UNIVERSITÀ DI PISA

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

Management for Business and Economics

HOW TO APPLY

international office
UNIVERSITY OF PISA

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:

1. 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:
   https://matricolandosi.unipi.it/en/management/

   CISIA WEBSITE

2. 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

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

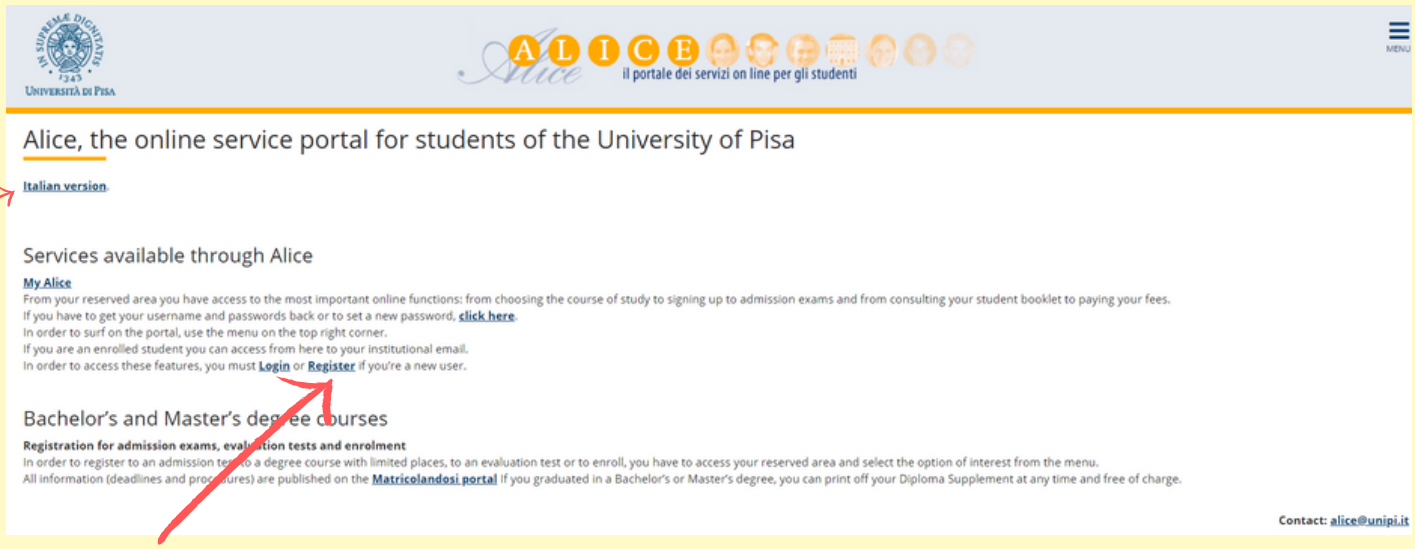
   https://applymscenglish.unipi.it

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

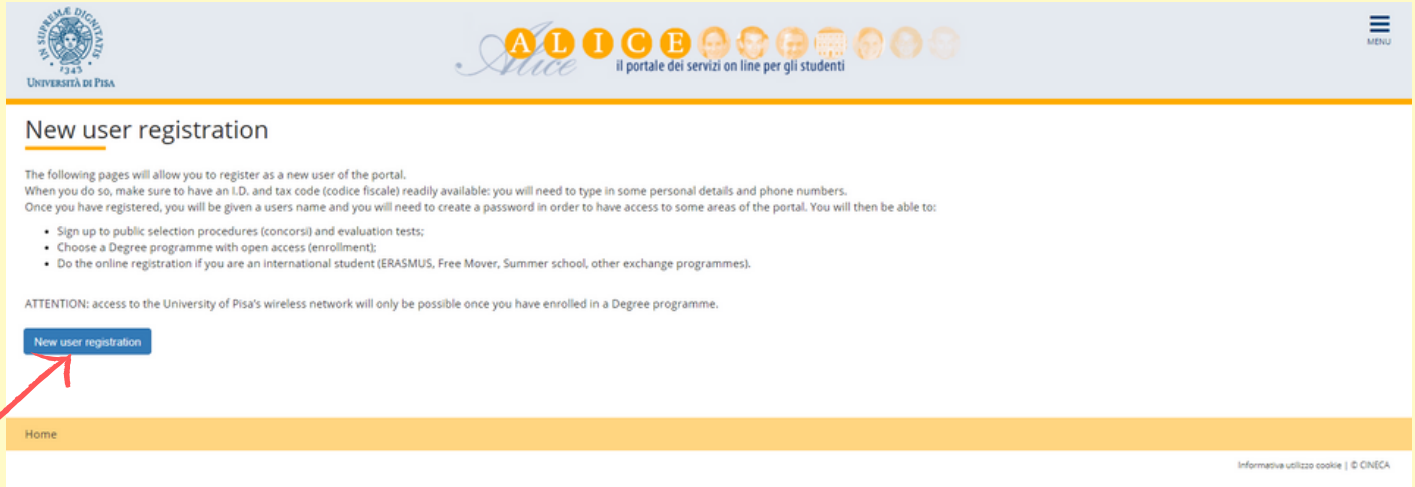
Register to the ALICE PORTAL

The portal is available in Italian and English

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



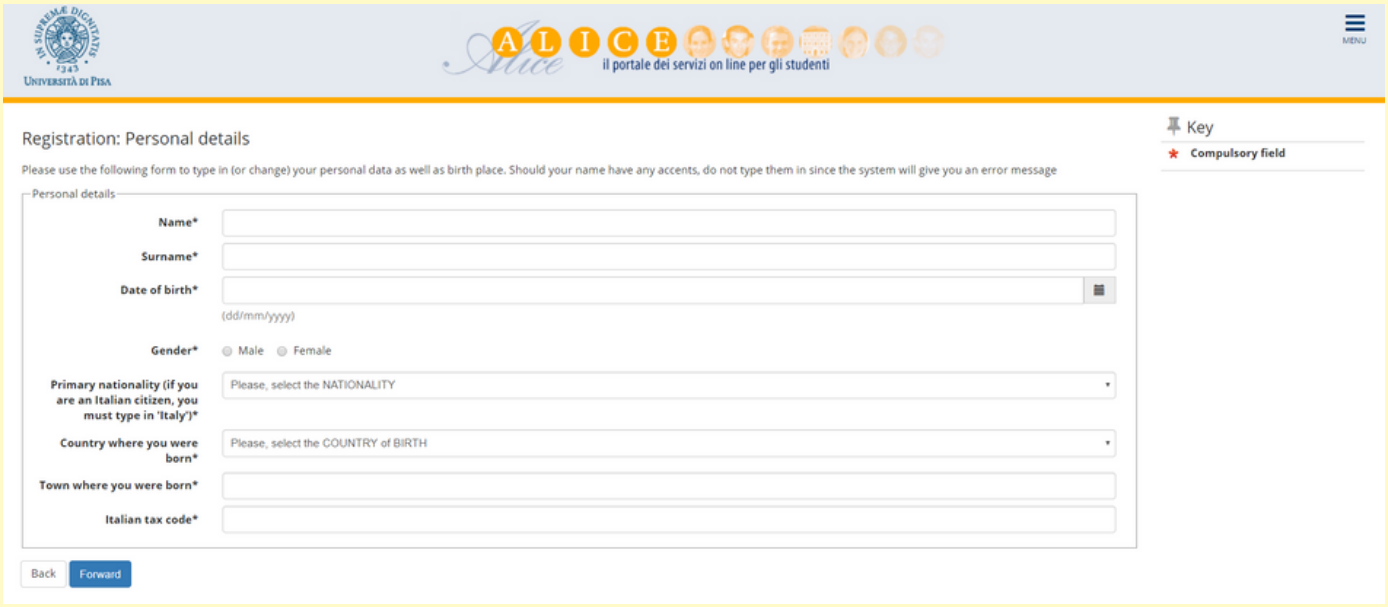
Click on "Register" and then on "New user Registration".



Insert your Tax Code if you already have one.
If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".

Click "Forward" to proceed.

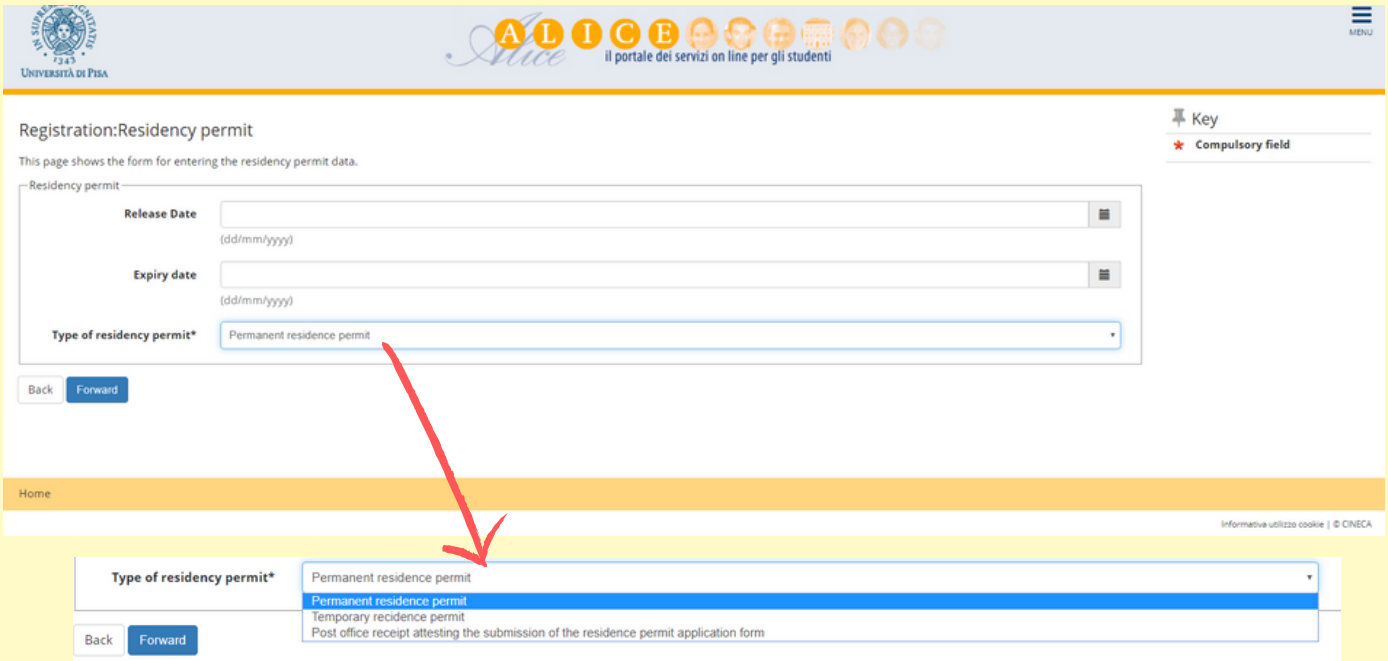
Fill in with your personal information.



