# Online registration and enrollment procedure

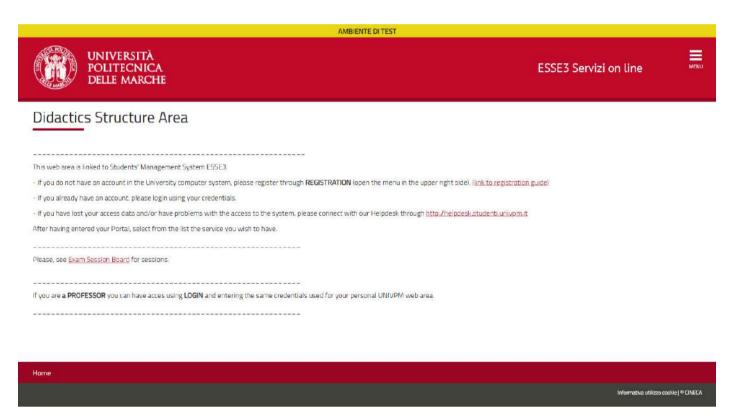
1) Go to the link https://esse3web.univpm.it and click "Menù" at the top right and then select the English language

Enrollment procedure consists of two steps:

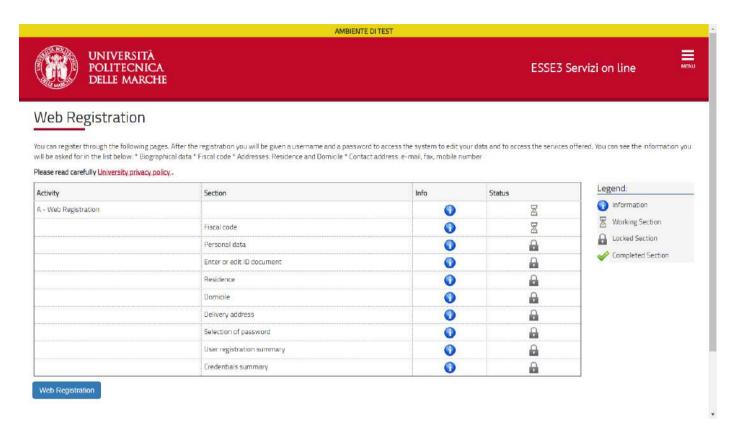
- REGISTRATION (only if it is the first time you apply at UNIVPM) SCREENSHOTS FROM 2 TO 11
   At the end of this first step you will have a username and a password to log in and begin the second step.
   If you have already had a previous career at UNIVPM you can log in using your old identification number as username and the associated password.
- ENROLLMENT SCREENSHOTS FROM 12 TO 42

# **FIRST STEP: REGISTRATION**

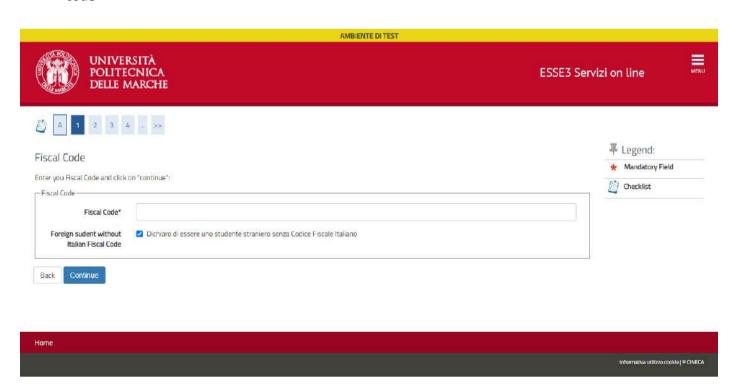
2) In this page click on the symbol ( at the top right of the page



3) Click on "Registration" and then again on "Web registration"

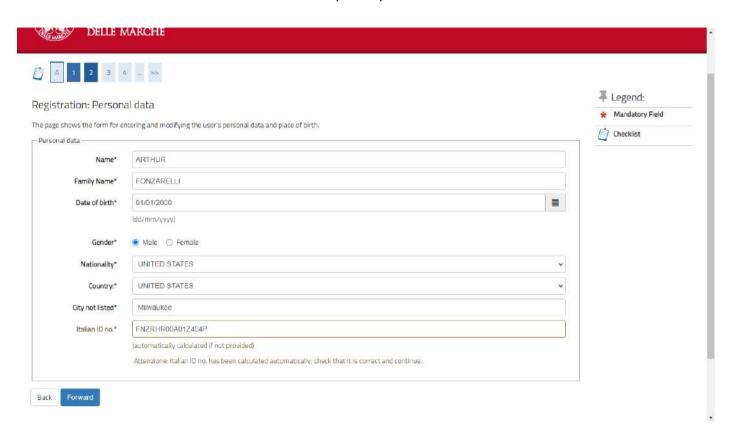


4) Enter your fiscal code and click on "Continue" to proceed If you have not yet an Italian fiscal code please tick the box below "Foreign student without Italian fiscal code"

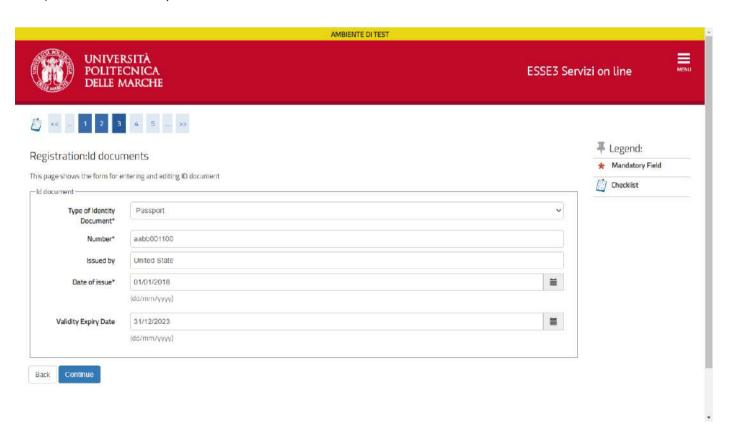


5) Enter your personal data and click on "**Continue**".

