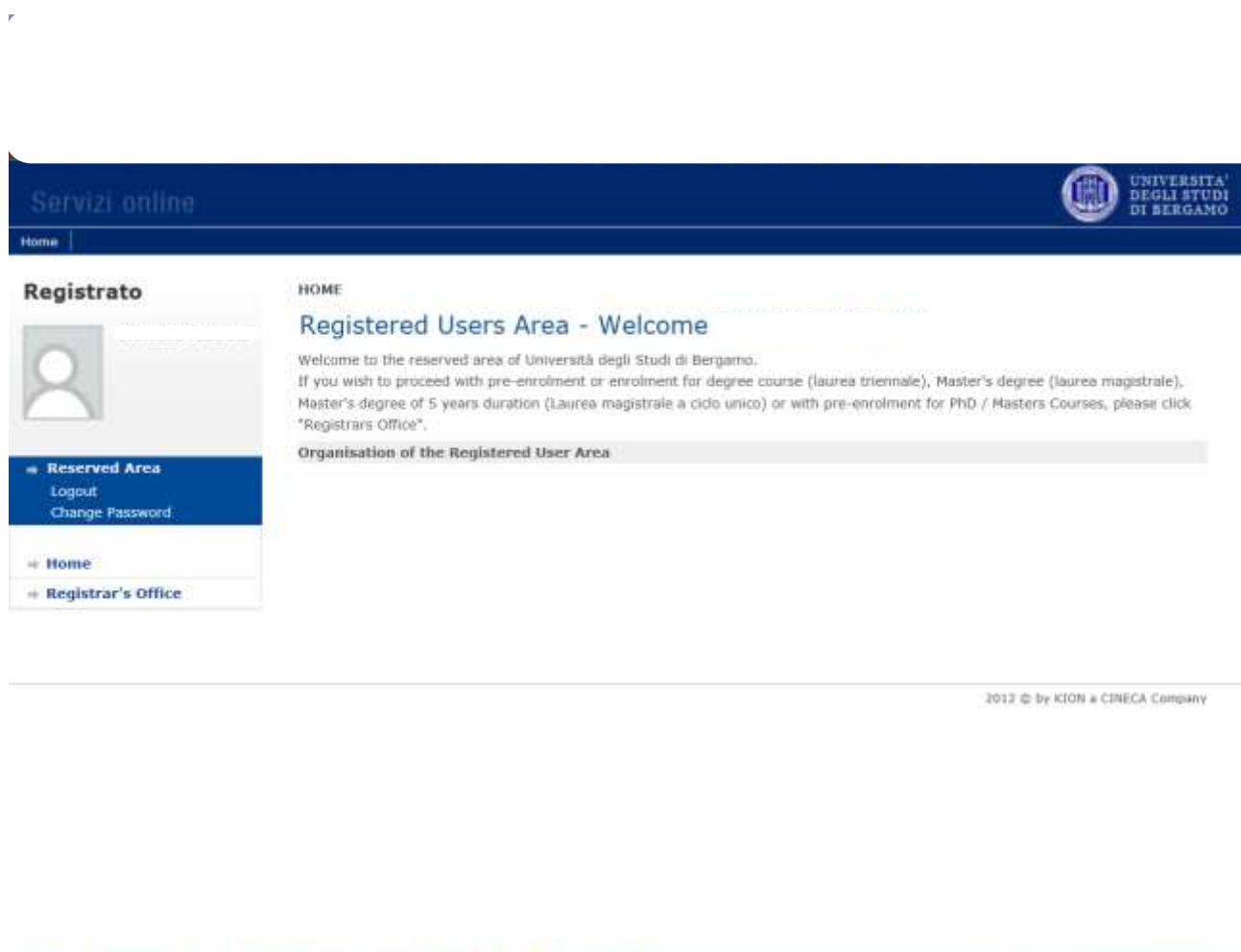


GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

1. Go to the web page <http://sportello.unibg.it/esse3/Home.do>



































Click on "Registration" if you are new student. Fill in with your personal details and choose your password. (NOTE Your password must contain at least 8 letters/numbers)

Click "Login" if you are already our student.



