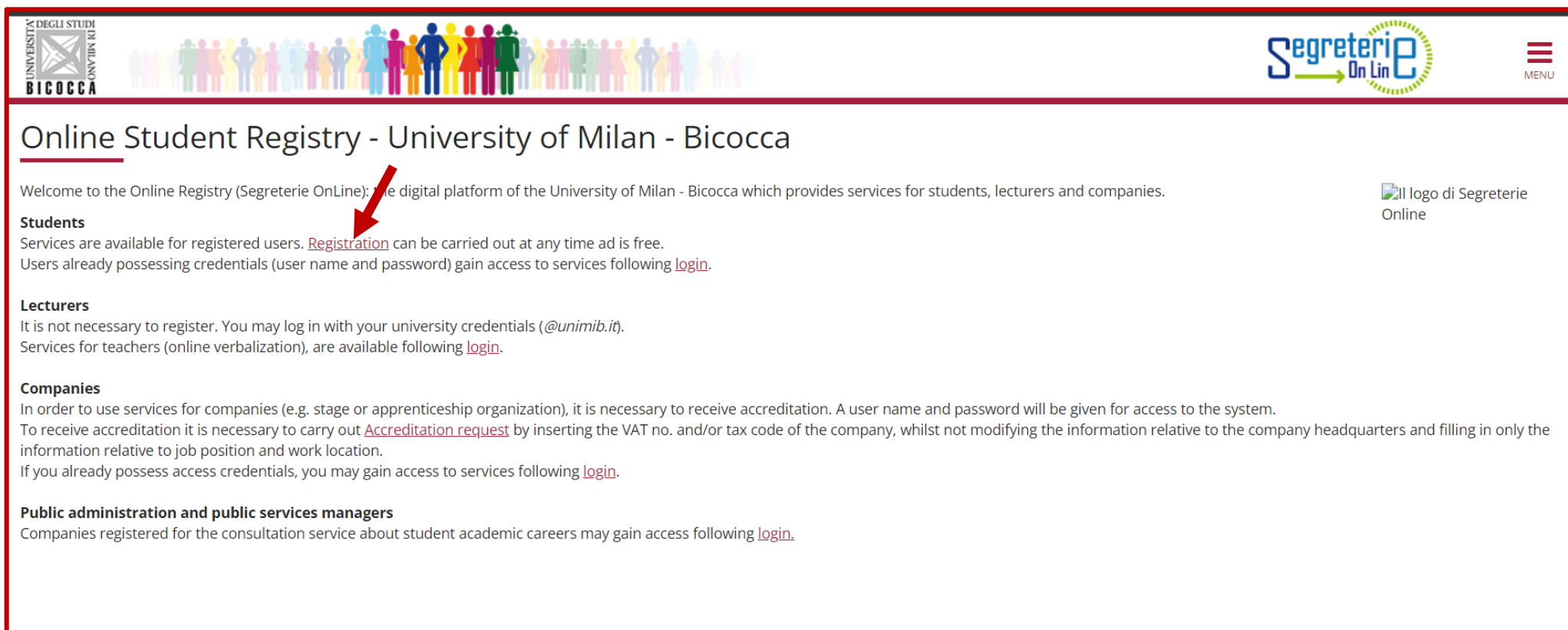# HOW TO APPLY
Master's Degree Course in Materials Science

STEP 1

REGISTRATION ONLINE STUDENTS REGISTRY

Enter https://s3w.si.unimib.it/Home.do?cod_lingua=eng and click "Registration":

Type your Italian _Tax code_ if you have one, otherwise check the box ''Foreign student without tax code'', it will be calculated automatically to continue with enrollment.

ATTENTION: this code must be confirmed by the official one issued by the Revenue Agency. it is not possible to request the tax code by mail from abroad. For the request it is necessary to have an official residence address (the one you will have throughout the academic year).

For other information about tax code (Tax identification number) see:
https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens

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

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

Go forward and provide a valid mail address.
If you write your email incorrectly, it will not be possible to access the password recovery procedure.

Registration:Contact details

The page shows the form for entering and modifying the user's contact details.

⚠️ You must provide a valid personal email address. Failure to do so will not allow, among others, to access the procedure of recovering your password should you forget it.

