

Università di Pisa

Bachelor's Degree Programme held in English with admission exam:

> Management for Business and Economics







This is the guide to apply to the Bachelor's Degree Programme held in English with an admission exam:

> MANAGEMENT FOR BUSINESS AND ECONOMICS

In order to sign up, you must:

Take one of the following tests by 00.00 AM of each session's deadline day:
 -ENGLISH TOLC-E (by Cisia)
 -TOLC-E in Italian Language with the English Language Section (by Cisia)
 -SAT or GMAT or ACT test

More info:

<u>https://matricolandosi.unipi.it/en/management/</u>

CISIA WEBSITE

Register to the admission exam by the session's deadline day, through the online portal Alice:

https://www.studenti.unipi.it/Home.do?cod_lingua=eng

 Register on the website <u>Applymscenglish</u> and upload the test certification and any eventual English Language certification (B2, C1, C2 or further level) by the session's deadline day.

https://applymscenglish.unipi.it

Wait for the publication of the rankings and, if you are successful, complete your enrolment.



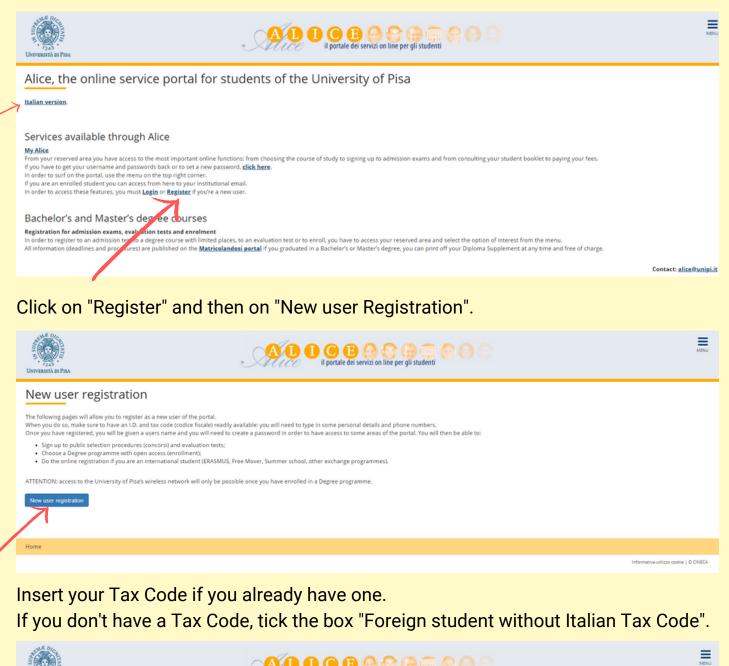




Register to the ALICE PORTAL

The portal is available in Italian and English

https://www.studenti.unipi.it/Home.do?cod_lingua=eng



2 1343 UNIVERSITÀ DI PISA	il portale dei servizi on line per gli studenti	
Tax Code Tax Code	you do not have an Italian tax code, select the box below. Then click next. Foreign student without Italian Tax Code	↓ Compulsory field
Home		
		Informativa utilizzo cookie © CINECA

Click "Forward" to proceed.

Fill in with your personal information.

VITVESTIA DI PISA	AL C B G G G G G G G G G G G G G G G G G G	MENU
Registration: Personal de Please use the following form to type - Personal details-	etails e in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message	∓ Key ★ Compulsory field
Name* Surname* Date of birth*	(dd/mm/yyy)	
Gender*	Male Female	
Primary nationality (if you are an Italian citizen, you must type in 'Italy')*	Please, select the NATIONALITY •	
Country where you were born* Town where you were born*	Please, select the COUNTRY of BIRTH .	
Italian tax code*		

Put your name and surname as they are reported on the ID you will upload.

If you don't have a Tax Code, double click on "Forward" (the system will calculate it automatically - remember to request the official one, once you are in Italy).

