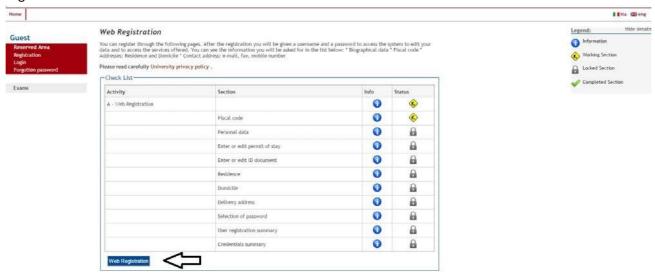# Online Application Guide

Applications for admission to Ph.D. courses may only be submitted through the online application system esse3web. If you already have an account, you can skip the instructions below and start the application process. If you do not have an account, you can set one up through the following link: **https://esse3web.univpm.it** Please, check that URL is correctly entered, then apply.
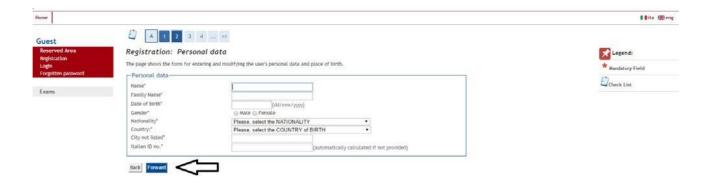

This page shows an overview of all the data that will be required to login. Click on "Web Registration" to register.

Enter your Fiscal Code (Codice Fiscale). Foreign students who don't have an Italian Fiscal Code must tick box "Foreign student with no Italian Fiscal Code" and leave Fiscal code field blank. Click on "Continue".

The system will automatically fill in all the information that can be obtained from the Fiscal Code. Please, make sure that the automatically filled-in data are correct. Enter your "Name" and "Family Name". The system will check if entered data are consistent with Fiscal Code. Click on "Forward" to continue.

Guest

Reserved Area
Registration
Login
Forgotten password

Exams

A 1 2 3 4 ... >>

Registration: Personal data

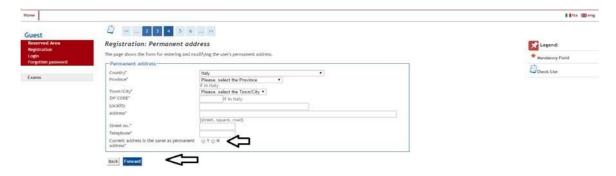The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name*	
Family Name*	
Date of birth*	(dd/mm/yyyy)
Gender*	○ Male ○ Female
Nationality*	Please, select the NATIONALITY ▼
Country:*	Please, select the COUNTRY of BIRTH ▼
City not listed*	
Italian ID no.*	(automatically calculated if not provided)

Back | Forward ⟸

Legend:

★ Mandatory Field

Check List

Enter the information from your Identity Document in the fields provided. Asterisks indicate mandatory fields. Click on "Continue".

Guest

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Exams

<< ... 1 2 3 4 5 ... >>

Registration: Id documents

This page shows the form for entering and editing ID document

Id document

Type of Identity Document*	Identity document ▼ ⟸
Number*	⟸
Issued by	⟸
Date of Issue*	(dd/mm/yyyy) ⟸
Validity Expiry Date	(dd/mm/yyyy)

Back | Continue ⟸

Legend:

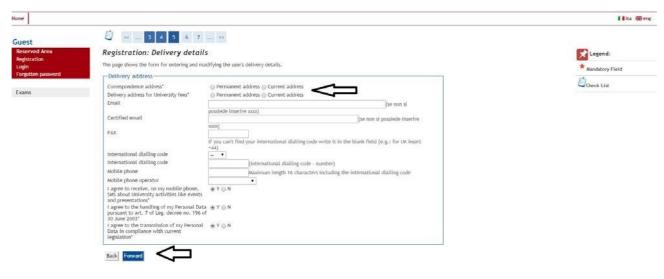★ Mandatory Field

Check List

Enter information on you place of residence/domicile. Please, pay attention to the yes/no field at the bottom of the section. If your place of domicile is not the same as your place of residence, please tick "No" and click on "Forward" to enter your domicile.

Guest

Reserved Area
Registration
Login
Forgotten password

Exams

<< ... 2 3 4 5 6 ... >>

Registration: Permanent address

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

Permanent address

Country*	Italy ▼
Province*	Please, select the Province ▼
	if in Italy
Town/City*	Please, select the Town/City ▼
ZIP CODE*	if in Italy
Locality	
Address*	
	(street, square, road)
Street no.*	
Telephone*	
Current address is the same as permanent address*	○ Y ○ N ⟸

Back | Forward ⟸

Legend:

★ Mandatory Field

Check List

Enter your domicile. In the following pages you will be asked if official notifications shall be sent to your place of residence or to your place of domicile.

Guest

Reserved Area
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Exams

<< ... 3 4 5 6 7 ... >>

Registration: Current address ⟸

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

Current address ⟸

C/o	
Country*	Italy ▼
Province*	Please, select the Province ▼
	if in Italy
Town/City*	Please, select the Town/City ▼
ZIP CODE*	if in Italy
Locality	
Address*	
	(street, square, road)
Street no.*	
Telephone	

Back | Forward

Legend:

★ Mandatory Field

Check List

Enter the required information, then click on "Forward".

Create a password according to the terms stated in the page and **write it down**.

Click on "Forward" and a summary of all entered data will be displayed. Should there be any mistakes, you can edit the information entered by going back to the page through the hyperlink underneath the block of data to be edited.

You can set a security question for password. Click on "Confirm", if all the data entered are correct.

Please, click on "Confirm" to complete registration. You will receive an email containing a username and a password. Please, write them down for future reference. By clicking on "Print" a PDF-document will be created containing your login details along with username and password. You can print it out and keep it as a reminder. To enter your Portal, just click on "Login".