



# Enrollment instructions for the first level courses

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## **FORWARD:**

If you have applied for an [ARDIS](#) grant, you should state this in the online enrollment procedure so as to receive a pre-exemption and pay only the €16.00 registration fee.

Read all the informations on university fees.

## **Follow only instructions that regard you:**

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# Enrollment instructions for the first level courses

## How to enroll for the first time or if you are already enrolled at the University

### Before starting the online enrollment procedure:

- If you are already enrolled in another course at this University, apply for a [course transfer](#) (*in Italian – passaggio di corso*) or [cancel your enrollment](#) (*in Italian – rinuncia agli studi*) and then re-enroll as follows:
- Download, fill in and sign the additional [information form](#)
- Scan your ID document (identify card, driving licence, passport) and your tax code (health service card) as a pdf document
- Prepare an ID photo in jpeg (.jpg) or bitmap (bmp) format (maximum size 2MB). The photograph will be used on your student card and must respect the following standards ([Click here](#)). Selfies are not valid.

### Online enrollment:

- Go to the [Student secretariat web page](#) and Login
- Select “Enrollment” from the Menu and follow the step-by-step instructions
- The online procedure is completed with payment of the first instalment of your fees. Follow the instructions to make the payment
- Check that you receive confirmation to your personal email account
- Once the first instalment of fees has been paid, if you are a non-EU citizen you have send by email the residence permit to the [Admissions Secretariat](#) of your course of study, otherwise enrollment cannot be completed

### Completing enrollment:

- As soon as possible, the Admissions Secretariat will issue you with a matriculation number and you will receive notification to your personal email account. Afterwards you will be given access to the University’s online services and your institutional email account will be activated.
- Read the info [for the Student Card](#)
- When you have your matriculation number, check the compulsory health and safety training web page (in Italian [formazione obbligatoria sulla sicurezza](#))



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## How to enroll if you are transferring from other universities

You cannot be enrolled at two universities at the same time. If you are enrolled at another institution and wish to continue your studies at this University, you must first apply to your existing place of study for transfer (check procedures and deadlines) and then enroll at this University following the points below.

When the documentation arrives from your existing place of study, the teaching department responsible for your course of study will decide in which year you can enroll and may recognize any previous studies: if necessary, you will be contacted by the Admissions Office to present an individual study plan. After your transfer has been completed, you will need to pay the transfer fee, as indicated in the Fees Notice. If you do not request recognition of your previous study, you will automatically be enrolled in the first year of your course.

If you do not transfer, you must first cancel your previous enrollment and then re-enroll.

### Before starting the online enrollment procedure:

- Download, fill in and sign the additional [information form](#)
- Scan your ID document (identify card, driving licence, passport) and your tax code (health service card) as a pdf document
- Prepare an ID photo in jpeg (.jpg) or bitmap (bmp) format (maximum size 2MB). The photograph will be used on your student card and must respect the following standards ([Click here](#)). Selfies are not valid.
- Prepare a list of examinations that you have already taken (date, grade, CFU and SSD (Subject Area), which will have to be inserted during the enrollment procedure

### Online enrollment:

- Go to the Student [Secretariat web page](#) and Login
- Select Enrollment from the Menu, then choose type of application 'Incoming Transfer' and follow the step-by-step instructions
- The online procedure is completed with payment of the first instalment of your fees. Follow the instructions to make the payment
- Check that you receive confirmation to your personal email account
- Once the first instalment of fees has been paid, if you are a non-EU citizen you have send by email the residence permit to the [Admissions Secretariat](#) of your course of study, otherwise enrollment cannot be completed

### Completing enrollment:

- As soon as the teaching department responsible for your course of study has assessed your previous qualifications, the Admissions Secretariat will issue you with a matriculation number and you will receive notification to your personal email account. Afterwards you will be given access to the University's online services and your institutional email account will be activated
- Read the info [for the Student Card](#)
- When you have your matriculation number, check the compulsory health and safety training web page (*in Italian* - [formazione obbligatoria sulla sicurezza](#))



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## How to enroll with a reduced period of study

If you already hold a degree or other university qualification, you can enroll and ask for the credits gained in your previous studies to be recognised, so reducing the period of study. The teaching department responsible for your course of study will decide in which year you can enroll (first year or later) and on recognition of your previous credits. Credits for individual courses can only be recognised for enrollments into the first year and cannot be used to request a reduction of the required period of study.

If necessary, you will be contacted by the Admissions Office to present an individual study plan.

### Before starting the online enrollment procedure:

- Download, fill in and sign the additional [information form](#)
- Scan your ID document (identify card, driving licence, passport) and your tax code (health service card) as a pdf document.
- Prepare an ID photo in jpeg (.jpg) or bitmap (bmp) format (maximum size 2MB). The photograph will be used on your student card and must respect the following standards ([Click here](#)). Selfies are not valid.
- If you are not a graduate of this University, download from your previous university the certificate of your award showing the examinations taken. If this is not available, fill in [this form](#). During the online enrollment procedure, you will have to upload the certificate on the 'Attachments' (Allegati) page

### Online enrollment:

- Go to the Student [Secretariat website](#) and Login
- Select Enrollment from the Menu, then choose type of application 'Reduced Period of Study' and follow the step-by-step instructions
- The online procedure is completed with payment of the first instalment of your fees. Follow the instructions to make the payment
- Check that you receive confirmation to your personal email account
- Once the first instalment of fees has been paid, if you are a non-EU citizen you have send by email the residence permit to the [Admissions Secretariat](#) of your course of study, otherwise enrollment cannot be completed

### Completing enrollment:

- As soon as the teaching department responsible for your course of study has assessed your previous qualifications, the Admissions Secretariat will issue you with a matriculation number and you will receive notification to your personal email account. Afterwards you will be given access to the University's online services and your institutional email account will be activated.
- Read the info [for the Student Card](#)
- When you have your matriculation number, check the compulsory [health and safety training web page](#) (in Italian - [formazione obbligatoria sulla sicurezza](#)).