The screenshot shows the 'Registrato' (Registered Users Area) of the University of Bergamo website. The page has a dark blue header with 'Servizi online' and the university logo. Below the header, there is a navigation menu on the left with options: 'Reserved Area' (Logout, Change Password), 'Home', and 'Registrar's Office'. The main content area is titled 'HOME Registered Users Area - Welcome' and contains a welcome message: 'Welcome to the reserved area of Università degli Studi di Bergamo. If you wish to proceed with pre-enrollment or enrollment for degree course (laurea triennale), Master's degree (laurea magistrale), Master's degree of 5 years duration (Laurea magistrale a ciclo unico) or with pre-enrollment for PhD / Masters Courses, please click "Registrars Office".' Below this message is a section titled 'Organisation of the Registered User Area'.

Click "Registrar's Office"

	Preferenze sedi		
	Preferenze lingue		
	Preferenze borse di studio		
	Select the administrative category and disability aids		
	Confirm		
D - Insertion or modification of the declarations of invalidity			
	Page list of Disability Statement submitted		
E - Admission test - access qualifications			
	Summary admission exams - access qualifications		
F - Qualification and Documents for the assessment			
	Qualifications for assessment		
	Confirm		
G - Azione per la scelta del turno di svolgimento della prova			
	Selezione della prova con turno		
H - Closing process			
	Confirm		
	Confirm		
Admission tests			

Click "Admission tests"

Home

Registrato



Reserved Area
Logout
Change Password

Home

Registrar's Office
Admission test
Evaluation test
State Exams
Enrollment
Payments
Inability Declaration

Select title type
Select the title type you wish to access

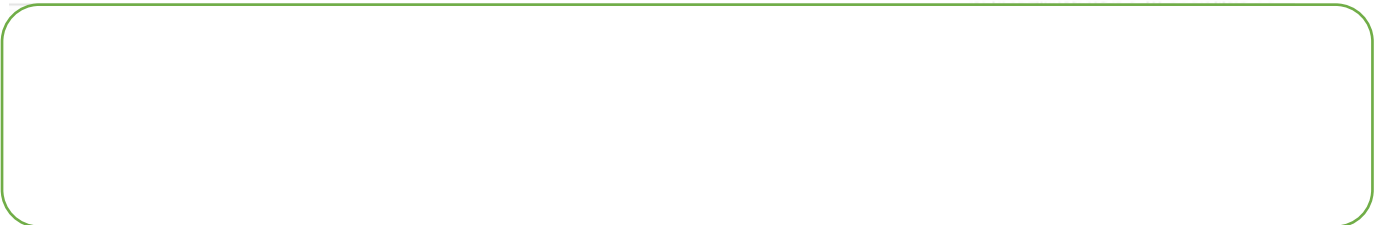
Select title type:

Post-Return*

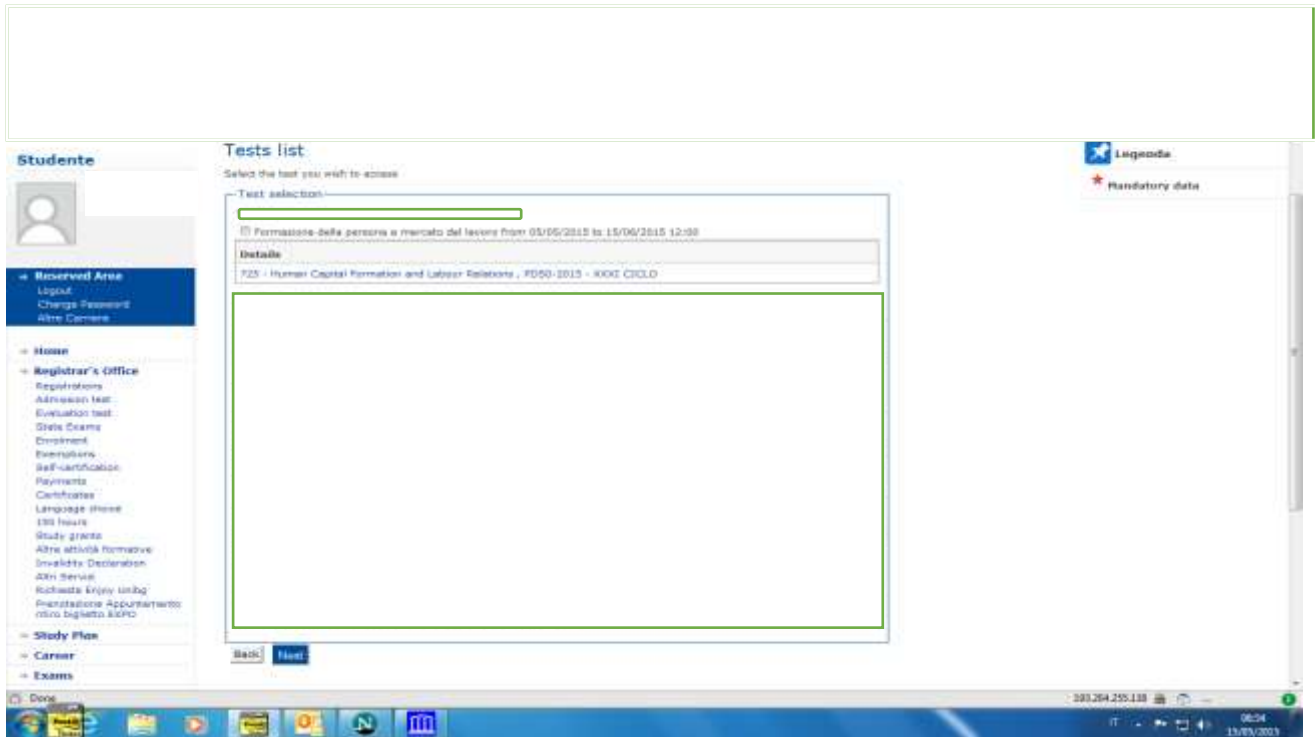
- Corso di perfezionamento
- P.H.D.
- TITLE TYPE NOT DEFINED
- Master's degree (two years)
- FIRST LEVEL MASTER
- SECOND LEVEL MASTER

Legenda

Mandatory data



Tick P.H.D. and the click "Next"



Tick the text to which you want to subscribe and then click "Next"



Registrato



➔ **Reserved Area**
Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**
Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Confirm the choice of the test

Verify the information on the choices made in previous pages.

Test	
Study Course Type	P.H.D.
Description	Ingegneria e scienze applicate - test

Click "confirm and proceed"

Servizi online

[Home](#)

Registrato

Reserved Area
[Logout](#)
[Change Password](#)

Home

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[Admission test](#)
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[Payments](#)
[Invalidity Declaration](#)

Identity documents

This page displays the list of identity documents entered previously and is given the opportunity to enter new ones.

Inserted identity documents

Type of document	Id	Issuing authority	Date of issue	Expiring date	State	Presenza allegati	Actions
I.D.	A.....			F	No	

[Submit a new identity document](#)

Back
Next

Legenda

- Valid document
- Expired document

Details
 Delete

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If you have already inserted an identity document the page shows you all data. In this case click "Next". If not click Submit a new identity document and see the following page

Registrato



Reserved Area

Logout
Change Password:

Home

Registrar's Office

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Identity documents

This page displays the form for entering or editing identity document

Identity document

Type of document*	Passport
Id	<input type="text"/>
Authority issuing	<input type="text"/>
Date of issue	<input type="text"/> [dd/mm/yyyy]
Expiring date	<input type="text"/> [dd/mm/yyyy]

[Back](#) [Next](#)

Legenda

* Mandatory data

Now click "Next"



Registrato



Reserved Area

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Change Password:

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Confirm the details of the identity document

Identity document

Type of document	Passport
Id:	
Issuing authority:	
Date of issuer:	
Expiring date:	

[Back](#) [Next](#)

Legenda

Mandatory data

Click "Next"

Registrato



➔ **Reserved Area**

Logout
Change Password:

➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Identity documents

This page displays the list of identity documents entered previously and is given the opportunity to enter new ones.

