

## Guide for the enrollment in the PhD course

Login in your reserved area and click on the section “Registrar’s Office” - “Enrollment”.

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**Enrollment**

You can enroll in a course of study through the following pages.

Activity	Section	Info	Status
A - Selection of course of study	Enrollment types	i	W
	List of course types	i	L
	List of courses of study	i	L
	List of elective programs	i	L
	Summary of teaching program selection	i	L
B - Inserimento o modifica permesso di soggiorno	Riepilogo Permessi di Soggiorno	i	L
C - Enter or edit ID document	ID documents summary	i	L
D - Enter or edit statement of disability	Summary of statement of disability	i	L
E - Required admission degrees	Overview required admission degrees	i	L
	Enrollment data	i	L
F - Enrollment	Confirmation of enrollment data	i	L
	Selection of questionnaires available	i	L
G - Questionnaires to be filled out after confirmation of enrollment			

Legend:  
i Information  
W Working Section  
L Locked Section  
C Completed Section

Select “Enrollment in study courses with admission test” and click on “Continue”.

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**Enrollment: Selection of enrollment type**

You can enroll in a course of study through the following pages.

Selection of enrollment type

Enrollment in study courses with open access  
 Enrollment in study courses with admission test

Back Continue

Legend:  
\* Mandatory Field  
C Check List

Select "Ph.D. Programmes (D.M. 45/2013)" and click on "Continue".


Select a course of study and click on "Continue".

Please verify the information entered and click on "Continue" to proceed. To edit your application, click on "Back".

In this section you can verify your “Permit of Stay” details. Click on “Continue” to procede.

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<< ... 4 B 1 C 1 ... >>

### Permit of Stay

Please, find here all the Permit of Stay entered. From this page you can create, view, edit or delete data on Permit fo Stay


List of permits of stay


Date of issue	Date of expiry	Type of permit of stay	Attachment	Status	Actions
16/07/2008	31/07/2018	Permanent	No	<span style="color: green;">●</span>	 


[Enter a new Permit of stay](#)

[Back](#) [Continue](#)

**Legend:**

 Check List

 Edit

 Cancel


● Valid

● Expired

In this section you can verify your ID document, then click on “Continue”.

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### Identity Documents

List of the ID entered. You may enter new documents or edit documents already submitted.


Identity Documents submitted

Type of ID	ID number	Issuing institution	Date of issue	Expiry date	Status	Attachments	Actions
Id card	dfsg	dfg			<span style="color: green;">●</span>	Yes	 

[Enter new ID](#)


[Back](#) [Continue](#)


**Legend:**

 Check List

● Valid ID

● Expired ID


 ID overview

 Delete

Use this section to submit a *Statement of disability* or click on “Continue”.

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### Statement of disability

This page shows the number of statements of disability submitted. Click on the button below to view or edit entered data.

\*\*\* IMPORTANT \*\*\* When filling in this section, please enter again, if required, the information you need to apply for tuition-fee exemption or other services.


List of statements of disability


 There are no statements of disability.


[Enter a new statement of disability](#)

[Back](#) [Continue](#)

**Legend:**

 Check List

 Edit

 Delete

● Confirmed

● Submitted

Verify the accuracy of the data then click on “Continue”.

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### Qualifications required details

Please enter qualifications held among the list of required admission degree shown in the list below. Please, fill in at least one of the blocks to continue. In the following pages you will be asked to give information on any other qualifications held.

\*\*\*IMPORTANT\*\*\* In case of an application submitted before obtaining the master's degree, you need to specify in the section for qualification data that qualification has not been obtained yet.

#### Academic qualification required for admission

**⚠** In this section, you must enter the academic qualification required for admission. Please, fill in at least one of the blocks to continue.

Option 1:

Status	Qualification	Note	Qualification status	Actions
✔	SINGLE CYCLE MASTER'S DEGREE (prior to reform)	Please, fill in this field only if the university degree was obtained in accordance with the university system predating ministerial decree 509/99	●	📄 🌐 🔍

Option 2:

Status	Qualification	Note	Qualification status	Actions
✔	MASTER'S DEGREE (LAUREA MAGISTRALE)		●	Enter

Legend:

- 📄 Check List
- ✔ Completed
- ❌ Not completed
- Qualification declared
- Required qualification
- Qualification not mandatory
- 📄 Edit qualification
- 🌐 Qualification overview
- 🗑 Delete qualification

Fill in the compulsory data required and click on “Continue”.

