



ENROLMENT TUTORIAL

Before starting, check whether your personal details on the left frame are correct. If necessary, please update or edit them, otherwise ask the PhD Office for help. The online enrolment process takes about 15 minutes, provided you have scanned beforehand all the necessary items:

- Identity document (back to front, pdf)
- Passport photo (mandatory specifications: size 35 x 40 mm = 132x151 pixel; allowed file format: jpeg (.JPG), bitmap (.BMP); file size max 2 Mb)
- [Student obligations form](#) (pdf)
- [Scholarship acceptance form](#), if applicable (pdf)

If the session goes timeout, you will have to enter your password again. Remember: **NEVER** use the browser back arrows.

To access the online enrolment procedure please go to [Homepage area pubblica, Università di UNITS](#)

From the  in the top right corner, choose **Login**

MENU



Benvenuto - Welcome

BENVENUTO, L'Università degli Studi di Trieste ha implementato l'autenticazione con credenziali SPID (Sistema Pubblico di Identità Digitale) per l'accesso all'area riservata dei servizi di segreteria studenti. In alternativa alle credenziali SPID, puoi continuare ad usare le credenziali universitarie che già possiedi.

WELCOME, The University of Trieste has implemented authentication with SPID (Public System for Digital Identity) credentials for access to the reserved area of student secretarial services. As an alternative to SPID credentials, you can continue to use the university credentials you already own.

› Servizio di Recupero Password

› Guida online

Nome utente

Password

Accesso



Entra con SPID

Click on the MENU in the top right corner, check your **personal detail**, you can change the details if necessary.

Registered Users Area - Welcome NAME SURNAME

PLEASE NOTE: The following are the only online services currently fully available in English:

- Registration
- Competitive Admission Exam
- Tuition Fees / ISEE
- Payments
- Exam Booklet
- Certificates and Changes to Study Programme
- State Exams
- Choose Curriculum

For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.

We remind you that the personal data you provided will be processed exclusively for purposes related to your student career, in compliance with the provisions of the Regulation (EU) 2016/679 (General Data Protection Regulation).

We remind you that you may exercise, at any time, the rights under art. 15, 16, 17, 18, 19 and 21 of the Regulation (EU) 2016/679, obtaining in particular the right to access your personal data and all information under art. 15 of the Regulation (EU), the rectification of the incorrect personal data and the integration of incomplete data, the right of erasure of your data, not allowed for data included in documents that must be compulsory stored by University unless the legitimate grounds of the controller override those of the data subject to restriction of processing in the cases referred to art. 18 of the Regulation (EU).

You can exercise any of these rights by sending an email to the Data Controller or Supervisor to: ateneo@pec.units.it; dpo@units.it

Avvisi

- ++++++ Se desideri ricevere eventuali rimborsi direttamente sul tuo conto corrente (anche carte di credito prepagate con IBAN) entra nel menu 'Anagrafica'>>'Inserimento/Modifica dati bancari e completa i dati necessari ++++++

Home

Informative utilize cookie | © CNRCA

NAME SURNAME

Registered Area

Logout

Change password

Home

Personal Details

Consents request

Photo

Choice of preferences

Card of Identity

Statement of Invalidity

Enrollment

State Exams

Competitive Admission Exam

Assessment test

Tuition Fees/ISEE

Payments

Select Enrolment

The screenshot shows the 'Registered Users Area' of the University of Trieste. At the top left is the university logo and the text 'UNIVERSITÀ DEGLI STUDI DI TRIESTE' and 'Servizi on line'. A yellow horizontal bar is visible above the main content. The main heading is 'Registered Users Area - Welcome NAME SURNAME'. A red-bordered box contains a 'PLEASE NOTE' section listing available online services in English: Registration, Competitive Admission Exam, Tuition Fees / ISEE, Payments, Exam Booklet, Certificates and Changes to Study Programme, State Exams, and Choose Curriculum. Below this is a paragraph about data protection and a list of 'Avvisi' (notifications). On the right, a dark sidebar menu is visible with 'Enrolment' highlighted in a red box. At the bottom right, there is a link for 'Informativa ufficio cookie | © OMEGA'.

UNIVERSITÀ
DEGLI STUDI DI TRIESTE

Servizi on line

Registered Users Area - Welcome NAME SURNAME

PLEASE NOTE: The following are the only online services currently fully available in English:

- Registration
- Competitive Admission Exam
- Tuition Fees / ISEE
- Payments
- Exam Booklet
- Certificates and Changes to Study Programme
- State Exams
- Choose Curriculum

For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.

