

REGISTRATION GUIDELINES: academic year 2018/2019

FIRST STEP

Registration on the Unibg Portal to access online services.

Registering for the first time, you will create **personal username and password** to be used thereafter in accessing the pre-evaluation call of the academic career 2018-2019

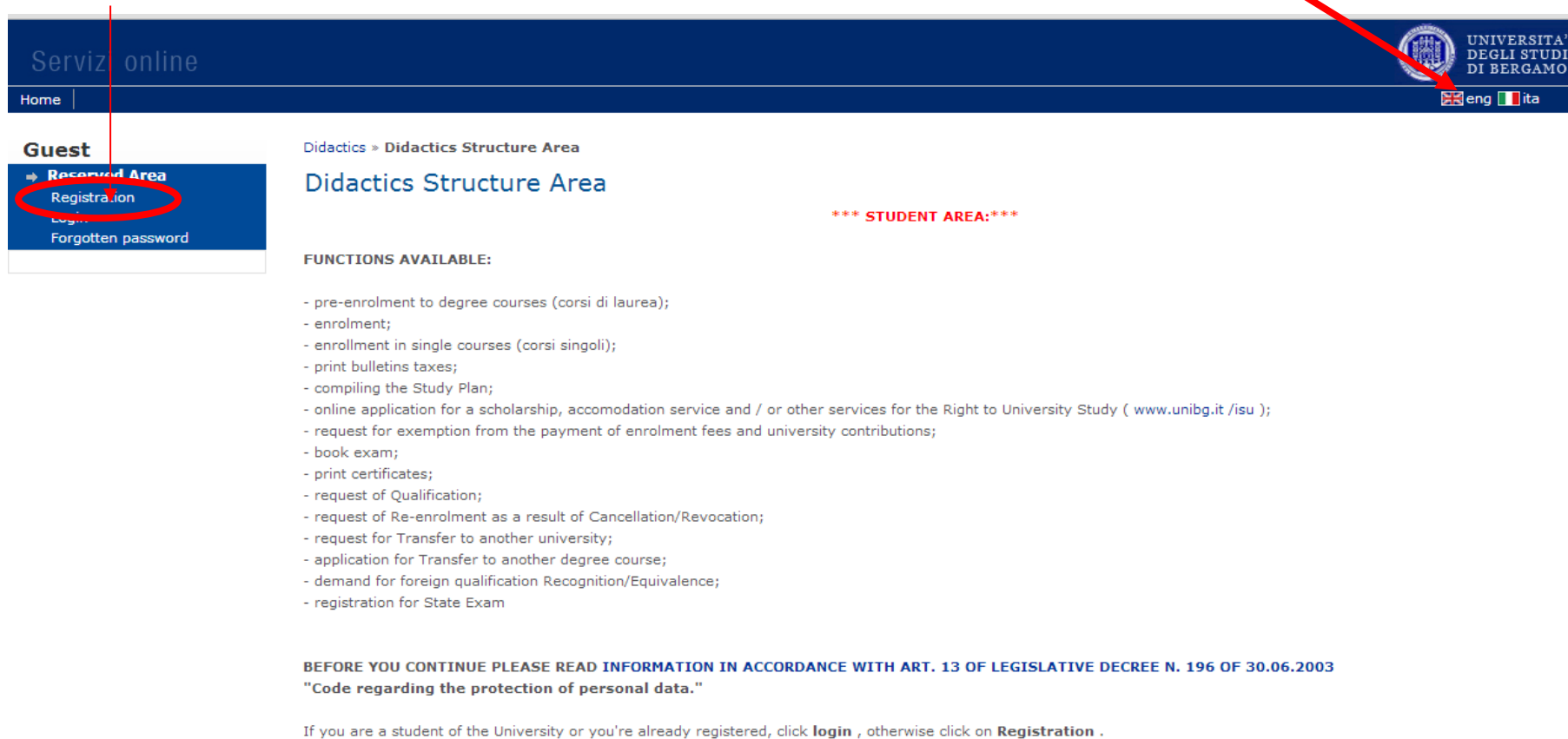
Click on the following link:

<http://sportello.unibg.it/esse3/Home.do>


PLEASE NOTE: First of all click on **ENG** on the right top of the webpage

Click on “**eng**” for the English version

1-Click “Registration”:



Servizi online

Home |  UNIVERSITA' DEGLI STUDI DI BERGAMO

eng ita

Guest

- ➔ **Reserved Area**
- Registration**
- Login
- Forgotten password

Didactics » Didactics Structure Area

Didactics Structure Area

*** STUDENT AREA:***

FUNCTIONS AVAILABLE:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrollment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study (www.unibg.it/isu);
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;
- request of Qualification;
- request of Re-enrolment as a result of Cancellation/Revocation;
- request for Transfer to another university;
- application for Transfer to another degree course;
- demand for foreign qualification Recognition/Equivalence;
- registration for State Exam

BEFORE YOU CONTINUE PLEASE READ INFORMATION IN ACCORDANCE WITH ART. 13 OF LEGISLATIVE DECREE N. 196 OF 30.06.2003

"Code regarding the protection of personal data."

If you are a student of the University or you're already registered, click **login** , otherwise click on **Registration** .

2-Click “New user registration”.

Servizi online

Home

UNIVERSITA'
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DI BERGAMO

eng ita

Guest
➔ **Reserved Area**
Registration
Login
Forgotten password

New user registration

You can register on the site on the pages that follow.
On completion you will be given a username and password which will allow you to access the system to change your details and to access the services offered.
You can see the information you will be asked for in the list below.

Check List

Activity	Section	Info	Status
A - New User Registration			
	Personal Details		
	Residence address		
	Domicile address		
	Delivery address		
	Password setting		
	Registration memo		
	Credential memo		


New user registration

Legend: Nascondi dettagli

Information
 Working Section
 Locked Section
 Completed Section

3-Fill in the information required (fields with *are mandatory) and click “Next”

Servizi online

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Home | eng ita

Guest

- ➔ Reserved Area
 - Registration
 - Login
 - Forgotten password

New user registration: Personal details

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

Personal details

Name*

Family name*

Date of birth*

(dd/mm/yyyy)

Sex*

Male ☐ Female ☐

Nationality*

ITALY

Country:*

Italy

Province:*

Province:

Town/City*


Select Town/City


Tax Code*

(automatically calculated if not provided)

Back

Next

 **Legenda**

 **Mandatory data**

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NOTE: The system will automatically calculate your Italian Tax code, as you may see below. Please go on clicking "Next"

Please remember: you have to apply for the official Tax Code at the office in charge Agenzia delle Entrate once you arrive in Italy.

Servizi online

UNIVERSITA' DEGLI STUDI DI BERGAMO

Home

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Guest

Reserved Area

Registration

Login

Forgotten password

New user registration: Personal details

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

Personal details

Name*

PROVA

Family name*

PROVA

Date of birth*

01/09/1980

(dd/mm/yyyy)

Sex*

Male ☒ Female ☐

Nationality*

ITALY

Country:*

Italy

Province:*

Campobasso

Town/City*

Agnone

Tax Code*

PRVPRV80P01A080C

(automatically calculated if not provided)

Warning: The TAX CODE has been calculated automatically; check that it is correct and continue.

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Next

Legenda

* Mandatory data

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4-Fill in the information required about your permanent address – at home - (fields with * are mandatory).

Tick “Yes”

Then click “Next”:

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Home

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Guest

- Reserved Area
 - Registration
 - Login
 - Forgotten password

Registration: Permanent address

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

Permanent address

Country*

Italy

Province*

Select a Province

if in Italy

Town/City*

Select a town/city

Post Code*

if in Italy

Locality

Address*

(steet, square, road)

Street no.*

Telephone number

Domicile address is the same as residence*

Yes

No

Back

Next

Legenda

*

Mandatory data

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5- Fill in the information required — (fields with * are mandatory) and Click “Next”:

Servizi online

Home

UNIVERSITA' DEGLI STUDI DI BERGAMO

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Guest

- Reserved Area
 - Registration
 - Login
 - Forgotten password
- Facilities
- Didactics
- Exams
- International mobility
 - Application Form for Incoming students
- Accreditamento Aziende
 - Richiesta Accredito

New user registration: Delivery Address

This page shows the form for entering or modifying the user's contacts.

