


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

AMBIENTE DI TEST



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ESSE3 Servizi on line
MENÙ

Didactics Structure Area

This web area is linked to Students' Management System ESSE3.

- If you do not have an account in the University computer system, please register through **REGISTRATION** (open the menu in the upper right side). ([link to registration guide](#))
- If you already have an account, please login using your credentials.
- If you have lost your access data and/or have problems with the access to the system, please connect with our Helpdesk through <http://helpdesk.studenti.univpm.it>

After having entered your Porta, select from the list the service you wish to have.

Please, see [Exam Session Board](#) for sessions.


If you are a **PROFESSOR** you can have access using **LOGIN** and entering the same credentials used for your personal UNIVPM web area.

[Home](#)

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3) Click on “Registration” and then again on “Web registration”

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Web Registration

You can register through the following pages. After the registration you will be given a username and a password to access the system to edit your data and to access the services offered. You can see the information you will be asked for in the list below: * Biographical data * Fiscal code * Addresses: Residence and Domicile * Contact address: e-mail, fax, mobile number

Please read carefully [University privacy policy](#).

Activity	Section	Info	Status
A - Web Registration		i	⌚
	Fiscal code	i	⌚
	Personal data	i	🔒
	Enter or edit ID document	i	🔒
	Residence	i	🔒
	Domicile	i	🔒
	Delivery address	i	🔒
	Selection of password	i	🔒
	User registration summary	i	🔒
	Credentials summary	i	🔒


Web Registration

Legend:

- i Information
- ⌚ Working Section
- 🔒 Locked Section
- ✔ Completed Section


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”

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Fiscal Code

Enter you Fiscal Code and click on “continue”:

Fiscal Code

Fiscal Code*

Foreign student without Italian Fiscal Code Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano

Back Continue


Legend:

- * Mandatory Field
- Checklist

Home

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- 5) Enter your personal data and click on “Continue”.
The fiscal code will be calculated automatically if not provided

 **DELLE MARCHE**

A 1 2 3 4 ... >>

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data


Name*	ARTHUR
Family Name*	FONZARELLI
Date of birth*	01/01/2000
	(dd/mm/yyyy)
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	UNITED STATES
Country*	UNITED STATES
City not listed*	MIWaukee
Italian ID no.*	FNZRHR00A01Z404P
	(automatically calculated if not provided)
	Attenzione: Italian ID no. has been calculated automatically; check that it is correct and continue.


Back Forward

Legend:
* Mandatory Field
Checklist

- 6) Enter the data of your ID document and click on “Continue”

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A << 1 2 3 4 5 ... >>

Registration:Id documents

This page shows the form for entering and editing ID document

Id document

Type of Identity Document*	Passport
Number*	aabb001100
Issued by	United State
Date of issue*	01/01/2018
	(dd/mm/yyyy)
Validity Expiry Date	31/12/2023
	(dd/mm/yyyy)

Back Continue

Legend:
* Mandatory Field
Checklist

7) Enter the data about your residence

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country*	Italy
Province*	Ancona
	<small>If in Italy</small>
Town/City*	Ancona
ZIP CODE*	60121
	<small>If in Italy</small>
Locality	
Address*	Piazza Roma
	<small>(Street, square, road)</small>
Street no.*	22
Data inizio validità*	01/01/2018
	<small>gg/mm/aaaa se non conosciuta, inserire la data convenzionale 01/01/2018</small>
Telephone*	3331234567

Current address is the same as permanent address* Y N

Back Forward

Legend:

* Mandatory Field

Checklist

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

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Registration: Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address*	<input checked="" type="radio"/> Permanent address <input type="radio"/> Current address
Delivery address for University fees*	<input checked="" type="radio"/> Permanent address <input type="radio"/> Current address
Email*	The-Fonz@gmail.com
Conferma E-mail	The-Fonz@gmail.com
	<small>(Si prega di confermare la E-mail)</small>
Certified email	
FAX	
	<small>If you can't find your international dialling code write it in the blank field (e.g. for UK insert +44)</small>
International dialling code	+39
International dialling code	
	<small>(international dialling code - number)</small>
Mobile phone	3331234567
	<small>Maximum length: 16 characters including the international dialling code</small>
Mobile phone operator	LIAD
Privacy*	I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003 <input checked="" type="radio"/> Y <input type="radio"/> N
Communications*	I agree to the transmission of my Personal Data in compliance with current legislation <input checked="" type="radio"/> Y <input type="radio"/> N
Personal data disclosure*	I agree to the disclosure of my Personal Data in compliance with current legislation <input checked="" type="radio"/> Y <input type="radio"/> N
SMS*	I agree to receive, on my mobile phone, SMS about University activities like events and presentations <input checked="" type="radio"/> Y <input type="radio"/> N