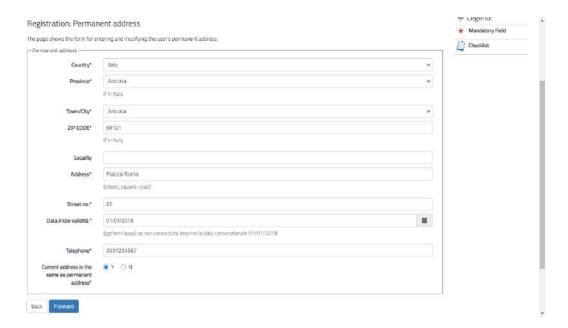
The fiscal code will be calculated automatically if not provided



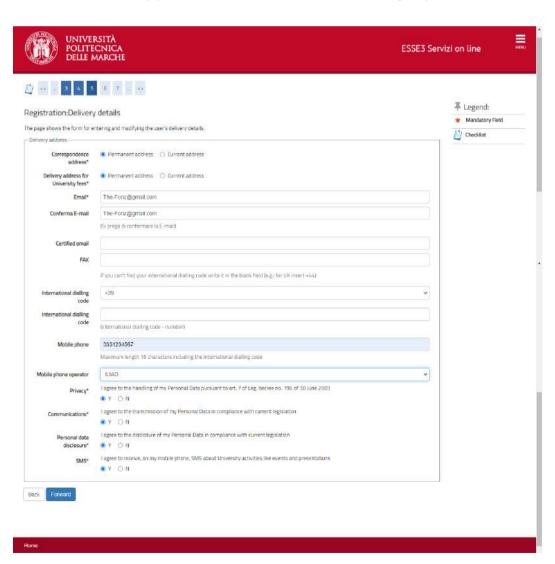
6) Enter the data of your ID document and click on "Continue"



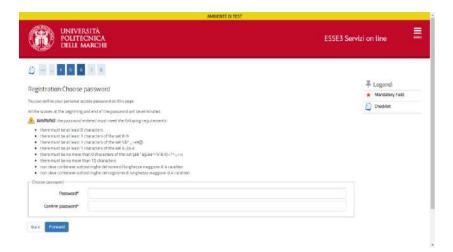
## 7) Enter the data about your residence



8) Enter or modify your contacts, read the information and give your consent



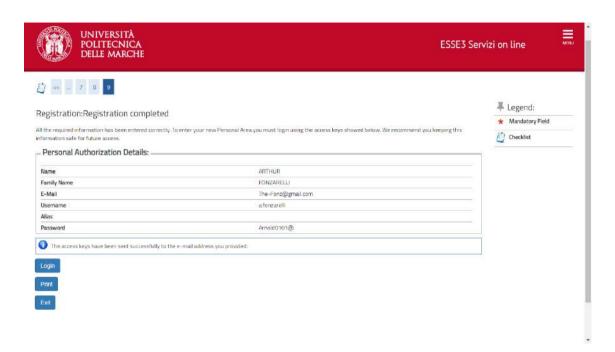
9) Choose a password according to the features shown and then click on "Continue"



10) Please verify all the data entered and click on "Continue" or go back if you want to modify something



Click on "Confirm" and make a note of your USERNAME and PASSWORD

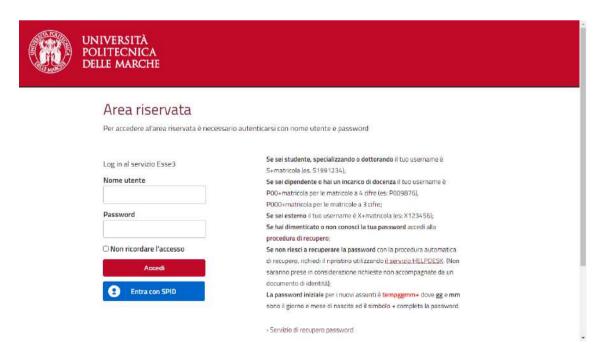


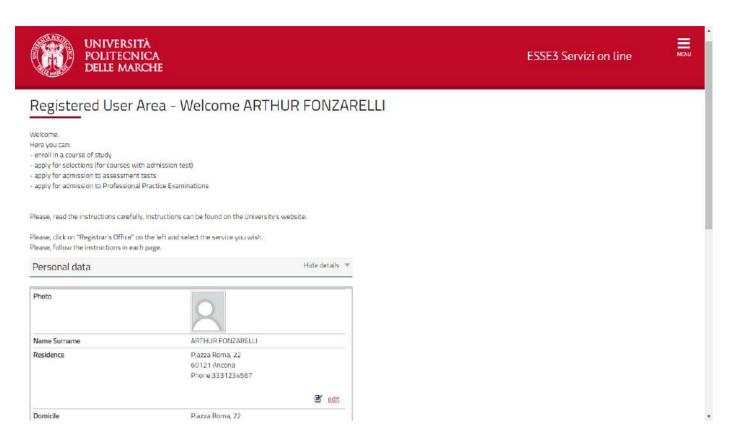
**END OF THE FIRST STEP: (registration)** 