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).

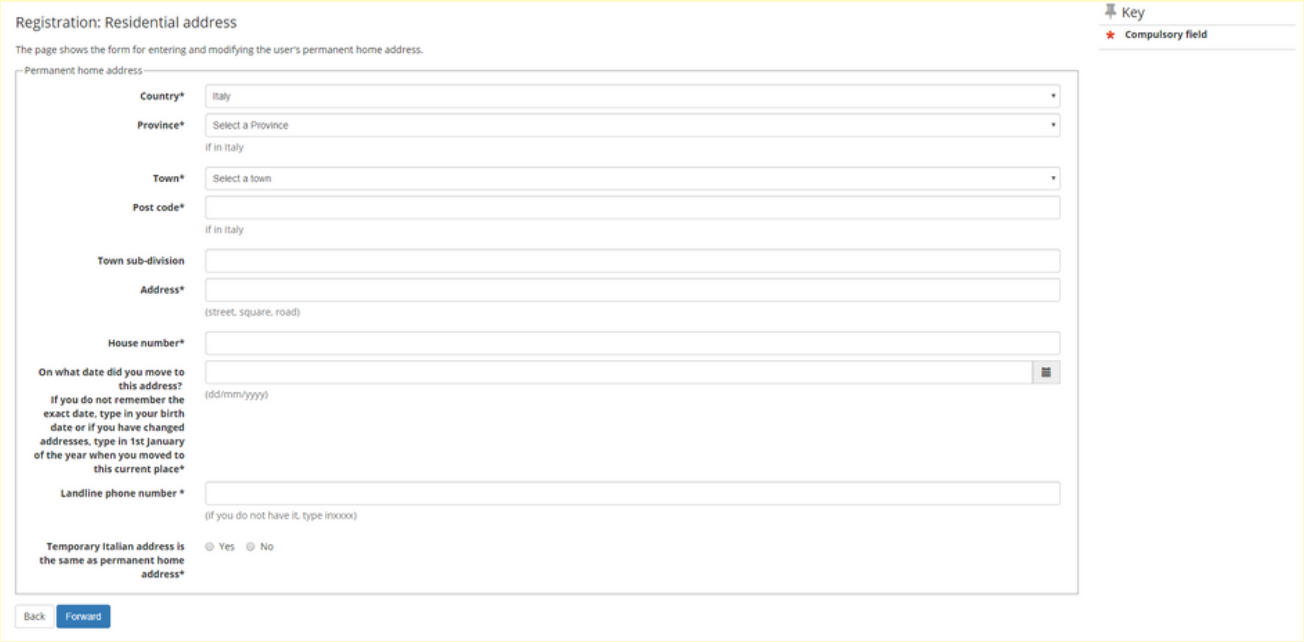
ONLY FOR NON-EU STUDENTS



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.

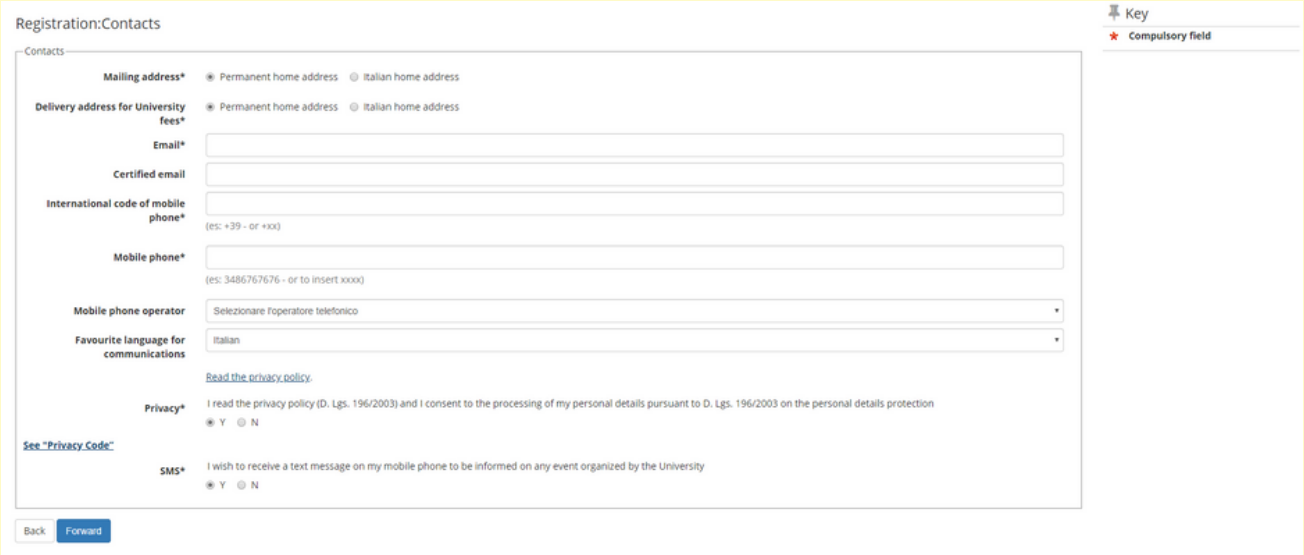
Fill in with the information about your residence address.



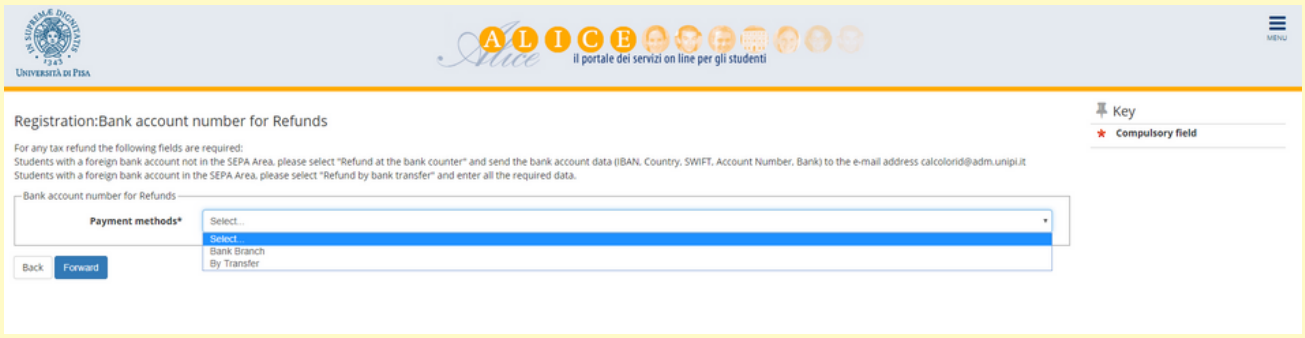
If you don't have a landline phone number you can type XXXX.

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".

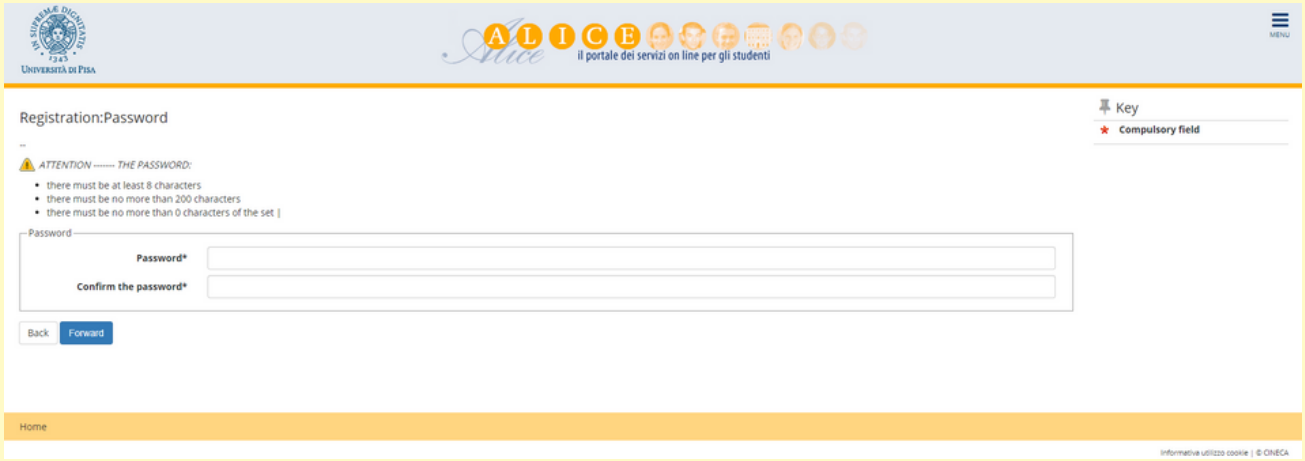
Insert your email address and your phone number, then click "Forward".



