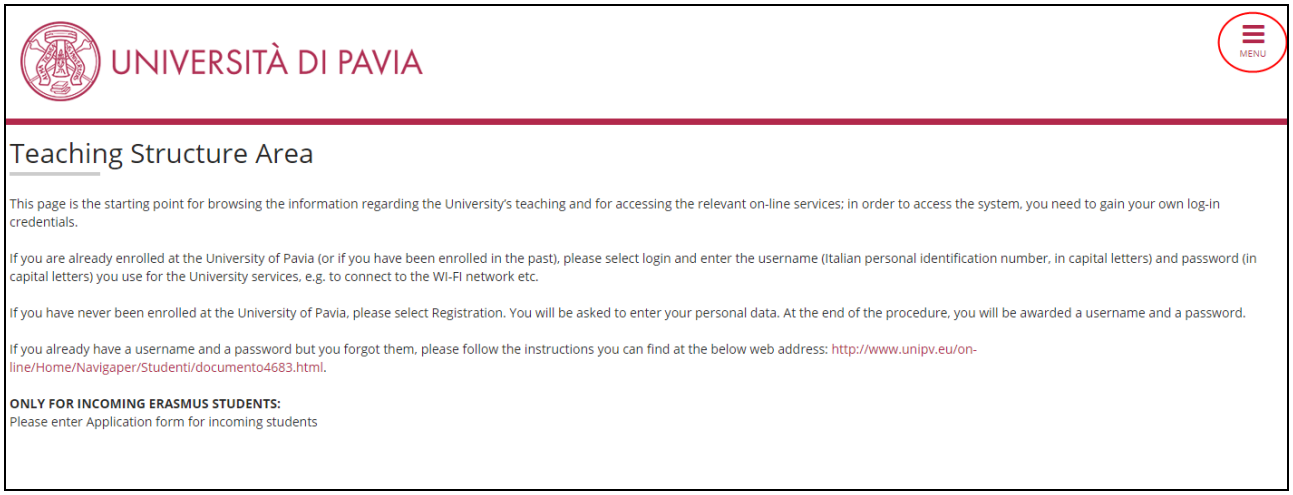
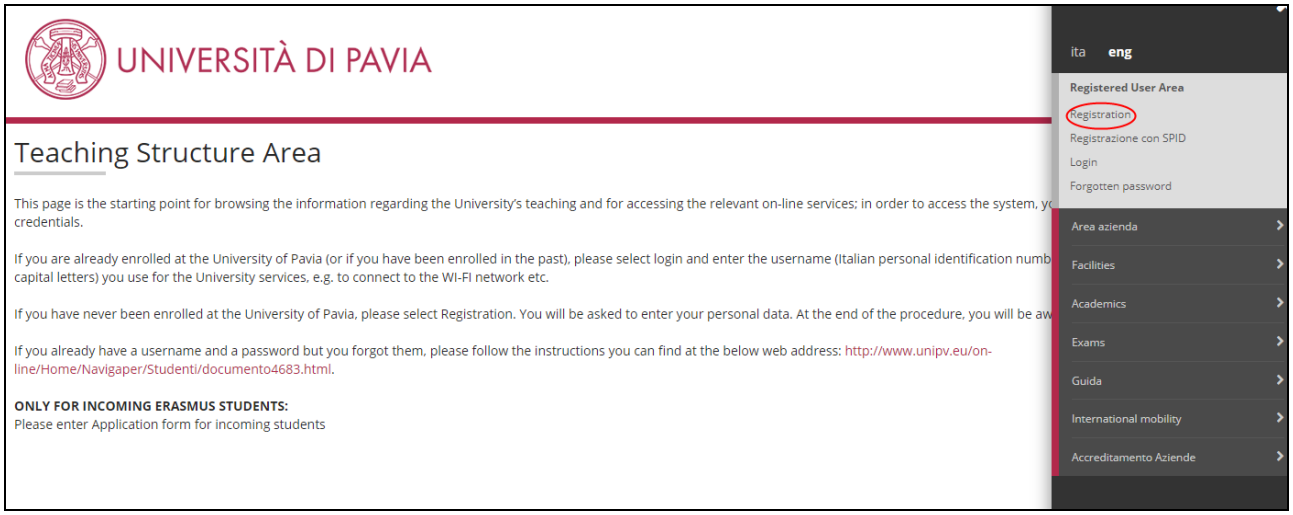
SCREENSHOTS RESERVED AREA

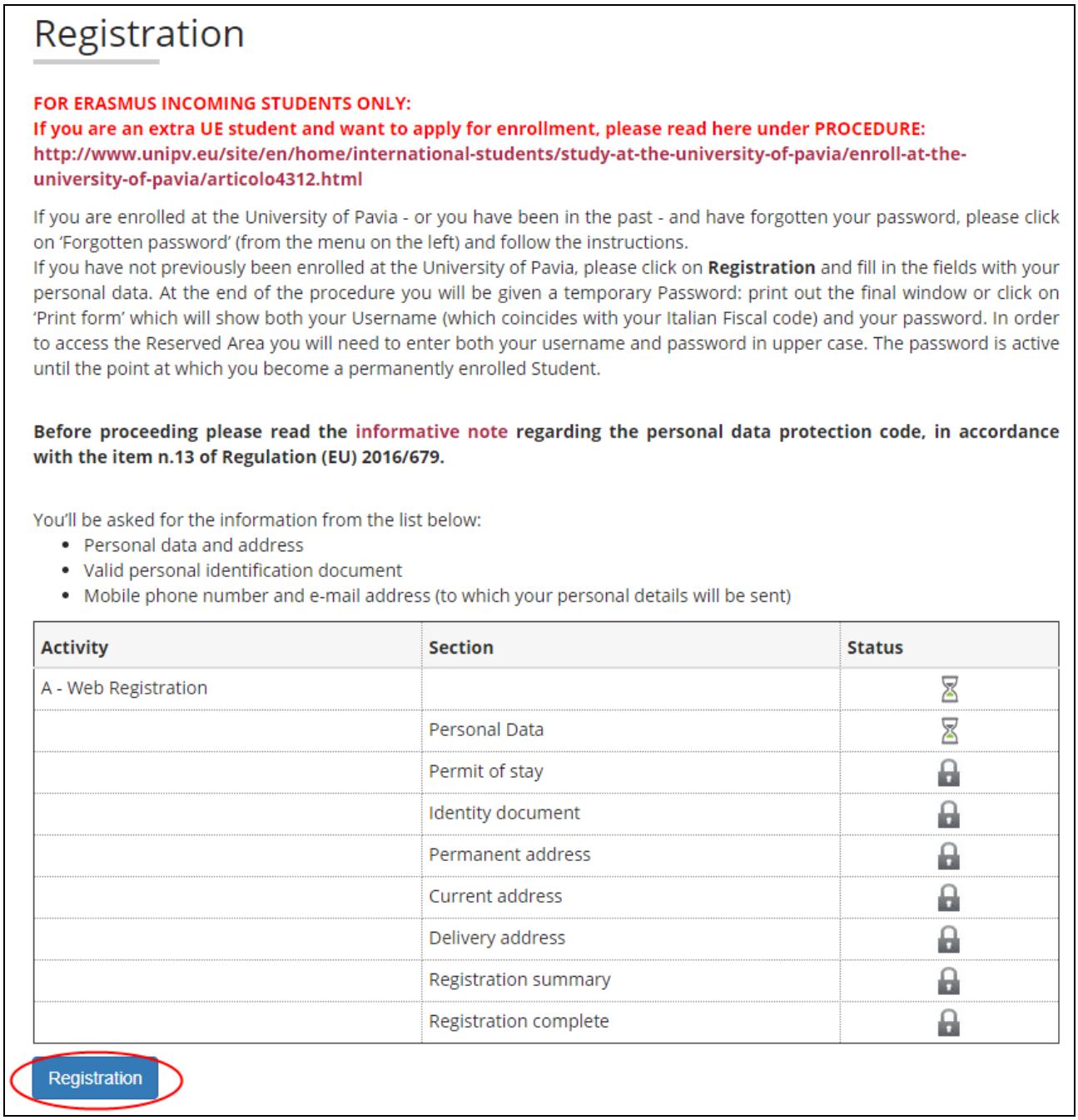
1. PROCEDURE OF REGISTRATION:

LINK TO RESERVED AREA (ENG)