\_\_\_\_\_

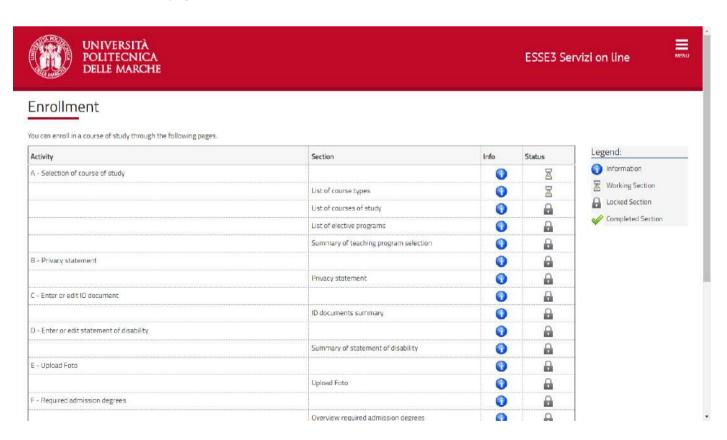
## **SECOND STEP: ENROLLMENT**

12) Click on the symbol ( ) at the top right of the page and then click on "Login". Enter Username and password

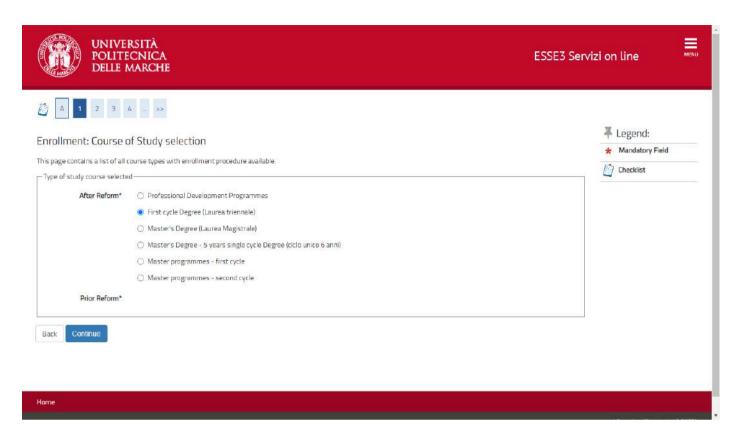




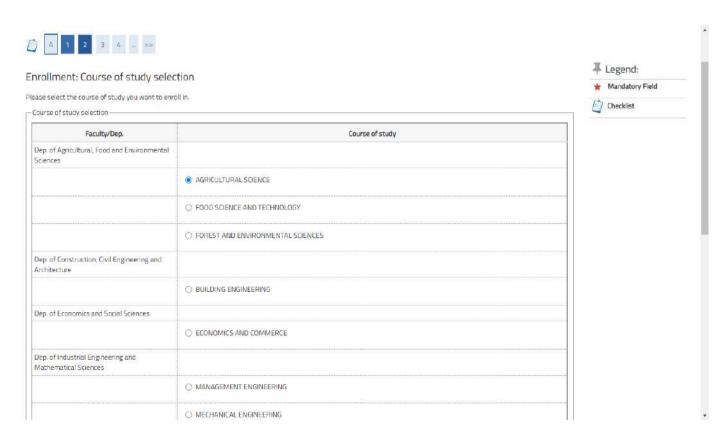
14) Click on "Enrollment" in the menu on the right and then in the next section click again on "Enrollment" at the bottom of the page



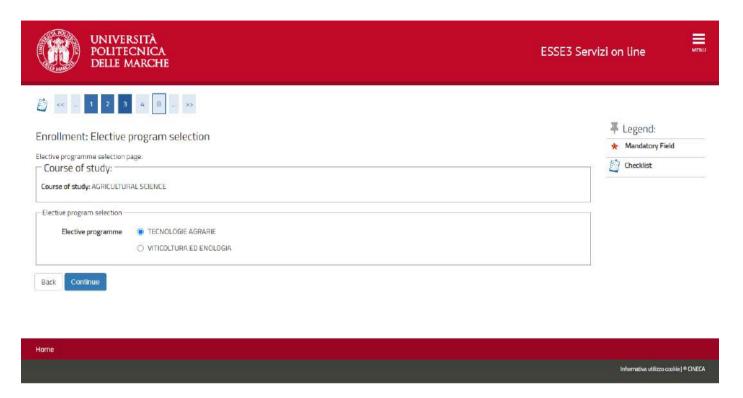
15) Now choose the type of course you want to enroll to and click on "Continue"



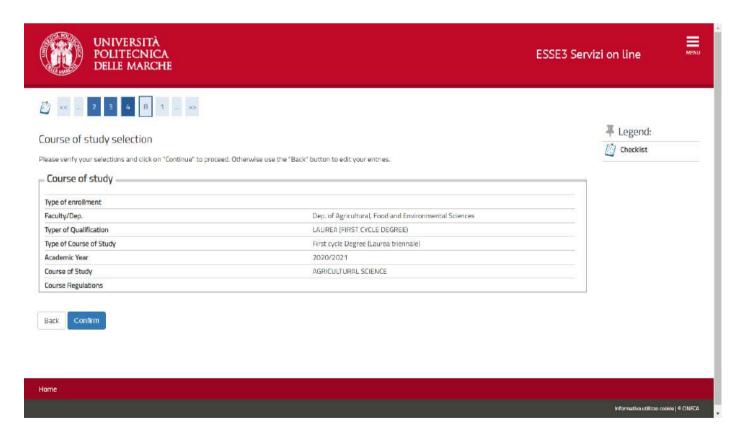
16) Now choose the course you want to enroll to



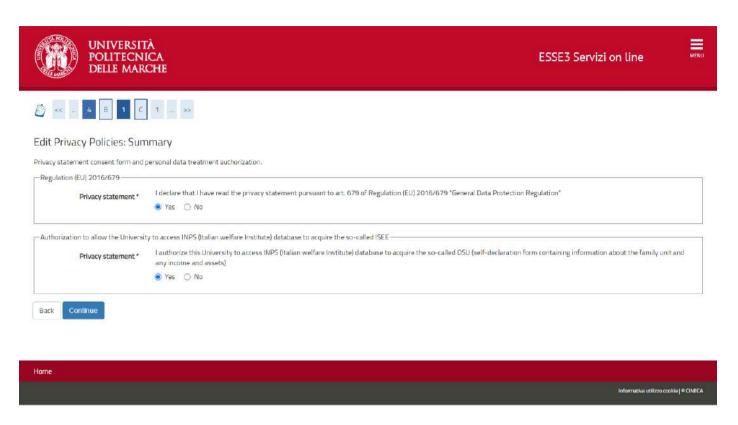
17) Now choose the curriculum (if the course you are enrolling to have different ones)