We remind you that the personal data you provided will be processed exclusively for purposes related to your student career, in compliance with the provisions of the Regulation (EU) 2016/679 (General Data Protection Regulation). We remind you that you may exercise, at any time, the rights under art. 15, 16, 17 18, 19 and 21 of the Regulation (EU) 2016/679, obtaining in particular the right to access your personal data and all information under art. 15 of the Regulation (EU), the rectification of the incorrect personal data and the integration of incomplete data, the right of erasure of your data, not allowed for data included in documents that must be compulsory stored by University unless the legitimate grounds of the controller override those of the data subject to restriction of processing in the cases referred to art. 18 of the Regulation (EU). You can exercise any of these rights by sending an email to the Data Controller or Supervisor to: ateneo@pec.units.it; dpo@units.it

Avvisi

- ++++++ Se desideri ricevere eventuali rimborsi direttamente sul tuo conto corrente (anche carte di credito prepagate con IBAN) entra nel menu 'Anagrafica'>>'inserimento/Modifica dati bancari' e completa i dati necessari ++++++

Home

Informativa ufficio cookie | © OMEGA

NAME SURNAME

Reserved area

Logout

Change password

Home

Personal Details

Courses request

Plans

Choice of preferences

Cancel termatio

Statement of Involubity

Enrolment

State Exams

Competitive Admission Exam

Assessment test

Tuition Fees/ISEE

Payments

Read the INTRODUCTORY NOTE TO THE ONLINE ENROLMENT, remember to prepare in advance the required documents and click on **Next**, choose **Standard enrolment**, then **Enrolment in Degree Programmes with limited admission**, then **Doctoral program** and **Next**.

Select from the list your degree programme and click on **Next**. Check the data and **Confirm**.



Confirm selection of degree programme

In this page you will find a summary of your selections. If they are correct, proceed and confirm. In order to modify your previous selections, please use the "back" button.

Degree programme

Type of application for enrolment	Standard enrolment
Faculty/Department	DEPARTMENT OF
Type of qualification	Dottorato di ricerca
Type of Dgree Programme	Doctoral Programme
Academic Year	2019/2020
Degree Programme	
Programme Specifications	

Back

Confirm

Read the **information on data protection**, choose **Yes** and and choose if authorize the University to consult and download your ISEE/DSU from INPS database. Click **Next**



Modifica Privacy Policy: Riepilogo

This page shows the form for entering or rectifying your consent to process your personal data.

The consent will be used only for study courses and/or for the categories of students who are eligible for calculating tuition fees and/or contribution on the ISEE for University basis.

(* This information is mandatory)

679-2016 Notice

**I hereby declare that I have received
the privacy notice pursuant to art. 13
of the Regulation (EU) 2016/679
(GDPR).*** Yes No

 [Visualizza documento completo](#)

Authorisation to the consultation of the INPS database to download my DSU

**I authorize the University to consult
and download my ISEE/DSU from INPS
database*** Yes No

Back

Next

If you have a bank account in your name or in joint names in Italy, please enter here the details that will be used for the payment of the scholarship.
If you do not need to enter the bank details, click on **Confirm**.

Personal details

In this page you will see the information regarding your personal details, permanent home and current address, as well as details on refunds. In order to change your details click 'change' in the different sections.
PLEASE NOTE: If the current address is the same as the permanent home address and if you wish to change only one, please make sure that the box 'same as permanent home address' is not ticked.

Personal details

Name	NAME
Surname	SURNAME
Gender	Male
Date of birth	
Nationality	
Country of birth	
Town	
Italian fiscal code	


Permanent home address

Country	
Postcode	
Hamlet	
Address	
House Number	
Start date of residence at this address	01/01/2019
Telephone	
Current and permanent home address are the same	Y

 [Change permanent home address](#) Use this link to change your permanent home address


Addresses

Address for documents to be sent to	Permanent home address
Email	@gmail.com
Mobile phone	
Profession	
I declare that I have read the information notice provided pursuant to article 13 of the EU Regulation 2016/679 (General Data Protection Regulation).	Yes
In accordance with the EU Regulation 2016/679, I consent to the disclosure of my personal data, on behalf of the University or the M.I.U.R (Ministry of Education, Universities and Research), to agencies and companies that deal with admission exams, aptitude tests, competitive exams or any other test or exam necessary to be enrolled. I am aware that, in case of denial of the consent, I will not be allowed to take the above mentioned tests and exams.	Yes
In accordance with the EU Regulation 2016/679, I consent the disclosure of my personal data and my CV for job opportunities.	Yes

 [Change mailing addresses](#) Use this link to change your mailing addresses

Details of refund

Type of refund	
----------------	--

 [Change details for refund](#) Use this link to change details for refunding

[Back](#) [Confirm](#)



Registration:Details for direct deposit (refunds)

In this page you will see the form for inserting and changing your bank details. If you wish to modify the details you have already inserted, please make sure that your new bank details are correct.

