


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

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ESSE3 Servizi on line


MENU

Didactics Structure Area

This web area is linked to Students' Management System ESSE3.

- If you do not have an account in the University computer system, please register through **REGISTRATION** (open the menu in the upper right side). ([link to registration guide](#))

- If you already have an account, please login using your credentials.

- If you have lost your access data and/or have problems with the access to the system, please connect with our Helpdesk through <http://helpdesk.studenti.univpm.it>

After having entered your Portal, select from the list the service you wish to have.

Please, see [Exam Session Board](#) for sessions.


If you are a **PROFESSOR** you can have access using **LOGIN** and entering the same credentials used for your personal UNIVPM web area.

Home

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

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Web Registration


You can register through the following pages. After the registration you will be given a username and a password to access the system to edit your data and to access the services offered. You can see the information you will be asked for in the list below: * Biographical data * Fiscal code * Addresses: Residence and Domicile * Contact address: e-mail, fax, mobile number


Please read carefully [University privacy policy](#).


Activity	Section	Info	Status
A - Web Registration			
	Fiscal code		
	Personal data		
	Enter or edit ID document		
	Residence		
	Domicile		
	Delivery address		
	Selection of password		
	User registration summary		
	Credentials summary		


Web Registration

Legend:

 Information


 Working Section

 Locked Section

 Completed Section

- 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”

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A 1 2 3 4 ... >>

Fiscal Code

Enter you Fiscal Code and click on "continue":


Fiscal Code


Fiscal Code*

Foreign student without Italian Fiscal Code ☒ Dichiaro di essere uno studente straniero senza Codice Fiscale Italiano

Back Continue

Legend:



 Mandatory Field

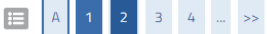
 Checklist

Home

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

**ESSE3 Servizi on line**



Registration: Personal data

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

Personal data

Name*


WILL

Family Name*

SMITH

Date of birth*

01/01/2000




(dd/mm/yyyy)

Gender*

☒ Male ☐ Female


Nationality*

UNITED STATES



Country*

UNITED STATES



City not listed*

Philadelphia

Italian ID no.*

SMTWLL00A01Z404Q



(automatically calculated if not provided)

Attenzione: Italian ID no. has been calculated automatically; check that it is correct and continue.


Back


Forward


Legend:

-  Mandatory Field
-  Checklist

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

**UNIVERSITÀ POLITECNICA DELLE MARCHE**

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Registration:Id documents

This page shows the form for entering and editing ID document

Id document

Type of Identity Document*

Passport



Number*


aabb001100

Issued by

United State

Date of issue*


01/01/2018



(dd/mm/yyyy)

Validity Expiry Date

31/12/2023





(dd/mm/yyyy)

Back

Continue

Legend:

-  Mandatory Field
-  Checklist

7) Enter the data about your residence

Registration: Permanent address

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

Permanent address

Country* Italy

Province* Ancona

if in Italy

Town/City* Ancona

ZIP CODE* 60121

if in Italy

Locality

Address* Piazza Roma

(street, square, road)

Street no.* 22

Data inizio validità* 01/01/2018

(gg/mm/aaaa) se non conosciuta inserire la data convenzionale 01/01/2018

Telephone* 3331234567

Current address is the same as permanent address* ☒ Y ☐ N

Back Forward

Legend:

★ Mandatory Field

Checklist

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

UNIVERSITÀ POLITECNICA DELLE MARCHE ESSE3 Servizi on line MENU

Registration: Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address* ☒ Permanent address ☐ Current address

Delivery address for University fees* ☒ Permanent address ☐ Current address

Email* The-Fonz@gmail.com

Conferma E-mail The-Fonz@gmail.com

(Si prega di confermare la E-mail)

Certified email

FAX

if you can't find your international dialling code write it in the blank field (e.g. for UK insert +44)

International dialling code +39

International dialling code

(international dialling code - number)

Mobile phone 3331234567

Maximum length 16 characters including the international dialling code

Mobile phone operator ILIAD

Privacy* I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003

☒ Y ☐ N

Communications* I agree to the transmission of my Personal Data in compliance with current legislation

☒ Y ☐ N

Personal data disclosure* I agree to the disclosure of my Personal Data in compliance with current legislation