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### Enrollment: Enrollment Details

In this page you are asked to provide additional information to complete the enrollment procedure

Type of enrollment:  
Type:

First enrollment in the Higher Education System information:  
Academic Year:   
Date of first enrollment in Higher Education system:   
University of first time enrollment:

Further information:  
Branch:   
Teaching method:   
Student with disabilities:  Yes  No  
Employment status:

[Back](#) [Continue](#)

Legend:

- ★ Mandatory Field
- 📄 Check List

In the section *Confirmation of previous entries* is possible to see all the choices made summarised. If they are correct proceed with the button “Continue” otherwise, to modify them, click on “Back”.

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### Confirmation of previous entries

Please verify your selections and proceed with the confirmation. Otherwise use the “Back” button to edit your entries.

**Enrollment Data**

Academic Year	2018/2019
Faculty	Dep. of Economics and Social Sciences
Type of qualification	Doctorate
Type of Course of Study	Ph.D. Programmes (D.M.45/2013)
Type of enrollment form	Standard Enrollment
Course of Study	ECONOMICS
Course Regulations	ECONOMICS

**First enrollment in the Higher Education System information**

A.Y. of first enrollment	2018/2019
Date of first enrollment	
University of first enrollment	

**Further enrollment information**

Teaching method	Conventional
Employment status	
Branch	ANCONA

[Back](#) [Continue](#)

Legend:

- 📄 Check List

Click on “Print Enrollment Form” to download the Enrollment Form in PDF format and the MAV for the payment of the tuition and fee. Failure to comply the payment within the deadline, implies **the exclusion** from the competition and the seat will be offered to the next-ranked candidate. Click on “Upload attachments” to upload the compulsory attachments.

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Attachments

**Enrollment**  
Enrollment form summary page

Enrollment Details	
Academic Year	2018
Faculty	Dep. of Economics and Social Sciences
Type of Qualification	Doctorate
Type of Course of Study	Ph.D. Programmes (D.M.45/2013)
Type of enrollment	Standard Enrollment
Course of Study	ECONOMICS
Course Regulations	ECONOMICS
Elective Program	comune

First enrollment in the Higher Education System information	
A.Y. of first enrollment	2018/2019
Date of first enrollment	20/07/2018
University of first enrollment	UNIVERSITA' POLITECNICA DELLE MARCHE - TEST

Upload Attachments ←

Print Enrollment Form ←

The enrollment application must be downloaded, signed, scanned and uploaded in the dedicated section. The other forms required are downloadable at the following link:

[http://www.univpm.it/Entra/Modulistica\\_1/Dottorato\\_di\\_ricerca\\_Modulistica\\_per\\_i\\_dottorandi/L/1](http://www.univpm.it/Entra/Modulistica_1/Dottorato_di_ricerca_Modulistica_per_i_dottorandi/L/1)

Download, fill in and sign the required forms, then scan and upload them in the dedicated section.

Attachments with a red “Status” are compulsory. After a successful upload the “Status” color will turn to green. Only PDF format file allowed. Your picture has to be in .jpg format.

The form for the scholarship payment must be uploaded only by the candidates ranked within the seats “With scholarship”.

“Fiscal Code” issued by “Agenzia delle Entrate” must be uploaded **ONLY** by non-italian candidates.

“Master’s Degree Declaration” must be submitted **ONLY** by candidates which applied for the selection without a Master Degree. Master Degree must be awarded within 31<sup>st</sup> October 2018 and the “Master’s Degree Declaration” must be uploaded within 12<sup>th</sup> November 2018.

#### **IMPORTANT:**

**The following documents must be hand delivered to the Phd Office at you arrival in Italy.**

**Candidates holding an Academic Qualification obtained at a University abroad must submit (according to the rules governing each single Country):**

- a copy of the degree certificate, along with its Italian translation, the authentication and a “declaration of value” (“Dichiarazione di Valore”) issued by the competent Italian consular or diplomatic representative for the country;

**for foreign citizens only:**

- for non-EU citizens, a copy of the “Permit of Stay” or a copy of the request of the “Permit of Stay”;
- for EU-citizens, a copy of certification of registration at the registry office, issued by the town-hall of residence;



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- Attachments

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
Enrollment form	1		0			<a href="#">Upload Attachment</a>

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
External or professional activities declaration	1		0			<a href="#">Upload Attachment</a>

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
Scholarship declaration	1		0			<a href="#">Upload Attachment</a>

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
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- Upload Allegati non obbligatorio
- Overview
- Edit
- Delete
- Info