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

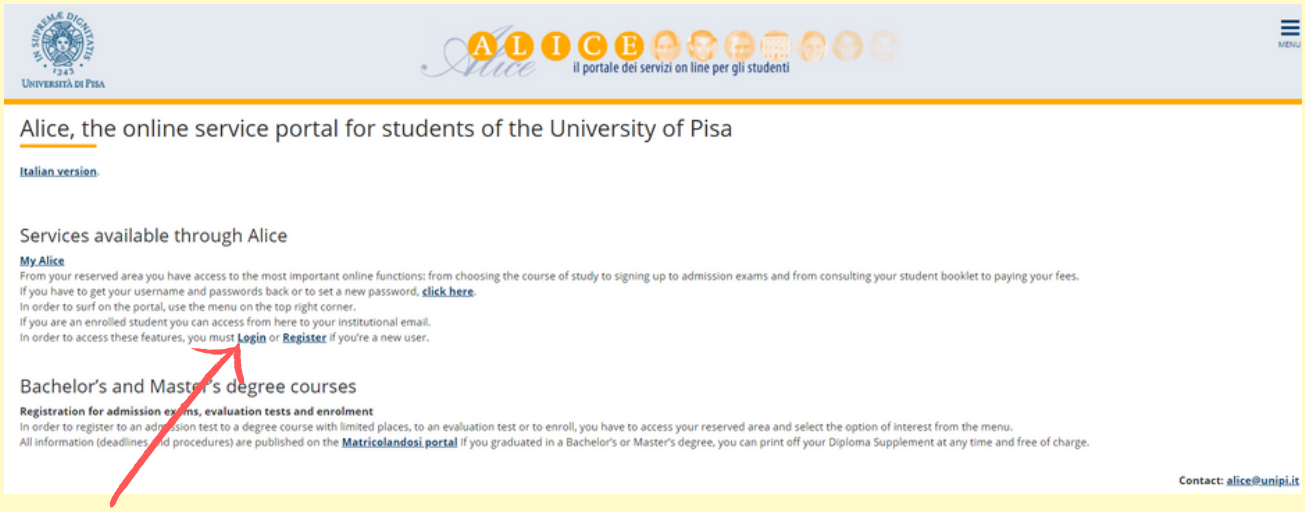


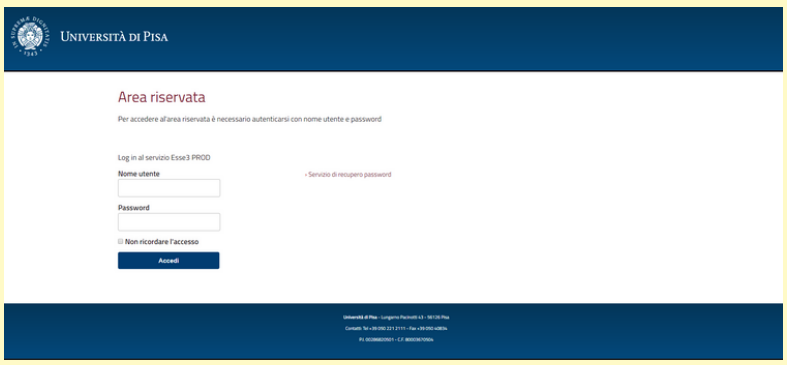
Choose your password, then click "Forward".



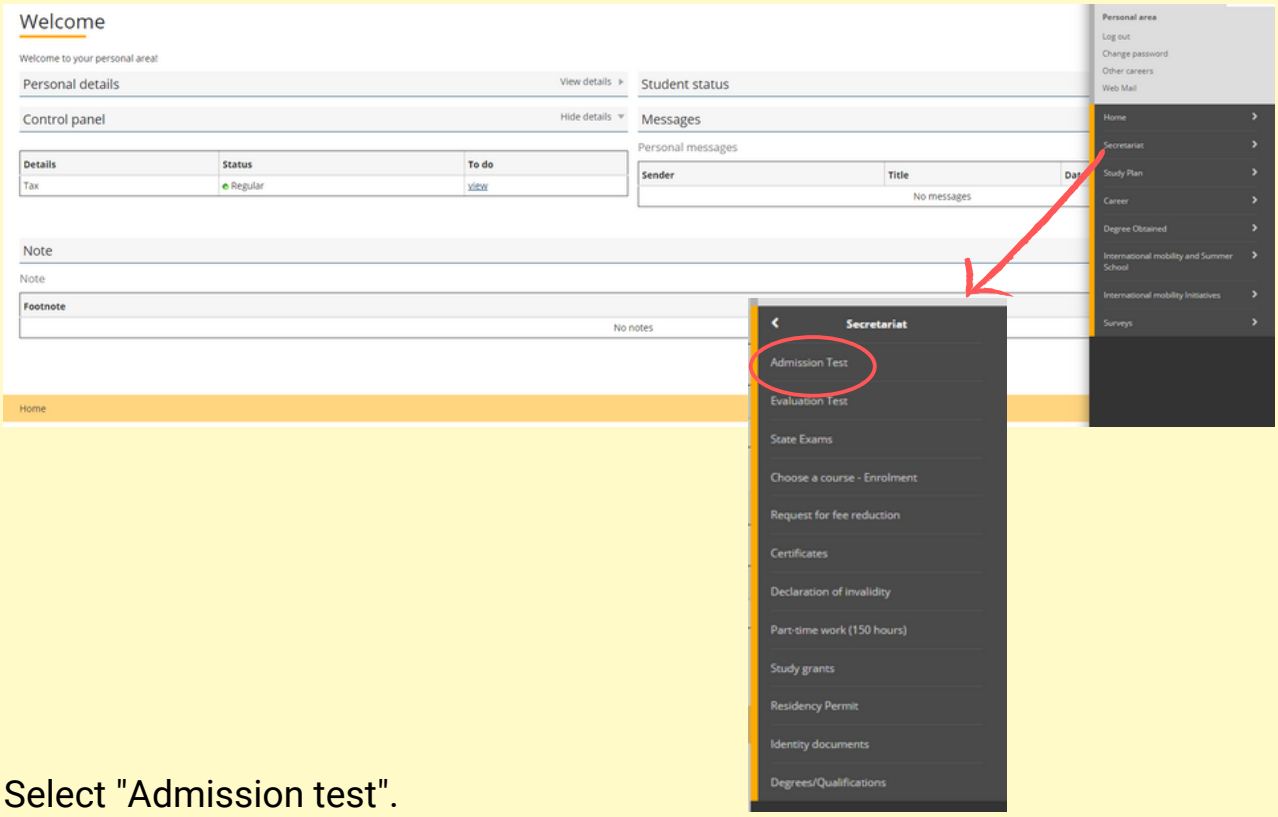
Check the information you put, then click "Confirm".
We suggest you to save or print the reminder with your personal credentials (username and password).

Log in on the portal using your username and password.



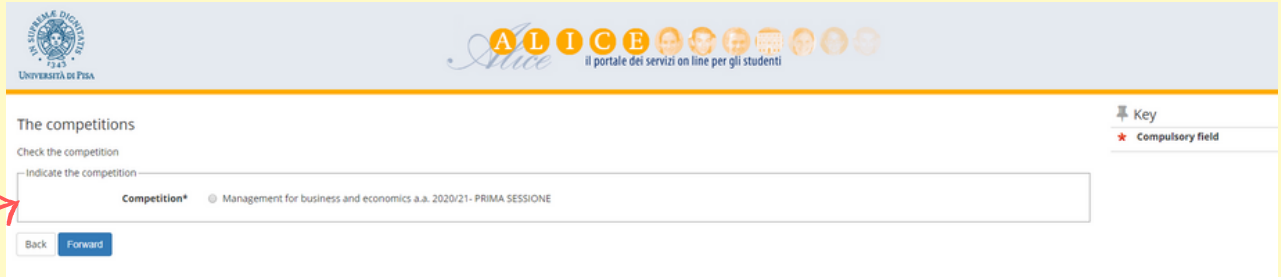


This is the Homepage of your personal account.
On the menu on the right you can: sign up to evaluation or admission tests, check the fees, download certificates, etc...

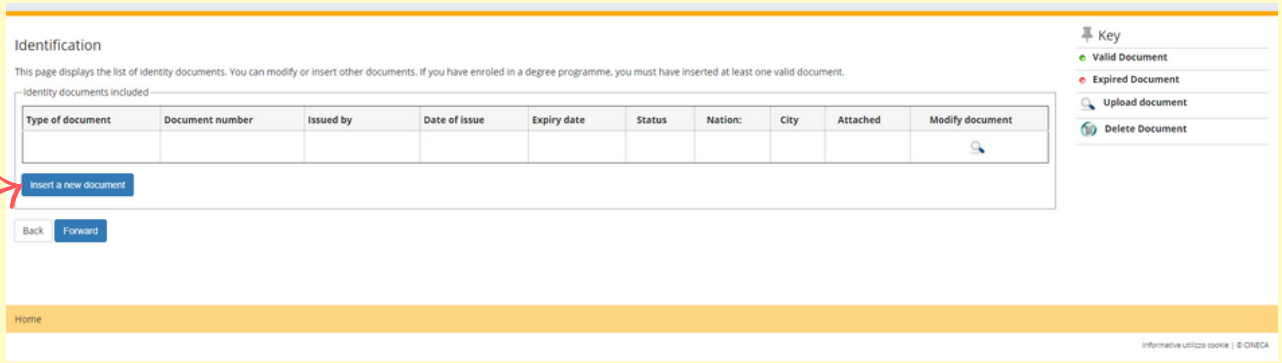


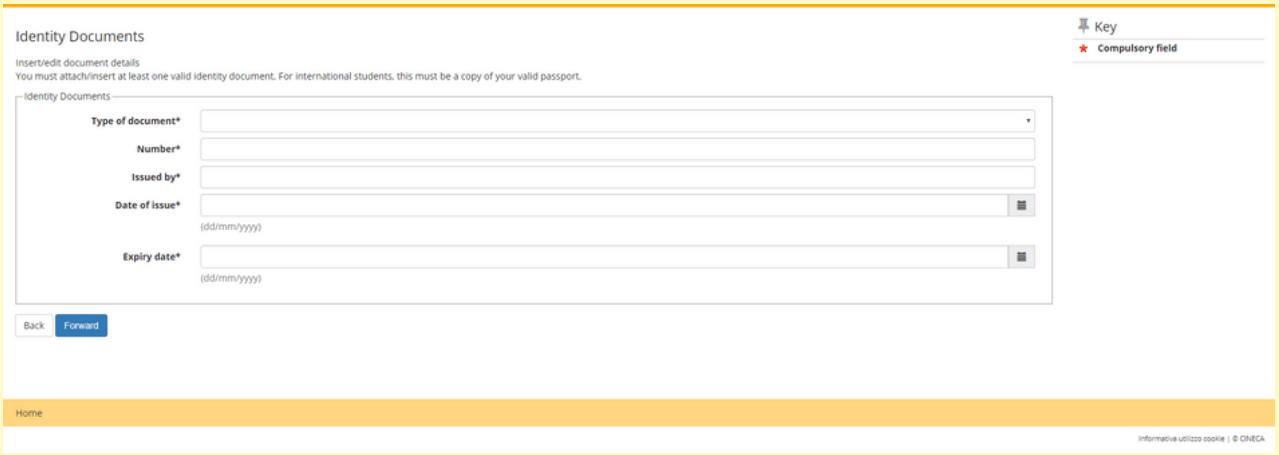
Select "Admission test".
Then choose "Bachelor Degree" and click "Forward".