☒ Y ☐ N

SMS* I agree to receive, on my mobile phone, SMS about University activities like events and presentations

☒ Y ☐ N

Back Forward

Home

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

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Registration: Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

WARNING: the password entered must meet the following requirements:

- there must be at least 1 character of the set "0-9"
- there must be at least 1 character of the set "A-Z"
- there must be at least 1 character of the set "a-z"
- there must be at least 1 character of the set ".-_"
- non deve contenere sottosequenze del cognome di lunghezza maggiore di 4 caratteri
- there must be no more than 15 characters
- non deve contenere sottosequenze del nome di lunghezza maggiore di 4 caratteri
- there must be no more than 6 characters of the set "[!@#\$%^&*()+=~`|;:,<>?]"


Choose password:

Password*	<input type="password"/>
Confirm password*	<input type="password"/>

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



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MENU

Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

Legend:

- ★ Mandatory Field
- Checklist

Personal Data

Name	WILL
Family Name	SMITH
Patronymic	
Sex	Male
Date of birth	01/01/2000
Nationality	UNITED STATES
2° Nationality	
3° Nationality	
Country of birth	UNITED STATES
The Town/City entered was not found among those listed	Filadelfia
Italian ID no.	SMTWLL00A012404Q
Mother tongue	
Marital status	

[Edit Personal Data](#) Click on the link to edit

Identity Document Details

Type of Document	Passport
Issuing Agency	United States
Document Number	aa12345
Issuing Date	01/07/2021
Expiring Date	01/07/2026
Nazione emissione	

[Document details](#) Use the link to edit Passport Details

Permanent address

Country	Italy
Province	Ancona (AN)
Town/City	Ancona
ZIP CODE	60121
Locality	
Address	Piazza Roma
Street no.	1
Phone number	3331231231
Current address is the same as permanent address	<input checked="" type="checkbox"/>

[Edit Permanent Address](#) Click on the link to edit

Delivery Details

Correspondence address	Permanent address
Delivery address for University fees	Permanent address
Email	willy@isp.it
Certified email	
Fax	
Mobile phone	+39 3331231231
Mobile phone operator	ILIAD
I agree to the handing of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	<input checked="" type="checkbox"/>
I agree to the transmission of my Personal Data in compliance with current legislation	<input checked="" type="checkbox"/>
I agree to the disclosure of my Personal details in accordance with current legislation	<input checked="" type="checkbox"/>
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	Enabled

[Edit Delivery Details](#) Click on the link to edit

[Edit Personal Question](#) Use the link to edit Personal Question

[Back](#)
[Confirm](#)

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

11) Continue with authentication “Login” (the first step “Registration” is now completed)

The screenshot shows the 'Registration completed' page. At the top, there's a red header with the University of Marche logo and 'ESSE3 Servizi on line'. Below the header, a navigation bar shows a menu icon and a list of tabs: '<<', '7', '8', and '9'. The main content area has a title 'Registration:Registration completed' and a message: 'All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.' Below this is a 'Personal Authorization Details' table with fields for Name, Family Name, E-Mail, Username, Alias, and Password. The values are: Name: WILL, Family Name: SMITH, E-Mail: willy@sp.it, Username: w.smith, Alias: (empty), Password: 20@*****. A message box states: 'The access keys have been sent successfully to the e-mail address you provided.' At the bottom left are buttons for 'Login', 'Print', and 'Exit'. At the bottom right is a 'Legend' section with a red star icon for 'Mandatory Field' and a checklist icon for 'Checklist'.

Personal Authorization Details:	
Name	WILL
Family Name	SMITH
E-Mail	willy@sp.it
Username	w.smith
Alias	
Password	20@*****

The access keys have been sent successfully to the e-mail address you provided.

