence of attachments	Action
+ Identity Card		●	No	

Insert new identity document

Back Forward

**Legend**  
 ● Valid document  
 ● Document expired  
 Document details  
 Delete document



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### 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

Scheduled tests

Description	Type	Date	Time	Location
GENERICA CONCORSO MASTER	Not specified			

Back
Forward

**Legend**

\* **Mandatory data**



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### Confirm test enrollment

Please confirm the information entered in the previous pages

**Test**

Type of degree	MASTER
Type of course	
Description	MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

**Valid for**

Detail	ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
--------	---

**Administrative category and disability assistance**

Disability assistance request	No
-------------------------------	----

Back
Confirm and proceed



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## 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 artt. 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
✓	LAUREA MAGISTRALE (Italian academic title)		●	<a href="#">Insert</a>

Option 2:

Option status	Qualification	Note	Qualification status	Actions
✓	FOREIGN ACADEMIC DEGREE		●	<a href="#">Insert</a>

Back
[Forward](#)

### Legend

-  Completed
-  Not completed
-  Declared degree
-  Mandatory degree
-  Optional degree
-  Edit degree
-  View degree details
-  Cancel degree

- Click on 'Insert' in the option 'Foreign academic degree' and fill in the fields as appropriate



# UNIVERSITÀ DI PAVIA



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## Foreign University qualifications

This form allows you to insert or amend the information regarding your foreign University degree.

— Foreign University qualification data —

**Degree status\***

attained

not yet attained

**Nation**

**University**

**Qualification\***

**Study course**

**Legal Duration (years)**

**Date of accomplishment\***

**Anno conseguimento\***

**Grade**

**Lode**

**Evaluation**

Legend

\* Mandatory data

- Choose the qualification applying to yours from the list.

**Qualification\***

Choose ...

Bachelor of Arts

Bachelor of Business Studies

Bachelor of Education

Bachelor of Science

Foreign Academic Degree (LAUREA)

Foreign Academic Degree (LAUREA MEDICINA)

Licence

Master Degree

Other

PhD

Professional qualification

- Upload your qualification documents (as listed in Attachment 1 to the Call for admission) by flagging 'Yes' and 'Forward' (bottom of 'Qualifications' mask):



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### 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 identity document. 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
Curriculum Vitae	1	1
Declaration of value	0	1
Titolo accademico tradotto	0	1
ID card/Passport	1	1

### Qualifications declared

No qualifications / documents inserted

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

Yes  No

#### Legend

- \* **Mandatory data**
- Detail**
- Modify**
- Delete**



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### Qualifications upload

Enter the information on the file you are going to upload.

Qualification details

**Type:\***

**Title:\***

**Description:**

**Upload the file:\***  Nessun file selezionato



#### Legend

- \* **Mandatory data**

- **Once the minimum required documents are uploaded, you can flag 'no' and hit 'Forward' to continue**



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**Confirm test choice**

Check the information concerning the choices carried out in the previous pages

**Test**

<b>Type of qualification</b>	MASTER
<b>Description</b>	MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

**Valid for**

<b>Detail</b>	ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
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**Administrative category and disability assistance**

<b>Disability assistance request</b>	No
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**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**

<b>Description</b>	MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
<b>Year</b>	2020/2021
<b>Pre-enrolment</b>	

**Administrative category and disability assistance.**

<b>Request assistance for exams</b>	No
-------------------------------------	----

**Valid for**

Detail	Entrance deadline	Pre-registration deadline
- ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)		

**Tests**

Description	Type	Date	Time	Location	Status	Grade/Mark
+ GENERICA CONCORSO MASTER	Not specified				-	-

**Qualifications**

Type	Qualification
Curriculum Vitae	
Declaration of value	
Documentation required	
ID card/Passport	

- The printing of the application form serves as confirmation of the end of the admission process