Direct deposit - Refunds

Type of payment*	Refund by bank transfer	▼
Nation*	ITALY	▼
Bank*		

Bank Details

IBAN*	IT123456789000123	
Insert Italian cin, abi, cab and bank account number	<input checked="" type="checkbox"/>	
CIN	3	
ABI	45678	
CAB	90001	
CC	23	

[Back](#) [Next](#)

Upload your ID in a pdf, select the type of document from the drop down menu, enter the data required, then click on **Next**



Identity documents

In this page you can find the form for inserting or changing the details of your identity documents.

Identity document

Type of document*	Passport	▼
Number*	AA123ZZ	
Issued by*	MAE	
Issued on*	12/08/2019	🗑️
	<small>(dd/mm/yyyy)</small>	
Expires on*	12/08/2029	🗑️
	<small>(dd/mm/yyyy)</small>	

Back

Next



Identity Document

Identity Document's summary

Identity Document

Type of document	Passport
Number	AA123ZZ
Issued by	MAE
Issued on	12/08/2019
Expires on	12/08/2029

Attachments

Inserted attachments

Title	Description	Nome file	Actions
passport	passport Name Surname	Documento.pdf	  

[Insert new attachment](#)

[Back](#)

[Next](#)

Attach your passport photo (NO SELFIES!) by clicking **Upload photo**.

BE CAREFUL!

In this page you will have to attach a passport photo - size 35 x 40 mm = 132x151 pixel; allowed file format: jpeg (.JPG), bitmap (.BMP); file size max 2 Mb. The upload is compulsory.



Registration: Personal photograph

In this page you will have to attach a passport photo - size 35 x 40 mm = 132x151 pixel; consented file format: jpeg (.JPG), bitmap (.BMP); dimension file max 2 Mb. The upload is compulsory.

Photo preview



Scegli file Nessun file selezionato

Size 35 x 40 mm (Max 20 MByte)

[Upload Foto](#)

The preview is supported by IE 10.
NOTE: to upload the image click "Upload Foto"

[Back](#)

[Next](#)

Check your qualifications (the diploma submitted to apply for admission) to see whether everything is fine. In case of errors, please email dottorati@amm.units.it. Then click on **proceed**.

Details of required qualifications

To proceed please insert the qualifications you hold. First enter mandatory qualifications. Then enter other qualifications you may hold.

Other alternative qualifications

 To proceed please insert all qualifications of at least one option. The different options show qualifications that are to be considered equivalent from which you can choose either one.

Option 1:

Status	Qualification	Notes	Status of qualification	Actions
<input checked="" type="checkbox"/>	Laurea		●	Enter

Option 2:

Status	Qualification	Notes	Status of qualification	Actions
<input checked="" type="checkbox"/>	Laurea Magistrale		●	Enter

Option 3:




Status	Qualification	Notes	Status of qualification	Actions
<input checked="" type="checkbox"/>	Laurea Specialistica		●	Enter

Option 4:

Status	Qualification	Notes	Status of qualification	Actions
<input checked="" type="checkbox"/>	Foreign qualification	Details for admission: <ul style="list-style-type: none"> TUSG - Foreign university degree M - Master B - Bachelor 	●	Modify qualification See qualification details Delete qualification
	Titolo di Scuola Superiore		●	Modify qualification See qualification details Delete qualification

[Back](#) [Proceed](#)

Key

- ✔ Completed
- ✔ Not completed
- Qualification declared
- Qualification mandatory
- Qualification not mandatory
-  Modify qualification
-  See qualification details
-  Delete qualification

If you enrol in an Italian University for the **FIRST** time, the Academic Year is **2022/2023** and select Università di Trieste (from the drop down menu) as University of first enrolment. If you have been enrolled in another University, enter the relevant data, otherwise do not make changes. Choose “**Standard Places**” as “administrative category”. If you do not remember the date of first enrolment, enter today’s date.



Enrolment: Details enrolment

In this page you will be asked further details necessary for enrolment.