Legend:

- Mandatory Field
- Checklist

END OF THE FIRST STEP: (registration)

SECOND STEP: ENROLLMENT

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

The screenshot shows the 'Area riservata' (Reserved Area) login page. The header is red with the University of Marche logo and 'ESSE3 Servizi on line'. Below the header, a navigation bar shows a menu icon and a list of tabs: '<<', '7', '8', and '9'. The main content area has a title 'Area riservata' and a message: 'Per accedere all'area riservata è necessario autenticarsi con nome utente e password. Accedi al servizio Esse3 TEST. Sistema Esse3 - Test'. Below this are two tabs: 'ATENEO' and 'SPID'. The 'ATENEO' tab is active. Below the tabs are two input fields: 'Nome utente' (Username) and 'Password'. The Username field contains 'w.smith' and the Password field contains '*****'. Below the input fields is a red button labeled 'Accedi'. To the right of the input fields is a list of instructions for different user types: 'Se sei studente, specializzando o dottorando il tuo username è S+matricola (es. S1991234);', 'Se sei dipendente o hai un incarico di docenza il tuo username è P00+matricola per le matricole a 4 cifre (es: P009076), P000+matricola per le matricole a 3 cifre;', 'Se sei esterno il tuo username è X+matricola (es: X123456);', 'Se hai dimenticato o non conosci la tua password accedi alla procedura di recupero;', and 'Se non riesci a recuperare la password'.

Area riservata

Per accedere all'area riservata è necessario autenticarsi con nome utente e password.
Accedi al servizio Esse3 TEST
Sistema Esse3 - Test

ATENEO SPID

Nome utente
w.smith


Password

Accedi

Se sei studente, specializzando o dottorando il tuo username è S+matricola (es. S1991234);
Se sei dipendente o hai un incarico di docenza il tuo username è P00+matricola per le matricole a 4 cifre (es: P009076), P000+matricola per le matricole a 3 cifre;
Se sei esterno il tuo username è X+matricola (es: X123456);
Se hai dimenticato o non conosci la tua password accedi alla procedura di recupero;
Se non riesci a recuperare la password

13) Click on “Registrar’s Office”

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Registered User Area - Welcome WILL SMITH

Welcome.

Here you can:

- enroll in a course of study
- apply for selections (for courses with admission test)
- apply for admission to assessment tests
- apply for admission to Professional Practice Examinations

Please, read the instructions carefully. Instructions can be found on the University's website.


Please, click on "Registrar's Office" on the left and select the service you wish.

Please, follow the instructions in each page.

Personal data

Hide details

Photo




Name Surname


WILL SMITH

Residence

Piazza Roma, 1
60121 Ancona
Phone:3331231231

 [edit](#)

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

































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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			
	List of course types		
	List of courses of study		
	List of elective programs		
	Summary of teaching program selection		
B - Privacy statement			
	Privacy statement		
C - Enter or edit ID document			
	ID documents summary		
D - Enter or edit statement of disability			
	Summary of statement of disability		
E - Upload Foto			
	Upload Foto		
F - Required admission degrees			
	Overview required admission degrees		

Legend:

 Information


 Working Section

 Locked Section

 Completed Section

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

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MENU

A 1 2 3 4 ... >>

Enrollment: Course of Study selection

This page contains a list of all course types with enrollment procedure available.

Type of study course selected

After Reform*

☐ Professional Development Programmes

☐ First cycle Degree (Laurea triennale)

☐ Master's Degree (Laurea Magistrale)

☐ Master programmes - first cycle

☐ Corso di Dottorato (D.M.226/2021)

☐ Master programmes - second cycle

Back


Continue

Home

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16) Now choose the course you want to enroll to

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MENU

A 1 2 3 4 ... >>

Enrollment: Course of study selection

Please select the course of study you want to enroll in.

Facoltà	Course of study
Dep. of Agricultural, Food and Environmental Sciences	<input type="radio"/> AGRICULTURAL SCIENCE
	<input type="radio"/> FOOD SCIENCE AND TECHNOLOGY
	<input type="radio"/> FOREST AND ENVIRONMENTAL SCIENCES
	<input type="radio"/> INNOVATIVE AGRICULTURAL SYSTEMS
Dep. of Construction, Civil Engineering and Architecture	<input type="radio"/> BUILDING ENGINEERING
	<input type="radio"/> CIVIL AND ENVIRONMENTAL ENGINEERING

Legend:


* Mandatory Field

Checklist

Layout – Tiziano Benni - Ufficio Sistemi Informativi Integrati per la Didattica

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

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MENU

<< 1 2 3 4 5 >>

Enrollment: Elective program selection

Elective programme selection page.

