

HOW TO APPLY

Master's Degree Programmes - Università degli Studi di Milano-Bicocca



1



REGISTRATION IN THE ONLINE STUDENT REGISTRY

Please enter <u>https://s3w.si.unimib.it/Home.do?cod_lingua=eng</u> and click "Registration":





Type your Italian <u>Tax code</u> if you have one, otherwise check the box "Foreign student without tax code", it will be automatically calculated to continue with application.

	Segreterie	MENU
Tax code Insert your tax code and click on Forward to proceed. Foreign students without Italian tax code please click appropriate button and then press Forward to proceed. Tax Code-	∓ Legend: ★ Mandatory Field	
Tax code* Foreign student without tax code Declare that I am foreign student without tax code		
Back		

WARNING for FOREIGN STUDENTS: the code calculated by the system must be confirmed by the Revenue Agency. It is not possible to request the tax code by mail from abroad. It is necessary to have an official residence address (the one you will have throughout the academic year).

For further information about tax code (Tax identification number) please see: <u>Individuals - Tax identification number</u> <u>for foreign citizens - Agenzia delle Entrate</u>



Add your personal data, go forward and add your permanent address. By selecting "N" in the last field you can also insert your current address (if you are already in Italy)

			Segreterie	MENU
Registration: Personal data The page shows the form for entering and modif Foreign students without Italian tax code do not Personal data	ying the user's personal data and place of birth. need to insert the tax code. A provisional Tax code will instead be generated based on the information given.		↓ Legend: ★ Mandatory Field	
Name*	ALBERT			
Family Name*	EINSTEIN			
Date of birth*	14/03/1978			
	(dd/mm/yyyy)			
Gender*	Male O Female			
Nationality*	GERMANY	~		
Country:*	GERMANY	~		
Town/City*	ULMA			
Italian Tax code*	NSTLRT78C14Z112F			
	(automatically calculated if not provided)			
	Attenzione: Italian Tax code has been calculated automatically.			
Back Forward				

Please note: the University badge will be sent to your current address, please insert it correctly.



Go forward and provide a valid email address.

PLEASE NOTE: If you write your email incorrectly, you will not receive the account verification message.

Registration:Contact details		Legend:
The page shows the form for entering and modifying the user's contact details.		Mandatory Field
A You must provide a valid personal email address. Failure to do so will not allow, among ot	hers, to access the procedure of recovering your password should you forget it.	
Contact details		
Email*		
if you can't find your international dialling code write it in	n the blank field (e.g.: for UK insert +44)	
Country code	~	
Country code		
(e.g.: +44)		
Mobile phone		
Number (es: 3486767676), max. 16 characters		
Privacy* I agree to the handling of my Personal Data pursuant to	art. 7 of Leg. decree no. 196 of 30 June 2003	
• Y O N		
Comunicazioni* Tagree to the transmission of my Personal Data in comp	liance with current legislation	
Diffusione dati	nce with current legislation	
personali* 💿 Y 🔿 N		



Choose your password, proceed then confirm the inserted data. - Now your registration is complete. Wait for a confirmation e-mail to your personal inbox before logging in. To recover your password: <u>https://self.unimib.it/landing/#/reset/request</u>

M DEGLI STUDI DI MILANO BICOCCA		Università degli Studi	di Milar	no-Bicocca
		П НОМЕ	➡) SIGN IN	I LANGUAGE -
	Reset your password			
	Enter your userld / University email address			
	Userld / University email address			
	Non sono un robot	Reset password		



STEP 2

APPLY FOR EVALUATION

Log in to the Online Student Registry:

https://s3w.si.unimib.it/Root.do;jsessionid=E1AD6E15BCA1C54BFFBC294BA299D0A7.esse3-unimib-prod-04?cod_lingua=eng

Online Student Registry - University of Milan - Bicocca	
Welcome to the Online Registry (Segreterie OnLine): the digital platform of the University of Milan - Bicocca which provides services for students, lecturers and companies. Students Services are available for registered users. <u>Registration</u> can be carried out at any time ad is free. Users already possessing credentials (user name and password) gain access to services following <u>login</u> .	Duline
Lecturers It is not necessary to register. You may log in with your university credentials (<i>@unimib.it</i>). Services for teachers (online verbalization), are available following <u>login</u> .	
Companies In order to use services for companies (e.g. stage or apprenticeship organization), it is necessary to receive accreditation. A user name and password will be given for access to the To receive accreditation it is necessary to carry out <u>Accreditation request</u> by inserting the VAT no. and/or tax code of the company, whilst not modifying the information relative to information relative to job position and work location. If you already possess access credentials, you may gain access to services following <u>login</u> .	system. the company headquarters and filling in only the
Public administration and public services managers Companies registered for the consultation service about student academic careers may gain access following <u>login.</u>	



Enter your username (received via e-mail) and the password you chose during registration.

