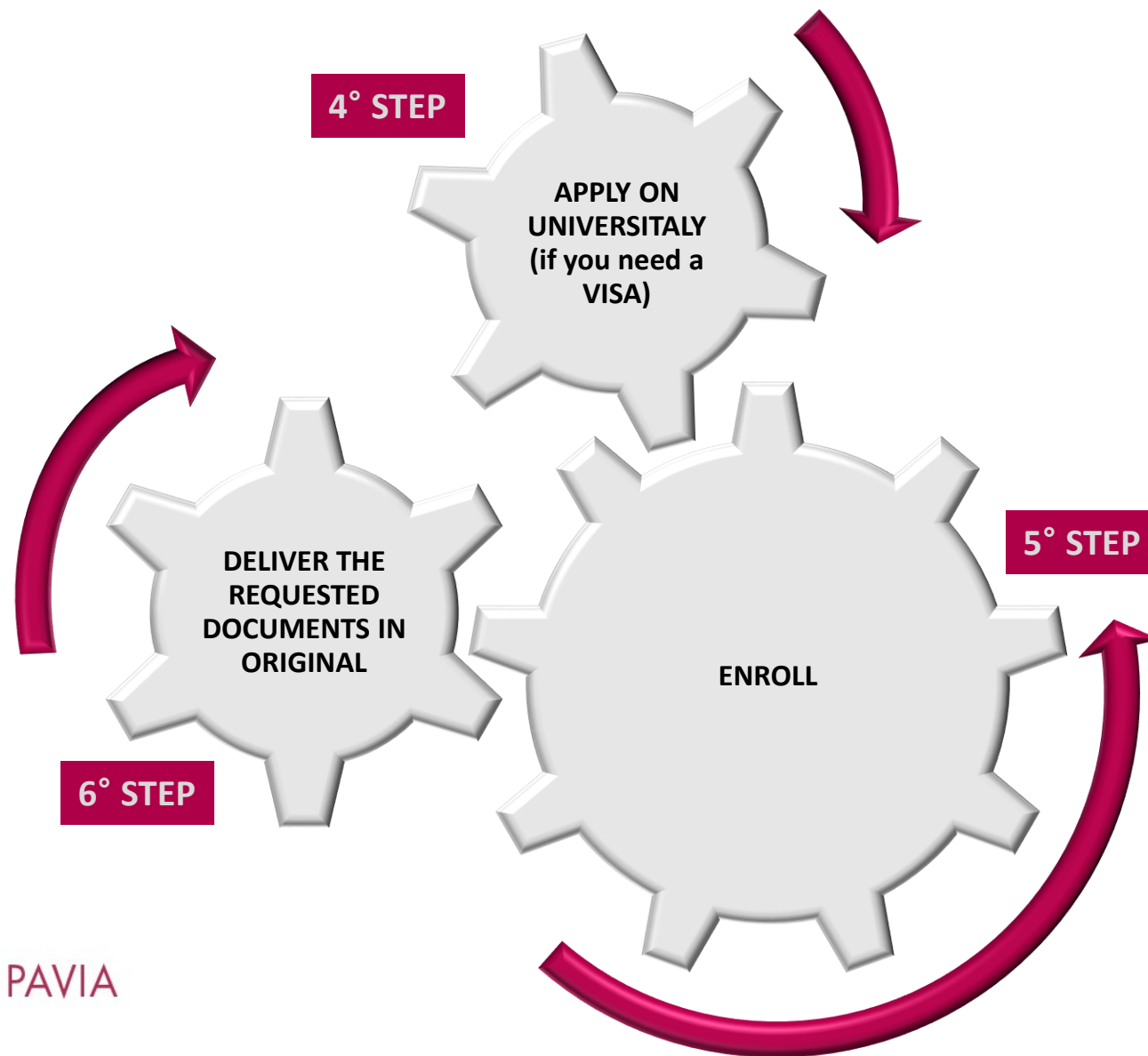


HOW TO APPLY - 1/2



HOW TO APPLY – 2/2



1° STEP – Collect the required documents

Before the enrolment, you have to collect the following documents:

- 1) **Academic qualification** required for admission issued in **English/Spanish/French** or officially translated in Italian
 - **legalized by the Italian embassy/consulate in your country** (*the legalization of documents is not required for Belgium, Denmark, United Kingdom, Ireland, France and Germany*)
 - OR **apostilled** (*the apostille is **only available** for the signatory countries to the [Hague Convention](#)*)
 - OR accompanied by [CIMEA](#) **Statement of Verification**

- 2) **Transcript of records** (list of exams and relevant marks) issued **English/Spanish/French** or officially translated in Italian

- 3) **if your title HAS NOT been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):
 - **Declaration of Value** (DoV) issued by the Italian embassy/consulate
 - OR **Statement of Comparability** issued by [CIMEA](#)
 - OR **Diploma supplement** (*if the foreign qualification is issued by an European University*)**if your title HAS been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):
 - **Statement of Correspondence** which can be downloaded from the [Automatic Recognition Database \(ARDI\)](#).



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2° STEP – Register at the Student Portal

Not registered students, will have to register at the [STUDENT PORTAL](#) (Reserved Area) filling in the fields with the required personal informations ([screenshot instructions](#)).
At the end of the registration, candidates get USERNAME and PASSWORD.

3° STEP (a) – Apply

Within the 30th of September 2024, LOGIN the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the Attachment ([screenshot instructions](#)) to apply to the relevant **VOCATIONAL PROGRAM**.
APPLICATION FEE: 35 Euro (check on slide 11).

