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 and surname to student.admission@sm.univpm.it asking to be enabled to start the Enrolment.
In the email object, please, write: "IMAT WINNER STUDENT – 2024"
You can start STEP 3 when you receive the mail that confirms that you have been activated.

STEP 3: ENROLMENT APPLICATION SUBMISSION

STUDENTS ENROLLING for the FIRST TIME to this UNIVERSITY

Starting from OCTOBER 10th, 2024, and absolutely **by OCTOBER 17th, 2024**:

1. **ACCESS** the University **Esse3web** portal with your credentials

2. **FILL the** on-line enrolment application by clicking on **"Secretariat" > Enrolment"** and complete all the information required.

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 by hand** the enrolment application;

6. **PAY** the 1st instalment of the tuition fees of 156 euros via PagoPA **by October 17th, 2024**;

7. **ATTACH** the following documents in the enrolment procedure (manage attachments) by October 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 Passport / 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) High School Diploma (achieved after at least 12 years of studies): original document and official translation into Italian, or English, accompanied by both documents at point 1) and 2):

1. Statement of Verification of the diploma issued by CIMEA or, in alternative, Legalization/Apostille of your qualification by the competent authority.
2. According to the Country where the qualification was obtained:
    a. Statement of Correspondence downloaded from the "ARDI database" https://ardi.cimea.it/it for Countries under the Lisbon Recognition Convention;
    b. Statement of Comparability of the diploma issued by CIMEA for Countries outside the Lisbon Recognition Convention or, alternatively, Declaration of value (DoV) issued by the Italian Diplomatic mission (Embassy or Consulate) in the Country in charge of the education system where the diploma has been achieved.
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.

📢 **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.**