

MANAGEMENT FOR BUSINESS AND ECONOMICS

Enrolment guide

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

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

The mandatory date for successful candidates to complete the enrolment is specified at page 8.

The required steps for enrolment are:

- 1) The payment of the first instalment of tuition fee or scholarship application submission
- 2) The uploading of the receipt of the first instalment payment or scholarship application

In the following pages the procedure's steps are detailed according to the different categories of students:

Student category	Procedure
First enrolment at university	standard enrolment
If you are already enrolled in another degree programme of the University of Pisa	Degree programme transfer
If you are currently enrolled at another university	University transfer
If you already have a university qualification	Study programme duration shortening
If you are already enrolled in another degree programme and about to graduate	graduate student enrolment

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STANDARD ENROLMENT

THIS PROCEDURE IS FOR STUDENTS WHO FIRST ENROL AT UNIVERSITY, OR HAVE WAIVED OR EXPIRED IN A PREVIOUS CAREER

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

1. Access to the webportal 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 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 have no 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 within the mandatory date specified on page 9)**

Within the mandatory date specified on page 9, you shall 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 Matricoladosi Centre (you will find a note on your personal account on Alice): with your Alice web credentials you will be able then 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://matricoladosi.unipi.it/concorsi>

DEGREE TRANSFER

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

If you are a successful candidate and already enrolled at the University of Pisa, you can

- Waive your previous student career and enrol under the conditions described in the above pages

or

- Start the procedure for the degree programme transfer as follows:
 1. Login to the web portal <http://gepaco.adm.unipi.it>, with the Alice webcredentials
 2. follow the instructions to select the degree programme
 - 3. Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees for the a.y. 2019/2020, to be paid within the mandatory date specified on page 9**

All your annual payments shall be duly paid in order to fulfil the degree transfer procedure.

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

UNIVERSITY TRANSFER

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

If you are a successful candidate and are already enrolled at another Italian University, you can

- Waive your previous student career and enrol under the conditions described in the above pages

or

- Start the procedure for university transfer as follows:
 1. Access to the webportal Alice www.studenti.unipi.it
 2. Select the option "Segreteria" and then "Scelta del corso (immatricolazioni)" (degree programme – enrolment)
 3. In the page "Scelta tipo domanda di Immatricolazione" (Enrolment option) select "Trasferimento in ingresso" (incoming transfer)
 4. Select the degree programme (if you have previously selected another study programme please click on "Modifica il corso di studio scelto")
 5. Enter your university of origin's career data
 6. Print the enrolment form
 7. If you have no 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 within the mandatory date specified on page 9)**

Still within the mandatory date specified on page 9, log in the webportal test di ingresso (admission test) <http://test-ingresso.adm.unipi.it/>, with the Alice web credentials and:

- select "Trasferimento in ingresso" (incoming transfer)
- **Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees for the a.y. 2019/2020, within the mandatory date specified on the call**

After the administrative check of the Matricoladosi Centre, you will be asked to :

1. Print the permit received by email or available on the web portal <http://test-ingresso.adm.unipi.it>
2. Present the permit to the university of origin, together with the transfer application in compliance with the procedure and the terms of that university
3. Wait for the discharge form notice from the Student affairs office and go to desk 8 to get your personal exams booklet and the student card and present your enrolment form

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

STUDY PROGRAMME DURATION SHORTENING

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

If you are a successful candidate and already have a university qualification, you can:

1. Access to the webportal 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 (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 within the mandatory date specified on page 9)**

Only for overseas payments a bank transfer to the University of Pisa is possible as follows: University of Pisa - Banca di Pisa e Fornacette credito cooperativo - Via Tosco Romagnola 101/A Fornacette (PI), CODICE IBAN: IT2700856270910000011156460, CODICE BIC/SWIFT: BCCFIT33. Payment receipt shall be emailed to: concorsinumerochiuso@unipi.it.