Delivery Address

Delivery documents* Residence ☒ Domicile ☐

E-mail*

Certified E-mail

Fax

International prefix (es. +39)

Mobile Phone Max 16 characters (es. 34867676)

Please send me on my mobile phone, SMS to inform me of events, presentations and meetings of the university Y ☒ N ☐

I declare I have received the information about Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Y ☒ N ☐

I consent to the disclosure of personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Y ☒ N ☐

I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Y ☒ N ☐

Back Next

Legenda

- * Dato obbligatorio
- Check List


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NOTE The e-mail address is of a great importance for any communication the University needs to send to you or to find a forgotten password.
These fields must be filled as shown.

6- Fill in the information required (fields with * are mandatory) and then click "Next".

NOTE: Your password must contain at least 8 letters/numbers!!

Servizi online

 UNIVERSITA'
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Home

eng ita

Guest

➔ Reserved Area

Registration

Login

Forgotten password

➔ Facilities

➔ Didactics

➔ Exams

➔ International mobility

Application Form for Incoming students


➔ Accreditamento Aziende

Richiesta Accredito

New user registration: Enter an access 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.
N.B. Your password may be alphanumeric if you wish, but must contain at least 8 letters/numbers.

 **WARNING:** the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be no more than 20 characters


Enter an access password

Password*

Confirm password*

Back

Next

 **Legenda**

* Mandatory data

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7- Click "Confirm":

Servizi online

Home

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Guest

➔ Reserved Area

Registration

Login

Forgotten password

➔ Facilities

➔ Didactics

➔ Exams

➔ International mobility

Application Form for Incoming students

➔ Accreditamento Aziende

Richiesta Accredito

New user registration: User Registration Summary

This page summarizes the information entered in previous sections.

Personal details

Name	PROVA
Family name	PROVA
Sex	Male
Date of birth	01/09/1981
Nationality	ITALY
Country of birth	Italy
Province of birth	Cremona (CR)
Town/City of birth	Vaiano Cremasco
Italian ID no.	PRVPRV81P01L535H

[Change your personal details](#) [Select the link to change your personal details](#)

Residence

Country	Italy
Province	Cremona (CR)
Town/City	Offanengo
Post code	26010
Locality	
Address	VIA DELLE FONTANE
Street no.	17
Phone number	3332721523
Domicile address is the same as residence	Yes

[Change data of residence](#) [Select the link to change data of residence](#)

Delivery address

E-mail	pippo@unibg.it
Certified E-mail	
Fax	
Mobile phone	
I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes

[Change data of delivery address](#) [Select the link to change data of delivery address](#)

Personal Question

Personal question	
Answer	

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

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Confirm


Legenda

* Mandatory data

8-Print the memo indicating your credentials.

Servizi online

Home

 UNIVERSITA'
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eng ita


Guest

- ➔ **Reserved Area**
 - Registration
 - Login
 - Forgotten password
- ➔ **Facilities**
- ➔ **Didactics**
- ➔ **Exams**
- ➔ **International mobility**
 - Application Form for Incoming students
- ➔ **Accreditamento Aziende**
 - Richiesta Accredito

New user registration: Registration Complete!

All the information requested has been entered correctly. In order to enter the new Personal Area you must carry out the Login procedure and enter the password shown below when requested. You are advised to write this information down in a safe place for future access.


Credentials	
Name	PROVA
Family name	PROVA
E-mail	pippo@unibg.it
Username	p.prova4
Password	123456789

 The access passwords have been successfully sent to the e-mail address you have entered:

Proceed with authentication

Print memo

Exit

 **Mandatory data**

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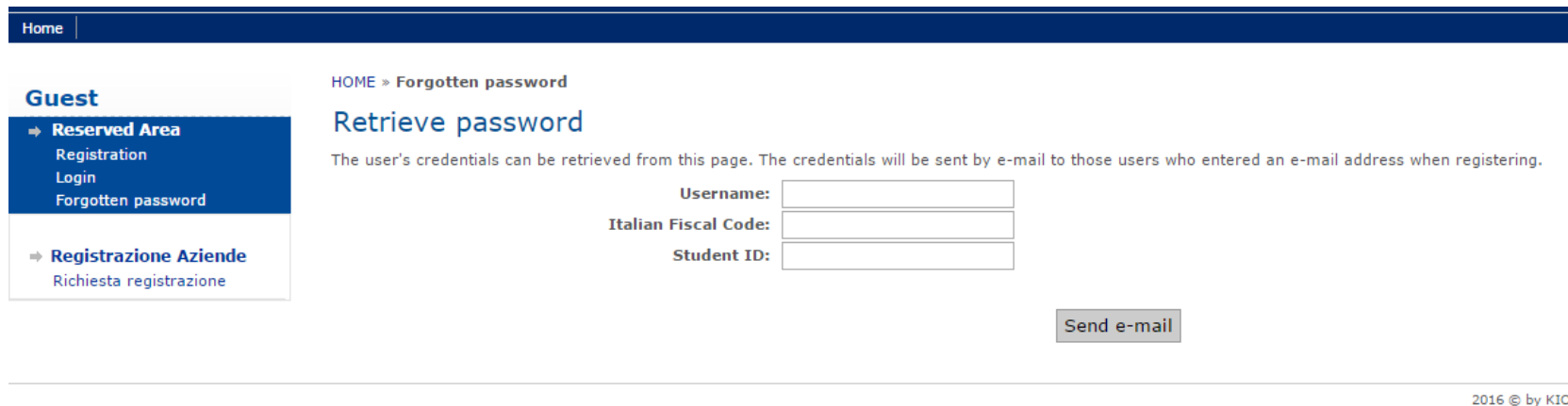
RESERVED AREA AND ACCESS TO SERVICES

After activation, you can access your personal area - and sign up for **online services** reserved for your profile.

Retrieving credentials and assistance

- If you forgot your password and have access **to the e-mail used in the registration** process, click on “Forgotten password”, in the upper left corner.

Then, insert at least one of the three required credentials: Username, Italian Fiscal Code or Student ID (“Nome Utente”, “Codice Fiscale”,



The screenshot shows a web interface for retrieving a password. At the top is a dark blue navigation bar with a 'Home' link. On the left is a 'Guest' sidebar menu with two main sections: 'Reserved Area' (containing 'Registration', 'Login', and 'Forgotten password') and 'Registrazione Aziende' (containing 'Richiesta registrazione'). The main content area has a breadcrumb trail 'HOME > Forgotten password' and a title 'Retrieve password'. Below the title is a message: 'The user's credentials can be retrieved from this page. The credentials will be sent by e-mail to those users who entered an e-mail address when registering.' There are three input fields labeled 'Username:', 'Italian Fiscal Code:', and 'Student ID:'. A 'Send e-mail' button is located at the bottom right of the form. The footer of the page contains the text '2016 © by KIOI'.

Home

Guest

- ⇒ **Reserved Area**
 - Registration
 - Login
 - Forgotten password
- ⇒ **Registrazione Aziende**
 - Richiesta registrazione

HOME > Forgotten password

Retrieve password

The user's credentials can be retrieved from this page. The credentials will be sent by e-mail to those users who entered an e-mail address when registering.

Username:

Italian Fiscal Code:

Student ID:

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SECOND STEP

On-line registration and **ADMISSION TEST** in Master's Degree courses taught in English at the University of Bergamo – for **NON EU** students

Once you have done the on-line registration on the UNIBG PORTAL , you can apply for the admission test.

NOTE: Students can pre-apply only for **two** Master's degree courses among these:

- **Clinical Psychology** in the Department of **Human and Social Sciences** curriculum in **Clinical Psychology for Individuals, Families and Organizations**
- **Economics and Global Markets** in the Department of **Management, Economics and Quantitative Methods**
- **Management Engineering** in the School of **Engineering**
- **Engineering and management for Health** in the Department of **Engineering**
- **International Management, Entrepreneurship and Finance (IMEF)** in the Department of **Management, Economics and Quantitative Methods**
 - A- curriculum in **Management, Entrepreneurship, Marketing and Social Change (MEMS)**
 - B- curriculum in **Management and Finance for International Markets (MAFIM)**
- **Planning and Management of Tourism Systems (PMTS)** in the Department of **Foreign Languages, Literatures and Communication Studies**
- **Business Administration, Professional and Managerial Accounting** in the Department of **Management, Economics and Quantitative Methods**
 - curriculum in **Accounting, Accountability and Governance (AAG)**