18) Please verify your choices and click on "Confirm", go back if you want to modify something

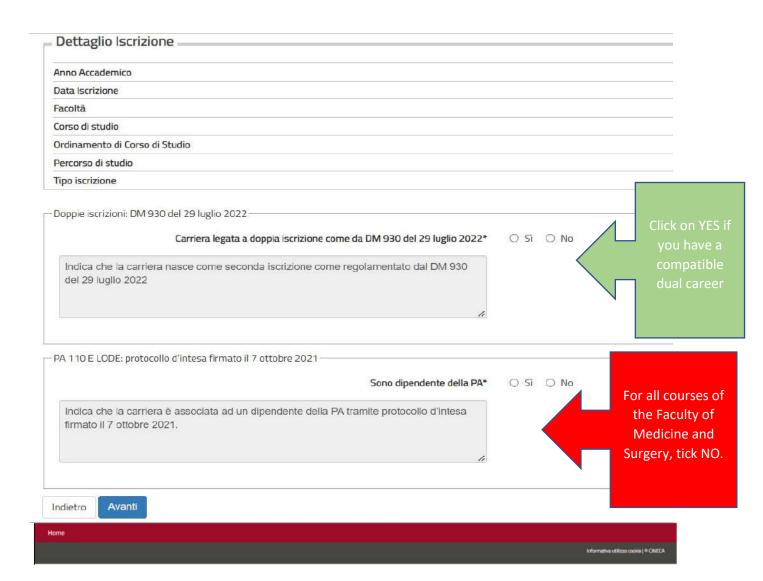


19) Give or modify your authorization to process your personal data and give your authorization to UNIVPM to acquire your ISEE data from INPS database. Then click on "Continue"



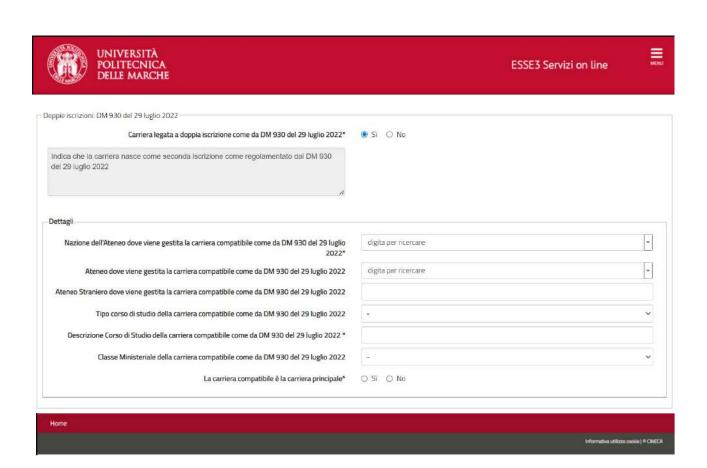
**DOUBLE ENROLLMENT (Ministerial Decree 930 of 29.07.2022):** If you are already enrolled in a study course at an Italian or foreign university and want to activate a double university career, check the YES entry and fill in the following form (see next page).

**PA 110 e Lode:** For the courses of the Faculty of Medicine and Surgery of this University there is no possibility of enrolling under the protocol of understanding PA 110 e LODE.

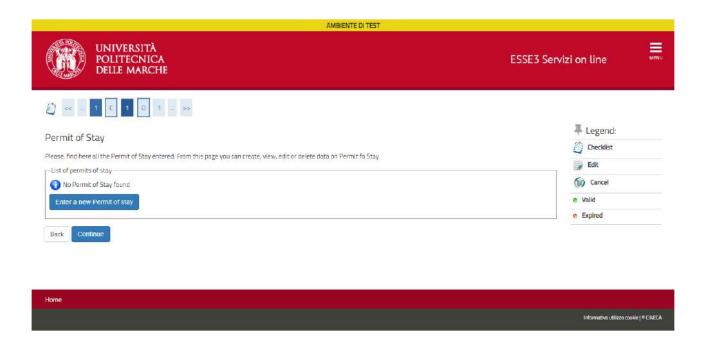


If you intend to activate double university enrollment, fill in the form with the data of the Degree Program you are already enrolled in:

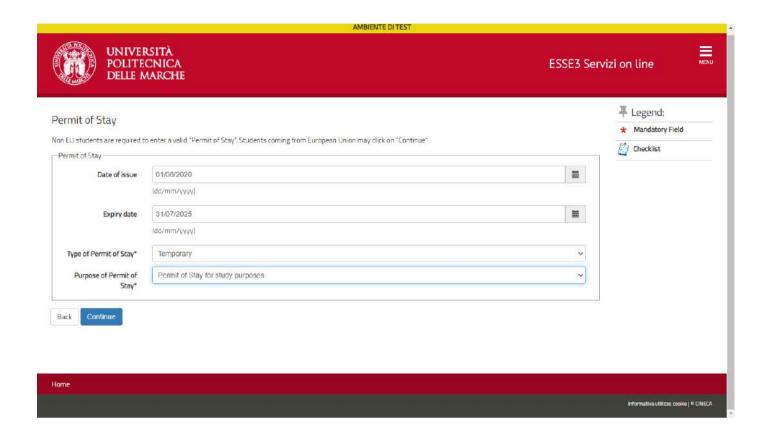
- Indicates the country in which the University is located;
- If the University is Italian: choose the name from the drop-down menu;
- If the University is foreign: enter the full name of the University;
- Select the type of study course you are enrolled in (example: L2 Bachelor's degree; LM Master's degree; LM6 6-year single-cycle master's degree; M1 first level master; M2 second level master; D2 Doctorate)
- Type in the name of the course of study;
- Select the ministerial class of the course from the drop-down menu example: (for example: for Biological Sciences the ministerial class is L13 ....);
- If you already have an active enrollment prior to the academic year 2022/2023 check yes to the main career item. If you activate both enrollments in the academic year 2022/2023 you can choose which of the two careers is the main one to access the benefits provided for the right to education.