Servi	zi digitali di Ateneo	0
Nome	utente	
Ldavi	nci@campus.unimib.it	
Passwe	ord	

Hai dim Hai dim	enticato la password? enticato il nome utente?	
	Accesso	
8	Entra con SPID	
Cie	Entra con CIE	
CIE	Entra con CIE	



A You are now in the Registered User Area. Click "menu" on the top right.





Click on Enrollment in an evaluation test then select 2-year Master Degree

Choose course level Choose the course level in which you want to be enrolled. Choose course level Post Italian university reform* O Degree Course O 5-year single cycle Master Degree O 2-year Master Degree Back Forward	↓ Legend: ★ Mandatory Field	
	Call to enrollment list Choose the call to enrollment in which you want to be enrolled	Legend: Mandatory Field
Select the Call to enrollment for the Master's Degree programme you are interested in	Dettegio F91020 - ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY, cat. amm. 800 - Cittadini Italiani, Europei o Extra-UE legalmente soggiornanti in Italia F91020 - ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY, cat. amm. 853 - Cittadini Extra-UE (richiedenti visto) F91020 - ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY, cat. amm. 853 - Cittadini Extra-UE (richiedenti visto) F91020 - ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY, cat. amm. 850 - Marco Polo Concorso* INTERNATIONAL ECONOMICS - Valutazione della carriera per ammissione alla laurea magistrale dal 11/04/2022 al 16/09/2022 14:00 Dettaglio E5602M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE cat. amm. 800 - Cittadini Italiani, Europei o Extra-UE legalmente soggiornanti in Italia E5602M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE cat. amm. 800 - Cittadini Italiani, Europei o Extra-UE legalmente soggiornanti in Italia E5602M - INTERNATIONAL ECONOMICS - ECONOMIA INTERNAZIONALE cat. amm. 803 - Cittadini Extra-UE (richiedenti visto) Concorso* O MARINE SCIENCES-SCIENZE MARINE - Valutazione della carriera per l'ammissione alla laurea magistrale dal 04/04/2022 07:00 al 08/09/2022 23:59	
	Dettagio E75020 - MARINE SCIENCES - SCIENZE MARINE cat. amm. 853 - Cittadini Extra-UE (richiedenti visto) E75020 - MARINE SCIENCES - SCIENZE MARINE (cat. amm. 800 - Cittadini Italian). Europei to Extra-UE legalmente soggiornanti in Italia Concorso* O MATEMATICA - Valutazione della carriera per l'ammissione alla laurea magistrale dal 11/04/2022 07:00 al 14/09/2022 23:59	



Insert a valid

IDENTITY DOCUMENT (the inserted document must be presented on the interview day)

Identity Documents		I Legend:
On this page you can insert or c	hange the details of the identity document.	😤 Mandatory Field
-Identity document		
Туре*	Passport	
Number	U14U68859J	
Issued by	State of Maldives	
Issuing date	01/02/2022	
	(dd/mm/yyyy)	
Date of expiry	01/02/2027	
	(dd/mm/yyyy)	
Back Proceed		

The document must be scanned on both sides, in PDF, jpg, gif, or png format.

It may be uploaded in multiple files if required.

If you are an ExtraUE student, (if already obtained) please attach your PASSPORT and your VISA.



PERSONAL PHOTO: upload the photo by clicking on "Scegli file', then select "Load photo".



Please note: <u>this photo will be printed on your university badge</u>, therefore it must be an <u>ID photo</u> (i.e. passport or identity card). It must portray only the face in the foreground against a light background and must be uploaded in bitmap or jpg format, with a resolution of at least 300x400 pixels.