Course of study:

Course of study: AGRICULTURAL SCIENCE

Elective program selection

Elective programme

☒ TECNOLOGIE AGRARIE
☐ VITICOLTURA ED ENOLOGIA

Back


Continue

Home

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

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<< 2 3 4 B 1 >>

Course of study selection

Please verify your selections and click on "Continue" to proceed. Otherwise use the "Back" button to edit your entries.

Course of study

Type of enrollment	
Faculty/Dep.	Dep. of Agricultural, Food and Environmental Sciences
Type of Qualification	LAUREA (FIRST CYCLE DEGREE)
Type of Course of Study	First cycle Degree (Laurea triennale)
Academic Year	2023/2024
Course of Study	AGRICULTURAL SCIENCE
Course Regulations	

Back


Confirm

Home

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- 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”

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MENU

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

1

Edit Privacy Policies: Summary

Privacy statement consent form and personal data treatment authorization.

Regulation (EU) 2016/679

I declare that I have read the privacy statement pursuant to art. 679 of Regulation (EU) 2016/679 "General Data Protection Regulation"

☐ Yes ☐ No

Authorization to allow the University to access INPS (Italian welfare Institute) database to acquire the so-called ISEE

I authorize this University to access INPS (Italian welfare Institute) database to acquire the so-called DSU (self-declaration form containing information about the family unit and any income and assets)

☐ Yes ☐ No

Back Continue

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

Additional statements details

Additional statements section

Dettaglio Iscrizione

Anno Accademico	2023
Data Iscrizione	26/07/2023
Facoltà	Dep. of Agricultural, Food and Environmental Sciences
Corso di studio	AGRICULTURAL SCIENCE
Ordinamento di Corso di Studio	AGRICULTURAL SCIENCE
Percorso di studio	TECNOLOGIE AGRARIE
Tipo iscrizione	Standard enrollment

Simultaneous enrollment: Ministerial Decree 930 of 29th July 2022

Higher education course related to simultaneous enrollment in accordance with MD 930 of 29th July 2022* ☐ Yes ☐ No


Enrollment in a second higher education course in accordance with MD 930 of 29th July 2022 on simultaneous enrollment


PA 110 E LODE: agreement signed on 7th October 2021

I am an employee in a public institution* ☐ Yes ☐ No

The Course I am enrolling in is related to the "PA 110 E LODE: agreement" signed on 7th October 2021.

Back Continue

- Legend
-  Mandatory Field

 Checklist

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



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D

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Additional declaration details

Additional declaration summary

Dettaglio Iscrizione

Anno Accademico	2023
Data Iscrizione	26/07/2023
Facoltà	Dep. of Agricultural, Food and Environmental Sciences
Corso di studio	AGRICULTURAL SCIENCE
Ordinamento di Corso di Studio	AGRICULTURAL SCIENCE
Percorso di studio	TECNOLOGIE AGRARIE
Tipo iscrizione	Standard enrollment

Simultaneous enrollment: Ministerial Decree 930 of 29th July 2022

Higher education course related to simultaneous enrollment in accordance with MD 930 of 29th July 2022: No


PA 110 E LODE: agreement signed on 7th October 2021

I am an employee in a public institution: No

Back

Continue

22) Below is a list of any additional statements entered



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☰

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C

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D

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>>

Gestione dichiarazioni aggiuntive iscrizione annuale

In questa pagina sono elencate le dichiarazioni aggiuntive iscrizione annuale

Anno accademico: 2023

Dichiarazioni

Stato	Dichiarazione	Valore	Dettaglio	Valore	Azioni
●	Higher education course related to simultaneous enrollment in accordance with MD 930 of 29th July 2022	No			 
●	I am an employee in a public institution	No			 

Indietro

Procedi

📌


Legend:


☰ Checklist

● Dichiarazione inserita

● Dichiarazione obbligatoria non inserita

● Dichiarazione opzionale non inserita

 Dettaglio dichiarazione

 Cancella dichiarazione


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

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MENU

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>>

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

No Permit of Stay found

Enter a new Permit of stay

BackContinue

Legend:

Checklist

Edit

Cancel

Valid


Expired

Home

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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”

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Permit of Stay

Non EU students are required to enter a valid "Permit of Stay". Students coming from European Union may click on "Continue"

Permit of Stay

Type of Permit of Stay*

Temporary

Date of issue

16/12/2022

(dd/mm/yyyy)

Expiry date

15/12/2027

(dd/mm/yyyy)

Purpose of Permit of Stay*

Permit of Stay for study purposes

BackContinue

Legend:

Mandatory Field


Checklist

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

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Permit of Stay

Please check data entered. Click on Confirm to continue or click on Back to edit Permit of Stay data.

