# Online registration and enrollment procedure

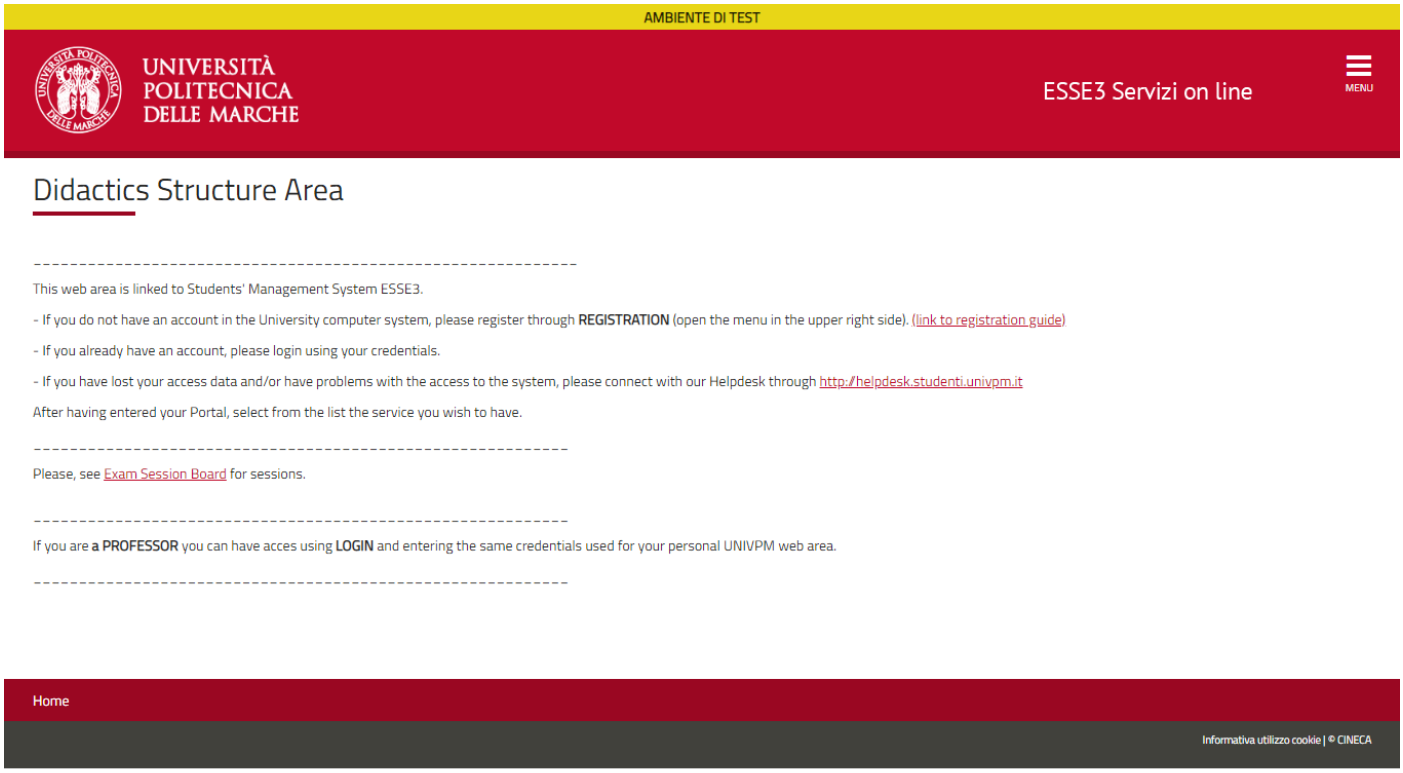
1) Go to the link https://esse3web.univpm.it and click "Menù" at the top right and then select the English language

Enrollment procedure consists of two steps:

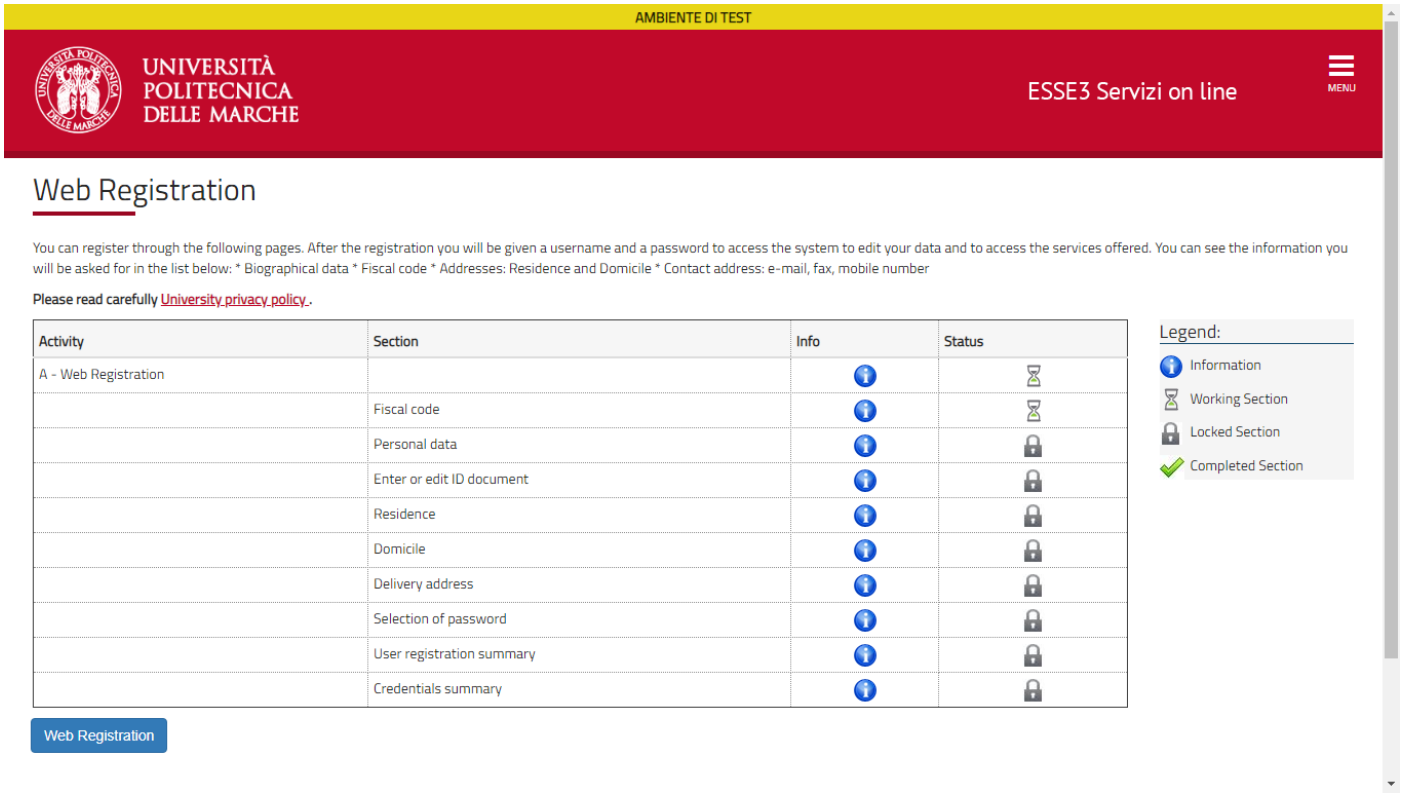
- REGISTRATION (only if it is the first time you apply at UNIVPM) – SCREENSHOTS FROM 2 TO 11
  At the end of this first step you will have a username and a password to log in and begin the second step.
  If you have already had a previous career at UNIVPM you can log in using your old identification number as username and the associated password.
- ENROLLMENT – SCREENSHOTS FROM 12 TO 45

## FIRST STEP: REGISTRATION

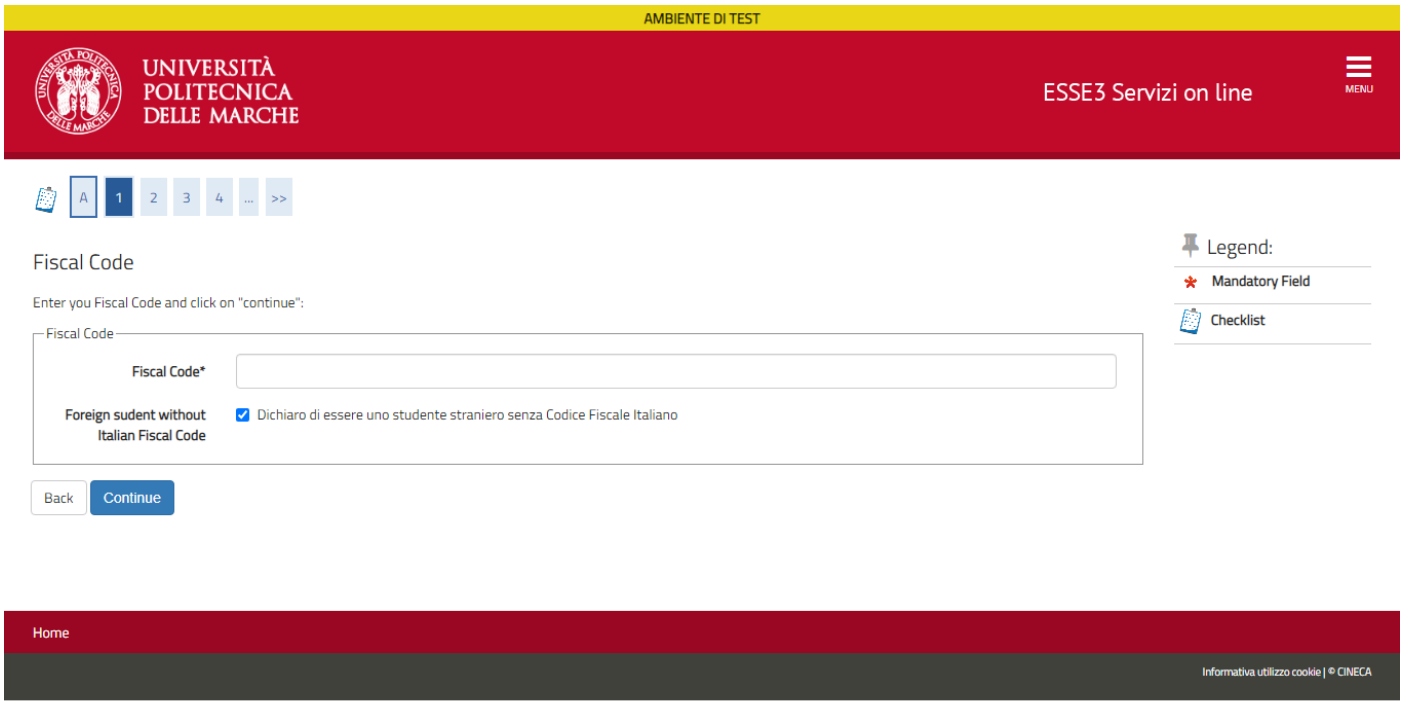
2) In this page click on the symbol ( ) at the top right of the page



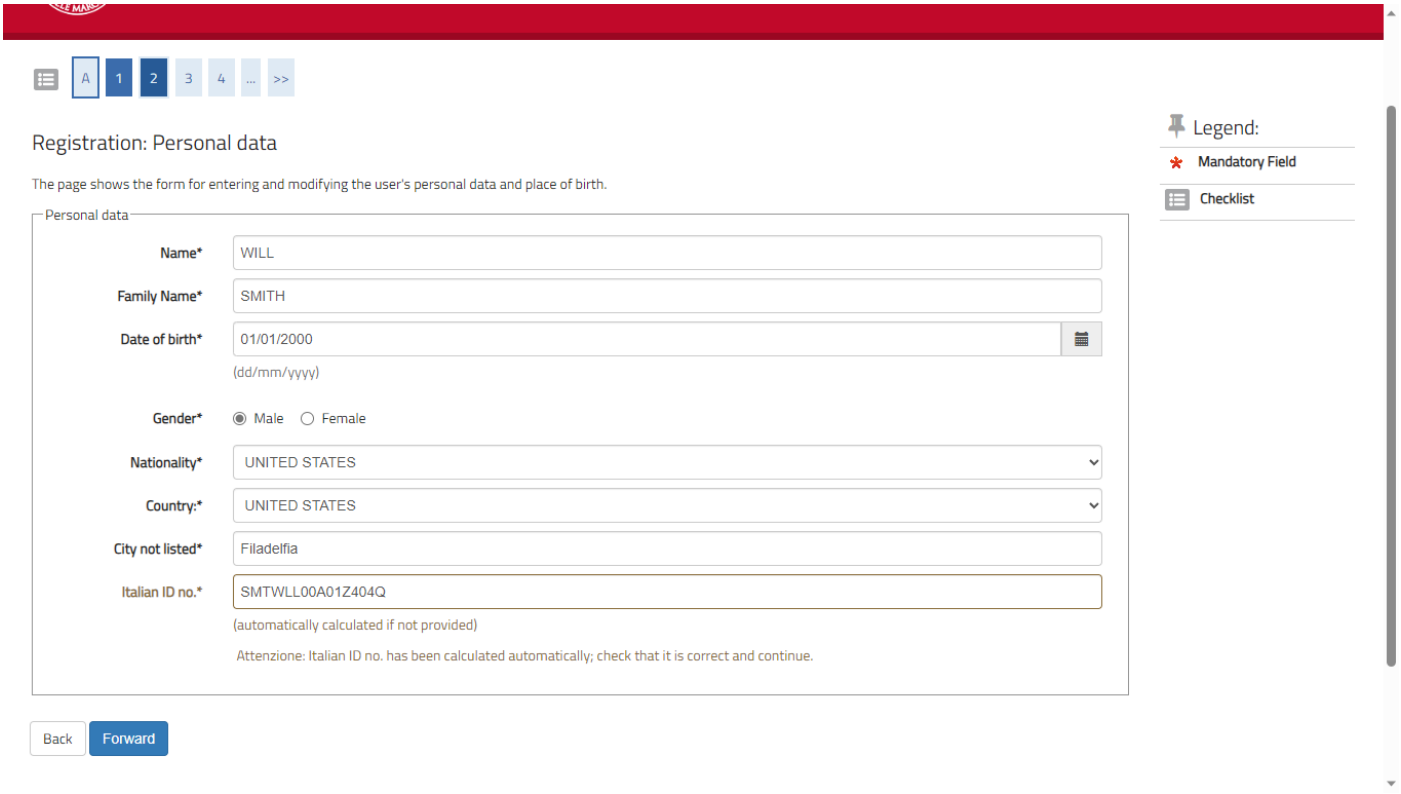
3) Click on “**Registration**” and then again on “**Web registration**”



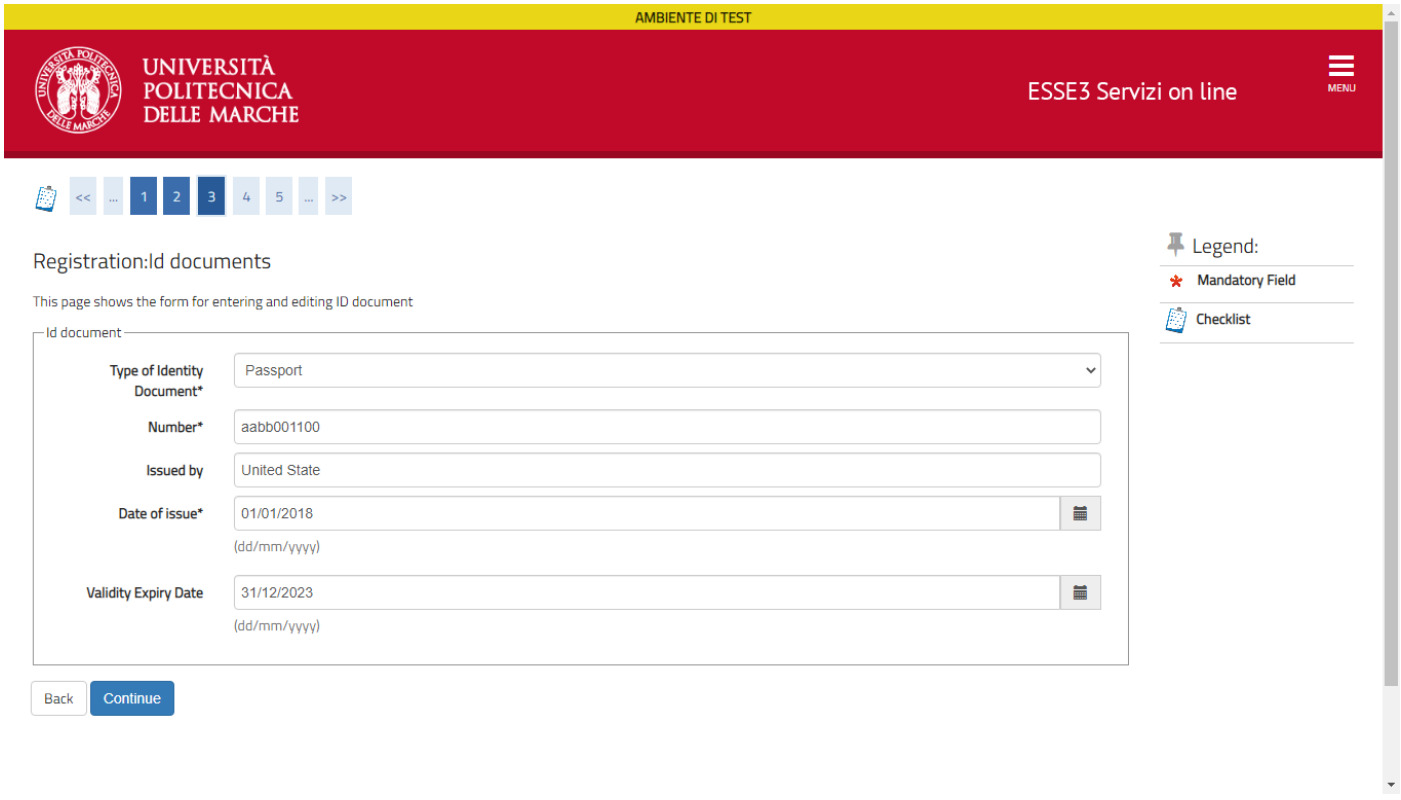

4) Enter your fiscal code and click on “**Continue**” to proceed
If you have not yet an Italian fiscal code please tick the box below “**Foreign student without Italian fiscal code**”