Back Forward

Home

Legend:

* Mandatory Field

Checklist

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

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Registration: Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

WARNING The password entered must meet the following requirements:

- there must be at least 8 characters
- there must be at least 1 character of the set 0-9
- there must be at least 1 character of the set !@#\$%^&*~_+~
- there must be at least 1 character of the set A-Z
- there must be at least 1 character of the set a-z
- there must be no more than 15 characters
- there must be no more than 15 characters
- non deve contenere sottosequenze del nome di lunghezza maggiore di 4 caratteri
- non deve contenere sottosequenze del cognome di lunghezza maggiore di 4 caratteri

Choose password:

Password*

Confirm password*

Back Forward

Legend:

- Mandatory Field
- Checklist

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

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Registration: Registration Summary

The information entered in the previous sections can be reviewed on this page.

Personal Data

Name	ARTHUR
Family Name	RONZAPPELLI
Patronymic	
Sex	Male
Date of Birth	01/01/2000
Nationality	UNITED STATES
2 nd Nationality	
3 rd Nationality	
Country of Birth	UNITED STATES
The Town/City entered was not found among those listed	Milwaukee
Italian ID no.	R1Z19R0000124062
Mother tongue	
Marital status	

[Edit Personal Data](#) Click on the link to edit

Identity Document Details

Type of Document	Passport
Issuing Agency	United States
Document Number	A118001100
Issuing Date	01/01/2018
Expiring Date	31/12/2023
Nazione emissione	

[Edit Document Details](#) Use the link to edit Passport Details

Permanent address

Country	Italy
Province	Arezzo (AR)
Town/City	Arezzo
ZIP CODE	50121
Locality	
Address	Arezzo Roma
Street no.	22
Phone number	333 1234 567
Current address is the same as permanent address	Y

[Edit Permanent Address](#) Click on the link to edit

Delivery Details

Correspondence address	Permanent address
Delivery address for University fees	Permanent address
Email	The-Ford@gmail.com
Certified email	
Fax	
Mobile phone	+39 333 1234 567
Mobile phone operator	Iliad
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	Enthind

[Edit Delivery Details](#) Click on the link to edit

[Edit Personal Question](#) Use the link to edit Personal Question

Back Confirm

Home

Informazioni | Home | Contatti | Pagine

Click on “Confirm” and make a note of your **USERNAME and PASSWORD**

11) Continue with authentication “Login” (the first step “Registration” is now completed)

The screenshot shows the 'Registration: Registration completed' page. At the top, there is a red header with the university logo and 'UNIVERSITÀ POLITECNICA DELLE MARCHE' on the left, and 'ESSE3 Servizi on line' and a menu icon on the right. Below the header, there are navigation buttons (back, forward, home, search) and a 'Legend' section with 'Mandatory Field' and 'Checklist' icons. The main content area is titled 'Registration: Registration completed' and contains a message: 'All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.' Below this is a 'Personal Authorization Details' table with the following data:

Name	ARTHUR
Family Name	FONZARELLI
E-Mail	The-Fonz@gmail.com
Username	a.fonzarelli
Alias	
Password	Arnold0101@

Below the table, a message states: 'The access keys have been sent successfully to the e-mail address you provided:'. At the bottom left, there are three buttons: 'Login', 'Print', and 'Exit'.