Type of enrolment

Type:* Standard enrolment

Details of first enrolment in Italian Higher Education System

Academic year:* 2019/2020

Date of first enrolment in Italian Higher Education System
(dd/MM/year)

University of first enrolment in Italian Higher Education System:* University of Trieste - TEST

Further details

Campuses:* Trieste

Administrative category:* Standard Places

Delivery method:* Standard teaching

Disability:* Yes No

Work status:* not worker: study time > 75%

Back Next

Check the data you have entered and click on **Next**

Download the form "[Student obligations statement](#)" fill it in, sign it, scan it and upload it by clicking on Insert Attachment

If you have been awarded a scholarship, do the same with the file "[Scholarship acceptance](#)" then click on Next

[please note that the image below is in Italian]

The screenshot shows the 'Allegati domanda di Immatricolazione' (Attachments for enrollment) page. At the top left is the University of Trieste logo and 'Servizi on line'. The main heading is 'Allegati domanda di Immatricolazione' with a sub-note: 'In questa pagina devi effettuare l'upload dei documenti previsti.' Below this is a 'Lista allegati' (List of attachments) table. The table has two sections, each with a header row: 'Tipologia di allegato', 'N. Allegati Min', 'N. Allegati Max', 'Stato', 'N. Allegati', 'Titolo', 'Descrizione', and 'Azioni'. The first section lists 'Dichiarazione obblighi' with a state of 'Upload Allegati effettuato' (green dot). The second section lists 'Accettazione borsa' with a state of 'Upload Allegati effettuato' (green dot). To the right of the table is a 'Legenda' (Legend) with icons for 'Upload Allegati effettuato' (green), 'Upload Allegati obbligatorio' (red), and 'Upload Allegati non obbligatorio' (yellow). Below the legend are icons for 'Dettaglio', 'Modifica', 'Elimina', and 'Informazione'. At the bottom left of the table area are 'Indietro' and 'Avanti' buttons.

Tipologia di allegato	N. Allegati Min	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Azioni
Dichiarazione obblighi	1	1		1	dichiarazione obblighi	dichiarazione obblighi	
Accettazione borsa	0	1		1	accettazione borsa	accettazione borsa	

The online procedure is now complete and you will receive a confirmation email. There is yet a further mandatory step to make.

Click on **Payments (pagamenti)** to pay tuition fees. **If you do not pay before the deadline for enrolment you will lose your place!**



Immatricolazione

In questa pagina sono presentati i dati inseriti durante la procedura di immatricolazione. Se si vuole modificare qualcuno dei dati presenti in questa pagina, procedere con una nuova immatricolazione. Se tutti i dati sono corretti, procedere con il pagamento della tassa di iscrizione. I metodi di pagamento previsti sono:

-
-

Dati Immatricolazione

Anno Accademico	2019
Facoltà/Dipartimento	Dipartimento di
Tipo di Titolo di Studio	Dottorato di ricerca
Tipo di Corso di Studio	Dottorato
Tipo di immatricolazione	Immatricolazione standard
Corso di Studio	
Ordinamento di Corso di Studio	

Dati immatricolazione al Sistema Universitario Italiano

A.A. Immatricolazione SU	2019/2020
Data Immatricolazione SU	30/07/2019
Ateneo Immatricolazione SU	UNIVERSITA' DI

[Procedi con una Nuova Immatricolazione](#)

[Pagamenti](#)

You can pay online using the [PagoPA®](#) system (only in Italian by now)

- By selecting the button **‘Paga con PagoPA’** (Pay by PagoPA®), invoices can be paid immediately by bank transfer, credit/debit or prepaid card (even of a different bank), and various apps - the three means of payment provided by the Providers of Payment Services (PSP) that have joined PagoPA®. Choose the preferred means of payment on the PSP’ webpage.
- If you wish to pay offline, select **“Stampa avviso per PagoPA”**.
By selecting the button ‘Stampa Avviso per PagoPA’ (Print Notice for PagoPA®), delayed payment can be made by printing the Notice of Payment PagoPA®. The means of payment by Notice are indicated on the form.

= Tasse

Elenco Tasse

Questa pagina visualizza la lista delle tasse e l'importo relativo.

NB: PER STAMPARE IL MODULO DI PAGAMENTO DELLA TASSA, ENTRA NEL DETTAGLIO FATTURA (fare clic SUL NUMERO DI FATTURA) E PROCEDI CON LA STAMPA BOLLETTINO TASSE. Per la scadenza della prima rata del primo anno dei corsi ad accesso programmato si fa riferimento esclusivamente al bando.

Leggi il Manifesto tasse contributi ed esoneri.

Consulta periodicamente anche la tua e-mail istituzionale alla quale l'Università ti invierà importanti comunicazioni.

Legenda:

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