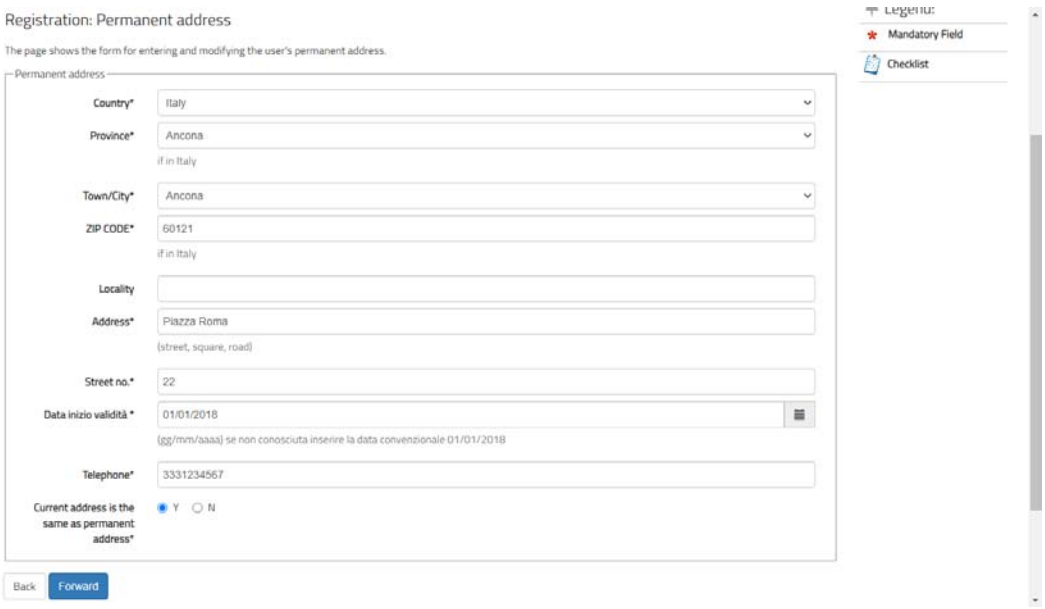
5) Enter your personal data and click on “**Continue**”.
The fiscal code will be calculated automatically if not provided



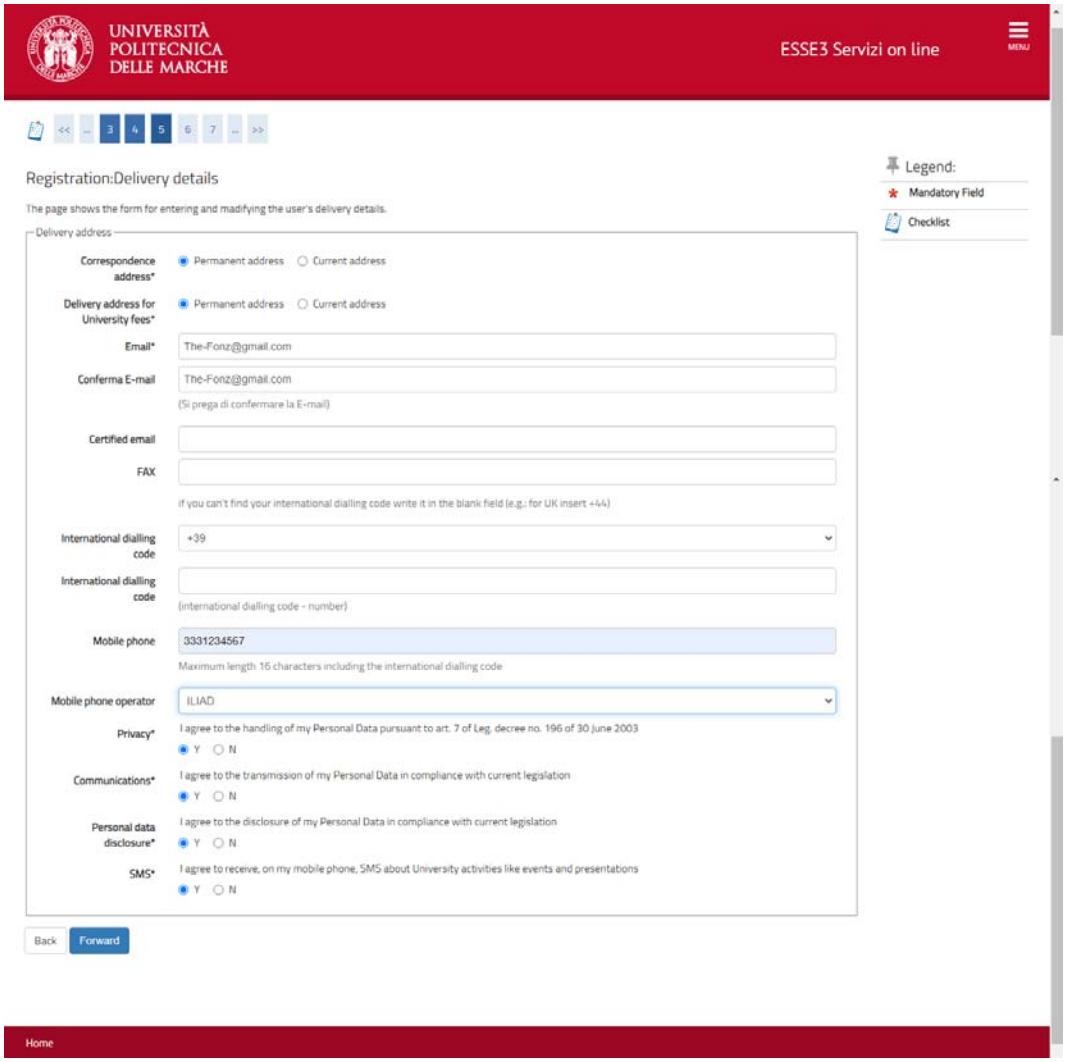

6) Enter the data of your ID document and click on “**Continue**”



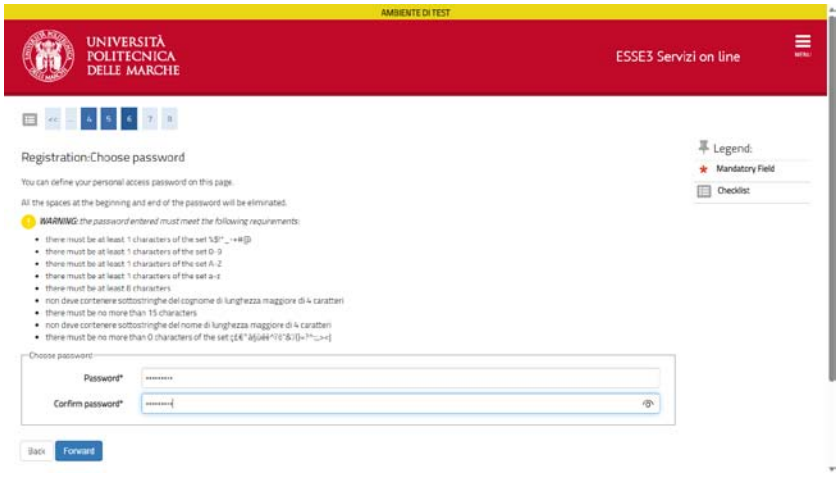
7) Enter the data about your residence



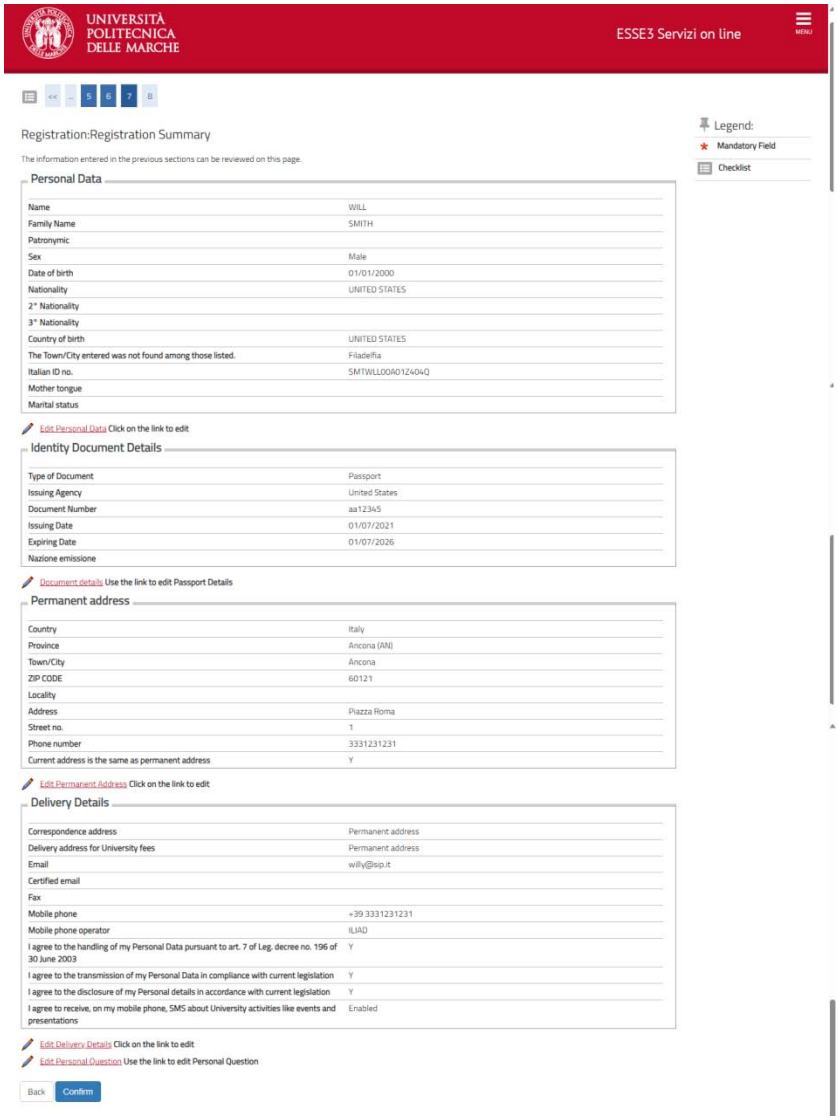

8) Enter or modify your contacts, read the information and give your consent



9) Choose a password according to the features shown and then click on "**Continue**"

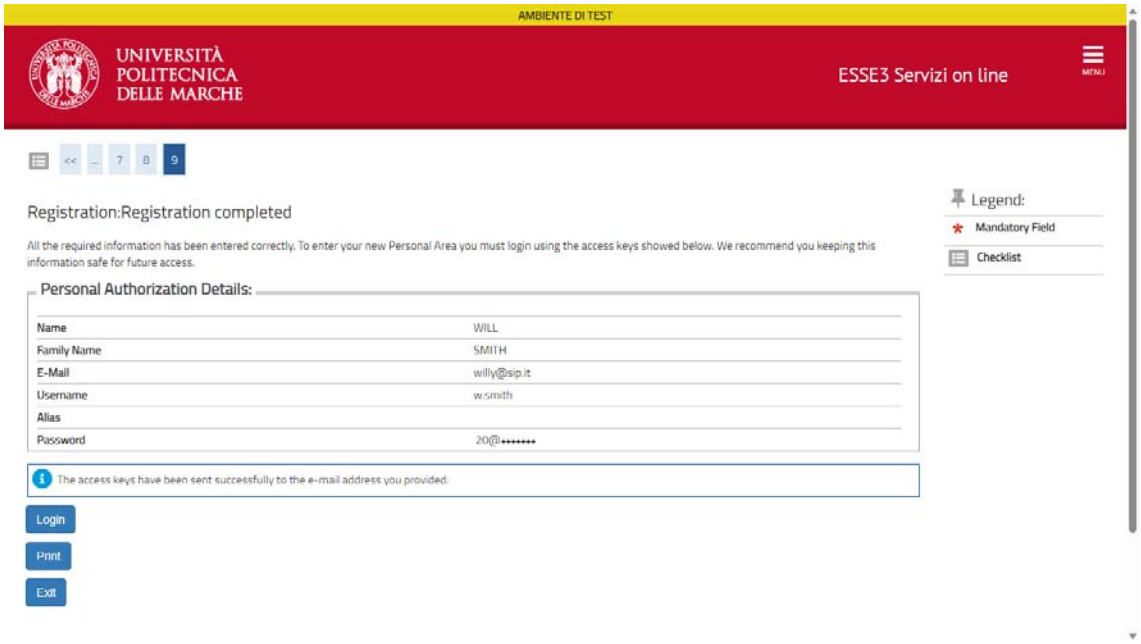



10) Please verify all the data entered and click on "**Continue**" or go back if you want to modify something




Click on "**Confirm**" and make a note of your USERNAME and PASSWORD

11) Continue with authentication "**Login**" (the first step "Registration" is now completed)




## END OF THE FIRST STEP: (registration)

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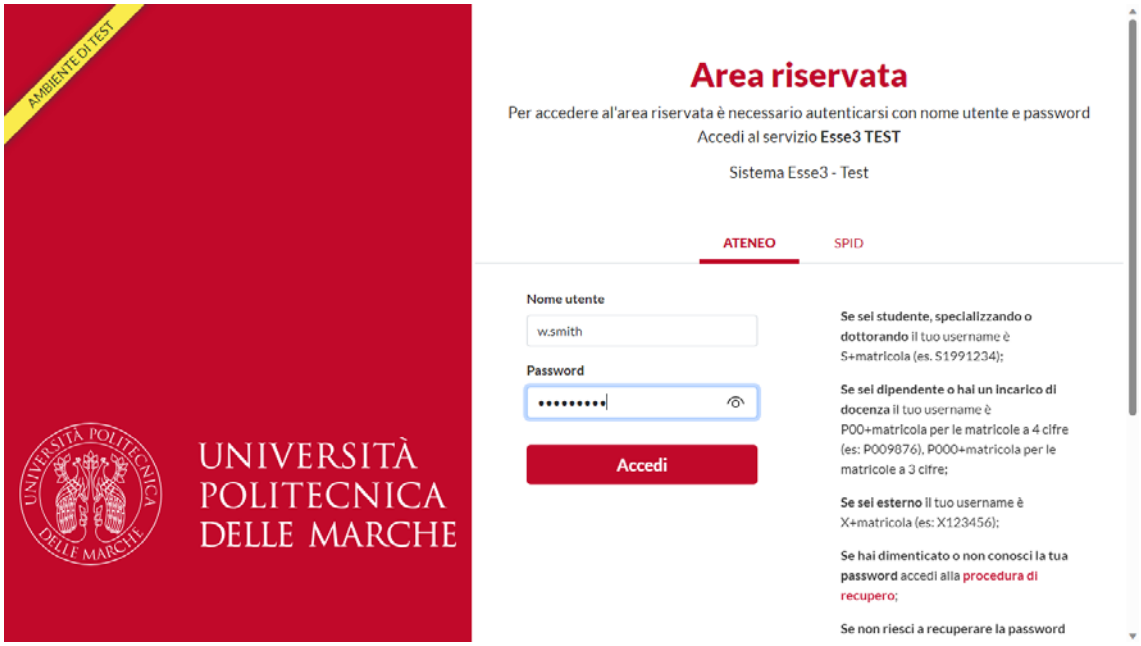
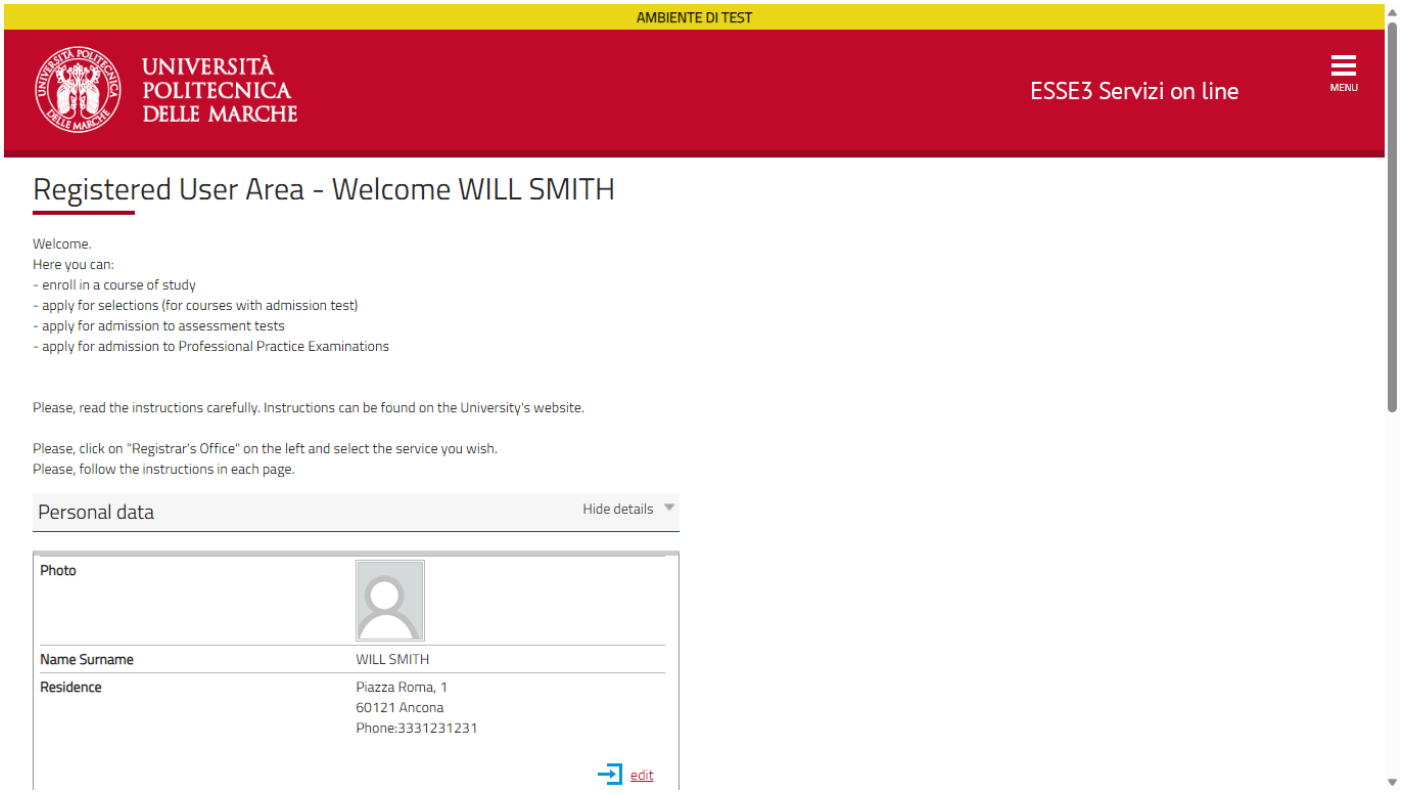
## SECOND STEP: ENROLLMENT