****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.

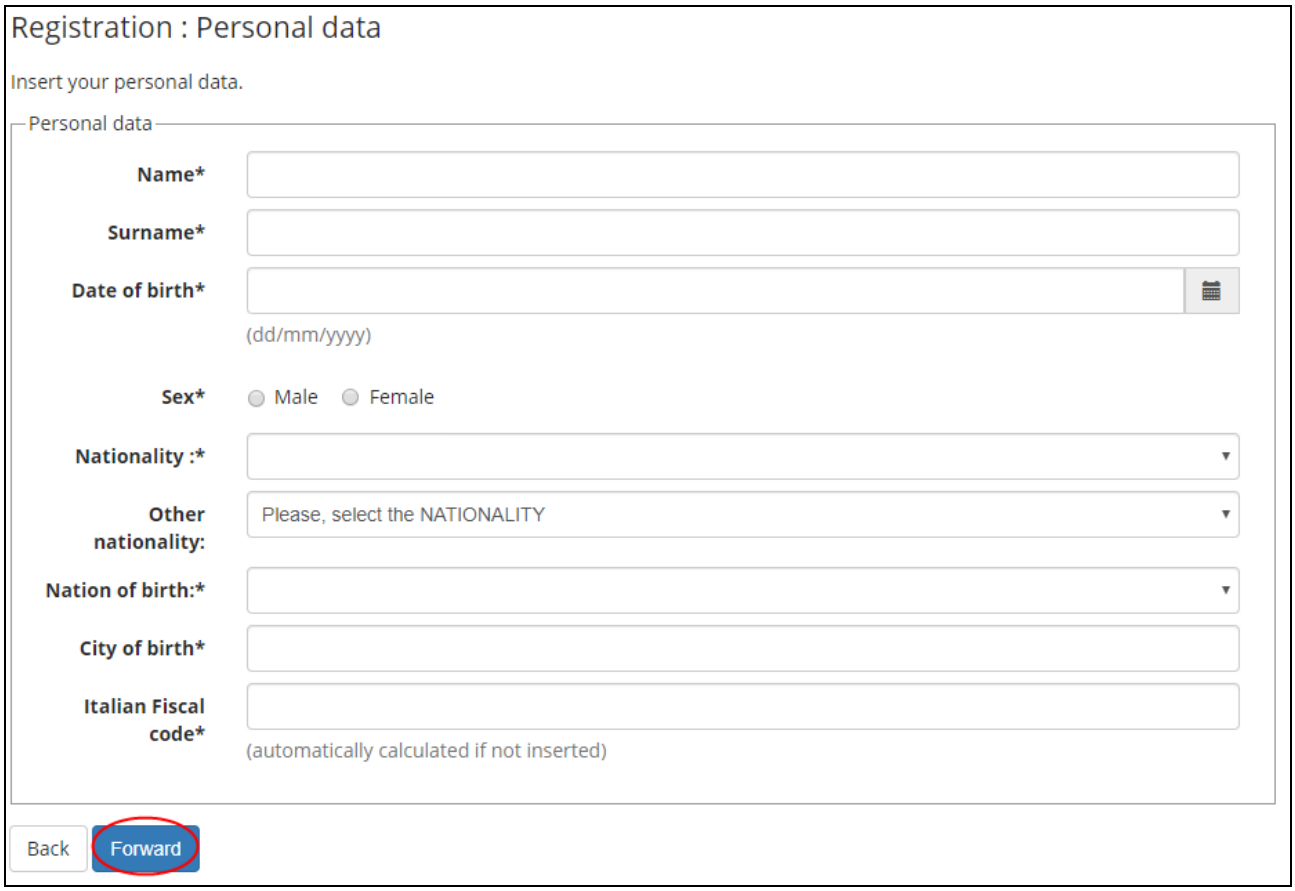
Before proceeding please read the informative note regarding the personal data protection code, in accordance with the item n.13 of Regulation (EU) 2016/679.

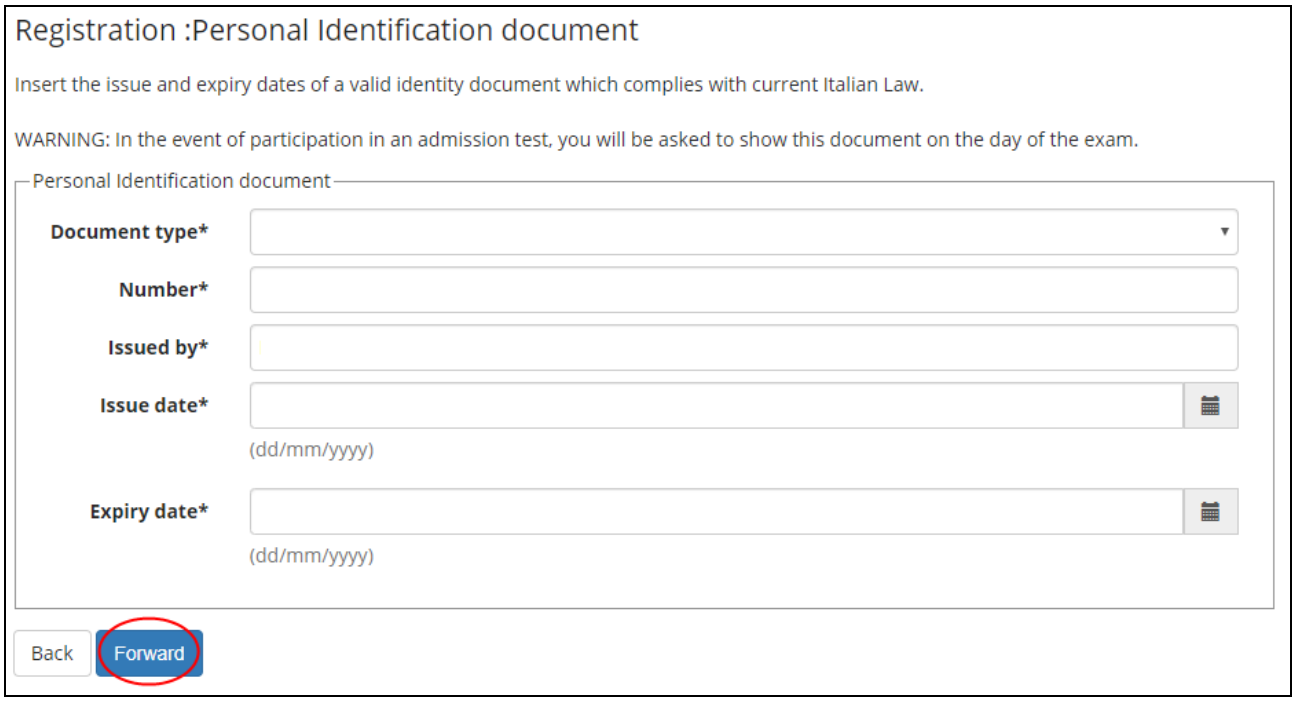
You'll be asked for the information from the list below:

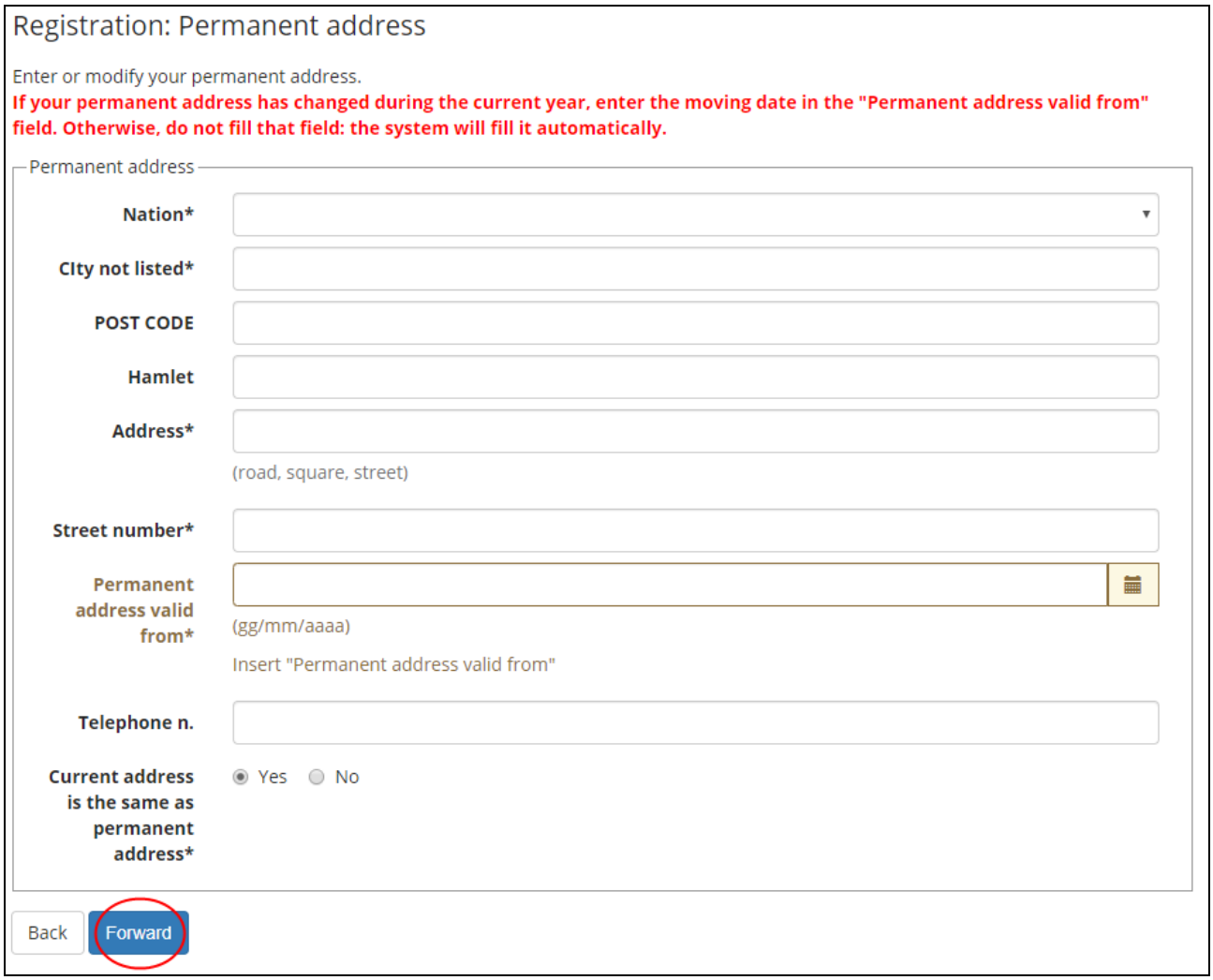
- Personal data and address
- Valid personal identification document
- Mobile phone number and e-mail address (to which your personal details will be sent)

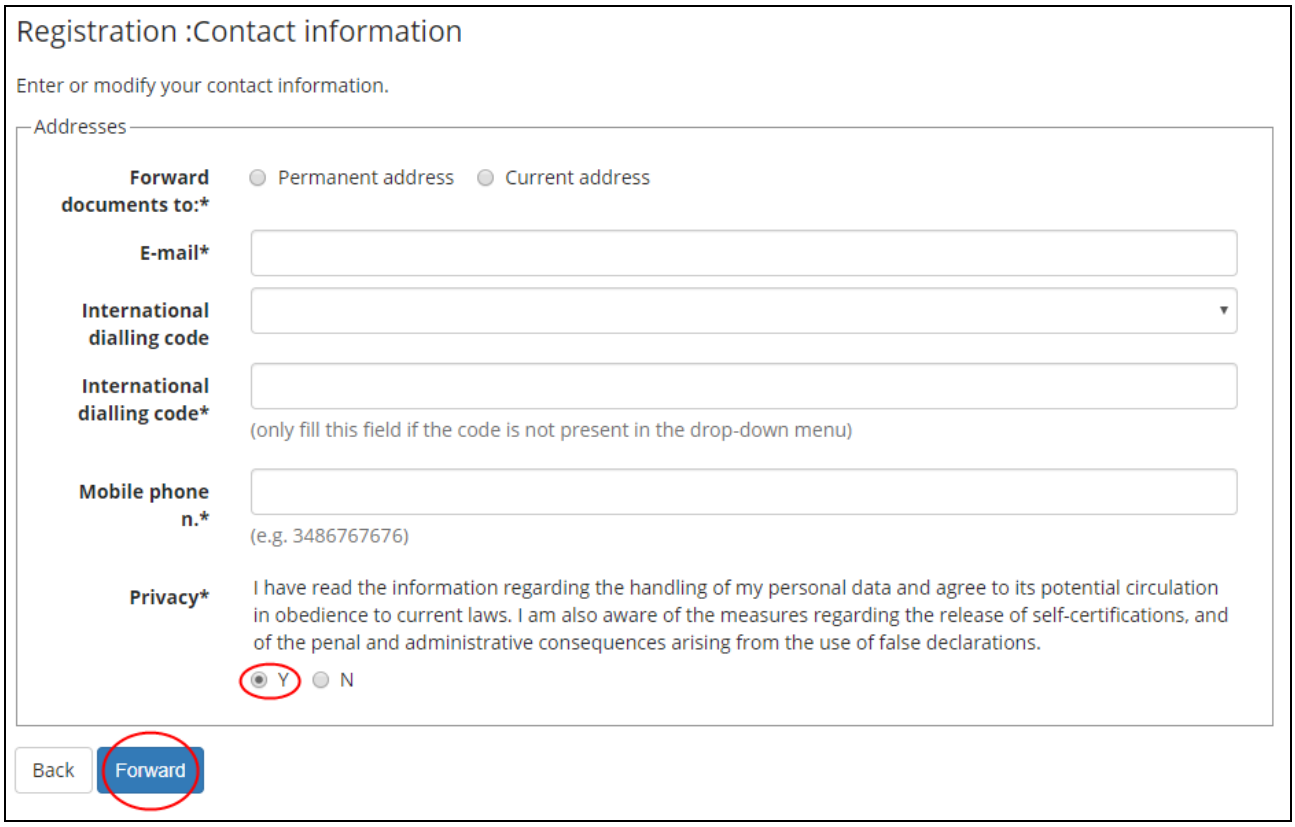
Activity	Section	Status
A - Web Registration		
	Personal Data	
	Permit of stay	
	Identity document	
	Permanent address	
	Current address	
	Delivery address	
	Registration summary	
	Registration complete	

