

# HOW TO ENROL

Master's degree programmes - Università degli Studi di Milano-Bicocca



## Congratulations!

You have been admitted to a master's degree programme.

Log on to the following website:

[https://s3w.si.unimib.it/Root.do;jsessionid=E1AD6E15BCA1C54BFFBC294BA299D0A7.esse3-unimib-prod-04?cod\\_lingua=eng](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 (Segreteria 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. [Registration](#) can be carried out at any time and is free.  
Users already possessing credentials (user name and password) gain access to services following [login](#).

**Lecturers**  
It is not necessary to register. You may log in with your university credentials ([@unimib.it](#)).  
Services for teachers (online verbalization), are available following [login](#).

**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 system.  
To receive accreditation it is necessary to carry out [Accreditation request](#) by inserting the VAT no. and/or tax code of the company, whilst not modifying the information relative to the company headquarters and filling in only the information relative to job position and work location.  
If you already possess access credentials, you may gain access to services following [login](#).

**Public administration and public services managers**  
Companies registered for the consultation service about student academic careers may gain access following [login](#).

Il logo di Segreteria Online

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

## Servizi digitali di Ateneo

Nome utente

L.davinci@campus.unimib.it

Password

.....

[Hai dimenticato la password?](#)

[Hai dimenticato il nome utente?](#)

**Accesso**

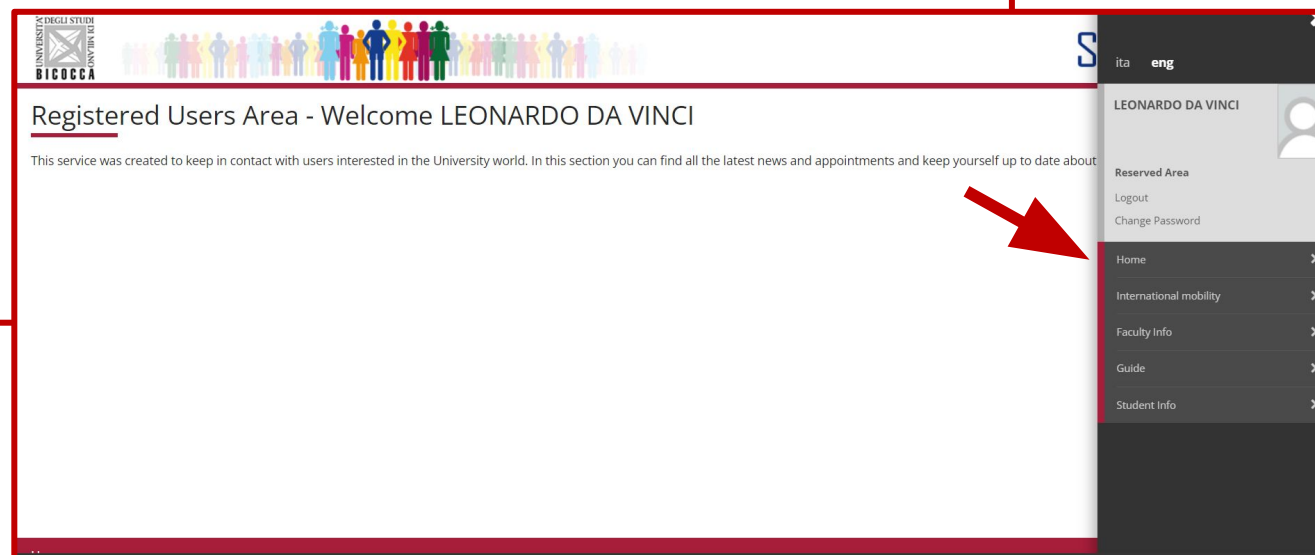
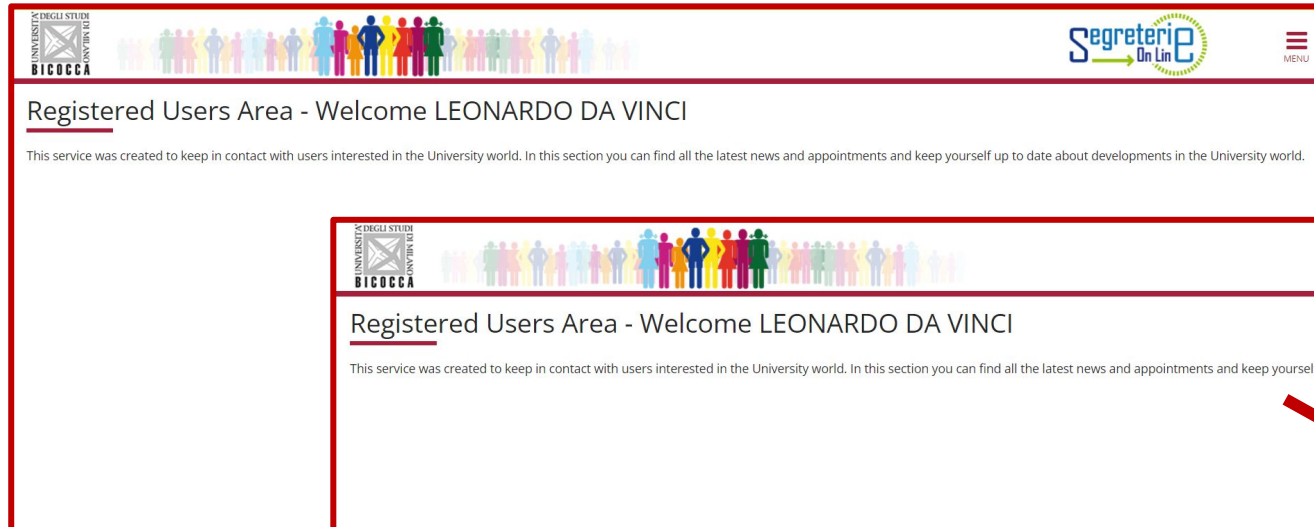