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

The screenshot shows the 'Area riservata' (Reserved Area) login page. The header is the same as in the previous screenshot. The main content area is titled 'Area riservata' and contains the text: 'Per accedere all'area riservata è necessario autenticarsi con nome utente e password'. Below this, there is a 'Log in al servizio Esse3' section with the following fields and buttons:

- Nome utente:
- Password:
- Non ricordare l'accesso
-
-

To the right of the login fields, there is a list of instructions for different user types:

- Se sei studente, specializzando o dottorando** il tuo username è S+matricola (es. S1991234);
- Se sei dipendente o hai un incarico di docenza** il tuo username è P00+matricola per le matricole a 4 cifre (es. P009876), P000+matricola per le matricole a 3 cifre;
- Se sei esterno** il tuo username è X+matricola (es: X123456);
- Se hai dimenticato o non conosci la tua password** accedi alla procedura di recupero;
- Se non riesci a recuperare la password** con la procedura automatica di recupero, richiedi il ripristino utilizzando il servizio HELEDESIS. (Non saranno prese in considerazione richieste non accompagnate da un documento di identità);
- La password iniziale** per i nuovi assunti è tempggmm+ dove gg e mm sono il giorno e mese di nascita ed il simbolo + completa la password.

At the bottom, there is a link: '+ Servizio di recupero password'.

13) Click on “Registrar’s Office”

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Registered User Area – Welcome ARTHUR FONZARELLI

Welcome.
Here you can:

- enroll in a course of study
- apply for selections (for courses with admission test)
- apply for admission to assessment tests
- apply for admission to Professional Practice Examinations

Please, read the instructions carefully. Instructions can be found on the University's website.

Please, click on "Registrar's Office" on the left and select the service you wish.
Please, follow the instructions in each page.

Personal data Hide details ▾

Photo	
Name Surname	ARTHUR FONZARELLI
Residence	Piazza Roma, 22 60121 Ancona Phone:3331234567
Domicile	Piazza Roma, 22

[edit](#)

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

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Enrollment

You can enroll in a course of study through the following pages:

Activity	Section	Info	Status
A - Selection of course of study			
	List of course types		
	List of courses of study		
	List of elective programs		
	Summary of teaching program selection		
B - Privacy statement			
	Privacy statement		
C - Enter or edit ID document			
	ID documents summary		
D - Enter or edit statement of disability			
	Summary of statement of disability		
E - Upload Foto			
	Upload Foto		
F - Required admission degrees			
	Overview required admission degrees		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

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

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Enrollment: Course of Study selection

This page contains a list of all course types with enrollment procedure available:

Type of study course selected

After Reform*

- Professional Development Programmes
- First cycle Degree (Laurea triennale)
- Master's Degree (Laurea Magistrale)
- Master's Degree - 5 years single cycle Degree (ciclo unico 6 anni)
- Master programmes - first cycle
- Master programmes - second cycle

Prior Reform*

Back Continue

Home

Legend:

- Mandatory Field
- Checklist

16) Now choose the course you want to enroll to

Enrollment: Course of study selection

Please select the course of study you want to enroll in.

Course of study selection

Faculty/Dep.	Course of study
Dep. of Agricultural, Food and Environmental Sciences	<input checked="" type="radio"/> AGRICULTURAL SCIENCE
	<input type="radio"/> FOOD SCIENCE AND TECHNOLOGY
	<input type="radio"/> FOREST AND ENVIRONMENTAL SCIENCES
Dep. of Construction, Civil Engineering and Architecture	<input type="radio"/> BUILDING ENGINEERING
Dep. of Economics and Social Sciences	<input type="radio"/> ECONOMICS AND COMMERCE
Dep. of Industrial Engineering and Mathematical Sciences	<input type="radio"/> MANAGEMENT ENGINEERING
	<input type="radio"/> MECHANICAL ENGINEERING

Legend:

- Mandatory Field
- Checklist

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

The screenshot shows the 'Enrollment: Elective program selection' page. At the top, there is a red header with the University of Marche logo and 'ESSE3 Servizi on line' text. Below the header is a navigation bar with buttons for pages 1, 2, 3, 4, and B. The main content area is titled 'Enrollment: Elective program selection' and includes a sub-header 'Elective programme selection page.' There are two main form sections: 'Course of study:' with a dropdown menu showing 'AGRICULTURAL SCIENCE', and 'Elective programme:' with two radio button options: 'TECNOLOGIE AGRARIE' (selected) and 'VITICOLTURA ED ENOLOGIA'. At the bottom of the form are 'Back' and 'Continue' buttons. On the right side, there is a 'Legend:' section with 'Mandatory Field' (star icon) and 'Checklist' (document icon). The footer contains 'Home' and 'Informativa utilizzo cookie | © CINECA'.

