UNIVERSITÀ DEGLI STUDI DEL SANNIO Benevento

Registration for Entry TEST

ADMISSION TEST
Registration guide

TOLC
Registration guide

TIP
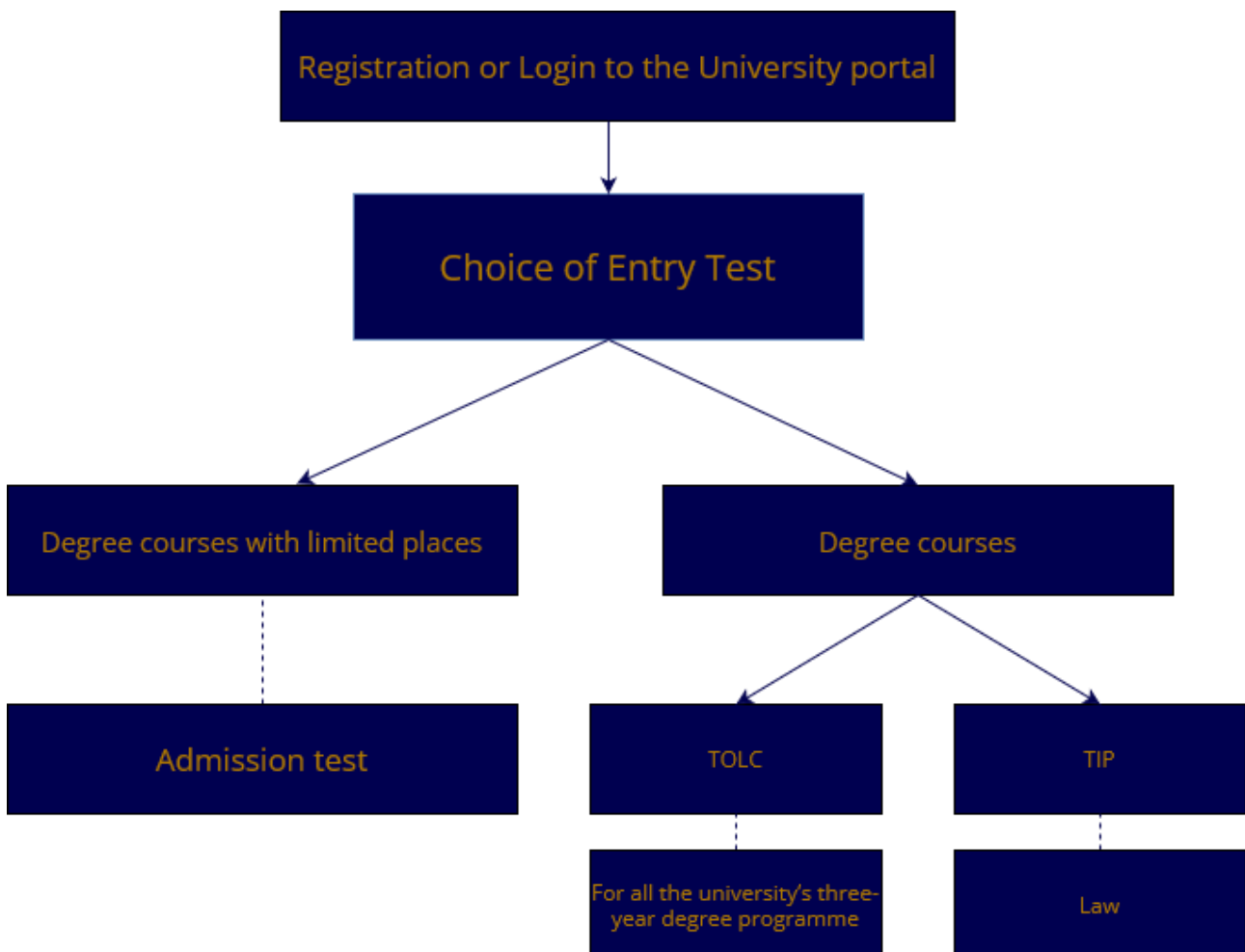Registration guide

Summary

PREMISE

To access the registration, an entry test must be taken that is intended to allow the assessment of the student's knowledge and attitudes.
This is a **mandatory** test and must be taken before registration.