**Entra con SPID**

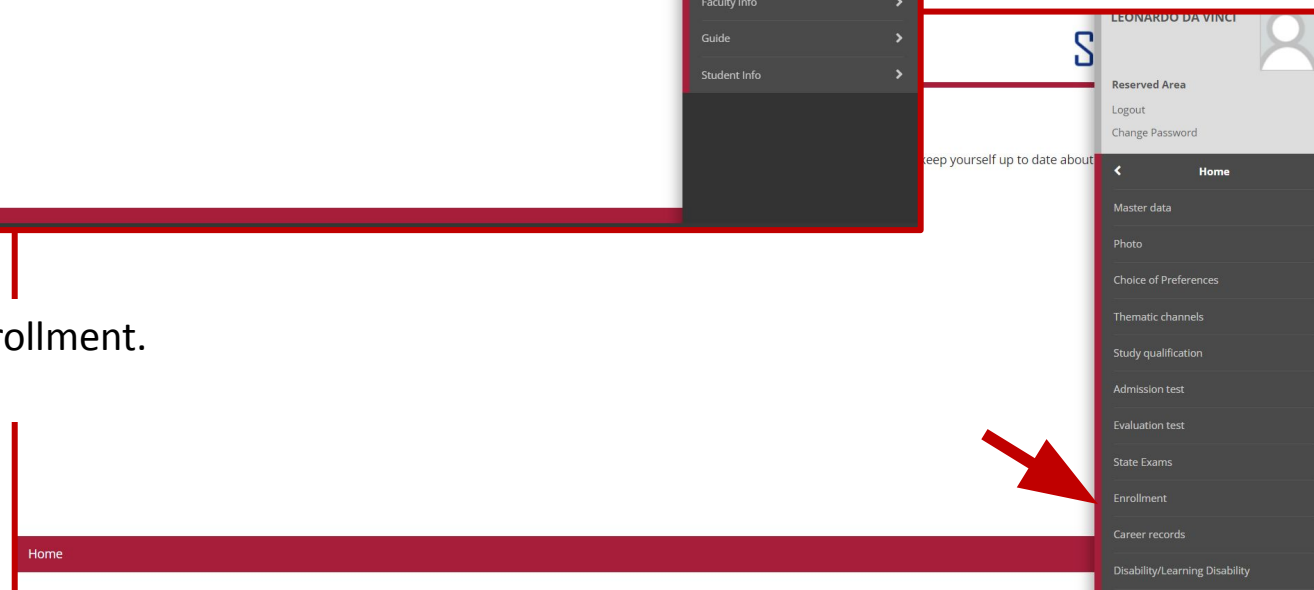


**Entra con CIE**

In the Registered Users Area click the menu on the top right.



Select Home from the menu and then Enrollment.



Click on Enrollment to Free Access Courses then select 2-year Master Degree.

Enrollment: Choice of Registration Typology

Through the following pages, you will be able to enroll in the course you will be choosing

—Choice of Registration Typology—

Enrollment to Free Access Courses

Back Forward

Segreteria On Line MENU

Legend:  
\* Mandatory Field

Enrollment: Choose course level

Choose the course level in which you want to be enrolled.

—Choose course level—

**Post Italian university reform\***

- Degree Course
- 2-year Master Degree
- 3-year Specialization School
- 4-year Specialization School
- 5-year Specialization School
- 6-year Specialization School