ONLY FOR NON-EU STUDENTS

VITVERSITÀ DI PISA	AL O C B O C F F O O O		MBNU
Registration:Residency This page shows the form for enteri Residency permit			∓ Key ★ Compulsory field
Release Date	(dd/mm/yyyy)		
Expiry date	(dd/mm/yyyy)	=	
Type of residency permit*	Permanent residence permit		
Home			
			Informativa utilizzo cookie © CINECA
Type of resider Back Forward	Permanent residence permit Permanent residence permit Temporary recidence permit Post office receipt attesting the submission of the residence permit application form		•

If you don't have a residency permit, put 30th of June (of the current year) as expiry date, and "Post office receipt" as Type of residency permit.



Remember to apply for the residency permit within 8 working days from your arrival in Italy.

Fill in with the information about your residence address.

Registration: Residential ad	idress	∓ Кеу
-	nd modifying the user's permanent home address.	* Compulsory field
Permanent home address	un nu n	-
Country*	ray •	
Province*	Select a Province	
	if in Italy	
Town*	Select a town	
Post code*		
	if in Italy	
Town sub-division		
Address*		
	(street, square, road)	
House number*		
On what date did you move to this address?	H	
If you do not remember the exact date, type in your birth	(dd/mm/yyyy)	
date or if you have changed addresses, type in 1st January		
of the year when you moved to this current place*		
Landline phone number *		
	(If you do not have it, type inxxxx)	
Temporary Italian address is the same as permanent home address*	© Yes ◎ No	

Back Forward

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If you don't have a landline phone number you can type XXXX.

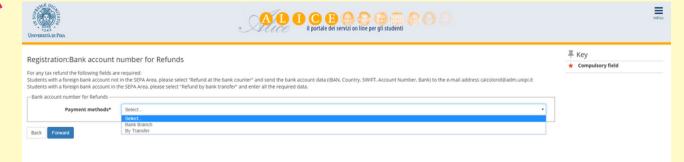
If your permanent address and the current one are the same, click "Yes". If your current address is different (e.g. your address in Italy), click "No".

Registration: Current home	e address	Key Compulsory field		
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Current home address		7		
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	(street, square, road)			
House number*				
On what date did you move to	I.			
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Insert your email address and your phone number, then click "Forward".

Registration:Contacts		
Contacts Mailing address*	Permanent home address O Italian home address	
Delivery address for University fees*	Permanent home address O Italian home address	
Email*		
Certified email		
International code of mobile phone*	(es: +39 - or +xx)	
Mobile phone*		
	(es: 3486767676 - or to insert xooo)	
Mobile phone operator	Selezionare l'operatore telefonico	
Favourite language for communications	Italian •	
	Read the privacy policy.	
Privacy*	I read the privacy policy (D, Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D, Lgs. 196/2003 on the personal details protection Y \cap N	
See "Privacy Code" SMS*	I wish to receive a text message on my mobile phone to be informed on any event organized by the University	
Back Forward		~

Select "Bank Branch", then click "Forward".



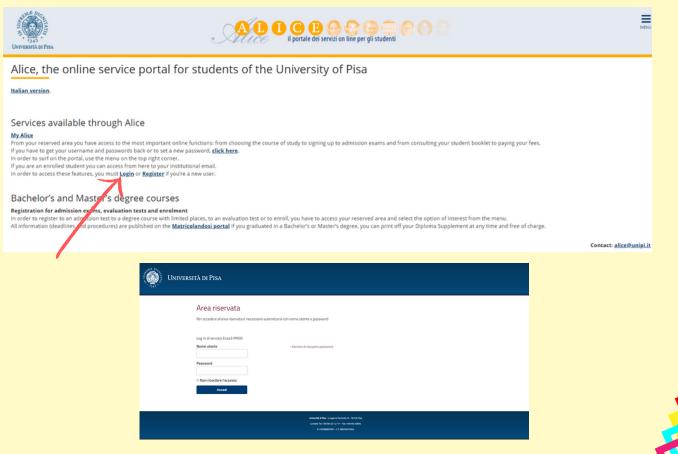
Choose your password, then click "Forward".