20) From this page you can create, view, edit or delete data on Permit of Stay



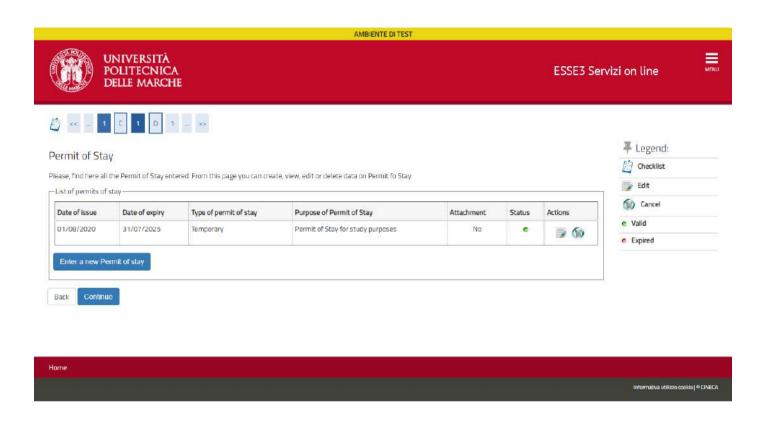
21) Students who do not belong to the European Union must enter a valid "Permit of Stay". Students coming from European Union, may click on "Continue"



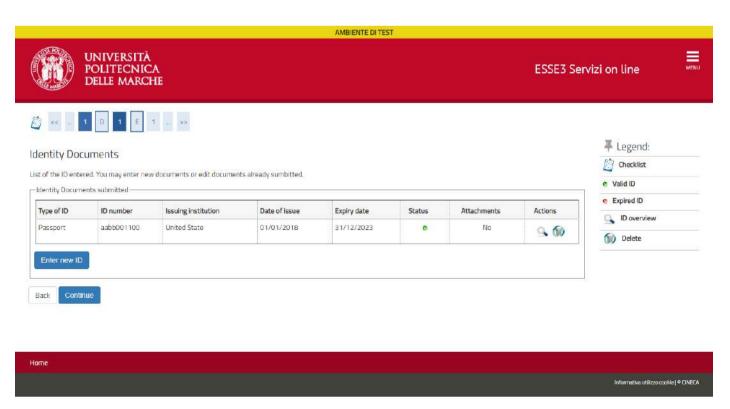
22) Check the data entered, press "Confirm" to continue or "Back" to change the data



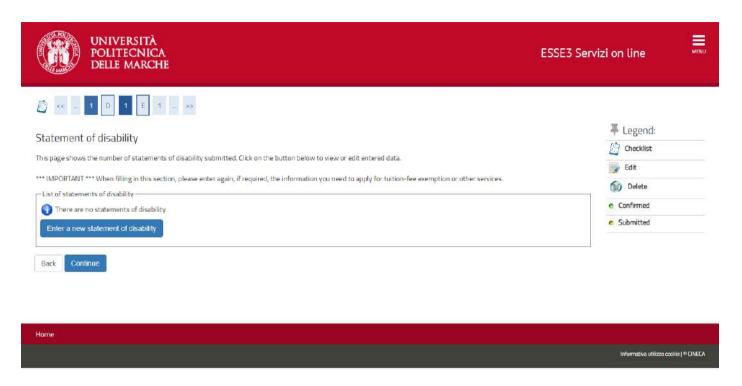
23) Now you can see your Permit of Stay entered. Click "Continue" to go on



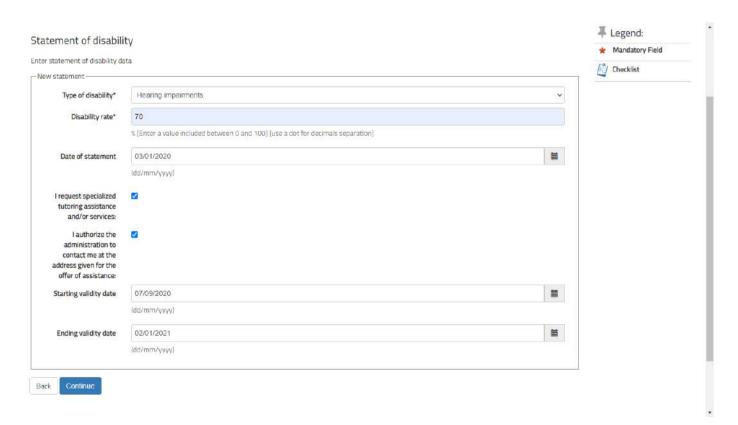
24) Enter a new ID document or confirm the one already uploaded.