**Pre Italian university reform\***



- Tirocinio Professionalizzante



Back Forward

Segreteria On Line MENU

Legend:  
\* Mandatory Field

Select the master's degree programme you have been admitted to.

**Enrollment: Choice of Study Course**

This page presents the choice of the course for which to enroll

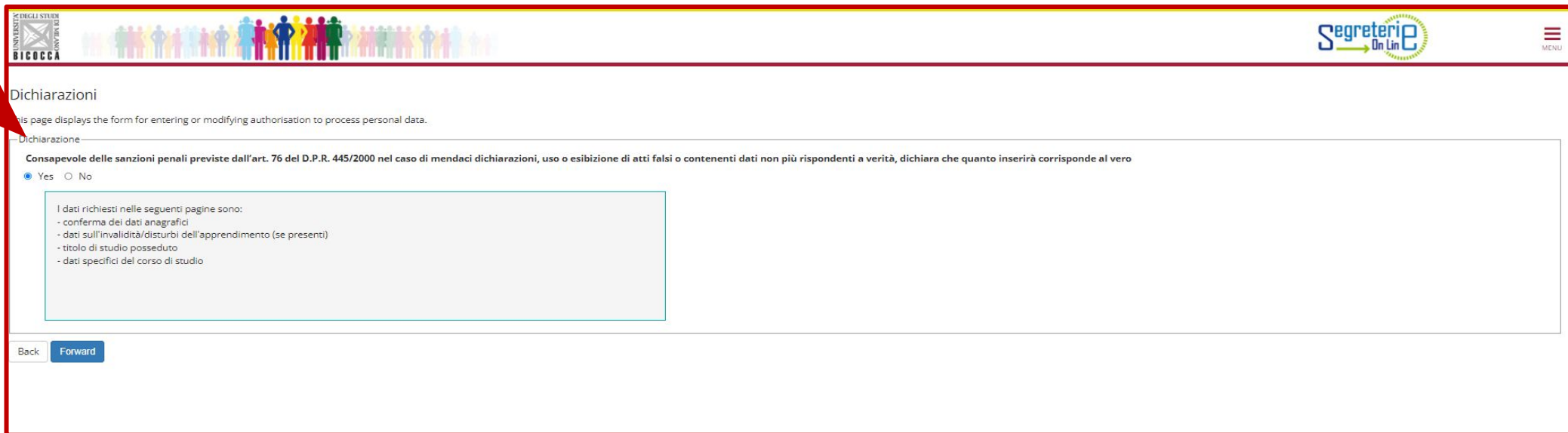
Facoltà	Study Course
DEPARTMENT OF EARTH AND ENVIRONMENTAL SCIENCES - DISAT	<input type="radio"/> MARINE SCIENCES - SCIENZE MARINE
DEPARTMENT OF ECONOMICS, MANAGEMENT AND STATISTICS	<input type="radio"/> STATISTICS AND ECONOMICS
DEPARTMENT OF INFORMATICS, SYSTEMS AND COMMUNICATION (DISCO)	<input type="radio"/> DATA SCIENCE
DEPARTMENT OF MATERIALS SCIENCE	<input type="radio"/> MATERIALS SCIENCE
DEPARTMENT OF PHYSICS "G. OCCHIALINI"	<input type="radio"/> ASTROPHYSICS AND SPACE PHYSICS
SCHOOL OF LAW	<input type="radio"/> PUBLIC AND PRIVATE ORGANIZATIONS LAW