Legend:
✱ **Mandatory Field**

Contact details

Email* [ ]

if you can't find your international dialling code write it in 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 ○ N

Comunicazioni* I agree to the transmission of my Personal Data in compliance with current legislation
◉ Y ○ N

Diffusione dati personali* I agree to the disclosure of my Personal Data in compliance with current legislation
◉ Y ○ N

5

Choose your password, go forward and confirm the data. - Now the registration is completed.
Wait for a confirmation email to your personal inbox before logging in.
To recover the password: https://self.unimib.it/landing/#/reset/request

STEP 2

ENROL FOR THE EVALUATION

Login in on-line Student Registry:

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

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

Servizi digitali di Ateneo ⑦

Nome utente

l.davinci@campus.unimib.it

Password

••••••••••••

Hai dimenticato la password?
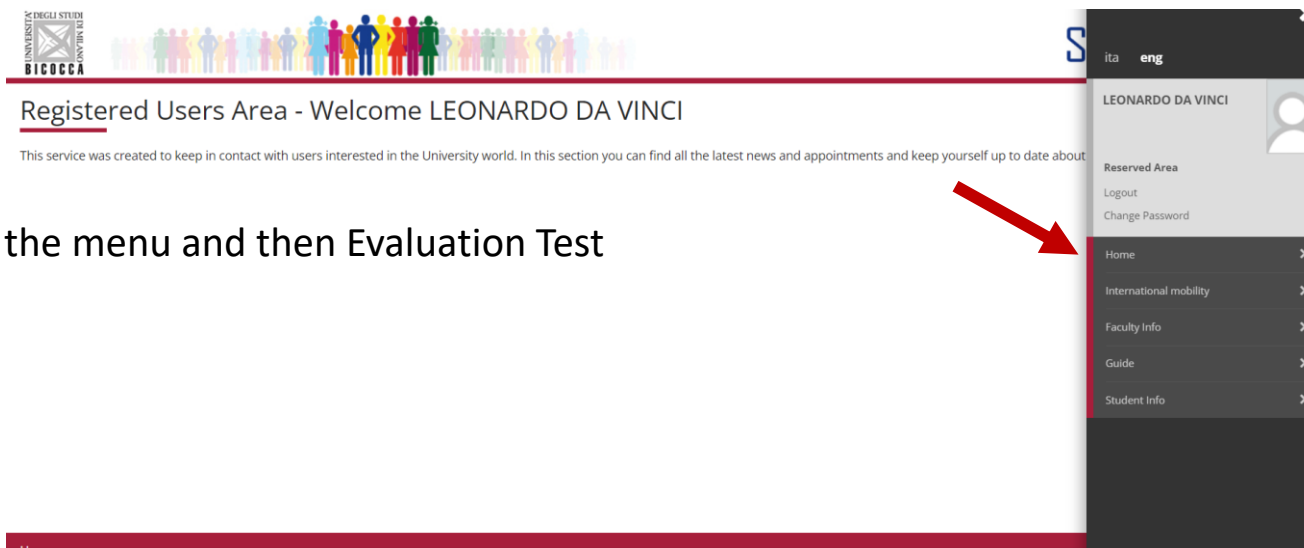Hai dimenticato il nome utente?

Accesso

Entra con SPID

Entra con CIE

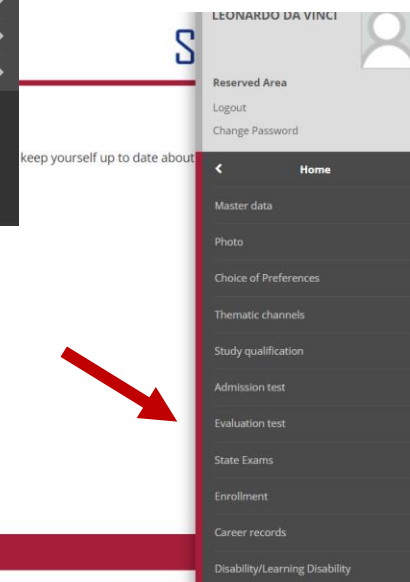Now you are in the Registered Users Area. Click the menu on the top right (the three-horizontal line)

Select HOME from the menu and then Evaluation Test

Click on ''Enrollment in an evaluation test'', proceed, and Choose ''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*
- ○ Degree Course
- ○ 5-year single cycle Master Degree
- ○ 2-year Master Degree

Back   Forward

Legend:
★ **Mandatory Field**

Select the Call to enrollment - Materials Science and then go forward.