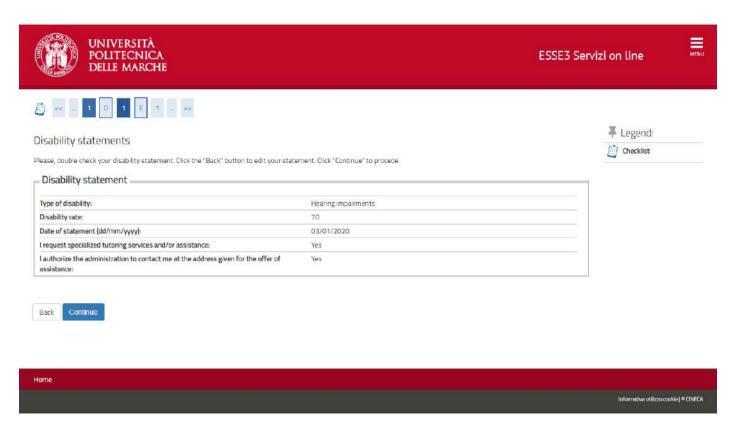
## 25) Use this section to submit a statement of disability or click on "Continue"



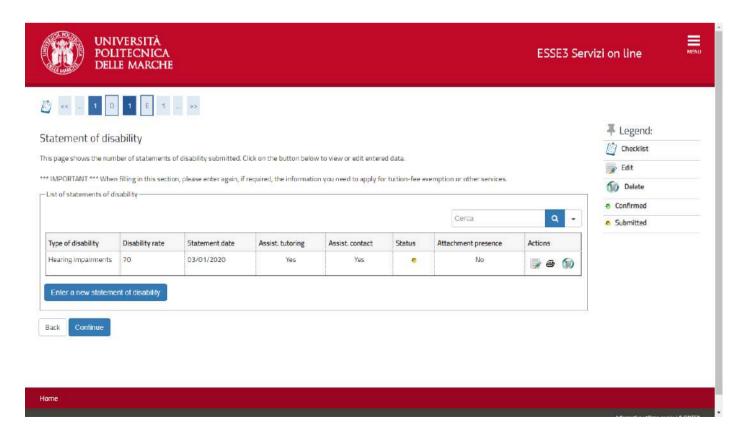
#### 26) Enter the data about your disability and continue



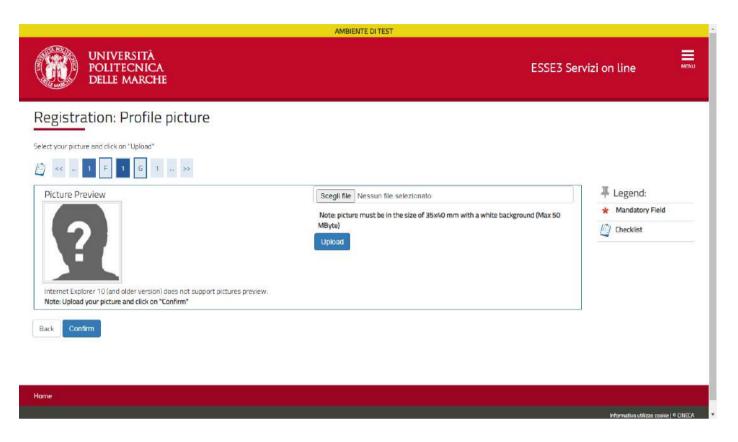
## 27) Please confirm the data entered and go ahead



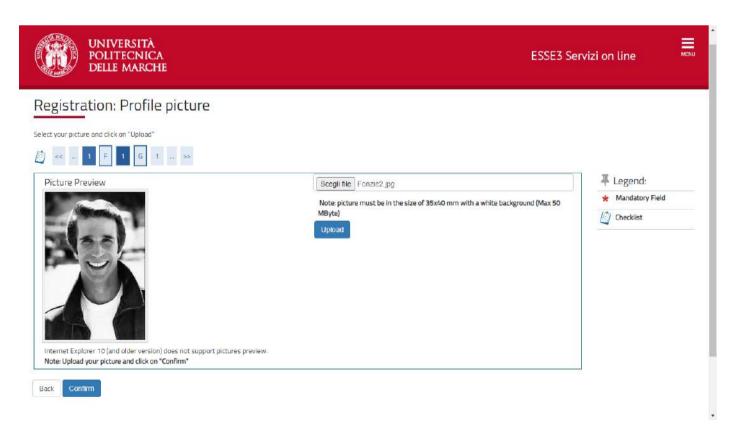
## 28) If you haven't any other statement of disability please continue



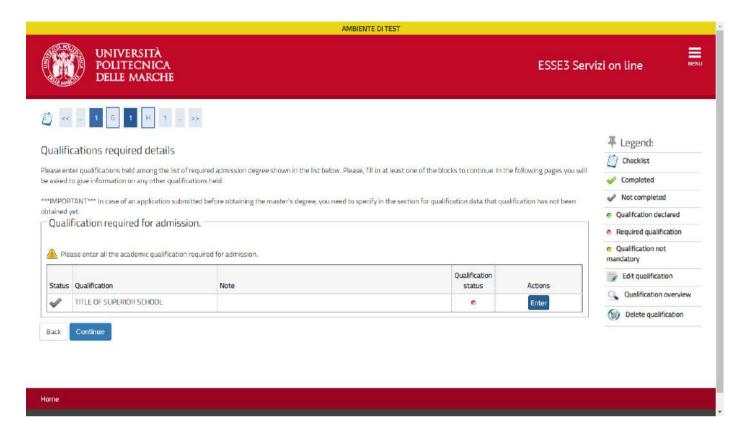
29) Select the file of your photo and the click on "<u>Upload Photo</u>". The photo should be in JPG format with a 300 DPI resolution. It should include full head and shoulders on a white background.



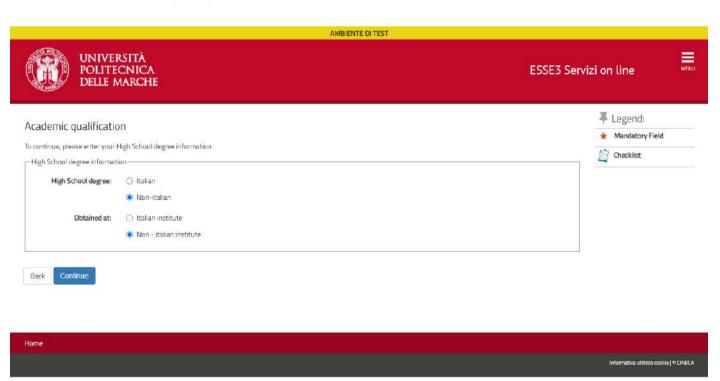
# 30) Click on "Confirm"