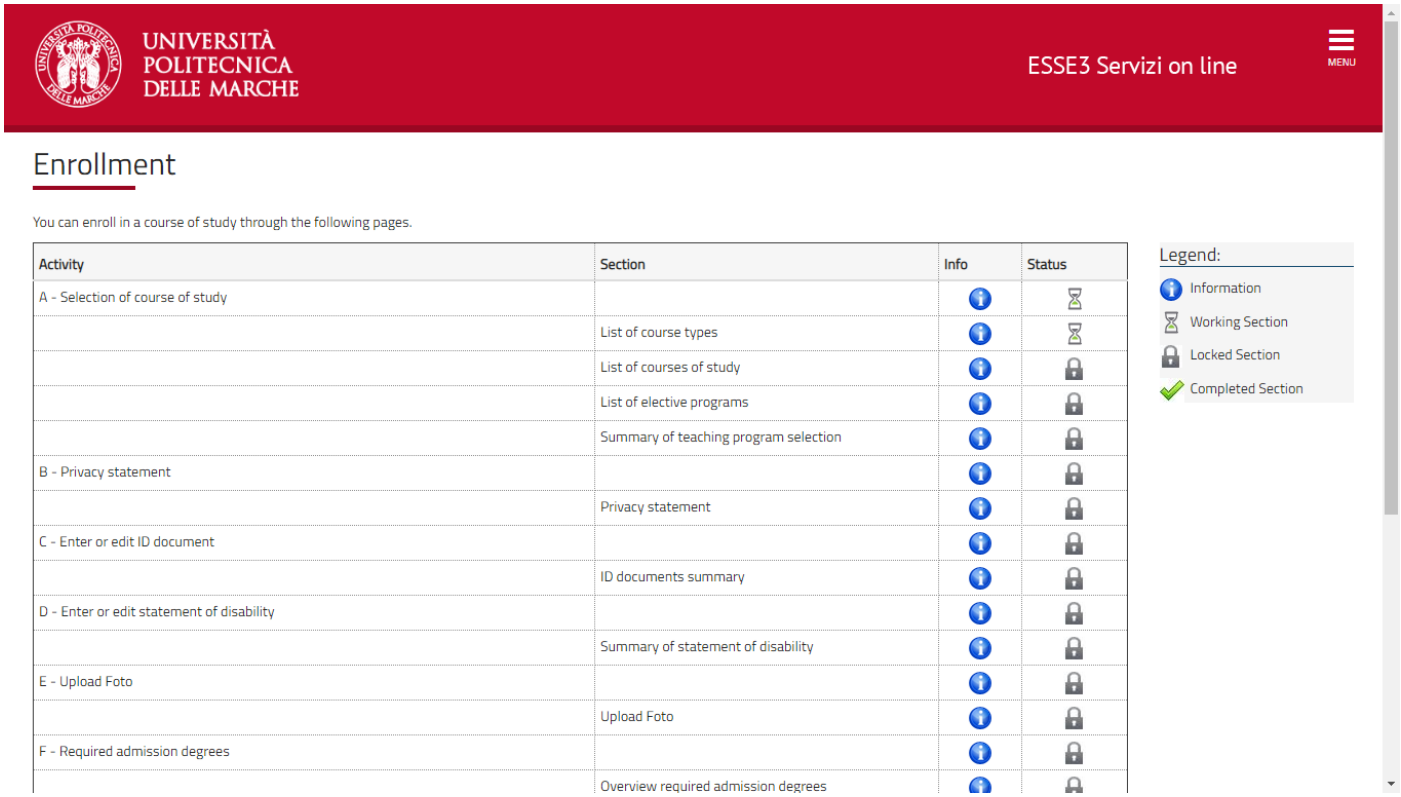
12) Click on the symbol ( ) at the top right of the page and then click on "**Login**".
Enter Username and password



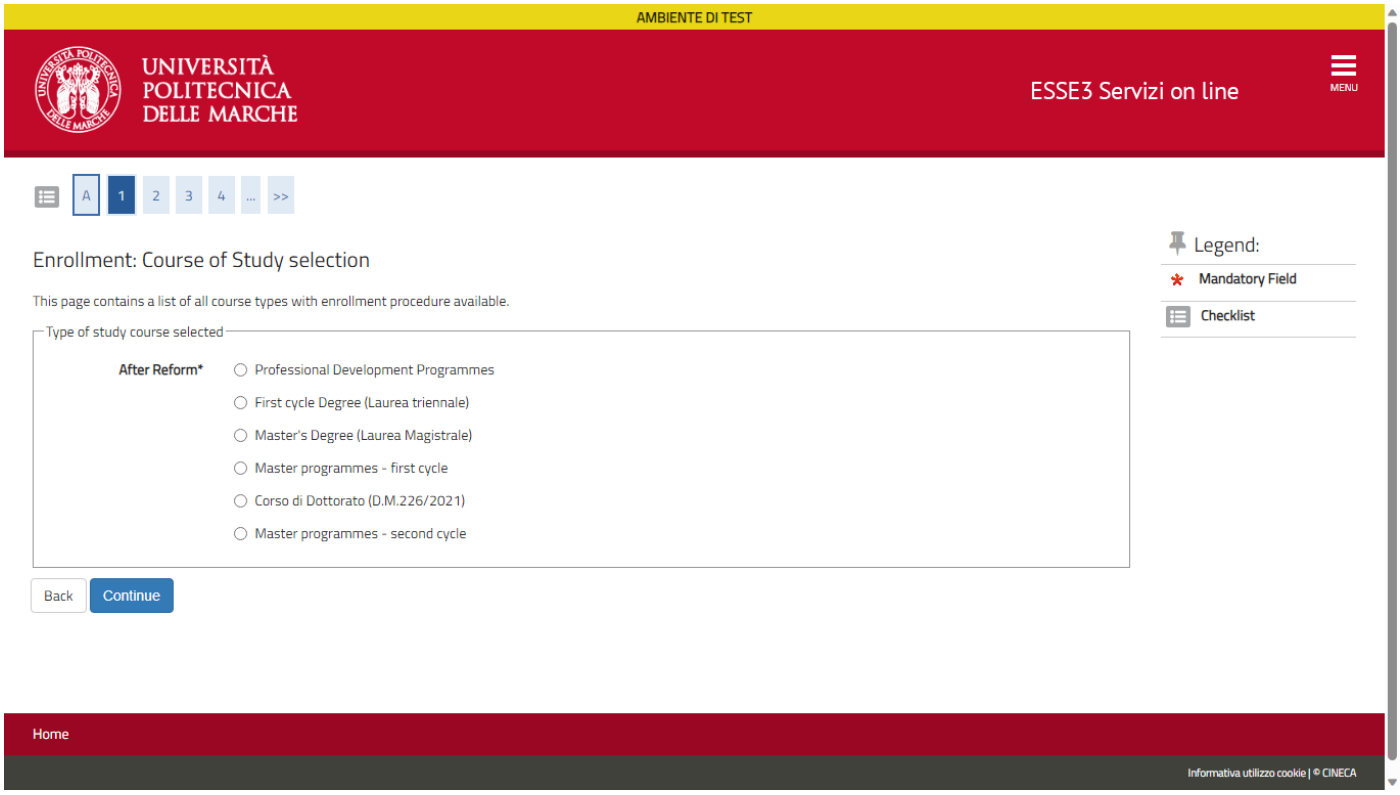
13) Click on “**Registrar’s Office**”



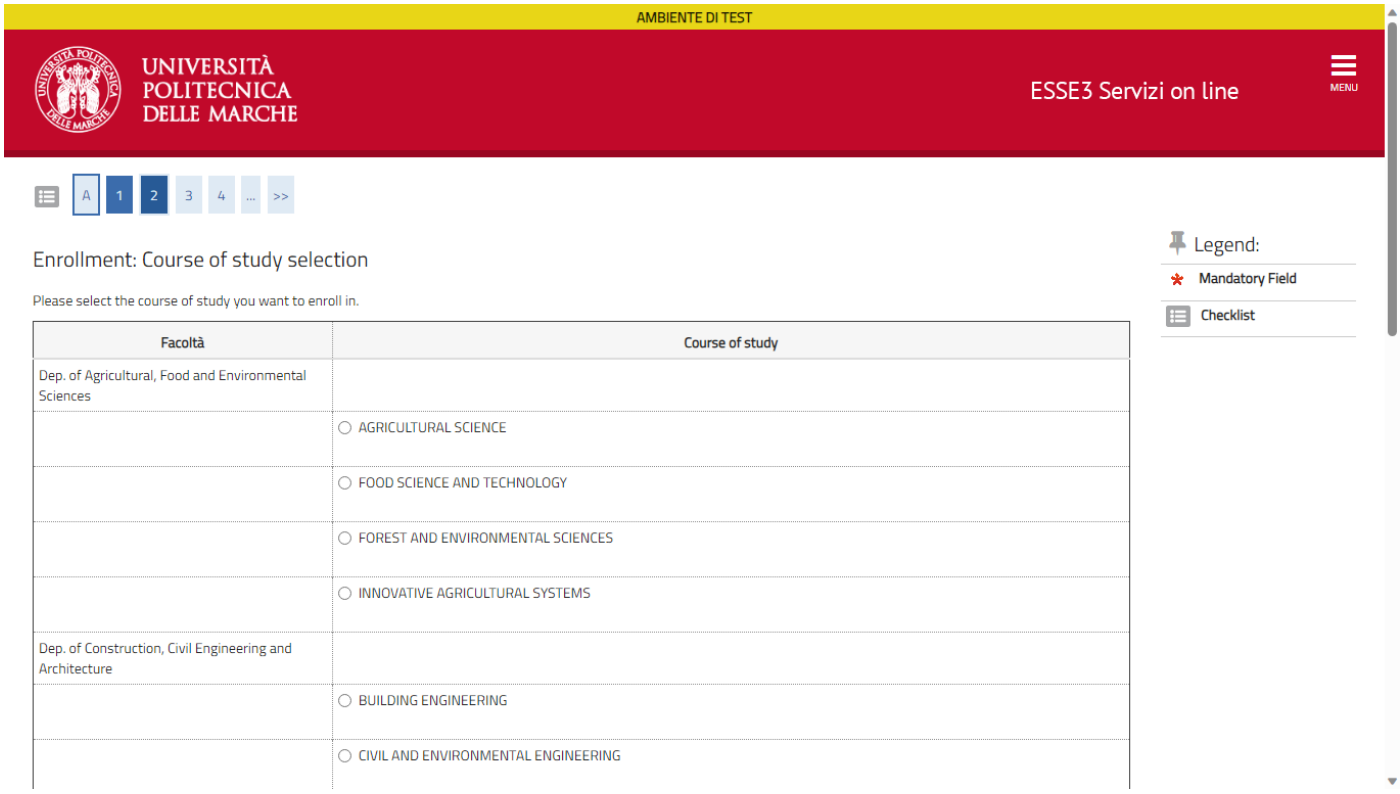

14) Click on “**Enrollment**” in the menu on the right and then in the next section click again on “**Enrollment**” at the bottom of the page



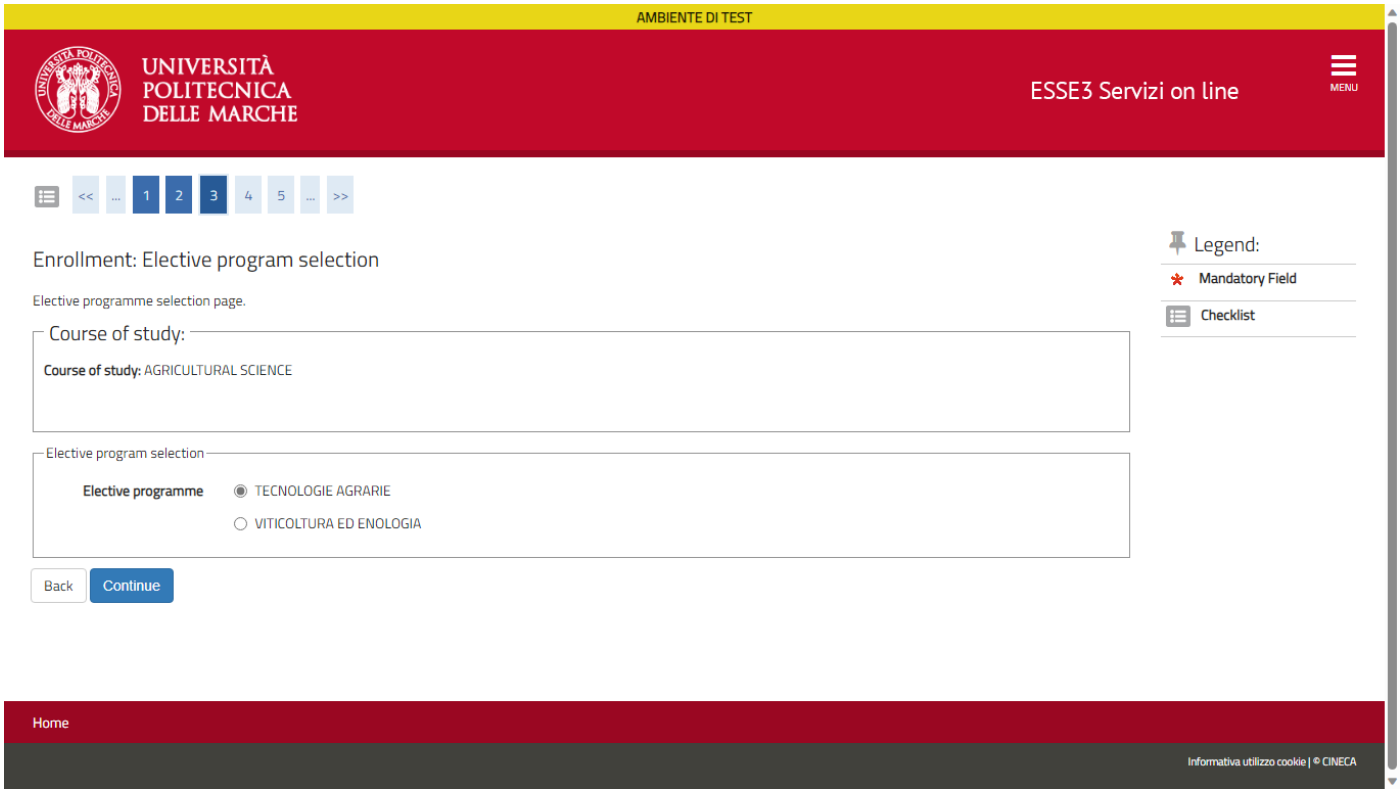
15) Now choose the type of course you want to enroll to and click on "**Continue**"



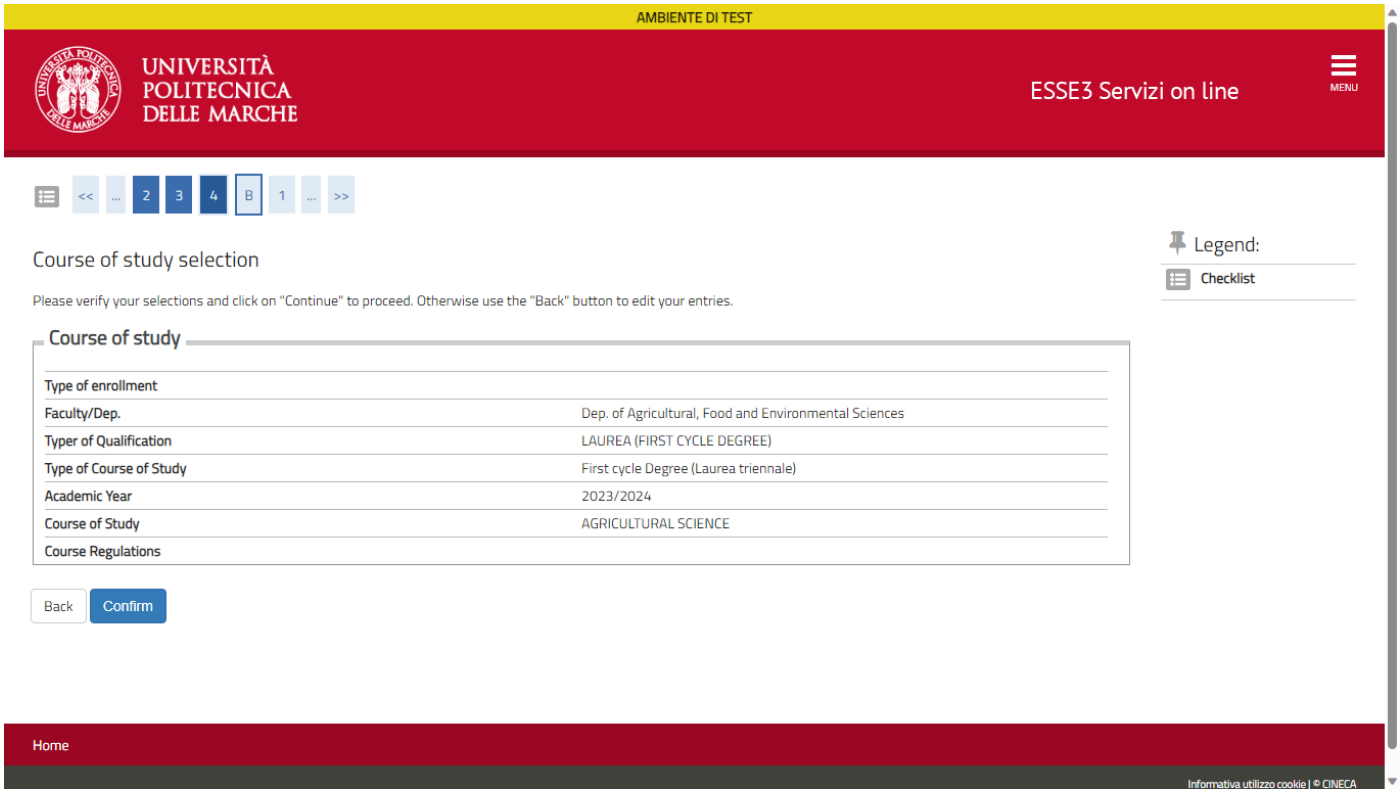

16) Now choose the course you want to enroll to



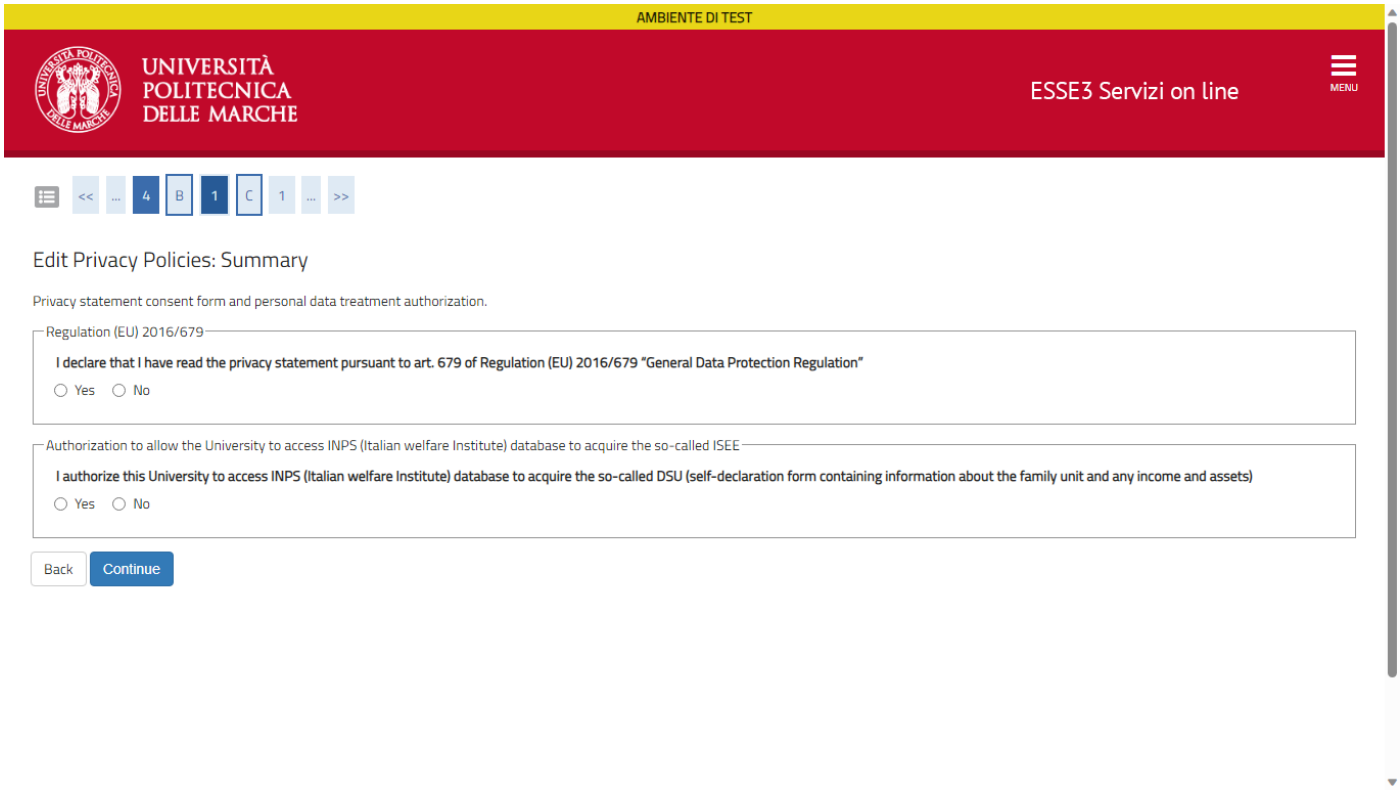
17) Now choose the curriculum (if the course you are enrolling to have different ones)



