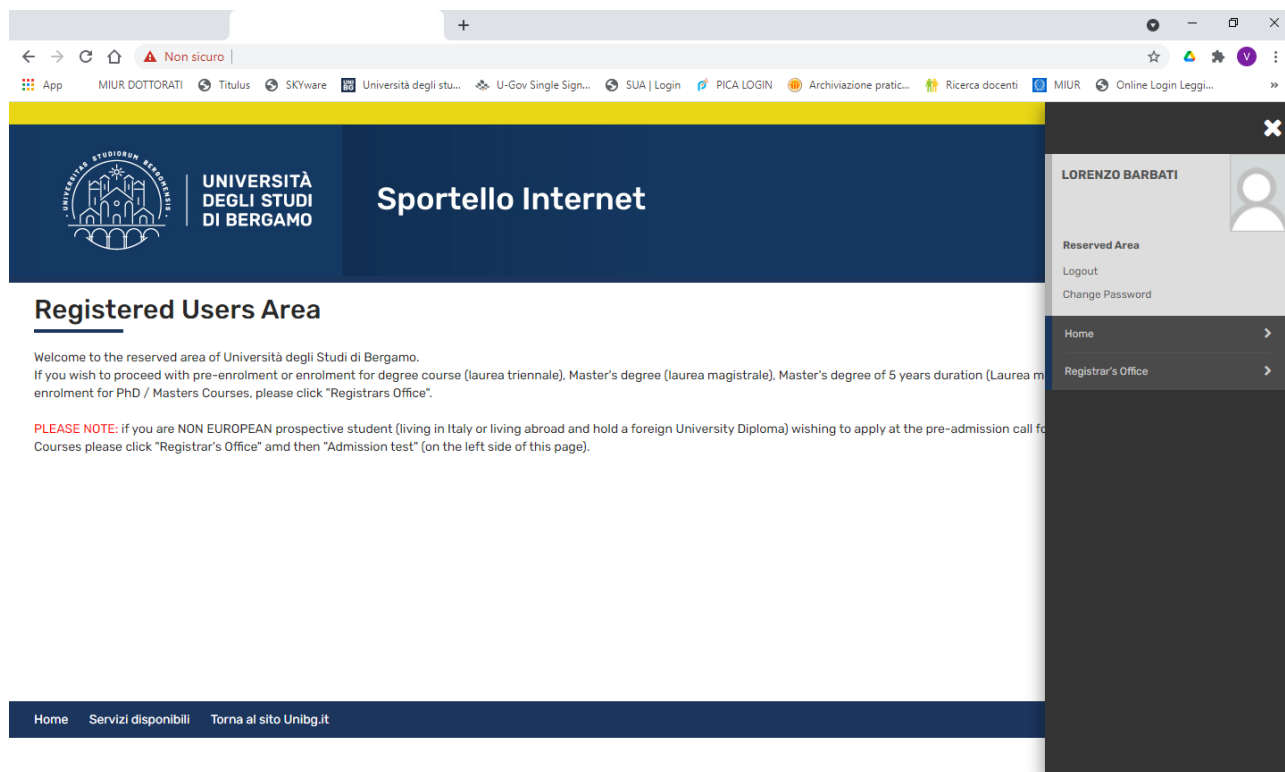


GUIDELINES FOR THE ON-LINE APPLICATION TO PHD COURSE

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

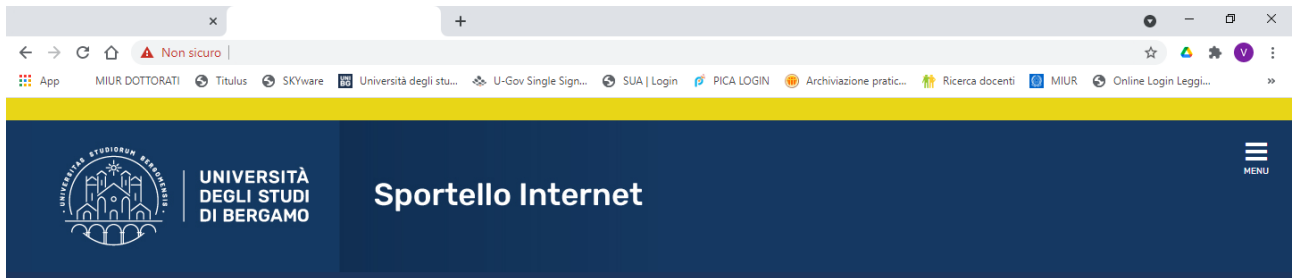
Click on "Registration" if you are new student. Fill in with your personal details and choose your password. (NOTE: Your password must contain at least 8 letters/numbers)

Click "Login" if you are already our student.



