REGISTRATION

Note: former students can skip the registration process and log in using their account (id123456)

1.1 HOW TO REGISTER: please, go to web page www.univr.it/applicationphd and select the item “Registration” on the left menu “Reserved Area”.

1.2 It appears a summary page. Click on “WEB Registration” at the bottom of the same page.

WARNING: if you already have an account for UniVR, go directly to the “Login” (chapter 2.1).
If you lost your access credentials (password and username), please visit this link reported below:
http://www.univr.it/phd
1.3 Enter your personal details: first name, last name, date and place of birth and so on. At last, select the item “Next”. If you are a foreign candidate, it is likely you have not an Italian fiscal code. In this case it will be automatically calculated by the system. Do not consider it, go on and click on “Next”.

1.4 Enter your identity document details and then click on “Next”.

Please note that is necessary to upload the PDF of your document in order to continue.
1.5 Please, insert the data of your residence (permanent address) and your contact details

Attention: the access credentials (username and password) that you need for the LOGIN will be sent to the e-mail address you provided on this section.
1.6 Select from the drop-down list the item “I do not declare refunds methods” and click “Next”.

1.7. Choose your personal password and click on “Next”.
1.8 After selecting the item Next, a summary section with the information inserted by the users on the previous pages, will appear. Check your data and click on the item “Confirm”. In case of mistakes you can modify the wrong information clicking on “Edit Permanent Address/Delivery Details”.

**Registration: Summary Registration**

The information entered in the previous sections can be reviewed on this page.

- **Personal Details**
  - **First Name**: LUKE
  - **Last Name**: LUCKY
  - **Gender**: Male
  - **Date of birth**: 02/05/1946
  - **Citizenship**: Belgium
  - **Country of birth**: Belgium
  - **Town/City entered was not found among those listed**: Brussels
  - **National ID no.**: LCA000000000000000

- **Identity Documents details**
  - **Type of Identity Document**: Passport
  - **Issued by**: Italian Embassy of NY
  - **Number of Identity Document**: 123456789
  - **Issuing Date**: 06/06/2013
  - **Expiring Date**: 12/06/2023

- **Permanent address**
  - **Country**: Belgium
  - **Town/City not listed**: Brussels
  - **ZIP CODE**: 1120
  - **Locality**: Brussels
  - **Address**: Rue des Combles, 123
  - **Telephone**:

**Delivery Details**

- **Correspondence address**: Permanent address
- **Delivery address for University fees**: Permanent address
- **Email**: luke.luke@yahoo.it
- **Fax**:
- **Mobile phone**: +33 3456789012

**Language for communications**

- **I agree to the handling of my Personal Data to art. 7 of the Decree no. 196 of 30 June 2003**
- **I agree to the transmission of my Personal Data in compliance with current legislation**
- **I agree to the disclosure of my Personal details in accordance with current legislation**

[Edit Delivery Details: Use this link to edit Delivery Details]
1.9 After completing the registration, select the item “Login” if you wish to proceed with your registration for a Ph.D. Admission Test. **Attention:** the command “Print” is not available. The access credentials will be sent by e-mail to the address you provided in the previous sections.

**LOGIN SECTION**

2.1 Please, **LOGIN** using username and password received by e-mail; then select the item “Registrar’s Office” from the left menu “Reserved Area”
2.2 Select “Admission Test” on the left and the click on “Admission Test” on the bottom of the same page.

### Admission Test

On the next pages it will be possible to apply for an admission test.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Section</th>
<th>Info</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Select admission test</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B - Insert or modify your identity document</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C - Your application for a Ph.D. program - Confirmation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D - Academic Qualifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E - Titles validation declaration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F - Questionnaire to complete before closing your application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G - Closing section</td>
<td></td>
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</tr>
</tbody>
</table>

2.2 In the section **Course type**, select the item “Ph.D.” and then click on “Next”.
2.3 Select from the list the Ph.D. Admission test you are interested in.

2.4 Confirm and proceed
2.5 Confirm and proceed- If you need to modify the information concerning your identity document or insert a new one, click on “Add a new Identity Document”.
2.6 If You don’t need assistance during the exam, you must not fill in this section. Select the button “Next” to proceed.

2.7 Confirm your registration and proceed.
2.8 In this section candidates are required to insert information concerning their academic qualifications. If you have a degree awarded by a foreign Institution, go to the item “Foreign Qualification” and click on “insert”.

Option 1:

<table>
<thead>
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<th>Note</th>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Laurea</td>
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</table>

Option 2:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Laurea Magistrale</td>
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</table>

Option 3:

<table>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Laurea Specialista</td>
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</table>

Option 4:

<table>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td>Foreign Qualification</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- Master of Science or equivalent. If your foreign degree has not yet been declared equivalent to the Italian degree, please follow what reported on the Call for Admissions.
- Qualification required:
  - MT - Master of Science/Art
  - OT - Other
2.9 Please, select the country where your degree has been awarded, filling in all the spaces related to your degree and click on “Next”. If a candidate is not in possession of his degree he has the possibility to choose the option “not already obtained”.

2.10 If Attachment 1 of the Call for Admissions requires the knowledge of foreign languages, the possibility to take the admission exam/s in videoconference, candidates will be required to fill in some specific questionnaires.

Attention: the videoconference questionnaire will be visualized only if candidates have selected the option “Resident abroad” during the registration phase (Permanent address: outside Italy)
2.11 Once filled in the questionnaire, it is necessary confirm it clicking on “Confirm” and only after that candidates can exit the questionnaire. Attention: if you confirm the questionnaire it can not be modified any more. For this reason in case of error you will be required to contact the PhD Office at phd.support@ateneo.univr.it. Your application will have to be deleted and you will have to re-apply.
2.12 After completing all the questionnaires of the list, a green signal will appear in correspondence to each voice duly filled in and confirmed. Hence, click on “Next” and on “Complete your application” to proceed.

Keys:
- **Red**: questionnaire not completed and confirmed
- **Green**: questionnaire duly completed and confirmed

2.13 This section shows a summary of your on-line application. The Application Form, viewable clicking on “Print application form” button, must be printed, properly signed and submitted, together with the documentation, by e-mail not later than the Call deadline.