The entrance tests can be:

- **limited number,** <u>also referred to</u> **as admission tests**, because they allow access to the courses of study on the basis of a selection linked to the score obtained;
- **Not a limited number**, also such assessment tests, which are not selective for access to the courses of study, but provide for the achievement of a minimum score, below which will be awarded Additional Training Obligations (OFA). They can be of two categories: **The TOLC (CISIA Online Test) and TIP (Test in Presence)**.

In this guide will be explained all the steps necessary to register, through the online services portal, to the two types of Entrance Tests. Below is a scheme summarizing what has been said:

1. Registration for Entry TESTs

After registration on the Esse3 online services portal *(the registration procedure can be consulted on the University website, at the link https://www.unisannio.it/it/studente/futuro-studente/info)*, it will be possible to proceed with the pre-registration, by connecting to the following address: https://unisannio.esse3.cineca.it/Home.do

To access, click on **"Login"** of the left menu:
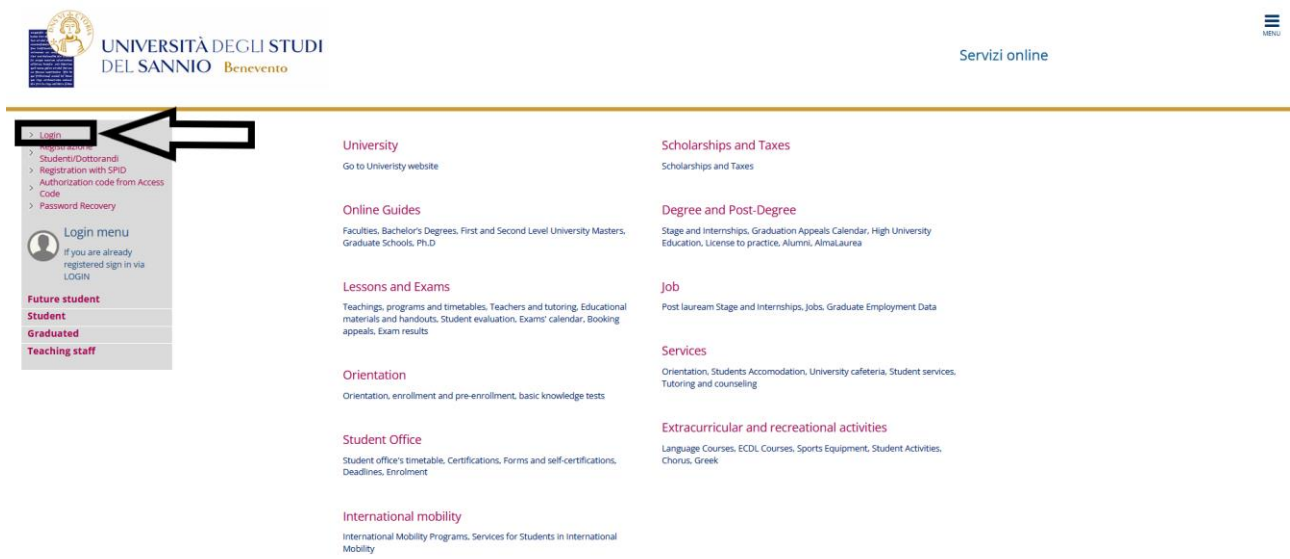
On the next page, to complete the login operation, you have two options:

1. enter the credentials issued when registering for the portal and clicking on the button **"ACCEDI"**;
2. use your SPID credentials by clicking on the **"Entra con SPID"** button, following the wizard.

Both login options allow you to access the same welcome page where the user's personal information is summarized:
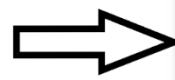

To proceed with registration for the entrance test, click on the "**Menu"** button, at the top right, and choose the item "**Registar's Office"**:

Select one of the two possible alternatives for Entry Tests:
1. Registration in the Admission test;
2. Registration for Evaluation test (e.g. TOLC or TIP).

