GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

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.

Click “Registrar’s Office” and click “Admission tests”

Click “Admission tests”
Tick P.H.D. and the click “Next”

Tick the text to which you want to subscribe and then click “Next”
Click “confirm and proceed”

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.

In this regard, please remember, if you are an already registered user, to check that the data entered is complete, with particular reference to the e-mail address and mobile phone number.
If you do not need assistance to take the text, select No and "Next".

If you need assistance, select Yes and "Next" and complete the next screen.

If the information is correct click "Confirm and continue" otherwise "Back" to make changes.
If you need to insert a possible invalidity declaration click on “Insert new invalidity declaration”, otherwise click on “Next”.

Click on the "Insert" button to enter your qualifications and complete the forms that the system offers you. At the end click on "Proceed"
Now it is necessary to enclose some mandatory type of documents as established in the call for application, click "Yes" and then "Next". Fill in all fields, attached the document and then click "Next". Repeat the operation for each document to be attached. At the end click "No" and then "Next".

These are the documents you attached. Click "Next" and proceed.
Click “Compila” and answer the question and then click “Next”
Click “Next”, then “Esci” and then click “Avanti”
Click “Complete the access to the test”

The process of registration for the test has been completed.
You will also receive an email, automatically generated by the system, confirming that the application has been uploaded.

The progressive number indicated must be noted.
By clicking on “Edit registration” it will be possible to modify and/or integrate the application up to the deadline indicated in the Call.
ATTENTION: by clicking on "Rinuncia alla candidatura" the application presented will be completely canceled. To participate in the call, a new application must be entered.