1-Follow this link: <http://sportello.unibg.it/esse3/Home.do>

For further information write to international.students@unibg.it

2-Click "Login":

3-Enter your username and password

Select the English
version of the website

The screenshot shows the 'Servizi online' (Online Services) page of the University of Bergamo. The page has a dark blue header with the university's logo and name. A blue box highlights the 'eng' language option in the top right corner. On the left, a 'Guest' menu has the 'Login' option circled in red. An orange box highlights the login form in the center, which includes fields for 'Nome utente' (Username) and 'Password', and 'Accedi' (Login) and 'Annulla' (Cancel) buttons. The page title is 'Didactics Structure Area'. Below the title, a list of 'FUNCTIONS AVAILABLE:' is provided. At the bottom, there is a disclaimer about personal data protection and a note for students to click 'login'.

Servizi online

Home |

Autenticazione richiesta
https://sportello.unibg.it

UNIVERSITA' DEGLI STUDI DI BERGAMO
eng ita

Guest

- ➔ Reserved Area
- Registration
- Login**
- Forgotten password

Didactics » Didactics Structure Area

Didactics Structure Area

FUNCTIONS AVAILABLE:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrollment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study (www.unibg.it /isu);
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;
- request of Qualification;
- request of Re-enrolment as a result of Cancellation/Revocation;
- request for Transfer to another university;
- application for Transfer to another degree course;
- demand for foreign qualification Recognition/Equivalence;
- registration for State Exam

Accedi **Annulla**

BEFORE YOU CONTINUE PLEASE READ INFORMATION IN ACCORDANCE WITH ART. 13 OF LEGISLATIVE DECREE N. 196 OF 30.06.2003
"Code regarding the protection of personal data."

If you are a student of the University or you're already registered, click **login** , otherwise click on **Registration** .

4-Click "Registrar's Office" :

HOME

Registrato

MILA CORRADI

Reserved Area
Logout
Change Password

Home
Registrar's Office

Registered Users Area - Welcome MILA CORRADI

Welcome to the reserved area of Università degli Studi di Bergamo.
If you wish to proceed with pre-enrolment or enrolment 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-enrolment for PhD / Masters Courses, please click "Registrars Office".

PLEASE NOTE:
If you are **NON EUROPEAN** Prospective Student (living in Italy or living abroad and hold a foreign University Diploma) wishing to apply at the **PRE-EVALUATION CALL FOR THE ENGLISH TAUGHT MASTER'S DEGREE COURSES** please click "Registrar Office" and then "Admission test".

Organisation of the Registered User Area

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5-CCLICK ON ADMISSION TEST (menu on the left): (DON'T CLICK ON ENROLLMENT)

Servizi online

UNIVERSITA' DEGLI STUDI DI BERGAMO

Home

Registrato

TEST TEST

Reserved Area

Logout

Change Password

Home

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Admission test

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Payments

Invalidity Declaration

Enrolment

Through the following pages you can proceed with the enrolment in the course of study you choose

Check List

Activity	Section	Info	Status
A - Select course of study			
	Access type		
	List of courses of study		
	Elenco Corsi di Studio		
	Elenco Percorsi di Studio		
	Riepilogo scelta didattica		
B - Enter or change of identity document			
	Riepilogo Documenti di Identità		
C - Enrolment - access qualifications			
	Summary Enrolment - access qualifications		
D - Calendario Prenotazione Appuntamenti			
	Selezione tipologie di calendario appuntamenti		
E - Enrolment			
	Enrolment data		
	Confirm enrolment data		
F - Surveys required after the confirmation of enrollment			
	Selection of the survey for compiling		

Enrolment

Legend:

Nascondi dettagli

Information
 Working Section
 Locked Section
 Completed Section

6-Click **“Admission Test”** at the bottom of the page:

Servizi online

Home

Registrato

PROVA PROVA

➔ **Reserved Area**

Logout

Change Password

➔ **Home**

➔ **Registrar's Office**

Admission test

Evaluation test

State Exams

Enrolment

Payments

Admission tests

Through the following pages you can sign up to an admission test.