CALL FOR ADMISSION ATTACHMENT



CALL FOR ADMISSION ATTACHMENT



3° STEP (b) – UPLOAD your documents

During the application, it's necessary to **UPLOAD** the **SCAN** of the following documents:

EVERYBODY

1. **Application form** (*the form you can find at the end of the Attachment 1 or 2 to the Call for Admission*)
2. front-rear of the **personal identification document** uploaded during registration
3. **Letter of reference**
4. **Motivational letter**
5. **Curriculum vitae** highlighting any professional experience in work areas pertaining to the Vocational Program

IN CASE OF ACADEMIC QUALIFICATION RELEASED IN ITALY:

6. **Self-declaration** of the exams taken during the academic career

IN CASE OF ACADEMIC QUALIFICATION RELEASED ABROAD:

6. **Academic qualification** required for admission issued in English/Spanish/French or officially translated in Italian (*it is not mandatory to have the legalization/apostille/Statement of Verification if not available yet, but it will be necessary to have it, within the enrolment – see STEP 6*)
7. **Transcript of records** admission issued in English/Spanish/French or officially translated in Italian
8. **if your title HAS NOT been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):
 - **Declaration of Value (DoV)** issued by the Italian embassy/consulate
 - **OR Statement of Comparability** issued by [CIMEA](#)
 - **OR Diploma supplement** (*if the foreign qualification is issued by an European University*)**if your title HAS been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):
 - **Statement of Correspondence** which can be downloaded from the [Automatic Recognition Database \(ARDI\)](#) (*it is not mandatory to have the DoV/Statement of Comparability/Diploma supplement/Statement of Correspondence if not available yet, but it will be necessary to have it, within the enrolment – see STEP 6*).



4° STEP – Apply on UNIVERSITY (*if you need a VISA*)

After submitting the application, **if you need a VISA** (check on <https://vistoperitalia.esteri.it/home/en>), you'll have to REGISTER and then APPLY for the relevant course, also on the **University portal** (<https://www.universitaly.it/>).

During the online process you will have to upload:

1. a **passport size photo**
2. a scan copy of your **passport**
3. **documents proving your education** (the same you've already uploaded during the application on the Student Portal).

Consult the **GUIDELINES** here.

Please note that at some point, you will be asked **which embassy or consulate** you are going to use for your VISA application.

After your application is validated by our Office, **you'll have to get in contact with your embassy or consulate.**



5° STEP (a) – Enroll

ENROLL NOW!

Within the enrolment deadline, once admitted, students have to LOGIN to the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the attachments **to enroll themselves correctly** (screenshot instructions) to the relevant VOCATIONAL PROGRAM.

During this process, the **SCAN** of the following documents will be requested:

1. a good quality **passport size photo**
 2. front-rear of the **personal identification document** uploaded during registration
 3. **Tax code** document
 4. **Residence Permit/Card** or **study VISA** (*only required from non-EU candidates*).
-

5° STEP (b) – Enroll

TAX CODE

Fiscal code ("Codice fiscale") is a **tax identification number which is necessary to** open a bank account, rent privately, buy a SIM card and **apply for the residence permit.**

RESIDENCE PERMIT/CARD

Non-EU citizens, when enrolling, must present a copy of a valid Residence Permit ("Permesso di soggiorno") which must be requested within 8 days from the arrival in Italy.

For further info about both and for assistance, please check this [WEBPAGE](#).



6° STEP – DELIVER the requested documents in original

In case of academic qualification released abroad, **before the enrolment deadline** (which will be communicated by the Organizing Secretary) or **AT LAST by 10 January 2025**, you will have to deliver to our office:

1. **the original of ALL documents proving your education** (see STEP 1) necessarily comprehensive, at this point, of:
 - Declaration of Value/Statement of Comparability/Diploma supplement
 - OR Statement of Correspondance
2. together with the **legalization/apostille/Statement of Verification** of the **academic qualification**
3. together with the **residence permit/card**.

You can book an appointment on [GOPA UNIPV](#).

UOC Post Laurea

Ufficio Master

[via Ferrata, 5](#)

[27100 Pavia](#)



UNIVERSITÀ DI PAVIA



FEES

APPLICATION FEE

Within the **30th of September 2024** is necessary to pay **35.00** Euro to **finalize the application procedure**.

TUITION FEE

The Vocational Program's tuition fee is of **€ 15,000.00**:

- 1° installment of € 10,000.00 to be paid on-line to **finalize the enrolment procedure**
- 2° installment of € 5,000.00 to be paid **by 10 January 2025**.

FINAL EXAM FEE

To be admitted to the final exam, candidates must submit a specific application form along with the payment of **€ 116.00** as a fee for the issuance of the Vocational Program's diploma.

Payments will have to be done online, using the **PagoPA system** - [link](#) for more information.



CONTACTS

FOR ALL COURSE AND TEACHING INFORMATIONS

ORGANIZATIONAL SECRETARY

DEPARTMENT OF ELECTRICAL, COMPUTER AND BIOMEDICAL ENGINEERING

Contact person: Prof. Carlo E. Rottenbacher

E-mail: rottenbacher@unipv.it

Phone: +39 0382.6992200

CAR TEST DRIVING AND SIMULATION FOR VEHICLE DYNAMICS DEVELOPMENT

E-mail: info.vehicledyn@unipv.it

Web: <http://vehicledynamics.unipv.it/>

RACE ENGINEERING

E-mail: info.raceeng@unipv.it

Web: <http://raceengineering.unipv.eu/>



FOR ALL INFO REGARDING REGISTRATION, NEEDED DOCUMENTS, FEES AND WITHDRAWAL OF CERTIFICATES OR PARCHMENTS

ADMINISTRATIVE SECRETARY

UOC POST LAUREA

Via Ferrata, 5 - 27100 Pavia

Contact person: Dr. Ester Faroni

E-mail: master.ateneo@unipv.it

Phone: + 39 0382.985926





FUEL YOUR FUTURE!



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