Università de Pisa	A D C B O C F C C C C C C C C C C C C C C C C C	MENU
Registration: Password		
Home		
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Check the information you put, then click "Confirm".

We suggest you to save or print the reminder with your personal credentials (username and password).

Log in on the portal using your username and password.



This is the Homepage of your personal account. On the menu on the right you can: sign up to evaluation or admission tests, check the fees, download certificates, etc...

Welcome					Personal area Log out		
Welcome to your personal a Personal details	reat	View details >	Student status		Change password Other careers Web Mail		
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				Choose a course - Enrolment			
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Select "A	Admission tes	t".		orgrees dosincators			

Then choose "Bachelor Degree" and click "Forward".

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Admission test		
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BACHELOR DEGREE Specializzazione di attività di Sostegno		
Back Forward		

Select the competition you are interested in, then click "Forward".

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The competitions Check the competition		
Indicate the competition Competition Back Forward	business and economics a.a. 2020/21- PRIMA SESSIONE]

You have to insert datails about your ID (identity card or passport).



ntity documents included		modify or insert other doo	cuments. If you have enroled	in a degree programme	, you must have ins	erted at least or	ne valid docum	ient.		 Valid Document Expired Document
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Back Forward	7	

Then click "Forward".

Identity Documents						∓ Кеу
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Check information and then click "Forward".

lentification										 Key Valid Document
is page displays the list of dentity documents include	identity documents. You can mo	dify or insert other docu	ments. If you have enroled i	n a degree programme	, you must have in	serted at least or	ne valid docu	ment.		 Expired Document
Type of document	Document number	Issued by	Date of issue	Expiry date	Status	Nation:	City	Attached	Modify document	Upload document
Driver's license			12/02/2020	29/02/2020	•			Yes	9	Delete Document
I.D. card			27/08/2012	18/06/2023	•			Yes	9	
Insert a new document										
Back Forward										

You have to upload a photo - select "Scegli File" and select the photo, then click "Upload photo" and "Forward".

Photo preview The preview of your photo is not supported by internet Explorer version To upload your photo, please click on the "Upload photo" button add Forward	Segit the Nessun file selezionato The uplaaded photo will be printed on your university booklet and on the 'Cartapiù' card therefore it is neessary to be able to recognize your face. Proto dimensions 35xx60mm(Max3 MByte) Uplaad gholo s which are earlier than version 10	♣ Key ★ Compulsory field
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Click "Forward".

Other Choose your administrative cathegory, va Administrative Category Administrative Category	lid for the admission test yo Extracomunitario	u are applying to and ev	entually request the dis	ability support	平 Key ★ Compulsory field
Selection criteria	-	-	-		
Description Prova orale	Туре	Date	Time	Where Interviews: 05 and 06 march 2020	
Back Forward		-			
Home					
					Informativa utilizzo cookie © CINECA

Fill in with data about your titles and diplomas and upload the required documents.

U	NIVERSI	A or Pasa	ALL O C C C C C C C C C C C C C C C C C C	8		
то	o proce	fications required ed you must type in your academic qualifications (degrees). You m pulsory study titles —	ust first list the obligatory degrees: should there be other degrees. you may list them afterwards. Once done c	ick on "Forwa	rd".	
	State	Admission requirements	Note	Status	Actions	 Compulsory Title
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	Com State	Admission requirements Upper Secondary School diploma (State Exam) or equivalent foreign qualification		Status		Non completed e Inserted title e Compulsory Title e Non compulsory title Edit title View details of title

Finally confim your application for the admission exam.