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

The screenshot shows the 'Course of study selection' page. It features the same red header and navigation bar as the previous page. The main content area is titled 'Course of study selection' and includes a sub-header 'Please verify your selections and click on "Continue" to proceed. Otherwise use the "Back" button to edit your entries.' Below this is a form titled 'Course of study' with a table of details: 'Type of enrollment', 'Faculty/Dep.' (Dep. of Agricultural, Food and Environmental Sciences), 'Type of Qualification' (LAUREA (FIRST CYCLE DEGREE)), 'Type of Course of Study' (First cycle Degree (Laurea triennale)), 'Academic Year' (2020/2021), 'Course of Study' (AGRICULTURAL SCIENCE), and 'Course Regulations'. At the bottom are 'Back' and 'Confirm' buttons. On the right, the 'Legend:' section shows 'Checklist'. The footer is identical to the previous page.

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”

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Navigation icons: back, forward, search, etc.

Edit Privacy Policies: Summary

Privacy statement consent form and personal data treatment authorization.

Regulation (EU) 2016/679

Privacy statement * I declare that I have read the privacy statement pursuant to art. 679 of Regulation (EU) 2016/679 "General Data Protection Regulation"

Yes No

Authorization to allow the University to access INPS (Italian welfare Institute) database to acquire the so-called ISEE

Privacy statement * I authorize this University to access INPS (Italian welfare Institute) database to acquire the so-called DSU (self-declaration form containing information about the family unit and any income and assets)

Yes No

[Back](#) [Continue](#)

Home

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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.

Dettaglio Iscrizione

Anno Accademico _____

Data Iscrizione _____

Facoltà _____

Corso di studio _____

Ordinamento di Corso di Studio _____

Percorso di studio _____

Tipo iscrizione _____

Doppie iscrizioni: DM 930 del 29 luglio 2022:

Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022* SI No

Indica che la carriera nasce come seconda iscrizione come regolamentato dal DM 930 del 29 luglio 2022

PA 110 E LODE: protocollo d'intesa firmato il 7 ottobre 2021

Sono dipendente della PA* SI No

Indica che la carriera è associata ad un dipendente della PA tramite protocollo d'intesa firmato il 7 ottobre 2021.

Indietro **Avanti**


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Click on YES if you have a compatible dual career


For all courses of the Faculty of Medicine and Surgery, tick NO.

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.



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Doppie iscrizioni: DM 930 del 29 luglio 2022

Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022* Sì No

Indica che la carriera nasce come seconda iscrizione come regolamentato dal DM 930 del 29 luglio 2022

Dettagli


Nazione dell'Ateneo dove viene gestita la carriera compatibile come da DM 930 del 29 luglio 2022*	digita per ricercare
Ateneo dove viene gestita la carriera compatibile come da DM 930 del 29 luglio 2022	digita per ricercare
Ateneo Straniero dove viene gestita la carriera compatibile come da DM 930 del 29 luglio 2022	
Tipo corso di studio della carriera compatibile come da DM 930 del 29 luglio 2022	-
Descrizione Corso di Studio della carriera compatibile come da DM 930 del 29 luglio 2022 *	
Classe Ministeriale della carriera compatibile come da DM 930 del 29 luglio 2022	-

La carriera compatibile è la carriera principale* Sì No

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


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MENU



Permit of Stay

Please, find here all the Permit of Stay entered. From this page you can create, view, edit or delete data on Permit fo Stay

List of permits of stay

No Permit of Stay found


Enter a new Permit of stay

BackContinue

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- 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”

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Permit of Stay

Non EU students are required to enter a valid "Permit of Stay". Students coming from European Union may click on "Continue"

Permit of Stay

Date of issue	01/08/2020	📅
	(dd/mm/yyyy)	
Expiry date	31/07/2025	📅
	(dd/mm/yyyy)	
Type of Permit of Stay*	Temporary	
Purpose of Permit of Stay*	Permit of Stay for study purposes	

Back Continue

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- 22) Check the data entered, press “Confirm” to continue or “Back” to change the data

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Permit of Stay

Please check data entered. Click on Confirm to continue or click on Back to edit Permit of Stay data.