1.1 Subscription to TOLC

TOLC
Registration guide

To proceed with the registration to the TOLC, access the Esse3 portal
at the following address: https://unisannio.esse3.cineca.it/Home.do
Choose the item "Secretariat", "Enrollment in NON-limited number courses".

- Select the type (three-year, master's, single-cycle master's)
  to which you want to access and then the degree course you prefer

- In the next step, you will be asked to choose the administrative category
  (e.g. Italian or foreign contingent), valid for taking the entrance test.
  In case of temporary or permanent disability, you can ask for help,
  required by law, by selecting the item "Yes / No" in the relevant section.

- To complete the procedure, it is necessary to declare the academic qualifications
  (Italian or foreign High School qualification) by selecting the Higher Institute where
  you got it. You can help you choose the institution by entering municipality and

- Finally, check the details entered and click on "Complete admission to the
  competition". You will be able to view the list of competitions to which you are

  Note: In case you do NOT have to complete the registration
  at the entrance test, you can, even at a later time, return to the same and
  decide whether to complete it definitively or cancel the entire procedure.

Students who have taken any TOLC ON LINE on the CISIA portal, in order to be able to enroll in
one of the (three-year) Degree Courses, must, in advance, also enroll in the corresponding TOLC
Unisannio competition, so that the Esse3 system can retrieve the results of the sustained test.

PRELIMINARY INFORMATION NECESSARY FOR PRE-REGISTRATION TO TOLC

*Students who have supported any TOLC (CISIA Online Test) ONLINE on the CISIA portal, in order to be able to register for one of the Degree Courses (**three**-year), **must, in advance, also enroll in the corresponding TOLC Unisannio competition,** so that the Esse3 system can recover the results of the test taken.*

From the right menu, click on **"Evaluation test"** to start the procedure for enrolling in an evaluation contest:

On the next page click on **"Proceed with registration for the evaluation test"**:

Select the type of course (*master's degree course, single cycle master's degree course, etc.*) to which you want to access and then click on the button **"Next"**:

Select, then, on the next page, the competition you are interested in enrolling in. The **"Detail"** section of each competition shows you the list of courses to which the entrance test will allow registration.

You can view the general information and tests planned for each Degree Course by clicking on its name, as shown below:

By clicking on the **"Continue"** button, you will return to the selection page of the competition and by choosing **"Next"** you can proceed to the next step.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A 1 2 3 B 1 .. >>

Contests List

Select the contest you wish to enter.

Choice of the contest

| Contest* | ● TOLC -S CISIA A.A 2022/2023 Laurea Triennale in Scienze Naturali Geologiche e Ambientali from05/07/2022 12:00 to28/02/2023 12:00 |

| Close-up |
| 176 - NATURAL, GEOLOGICAL AND ENVIRONMENTAL SCIENCES |

| Contest* | ○ TOLC-B A.A. 2022/2023 Scienze Biologiche e Biotecnologie from05/07/2022 12:00 to28/02/2023 12:00 |

| Close-up |
| 171 - BIOTECHNOLOGY |
| 172 - BIOLOGICAL SCIENCES |

| Contest* | ○ TOLC-E CISIA - Corsi di Laurea Triennali in Economia e Statistica (260,261,671) from05/07/2022 to30/06/2023 |

| Close-up |
| 260 - ECONOMICS, BANKING AND FINANCE |
| 261 - BUSINESS ECONOMICS |
| 671 - STATISTICAL AND ACTUARIAL SCIENCES |

| Contest* | ○ TOLC-I CISIA A.A.2022/23 Corsi di Laurea Triennali di Ingegneria con OFA from05/07/2022 to30/04/2023 23:59 |

| Close-up |
| 861 - CIVIL ENGINEERING |
| 862 - ELECTRONIC ENGINEERING FOR AUTOMATIC CONTROL AND TELECOMMUNICATIONS |
| 863 - COMPUTER ENGINEERING |
| 864 - ENERGY ENGINEERING |

Legend:
★ Mandatory Field

Back Next

If all the information entered is correct, choose **"Confirm and continue"**, otherwise click on **"Back"** to change the data.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A << .. 2 3 B 1 2 .. >>

confirms the choice of the competition

Check the information about the choices made in the previous pages.

