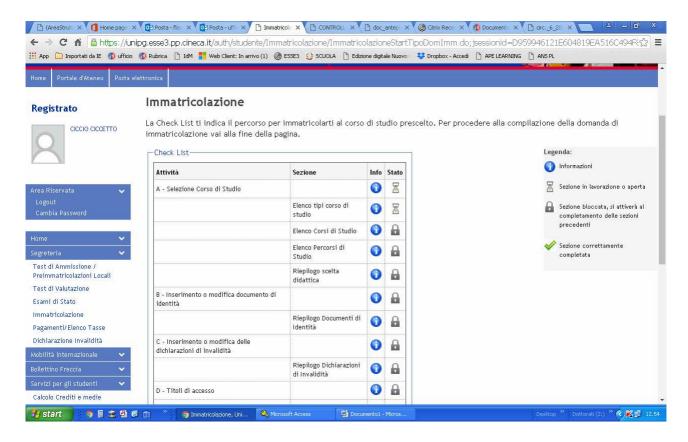# PHD ENROLLMENT GUIDELINES
(SCREENS-SHOT)

PLEASE NOTE THAT THE ENROLLMENT PROCESS IS IN ITALIAN, BUT THE FOLLOWING INSTRUCTIONS ARE IN ENGLISH.

1. TO START, FROM THE MENU TO THE LEFT, CLICK ON "SEGRETERIA" AND THEN ON "IMMATRICOLAZIONE"
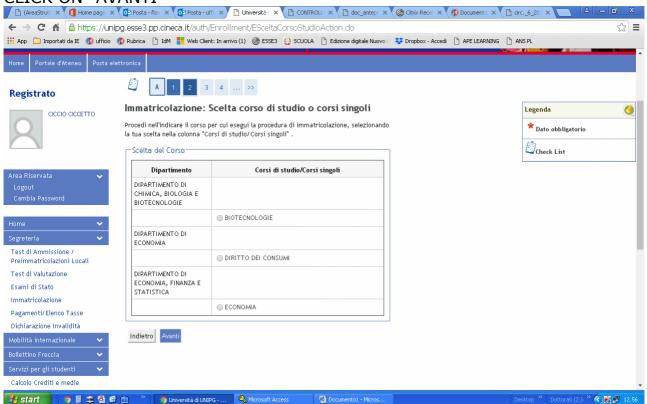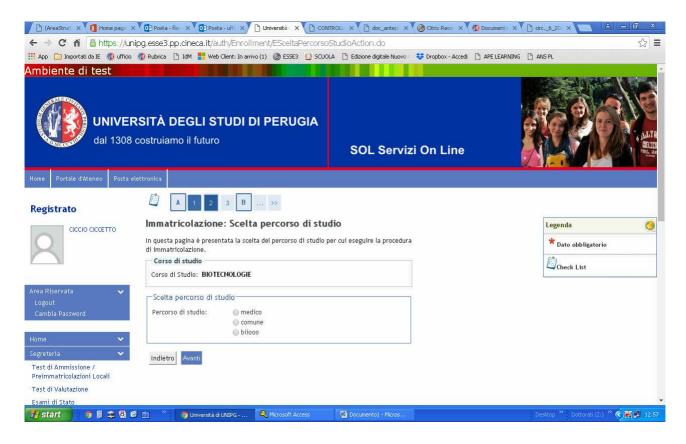

CLICK ON "IMMATRICOLAZIONE"

2. FLAG "CORSO DI DOTTORATO" AND THEN CLICK ON "AVANTI"

3. FLAG THE COURSE TO WHICH YOU WANT TO REGISTER AND THEREFORE CLICK ON "AVANTI"
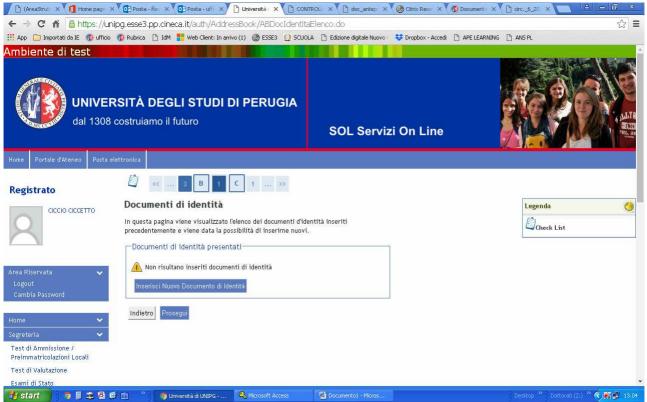
4. FLAG THE CURRICULUM OF THE COURSE FOR WHICH YOU WANT TO REGISTER AND THEREFORE CLICK ON "AVANTI"

