

ONLINE REGISTRATION AND ENROLLMENT PROCEDURE

Starting from SEPTEMBER 10th, 2024, and absolutely and until SEPTEMBER 17th, 2024:

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

2. **FILL** on-line enrolment application by clicking on "**Secretariat**" > **Enrolment**" you may find the instructions on how to fill the application attached to this email;

3. **UPLOAD a recent picture (passport size)** on the online procedure (it will be needed for virtual 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** (September 17th, 2024);

7. **ATTACH** the following documents in the enrolment procedure (manage attachments) **until September 17th, 2024**, 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.
- d) **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);
- e) 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;
- f) For countries in which an university entry exam is required, it is mandatory to add a translated certificate attesting its successful passing;

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\(116 KB\)](#).

📣 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.