Contest

Type of qualification	FIRST LEVEL DEGREE
Type of course	DEGREE
Description	TOLC -S CISIA A.A 2022/2023 Laurea Triennale in Scienze Naturali Geologiche e Ambientali

Back Confirm and Continue

In the next step, you will be asked to choose the administrative category valid for the conduct of the entry test to which you are writing. Click on "**Next**" to continue.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A << .. 4 5 6 7 C .. >>

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Aid for carrying out tests

Need help with testing (L. 104/92 e succ. modifiche)?
○ Yes ● No

Legend:
★ Mandatory Field

Exam Topics

Description	Date	Time	Location
BASIC MATH			
PROBLEM SOLVING			
READING COMPREHENSION			
BASIC SCIENCE			
ENGLISH			
OVERALL SCORE			

Back Next

In case of temporary or permanent disability, you can ask for an aid, provided for by the legislation, by selecting the item "Yes/No" in the specific section. In case of help request, you can specify the necessary details, as shown in the image below:

UNIVERSITÀ DEGLI STUDI DEL SANNIO Benevento

Servizi online

A << _ 4 **5** 6 7 C _ >>

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Aid for carrying out tests

Need help with testing (L. 104/92 e succ. modifiche)?
● Yes ○ No

Note for assistance

Legend:
★ Mandatory Field

Exam Topics

Description	Date	Time	Location
BASIC MATH			
PROBLEM SOLVING			
READING COMPREHENSION			
BASIC SCIENCE			
ENGLISH			
OVERALL SCORE			

Back Next

Check the details entered, click on **"Complete admission to the competition"**:

UNIVERSITÀ DEGLI STUDI DEL SANNIO Benevento

Servizi online

MENU

A << _ 1 **2**

Confirm your contest choice

Verificare le informazioni relative alle scelte effettuate nelle pagine precedenti.

Contest

Type of degree	FIRST LEVEL DEGREE
Description	TOLC -S CISIA A.A 2022/2023 Laurea Triennale in Scienze Naturali Geologiche e Ambientali

Valido per

Detail	176 - NATURAL, GEOLOGICAL AND ENVIRONMENTAL SCIENCES

Administrative category and disability aids

Request for disability assistance	No

Back Complete admission to the contest

Please note: If you do NOT complete the entry test registration procedure, you can, even later, return to it and decide whether to complete it definitively or cancel the entire procedure, as shown below:

UNIVERSITÀ DEGLI STUDI DEL SANNIO Benevento

Servizi online

MENU

Pending Process

Pending Process

Description	Info	Status
● Iscrizione Test di valutazione	ⓘ	⧗

Legend:
ⓘ Information
⧗ Working Section
✓ Completed Section

Forward Undo Process

Cancellation of the process will be possible if and only if you have not completed the registration process. Once completed and confirmed, it will no longer be possible to cancel or modify it.

After confirming the registration, the system shows a summary of the registration for the entry test that has just been carried out:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

Summary of the competition registration

The competition registration process was successfully completed

Evaluation test

Description	TOLC -S CISIA A.A 2022/2023 Laurea Triennale in Scienze Naturali Geologiche e Ambientali
Year	2022/2023
Pre-Registration Number	3

Administrative category and disability aids

Request for assistance in carrying out tests	No

Valid for

Detail
176 - NATURAL, GEOLOGICAL AND ENVIRONMENTAL SCIENCES

Tests

Description	Date	Time	Location	Pubblicazione esiti	Status	Vote	Note
BASIC MATH				It is not planned to publish a ranking on the WEB	-	-	-
PROBLEM SOLVING				It is not planned to publish a ranking on the WEB	-	-	-
READING COMPREHENSION				It is not planned to publish a ranking on the WEB	-	-	-
BASIC SCIENCE				It is not planned to publish a ranking on the WEB	-	-	-
ENGLISH				It is not planned to publish a ranking on the WEB	-	-	-
OVERALL SCORE				It is not planned to publish a ranking on the WEB	-	-	-

Home

Please note: For TOLC type entrance tests, no fee is required, because the payment has already been made at the time of registration to the corresponding TOLC *on* the CISIA website.