Back
Forward

**Legend:**

★ Mandatory Field

It is necessary to declare that the data provided during application are true.



The screenshot shows a web interface for the University of Milano-Bicocca. At the top left is the university logo. At the top right is the 'Segreteria On Line' logo and a 'MENU' icon. The main heading is 'Dichiarazioni'. Below it, a sub-heading reads 'This page displays the form for entering or modifying authorisation to process personal data.' The main section is titled 'Dichiarazione' and contains a bolded statement: 'Consapevole delle sanzioni penali previste dall'art. 76 del D.P.R. 445/2000 nel caso di mendaci dichiarazioni, uso o esibizione di atti falsi o contenenti dati non più rispondenti a verità, dichiara che quanto inserirà corrisponde al vero'. Below this statement are two radio buttons: 'Yes' (selected) and 'No'. A light blue box contains the following text: 'I dati richiesti nelle seguenti pagine sono: - conferma dei dati anagrafici - dati sull'invalidità/disturbi dell'apprendimento (se presenti) - titolo di studio posseduto - dati specifici del corso di studio'. At the bottom left of the form are 'Back' and 'Forward' buttons. A red arrow points from the left side of the slide to the 'Dichiarazione' section.

If you are a student with disabilities you may declare your condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010.



The screenshot shows the 'Segreteria On Line' interface. At the top left is the BICOCCA logo. The main heading is 'Declarations of invalidity or Specific Learning Disorders (SLD)'. Below this, there are three lines of text: 'On this page are shown all invalidity declarations. Here it is possible to see all details of the same and, if necessary, eliminate them.', 'If documentation is not attached the Commission will not be able to provide assistance.', and 'Declarations of invalidity or SLD are currently not included.' There is a blue button labeled 'Include new declaration of invalidity or SLD' and two smaller buttons labeled 'Back' and 'Forward'. On the right side, there is a legend with four items: 'Modify' (with a pencil icon), 'Delete' (with a trash icon), 'Confirmed' (with a green checkmark icon), and 'Presented' (with a yellow checkmark icon). The top right corner features the 'Segreteria On Line' logo and a 'MENU' button.

The University offers Disability and DSA (Disabled Students' Allowance) services.



In order to access these services (assistance while on campus, transport on specially equipped minibus, support and additional time during examinations, etc.), students must contact the Disability and DSA Office to schedule a meeting during which a personalised University plan will be implemented.



Contacts:

+39 02.6448.6986 - info.binclusion@unimib.it



Here you may check the compulsory qualifications you uploaded during your application:







### Details of required qualifications

Indicate the type of **compulsory** qualifications needed to proceed with the procedure.

**Compulsory Qualifications**




Block status	Qualification	Notes	Qualification status	Actions
✔	High School Certificate		●	  

**Alternative Qualifications**

⚠ The various options show qualifications that are alternative one to the other.

**Information about language and information technology certification**  
 You are advised to consult the teaching regulations of the study course and the university website: [www.unimib.it/cfu-lingue-informatica](http://www.unimib.it/cfu-lingue-informatica)

Option 1:

Block status	Qualification	Notes	Qualification status	Actions
✔	First Level Degree		●	  


Option 2:


Block status	Qualification	Notes	Qualification status	Actions
✔	Foreign Certificate		●	<input type="button" value="Insert"/>


Back

**Legend:**

- ✔ Completed
- ✔ Not completed
- Qualification inserted
- Qualification required
- Qualification not required

 **Modify**

 **Details**

 **Delete**

In this section you may modify, delete, or add further qualifications.

