

# APPLICATION PROCEDURES

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Those wishing to compete for admission to the Master in cooperation and development must submit the application using only the appropriate procedure available in the AREA RISERVATA (Reserved Area), which is accessed at following address: <https://studentionline.unipv.it/esse3/Home.do>

The online registration is set in two phases:

1. **REGISTRAZIONE** (REGISTRATION): enter the AREA RISERVATA (Reserved Area) and click on the REGISTRATI (REGISTER) button located on the left banner. Those who have already been enrolled at the University of Pavia must instead select the "LOGIN" link directly.

In this phase personal data, identity card data and contact details will be requested.

At the end of the data entry, the NOME UTENTE (USER NAME) and PASSWORD are assigned, which must be stored with care, as they must always be used in the following phases.

2. **ISCRIZIONE AL TEST DI AMMISSIONE** (ADMISSION TEST REGISTRATION): by accessing the AREA RISERVATA (RESERVED AREA) with the NOME UTENTE (USER NAME) and PASSWORD previously assigned, LOGIN and click on the SEGRETERIA (SECRETARY) menu item, then select the TEST DI AMMISSIONE (ADMISSION TEST) item, click on AMMISSIONE CONCORSI, and select the course of study of own interest: if the SECRETARY link does not appear click, under the heading "Choose career on which to operate", on one of the courses of study and then follow the procedure indicated above.

3. **ATTACH** the following documentation through the ONLINE procedure:

- application form (is available on the website in the "admission" section)
- copy of the passport (or identity card)
- copy of the last university degree (optional for degrees obtained in Italy)
- only for foreign applicants: validation of university degree through consular authorities (i.e. dichiarazione di valore/declaration of Local value)\*
- Transcript of records;
- one (maximum two) reference letters
- motivation letter in English (maximum 300 words)
- curriculum vitae, highlighting training and professional experiences in the field of cooperation and development
- for those applying for a scholarship: a copy of ISEE declaration (for Italians) or a copy of family income statement (for foreigners) related to the previous year
- receipt of the payment of the of 35,00 euro\*\*, please write as reason of the bank transfer "*Contributo di iscrizione al Master in Cooperazione e Sviluppo (name of the candidate)*"

\* the document is optional at application stage, while compulsory at enrollment stage

\*\* this is compulsory for all applicants:

- **FOREIGN APPLICANTS** who are paying from outside EU are required to pay by means of **CREDIT CARD on PagoPA** (please follow the instructions on your reserved area under "payment PagoPA" - charges billed").

In case you do not have a CREDIT CARD (**only in this case**) you can pay with a Bank Transfer to **UNIVERSITÀ DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o BANCA POPOLARE DI SONDRIO - Succursale di Pavia, Piazzale Ponte Coperto Ticino, 11, 27100 Pavia. IBAN: IT77 X 05696 11300 000007000X47 - SWIFT: POSOIT22.**

Students who make bank transfers from outside the EU must pay attention to select, in the field related to the bank operation costs, the OUR code and not the SHARE one. If the SHARE code is selected, the payment will be incomplete and we will have to ask you to integrate the missing amount by making a second bank transfer. **IF YOU ARE PAYING BY MEANS OF BANK TRANSFER, PLEASE REMIND TO SEND THE PAYMENT RECEIPT TO THE MASTER SECRETARIAT: [cdn@unipv.it](mailto:cdn@unipv.it) and UPLOAD IT ALONG WITH THE OTHER DOCUMENTS DURING THE ONLINE APPLICATION!**

- **ITALIAN APPLICANTS** MUST pay only through the MAV (you can download the MAV directly from the online application).

**THE DEADLINE FOR APPLICATIONS IS SET ON JUNE 30<sup>th</sup>, 2020 AT 1.00 PM (ITALIAN TIME)**

**Uncomplete applications will not be accepted. Early applications are highly recommended. Applications without all or part of the required documentation will not be accepted.**

## **ENROLLMENT TO THE MASTER**

The list of those admitted to the Masters will be published by notice on the web page of the Master's organizational secretariat [www.cdn@unipv.it](http://www.cdn@unipv.it)

**Candidates must therefore enroll within the deadline of 10 days from the communication of the opening of registrations by the Master Secretariat.**

To enroll, candidates must therefore:

1. in the left menu select the SEGRETERIA, click on the "IMMATRICOLAZIONE" button, then select IMMATRICOLAZIONE STANDARD and then IMMATRICOLAZIONE AI CORSI AD ACCESSO PROGRAMMATO (with selective access test). Finally, you will have to follow the instructions provided on the screen by the system.
2. after confirming the master to which you intend to enroll, the system will require the insertion of a passport size photo that will have to show the candidate's face in the foreground.
3. attach the following documentation on the online procedure:
  - ♣ photocopy (double-sided) of the personal identification document inserted during registration
  - ♣ photocopy of the fiscal code card

♣ photocopy of the stay permit/receipt of the stay permit issued by the post office (only for students with non-EU citizenship)

To attach the documentation it is necessary to click on "Inserisci allegato" in the "Allegati alla domanda di immatricolazione" (Attachment to the enrollment application) screen of the enrollment procedure. The procedure has to be repeated for each of the documents to be attached.

4. Carry out the "preimmatricolazione" (pre-enrollment) to the Master by proceeding to the PRINT REGISTRATION FORM "STAMPA DOMANDA DI IMMATRICOLAZIONE".
5. Print the MAV related to the enrollment fee for the Master.
6. EU and non-EU candidates who have obtained an academic qualification abroad must also submit directly to the secretariat of the "Post Graduate Service" - State Exams - via Ferrata 5, 27100 Pavia -, the original Declaration of Local Value.

The secretariat will register the beneficiaries, after having received the payment of the registration fee and the required documentation within the prescribed deadlines and in the manner illustrated.

The enrolled students will receive a "Welcome" communication at the personal e-mail address with which the University e-mail address will be indicated. The student is required to activate his new e-mail address, as it will be sent the new credentials for access to online services of the University (eg: Reserved Area, WiFi).

It is of course always possible to modify them using the specific function "Change Password University Services", which can be accessed from the web page <https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do>