Check List

Activity	Section	Info	Status
A - Select the type of course you wish to access			
	Select title type		
	Select admission test		
	Confirm		
B - Enter or edit the identity document (ID)			
	Pagina elenco Documenti di Identità presentati		
C - Confirmation of Admission test			
	Preferences		
	Preferenze percorso di studio		
	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 - Closing process			
	Confirm		
	Confirm		

Admission tests

Legend: Nascondi dettagli

Information


Working Section

Locked Section

Completed Section

7-Tick “Master’s degree (two years)” ,then click “Next”:

Registrato

 TEST TEST

⇒ Reserved Area
Logout
Change Password

⇒ Home

⇒ Registrar’s Office
Admission test
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Select title type

Select the title type you wish to access

Select title type

Post-Reform*


☐ Corso di perfezionamento


☒ Master’s degree (two years) ←

☐ FIRST LEVEL MASTER

☐ SECOND LEVEL MASTER

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

 **Legenda**

 **Mandatory data**

8-Tick "Pre-Admission test for non UE students .

Test* <input type="radio"/> PLANNING AND MANAGEMENT OF TOURISM SYSTEMS (D.M. 270/04) - Laurea Magistrale from 18/09/2017 09:00 to 04/04/2018 09:43
Details 44-270-EN - PLANNING AND MANAGEMENT OF TOURISM SYSTEMS

Test* <input type="radio"/> Pre-admission for Non EU students: 15th February to 16th March 2018 from 13/02/2018 to 16/03/2018 23:59
Details 64-270-ENG - CLINICAL PSYCHOLOGY 110-270-EN - ECONOMICS AND GLOBAL MARKETS 37-270-ENG - MANAGEMENT ENGINEERING 44-270-ENG - PLANNING AND MANAGEMENT OF TOURISM SYSTEMS 90-270-ENG - BUSINESS ADMINISTRATION, PROFESSIONAL AND MANAGERIAL ACCOUNTING 134-270-EN - INTERNATIONAL MANAGEMENT, ENTREPRENEURSHIP AND FINANCE 148-270-EN - ENGINEERING AND MANAGEMENT FOR HEALTH

Test* <input type="radio"/> PSICOLOGIA CLINICA (D.M. 270/04) - Laurea Magistrale from 10/07/2017 09:00 to 04/04/2018 09:43
Details 64-270 - CLINICAL PSYCHOLOGY

Test* <input type="radio"/> SCIENZE DELLA FORMAZIONE PRIMARIA (D.M. 270/04) - Laurea Magistrale Ciclo Unico from 19/07/2017 09:00 to 04/04/2018 09:43
Details 139-270 - PRIMARY TEACHER EDUCATION


Test* <input type="radio"/> SCIENZE PEDAGOGICHE (D.M. 270/04) - Laurea Magistrale from 10/07/2017 09:00 to 04/04/2018 09:43
Details 84-270 - PEDAGOGIC SCIENCES

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

9-Click “Confirm and proceed”

Servizi online

Home



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Registrato

TEST TEST

➔ **Reserved Area**
Logout
Change Password

➔ **Home**

➔ **Registrar's Office**
Admission test
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Confirm the choice of the test

Verify the information on the choices made in previous pages.

Test	
Study Course Type	Master's degree (two years)
Description	Ammissione LM per studenti Extra UE

Back **Confirm and proceed**

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10-If during the Registration procedure(Step One) you did not fill in any identity documents click “Submit a new identity document”, then click “Next”. Otherwise, if you have already entered your personal details, click “**Next**”

Servizi online

UNIVERSITA' DEGLI STUDI DI BERGAMO

Home

Registrato

PROVA PROVA

➔ Reserved Area

Logout

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➔ Home

➔ Registrar's Office

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Identity documents

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

Inserted identity documents

 There are no submitted identity documents

Submit a new identity document

Back

Next

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11-Choose the relevant Master's degree course taught in English (you can apply for **two** admission tests)