Permit of Stay


Date of issue (dd/mm/yyyy)	01/08/2020
Expiry date (dd/mm/yyyy)	31/07/2025
Type of Permit of Stay	Temporary

Back Confirm

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

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Permit of Stay

Please, find here all the Permit of Stay entered. From this page you can create, view, edit or delete data on Permit fo Stay




List of permits of stay

Date of issue	Date of expiry	Type of permit of stay	Purpose of Permit of Stay	Attachment	Status	Actions
01/08/2020	31/07/2025	Temporary	Permit of Stay for study purposes	No	●	 

[Enter a new Permit of stay](#)

[Back](#) [Continue](#)

Legend:


-  Checklist
-  Edit
-  Cancel
- Valid
- Expired

Home

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

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Identity Documents

List of the ID entered. You may enter new documents or edit documents already submitted.




Identity Documents submitted

Type of ID	ID number	Issuing institution	Date of issue	Expiry date	Status	Attachments	Actions
Passport	aabb001100	United State	01/01/2018	31/12/2023	●	No	 

[Enter new ID](#)

[Back](#) [Continue](#)

Legend:

-  Checklist
- Valid ID
- Expired ID
-  ID overview
-  Delete


Home

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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



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<< 1 D 1 E 1 >>

Disability statements

Please, double check your disability statement. Click the "Back" button to edit your statement. Click "Continue" to procede.

Disability statement


Type of disability:	Hearing impairments
Disability rate:	70
Date of statement (dd/mm/yyyy):	03/01/2020
I request specialized tutoring services and/or assistance:	Yes
I authorize the administration to contact me at the address given for the offer of assistance:	Yes

Back Continue

Home


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



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<< 1 D 1 E 1 >>




Statement of disability

This page shows the number of statements of disability submitted. Click on the button below to view or edit entered data.

*** IMPORTANT *** When filling in this section, please enter again, if required, the information you need to apply for tuition-fee exemption or other services.

List of statements of disability

Cerca

Type of disability	Disability rate	Statement date	Assist. tutoring	Assist. contact	Status	Attachment presence	Actions
Hearing impairments	70	03/01/2020	Yes	Yes	Submitted	No	  

Enter a new statement of disability

Back Continue

Home

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

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MENU

Registration: Profile picture

Select your picture and click on "Upload"

<< ... 1 F 1 G 1 ... >>

Picture Preview



Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Scegli file Nessun file selezionato

Note: picture must be in the size of 35x40 mm with a white background (Max 50 MByte)

Upload

Legend:

- Mandatory Field
- Checklist

Back Confirm

Home

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30) Click on “**Confirm**”

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MENU

Registration: Profile picture

Select your picture and click on "Upload"

<< ... 1 F 1 G 1 ... >>

Picture Preview



Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Scegli file Fonzie2.jpg

Note: picture must be in the size of 35x40 mm with a white background (Max 50 MByte)

Upload

Legend:

- Mandatory Field
- Checklist

Back Confirm

31) Enter the qualification required and click on “Continue”

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Qualifications required details

Please enter qualifications held among the list of required admission degree shown in the list below. Please, fill in at least one of the blocks to continue. In the following pages you will be asked to give information on any other qualifications held.

IMPORTANT In case of an application submitted before obtaining the master's degree, you need to specify in the section for qualification data that qualification has not been obtained yet.

Qualification required for admission.

Please enter all the academic qualification required for admission.

Status	Qualification	Note	Qualification status	Actions
<input checked="" type="checkbox"/>	TITLE OF SUPERIOR SCHOOL			<input type="button" value="Enter"/>

Home

Legend:

- Checklist
- Completed
- Not completed
- Qualification declared
- Required qualification
- Qualification not mandatory
- Edit qualification
- Qualification overview
- Delete qualification

32) Enter details about your qualification

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Academic qualification

To continue, please enter your High School degree information

High School degree information

High School degree: Italian Non-italian

Obtained at: Italian institute Non - italian Institute

Home

Legend:

- Mandatory Field
- Checklist

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33) High School research

UNIVERSITÀ POLITECNICA DELLE MARCHE

Dati del Titolo di Studio straniero conseguito

Inserisci adesso il tipo di maturità straniera, l'anno di conseguimento e il voto.