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

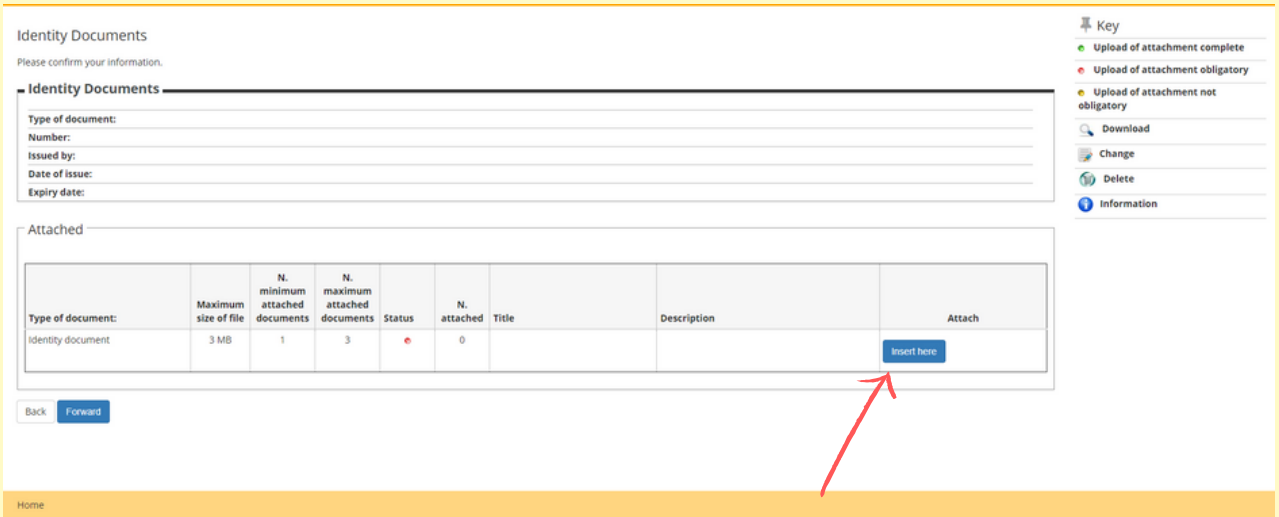


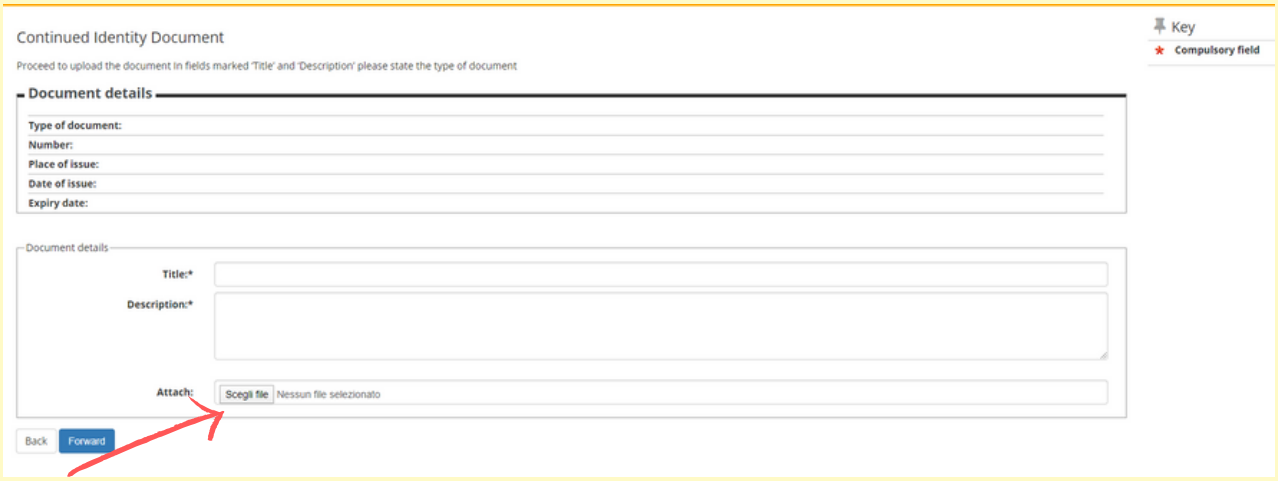
You have to insert datails about your ID (identity card or passport).



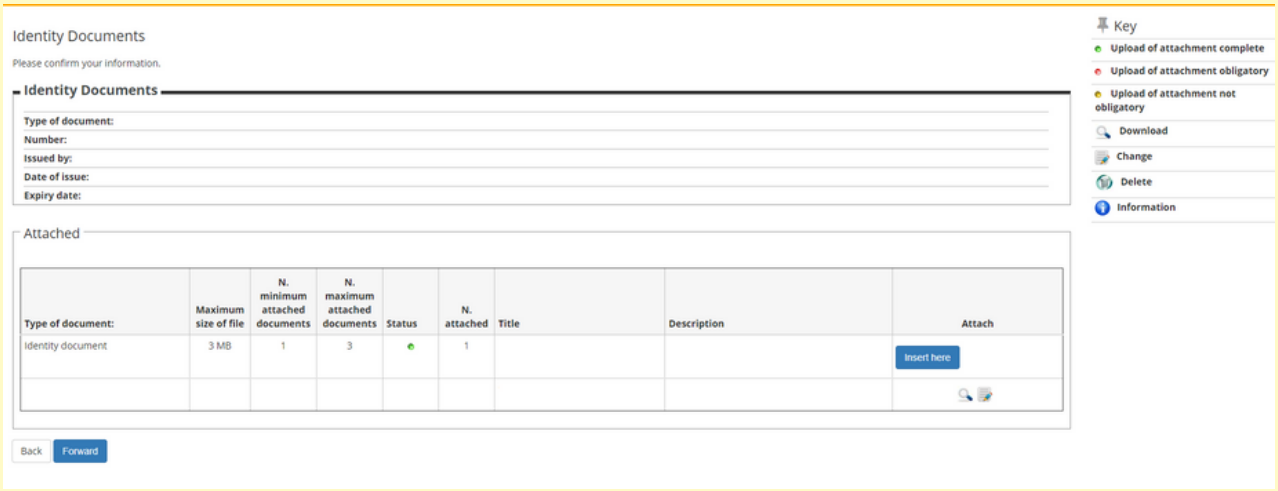


Then you have to upload the document in a pdf file.

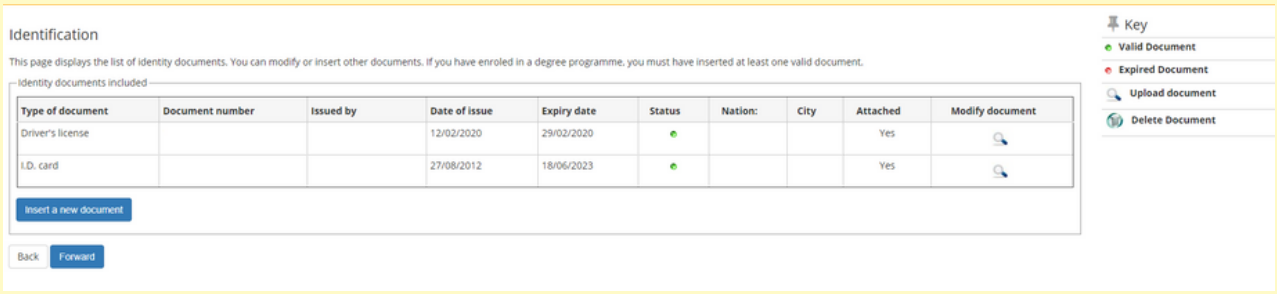




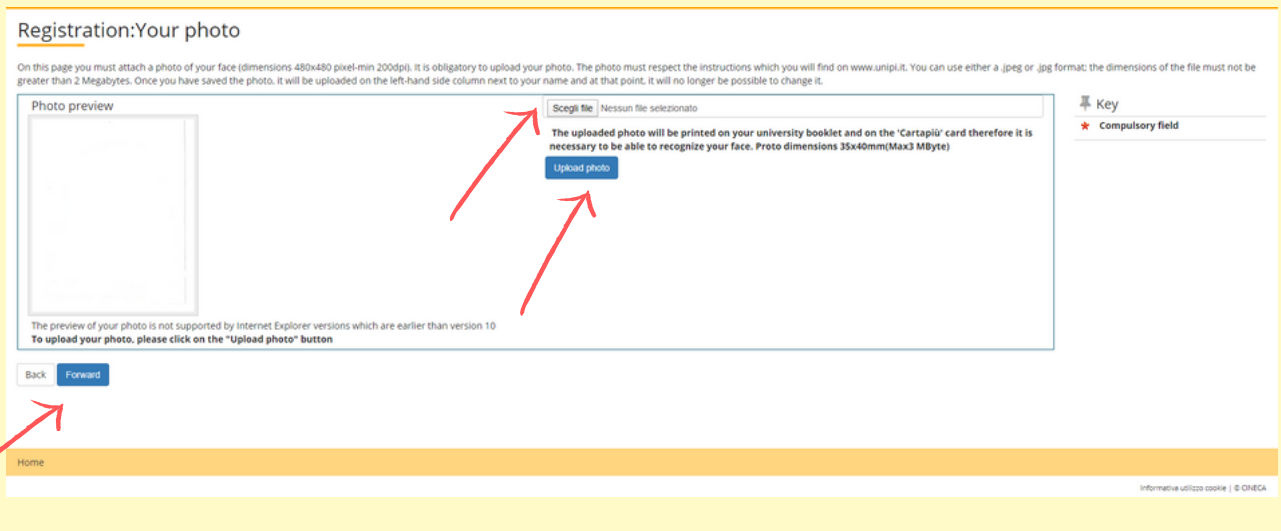
Then click "Forward".