Call to enrollment list

Choose the call to enrollment in which you want to be enrolled.

Call to enrollment

Call to enrollment* ○ MARINE SCIENCES-SCIENZE MARINE - Valutazione della carriera per l'ammissione alla laurea magistrale from 23/02/2022 to 28/02/2022 23:59

Details
F7502Q - MARINE SCIENCES - SCIENZE MARINE, 853 - Non-EU not resident students
F7502Q - MARINE SCIENCES - SCIENZE MARINE, 800 - Italian, EU countries, non-EU residents

Call to enrollment ○ MATERIALS SCIENCE - Valutazione della carriera per l'ammissione alla laurea magistrale from 23/02/2022 to 20/09/2022 23:59

FLAG HERE

F5302Q - MATERIALS SCIENCE, 800 - Italian, EU countries, non-EU residents
F5302Q - MATERIALS SCIENCE, 853 - Non-EU not resident students

Back   Forward

Legend:
★ **Mandatory Field**

Insert a valid <u>Identity document</u> (the inserted document will have to be presented on the interview day)

Identity Documents

On this page you can insert or change the details of the identity document.

Identity document

Type*	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)

Legend:
* **Mandatory Field**

Back   Proceed

The scan of the document must be front and back, in PDF format or jpg, gif, png image format, and may if necessary be included on more than one file.

<u>If you are an ExtraUE Student, you can attach hare also your VISA (if already obtained)</u>

Insert your personal photo: upload the photo clicking on ''Scegli file' then click on ''Load photo''.

Please note: this photo will be printed on your university badge, so it must be a photo for documents (such as passport or identity card), must portray only the face in the foreground and must be on a light background and must be in bitmap or jpg format with a resolution of at least 300x400 pixel

Choose your Administrative Category:
- Italian, European or non-EU citizens legally residing in Italy
- Non-EU citizens applying for visas
- Citizens of the People's Republic of China participating in the Marco Polo Programme

Italian students with disability needs or special learning disabilities will be able to declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010 after admission, during the enrolment process.
If you are an international student write to: welcome.desk@unimib.it

Go forward and Insert the compulsory qualifications:

1) High school certificate

- Indicate the national origin of your qualification (in the example, foreign qualification)
- Indicate the details of Diploma and all the data required.
- Upload all documents related to the secondary school studies in a single file (only for foreign qualifications)

If you are an International student, please see also: https://en.unimib.it/sites/sten/files/req_extra_ue_bachelor.pdf

2) Insert your Bachelor.

- If you obtained your qualification in Italy choose **First Level Degree** and click on ''Insert''.
- If you obtained your qualification outside Italy choose **Foreign Certificate** and click on ''Insert''.

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

Please note: to apply for this Master's degree course The Bachelor's degree must be awarded by 23 December 2022

The qualification is correctly inserted if you see the green light

Proceed to insert other compulsory documents for evaluations:

Click on ''Yes'' to upload documents or qualifications valid for evaluation.

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

You must repeat this procedure for all mandatory and non-mandatory documents

The Transcript of Records and the Evidence of proficiency in English are MANDATORY for all students

Candidates with a foreign degree, have to insert:

1. first level Degree certification
2. transcript of records
3. translation of the documents (at point 1 and 2) in Italian or English if issued in a different language
4. Diploma Supplement or Statement of local validity or certificate CIMEA, if already available
5. any other documents held by the candidate that are deemed useful to assess the qualification eligibility for the selected master's degree course (e.g. programs of the exams (syllabus))

If you don't attach your Diploma Supplement or Statement of local validity or certificate CIMEA, it is mandatory to be sent to the welcome desk by e-mail (welcome.desk@unimib.it) within 45 days of registration

IMPORTANT: For further information about the required documentation please see: https://en.unimib.it/node/2249

PLEASE NOTE: CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES (ART. 15 L. 913/2011).

ITALIAN CANDIDATES MUST ONLY SUBMIT SELF-CERTIFICATIONS, WHICH MUST BE SIGNED BEFORE UPLOAD. FOREIGN STUDENTS CANNOT UPLOAD SELF-CERTIFICATIONS, THEY MUST UPLOAD THE UNIVERSITY DEGREE.