Still within the mandatory date specified on page 9, log in the webportal test di ingresso (admission test) <http://test-ingresso.adm.unipi.it/>, with the Alice web credentials and:

- select "abbreviazione di carriera" (study programme duration shortening)
- **Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees, within the mandatory date specified on page 9**

Within 3 or 4 days your enrolment will be registered by the Matricoladosi Centre (you will find a note on your personal account on Alice) and then you will be asked to:

1. go to desk 8 at the Student affairs office to get your personal exams booklet and the student card and present your enrolment form
2. present to the Student affairs office the academic recognition form together with a self declaration of your academic qualification and study credits

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

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GRADUATE STUDENT AT THE UNIVERSITY OF PISA

- ENROLMENT

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

If you are a successful candidate and you are a student enrolled in another degree programme of the University of Pisa and about to graduate, you are entitled to keep the place until **31 december 2019**.

Within the mandatory date specified on page 9, you will be asked to:

1. If you don't have the DSU scholarship application, access to the webportal Alice (www.studenti.unipi.it), in the section "Segreteria" and then "Tasse"(Fees) print the payment form of the first instalment of tuition fees and proceed with the payment **(the instalment shall be paid within the mandatory date specified on page 9)**
2. Login in on the web portal *test di ingresso* (admission test) <http://test-ingresso.adm.unipi.it/>, with Alice web credentials, and:
 - select "immatricolazione laureando» (graduate student enrolment)
 - **Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees, within the mandatory date specified on page 9**

Upon graduating, follow the procedure ABBREVIAZIONE DI CARRIERA «Study programme duration shortening» described at page 6.

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

8 GRADUATE STUDENT AT OTHER ITALIAN UNIVERSITY - ENROLMENT

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

If you are a successful candidate already enrolled in another degree programme of an Italian University and about to graduate, you are entitled to keep the place until **31 december 2019**. **Within the mandatory date specified on page 9, you will be asked to:**

1. Access to the webportal 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 and follow the procedure and select the programme (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 have no 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 within the mandatory date specified on page 9)**

Still within the mandatory date specified on page 9, log in on the web portal test di ingresso (admission test) <http://test-ingresso.adm.unipi.it/>, with the Alice web credentials and:

- select "immatricolazione laureando» (graduate student enrolment)
- **Upload the receipt of DSU scholarship application or the payment receipt for the first instalment of the tuition fees, within the mandatory date specified on page 9**

Upon graduating, you will be asked to:

1. go to desk 8 at the Student affairs office to get your personal exams booklet and the student card and present your enrolment form
2. present to the Student affairs office the academic recognition form together with a self declaration of your academic qualification and study credits

RANKING LIST AND DEADLINES

The ranking list will be published on <http://matricolandosi.unipi.it/concorsi> – section “graduatorie” (ranking list).

No individual notice will be sent. No information will be given by phone or email.

To avoid the loss of the assigned place, successful candidates are required to complete enrolment is within **30 August 2019** for first session and **20 September 2019** for second session..

In case of waiver or expiry of the successful candidates, the list of the following candidates will be published according to the following deadlines:

Publication of candidates list	Enrolment mandatory date
23 settembre 2019	26 settembre 2019
27 settembre 2019	1° ottobre 2019
2 ottobre 2019	4 ottobre 2019
5 ottobre 2019	9 ottobre 2019
10 ottobre 2019	12 ottobre 2019

On 10 October 2019, after publication of the following candidates, the deadlines for other lists of candidates will be published. The list of following candidates will be published only online, as the first ranking list.

STUDENTS WITH A QUALIFICATION OBTAINED ABROAD

If you have obtained your high school diploma abroad, together with the above described procedure, within the mandatory date specified in the call you will be asked to present to the WIS helpdesk the following documents:

- The original version and a photocopy of your high school diploma
- The official translation into Italian of your high school diploma, legalised and validated by the Italian authorities in your country (or alternatively with an “apostille”), with The Declaration of Value (DV), issued by the Italian authorities in your country, verifying that you attended 12 years of schooling (or alternatively the ENIC-NARIC certificate, in English or in Italian);
- a copy of a valid ID card
- the Residency Permit and its scanned copy or the Post Office receipt declaring the application for the Residency Permit (only for non-EU citizens)
- the Receipt of the first instalment of university tuition fees (356 euro) or the receipt of the DSU scholarship request.

The WIS helpdesk is in Via Buonarroti n.4 – building E, open from 25 July to 18 October 2019 from 9 to 12 am. From 21 ottobre 2019 to 31 dicembre 2019 by appointment only to be asked by email to international@unipi.it International Office, Lungarno Pacinotti, 44 Pisa.

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