Permit of Stay

Date of issue (dd/mm/yyyy)	16/12/2022
Expiry date (dd/mm/yyyy)	15/12/2027
Type of Permit of Stay	Temporary

Back

Confirm

Legend:


Checklist

Home

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

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MENU

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


...

>>

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	Purpose of Permit of Stay	Attachment	Status	Actions
16/12/2022	15/12/2027	Temporary	Permit of Stay for study purposes	No		 

Enter a new Permit of stay

Back

Continue

Legend:

Checklist

Edit

Cancel

Valid


Expired

Home

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

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>>

Identity Documents

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


Type of ID	ID number	Issuing institution	Date of issue	Expiry date	Status	Attachments	Actions
Passport	aa12345	United States	01/07/2021	01/07/2026		No	 


Enter new ID


BackContinue


Legend:

Checklist

 Valid ID

 Expired ID

 ID overview


 Delete

Home

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28) 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.


 There are no statements of disability.


Enter a new statement of disability


BackContinue


Legend:

Checklist

 Edit

 Delete

 Confirmed

 Submitted

Home

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29) Enter the data about your disability and continue

Statement of disability

Enter statement of disability data

New statement

Type of disability*	Hearing impairments
Disability rate*	70
% [Enter a value included between 0 and 100] [use a dot for decimals separation]	
Date of statement	01/07/2020
(dd/mm/yyyy)	
I request specialized tutoring assistance and/or services:	<input checked="" type="checkbox"/>
I authorize the administration to contact me at the address given for the offer of assistance:	<input checked="" type="checkbox"/>
Starting validity date	26/07/2023
(dd/mm/yyyy)	
Ending validity date	01/07/2030
(dd/mm/yyyy)	

Back

Continue

Legend:

* Mandatory Field

Checklist

30) Please confirm the data entered and go ahead

AMBIENTE DI TEST



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<< ... 1 F 1 G 1 ... >>

Disability statements

Please, double check your disability statement. Click the "Back" button to edit your statement. Click "Continue" to proceed.

Disability statement

Type of disability:	Hearing impairments
Disability rate:	70
Date of statement (dd/mm/yyyy):	01/07/2020
I request specialized tutoring services and/or assistance:	Yes
I authorize the administration to contact me at the address given for the offer of assistance:	Yes

Back

Continue

Legend:


Checklist

Home

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

Type of disability	Disability rate	Statement date	Assist. tutoring	Assist. contact	Status	Attachment presence	Actions
Hearing impairments	70	01/07/2020	Yes	Yes		No	  

Enter a new statement of disability

BackContinue

Legend:

Checklist

Edit

Delete

Confirmed


Submitted

Home

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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.

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Registration: Profile picture

Select your picture and click on "Upload"

Picture Preview



Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Scegli il fileNessun file scelto

Note: picture must be in the size of 35x40 mm with a white background (Max 20 MByte)

Upload

BackConfirm

Legend:

Mandatory Field

Checklist

Home

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33) Click on “Confirm”

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Registration: Profile picture

Select your picture and click on "Upload"

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Picture Preview

Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Scegli il file Nessun file scelto

Note: picture must be in the size of 35x40 mm with a white background (Max 20 MByte)

Upload

Back
Confirm

Legend:

- * Mandatory Field
- ≡ Checklist

34) Enter the qualification required and 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.

Qualification required for admission.

⚠ Please enter all the academic qualification required for admission.

Status	Qualification	Note	Qualification status	Actions
✓	High School diploma		⚠	Enter


Back
Continue

Legend:

- ≡ Checklist
- ✔ Completed
- ✗ Not completed
- Qualification declared
- Required qualification
- Qualification not mandatory
- ≡ Edit qualification
- ≡ Qualification overview
- ≡ Delete qualification

35) Enter details about your qualification

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Academic qualification

To continue, please enter your High School degree information

High School degree information

High School degree:

☒ Italian
☐ Non-Italian

Obtained at:

☒ Italian institute
☐ Non - italian institute

Back


Continue

Home

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36) High School research

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Dati del Titolo di Studio straniero conseguito

Inserisci adesso il tipo di maturità straniera, l'anno di conseguimento e il voto.