INCOMPLETE APPLICATIONS (LACKING OF DOCUMENTATION AND SIGNATURES WHEN REQUESTED) WILL NOT BE ACCEPTED. ATTACHING THE REQUIRED DOCUMENTS WILL NO LONGER BE POSSIBLE ONCE THE APPLICATION IS CONFIRMED.

Visa application - www.universitaly.it

Citizens of non-EU countries applying for a visa to enter Italy are obliged to submit a visa application through the ministerial website (www.universitaly.it) under the heading "*International students*". Registration on the Universitaly portal must take place at the same time as the online application for the competition described in this tutorial and, *in any case*, before the closing date.

IMPORTANT: For further information about the admission letter for the embassy please see:
https://en.unimib.it/node/2249

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

Management of qualifications and documents for evaluation

Declare your qualifications and documents valid for evaluation.

The following types of documents and/or qualifications are valid for positioning in the eligibility list.

Type	Min	Max
Other qualifications	0	5
Evidence of proficiency in English	1	1
Course Syllabus	0	20
Trascript of records	1	1

Declared qualifications

Type	Qualification	Actions		
Course Syllabus	syllabus	🔍	📝	🗑
Evidence of proficiency in English	TOEFL	🔍	📝	🗑
Other qualifications	training	🔍	📝	🗑
Trascript of records	TOR	🔍	📝	🗑

Do you want to attach other documents and/or qualifications to your admission application?*
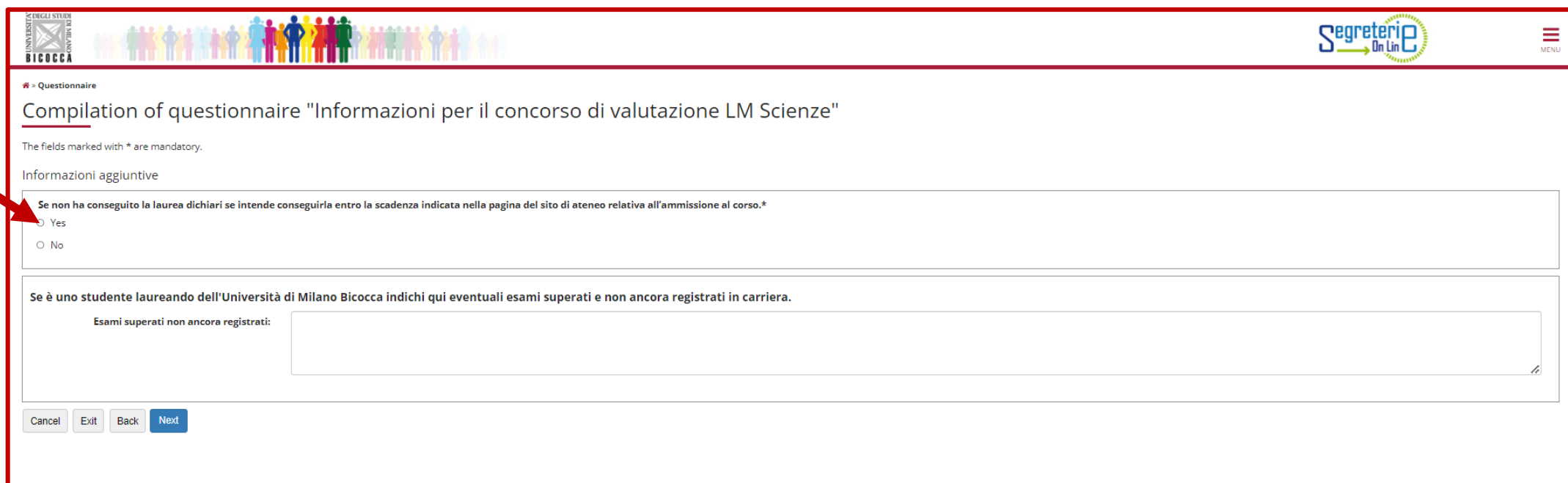
○ Yes

○ No

Back   Proceed

Legend:
* **Mandatory Field**
🔍 **Details**
📝 **Modify**
🗑 **Delete**

If you have finished, click "NO" and proceed.

Candidates who have not yet earned their degree, have to fill in a Questionnaire for Admission..

You have to state whether you intend to obtain it by the deadline indicated on the course admission page of the university website (23 December 2022)

Confirm the questionnaire and exit

Candidates who have not yet earned their degree, have to fill in a Questionnaire for Admission..