Choose your

ADMINISTRATIVE CATEGORY

- Italian, European or non-EU citizens legally residing in Italy
- Non-EU citizens applying for visas

B I C D C C A		Segreteri	MENU
Choose the administrative categor Students with disability needs o enrolment process further inform Administrative category Administrative category Back Forward	ative category and state your disability needs ny, if necessary, in order to enter the call to enrolment. r special learning disabilities can now declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010. During the nation will be required. Non-EU not resident students	↓ Legend: ★ Mandatory Field	

Italian students with disability or special learning disabilities (DSA) may declare their condition <u>after admission</u> <u>and during the enrolment process</u>, in order to benefit from the facilities granted by Laws 104/92 and 170/2010. If you are an international student write to: info.binclusion@unimib.it.

A DEGLI STUDI MILANO B I C O C C A

COMPULSORY QUALIFICATIONS

1) High school certificate

- Specify the country in which your qualification was obtained (i. e. foreign qualification)
- Specify the details regarding your Diploma.
- Upload in a single file all the documents related to your secondary school studies (only for foreign qualifications)

etails of required qualifications				Legend:
dicate the type of compulsory qualifications n	eeded to proceed with the procedure.			Completed
Compulsory Qualifications				
In order to proceed you must insert all the	compulsory qualifications			Qualification Inserted Oualification required
Block	Notes	Qualification status	Actions	 Qualification not required
status Qualification				and different state of the stat
Qualification High School Certificate Alternative Qualifications The various options show qualifications the information about language and information (ou are advised to consult the teaching regulation)	at are alternative one to the other. n technology certification ions of the study course and the university website: <u>www.unimib.it/cfu-lingue-informat</u>	Ica	insert	Modify C Details Delete
Status Qualification Image: Provide the state of th	at are alternative one to the other. n technology certification ions of the study course and the university website: <u>www.unimib.it/cfu-lingue-informal</u>	ica Qualification	insert	Modify Calculation Calculation Calculati
status Qualification Image: Provide the state of the st	at are alternative one to the other. n technology certification Ions of the study course and the university website: www.unimib.it/cfu-lingue-informat Notes Notes	ica Qualification status	Actions	Modify Comparison Comparison Co
Status Qualification Image: Provide the state of th	it are alternative one to the other. n technology certification lons of the study course and the university website: www.unimib.it/cfu-lingue-informat Notes	Ica Qualification status	Actions	Modify Comparison Comparison Co
Status Qualification Image: Provide the status High School Certificate Alternative Qualifications Image: Provide the status The various options show qualifications the information about language and information of the status Image: Provide the status Block status Qualification First Level Degree Image: Provide the status Option 1: Image: Provide the status Block status Qualification	at are alternative one to the other. n technology certification Ions of the study course and the university website: www.unimib.it/cfu-lingue-informat Notes Notes Notes	ica Qualification status Qualification status	Actions Actions	Modify Comparison Modify Details Delete



- If you obtained an italian qualification choose First Level Degree then click on "Insert".
- If you obtained a foreign qualification select Foreign Certificate and click on "Insert".

In this section you may declare if your qualification is not yet achieved.

Please note: to apply for a Master's Degree programme you must graduate by the deadlines specified in the main admission documentation.

MUSSEAL STOL						
Details Indicate th	s of required qualifications the type of compulsory qualifications needed to proceed with the pulsory Qualifications	e procedure.			 Legend: Completed Not completed Qualification inserted 	
Block status	Qualification	Notes	Qualification status	Actions	Qualification required Qualification not required	
~	High School Certificate		٥	📄 🔞 🔍	Modify	
Alterr	native Qualifications various options show qualifications that are alternative one to t tion about language and information technology certificati advised to consult the teaching regulations of the study course a 1:	he other. on and the university website: <u>www.unimib.it/cfu-lingue-informatica</u>	Qualification		Delete	
status	Qualification First Level Degree	Notes	status ©	Actions	The qualification is c	orrectly
Option	2:				uploaded if you see	a green light
Block status	Qualification	Notes	Qualification status	Actions	here.	
~	Foreign Certificate		•	چ 🔞		
Back	Proceed					



Please click on "Yes" to upload documents or qualifications necessary for evaluation.

Min	Мах	Delete
0	5	
1	1	
0	20	
1	1	
	Min 0 1 0 1	Min Max 0 5 1 1 0 20 1 1

Please note: the uploaded files must be 5 MB maximum, click on 'Scegli file'' to insert them and proceed.