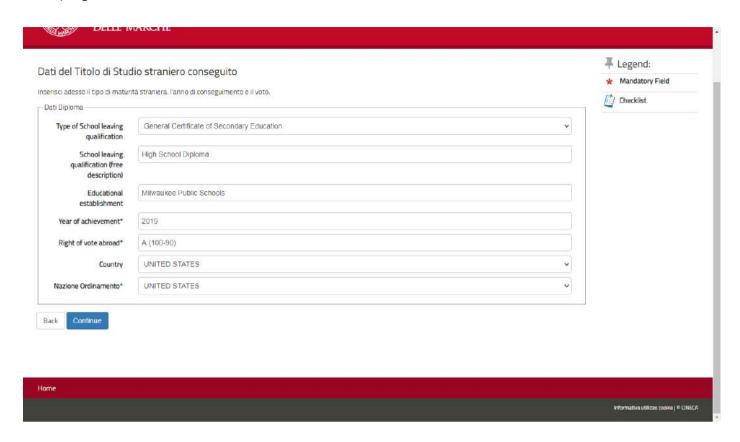
## 31) Enter the qualification required and click on "Continue"



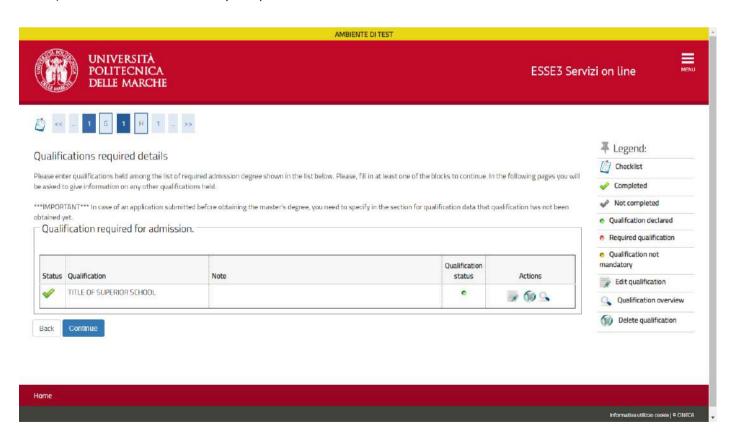
#### 32) Enter details about your qualification



#### 33) High School research

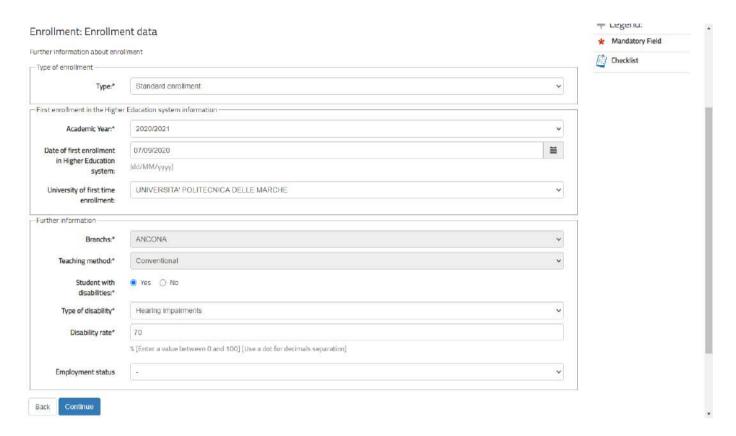


## 34) Please confirm data about your qualification

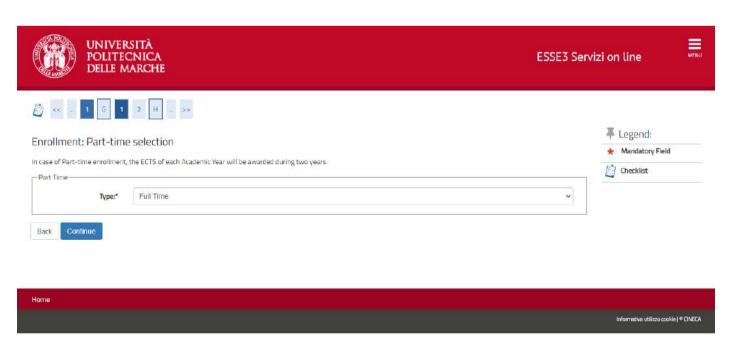


35) Now enter the other data required and click on "Continue"

BE CAREFUL: If you have been previously enrolled at UNIVPM or at another italian university, in this section you must enter the academic year of your first enrollment.



36) Choose if you want to be a full-time student or a part-time one , then Continue



#### 37) Please confirm the choices you have done



38) Complete the enrollment by printing the enrollment form. Click on "**Print enrollment form**" to download the enrollment form in PDF format



#### 39) Facsimile of the enrollment



Imposta di bollo assolta in modo virtuale al sensi dell'art. 15 del D.P.R.642/72

#### Anno Accademico 2020/2021 Domanda di Immatricolazione

Numero progressivo: 2019285685 Data inserimento: 07/09/2020

#### Al Magnifico Rettore UNIVERSITA' POLITECNICA DELLE MARCHE

Il sottoscritto FONZARELLI ARTHUR Sesso M Codice Fiscale FNZRHR00A01Z404P

#### CHIEDE

per l'Anno Accademico 2020/2021 di essere immatricolato al AGRICULTURAL SCIENCE - D.M. 270/2004 Cod. AT01, indirizzo TECNOLOGIE AGRARIE classe (L-25) - AGRICULTURE AND FORESTRY, e di essere ammesso a sostenere gli esami e le altre prove di verifica previsti nel piano di studio, consapevole che gli eventuali esami sostenuti in violazione degli ordinamenti didattici saranno annullati.