You have to state whether you intend to obtain it by the deadline indicated on the course admission page of the university website (23 December 2022)

Confirm the questionnaire and exit

Summary of Informazioni per il concorso di valutazione LM Scienze

⚠ Please note: the questionnaire has not been **CONFIRMED**.

Warning: once confirmed, the questionnaires **cannot be later modified**.

ℹ 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]

Summary of Informazioni per il concorso di valutazione LM Scienze

ℹ 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

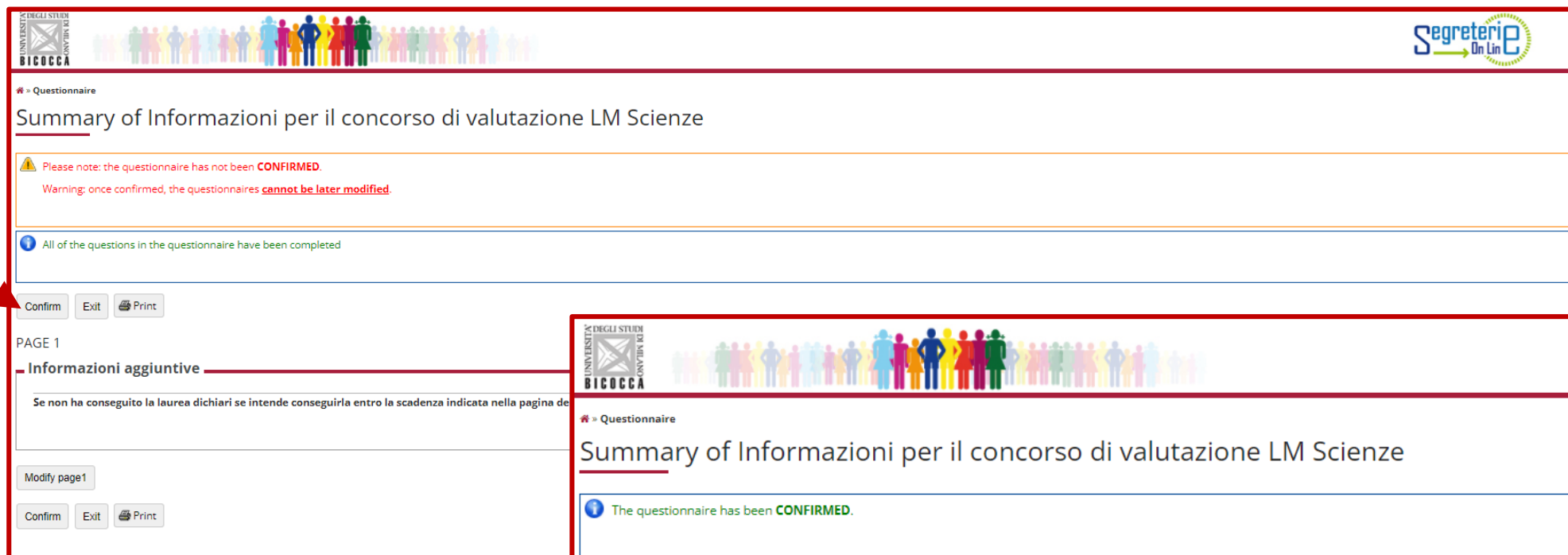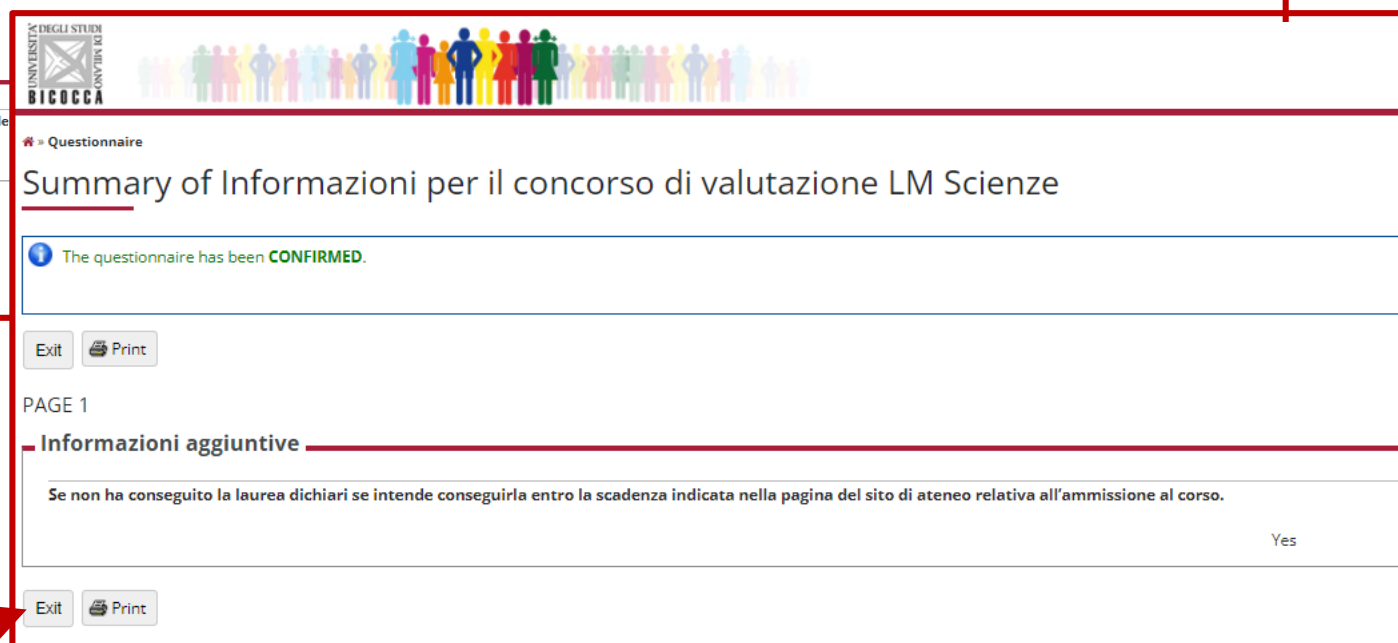[Exit] [🖶 Print]