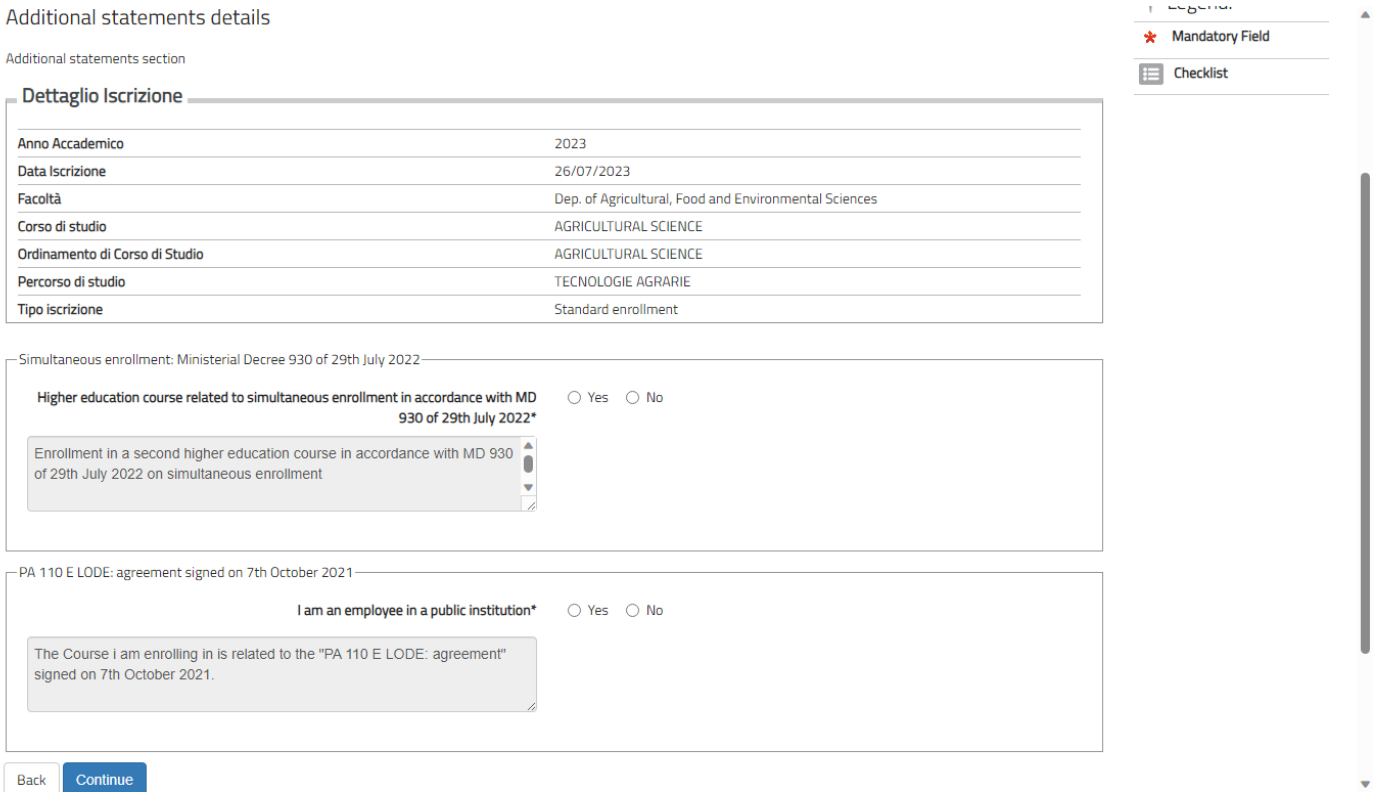

18) Please verify your choices and click on "**Confirm**", go back if you want to modify something



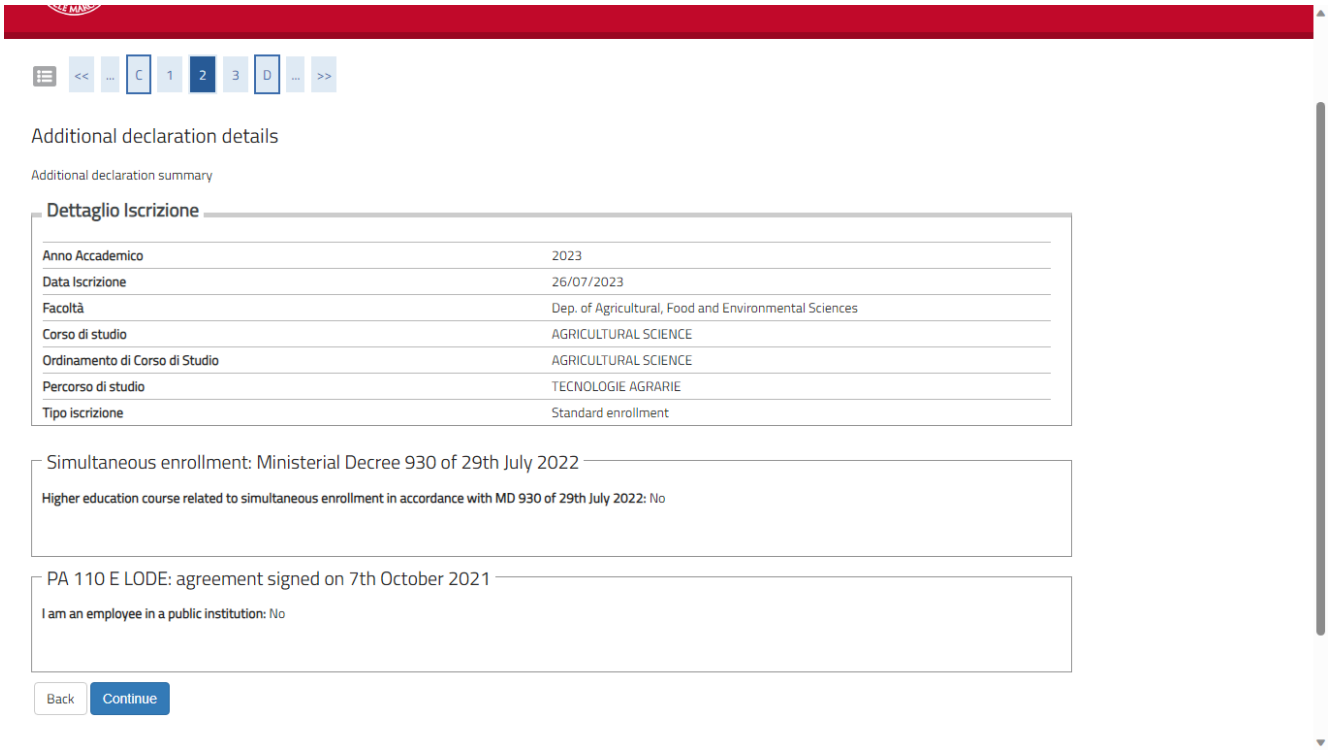
19) Give or modify your authorization to process your personal data and give your authorization to UNIVPM to acquire your ISEE data from INPS database. Then click on "**Continue**"



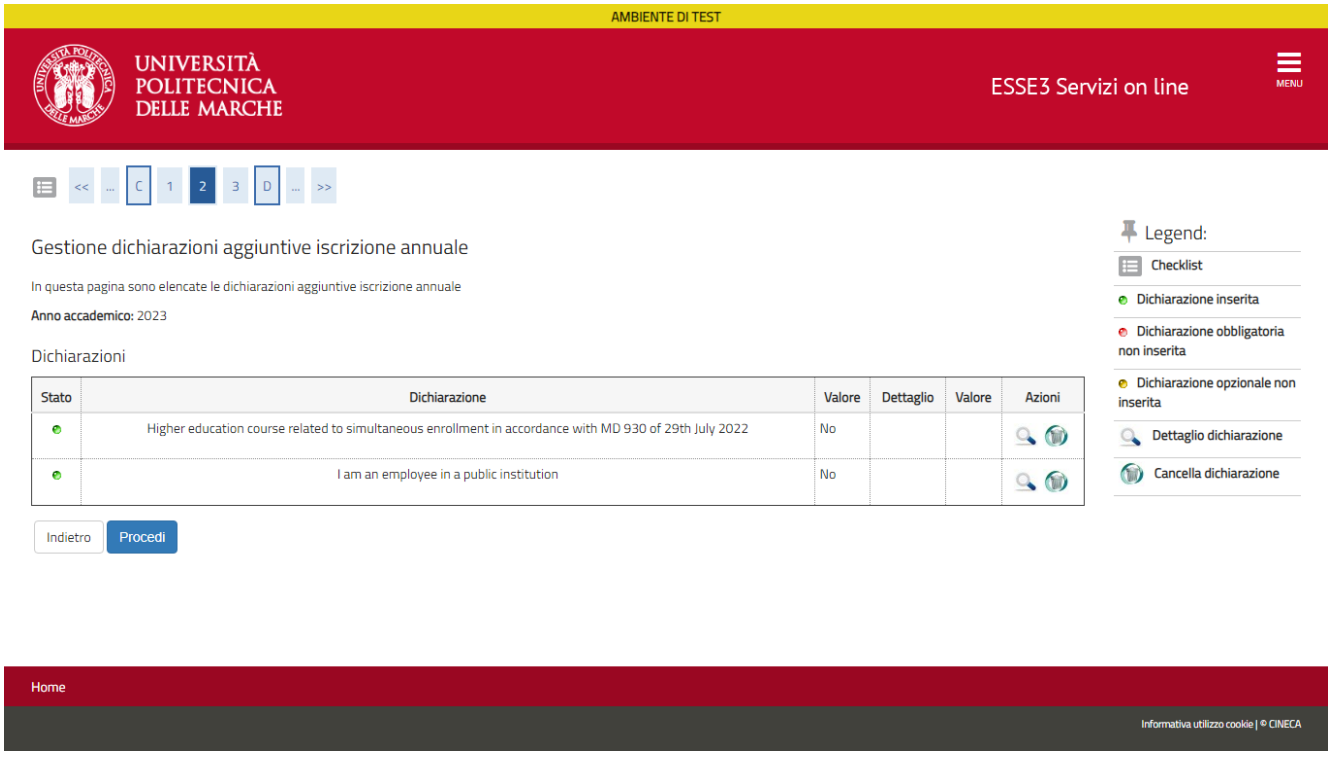

20) Enter details for any additional statements (dual career or PA employee)



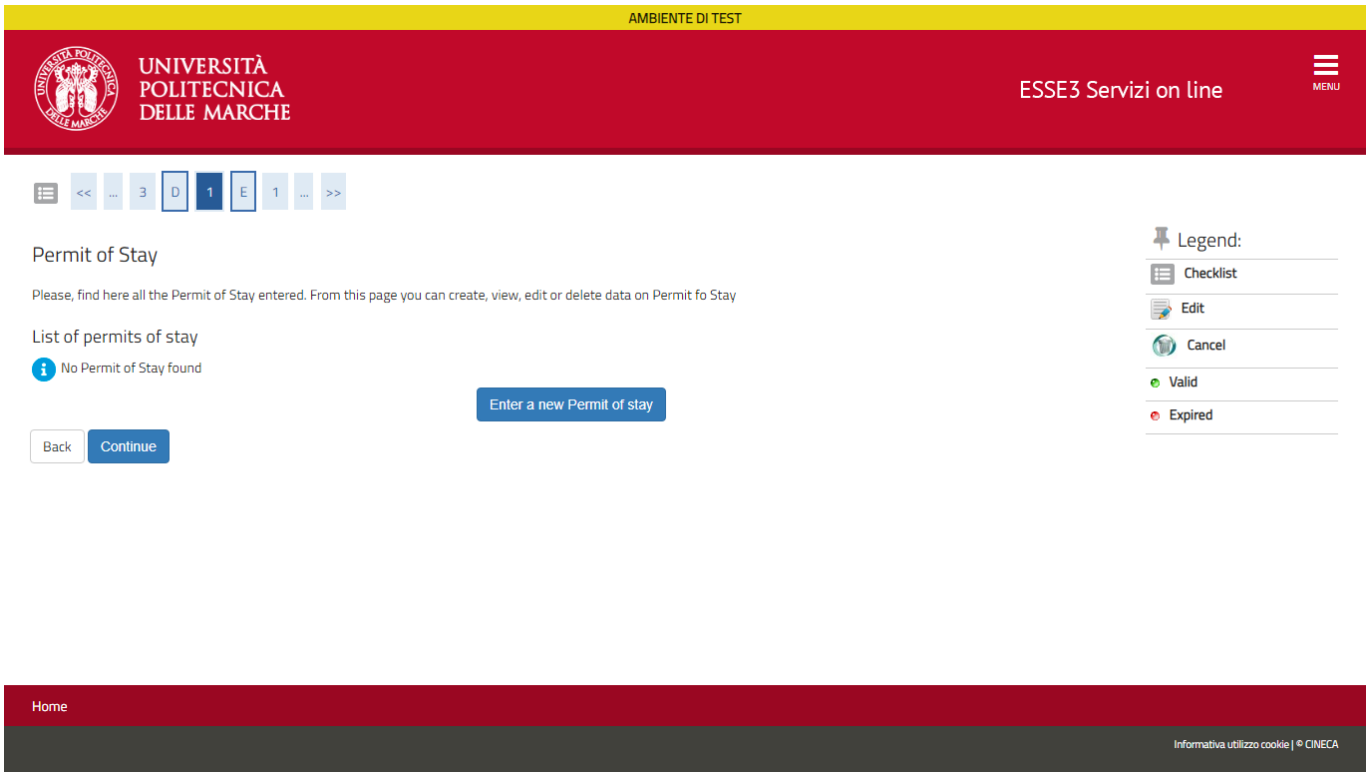
21) The page shows the summary of any additional statements that may be inserted