Dati Diploma

Type of School leaving qualification:

School leaving qualification (free description):

Educational establishment:

Year of achievement*:

Right of vote abroad*:

Country:

Nazione Ordinamento*:

Back Continue

Home
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- Legend:**
- * Mandatory Field
 - Checklist

34) Please confirm data about your qualification

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Please enter qualifications held among the list of required admission degree shown in the list below. Please, fill in at least one of the blocks to continue. In the following pages you will be asked to give information on any other qualifications held.

IMPORTANT In case of an application submitted before obtaining the master's degree, you need to specify in the section for qualification data that qualification has not been obtained yet.

Qualification required for admission.

Status	Qualification	Note	Qualification status	Actions
✔	TITLE OF SUPERIOR SCHOOL		✔	

Back Continue

Home
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- Legend:**
- Checklist
 - ✔ Completed
 - ✔ Not completed
 - ✔ Qualification declared
 - * Required qualification
 - ! Qualification not mandatory
 - Edit qualification
 - Qualification overview
 - Delete 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.**

Enrollment: Enrollment data

Further information about enrollment

Type of enrollment

Type:* Standard enrollment

First enrollment in the Higher Education system information

Academic Year:* 2020/2021

Date of first enrollment in Higher Education system: 07/09/2020
(dd/MM/yyyy)

University of first time enrollment: UNIVERSITA' POLITECNICA DELLE MARCHE

Further information

Branches:* ANCONA

Teaching method:* Conventional

Student with disabilities:* Yes No

Type of disability:* Hearing impairments

Disability rate:* 70
% [Enter a value between 0 and 100] [Use a dot for decimals separation]

Employment status: -

LEGENDA:

 Mandatory Field

 Checklist

Back Continue

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




Enrollment: Part-time selection

In case of Part-time enrollment, the ECTS of each Academic Year will be awarded during two years.

Part Time

Type:* Full Time

Legend:

 Mandatory Field

 Checklist

Back Continue

37) Please confirm the choices you have done

Confirmation page

Please verify your selections and proceed with the confirmation. Otherwise use the "Back" button to edit your entries.

Legend

Checklist

Enrollment Data	
Academic Year	2020/2021
Faculty/Dep.	Dep. of Agricultural, Food and Environmental Sciences
Type of qualification	LAUREA (FIRST CYCLE DEGREE)
Type of Course of Study	First cycle Degree (Laurea triennale)
Type of enrollment form	Standard enrollment
Course of Study	AGRICULTURAL SCIENCE
Course Regulations	AGRICULTURAL SCIENCE
Elective Program	TECNOLOGIE AGRARIE

First enrollment in the Higher Education System information	
A.Y. of first enrollment	2020/2021
Date of first enrollment	07/09/2020
University of first enrollment	UNIVERSITA' POLITECNICA DELLE MARCHE

Further enrollment data	
Teaching method	Conventional
Employment status	
Branch	ANCONA

Back

Submit enrollment form

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

Enrollment

Enrollment form summary page

Enrollment Data	
Academic Year	2020
Faculty	Dep. of Agricultural, Food and Environmental Sciences
Type of Qualification	LAUREA (FIRST CYCLE DEGREE)
Type of Course of Study	First cycle Degree (Laurea triennale)
Type of Enrollment	Standard enrollment
Course of Study	AGRICULTURAL SCIENCE
Course Regulations	AGRICULTURAL SCIENCE
Elective Program	TECNOLOGIE AGRARIE

First enrollment in the Higher Education System information	
A.Y. of first enrollment	2020/2021
Date of first enrollment	07/09/2020
University of first enrollment	UNIVERSITA' POLITECNICA DELLE MARCHE