The screenshot shows a web browser window displaying the 'Sportello Internet' page of the University of Bergamo. The page features a dark blue header with the university logo and the text 'Sportello Internet'. Below the header, there is a section titled 'Registered Users Area' with a welcome message and a 'PLEASE NOTE' section. A user profile dropdown menu is open on the right side, showing the name 'LORENZO BARBATI' and options for 'Reserved Area', 'Logout', 'Change Password', 'Home', and 'Registrar's Office'. The footer contains links for 'Home', 'Servizi disponibili', and 'Torna al sito Unibg.it'.

Click "Registrar's Office" and click "Admission tests"

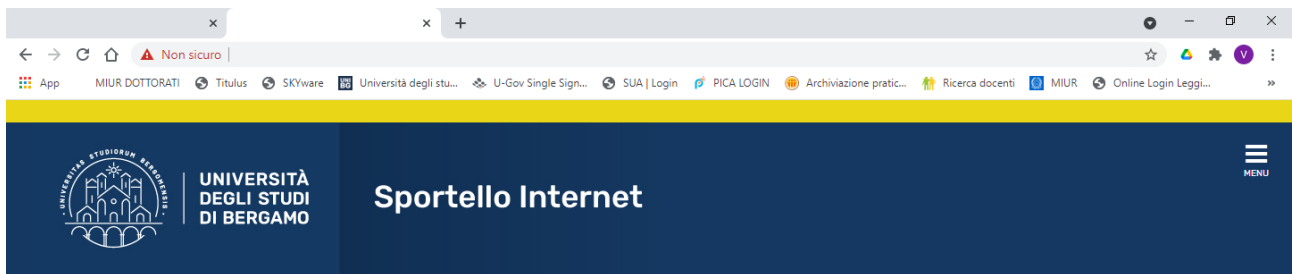


Admission tests

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

[Admission tests](#)

Click "Admission tests"



Select title type

Select the title type you wish to access

Select title type

Post-Reform* Corso di perfezionamento
 PhD
 Master's degree (two years)

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

Legenda

* Mandatory data

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

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

The screenshot shows the 'Sportello Internet' interface for the University of Bergamo. The header includes the university logo and name. The main content area is titled 'Tests list' and contains the instruction 'Select the test you wish to access'. Below this is a 'Test selection' box with a list of six tests, each with a radio button and details: 'ECONOMIA E DIRITTO DELL'IMPRESA (BUSINESS & LAW)', 'INGEGNERIA E SCIENZE APPLICATE', 'SCIENZE DELLA PERSONA E NUOVO WELFARE', 'SCIENZE LINGUISTICHE', 'STUDI UMANISTICI TRANSCULTURALI', and 'TECHNOLOGY, INNOVATION AND MANAGEMENT'. A 'Legenda' section on the right indicates that a red star symbol denotes 'Mandatory data'. At the bottom of the selection box are 'Back' and 'Next' buttons. The footer contains navigation links: 'Home', 'Servizi disponibili', and 'Torna al sito Unibg.it'.

Click "confirm and proceed"

The screenshot shows the 'Confirm the choice of the test' section of the 'Sportello Internet' interface. The header is identical to the previous screenshot. The main content area is titled 'Confirm the choice of the test' and contains the instruction 'Verify the information on the choices made in previous page'. Below this is a 'Test' box with a table of details for the selected test: 'SCIENZE LINGUISTICHE'. The table has two rows: 'Study Course Type' with the value 'PhD' and 'Description' with the value 'SCIENZE LINGUISTICHE'. At the bottom of the box are 'Back' and 'Confirm and proceed' buttons. The footer is the same as in the previous screenshot.

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.

UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet

Identity documents

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

Type of document	Id	Issuing authority	Date of issue	Expiring date	State	Nazione emiss.	Città emiss.	Presenza allegati	Actions
I.D.					●			Yes	

[Submit a new identity document](#)

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

Legenda

- Valid document
- Expired document

[Details](#)

[Delete](#)

Home Servizi disponibili Torna al sito Unibg.it

Informativa utilizzo cookie | © CINECA

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.

Non sicuro

App MIUR DOTTORATI Titulus SKYware Università degli stu... U-Gov Single Sign... SUA | Login PICA LOGIN Archiviazione pratic... Ricerca docenti MIUR Online Login Leggi...

UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet MENU

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

Back Next

Legenda

- Mandatory data

Home Servizi disponibili Torna al sito Unibg.it

Informativa utilizzo cookie | © CINECA

If the information is correct click "Confirm and continue" otherwise "Back" to make changes

Non sicuro

App MIUR DOTTORATI Titulus SKYware Università degli stu... U-Gov Single Sign... SUA | Login PICA LOGIN Archiviazione pratic... Ricerca docenti MIUR Online Login Leggi...

UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet MENU

Confirm your test registration

Verify the information on the choices made in previous page

Test

Tipologia titolo di studio	PhD
Description	SCIENZE LINGUISTICHE

Valido per

Dettaglio	724 - Linguistic Science, PDS0-2021 - XXXVII CICLO
-----------	--

Administrative category and invalidity aids

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

Back Confirm and proceed

Home Servizi disponibili Torna al sito Unibg.it

If you need to insert a possible invalidity declaration click on "Insert new invalidity declaration", otherwise click on "Next".