- **Clinical Psychology for Individuals, Families and Organizations** in the Department of **Human and Social Sciences**
- **Economics and Global Markets** in the Department of **Management, Economics and Quantitative Methods**
- **Management Engineering** in the Department of **Engineering**
- **Engineering and management for Health** in the Department **of Engineering**
- **International Management, Entrepreneurship and Finance (IMEF)** in the Department of **Management, Economics and Quantitative Methods**
 - A- Curriculum in **Management, Entrepreneurship, Marketing and Social Change (MEMS)**
 - B- Curriculum in **Management and Finance for International Markets (MAFIM)**
- **Planning and Management of Tourism Systems (PMTS)** in the Department of **Foreign Languages, Literatures and Communication Studies**
- **Business Administration, Professional and Managerial Accounting** in the Department of **Management, Economics and Quantitative Methods:**
 - A- Curriculum in **Accounting, Accountability and Governance (AAG)**

Registrato



ALESSIA NOBILE

Reserved Area

Logout
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Preferences

Esprimere le preferenze relative al concorso di ammissione scelto.

Select Preferences

1° preference:*

2° preference:

Back

Next

90-270-ENG - BUSINESS ADMINISTRATION, PROFESSIONAL AND MANAGERIAL ACCOUNTING
64-270-ENG - CLINICAL PSYCHOLOGY FOR INDIVIDUALS, FAMILIES AND ORGANIZATIONS (D.M. 270/04)
110-270-EN - ECONOMICS AND GLOBAL MARKETS
37-270-ENG - MANAGEMENT ENGINEERING
91-270-ENG - MANAGEMENT, FINANCE AND INTERNATIONAL BUSINESS
44-270-ENG - PLANNING AND GOVERNANCE OF TOURISM SYSTEMS




Legenda



Mandatory data


12-In case you need assistance because of invalidity, fill in this page. If not click "Next":

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Home

Registrato

 **PROVA PROVA**

Reserved Area
Logout
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Home

Registrar's Office
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Enrolment
Payments

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**

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12-Verify all the information entered in previous pages, then click “confirm and proceed” if everything is correct

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Registrato

 TEST TEST

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Logout
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Home
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Admission test
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Enrolment
Payments
Invalidity Declaration

Confirm your test registration

Verify the information on the choices made in previous page

Test

Tipologia titolo di studio	Master's degree (two years)
Description	Ammissione LM per studenti Extra UE

Preferenze

Preferenza	64-270-ENG - CLINICAL PSYCHOLOGY FOR INDIVIDUALS, FAMILIES AND ORGANIZATIONS (D.M. 270/04)
------------	--------------------------------------------------------------------------------------------

Administrative category and invalidity aids


Request of assistance to take the test	No
----------------------------------------	----

[Back](#) [Confirm and proceed](#)

14-


13-This page shows you the information about your Invalidity Declaration. If all is correct click “Next”. Otherwise click “Insert new invalidity declaration” to modify or to add further information.

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Registrato

 PROVA PROVA

➔ Reserved Area

Logout
Change Password

➔ Home


➔ Registrar's Office

Admission test
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Invalidity Declaration

This page shows all the submitted invalidity declarations.

Invalidity declarations list


 There is no invalidity declarations


Insert new invalidity declaration


Back


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Legenda

 Modify

 Delete

 Confirm/Next


 Submitted

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25


14- proceed you must enter the details of your **High School Degree**

Servizi online

 UNIVERSITA'
DEGLI STUDI
DI BERGAMO

Home | E-mail Studenti | E-mail Docenti | Wi-Fi Ateneo

Registrato



ANASTASIIA
SOKOLOVA

➔ **Reserved Area**

Logout
Change Password

➔ **Home**

➔ **Registrar's Office**

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Details required titles

To continue the enrollment at the chosen course of study is necessary to indicate Country title of achievement.

Country of obtaining title

High School Title:


☐ Italian
☒ Foreign


Obtained from:

☐ Italian Institute
☒ International Institute

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 **Mandatory data**

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15-Then, enter the details of your Degree.

Options 1,2,3,4 and 6 should be inserted by people who have an Italian Degree.

Those who have a foreign Degree must select Option 5.

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Details of the qualifications required

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

Educational Credentials Required

To continue you must complete the integration of all the qualifications required.