Inserted identity documents

Type of document	Id	Issuing authority	Date of issue	Expiring date	State	Presenza allegati	Actions
I.D.		Comune				No	 
Passport						No	 

[Submit a new identity document](#)

[Back](#) [Next](#)

Legenda

 Valid document

 Expired document

 Details

 Delete

Click "Next"

Registrato



Reserved Area

Logout
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Registrar's Office

Admission test
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Invalidity Declaration

Select the administrative category and disability aids

Select your administrative category for the test

Assistance to take the test

I request assistance to take the test (Act. 104/92 and subseq. amendments)

Yes No

Invalidity type:

-

Note

The note must be less than 2000 characters

Back

Next

Legenda

 Mandatory data

Click "Next" if you do not need any assistance



Registrato



Reserved Area

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Home

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Admission test
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Confirm your test registration

Verify the information on the choices made in previous page

Test	
Tipologia titolo di studio	P.H.D.
Description	Ingegneria e scienze applicate - test
Valido per	
Dettaglio	721 - Ingegneria e scienze applicate, percorso PDS0-2014 - XXX CICLO
Administrative category and invalidity aids	
Request of assistance to take the test	No

If all is correct click "Confirm and proceed"

Registrato



Reserved Area

Logout
Change Password:

Home

Registrar's Office
Admission test
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State Exams
Enrolment
Payments
Invalidity Declaration

Invalidity Declaration

This page shows all the submitted invalidity declarations.

Invalidity declarations list

There is no invalidity declarations

[Insert new invalidity declaration](#)

[Back](#) [Next](#)

Legenda

 Modify

 Delete

 Confirm/Next

 Submitted

Click "Next" if it is not necessary to submit any other invalidity Declaration

Reserved Area

Logout

Change Password

None

Registrar's Office

Admission Test

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State Exams

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Payments

Inability Declaration

Option 1:

Status	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Degree		<input type="radio"/>	Insert

Option 2:

Status	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Master's degree (two years)		<input type="radio"/>	Insert

Option 3:

Status	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	One long cycle degree programme (3 years)		<input type="radio"/>	Insert

Option 4:

Status	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	SPECIALISTIC DEGREE		<input type="radio"/>	Insert

Option 5:

Status	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	Foreign degree		<input type="radio"/>	Insert

[Back](#) [Proceed](#)

Titolo obbligatorio

Titolo non obbligatorio

Modifica titolo

Visualizza dettaglio titolo

Cerca il titolo

Click "Insert" and complete with the necessary information about your degree and then "Proceed"

Registrato



Reserved Area

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Foreign University Degrees

This form allows you to enter or edit data for a foreign university degree.

Details of Foreign University Degrees

Country	<input type="text" value="Select..."/>
University	<input type="text" value="Not listed"/>
Degree*	<input type="text" value="Select..."/>
Study Course	<input type="text"/>
Duration (years)	<input type="text"/>
Date of graduation*	<input type="text"/> <small>{dd/mm/yyyy}</small>
Mark*	<input type="text"/> <small>{Ex: 98/110}</small>
Grade	<input type="text"/>

Legenda

*** Mandatory data**

Fill in all field required and then click "Proceed "

These are the details of the title you filled in. If all is correct click "Proceed"

Enter the details of the qualification held, required for access to the exam

Option 1:

Status block	Title	Note	State Title	Action
✓	Laurea vecchio ordinamento		•	Insert

Option 2:

Status block	Title	Note	State Title	Action
✓	Laurea magistrale		•	Insert

Option 3:

Status block	Title	Note	State Title	Action
✓	Laurea specialistica		•	📄 🌐 🔍

Option 4:

Status block	Title	Note	State Title	Action
✓	Laurea Magistrale Ciclo Unico (5 anni)		•	Insert

Option 5:

Status block	Title	Note	State Title	Action
✓	Foreign degree		•	📄 🌐 🔍

Not completed

- Titolo dichiarato
- Titolo obbligatorio
- Titolo non obbligatorio

Modifica titolo

Visualizza dettaglio titolo

Cancella titolo

Now it is necessary to enclose some mandatory type of documents as established in the call for application

Registrato



Reserved Area
Logout
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Qualification and Documents for the assessment

In this section you can insert documents and/or qualifications which contribute to the classification valuation.

The selected exam envisages the following type of documents and/or qualifications which contribute to the classification valuation

Type title
Answers for the degree Equivalence
Other Documents
Academic record
Request of degree Equivalence
Elenco titoli accademici
Letter of reference
Letter of academic interest
Publications
Research Project

Declared qualifications

Not yet entered any title of assessment.

Do you want to attach additional documents and /or titles??

Yes

No

Legenda

 Mandatory data

 Details

 Edit

 Delete

Fill in all fields, attached the document and then click "Next"

Registrato



Reserved Area

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Qualification for assessment

Enter the qualifications and/or documents for assessment

Details

Type:	<input type="text"/>
Title:	<input type="text"/>
Description:	<input type="text"/>
Attachment:	<input type="text"/> Sfoglia...

[Back](#) [Next](#)

Legenda

 **Mandatory data**

These are the documents you attached. Click "Next" and proceed

Registrato



➔ **Reserved Area**

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➔ **Home**

➔ **Registrar's Office**

Admission test
Evaluation test
State Exams
Enrolment
Payments
Invalidity Declaration

Qualification and Documents for the assessment

In this section you can insert documents and/or qualifications which contribute to the classification valuation.

The selected exam envisages the following type of documents and/or qualifications which contribute to the classification valuation

Tipo titolo
Curriculum Vitae
Request of degree Equivalence
Elenco titoli accademici
Letter of reference
Research Project

Declared qualifications


Type	Title	Action
Curriculum Vitae		 

Do you want to attach additional documents and /or titles?*

Yes

No

 **Legenda**


 **Mandatory data**

 Details

 Edit


 Delete

Click "Complete the access to the test"

Servizi online  UNIVERSITA' DEGLI STUDI DI BERGAMO

[Home](#)

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Confirm the choice of test

Verify the information on the choices made in previous pages.

Admission exam

Type of degree	P.H.D.
Description	Ingegneria e scienze applicate - test

Valid for

Details	721 - Ingegneria e scienze applicate, percorso PDS0-2014 - XXX CICLO
---------	--

Administrative category and disability aids

Request assistance for handicap	No
---------------------------------	----

[Back](#)[Complete the access to the test](#)

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Now Click "Print Application Form".

The screenshot displays a web interface for a test registration summary. On the left, there is a navigation menu under the heading 'Registrato' with a user profile icon. The menu items include 'Reserved Area' (Logout, Change Password), 'Home', and 'Registrar's Office' (Admission test, Evaluation test, Spot Exams, Enrollment, Payments, Inability Declaration). The main content area is titled 'Test Registration Summary' and contains the following information:

- A message: 'The process of registration for the test has been successfully completed.'
- Concorso di ammissione**

Description	Ingegneria e scienze applicate
Year	2016/2017
.....striccola	2
- Administrative category and disability aids**

Request for disability aids for the conduct of the test	No
---	----
- Valido per**

Dettaglio	721 - Engineering and Applied Sciences, PD50-2016 - XXXII CICLO
-----------	---
- Titoli di valutazione**

Non è stato inserito alcun documento a/o titolo di valutazione.

At the bottom of the main content area, there are three buttons: 'Home', 'Print Application Form', and 'Edit registration'. The 'Print Application Form' button is highlighted with a green border.