Universities of Pass	ALD C B C C C C C C C C C C C C C C C C C				
Confirm the chosen competition Check the information already given. – Competition –					
Vine of degree Concorso di ammissione	BACHELOR DEGREE Management for business and economics a.a. 2020/21- PRIMA SESSIONE				
Details: Indietro Confirm	MBE-L - MANAGEMENT FOR BUSINESS AND ECONOMICS. 999 - Ordinary				

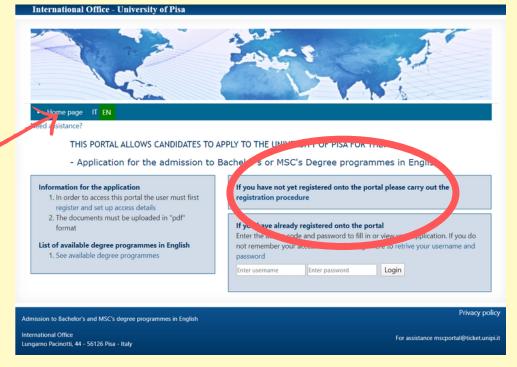
After the application submission the system will issue a receipt proving that the registration is complete.







You have to register and create a personal account. Click on "Registration Procedure" (the portal is available in Italian and in English)



Fill in the form with your personal information.



If you are a European student, tick the box.

If you are a non-EU student but you already have a valid residency permit for Italy, tick the box.

	Personal details	
Surname *	Name *	Gender *
Citizenship *	Eu Citizen	Place of birth *
Date of birth (yyyy-mm-do	i) * Country or Foreign state of birth	* Email *
Skype account	Country of residency *	Residency permit in Italy
Address *	Town *	
Post Code		







Then we will send you a confirmation email. Please follow the instructions in that email to validate your account.

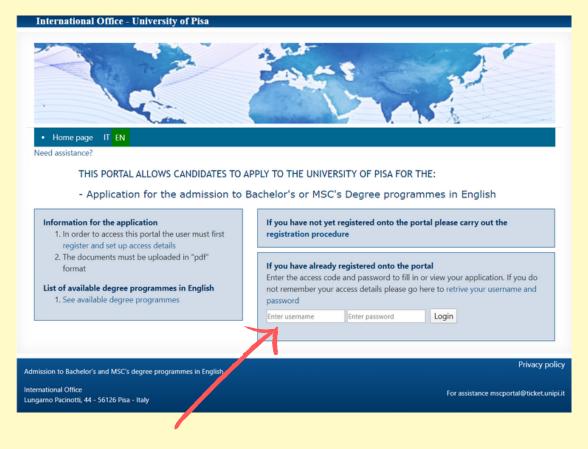
International Office - University of Pisa Confirmation email of personal details IT EN	
Need assistance?	
	ink via email. By clicking on the link you can access a page where you can ease report the problem to the following address: mscportal@ticket.unipi.it e registration procedure and creating your access details
Admission to Bachelor's and MSC's degree programmes in English	Privacy policy
Lungarno Pacinotti, 44 - 56126 Pisa - Italy Invlato: venerdi 24 gennai A:	bi.it <mscportal@ticket.unipi.it> o 2020 11:41 @studenti.unipi.it> Bachelor's or MSC's degree programme in English - to set up your access details</mscportal@ticket.unipi.it>
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International Office - University of Pisa Creation of access details IT EN Need assistance?	
Student registration - Creation of access details	
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Save Reset data	Print access details: 🎦 Final submission 💿
	Password successfully created Access the portal

Save your username and password – we suggest you to print or save your access details.