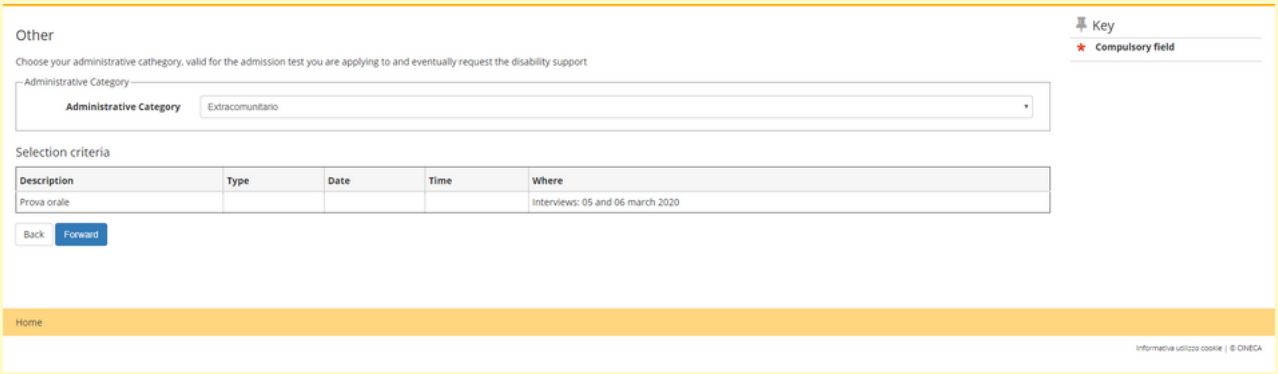
Check information and then click "Forward".



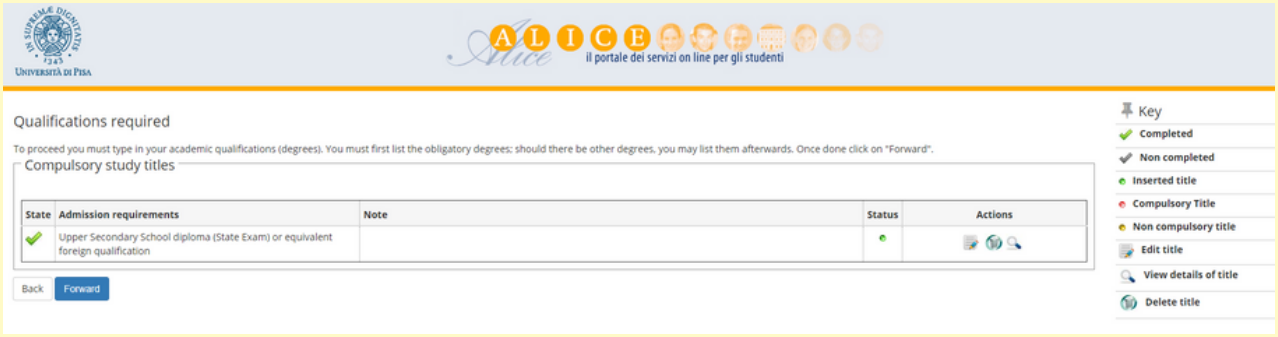
You have to upload a photo - select "Scegli File" and select the photo, then click "Upload photo" and "Forward".



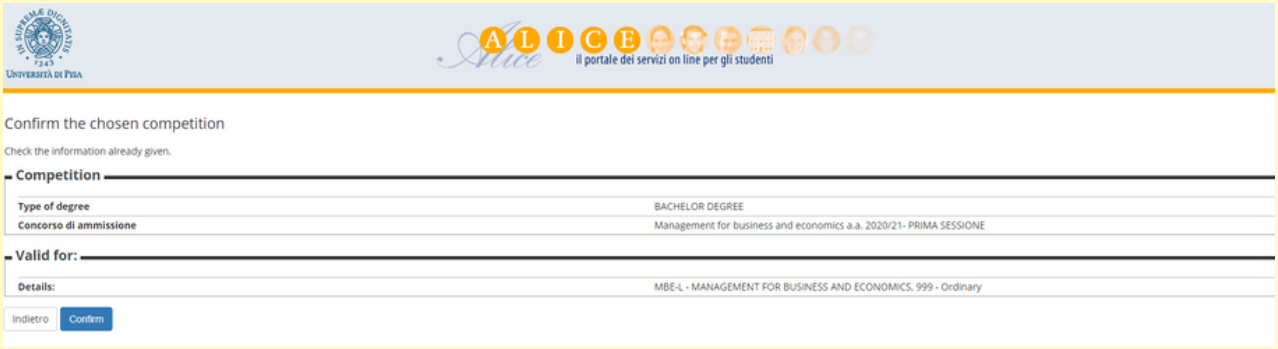
Click "Forward".



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



Finally confim your application for the admission exam.

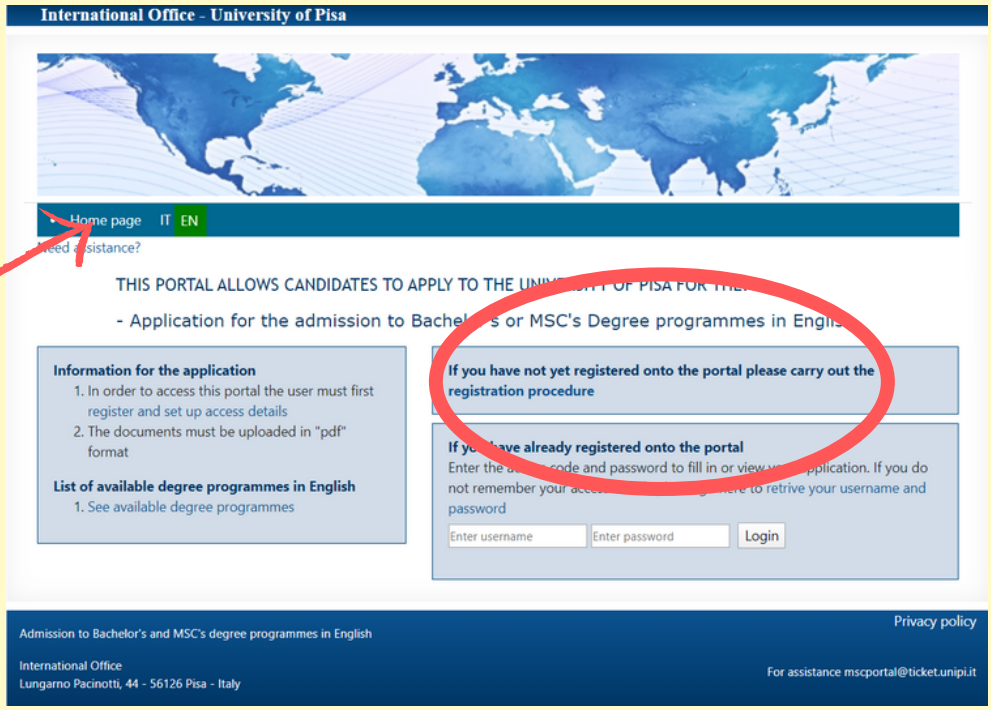


After the application submission the system will issue a receipt proving that the registration is complete.

Register to the application portal:

https://applymscenglish.unipi.it

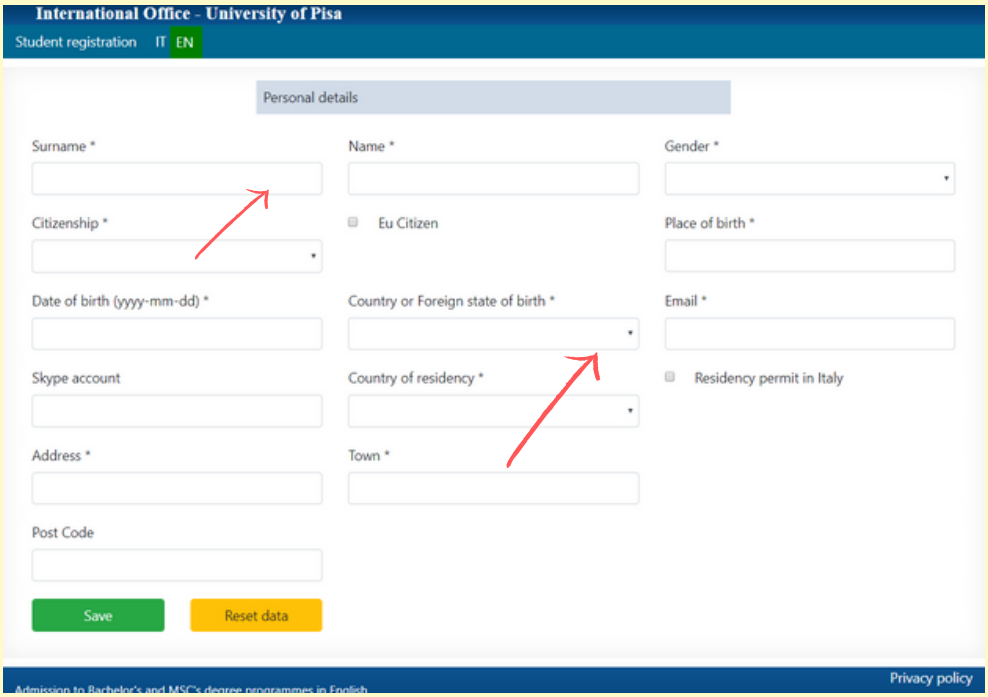
You have to register and create a personal account.
Click on “Registration Procedure"
(the portal is available in Italian and in English)



Fill in the form with your personal information.

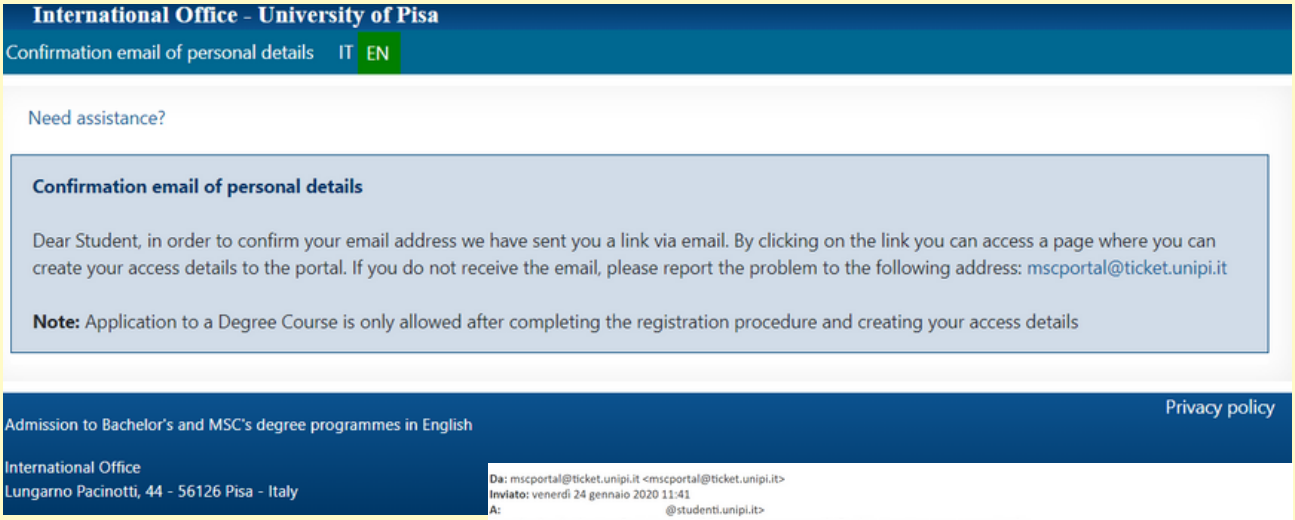
If you are a European student, tick the box.