You must repeat this procedure for every mandatory or non-mandatory document.

A DEGLI STUDI MILANO B I C O C C A

THE TRANSCRIPT OF RECORDS AND THE EVIDENCE OF PROFICIENCY IN ENGLISH ARE MANDATORY FOR ALL STUDENTS

Candidates have to upload:

- 1. ONLY FOR STUDENT WITH A BACHELOR'S DEGREE AWARDED OUTSIDE ITALY: High school diploma (in original language).
- **2.** Bachelor's Degree diploma (in original language).
- **3.** Transcript of Records (in original language).
- **4.** Translation of the documents at point 1-2-3 into Italian or English if issued in a language other than Italian, English, Spanish or French.
- **5.** Evidence of proficiency in English.
- 6. ONLY FOR STUDENT WITH A BACHELOR'S DEGREE AWARDED OUTSIDE ITALY: CIMEA comparability Certificate <u>or</u> Declaration Of Value <u>or</u> Diploma Supplement (only if issued in <u>EHEA</u> member countries).
- 7. NOT MANDATORY: any other documents deemed useful to assess the qualification eligibility (e.g. programs of the exams syllabus).
- 8. ONLY FOR CITIZENS OF NON-EU COUNTRIES REQUIRING VISA: the receipt of the application on the Universitaly website.

INCOMPLETE APPLICATIONS (LACKING THE REQUESTED DOCUMENTATION AND SIGNATURES) WILL NOT BE ACCEPTED

For further information: Pre-enrolment, language proficiency and enrolment | Università degli Studi di Milano-Bicocca



WARNINGS!

FOR ITALIAN CANDIDATES

- Please attach only <u>self-certifications</u>, certificates issued by other italian public administrations (e.g. Universities) will not be accepted under any circumstances.
- All self-certifications must be signed.

FOR ALL CANDIDATES

- Attaching the required documents will no longer be possible once the application process is completed.
- Applications lacking mandatory documents will not be accepted.



Visa application - <u>www.universitaly.it</u>

Citizens of non-EU countries applying for a visa are required to submit a visa application through the ministerial website (<u>www.universitaly.it</u>) under the heading "*International students*". Registration on the Universitaly portal must take place at the same time as the online application for this Master's degree and, *in any case*, before the closing date of the online application.





Visa application receipt - www.universitaly.it

Università degli Studi di MILANO-BICOCCA

PRE-ENROLMENT APPLICATION A.Y.: 2022/2023

ID Domanda:	46015
Annual data	

Personal data

Name:	LEONARDO
Surname:	DA VINCI
Gender:	М
Date of birth	15/04/1952
Country of birth:	ITALY
City of birth:	VINCI
Current citizenship:	WORLD CITIZEN
Residing in [street, number, city, ZIP code, Country]:	
Telephone:	+390002147856
Email:	l.davinci@gmail.com
Italian tax code:	LRDDVN52E48G133Z
Passport number:	A45780E34G
Expiry date:	01/02/2030

Pre-enrolment application

The reason for the visa application:	I want to enrol in a study course				
Where will you apply for a visa?:	CONSOLATO GENERALE ISTANBUL - TURKEY				

Course information

Institution:	Università degli Studi di MILANO-BICOCCA
Course:	ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY
Course Type:	Laurea Magistrale
Language:	Inglese
Class of degree course (according to Italian law):	LM-91
Official length of the course:	2 anni
Course location/Campus:	MILANO

ACADEMIC ELIGIBILITY

Università degli Studi di MILANO-BICOCCA

the student is admitted to the course An academic eligibility letter has been issued

the knowledge of the language was verified

Documents assessed for admission

Transcript Transcript The qualification was assessed and deemed suitable

Certification of English language proficiency IELTS The qualification was assessed and deemed suitable

Final Diploma Bachelor of Science Diploma The qualification was assessed and deemed suitable

Letter of recommendation Reference Letter The qualification was assessed and deemed suitable

The institution does not require the Declaration of value

Further information

Expected start date of teaching activities: 27/09/2022 tuition fees (annual amount €): -The student is guaranteed support in finding accommodation

Submitted to CONSOLATO GENERALE ISTANBUL - TURKEY on: 13/09/2022

Signature

Leonardo da Vínci

Submitted to Università degli Studi di MILANO-BICOCCA on: 13/09/2022



You can now see the declared qualifications. You may also modify or delete them.