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	High School degree			Insert

Alternative qualifications

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

Option 1:

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	UNIVERSITY DIPLOMA			Insert

Option 2:

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

Option 3:

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	FIRST LEVEL DEGREE			Insert

Option 4:

Status block	Title	Note	State Title	Action
<input checked="" type="checkbox"/>	One long cycle degree programme (5 anni)			Insert

Option 5:

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

Option 6:

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

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Completed

Not completed

Titolo dichiarato

Titolo obbligatorio

Titolo non obbligatorio

Modifica titolo

Visualizza dettaglio titolo

Cancella titolo

fill in all fields with the required information about the title.

Then click "Proceed"

5.1-Only for Foreign University Degree. Fill in all fields (University is not needed) and then click "Proceed"

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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

Qualification* ☐ achieved ☒ not yet achieved

Country

University

Degree*

Study Course

Duration (years)

Date of graduation

Mark

Grade

Legenda

* Mandatory data

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16-Tick “Yes” in order to attach compulsory file/document listed below which contribute to the valuation (for compulsory document see the **checklist**). At the end click “Next”.

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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

Tipo titolo	Min
GRE Admission test	
Official certificate of English language	1
Copy of your academic qualification	
Academic record	
Official Academic transcript last 3 year	1
Letter of reference	
Major subjects description	1
Colour copy of your passport	1

Declared qualifications

Not yet entered any title of assessment.

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

☒ Yes

☐ No

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Details

Edit

Delete

If you choose more than a Master's Degree Course please upload two MAJOR SUBJECT FORMS with different files name (you can find the forms on the following webpage <https://en.unibg.it/evidenza/join-us/application>)

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6.1- Here we show you how to attach the documents.

Please note: if you choose two Master's degree courses please upload two APPLICATION FORMS: one for each Master's degree course.

The screenshot shows a web interface for 'Servizi online' at the University of Bergamo. The user is ANASTASIIA SOKOLOVA. The main section is titled 'Qualification for assessment' and prompts the user to 'Enter the qualifications and/or documents for assessment'. The form includes a 'Details' section with fields for 'Type' (set to 'Major subjects description'), 'Title', and 'Description'. An 'Attachment:*' section contains a red circle around the 'Scegli file' button and the text 'Nessun file selezionato'. A 'Nessun file selezionato' button is also present. Navigation buttons 'Back' and 'Next' are at the bottom. A 'Legenda' sidebar on the right indicates that a red asterisk denotes 'Mandatory data'.


Follow the same procedure to upload further documents and certificates.


17-Once you have attached all the relevant documents, tick “No” and then click “**Next**”.

18-In order to confirm the file you attached in the previous pages click “**Next**”. If it is necessary to add further document or to modify something click “**Back**”

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Confirm qualifications and documents for the assessment


Verify data entered.

Type	Title
Application Form	application form

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19-Now click “**Complete the access to the test**” or “back” if you need to modify something.

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Confirm the choice of test

Verify the information on the choices made in previous pages.

Admission exam

Type of degree	Master's degree (two years)
Description	Admission for Non UE students from January 16th to February 15th 2015

Preferences

1° preference	64-270-ENG - CLINICAL PSYCHOLOGY FOR INDIVIDUALS, FAMILIES AND ORGANIZATIONS (D.M. 270/04)
2° preference	37-270-ENG - MANAGEMENT ENGINEERING (D.M. 270/04)

Administrative category and disability aids

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

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

20-Your process registration for the pre-evaluation has been successfully completed.

If you need to modify some details Click “**Edit registration**”.

Click on the botton **STAMP** on your keyboard and paste in a word file in order to **save a copy of Test Registration Summary.**

You will not receive a confirmation email. TEST REGISTRATION SUMMARY is your RECEIPT.

IMPORTANT NOTICES

- NOW you don't need to pay the admission fee or to submit any documents to Students' office by email or by post. Only the candidates of the first call can send the declaration of value by email to noeu.preadmission@unibg.it within the 20th of May 2018
 - You can check your registration details whenever you login by clicking on “Admission Tests”.
 - After the deadline you can't modify or upload any files.
- If you **forgot your password** and can have access to the e-mail used in the registration process, click on “Forgotten password”, in the upper left corner of the registration page

Then, insert at least one of the three required credentials: ID User, Tax Code (“Nome Utente”, “Codice Fiscale”, (please note tax code is automatically generated during the registration process; at the moment you don't have student