ONLINE REGISTRATION AND ENROLLMENT PROCEDURE

STEP 1: REGISTRATION

Go to the Esse3web portal and **register** with your newly created login credentials (username and password).

The first step must be carried out exclusively by those that *never received a matriculation number or username* by our University before. At the end of this preliminary step you will be assigned a pair of credentials (username and password) which will allow you to enter the portal and start the second step necessary for all candidates to finalize the registration to the competition.

Those candidates who *already received in the past a matriculation number or username* by our University, and are therefore already registered, must use their old credentials (username and associated password) to directly access the second step. In the event of issues, it is possible to send a support ticket request via the HelpDesk service.

STEP 2: SEND EMAIL

After the registration (Step 1) send an email with your name to concorsimed@univpm.it in order to be enabled to start the Enrolment.
You can start STEP 3 when you receive the mail that confirms the you have been activated.

STEP 3: ENROLMENT APPLICATION SUBMISSION

A. If you are a **student enrolling for the first time at the Polytechnic University of Marche: Go to POINT A.**

B. If you are a **student already enrolled in a degree course at the Polytechnic University of Marche: Go to POINT B.**

A. STUDENTS ENROLLING for the FIRST TIME to this UNIVERSITY

Starting from NOVEMBER 7th, 2023, and absolutely **before the specific deadline imposed by the Minister/Cineca for each ranking update**:

1. **ACCESS** the University **Esse3web** portal

2. **FILL** on-line enrolment application by clicking on **"Secretariat" > Enrolment"** at the bottom of the page you may find the instructions on how to fill the application;

3. **UPLOAD a recent picture (passport size)** on the online procedure (it will be needed for your personal badge or internal documents) in digital format (Jpeg or Bmp extension with a resolution of 200 dpi and maximum dimension of 400kb). **The picture must only show the image of the face on a blank/neutral background).**

4. **If you have a disability/invalid condition or ADHD** fill the dedicated section and attach a copy of the certificate issued by the local competent medical Commission attesting the type of invalidity and/or handicap percentage recognized, or the ADHD certificate issued by not more than 3 years (if issued before the 18 years of age);

5. **PRINT and SIGN** the enrolment application;

6. **PAY** the 1st instalment of the tuition fees of 156 euros via PagoPA **before the mandatory deadline** imposed for each ranking update;

7. **ATTACH** the following documents in the enrolment procedure (manage attachments) before the deadline **imposed by the Minister/Cineca for each ranking update,** each document must be in pdf format and separated from the others:

a) **Signed enrolment application form along** with a copy, front and back, **of a valid ID document** (in a single Pdf file);
b) Copy of the **fiscal code,** front and back;
c) Copy of the **residence permit/entry VISA** or relative request receipt if you are a non-EU citizen residing in Italy or abroad.

Further documents must be uploaded if you are:

d) STUDENT WITH A PRE-EXISTING UNIVERSITY CAREER – *by transfer, resignation, forfeit, degree:* *fill and attach the self certification relative to the transfer, degree, resignation or forfeit from other study Course with the following form:* substitute declaration of certification(116 KB).

e) INTERNATIONAL STUDENT OR STUDENT WITH A FOREIGN STUDY TITLE:

- o Final highschool study title, original or substitute certificate, obtained after at least 12 years of schooling. Legalized translation of the abovementioned study title by the competent Italian Diplomatic Representative in the Country where the title was obtained; the final diploma must be accompanied by a Declaration of Value (DOV) or by a Statement of Comparability issued by CIMEA (Italian ENIC-NARIC centre);
- o If the final title was obtained with less than the required 12 years you must attach a certificate, translated and legalized, attesting the attendance and passing of EVERY exam planned for the I/II year of university;
- o For countries in which an university entry exam is required, it is mandatory to add a translated certificate attesting its successful passing;
- o Passport or other identity document.

📢 **PLEASE NOTE: Every above-mentioned step is mandatory, without the upload of the required files the enrolment will not be finalized and the matriculation number will not be issued.**

8. **UPON COMPLETION OF THE PREVIOUS STEPS,** duly enrolled students will have to show up at the Student Secretariat of the Faculty of Medicine and Surgery – Via Tronto 10 Torrette di Ancona – **according to the days and modalities that will be published soon** on the Student Secretariat web page to:

- o Collect the **university badge**
- o Request, if needed, the **parking permit**

B. STUDENTS ALREADY ENROLLED TO STUDY COURSES OF THIS UNIVERSITY

Starting from NOVEMBER 7th 2023, and absolutely **before the specific deadline imposed by the Minister/Cineca for each ranking update,** winner candidates already enrolled in a study course at this University must:

- **Forward the enrolment application** as described at **point A,** if you're interested in a simultaneous enrolment, if you meet the requirements according to Law n.33 of April 12th 2022;

OTHERWISE

- **Forward a resignation** and carry on with the enrolment as described at **point A**;

OTHERWISE

- **Apply for passage** according to the following MANDATORY steps:

1. **PAY,** if you haven't already, the **1st instalment of the tuition fees amounting to € 156,00,** for a.y. 2023/24, via PAGO PA available on Esse3web on the study course you're currently enrolled in;

2. **ACCESS** the University **Esse3-web** portal and **FILL the ONLINE procedure for PASSAGE** by clicking on "Carriera";

3. **PRINT** the Passage request, **SIGN IT AND ATTACH IT on esse3web along with the Identity Document, among the generic attachments of the career.**

SEND an email to the Student Secretariat Office of the study course you're coming from, with "Passaggio di corso" as subject of the email and attaching the Passage request and a scan of your ID document.

4. **PAY** the amount relative to the **tax stamp** available on your personal area via Pago PA.

5. **UPON COMPLETION OF THE PREVIOUS** duly enrolled students will have to show up at the Student Secretariat of the Faculty of Medicine and Surgery – Via Tronto 10 Torrette di Ancona – **according to the days and modalities that will be published soon** on the Student Secretariat web page to:

- Collect the **university badge**
- Request, if needed, the **parking permit**;
- Give back any personal badge and internship booklet you might have from your previous career (only for Study Courses of the Faculty of Medicine and Surgery).