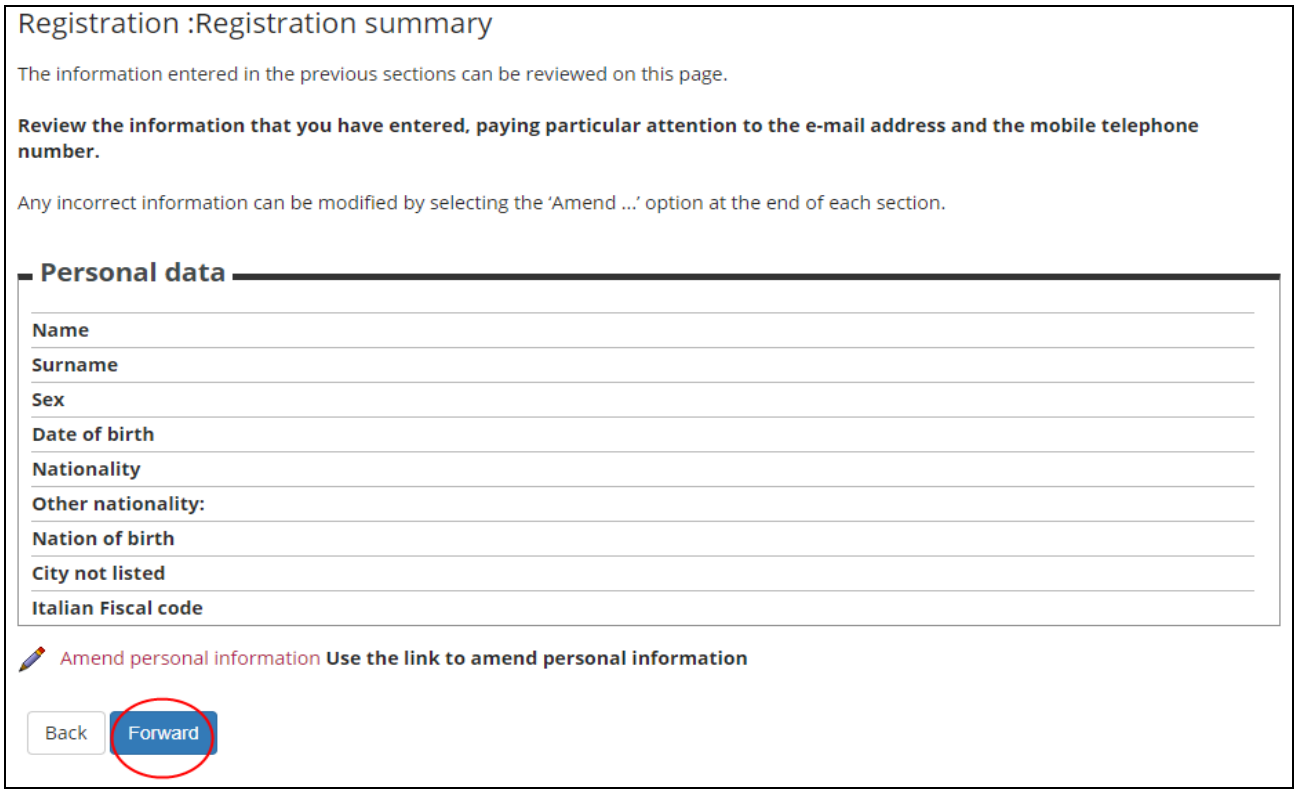
Registration

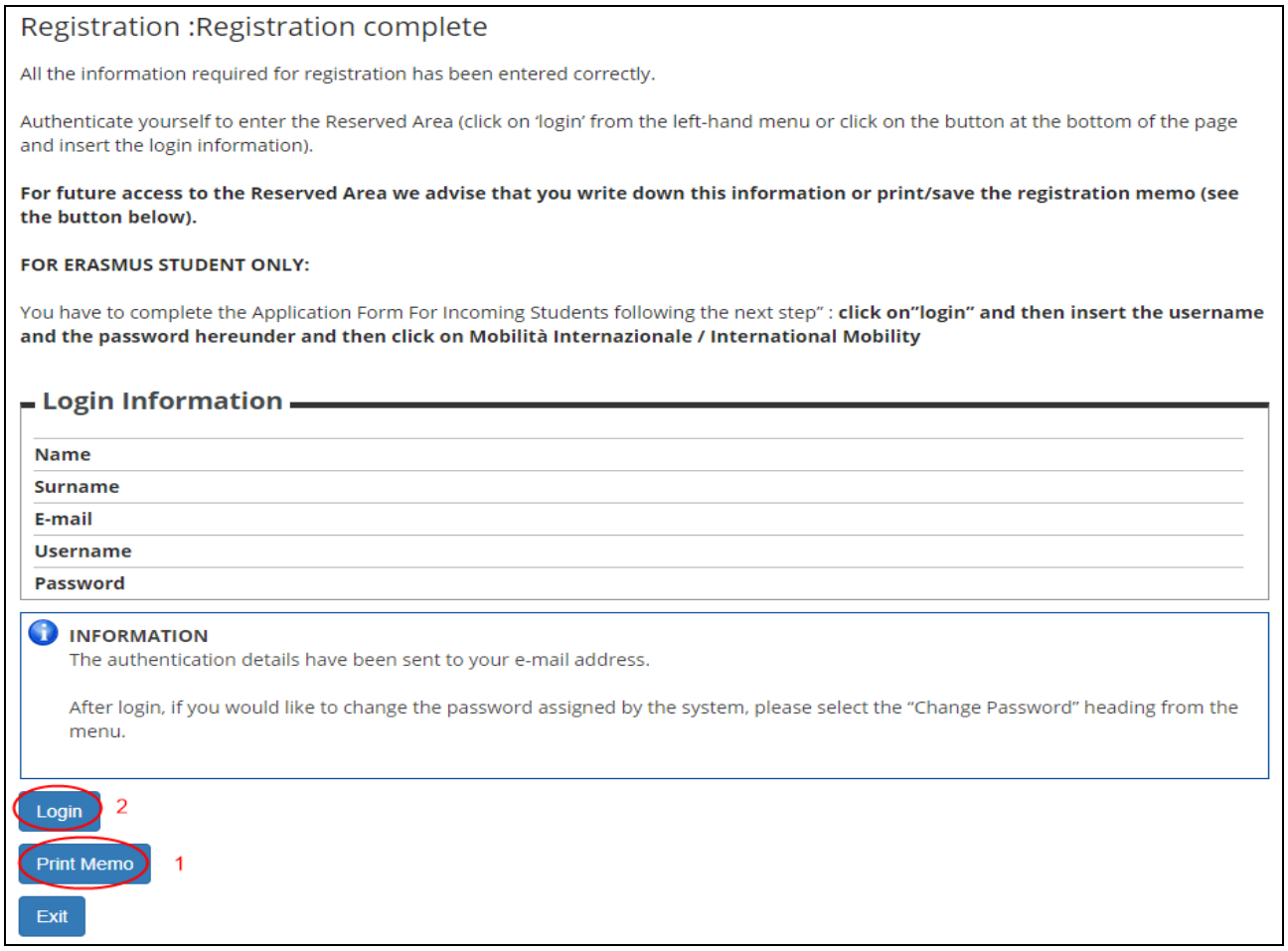

Registration : Personal data
Insert your personal data.
Personal data
Name*
Surname*
Date of birth*
(dd/mm/yyyy)
Sex*
Male
Female
Nationality :*
Other nationality:
Please, select the NATIONALITY
Nation of birth:*
City of birth*
Italian Fiscal code*
(automatically calculated if not inserted)
Back
Forward


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)
Back
Forward


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

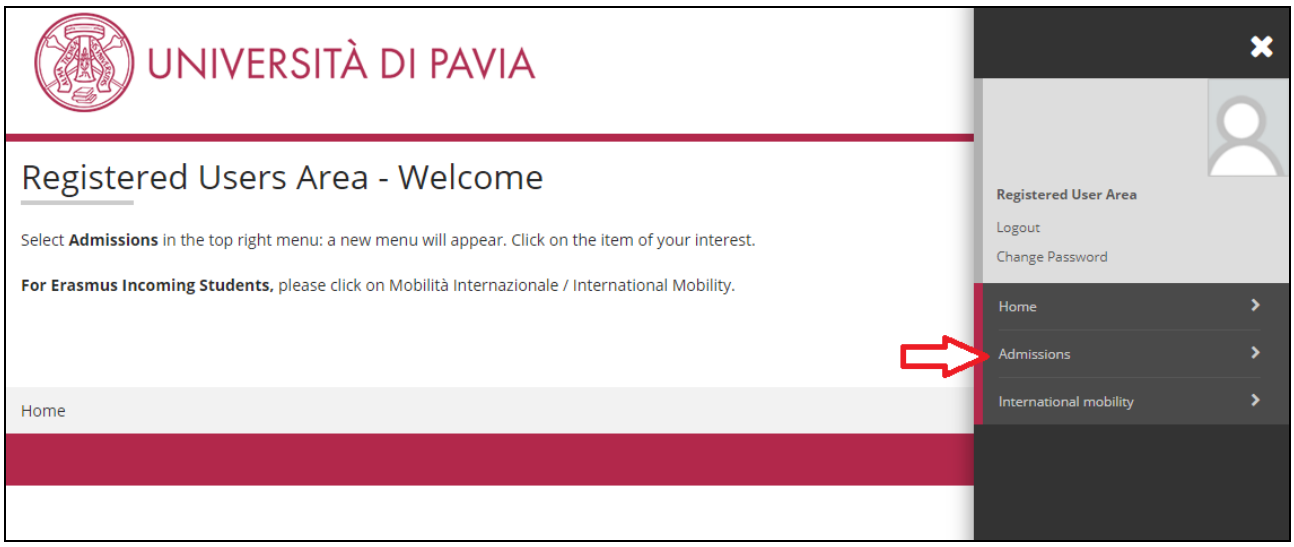

Registration :Contact information
Enter or modify your contact information.
Addresses
Forward documents to:*
Permanent address
Current address
E-mail*
International dialling code
International dialling code*
(only fill this field if the code is not present in the drop-down menu)
Mobile phone n.*
(e.g. 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

