

MANAGEMENT FOR BUSINESS AND ECONOMICS

ENROLMENT GUIDE FOR

- **NON - EU CITIZEN RESIDING ABROAD APPLYING FOR A STUDENT VISA**
 - **MARCO POLO PROJECT STUDENTS**

a.y. 2019/2020

<http://matricolandosi.unipi.it/concorsi>

PLACE ACCEPTANCE

from 25 July 2019 and by 30 August 2019, if you are a successful candidate, you are required to:

1. If not done yet, register your personal data on the Alice portal www.studenti.unipi.it
2. send an email to concorsinumerochiuso@unipi.it detailing the degree programme you want to enrol in, your name, surname, and position in the ranking list
3. wait for the confirmation and then proceed with enrolment as described in the following pages

STANDARD ENROLMENT

After receiving the confirmation email **from 25 July 2019 to 30 August 2019:**

1. Access to the web portal Alice www.studenti.unipi.it
2. select "Segreteria" and then "Scelta del corso (Immatricolazioni)"
3. in the page "Scelta tipo domanda di Immatricolazione" (Enrolment option) please select Standard Enrolment, follow the procedure and select the study programme you want to enrol in (if you have previously selected another study programme please click on "Modifica il corso di studio scelto")
4. print the enrolment form
5. If you don't have the DSU scholarship application receipt, in the section "Segreteria" and then "Tasse" (FEES) print the payment form of the first instalment of tuition fees and proceed with payment **(the instalment shall be paid by 30 August 2019)**

Solo per i pagamenti dall'estero è possibile effettuare un versamento sul conto corrente bancario intestato a Università di Pisa - presso Banca di Pisa e Fornacette credito cooperativo - Via Tosco Romagnola 101/A Fornacette (PI), CODICE IBAN: IT2700856270910000011156460, CODICE BIC/SWIFT: BCCFIT33. In questo caso la ricevuta del pagamento estero deve essere inviata via e-mail a concorsinumerochiuso@unipi.it

By 30 August 2019 access to the web portal *test di ingresso (admission test)* <http://test-ingresso.adm.unipi.it/>, with the Alice web credentials, and:

- select "Immatricolazione standard" (standard enrolment)
- Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees

Within 3 or 4 days your enrolment will be registered by the Matricolandosi Centre (you will find a note on your personal account on Alice): with your Alice web credentials you will be able to ask for an appointment on <http://sportellovirtuale.unipi.it/> to get your personal exams booklet and the student card, and hand over your enrolment form.

<http://matricolandosi.unipi.it/concorsi>

2

HIGH SCHOOL DIPLOMA SUBMISSION

In addition to what described on the previous page, by 30 August 2019 you are required to hand over to the Enrolment Centre at WIS! Helpdesk:

- The original version and a photocopy of your High school diploma
- The official translation into Italian of your High School Diploma, legalised (or with an "apostille") and validated by the Italian diplomatic authorities in your home country along with the Declaration of Value (DV) of your High School Diploma (Dichiarazione di Valore) issued by the Italian diplomatic authorities in your home country and verifying that 12 years of schooling have been already attended. Alternatively, the ENIC-NARIC certificate (www.enic-naric.net) is accepted (in Italian or in English Language). Please include photocopies of all documents.
- A scanned copy of the Residency Permit or the Post Office receipt declaring your application for the Residency Permit (for non EU citizen only)
- The payment receipt of the first instalment of the tuition fees or the receipt of DSU scholarship application

The WIS! Helpdesk Enrolment Centre is in Pisa, Via Buonarroti 4 - Building E. From 25 July to 18 October 2019, opening hours 9 am to 12 am. From October 21 up to December 31 the WIS! Helpdesk is at the International Office Lungarno Pacinotti 44. By appointment only, after emailing international@unipi.it

<http://matricolandosi.unipi.it/concorsi>

3

RANKING LIST AND DEADLINES

You will not receive any individual communication about your position in the ranking list. You are therefore required to check the official ranking list that will be published on <http://matricoladosi.unipi.it/Concorsi>, in the section "rankings".

Telephone or e-mail information will not be provided.

If you are a successful candidate, you are required to complete the enrolment exclusively from 25 July to 30 August 2019. No enrolment will be accepted after the deadline.

<http://matricoladosi.unipi.it/concorsi>