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

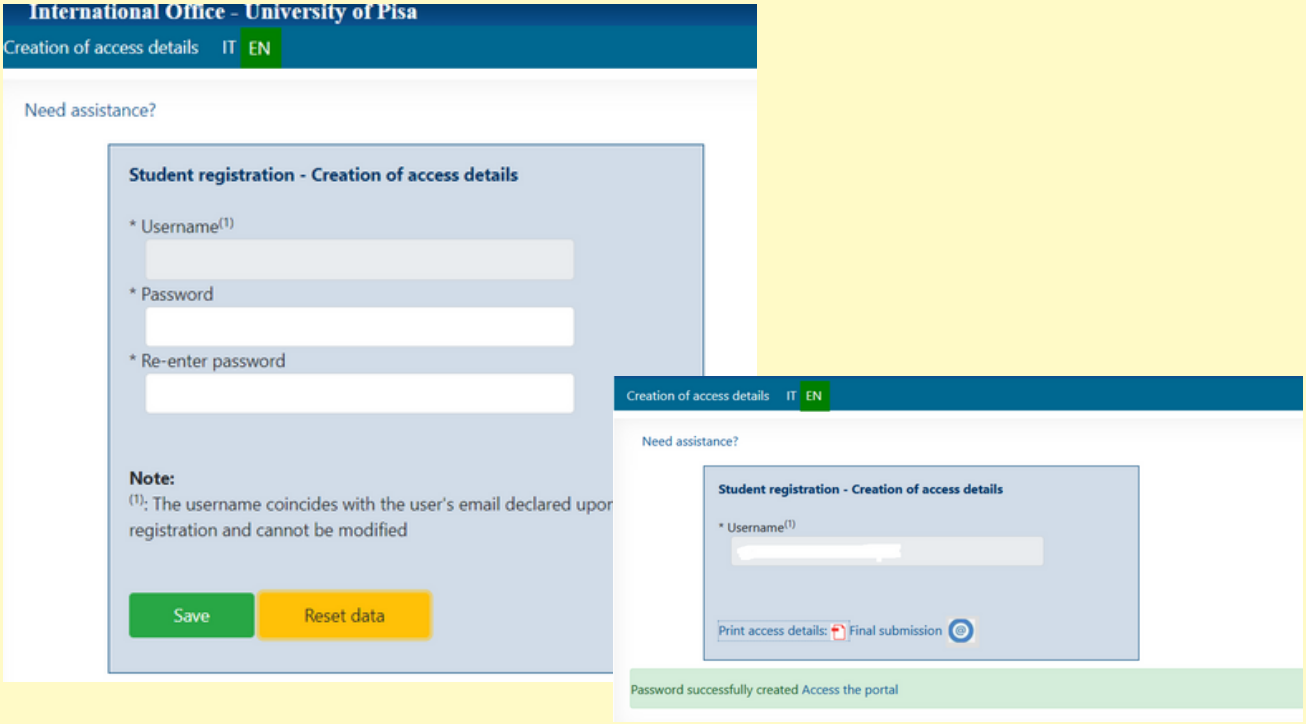


“Save” your personal information.

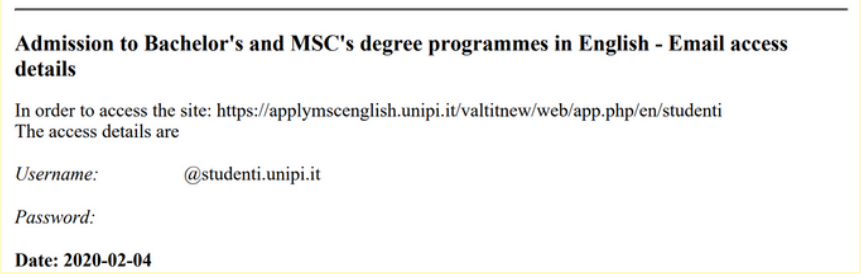
Then we will send you a confirmation email. Please follow the instructions in that email to validate your account.



Click on the link to choose a username and a password.

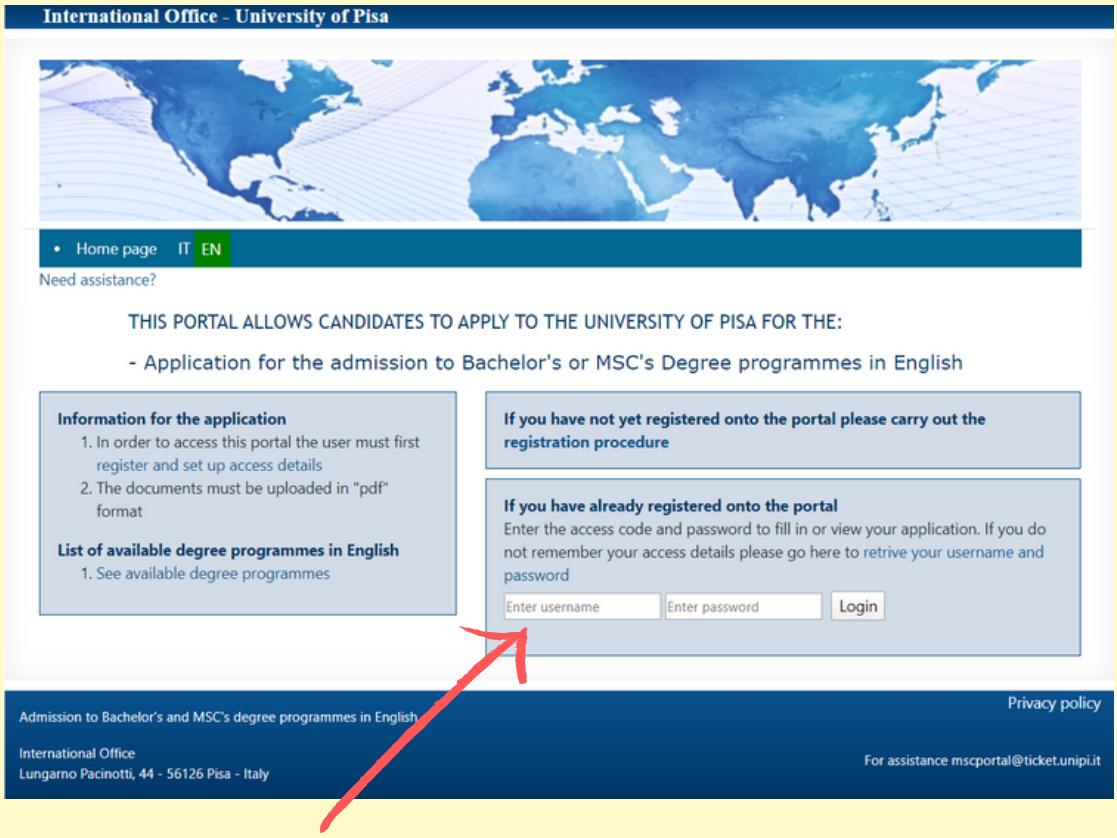


Save your username and password – we suggest you to print or save your access details.