Once you obtained your bachelor's degree you may modify its status.

**Please note: the bachelor's degree must be achieved by December 22nd 2023 (by February 29th 2024 if you apply for the second application period. Only Italian, European or Extra-UE citizens legally residing in Italy may apply for the second period).**

The screenshot shows the 'Segreteria On Line' interface for updating study qualification data. The page title is 'Study qualification: First Level Degree'. Below the title, there is a legend indicating that a red star (\*) denotes a 'Mandatory Field'. The main form area is titled 'Details Study qualification: First Level Degree' and contains the following fields:

- Qualification status\***: Radio buttons for 'achieved' and 'not yet achieved' (selected).
- Class\***: A dropdown menu showing '[21] - Classe delle lauree in scienze e tecnologie chimiche'.
- Academic year\***: A text input field containing '2020', with a note '(e.g. 2001/2002)' below it.
- Study course**: A text input field containing 'Chimica e tecnologie Chimiche'.

At the bottom left of the form, there are two buttons: 'Back' and 'Proceed'.

Until graduation your enrolment will be registered as conditional.

All students have to fill in the compulsory questionnaire regarding sporting activities.

UNIVERSITA' DEGLI STUDI BICOCCA

Segreteria On Line MENU

### List of Questionnaires

This page contains a list of questionnaires to be filled in.  
If there are compulsory questionnaires (marked with "\*\*"), you will not be able to continue without entering the data. The questionnaires must be **completed** and **confirmed**, once confirmed, it will be possible to finish the procedure.

Questionnaire	Status	Actions
*		<a href="#">Fill in</a>

Back

Legend:  
\* Mandatory Field  
 Questionnaire completed  
 Questionnaire uncompleted

UNIVERSITA' DEGLI STUDI BICOCCA

Segreteria On Line MENU

Questionnaire

### Compilation of questionnaire "Censimento atleti immatricolati"

The fields marked with \* are mandatory.





Censimento atleti

**do you practice a sport?**

Yes  
 No


Cancel Exit Back **Next**


Choose your answer then select Next



Questionnaire

## Summary of Censimento atleti immatricolati

 Please note: the questionnaire has not been **CONFIRMED**.  
Warning: once confirmed, the questionnaires **cannot be later modified**.

 All of the questions in the questionnaire have been completed

Confirm Exit Print

PAGE 1

### Censimento atleti

Pratichi uno sport?

No

Modify page1

Confirm Exit Print



**Click Confirm and then Exit, printing is not necessary.**

In this section you must select the type of enrolment, in case of doubt please contact: [segr.student.scienze@unimib.it](mailto:segr.student.scienze@unimib.it)

### Enrollment: Enrollment Data

Other Data Request for Enrollment

Normally you must select the **standard** typology, except for the following:

- **Transfer** if you are from another university and have already applied for a transfer
- In case of **waiver** or **forfeiture**, if you have unfinished college careers (you have been renounced or your career has fallen)
- **Career Abbreviation**, if you have already obtained a university degree of the same level (eg the current enrollment relates to a second bachelor's degree or a second master's degree) and you intend to request validation of training activities.

In case of doubt, select the standard enrollment.

Enrollment Typology

**Type:\*** Standard Enrolment ▼

First Enrollment Data in the Italian University System

**Academic Year:\*** 2022/2023 ▼

**First Enrollment Date in the Italian University System:** -

(dd/mm/yyyy)

**First enrollment in the italian University System:** - ▼

Others data

**Headquarters:\*** UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA ▼

**Teaching Typology:\*\*** Standard ▼



**Working Status:\*** - ▼



Back
Forward

**Legend:**

★ **Mandatory Field**

Here you may confirm the entered data. If you wish to change them, you may repeat the process by exiting the portal and deleting the previous procedure (Menu > Home > Enrollment).