By clicking on **"Home"**, you can view the list of competitions you are enrolled in and can register for a new competition.

Please note: <u>the results of the TOLC CISIA, which you supported, will be recorded and visible on ESSE3 after 48h.</u> It is therefore normal that it is not immediately visible after completing the registration procedure for the competition.

1.2 Subscription to TIP

TIP
Registration guide

To proceed with the TIP registration, access the Esse3 portal
at the following address: https://unisannio.esse3.cineca.it/Home.do
Choose the item "Secretariat", "Enrollment in NON-limited number courses".

- Select the type (three-year, master's, single-cycle master's)
  to which you want to access and then the degree course you prefer.

- In the next step, you will be asked to choose the administrative
  category (e.g. Italian or foreign contingent), valid for taking the
  entrance test. In case of temporary or permanent disability, you can
  ask for help, required by law, by selecting the item "Yes / No" in the
  relevant section.

- To complete the procedure, it is necessary to declare the academic
  qualifications (Italian or foreign High School qualification) by selecting the
  Higher Institute where you got it. You can help you choose the institution
  by entering municipality and province in the filters.

- Finally, check the details entered and click on "Complete admission to the
  contest".

  Note: In case you do NOT have to complete the registration
  at the entrance test, you can, even at a later time, return to the same
  and decide whether to complete it definitively or cancel the
  entire procedure.

NB: Unlike the TOLC, once the procedure is completed, the system prepares the payment of the tax due.
In fact, for TIPs, the registration process ends with the payment of the required fees.
To pay the fee, click on "Payments". By clicking, however, on "Home competitions", you can view the list
of competitions to which you are registered, and have the opportunity to register for a new competition.

Please note: To date, TIPs are only provided for the <u>single cycle master's degree course in Law</u>

From the right menu, click on **"Evaluation test"** to start the procedure for enrolling in an evaluation contest:

On the next page click on **"Evaluation Test"**:

Select *"5 YEAR SINGLE CYCLE DEGREE"* and then click on the **"Next"** button:

Select, then, on the next page, the competition you are interested in enrolling in. The **"Detail"** section of each competition shows you the list of courses to which the entrance test will allow registration.

University OF STUDI DEL SANNIO - Benevento

You can view the general information and tests planned for the degree course in Law by clicking on the relevant name, as shown below:

By clicking on the **"Continue"** button, you will return to the selection page of the competition and by choosing **"Next"** you can proceed to the next step.

If all the information entered is correct, choose **"Confirm and continue"**, otherwise click on **"Back"** to change the data.

In the next step, you will be asked to choose the administrative category, valid for the conduct of the entry test to which you are writing. Click on "**Next"** to continue.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A << .. 4 **5** 6 7 C .. >>

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Aid for carrying out tests

Need help with testing (L. 104/92 and subsequent amendments)?

○ Yes ● No

Legend:
★ Mandatory Field

Exam Topics

Description	Date	Time	Location
ORIENTATION TEST			telematic mode

Back Next

In case of temporary or permanent disability, you can ask for an aid, provided for by the legislation, by selecting the item "Yes/No" in the section **"Need help with testing (L.104/92 and subsequent amendments)?"**. In case of help request, you can specify the necessary details, as shown in the image below:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A << .. 4 **5** 6 7 C .. >>

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Aid for carrying out tests

Need help with testing (L. 104/92 and subsequent amendments)?

● Yes ○ No

Note for assistance

Legend:
★ Mandatory Field

Exam Topics

Description	Date	Time	Location
ORIENTATION TEST			telematic mode

Back Next

On the following page, a summary of the data entered is proposed. Make sure they are correct and click on **"Confirm and continue"**.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

A << .. 6 **7** C 1 D .. >>

Confirm your contest entry

Check the information about the choices made in the previous pages.