Now you can <u>COMPLETE ADMISSION TO CALL</u>.

This is the final confirmation.
It will no longer be possible to change the data and documents inserted to this call.

If you are not sure or if you want to change the data inserted, close the window repeat the login and go to ''EVALUATION TEST''
You will find your application as "Pending Process": cancel (the system will eliminate the process completely) and start the process from the beginning but you will no longer be able to modify data relating the qualifications enclosed.

The call to enrolment is now completed.
You can Print the admission request, it does not have to be returned, it only represents a reminder to the applicant.

Università degli Studi di MILANO-BICOCCA

DA VINCI LEONARDO

DOMANDA/RICEVUTA DI PARTECIPAZIONE
ALLA PROVA DI VALUTAZIONE

Alla Magnifica Rettrice
della Università degli Studi
di MILANO-BICOCCA
Piazza dell' Ateneo Nuovo, 1
20126 - MILANO

Il sottoscritto, preso atto di quanto previsto dalle disposizioni vigenti, chiede di partecipare alla prova di valutazione del seguente corso di studio ai fini della eventuale immatricolazione:

2-year Master Degree MATERIALS SCIENCE

Il sottoscritto, consapevole delle sanzioni penali previste dall'art. 76 D.P.R. 445 del 28.12.2000 in caso di dichiarazioni non veritiere e falsità in atti, a tal fine dichiara quanto segue:

Cognome e nome	: DA VINCI LEONARDO
Data e luogo di nascita	: 01/01/2000 - MALI - MALDIVE
Codice fiscale	: DVNLRD00A01Z232G
Cittadinanza	: MALDIVE
Residenza	: Via/P.zza FIRST STREET, 1
	- MALDIVE -
	: Tel.
Domicilio	: Via/P.zza PIAZZA DEL COLOSSEO, 1
	00184 - Roma (RM)
	: Tel.
Tipo titolo	: Bachelor of Science,
Stato	: Da conseguire
Presso	: UNIVERSITY OF NEW SOUTH WALES
Categoria amministrativa	: Cittadini Extra-UE (richiedenti visto)

Estremi del documento di identità indicati durante l'iscrizione online:

Patente	
Numero	: ax3456se
Rilasciato da	:
In data	: 01/02/2022
Valido fino al	: 01/02/2032

PLEASE NOTE: applications lacking necessary attachments or signatures will not be accepted.