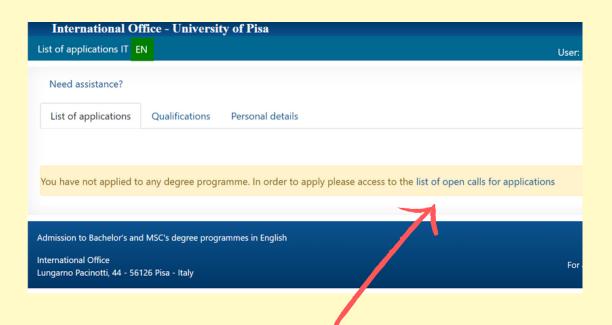
Log in on the portal

Insert your username and password



On your personal account you can find:

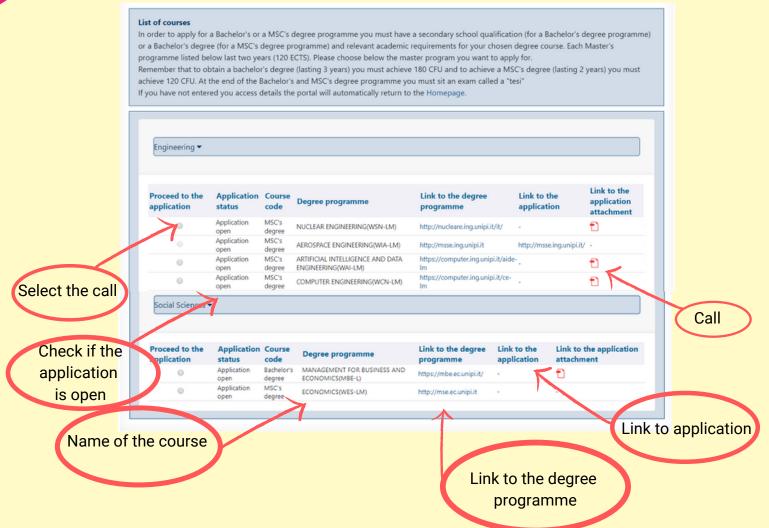
- The list of applications (you can apply to more than one call)
- Your personal qualifications
- Your personal details







Choose the programme



Insert your Tax Code - if you don't have an official one, on the Alice Portal it is calculated automatically. Remember to request the official one.

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Access to the Degre the Admission Test y and follow the instru "Admission test") If already enrolled a provided by the Uni	to Degree course in MANAGEMENT FOR BUSINESS AND E ere Course in MANAGEMENT FOR BUSINESS AND ECONOMICS you have to register the personal data on the Alice portal at hi uctions provided. Once completed the registration procedure, it the University of Pisa, log in Alice web portal with the userna iversity of Pisa, click on "Secretariat" and "Admission test".	S is allowed only by "Admission Test" on Alice portal. To appl https://www.studenti.unipi.it/Home.do , submit the application, as follows: (Click on "Secretariat"; se ame and password usually needed for the online services	elect
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'Save" and "Proceed"

WARNING:

Please be aware of the application deadlines – there are two different deadlines for:

-EU students, or non-EU students with a residency permit -Non-EU students requesting a visa.

HEER 03313/01/201
Application to a degree programme: ARTIFICIAL INTELLIGENCE AND DATA ENGINEERING Academic Year: 2020 - 2021 The application procedure to a MSC's degree programme consists of correctly filling in the following pages. The time frame for completing the application procedure is as follows: Application open: 2019-11-22 Closed for EU citizens: 2019-11-23 Closed for non-EU citizens applying for a study Visa: 2020-02-16
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Need assistance?
Application to a degree programme: MANAGEMENT FOR BUSINESS AND ECONOMICS Academic Year: 2020 - 2021
The application procedure to a MSC's degree programme consists of correctly filling in the following pages.
The time frame for completing the application procedure is as follows:
Application open: 2020-01-15 Closed for EU citizens: 2020-06-08 Closed for non-EU citizens applying for a study Visa: 2020-03-12 Proceed

IF THE CALL IS CLOSED THIS MESSAGE WILL APPEAR

IF THE CALL IS OPEN THIS MESSAGE WILL APPEAR - Click on "Proceed"

Upload the required documents

Upload the required documents, "Save" and "Proceed"

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Qualifications	Application requirements	Summary of your applications
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Identification De	ocument *	
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Curriculum vitae	(with Italian or English transla	ition) *
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Review your application after you have uploaded all the required documents You have to upload your TOLC-E in the Italian Language with the English Language Section or TOLC-E in English Language or the SAT/GMAT/ACT test results. If you have a certificate of English language knowledge, you can upload it too, in order to get up to 5 points.