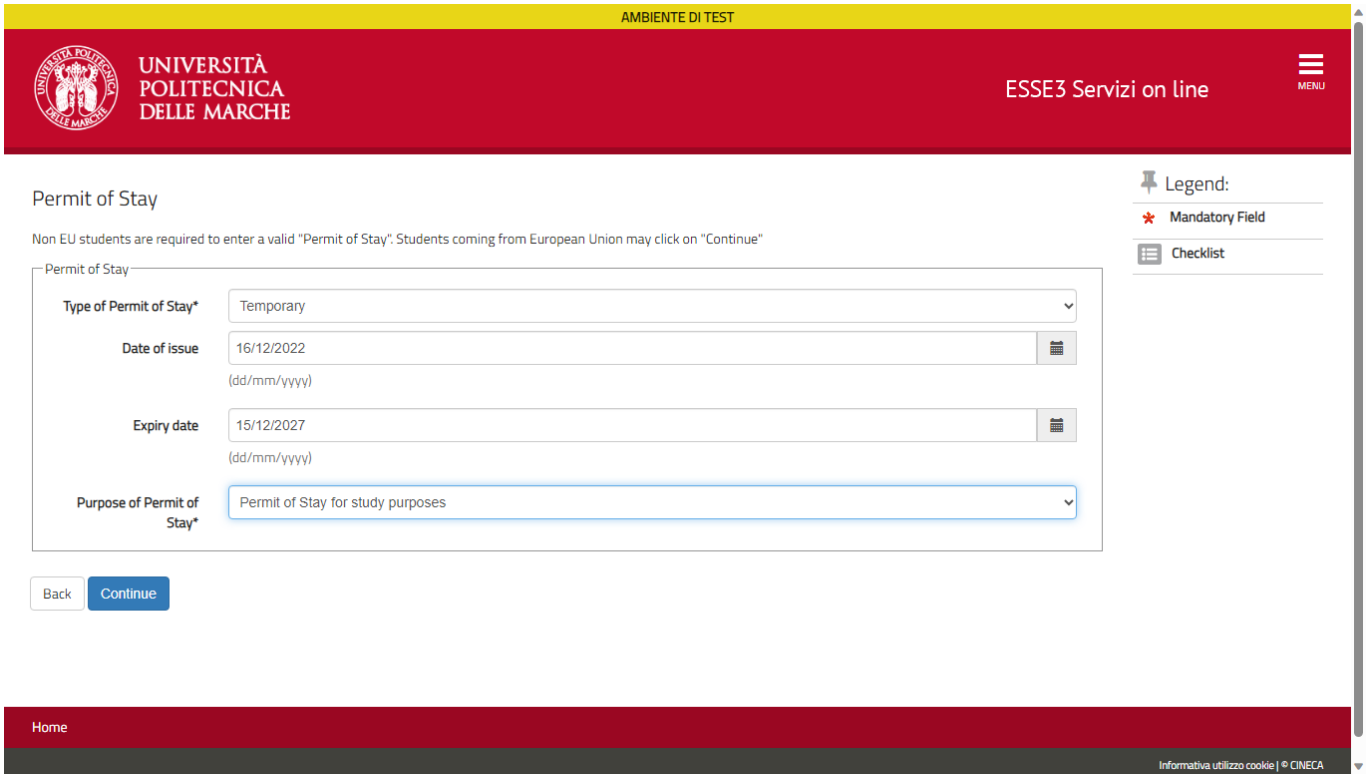

22) Below is a list of any additional statements entered



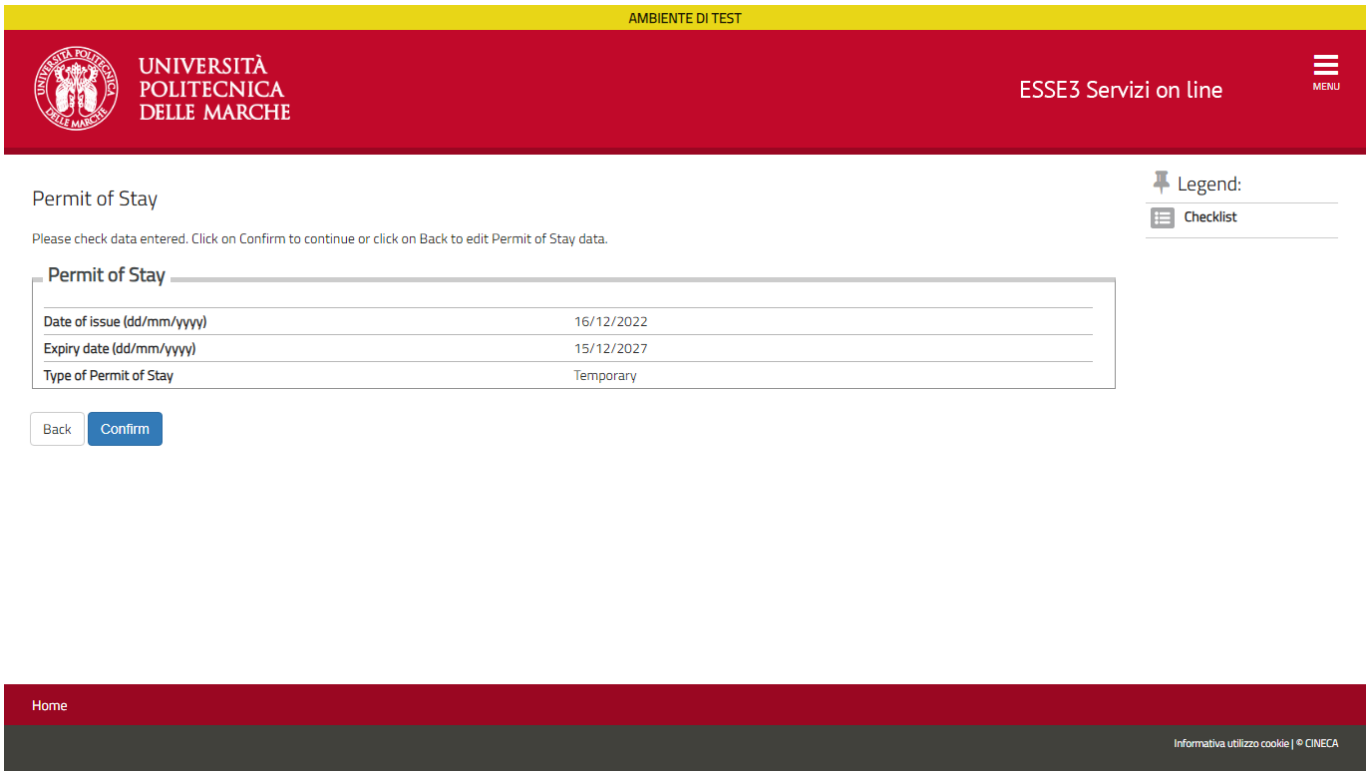
23) From this page you can create, view, edit or delete data on Permit of Stay



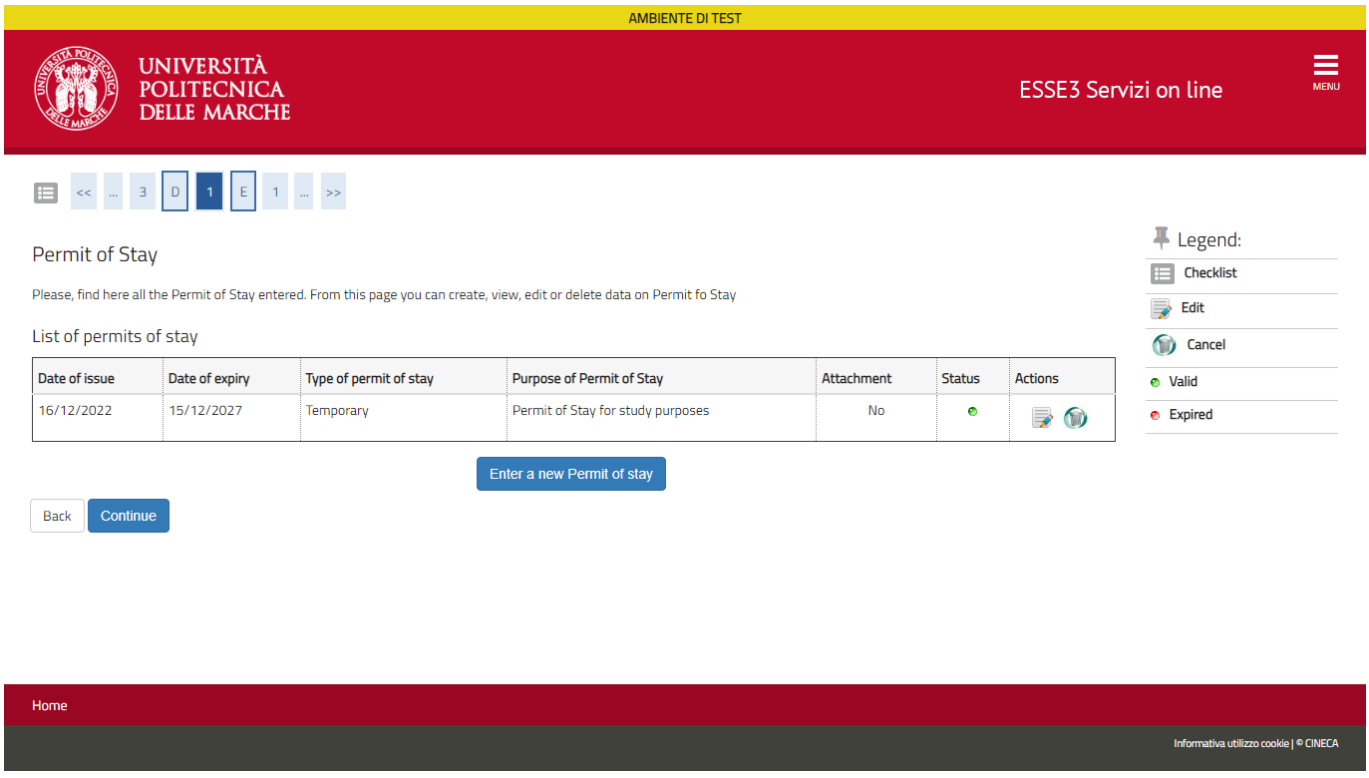

24) Students who do not belong to the European Union must enter a valid “Permit of Stay”. Students coming from European Union, may click on “**Continue**”



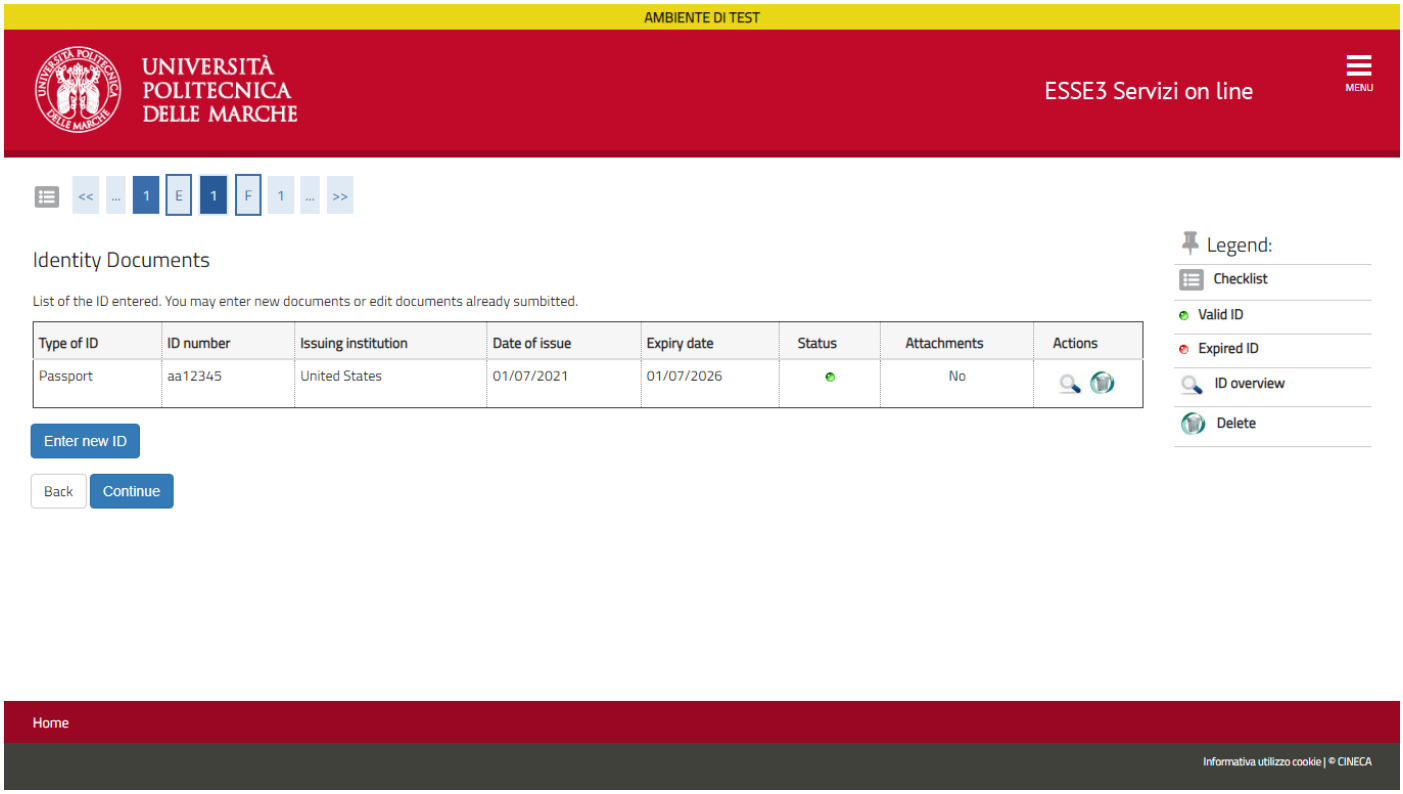
25) Check the data entered, press “**Confirm**” to continue or “**Back**” to change the data



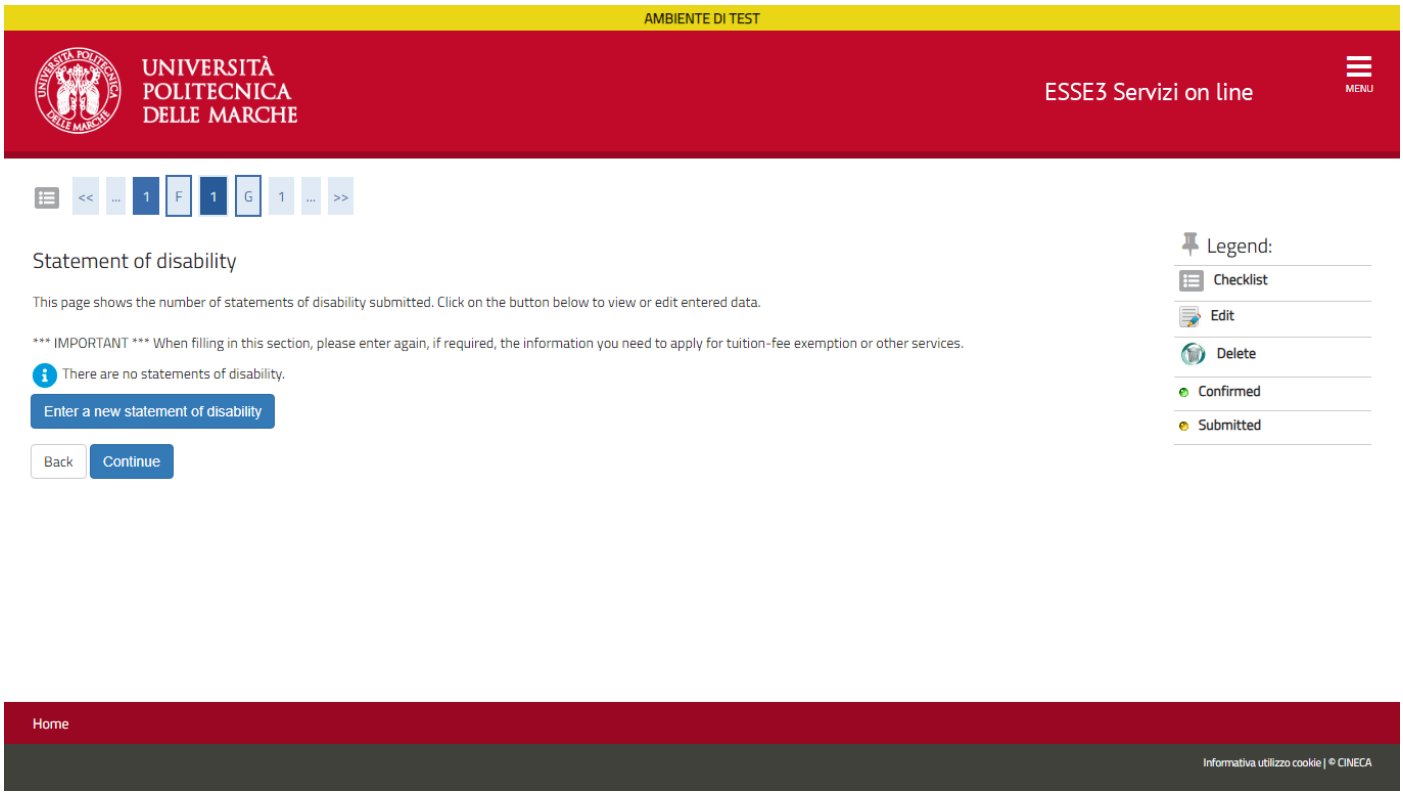

26) Now you can see your Permit of Stay entered.
Click “**Continue**” to go on



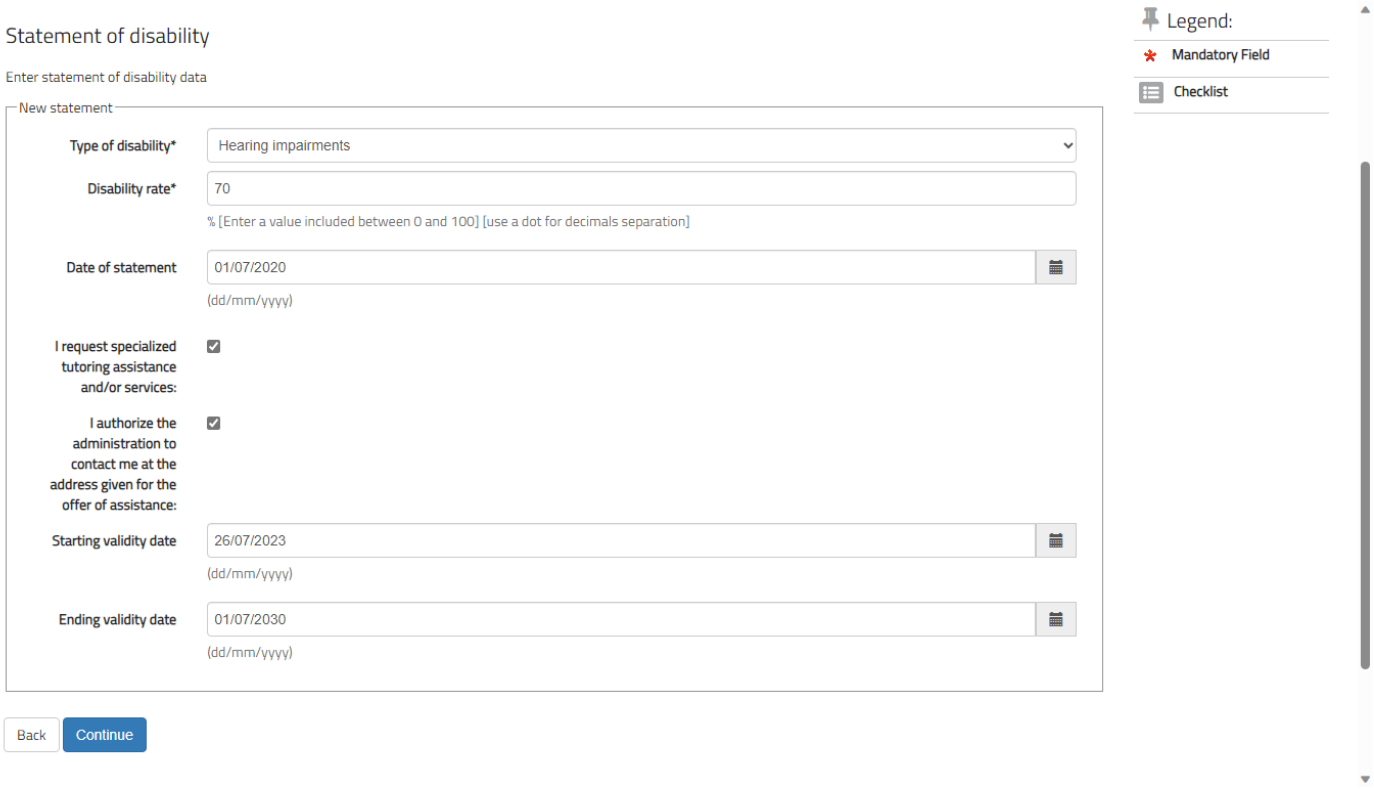
27) Enter a new ID document or confirm the one already uploaded.