Management of qualifications and documents for ever eclare your qualifications and documents valid for evaluation. The following types of documents and/or qualifications are valid for	aluation or positioning in the eligibility list.				 Legend: Mandatory Field Details Modify 	
Туре		Min	Ma	ĸ	Delete	
Other qualifications		0	5			
Evidence of proficiency in English		1	1			
Course Syllabus		0	20			
Trascript of records		1	1			
Declared qualifications						
Туре	Qualification	Actions				
Course Syllabus	syllabus	9		6		
Evidence of proficiency in English	TOEFL	<u>_</u>		6		
Other qualifications	training	9	3	6		
Trascript of records	TOR	<u>Q</u>		6		
Do you want to attach other documents and/or qualifications to your ad	mission application?*					
() Yes						



If you have not yet earned your degree you will have to fill in a Questionnaire for Admission to state whether you intend to obtain the degree by the deadlines indicated in the main application documentation.

		Segreterie	MENU
₩ = Questionnaire			
Compilation of questionnaire "Informazioni per il concorso	o di valutazione LM Scienze"		
The fields marked with * are mandatory.			
Informazioni aggiuntive			
Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina del sito di Yes	ateneo relativa all'ammissione al corso.*		
O No			
Se è uno studente laureando dell'Università di Milano Bicocca indichi qui eventuali esami super	rati e non ancora registrati in carriera.		
Esami superati non ancora registrati:			
FILL IN THIS SECTION ONLY	IF YOU ARE A STUDENT OF UNIVERSITÀ DEGLI STUDI DI MILANO-BICO	ССА	1.
Cancel Exit Back Next			



Confirm the questionnaire then click "Exit".

	Segreterie	
 ♥ - Questionnaire Summary of Informazioni per il concorso di valutazion Please note: the questionnaire has not been CONFIRMED. Warning: once confirmed, the questionnaires <u>cannot be later modified</u>. 	ne LM Scienze	
All of the questions in the questionnaire have been completed		_
Confirm Exit #Print PAGE 1 - Informazioni aggiuntive		
Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina de Modify page1 Confirm Exit @Print	* » Questionnaire Summary of Informazioni per il concorso di valutazione LM Scienze The questionnaire has been CONFIRMED.	
	Exit Print PAGE 1 Informazioni aggiuntive Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina del sito di ateneo relativa all'ammissione al corso.	Yes
	Exit Gerint	



This is the final confirmation, after which it will no longer be possible to change the inserted data and documents.

IF YOU ARE NOT SURE OR IF YOU WANT TO CHANGE THE INSERTED DATA BEFORE THE FINAL CONFIRMATION CLOSE THE WEBSITE WINDOW, REPEAT THE LOGIN THEN GO TO "EVALUATION TEST"

You will find now your application in the "Pending Process" page: select "Undo Process" (the system will eliminate the previous procedure) then start the process again; please remember you will no longer be able to edit data or qualifications included in your previous application process.

			Segreteri	MENU
Pending Process A process has not been concluded. It is now possible to decide to: Restart and conclude the pending process (the system will start from the point of interruption) Cancel the pending process (the system will eliminate the process completely)				
It is not possible to start new processes until the pending process is either concluded or cancelled. Description	Info ()	Status	Legend:	
Restart the selected process Undo Process			Completed Section	



The application is now complete.

You can print the admission request, it is not necessary to send it to our offices, it is only a reminder for you.

						2 ^{egi}	reteri C	A REAL PROPERTY AND A REAL	ME
Summary of the call to enrolmen	t inscription								
The call to enrolment inscription has been successfully completed.									
- Evaluation Test									
Description				E F9102	Q - ARTIFICIAL INTELLIGENCE FOR SCIENCE AND TECHNOLOGY				
Year Temporary registration number				2022/2	023				
Administrative category and disability needs Administrative category Valid for				Non-El	J not resident students				
Details									
F5302Q - MATERIALS SCIENCE, 853 - Non-EU not resident students									
Exams									
Description	Туре	Data	Time	Place	Results	Subjects	Stato	Score	Note
EVALUATION OF QUALIFICATIONS AND INTERVIEW	Oral examination				There is no publication of a ranking on the web		-	-	-
Homepage Calls Print admission request									