Need assistance?		
Qualifications Application requi	rements Summary of your app	plications
	Pre-assessment of the course of	study - Summary of details entered
Type: Application for a degree pro	gramme held in English	degree programme: MANAGEMENT FOR BUSINESS AND ECONOMICS (MBE-L)
Application status: Draft Academic Year: 2020 - 2021		Date of submission:2020-03-06
QUALIFICATIONS		
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Degree obtained:		
Name of degree:		
Institution where degree was ob	tained:	
Gpa :		
Out of scale of gpa :		
Date of graduation (yyyy-mm-do	d):	
Degree mark:		
List of uploaded attachments		
Degree transcript	Ð	
Degree certificate	Ð	
Declaration on Value	Ð	
APPLICATION DETAILS		
List of uploaded attachments		
Identification Document	Ð	
Test (one of SAT/GMAT/ACT/TOLC)	Ð	
Knowledge of English certificate	Ð	
Proceed		

If everything is correct, "Proceed" to the next step





On your personal account you can:

- Review your application;
- "Add" other applications;
- "Modify Details".

Finally, you can submit your application by clicking on "Final Submission".

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Academic Y Ref.	ear: 2020 - 2021 Applications to degree programmes held in English	Degree programme	Status	Actions
	pplications to degree rogrammes held in English	MANAGEMENT FOR BUSINESS AND ECONOMICS (MBE-L)	Draft: your application can still be modified and has not yet been sent for evaluation	MODIFY DETAILS FINAL SUBMISSION

After your application has been submitted, you can recall it by selecting "View Details" or delete it by selecting "Delete your Application".

Acader Ref.	nic Year: 2020 - 2021 Applications to degree programmes held in English	Degree programme	Status	Actions
502	Applications to degree programmes held in English	MANAGEMENT FOR BUSINESS AND ECONOMICS (MBE-L)	Draft: your application can still be modified and has not yet been sent for evaluation	VIEW DETAILS DELETE APPLICATION
Applica	tion sent successfully			
Add				

Wait for the publication of the rankings on the Matricolandosi portal.

MATRICOLANDOSI Come immatricolarsi all'Università di Pisa			Universit
		Search	о п
CHOOSE YOUR DEGREE PROGRAM SCHOLARSHIPS AND FEES	STUDENT CARD	INTERNATIONAL STUDENTS	TUTORING
Management for Business and Economics		0.660	rto
Interview instructions		Offe	
The Degree Program in Management for business and economics	has a limited access.	didat	tica
In order to enroll, students must pass a selection.			
Application deadlines:			
For non EU citizens residing abroad and applying for Visa:			
On Alice portal: by 12 am of 26 June 2020 On Applymscenglish portal: by 00.00 am of 26 June 2020			
For EU citizens and equated non EU citizens:			
On Alice portal: by 12 am of 1 September 2020 On Applymscenglish portal: by 00.00 am of 1 September 202	20		
Call and Selection Committee	>		
Places availibility	>		
How to sign up to the admission test	>		
Admission test	>		
Ranking list and ranking scroll	>		
How to enroll	>		
Additional learning requirements	>		

If you are successful, you have to accept the place offered; the procedure will be published together with the ranking list.

If you are successful, complete your enrolment following the instructions you find on the <u>Matricolandosi portal.</u>

Pay attention to the deadlines to apply, accept the offer, complete the enrolment. You can find details <u>here</u>.





SEE YOU SOON IN PISA!

For technical assistance on the portal: mscportal@ticket.unipi.it

For info about calls, requirements, application: check the department's website and contact the department staff: mbe@ec.unipi.it

For info about enrollment procedure and bureaucratic issues: international@unipi.it