Invalidity Declaration

This page shows all the submitted invalidity declarations.

There is no invalidity declarations

[Insert new invalidity declaration](#)

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

Legenda

- Modify
- Delete
- Confirm/Next
- Submitted

Home Servizi disponibili Torna al sito Unibg.it

Informativa utilizzo cookie | © CINECA

Click on the "Insert" button to enter your qualifications and complete the forms that the system offers you. At the end click on "Proceed"

Details of the qualifications required

You must enter all your qualifications from secondary education

Alternative qualifications

Enter the details for each qualification

Option 1:

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

Option 2:

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

Option 3:

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

Option 4:

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

Legenda

- Completed
- 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, 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".

The screenshot shows a web browser window with a navigation bar at the top containing various service icons like 'ATI', 'Titulus', 'SKYware', and 'Università degli stu...'. The main content area is titled 'Qualification and Documents for the assessment'. It contains a text box with instructions: 'In this section you can insert documents and/or qualifications which contribute to the classification valuation.' Below this is a table with the following rows:

Tipo titolo
Annexes 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

Below the table, there is a section 'Declared qualifications' with the text 'Not yet entered any title of assessment.' and a question: 'Do you want to attach additional documents and /or titles?'. There are two radio buttons: 'Yes' and 'No'. At the bottom left, there are 'Back' and 'Next' buttons. On the right side, there is a 'Legenda' sidebar with items: 'Mandatory data', 'Details', 'Edit', and 'Delete'.

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

The screenshot shows the top part of the web application. It features a dark blue header with the 'UNIVERSITÀ DEGLI STUDI DI BERGAMO' logo on the left and the text 'Sportello Internet' in the center. A 'MENU' icon is on the right. Below the header, the page title is 'Confirm qualifications and documents for the assessment'. It says 'Verify data entered.' and shows a table with one row:

Type	Title
Other Documents	

At the bottom left of this section, there are 'Back' and 'Next' buttons.

Click "Compila" and answer the question and then click "Next"

The screenshot shows the 'Sportello Internet' page of the University of Bergamo. The header includes the university logo and name. The main content area is titled 'Elenco questionari' and contains a table with the following data:

Questionario	Status	Azioni
Questionaire *		Compila

Below the table is an 'Indietro' button. To the right, a 'Legenda' section defines symbols: a red star for 'Mandatory data', a green circle for 'Questionario completo', and a red circle for 'Questionario incompleto'.

The screenshot shows the 'Completing the questionnaire "Questionaire"' page. It features a heading, a note that questions marked with (*) are compulsory, and a question: 'Have you already availed of other scholarships for a Ph.D. course?'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom of the form are buttons for 'Cancel', 'Exit', 'Back', and 'Next'.

Click "Next", then "Esci" and then click "Avanti"

UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet

Questionario

Riepilogo Questionaire

⚠ Il questionario non è stato **CONFIRMATO**.

ℹ Tutte le domande del questionario sono complete.

Next Esci Stampa

Page 1

Have you already availed of other scholarships for a Ph.D. course?

No

Edit Page1

Next Esci Stampa

UNIVERSITÀ DEGLI STUDI DI BERGAMO Sportello Internet

Questionario

Riepilogo Questionaire

ℹ Il questionario è stato **CONFIRMATO**.

Clicca "Esci" per proseguire con il processo

Esci Stampa

Page 1

Have you already availed of other scholarships for a Ph.D. course?


No

Esci Stampa

Home Servizi disponibili Torna al sito Unibg.it

Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Questionaire *		Compila

[Indietro](#) [Avanti](#)

Legenda

-  **Mandatory data**
-  **Questionario completo**
-  **Questionario incompleto**

Click "Complete the access to the test"

Confirm the choice of test

Verify the information on the choices made in previous pages.

Admission exam	
Type of degree	PhD
Description	SCIENZE LINGUISTICHE
Valid for	
Details	724 - Linguistic Science, PDS0-2021 - XXXVII CICLO
Administrative category and disability aids	
Request assistance for handicap	No

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

The process of registration for the test has been completed.

Test Registration Summary

The process of registration for the test has been successfully completed.

Admission test

Descr	SCIENZE LINGUISTICHE
Year	2021/2022
Progressive number	2

Administrative category and disability aids

Request for disability aids for the conduct of the test	No
---	----

Request for the course

Name of the course	724 - Linguistic Science, PDS0-2021 - XXXVII CICLO
--------------------	--

Documents

Type	Description
Other Documents	

Risposte ai questionari

Questionario: Questionaire

Domanda	Risposta
Have you already availed of other scholarships for a Ph.D. course?	No

You will also receive an email, automatically generated by the system, confirming that the application has been uploaded.