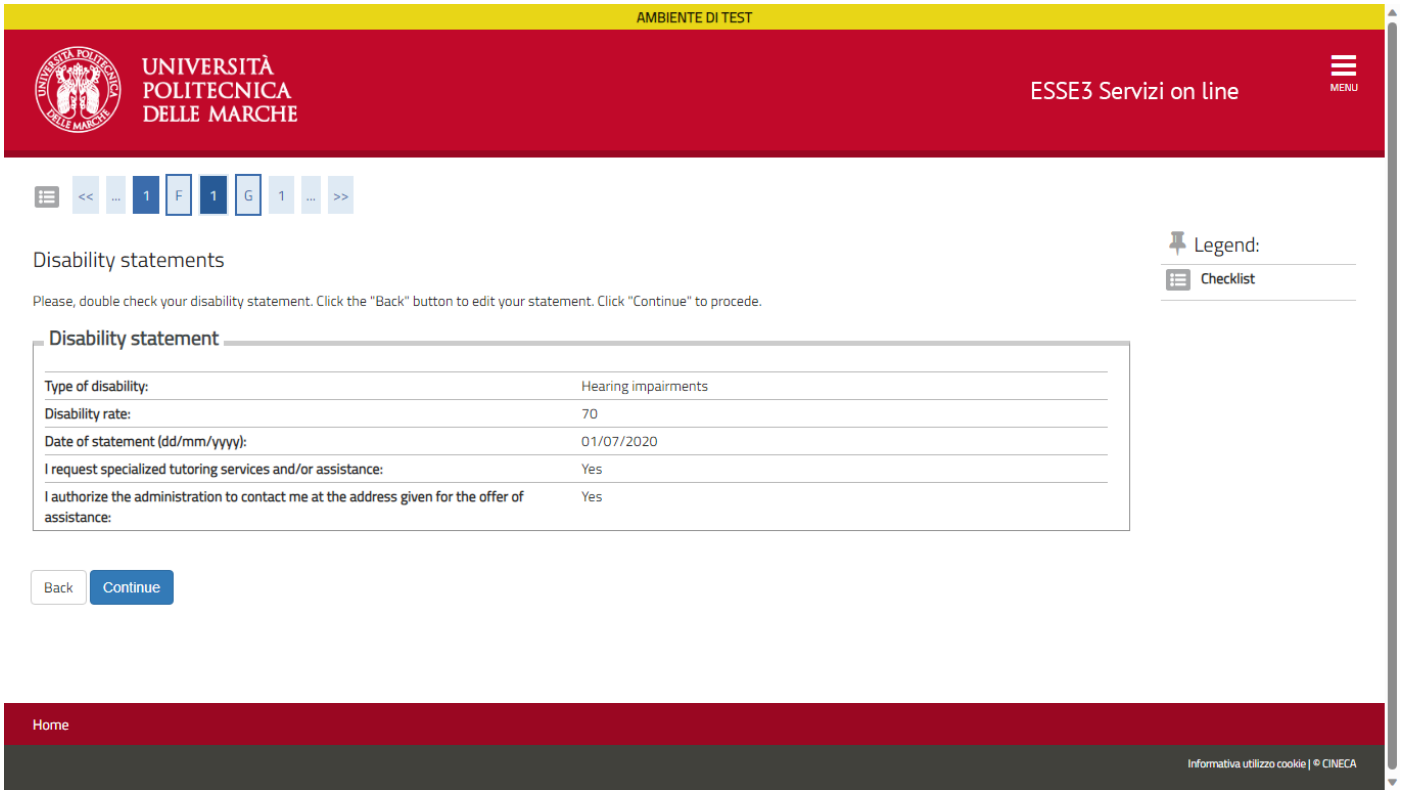

28) Use this section to submit a statement of disability or click on "**Continue**"



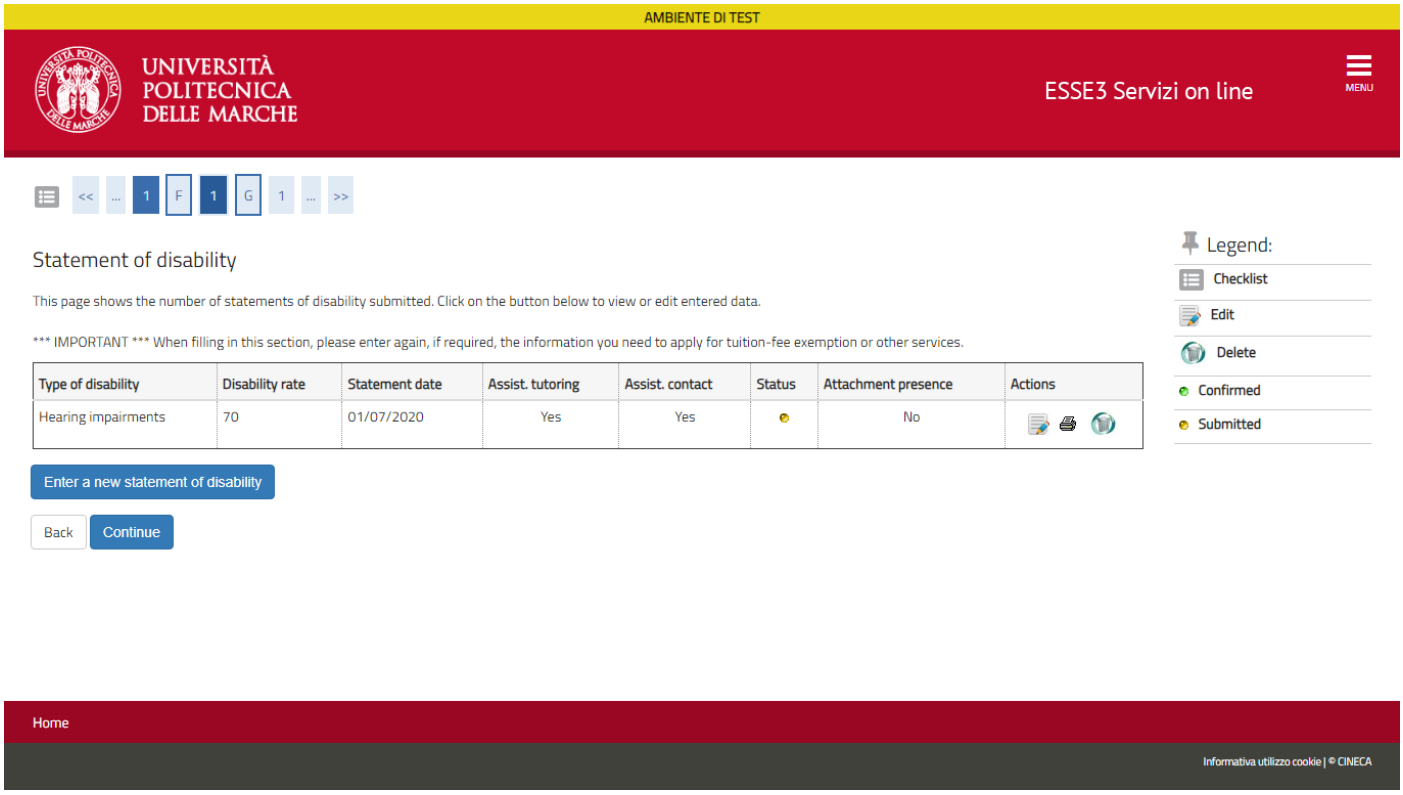
29) Enter the data about your disability and continue



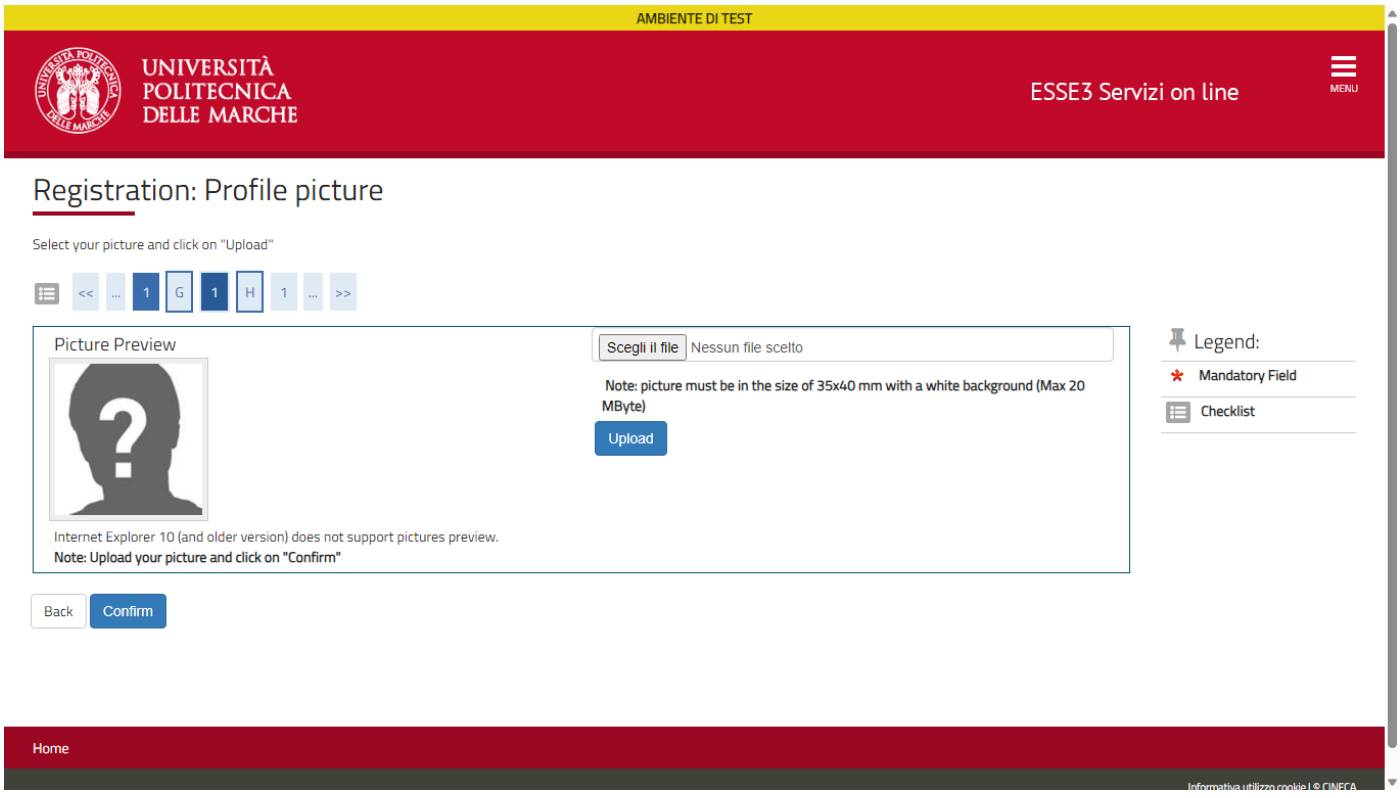

30) Please confirm the data entered and go ahead



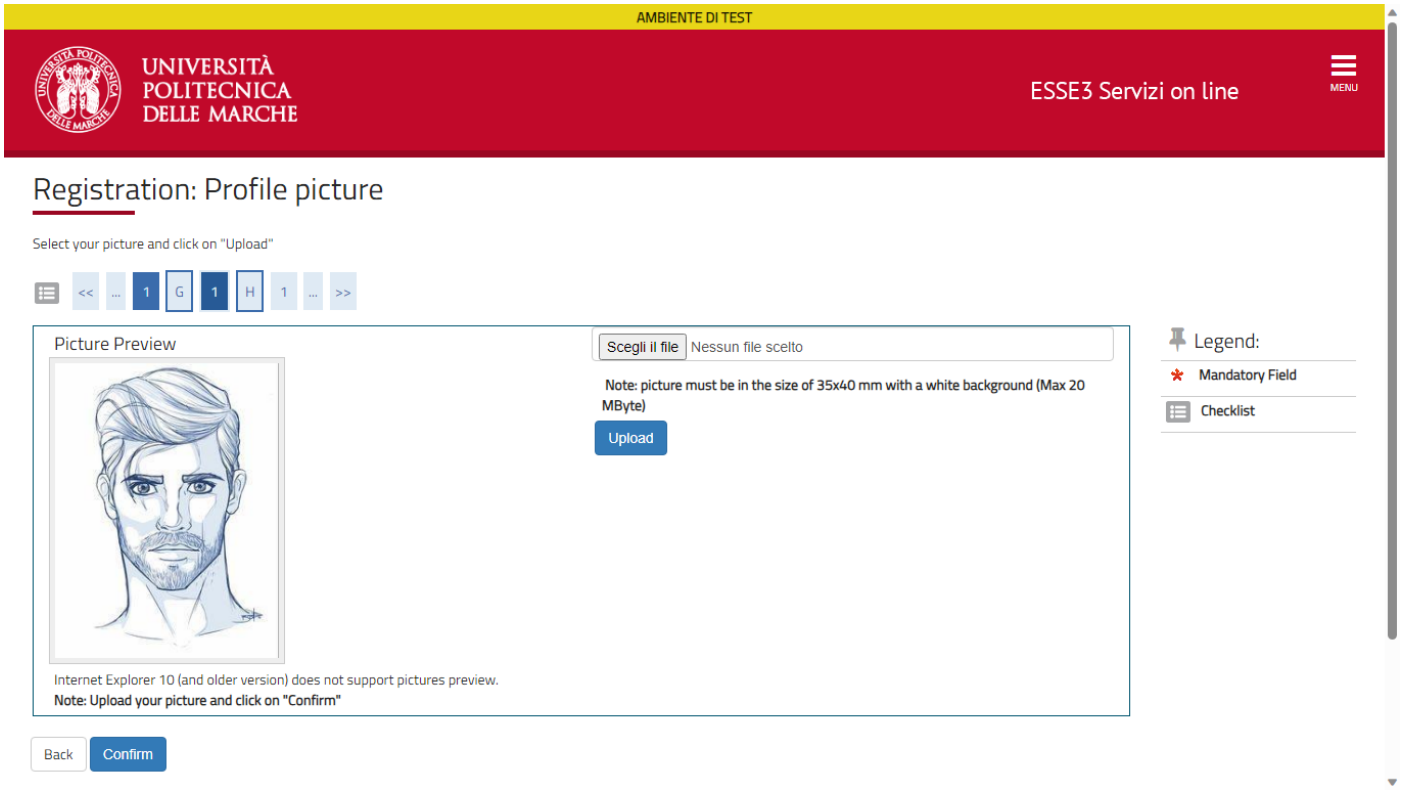
31) If you haven't any other statement of disability please continue



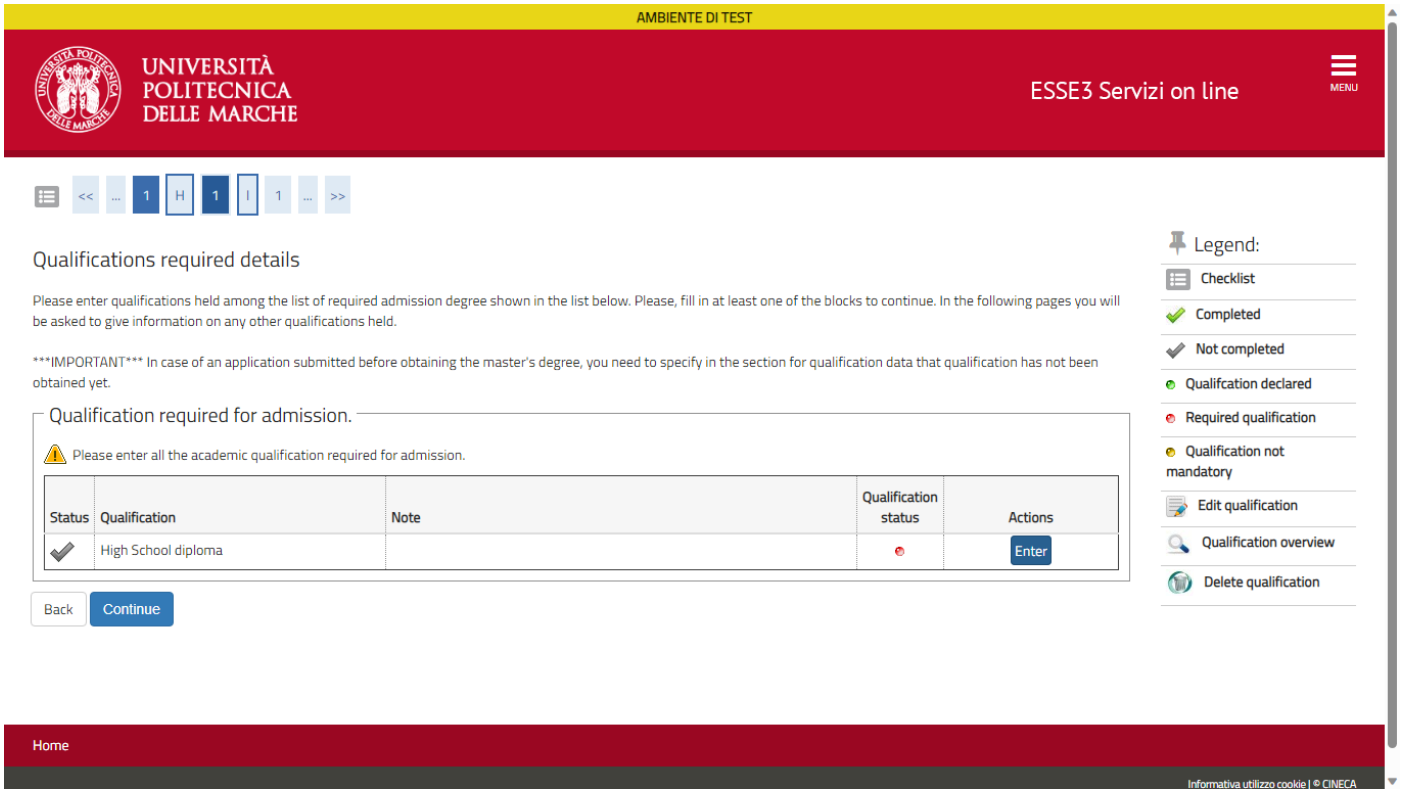

32) Select the file of your photo and the click on "**Upload Photo**". The photo should be in JPG format with a 300 DPI resolution. It should include full head and shoulders on a white background.