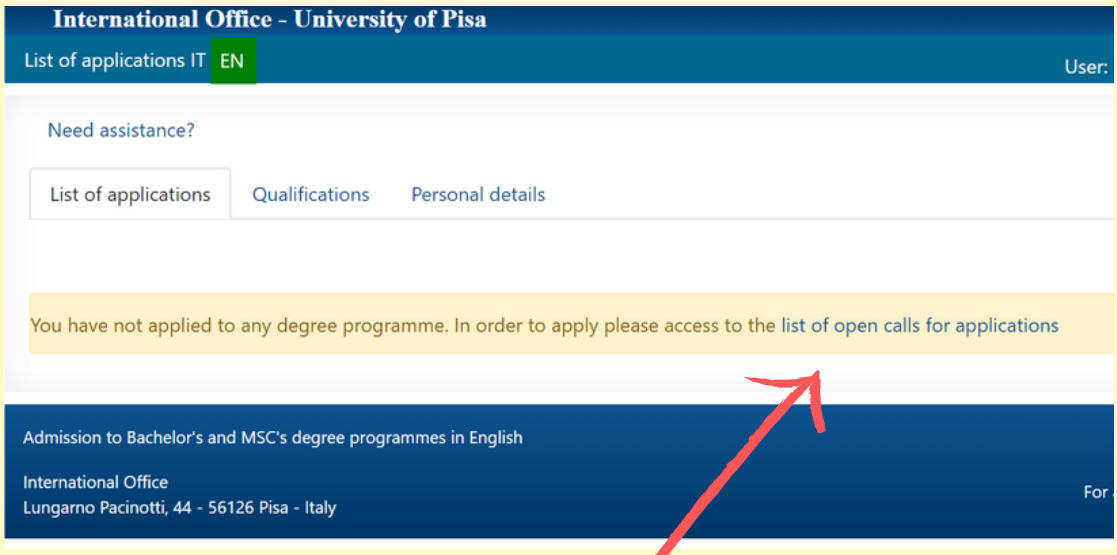


Log in on the portal

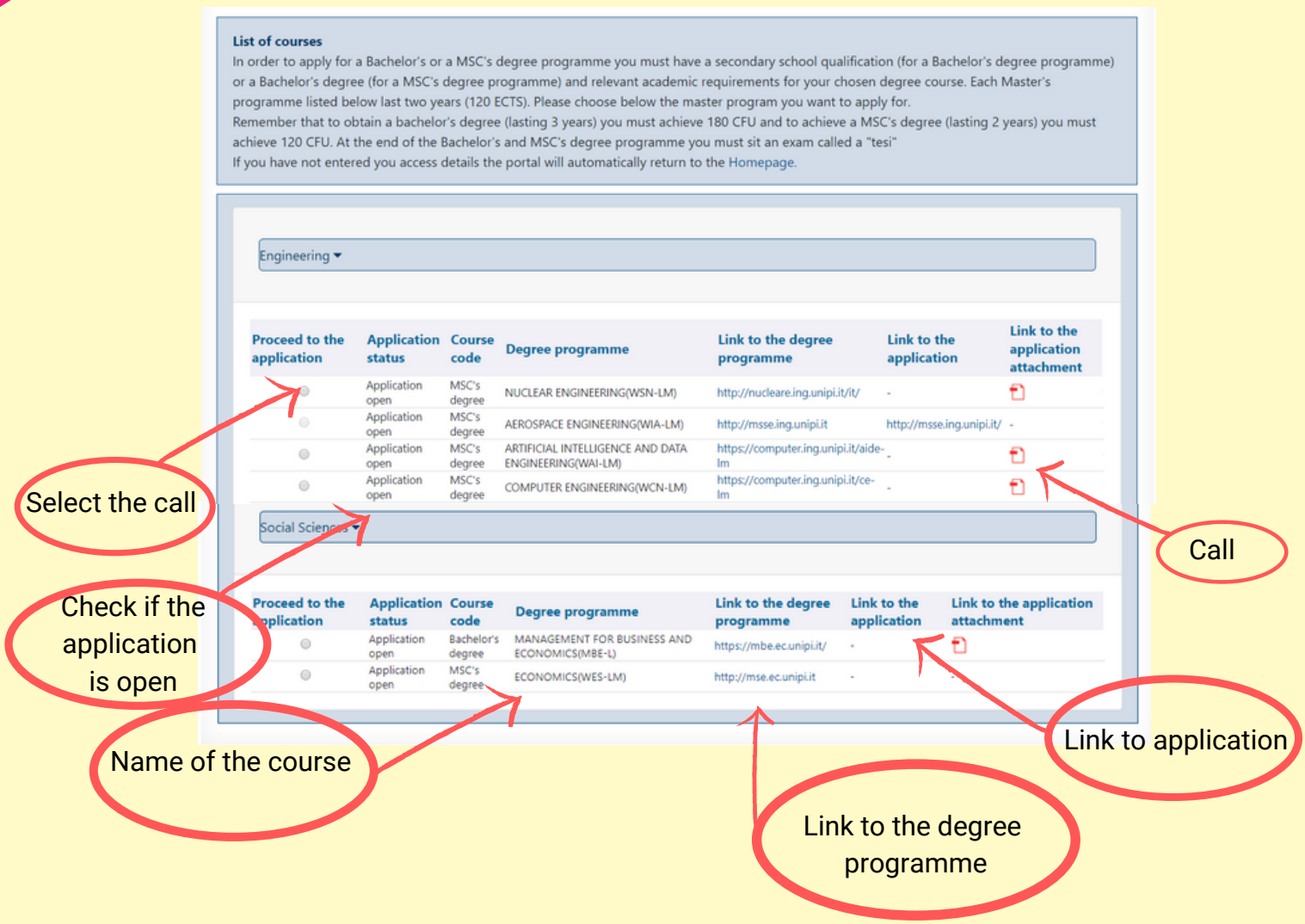
Insert your username and password



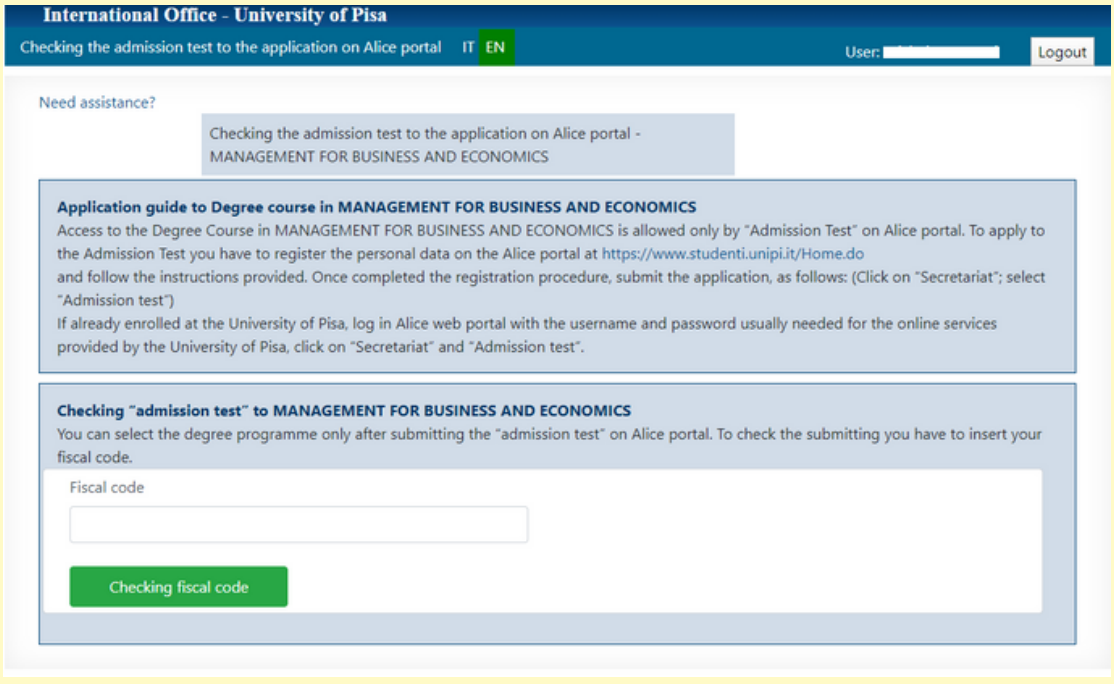
On your personal account you can find:
- The list of applications (you can apply to more than one call)
- Your personal qualifications
- Your personal details



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.



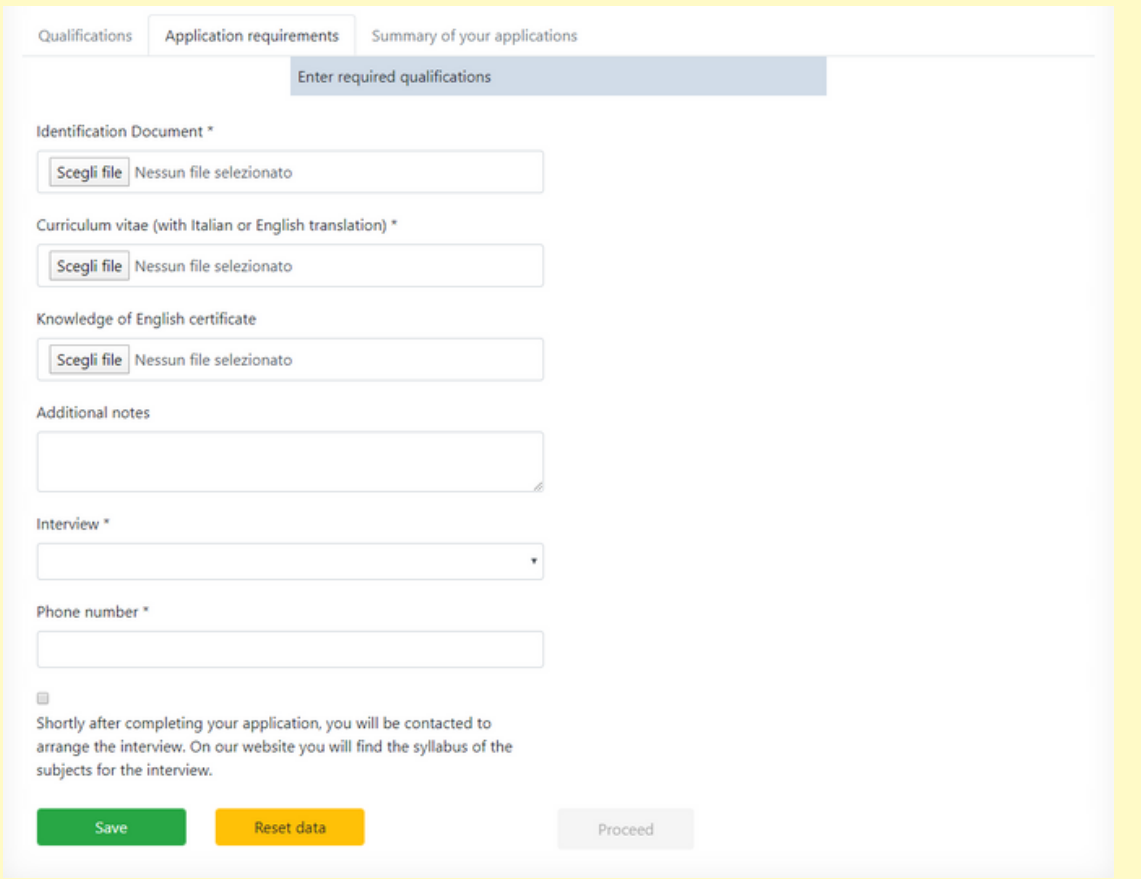
WARNING:
Please be aware of the application deadlines – there are two different deadlines for:
-EU students, or non-EU students with a residency permit
-Non-EU students requesting a visa.