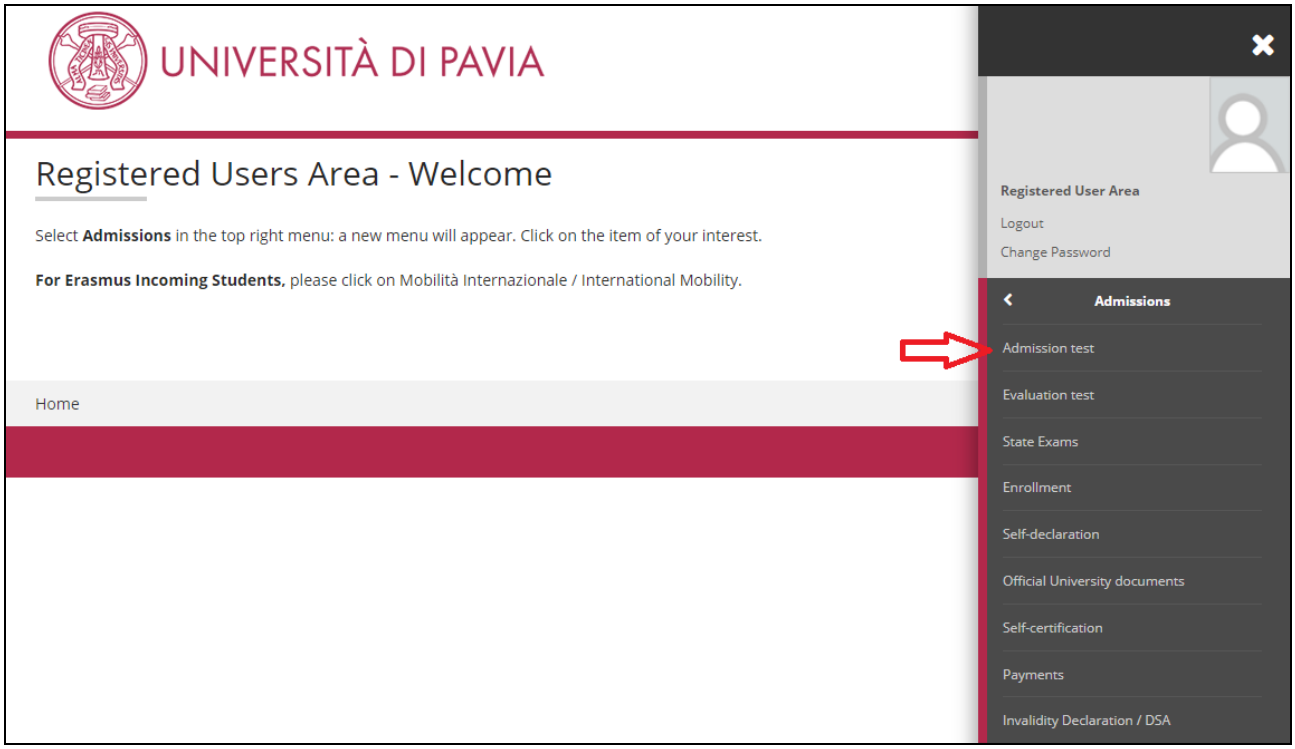


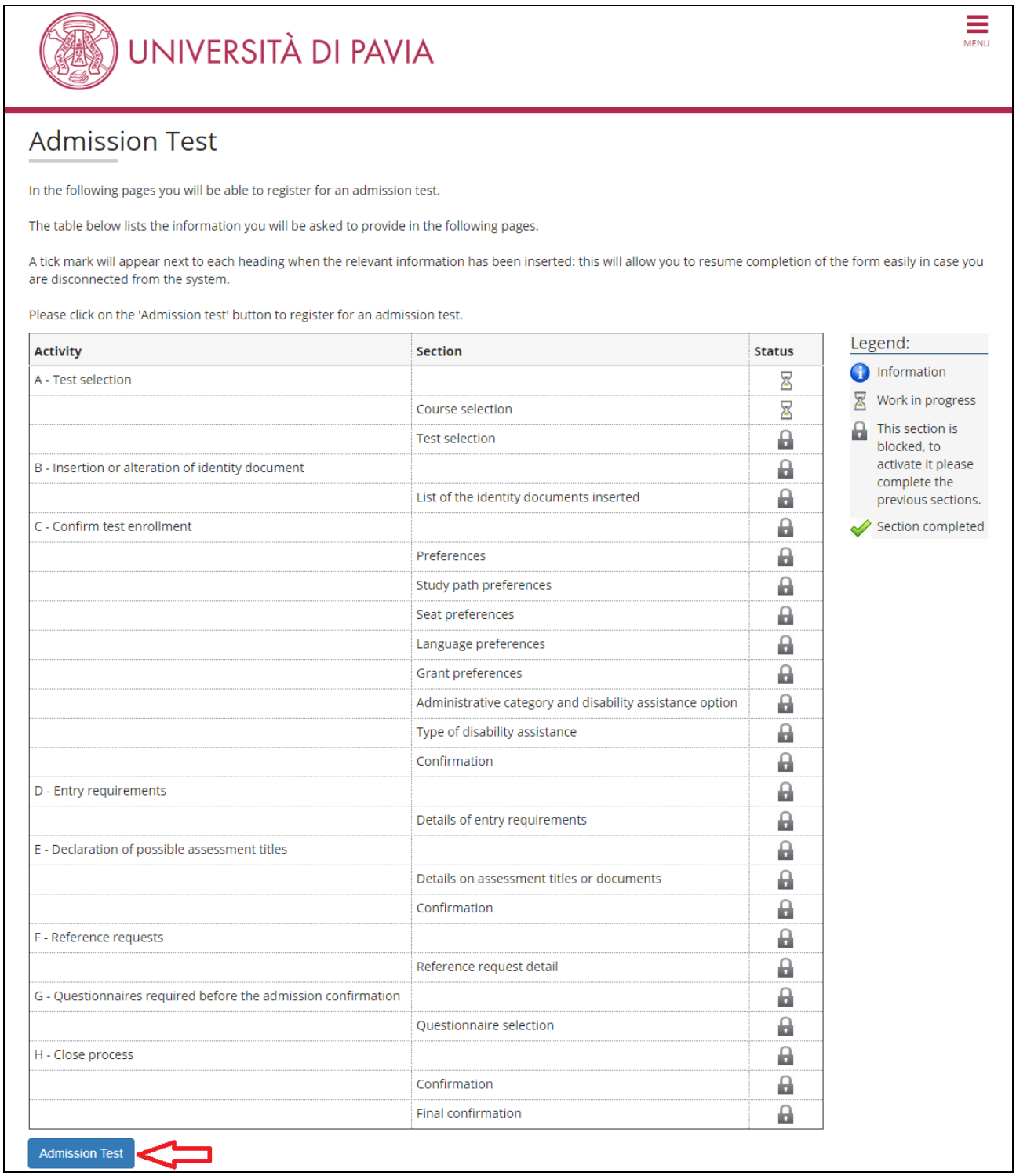


- **BY hitting the PRINT MEMO button you'll get your credentials to LOG IN the Reserved Area**

2. PROCEDURE OF ADMISSION:







UNIVERSITÀ DI PAVIA

MENU

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.

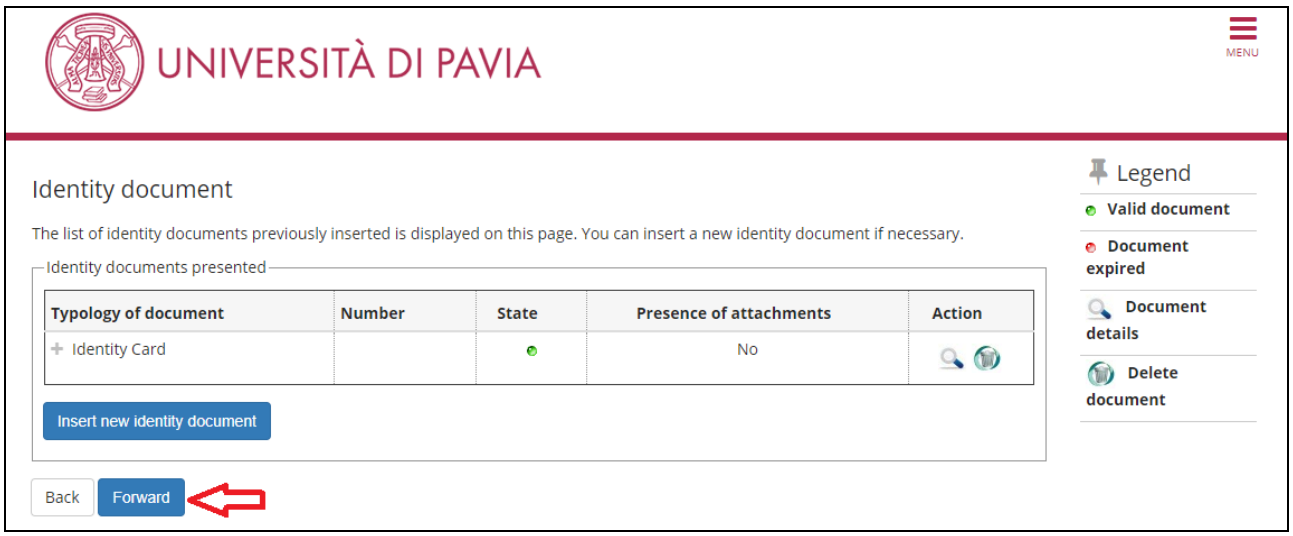
Please click on the 'Admission test' button to register for an admission test.