Enrollment in a new Course of Study

Upload Attachments

Print Enrollment Form

Payment verification

39) Facsimile of the enrollment



Imposta di bollo assolta in modo virtuale
ai sensi dell'art. 15 del D.F.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 comunitari).
- 4) Diploma originale tradotto, legalizzato e munito di dichiarazione di valore (per candidati in possesso di titolo estero).
- 5) 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 frequentare l'eventuale tirocinio pratico previsto
 - di essere 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,

Dichiara

I propri dati anagrafici (così come risultano nel registro dello stato civile):
il proprio cognome: FONZARELLI
il/i propri/i nome/i: ARTHUR
Di essere nato il 01/01/2000 a Milwaukee, come attestato dal documento tipo Passaporto n° abb001100 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 2018/2019 Milwaukee Public Schools con votazione A (100-90);
di essere in possesso di permesso di soggiorno (Tempo determinato). Motivazione: _____

di essere portatore di handicap con invalidità di tipo Uditivo nella misura del 70%
di non essere stato iscritto precedentemente al corrente anno accademico, a corsi di studio di questa o altra Università
di NON essere iscritto e di NON perdere iscrizione, in contemporanea con la presente, ad un altro corso di studio di questa o altra Università ad eccezione di Corsi di Perfezionamento con impegno inferiore a 1.500 ore e 60 crediti per tutta la durata del Corso di dottorato.
Dichiaro di aver preso visione dell'informativa ai sensi del D. Lgs. 196/2003, come modificata dal D.Lgs 101/2018, e del GDPR - Regolamento UE 2016/679 nel sito di Ateneo al link "Privacy".

Luogo e data

Firma


(1) AVVERTENZE

La presente domanda deve essere inoltrata nei termini e con le modalità previste nelle specifiche norme per l'ammissione a corso richiesto. Alla stessa deve essere allegata fotocopia di documento 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 allegata fotocopia di valido documento di identità.

Per la richiesta di qualsiasi beneficio 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

 **POLITECNICA DELLE MARCHE**
ESSE3 Servizi on line

[Fees](#)


List of Fees

If upon enrollment no application for fee-exemption has been submitted, you will be automatically included in the top income bracket. Please, remember to submit your income self-certification within due terms.



This page shows the Universities tuition fees.
 Click on "invoice number", then choose a way of payment:
 - to print out the May form
 - instant or deferred payment using PagoPa service
 For further information: www.agid.gov.it or [What is PagoPa](#)

Q


Addebiti fatturati

Invoice	IUV code	Description	Expiry date	Amount	Status	PagoPA enabled
+ 1222072	00000021507405	Student number - First cycle Degree (Laurea triennale) - AGRICULTURAL SCIENCE - TASSA DI ISCRIZIONE Year 2020/2021	05/11/2020	16,00 €	● not paid	 ENABLED

Status key

- not paid
- pagamento in attesa
- paid/payment confirmed
-  Payment through PagoPA enabled
-  eseguita la stampa avviso PagoPA

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

 **UNIVERSITÀ POLITECNICA DELLE MARCHE**
ESSE3 Servizi on line


AMBIENTE DI TEST

[Fees list](#) - Fees

Invoice Detail

Invoice 1222072

Expiry date	05/11/2020
Amount	16,00 €
Procedure	PAGAMENTO MEDIANTE NODO



You will be requested to select a Payment Service provider (ex. Bank or other payment institution) and the service it offers (eg. current account debit, credit card, electronic mail form). For further information: www.agid.gov.it or [What is PagoPa](#)

Fees


Year	Instalment	Item	Amount
TASSA DI ISCRIZIONE			
2020/2021	1 di 3	Virtual stamp duties	16,00 €

Pay with PagoPA
Print PagoPA notice

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

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


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Enrollment Form Attachments

1

This section allows you to upload the required attachments for the Preliminary Assessment Request

Attachments list

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
Domanda di immatricolazione	1	●	0			Upload Attachments
Ricevuta Prima rata	1	●	0			Upload Attachments
codice fiscale	1	●	0			Upload Attachments

Legend:

- Checklist
- Attachments upload complete
- Mandatory attachment upload
- Upload Allegati non obbligatorio
- Overview
- Edit
- Delete
- Info