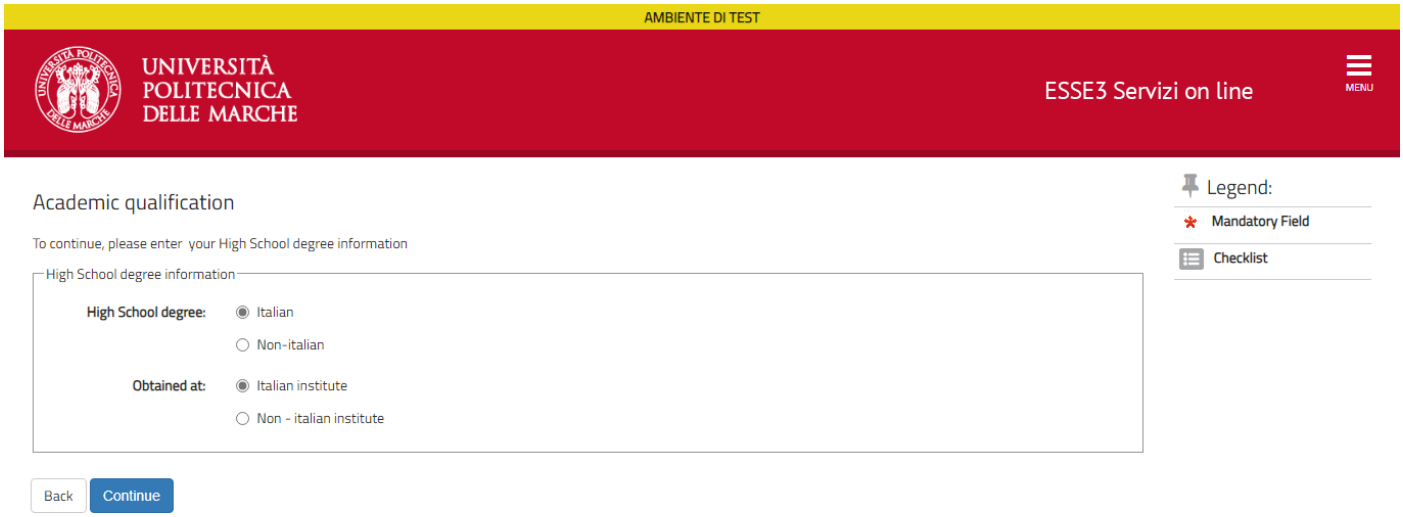
33) Click on “**Confirm**”



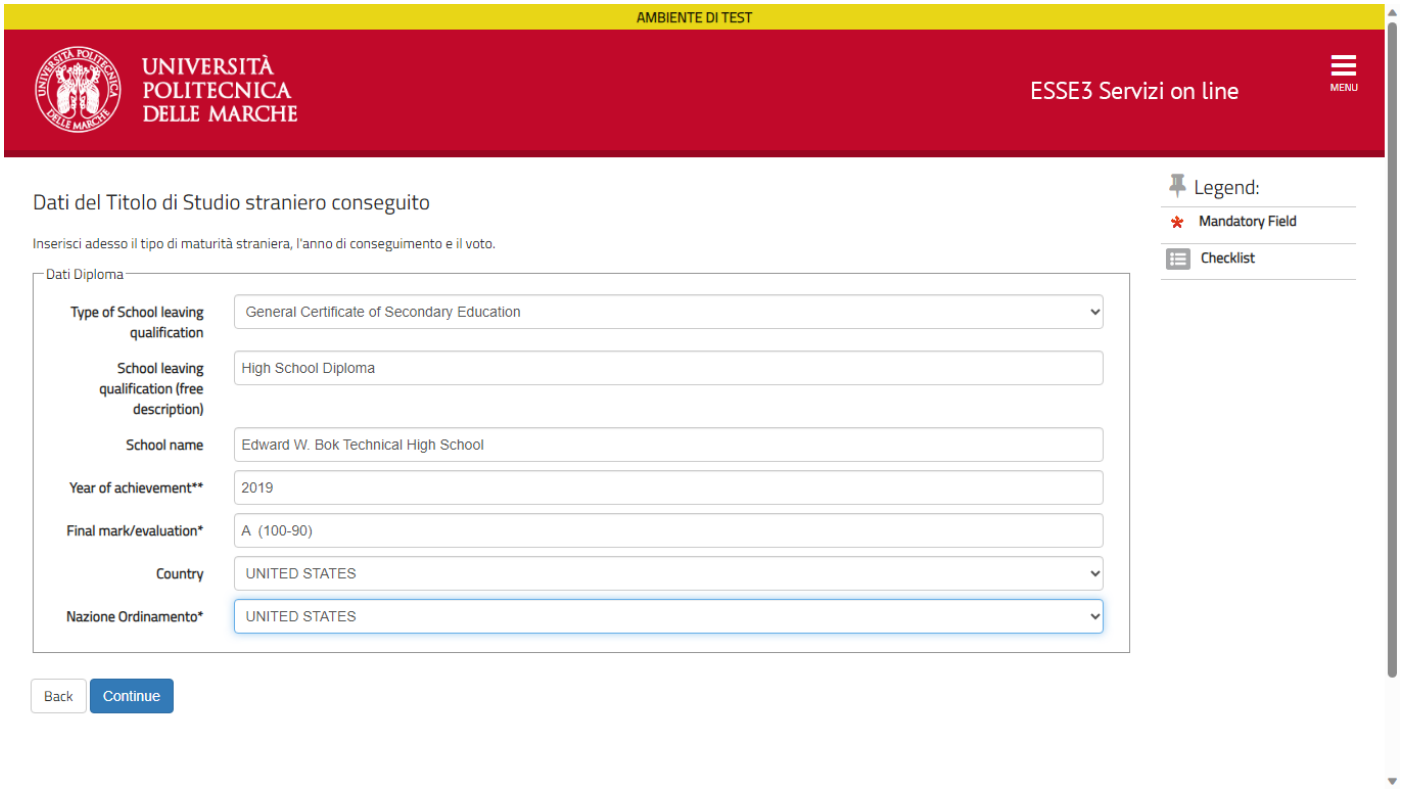

34) Enter the qualification required and click on “**Continue**”



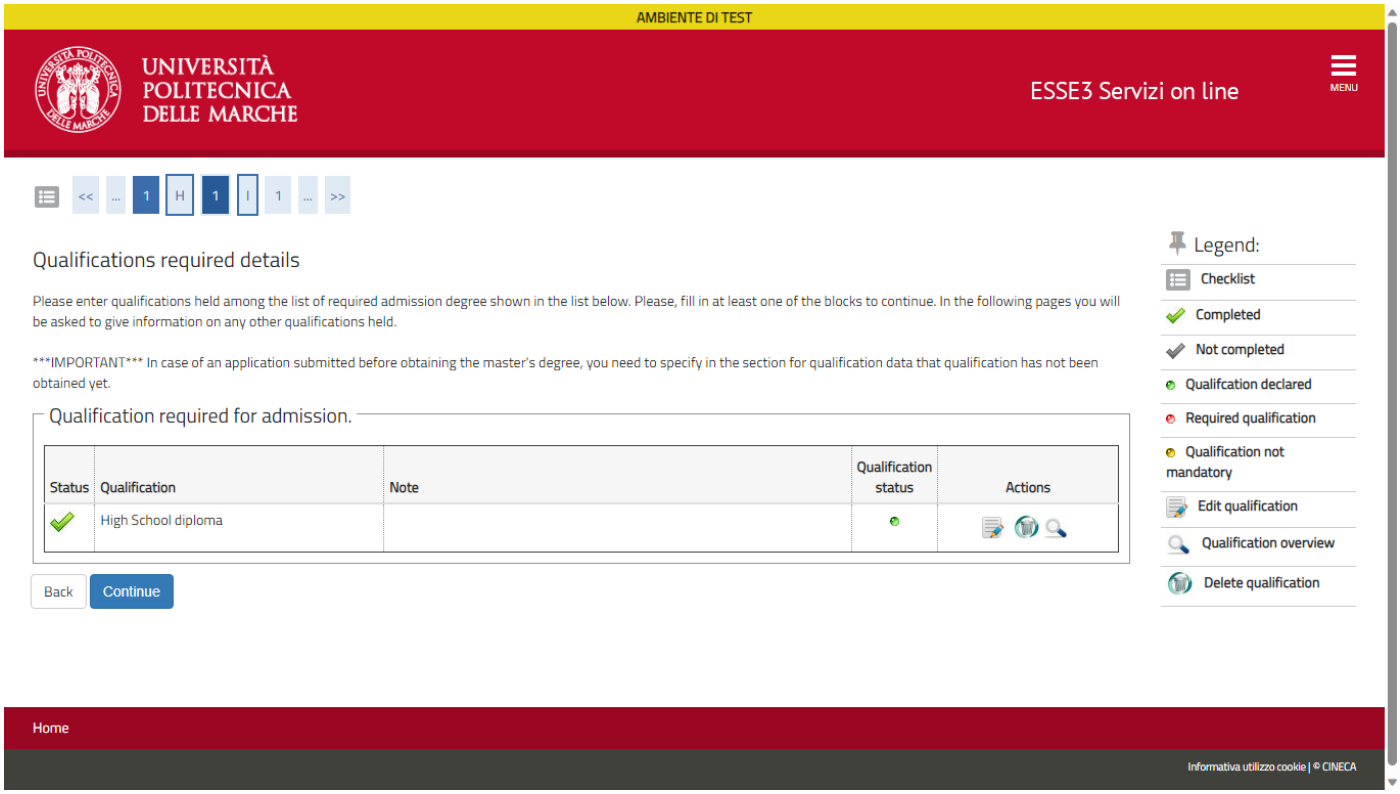
35) Enter details about your qualification



36) High School research

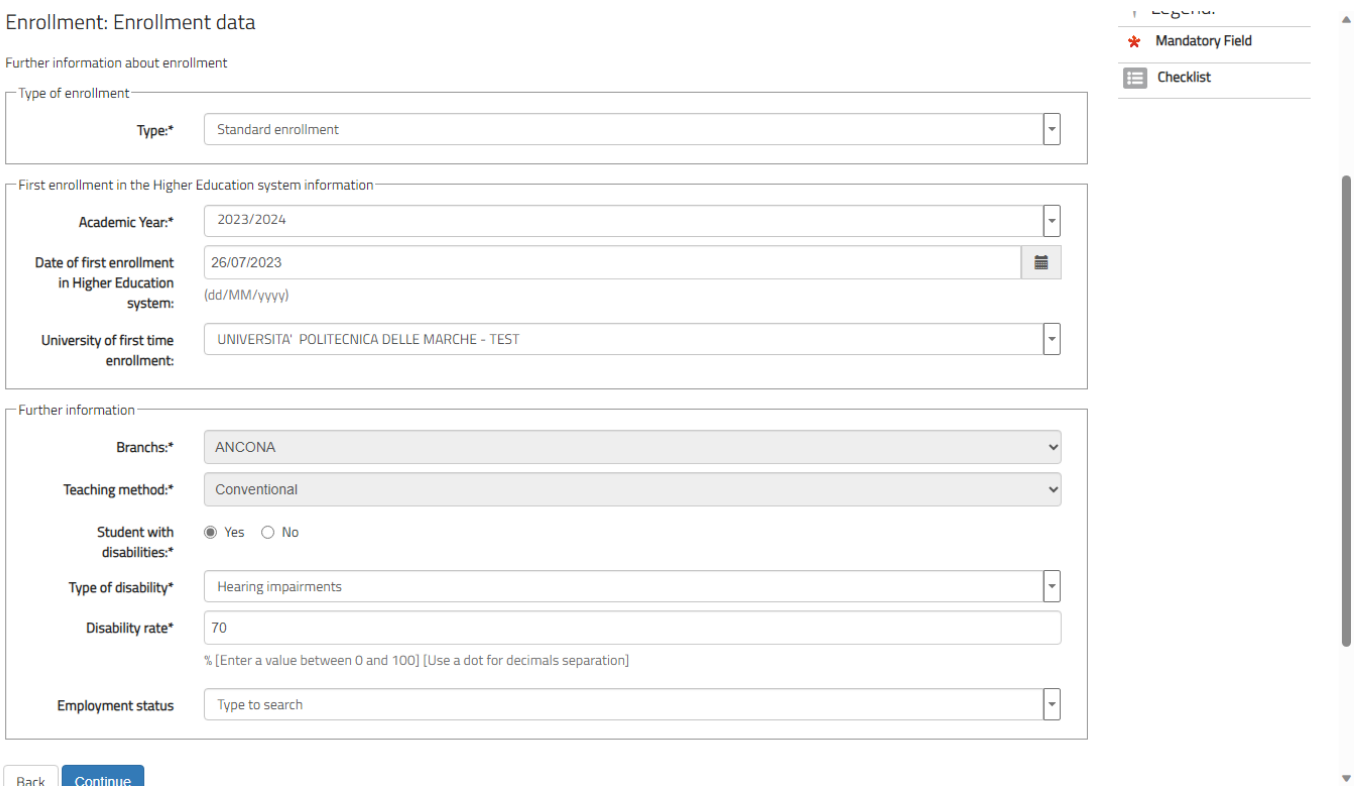


37) Please confirm data about your qualification

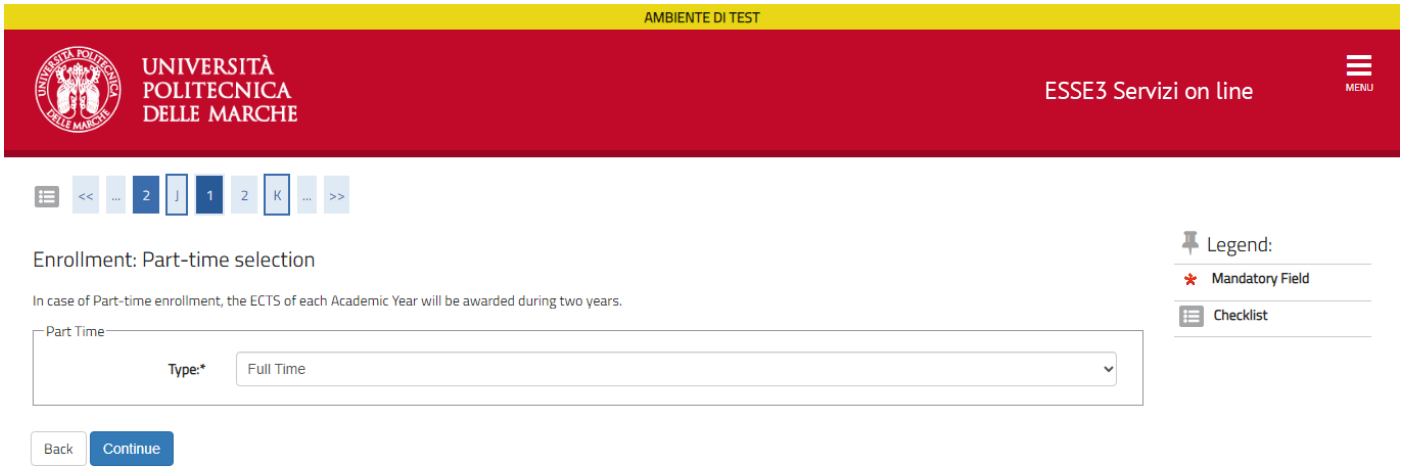



38) Now enter the other data required and click on "**Continue**"

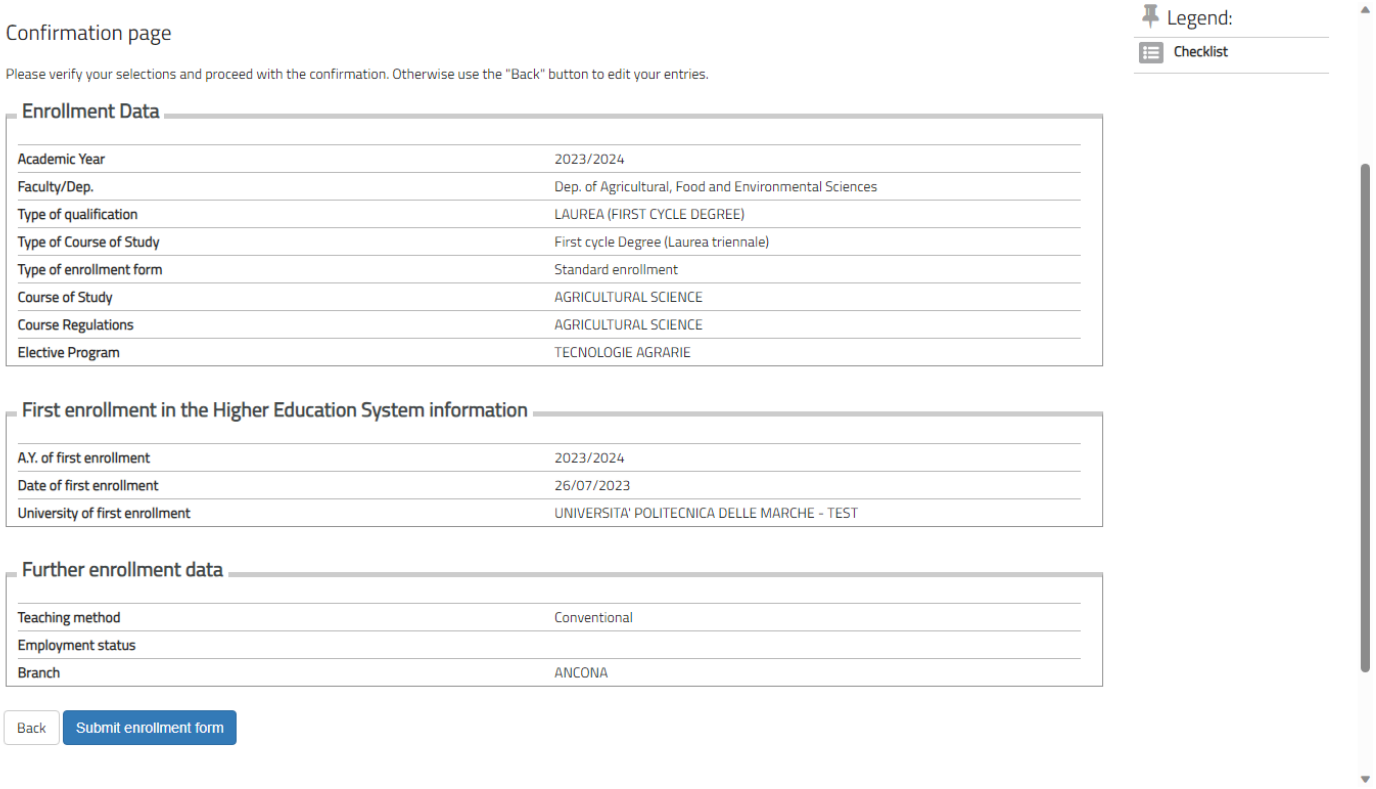
**BE CAREFUL**: If you have been previously enrolled at UNIVPM or at another italian university, **in this section you must enter the academic year of your first enrollment.**