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

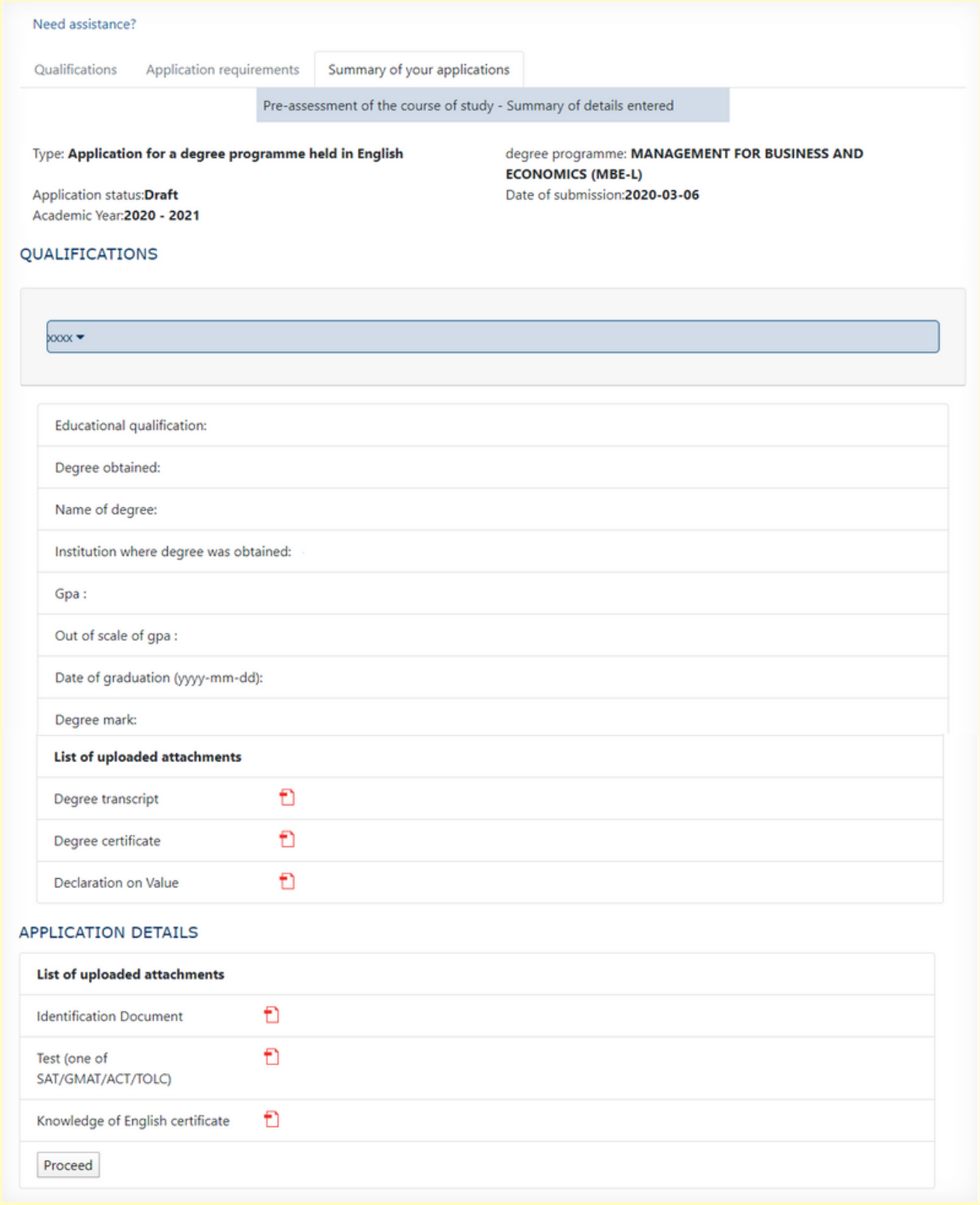
Upload the required documents, "Save" and "Proceed"



"Save" and "Proceed"

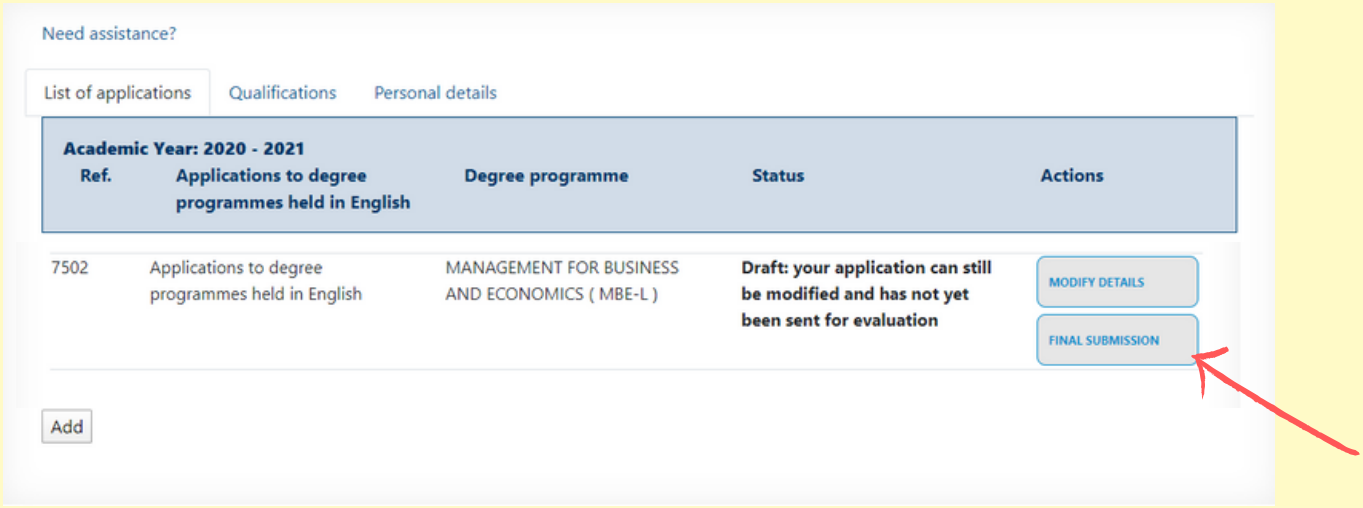
Review your application after you have uploaded all the required documents

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.

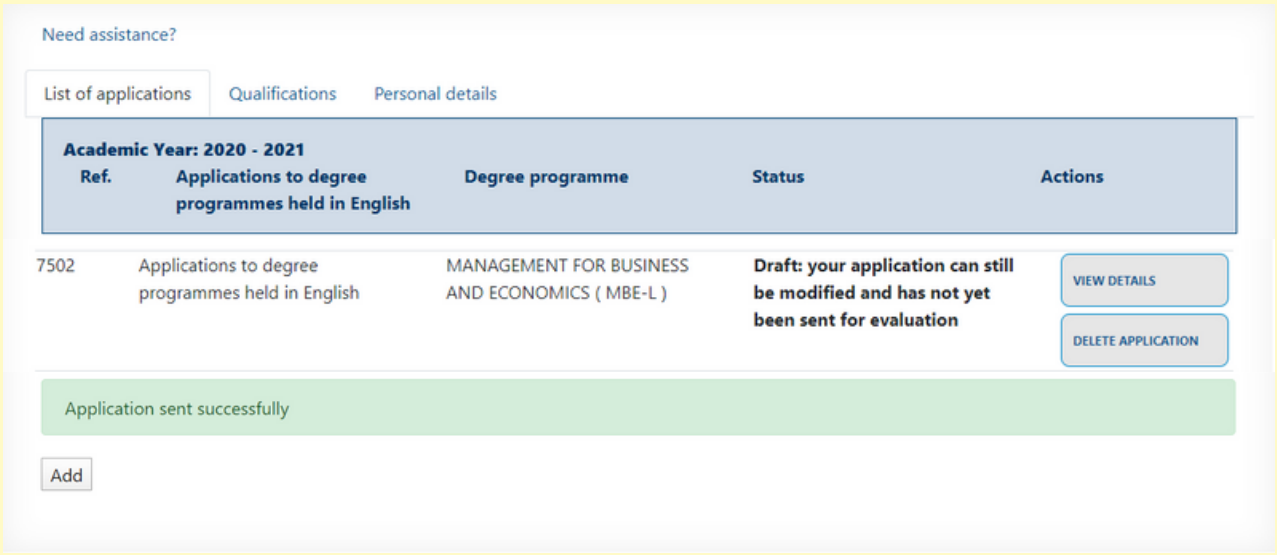


If everything is correct, "Proceed" to the next step

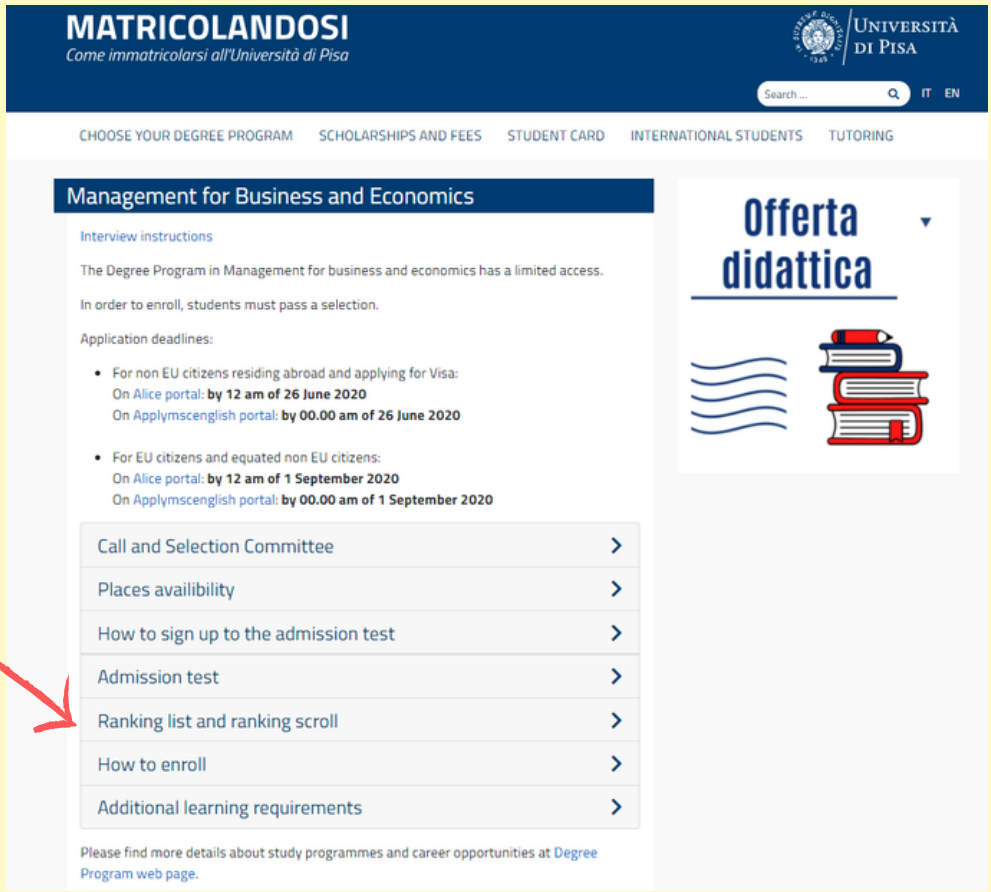
On your personal account you can:
- Review your application;
- “Add” other applications;
- "Modify Details".
Finally, you can submit your application by clicking on “Final Submission”.



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



- Wait for the publication of the rankings on the [Matricolandosi portal.]



- 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 [Matricolandosi portal.]

⚠ Pay attention to the deadlines to apply, accept the offer, complete the enrolment. You can find details here.

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