5. CHECK THE SUMMARY INFO AND CLICK ON "CONFERMA". IF THE INFORMATIONS ARE WRONG, CLICK ON "INDIETRO" AND CHANGE WHAT IS WRONG
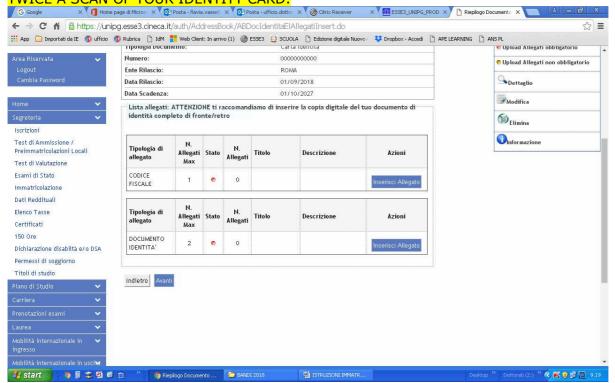

6. CLICK ON "INSERISCI NUOVO DOCUMENTO D'IDENTITÀ" AND THEN CLICK ON "PROSEGUI"
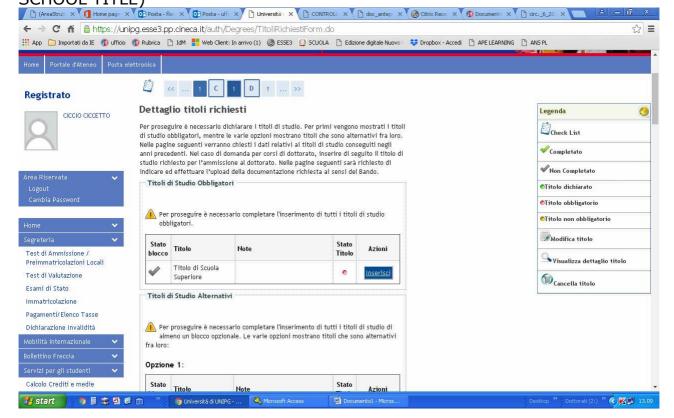
7. CLICK ON "INSERISCI ALLEGATO" BOTH FOR THE FISCAL CODE(CODICE FISCALE) AND FOR THE ID (DOCUMENTO D'IDENTITÀ), IF NECESSARY (RED POINT)
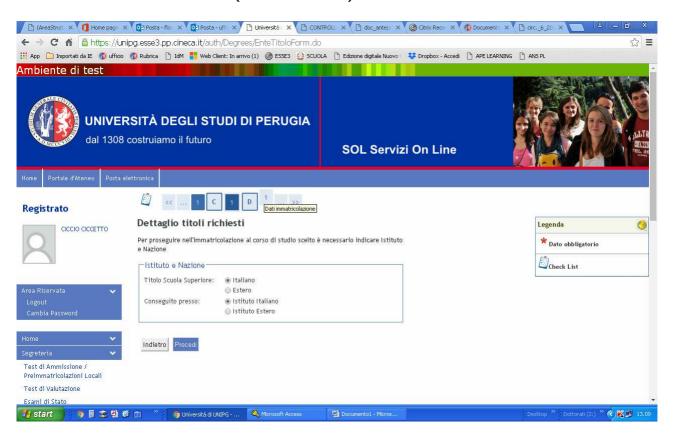
IF YOU DO NOT STILL HAVE A SCAN OF THE ITALIAN FISCAL CODE, PLEASE DO UPLOAD TWICE A SCAN OF YOUR IDENTITY CARD.
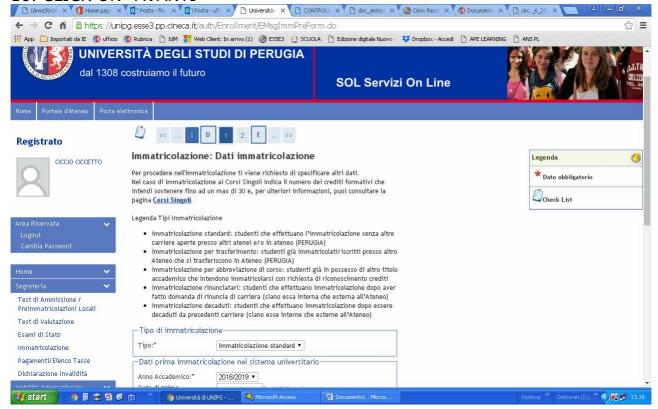

