

Area dei Servizi Istituzionali Unità di staff Dottorati di ricerca

LAST REVISED 17/07/2025

## **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 acceptance (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





# 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 studeni 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

Nome utente	ŧ	
Password		



> Guida online

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

UNIVERSITÀ DEGLI STUDI DI TRIESTE Servizi on line	NAME SUIDNAME
Registered Users Area - Welcome NAME SURNAME	
	Reserved area
PLEASE NOTE: The following are the only online services currently fully available in English: - Registration - Registration Englishing Adviration Englishing Englis	Logout Change password
- Cuting Fees / ISEE - Payments	< Home
- Exam Booklet - Certificates and Changes to Study Programme	Personal Details
- State Exams - Choose Curriculum	Consents request
For all other services please switch to the Italian version by logging out, going back to the home page and selecting the Italian flag.	Photo
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).	Choice of preferences
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 forcessing in the cases referred to art. 15, 010, 010 in CEU.	Canali tematici
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	Statement of invalidity
Avvisi	Enrolment
• +++++++ 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 +++++++	State Exams
	Competitive Admission Exam
	Assessment test
Home	Tuition Fees/ISEE
Informativa utilizzo cookie   © CINECA	Payments

#### Select Enrolment



Read the INTRODUCTORY NOTE TO THE ONLINE ENROLMENT, remember to prepare in advance the reqired documents and click on Next, choose Standard enrolment, then Enrolment in Degree Programmes with limited admission, then Doctoral program [ie.: "Corso di dottorato (D.M.226/2021)"] and Next.

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



Servizi on line

## 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	

Confirm Back

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 contibution 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).\* 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

Next

Back

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.

NAME
SURNAME
Male
01/01/2019
Ŷ
Permanent home address
@email.com
Yes
Yes
Yes

Change details for refund Use this link to change details for refunding





#### 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					
CIN	3				
ABI	45678				
САВ	90001				
cc	23				
Back Next					

	UNIVERSITÀ DEGLI STUDI DI TRIESTE
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Dettadi Dishiaraziani aggi untivo	🐺 Key
Dettagi Dichiarazioni aggiuntive	\star This information is mandatory
In questa pagina si ineriscono i dettagli delle dichiarazioni aggiuntive	
Doppie iscrizioni: DM 930 del 29 luglio 2022	
Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022* O Si 💿 No	
Indica che la carriera nasce come seconda iscrizione come regolamentato dal DM 930 del 29 luglio 2022	
Indietro Avanti	

#### !! TEMPORARY NOT TRANSLATED !! -

Dual enrolment supplementary declaration: if you are not taking another university course (starting from November 1<sup>st</sup> this year), select "NO". Then tick "Avanti" (Forward)



Gestione dichiarazioni	aggiuntive iscrizione annuale					<b>₽</b> Key
destione diemarazioni						Oichiarazione inserita
In questa pagina sono elencate le	dichiarazioni aggiuntive iscrizione annuale					Dichiarazione obbligatoria non inserit
Anno accademico: 2024						• Dichiarazione opzionale non inserita
Dichiarazioni						Q Dettaglio dichiarazione
Stato	Dichiarazione	Valore	Dettaglio	Valore	Azioni	G Cancella dichiarazione
٥	Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022	No			9.60	
Indiatro		1				

List of declarations.

Green dot = "Dichiarazione inserita" (Declaration entered) Azioni (Actions): view detail/delete declaration - only if needed Tick "Procedi" (Proceed)



Di seguito il riepilogo delle dichiarazioni aggiuntive inserite

Doppie iscrizioni: DM 930 del 29 luglio 2022

Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022: No

Indietro Procedi

Review former declaration. Tick "Procedi" (Proceed)