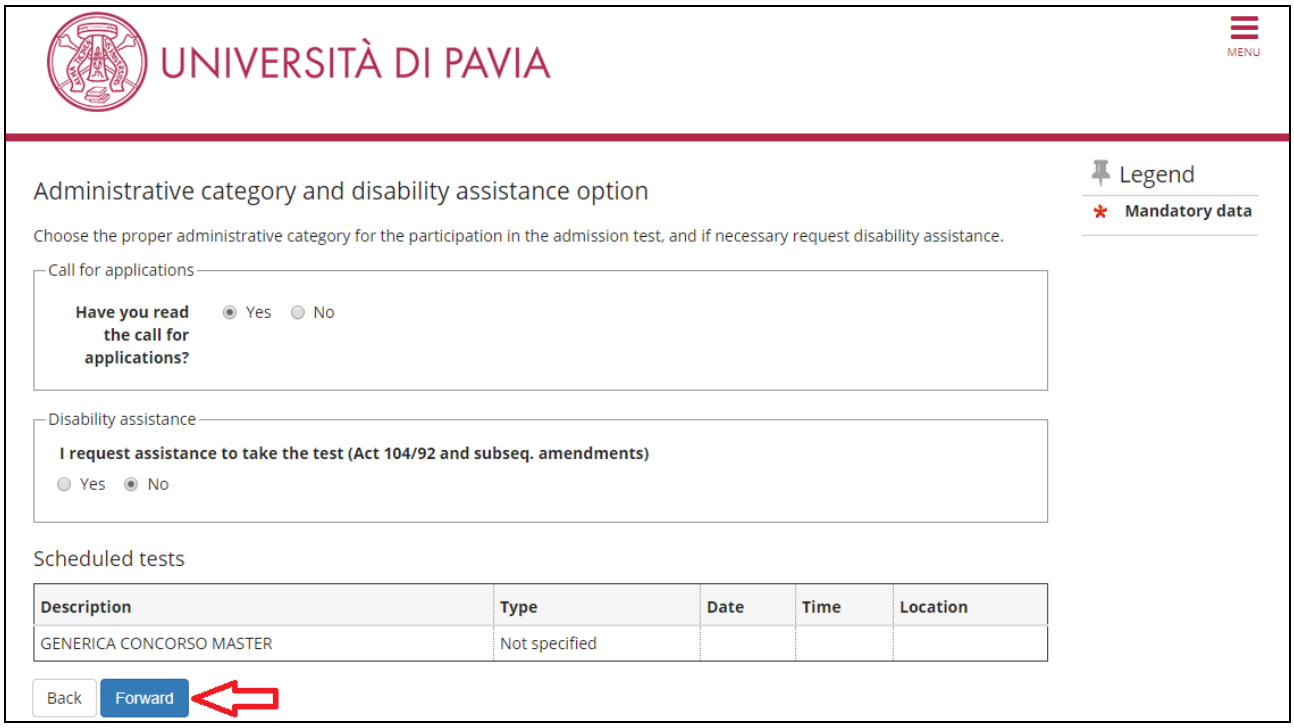
Activity	Section	Status
A - Test selection		
	Course selection	
	Test selection	
B - Insertion or alteration of identity document		
	List of the identity documents inserted	
C - Confirm test enrollment		
	Preferences	
	Study path preferences	
	Seat preferences	
	Language preferences	
	Grant preferences	
	Administrative category and disability assistance option	
	Type of disability assistance	
	Confirmation	
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