Dati Diploma

Type of School leaving qualification

General Certificate of Secondary Education

School leaving qualification (free description)

High School Diploma

School name

Edward W. Bok Technical High School

Year of achievement**

2019

Final mark/evaluation*

A (100-90)

Country

UNITED STATES

Nazione Ordinamento*

UNITED STATES

Back

Continue

Legend:


Mandatory Field

Checklist

Layout – Tiziano Benni - Ufficio Sistemi Informativi Integrati per la Didattica

37) Please confirm data about your qualification

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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.

Qualification required for admission.


Status	Qualification	Note	Qualification status	Actions
	High School diploma			  


Back


Continue


Legend:


Checklist


 Completed


 Not completed


 Qualification declared

 Required qualification

 Qualification not mandatory

 Edit qualification

 Qualification overview

 Delete qualification

Home

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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.**

Enrollment: Enrollment data

Further information about enrollment

Type of enrollment

Type:* Standard enrollment

First enrollment in the Higher Education system information

Academic Year:* 2023/2024

Date of first enrollment in Higher Education system: 26/07/2023

University of first time enrollment: UNIVERSITA' POLITECNICA DELLE MARCHE - TEST

Further information

Branches:* ANCONA

Teaching method:* Conventional

Student with disabilities:* ☒ Yes ☐ No

Type of disability* Hearing impairments

Disability rate* 70

% [Enter a value between 0 and 100] [Use a dot for decimals separation]


Employment status Type to search

Back

Continue

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

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Enrollment: Part-time selection

In case of Part-time enrollment, the ECTS of each Academic Year will be awarded during two years.

Part Time

Type:*

Full Time

Back

Continue

Legend:

Mandatory Field

Checklist

Home

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40) Please confirm the choices you have done

Confirmation page

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

Enrollment Data

Academic Year	2023/2024
Faculty/Dep.	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 form	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

Further enrollment data

Teaching method	Conventional
Employment status	
Branch	ANCONA

Back

Submit enrollment form

Legend:

Checklist

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

Enrollment 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 2018/2019 Edward 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

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

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» Fees



List of Fees

If upon enrollment no application for fee-exemption has been submitted, you will be automatically included in the top income bracket.
Please, remember to submit your income self-certification within due terms.






This page shows the Universities tuition fees.
Click on “invoice number”, then choose a way of payment:
- to print out the Mav form
- instant or deferred payment using PagoPa service
For further information: www.agid.gov.it or [What is PagoPa](#)

Cerca 


Addebiti fatturati

Invoice	IUV code	Description	Expiry date	Amount	Status	PagoPA enabled
+ 1222072	000000021507405	Student number - First cycle Degree (Laurea triennale) - AGRICULTURAL SCIENCE - TASSA DI ISCRIZIONE Year 2020/2021	05/11/2020	16,00 €	 not paid	 ENABLED

Status key

-  not paid
-  pagamento in attesa
-  paid/payment confirmed
-  Payment through PagoPA enabled
-  eseguita la stampa avviso PagoPA

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

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» Fees list » Fees

Invoice Detail

Invoice 1222072

Expiry date	05/11/2020
Amount	16,00 €
Procedure	PAGAMENTO MEDIANTE NODO



You will be requested to select a Payment Service provider (ex. Bank or other payment institution) and the service it offers (eg. current account debit, credit card, electronic mail form). For further information: www.agid.gov.it or [What is PagoPa](#)

Fees

Year	Instalment	Item	Amount
TASSA DI ISCRIZIONE			
2020/2021	1 di 3	Virtual stamp duties	16,00 €

Pay with PagoPA


Print PagoPA notice

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

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

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Enrollment Form Attachments

This section allows you to upload the required attachments for the Preliminary Assessment Request

Attachments list


Type of attachment	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Riduzioni/Esoneri	6		0			Upload Attachments


Type of attachment	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Domanda di immatricolazione	1		0			Upload Attachments


Type of attachment	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Generic attachment	999		0			Upload Attachments


Legend:


Checklist


 Attachments upload complete


 Mandatory attachment upload

 Upload Allegati non obbligatorio

 Overview

 Edit

 Delete

 Info