Confirm your previous selections

This page summarizes all the choices you have made. If correct, proceed with confirmation, otherwise use the "Back" button to make the changes.

**Enrollment Data**

Academic Year	2022/2023
Department	Department of Physics "Giuseppe Occhialini"
Type of Study Title	Standard Enrolment
Type of Study Course	2-year Master Degree
Type of Enrollment Call	Standard Enrolment
Study Course	ASTROPHYSICS AND SPACE PHYSICS
Study Course Regulation	ASTROPHYSICS AND SPACE PHYSICS

**Enrollment Data in the Italian University System**

A.Y. Enrollment in Italy	2018/2019
Enrollment Date in Italy	04/09/2018
University	Università per Stranieri di SIENA

**Other Enrollment Data**

Teaching Typology	Standard
Working Status	worker-student: study time < 50%
Headquarter	UNIVERSITA' DEGLI STUDI DI MILANO-BICOCCA

All students must pay the first instalment to confirm enrolment.

The first instalment is a regional fee, students with scholarships or international students are also required to pay it.

For assistance, students with disabilities may contact: [info.binclusion@unimib.it](mailto:info.binclusion@unimib.it)

**Segreteria On Line**

### List of Fees

This page displays the list of fees and their respective amounts.

Addebiti fatturati

Invoice	Codice IUV	Description	Expiry date	Amount	Status	PagoPA enabled
+ <a href="#">2518627</a>	0	Matricola 894283 - 2-year Master Degree - MATERIALS SCIENCE - ISCRIZIONE Year 2021/2022	07/03/2022	156,00 €	non pagato	ABILITATO

Legenda:

- non pagato
- pagamento in attesa
- pagato/pagato confermato
- abilitato il pagamento con PagoPA
- eseguita la stampa avviso PagoPA

Here you can see your matriculation number

Click here to open the invoice

Further information regarding payments, fees, funding and scholarships: <https://en.unimib.it/services/fees-and-funding>

## Final warnings 1/2

- Within a few days after the payment, a personal account name@campus.unimib.it will be activated: this is your institutional e-mail account. You will have to frequently check it for communications and instructions regarding your badge and other administrative procedures.
- You may consult the e-learning webpages reserved for students once your account has been activated.

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PROSPECTIVE STUDENTS

ENROLLED STUDENTS

TE

ALUMNI

### ACCESS TO ...

[e-learning](#)

[Webmail](#)

[Calendar](#)

[Personal Account](#)

Applied Experimental  
Psychological Sciences: Call  
for Application

Deadline: May 6, 12:00 pm





## Final warnings 2/2

- To apply for master's degree programmes the bachelor's degree must be obtained by **December 22nd 2023**. If you do not achieve your qualification by the deadline your academic career will be closed. Students may re-apply for the second application period (only Italian, European or Extra-UE citizens legally residing in Italy may apply).
- Citizens of non-EU countries applying for a student VISA to are obliged to submit a VISA application through the ministerial website ([www.universitaly.it](http://www.universitaly.it)), under the heading "International students". Registration on Universitaly must take place at the same time as the online application for the master's degree programme, without the Universitaly pre-registration the eligibility letter cannot be prepared.

The screenshot shows the Universitaly website interface. At the top, there is a logo for 'UNIVERSITALY ITALIAN UNIVERSITY JUST A CLICK AWAY' and navigation tabs for 'STUDENTS', 'FAMILIES', 'HIGH SCHOOL', and 'UNIVERSITY'. The 'STUDENTS' tab is active, leading to the page 'Are you an international student?'. The page content includes a heading 'Would you like to study in Italy? Do you need an entry visa? Find out what you need to do.' followed by four numbered steps: 1. Find out what you can study (with a link to 'Search for the courses'), 2. Check how to enrol (with instructions to read institutional websites), 3. Carry out the admission procedures (with instructions to follow institutional instructions), and 4. Pre-enrol if you need a visa (with a link to 'Check if you need an entry visa'). A final note states that pre-enrolment is only used to obtain a visa and must be carried out exclusively through the Universitaly portal.