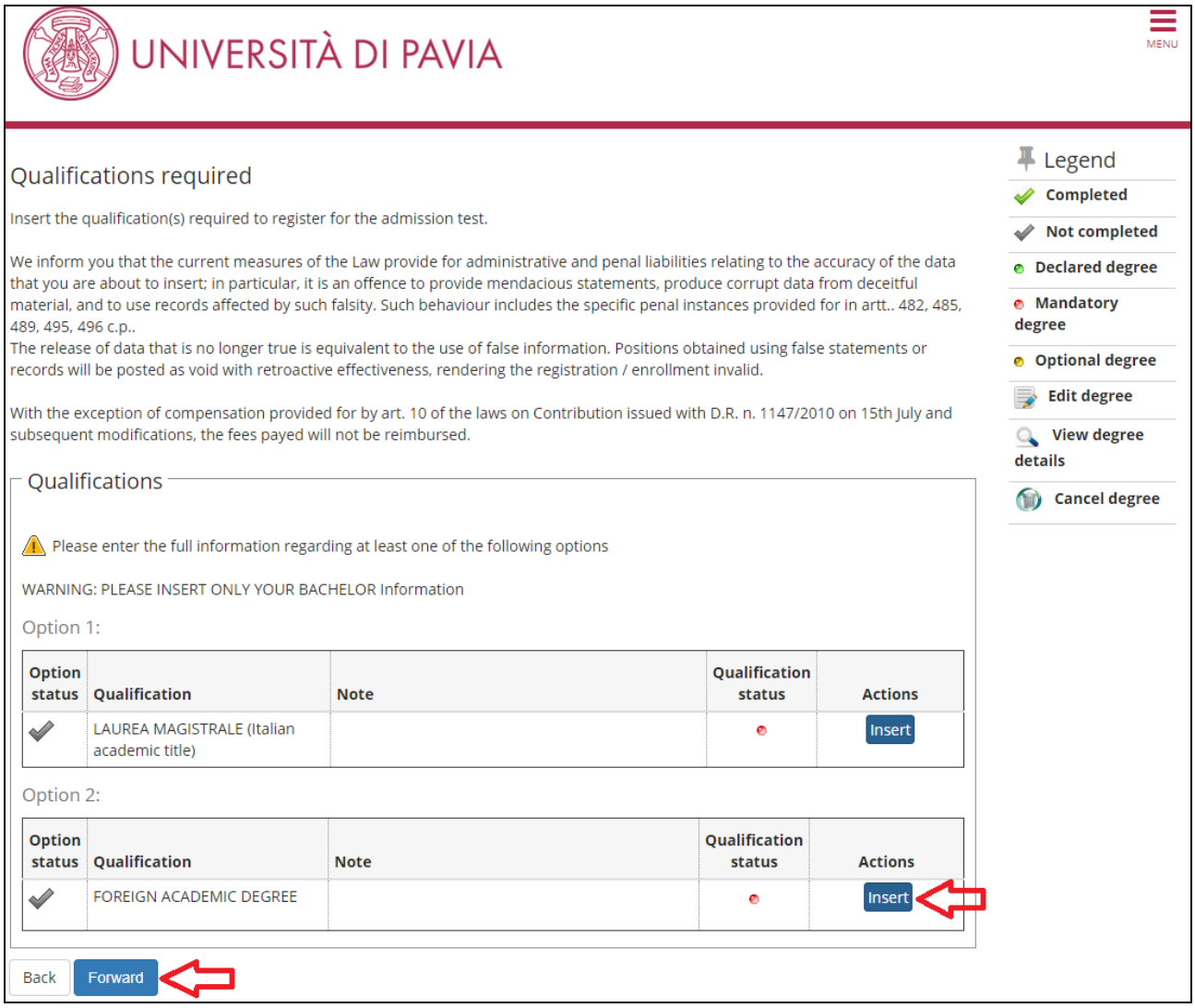
Admission Test

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

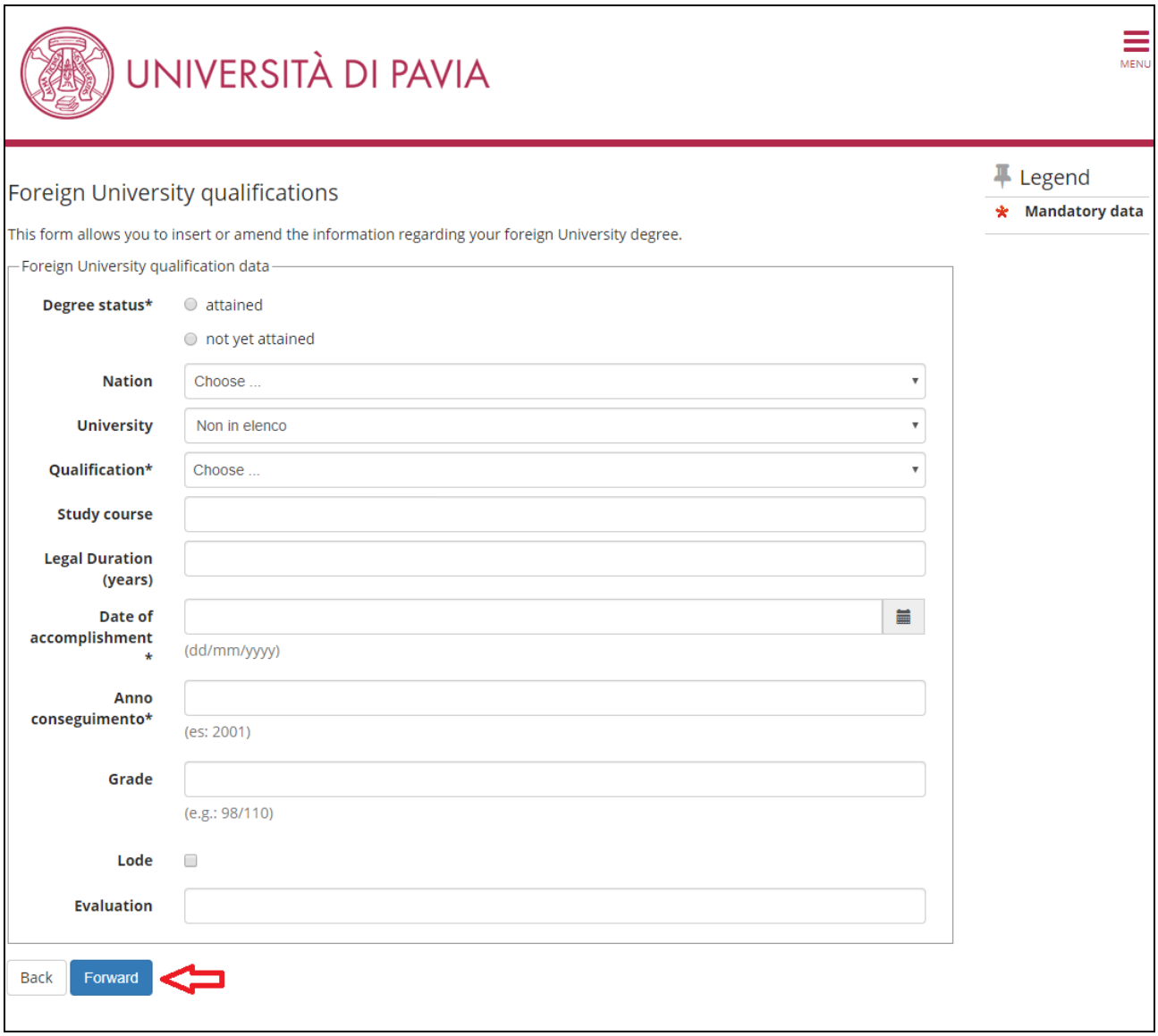



UNIVERSITÀ DI PAVIA
MENU
Legend
Mandatory data
Administrative category and disability assistance option
Choose the proper administrative category for the participation in the admission test, and if necessary request disability assistance.
Call for applications
Have you read the call for applications?
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

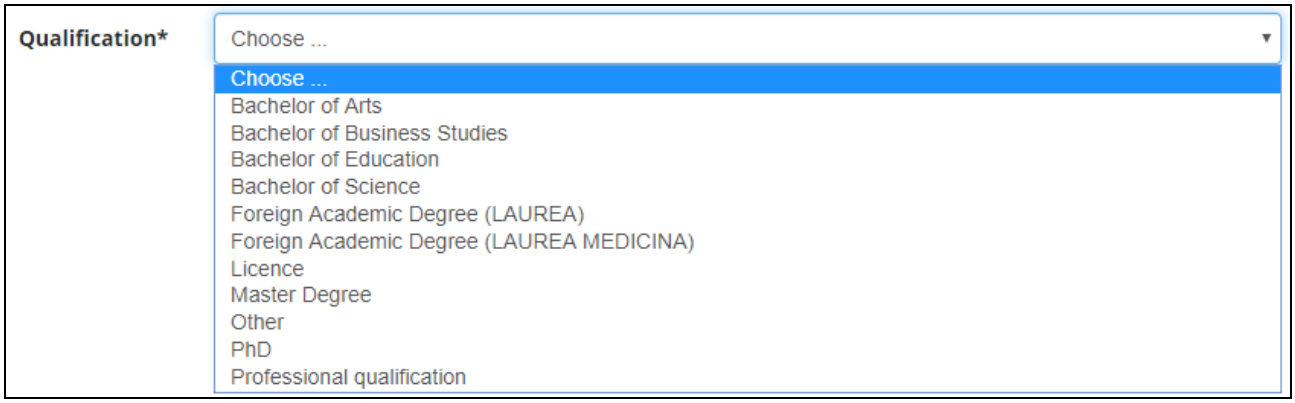
UNIVERSITÀ DI PAVIA
MENU
Confirm test enrollment
Please confirm the information entered in the previous pages
Test
Type of degree
MASTER
Type of course
Description
MASTER IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
Valid for
Detail
ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)
Administrative category and disability assistance
Disability assistance request
No
Back
Confirm and proceed



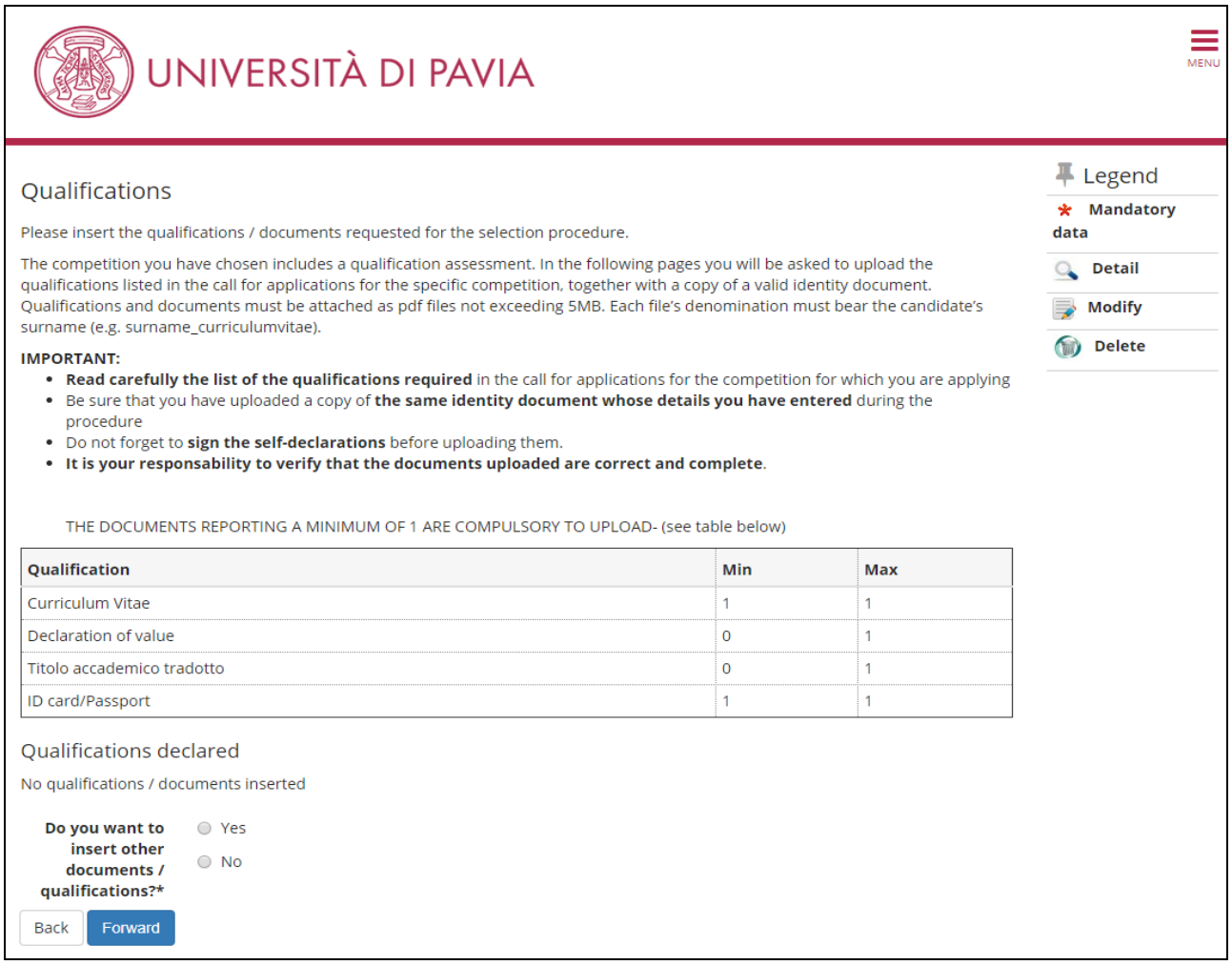
- **Click on 'Insert' in the option 'Foreign academic degree' and fill in the fields as appropriate**