Ξ

M

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

UNIVERSITÀ DEGLI STUDI DI TRI	ESTE Servizi on line	
Identity documents		
In this page you can find the form for inserting	g or changing the details of your identity documents.	
-Identity document		
Type of document*	Passport	•
Number*	AA123ZZ	
Issued by*	MAE	
Issued on*	12/08/2019	
	(dd/mm/yyyy)	
Expires on*	12/08/2029	
	(dd/mm/yyyy)	
Rark Next		



#### Identity Document

Identity Document's summary

-						
Type of document		Passport				
Number		AA123ZZ	AA123ZZ			
Issued by		MAE	MAE			
lssued on	Issued on 12/08/2019					
Expires on		12/08/2029				
Attachments						
Title	Description	Nome file				
				Actions		
passport	passport Name Surname	Documento	.pdf	Actions		
passport Insert new attachment	passport Name Surname	Documento	.pdf	Actions		

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.



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

					I Kev
etalls	of required qualifications				Completed
procee Other	d please insert the qualifications you hold. First enter mandatory qual alternative qualifications	fications. Then enter other qualifications you may hold.			Not completed
_					Qualification declared
🚹 Το μ	proceed please insert all qualifications of at least one option. The differ	ent options show qualifications that are to be considered equivalent from which you can choose either one.			Qualification mandatory
Option	1:				Qualification not mandat
			Status of		Modify qualification
Status	Qualification	Notes	qualification	Actions	See qualification detai
$\checkmark$	Laurea		۲	Enter	() Delete qualification
Option	3: Qualification Laurea Specialistica	Notes	Status of qualification	Actions	
	1				
Option	4:	Neur	Status of	Astisus	
Option Status	4: Qualification	Notes Details for admission:	Status of qualification	Actions	
Option Status	4: Qualification Foreign qualification	Notes Details for admission:  TUSG - Foreign university degree M - Master B - Bachelor	Status of qualification	Actions	

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.

UNIVERSITÀ DEGLI STUDI DI TRI	ESTE Servizi on line	
Enrolment: Details enrolment		
In this page you will be asked further details	necessary for enrolment.	
Type of enrolment		
Туре:*	Standard enrolment	
Details of first enrolment in Italian H	ligher Education System	
Academic year:*	2019/2020	•
Date of first enrolment in Italian		<b>H</b>
Higher Education System	(dd/MM/year)	
University of first enrolment in	University of Trieste - TEST	
Italian Higher Education System:*		
-Further details		
Campuses:*	Trieste	Ŧ
Administrative category:*	Standard Places	•
Delivery method*	Standard teaching	Ŧ
Disability:*	○ Yes ⑧ No	
Work status:*	not worker: study time > 75%	v
Back Next		

Check the data you have entered and click on Next

Download the form "Student obligations acceptance" 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]

llegati domanda di Imn	natricolazione							🐥 Legenda
questa pagina devi effettuare l' upload dei documenti previsti.								Opload Allegati effettuato
Lista allegati								<ul> <li>Upload Allegati obbligatorio</li> </ul>
					1			Opload Allegati non obbligator
Tipologia di allegato	N. Allegati Min	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Azioni	
Dichiarazione obblighi	1	1	0	1				Modifica
					dichiarazione obblighi	dichiarazione obblighi	Q 🗟 🕅	(iii) Elimina
								Informazione
Tipologia di allegato	N. Allegati Min	N. Allegati Max	Stato	N. Allegati	Titolo	Descrizione	Azioni	
Accettazione borsa	0	1	۲	1				
					accettazione borsa	accettazione borsa	S 🕞 🔞	

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	and the second
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 <u>PagoPA</u><sup>®</sup> system (only in Italian by now)

- By selecting the button 'Paga con PagoPA' (Pay by PagoPA<sup>®</sup>), 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<sup>®</sup>. 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<sup>®</sup>), delayed payment can be made by printing the Notice of Payment PagoPA<sup>®</sup>.
   The means of payment by Notice are indicated on the form.

n » 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
o pagamento in attesa
pagato/pagato confermato
💖 abilitato il pagamento con PagoPA
📇 eseguita la stampa avviso PagoPA