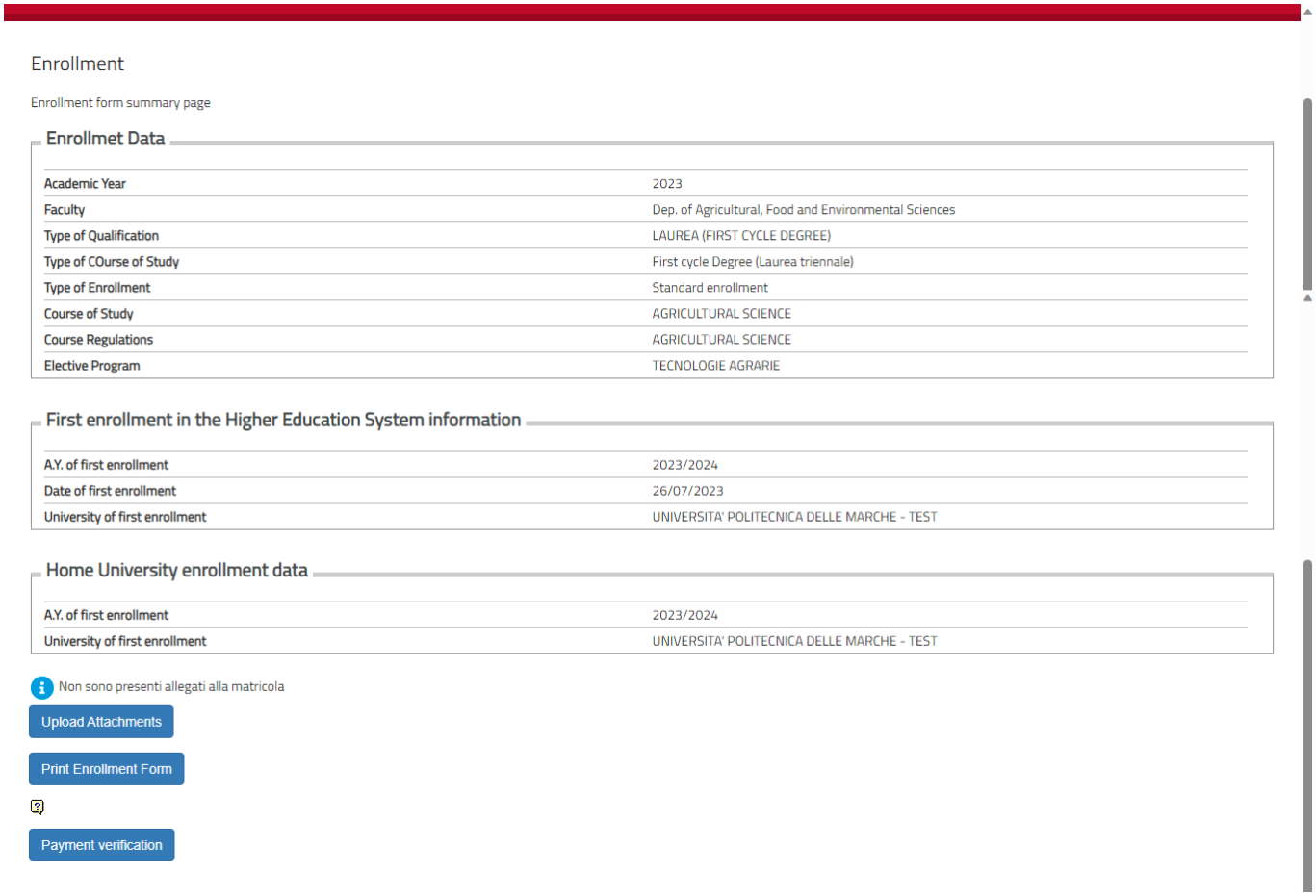
39) Choose if you want to be a full-time student or a part-time one, then Continue



40) Please confirm the choices you have done



41) Complete the enrollment by printing the enrollment form. Click on "**Print enrollment form**" to download the enrollment form in PDF format



Enrollment

Enrollment form summary page

**Enrollmet Data**

| | |
|---|---|
| Academic Year | 2023 |
| Faculty | Dep. of Agricultural, Food and Environmental Sciences |
| Type of Qualification | LAUREA (FIRST CYCLE DEGREE) |
| Type of COurse of Study | First cycle Degree (Laurea triennale) |
| Type of Enrollment | Standard enrollment |
| Course of Study | AGRICULTURAL SCIENCE |
| Course Regulations | AGRICULTURAL SCIENCE |
| Elective Program | TECNOLOGIE AGRARIE |

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

| | |
|---|---|
| A.Y. of first enrollment | 2023/2024 |
| Date of first enrollment | 26/07/2023 |
| University of first enrollment | UNIVERSITA' POLITECNICA DELLE MARCHE - TEST |

**Home University enrollment data**

| | |
|---|---|
| A.Y. of first enrollment | 2023/2024 |
| University of first enrollment | UNIVERSITA' POLITECNICA DELLE MARCHE - TEST |

Non sono presenti allegati alla matricola

Upload Attachments

Print Enrollment Form

Payment verification

42) Facsimile of the enrollment

Application number: 2022382145
Date of entry: 26/07/2023

Stamp duty paid virtually pursuant to art. 15 of Presidential Decree 642/72

**To the Rector of**
**UNIVERSITA' POLITECNICA DELLE MARCHE - TEST**

Personal data (as registered in the Registrar of Civil Status):

Family Name: SMITH

Name: WILL

Born on 01/01/2000 in Filadelfia, AMERICAN citizenship,

Living in Ancona (AN) ZIP code 60121 Piazza Roma, 1

Phone Number 3331231231, Mobile +39 3331231231, e-mail willy@sip.it

Document: Passaporto n° aa12345 issued by United States on 01/07/2021

I, the undersigned SMITH WILL Gender M Italian Fiscal code SMTWLL00A01Z404Q

**HEREBY APPLY**

for enrolment in AGRICULTURAL SCIENCE - D.M. 270/2004, Cod. AT01, Elective Programme - TECNOLOGIE AGRARIE, category (L-25) - AGRICULTURE AND FORESTRY, for the 2023/2024 Academic Year, authorized to take the exams and tests included in my study plan, and am aware that any exam taken failing to observe the didactic regulations in force will be cancelled.
To this end, in pursuance of articles 46 and 47 of the Italian Presidential Decree n. 445 of 28 October 2000, and fully aware that under art. 76 of the above-cited Presidential Decree those who are untruthful, commit forgery, or make use of false papers shall be liable to prosecution, I

**HEREBY DECLARE**

I have successfully completed the degree course (type of school leaving qualification) General Certificate of Secondary Education on 2018/2019Edward W. Bok Technical High School with final grade A (100-90);

I have carefully read the contents of the Legislative Decree 196/2003, as amended by Legislative Decree 101/2018, and of EU Regulation 679/2016 (GDPR) contained in the University website under "Privacy".

**ATTACHMENTS:**

scanned copy of:

1) Valid identity document

2) Fiscal code

3) Permit of Stay or a copy of the request of the Permit of Stay (for non-EU citizens)

4) Degree certificate, along with its Italian translation, the authentication and a "Dichiarazione di Valore" (Candidates with Academic qualification obtained abroad)

5) Statutory declaration stating that he/she is eligible for admission test waiver (form can be downloaded from the proper section of www.univpm.it).

_____ _____

*Place and date* *Signature*

(1) NOTE

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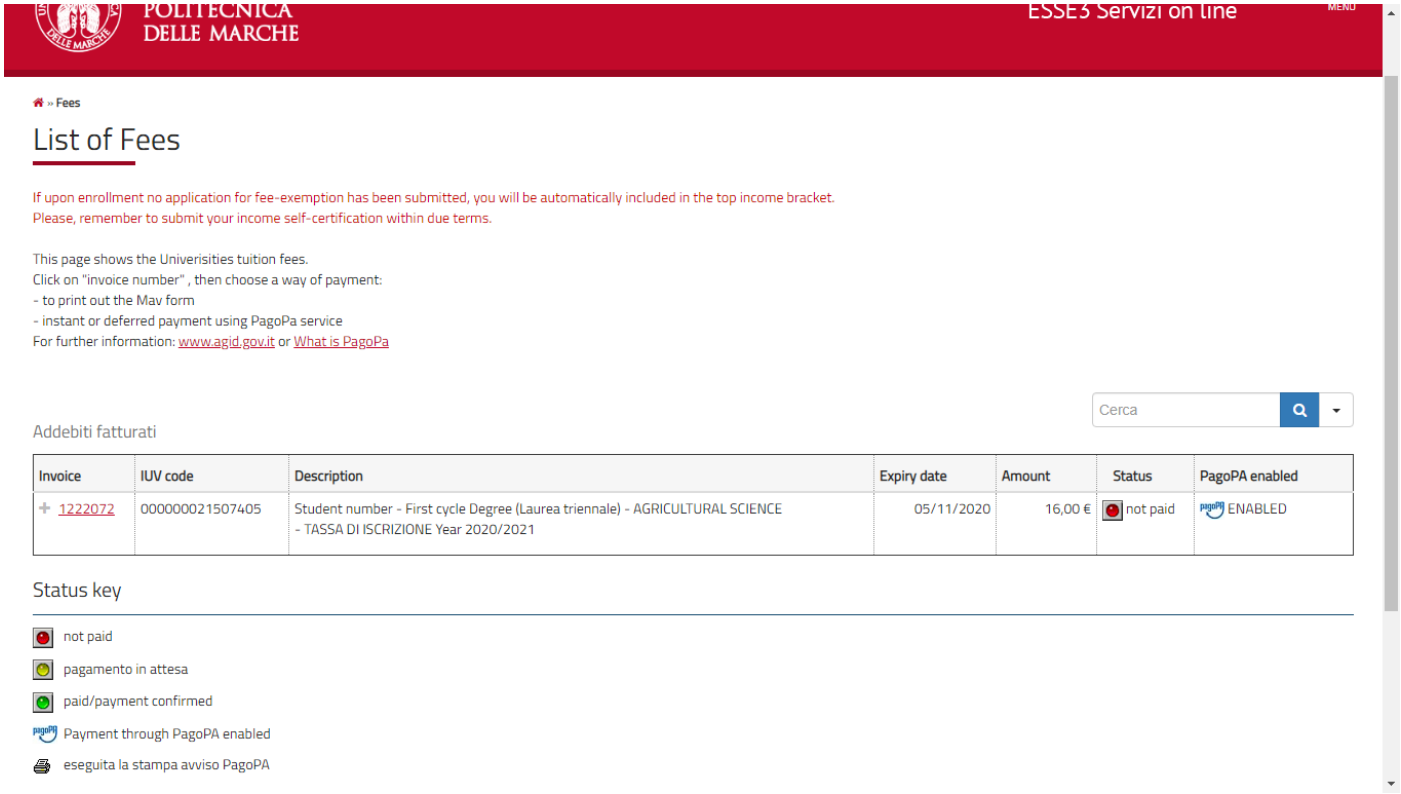
This printed and signed application must be uploaded in a single file together with a copy of the identity document in the attachment section of the enrolment procedure. The enrolment procedure is completed following the payment of the first instalment of fees, that is automatically generated by the system via PagoPa.

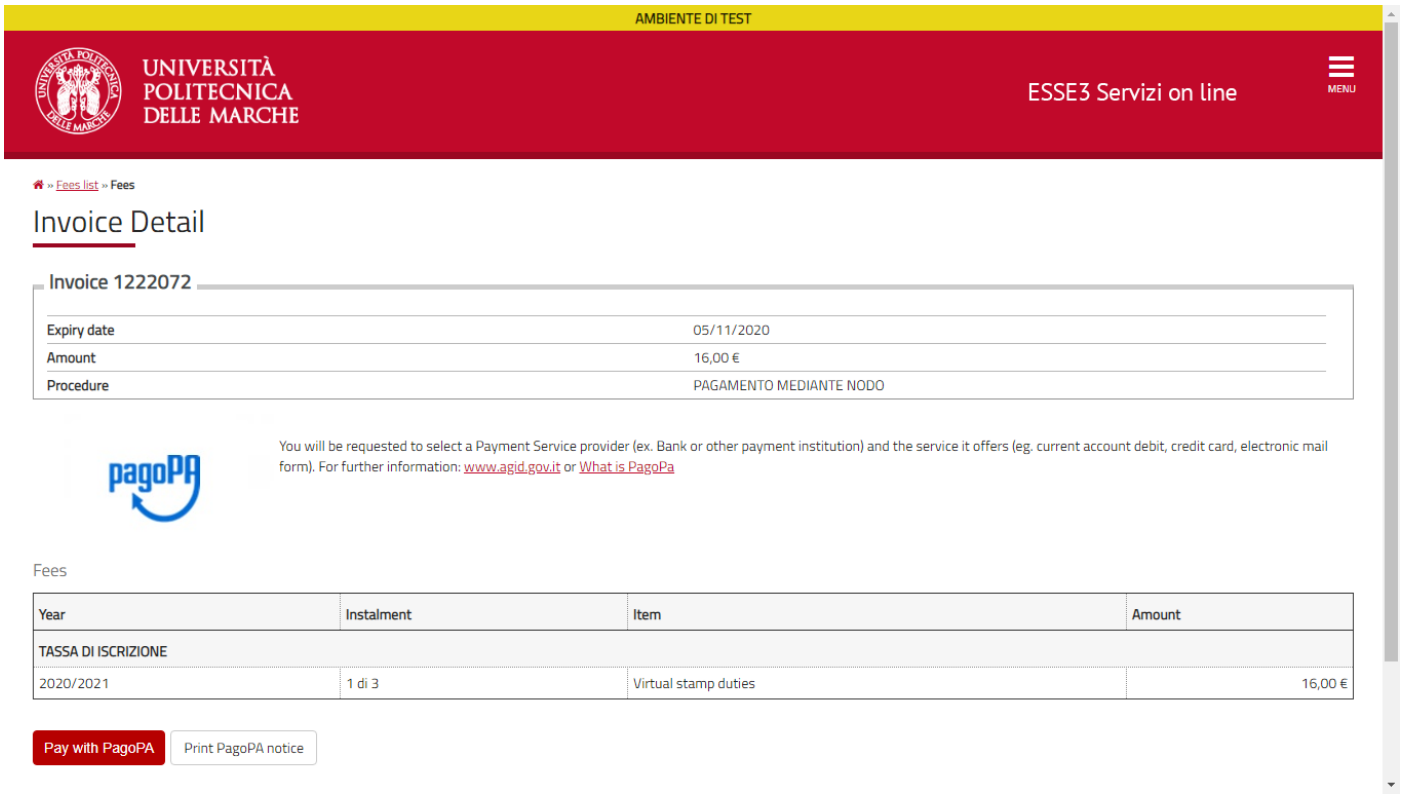
To find out about funding available to students including loans, scholarships and bursaries, please have a look at the calls published on the website of Università Politecnica delle Marche and Erdis Marche.

+

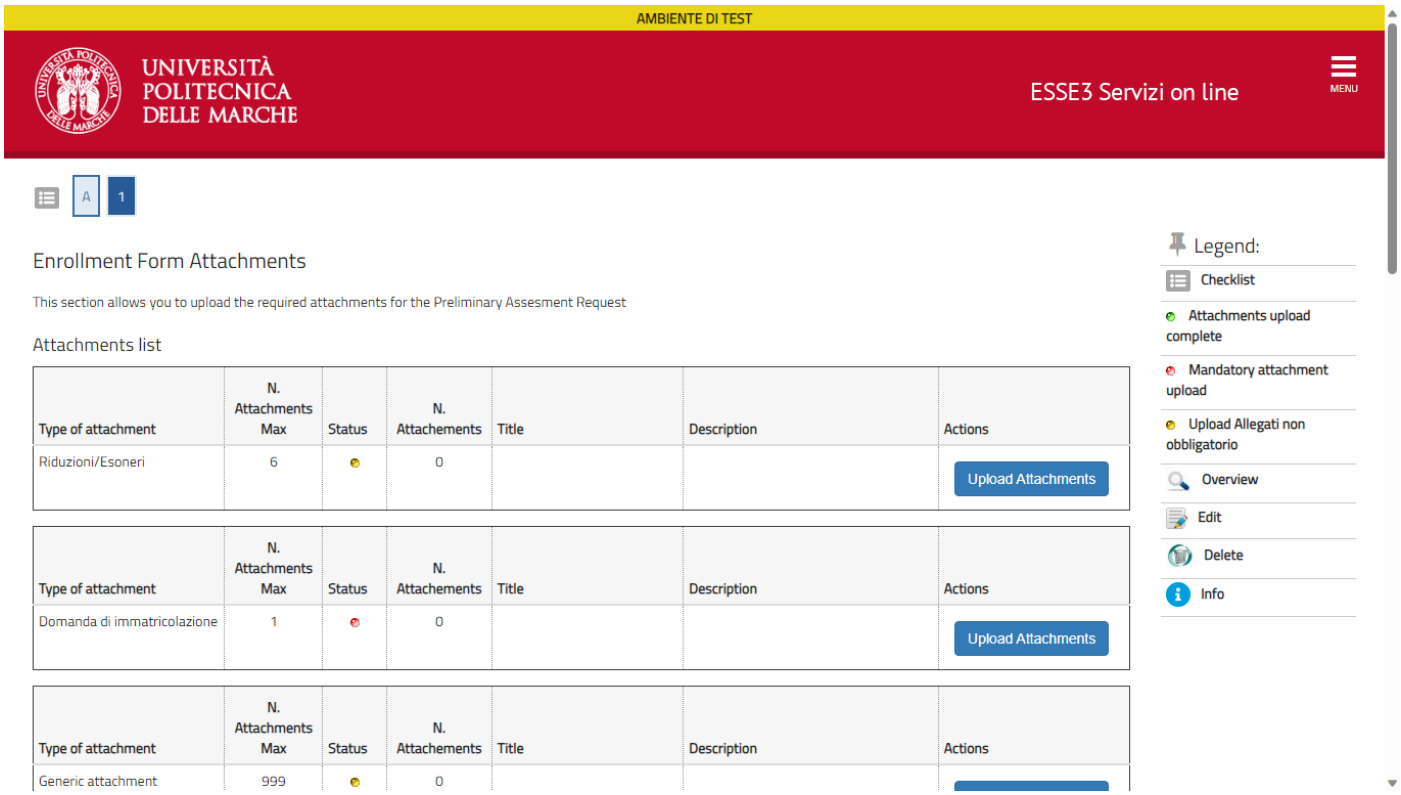
43) Click on "**Payment Verification**" to see the due fees. Click on the red invoice number on the left and pay with Pago PA




44) Detail of the invoice you have to pay with PagoPa



45) Click on "**Upload Attachments**" to upload the following attachments:

- Signed enrollment form and a copy of your ID document in a single pdf file
- Copy of your fiscal code
- The receipt of payment of the tuition fee (Euro 156) paid with PagoPA

<u>All the previous steps are compulsory</u>. If you don't upload the required attachments your enrollment will not be complete.