8. CLICK ON "INSERISCI" INTO "TITOLO DI SCUOLA SUPERIORE" (HIGH SCHOOL TITLE)

9. CHOOSE ON THE TITLE OWNED AND CLICK ON "PROCEDI", ("ESTERO" MEANS ABROAD, "CONSEGUITO" MEANS OBTAINED AND "ISTITUTO ESTERO" MEANS FOREIGN SCHOOL (NOT ITALIAN).
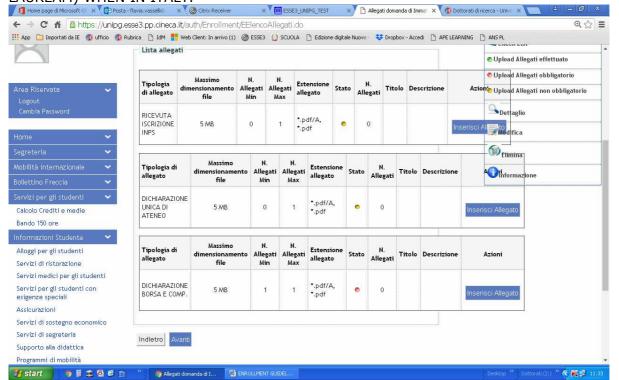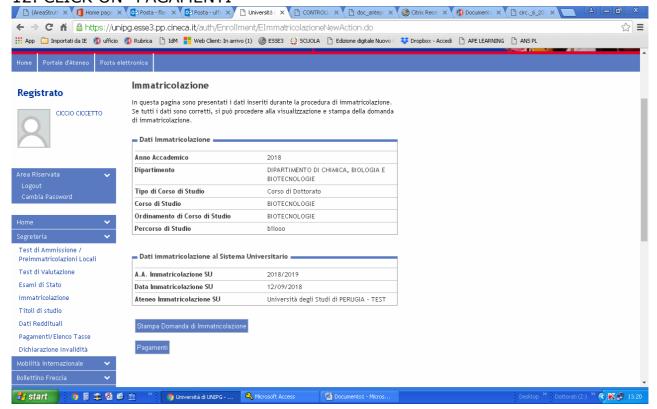

10. CLICK ON "AVANTI"

11. INSERT THE REQUESTED DOCUMENTS AVAILABLE TO THE FOLLOWING ADDRESS https://www.unipg.it/en/courses/phd-program AND THEN CLICK ON "AVANTI".

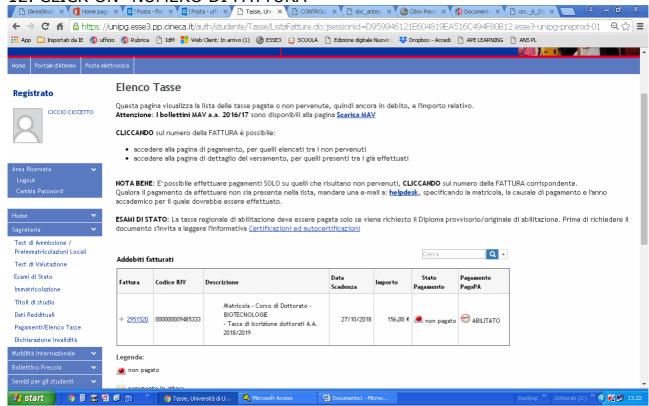THE FILE DICHIARAZIONE BORSA E COMP. IS <u>MANDATORY</u>.

THE RECEIPT OF THE REGISTRATION TO THE INPS (ISCRIZIONE ALLA GESTIONE SEPARATA INPS) AND DICHIARAZIONE UNICA DI ATENEO CAN BE DELIVERED TO THE PHD OFFICE, MASTER AND POST-LAUREAM COURSES (UFFICIO DOTTORATI, MASTER E CORSI POST-LAUREAM) WHEN IN ITALY.
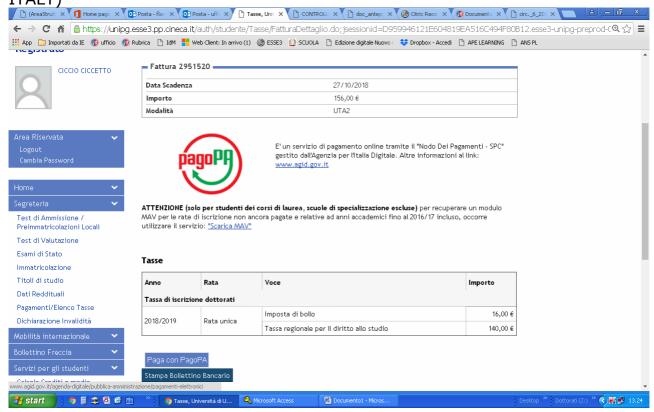

12. CLICK ON "PAGAMENTI"

12. CLICK ON "NUMERO DI FATTURA"

IMPORTANT:
THE PAYMENT MUST BE DONE WITHIN 12/10/2018, ON PENALTY OF
EXCLUSION. PAYMENTS DONE BEYOND THIS DATE WILL NOT BE CONSIDERED
VALID.

13. CHOOSE WHETHER TO PAY THROUGH PAY PA (ONLINE PAYMENT) OR DIRECTLY IN BANK, PRINTING "STAMPA BOLLETTINO BANCARIO" (ONLY IN ITALY)

FOR FURTHER INFO, PLEASE CONTACT UFFICIO.DOTTORATI@UNIPG.IT