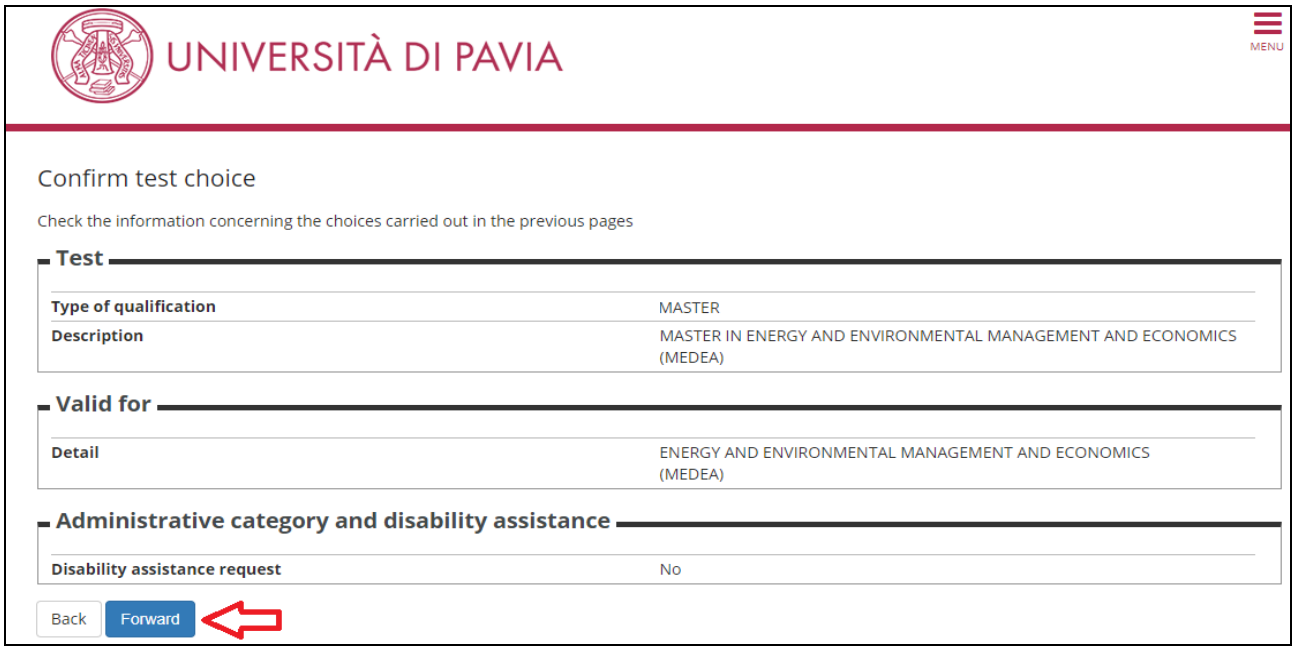
- **Choose the qualification applying to yours from the list.**

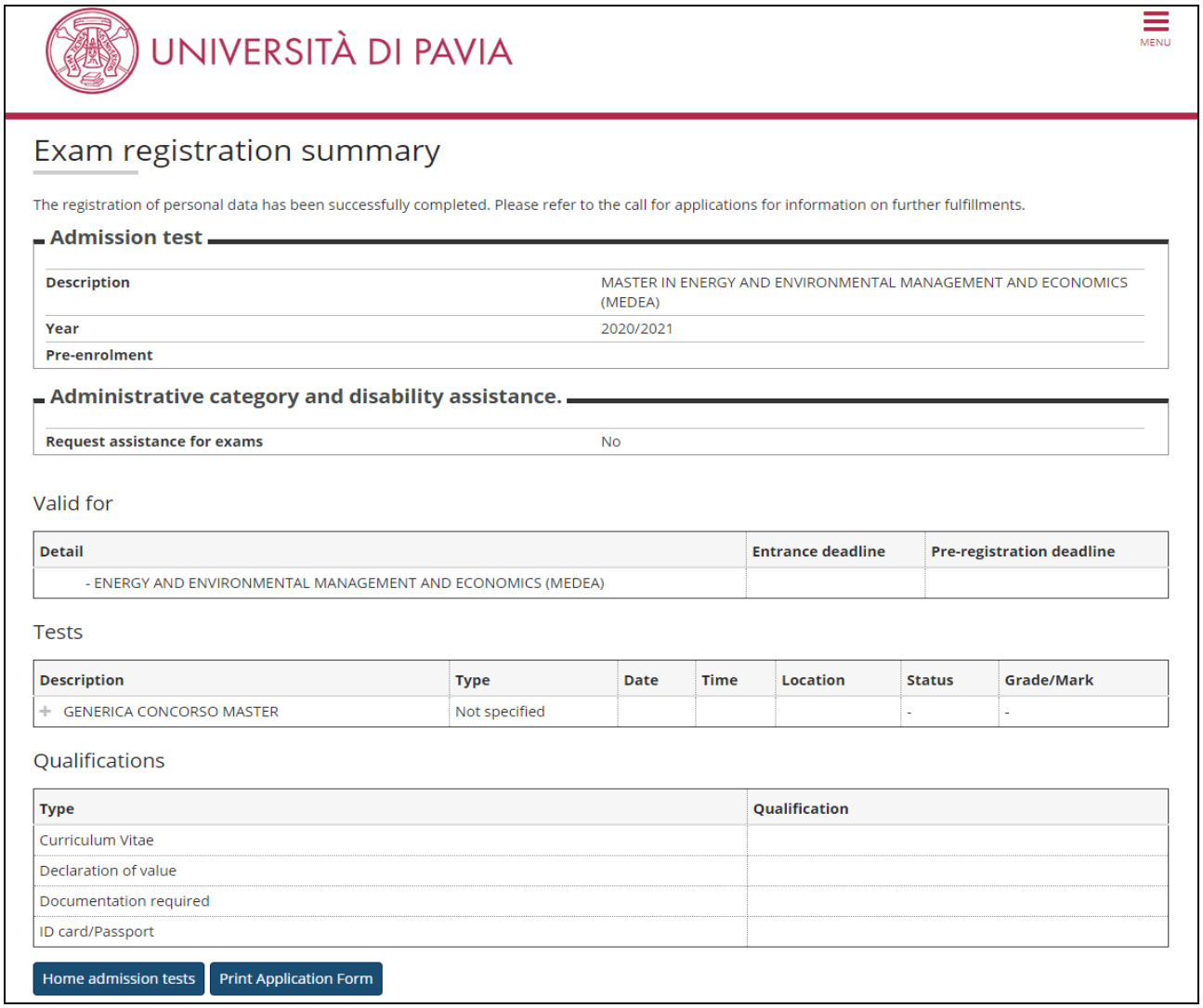


- **Upload your qualification documents (as listed in Attachment 1 to the Call for admission) by flagging 'Yes' and 'Forward' (bottom of 'Qualifications' mask):**



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





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