#### DA ALLEGARE:

- 1) Copia della ricevuta del versamento della prima rata delle tasse,
- 2) Copia scannerizzata carta di identità.
- 3) Copia del permesso di soggiorno o ricevuta della richiesta del permesso di soggiorno (per candidati non
- 4) Diploma originale tradotto, legalizzato e munito di dichiarazione di valore (per candidati in possesso di titolo
- 55 Dichiarazione sostitutiva dell'atto di notorietà di trovarsi in una delle eventuali condizioni di esonero dalla prova di verifica delle conoscenze (su modulo prelevabile dal sito www.univpm.it / Segreteria Studenti di riferimento / modulistica).
- 6) Copia del codice fiscale.

#### Chiede, inoltre

di poter eventualmente presentare un piano di studio
 di fitequentare l'eventuale tirocinio pratico previsto
 di esere ammesso a sostenere gli esami di profitto nelle sessioni del corrente anno accademico.
 A tale fine, consapevole delle sanzioni penali, nel caso di dichiarazioni non veritiere, di formazione o uso di fatti falsi, richiamate dall'art.76 del d.P.R. 445 del 28.10.2000, ai sensi degli articoli 46 e 47 del d.P.R. medesimo,

I propri dati anagrafici (così come risultano nel registro dello stato civile): il proprio cognome: FONZARELLI il/i proprio/i nome/i: ARTHUR

Di essere nato il 01/01/2000 a Milwaukee, come attestato dal documento tipo Passaporto nº aabb001100 rilasciato da United State in data 01/01/2018, di avere cittadinanza AMERICAN, di risiedere a Ancona (AN) C.A.P.60121 in Piazza Roma, 22, Numero di telefono 3331234567, Cell. +39 3331234567, e-mail The-Fonz@gmail.com

di essere in possesso del diploma di maturità General Certificate of Secondary Education conseguito nell'anno scolastico 2018/2019Milwaukee Public Schools con votazione A (100-90);

di essere in possesso di permesso di soggiorno (Tempo determin	nato). Motivazione:
--	---------------------

di essere portatore di handicao con invalidata' di tipo: Uditavo nella misura del 70%

di non essere stato iscritto, precedentemente al corrente anno accademico, a corsi di studio di questa o altra

di NON essere iscritto e di NON prendere iscrizione, in contemporaneità con la presente, ad un altro corso di studio di questa e altra Università ad conszione di Corsi di Perfezionamento con impegno inferiore a 1,500 ore e 60 crediti per tutta la durata del Corso di dottorato.

D.c.naro di aver preso visione dell'informativa ai sensi del D. Lgs. 196/2003, come modificato dal D.Lgs. 101/2018, e del GDPR - Regolamento UE 2016/679 nel sto di Ateneo al link "Privacy".

I many a data	Elm.
Luogo e data	Firms

#### (1) AVVERTENZE

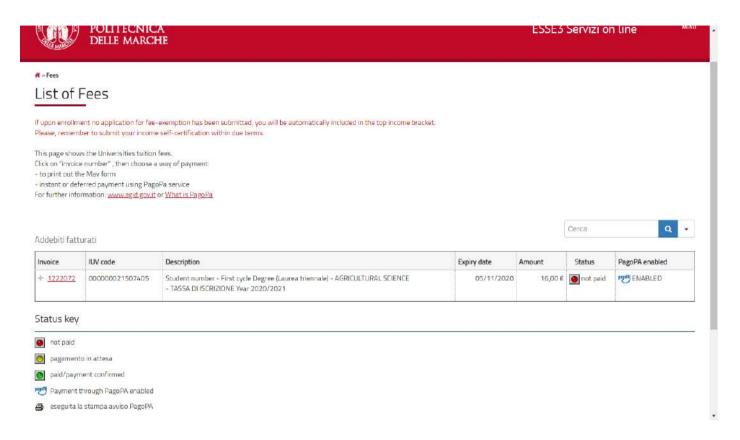
La presente domanda deve essere ino trata nei termini e con le modalità previste nelle specifiche norme per l'anunissiene a corse richiesto. Alla stessa deve essere allegata fotocopia di documente di identità in corso di validità.

Sarà ammessa anche la consegna a mezzo corriere, a condizione che pure in tal caso alla presente dichiarazione sia

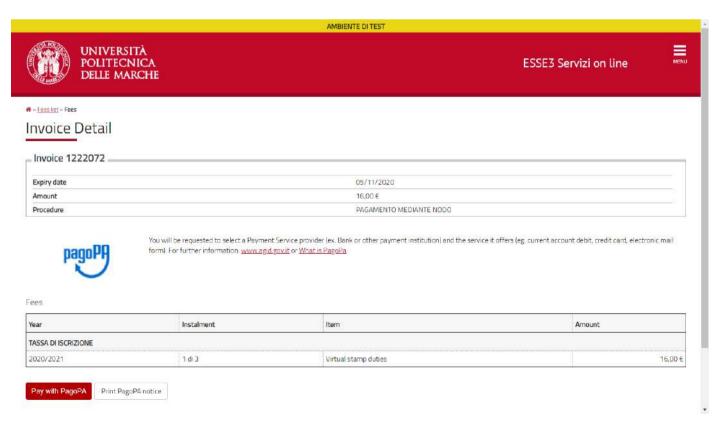
al egata fotocopia di valido documento di identità.

Per la dichiesta di qualsiasi benefico economico prendere visione dei relativi bandi pubblicati nel sito dell'Università Politecnica delle Marche e del ERDIS Marche.

40) Click on "Payment Verification" to see the due fees. Click on the red invoice number on the left and pay with Pago PA



41) Detail of the invoice you have to pay with PagoPa



## 42) Click on "Upload Attachments" to upload the following attachments:

- Signed enrollment form and a copy of your ID document in a single pdf file
- Copy of your fiscal code
- The receipt of payment of the tuition fee (Euro 156) paid with PagoPA

<u>All the previous steps are compulsory</u>. If you don't upload the required attachments your enrollment will not be complete.