Evaluation test

Type of degree	Master's degree
Type of course	5 YEAR SINGLE CYCLE DEGREE
Description	Single cycle master's degree course in Law

Valid for

Detail	904 - LAW

Administrative category and disability aids

Request for assistance for disability	No

Back Confirm and continue

To complete the procedure, it is necessary to declare the qualifications. To record this information, the system proposes two options:

1. High School Diploma, if you are in possession of a title of both Italian and foreign High School;

2. Foreign qualification if you are in possession of a foreign **university** title.

Then enter the degree by clicking on the button **"Insert"**:

The first information requested concerns the "Nation of Order and Title Achievement". Once you have chosen, click on **"Continue"**:

On the next page, fill in all fields with information about your high school diploma. Then, click on **"Continue".**

On the next page, the green check and the green light indicate the correct entry of the data relating to the study title. In the **"Actions"** field, the **"Insert"** button has been replaced by three icons that will allow you to view, edit or delete the inserted degree.

Check the details entered, click on **"Complete admission to the contest"**:

Please note: If you do NOT complete the entry test registration procedure, you can, even later, return to it and decide whether to complete it definitively or cancel the entire procedure, as shown below:

Cancellation of the process will be possible if and only if you have not completed the registration process. Once completed and confirmed, it will no longer be possible to cancel or modify it.

After confirming the registration, the system shows a summary of the registration for the entry test that has just been carried out:

Please note: <u>Unlike TOLC, *once* the procedure is complete, the system arranges for the payment of the fee due. In fact, for *TIPs*, the registration process ends with the payment of the expected taxes. To make the payment of the fee, click on "Payments".</u>

Clicking on **"Payments"** will open the following page:

To make the payment click on the invoice number. On the page that opens, you will see the detail of the invoice and you will have the opportunity to:

- click on the **"Pay with PagoPA"** button to pay the invoice through the PagoPA service;

- click on **"Print Notice for PagoPA"** to print out a payment notice that you can submit and pay at all affiliated merchants.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

» List of fees » Fees

Invoice Detail

Invoice 744921

Amount	20,00 €
Procedure	PAGAMENTO MEDIANTE NODO

pagoPA You will be asked to choose the Payment Service Provider (e.g. a bank or other payment institution) and related service offered by this (e.g. debit on current account, credit card, electronic postal order), and then carry out the transaction, through the "Nodo Dei Pagamenti - SPC" managed by the "Agenzia per l'Italia Digitale". More information at the link: www.agid.gov.it

Tasse

Year	Instament	Item	Amount
Tassa concorso di Valutazione			
2022/2023	Rata unica	Ammissione	20,00 €

Pay with PagoPA   Print notice for PagoPA

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*For more information on payments, you can consult the specific guide **"How to pay taxes with PA Pago"** that you can find by linking to the following link:*

https://www.unisannio.it/index.php/it/studente/futuro-studente/info

By clicking on **"Home"**, you can view the list of competitions you are enrolled in, and have the opportunity to register for a new competition.

1.3 Enrolment for admission tests

ADMISSION TEST
Registration guide

To register for the admission tests, access the Esse3 portal
at the following address: https://unisannio.esse3.cineca.it/Home.do
Choose the item "Secretariat", "Enrollment in limited number courses".

Select the type (three-year, master's, single-cycle master's)
to which you want to access and then the degree course you prefer.

In the next step, you will be asked to choose the administrative category
(eg. Italian or foreign contingent), valid for taking the entrance test.
In case of temporary or permanent disability, you can ask for help,
required by law, by selecting the item "Yes / No" in the relevant section.

To complete the procedure, it is necessary to declare the academic
qualifications (Italian or foreign High School qualification) by selecting the
Higher Institute where you got it. You can help you choose the institution
by entering municipality and province in the filters.

Finally, check the details entered and click on "Complete admission
to the contest".

In case that you do NOT have to complete the registration procedure for
the entrance test, you can, even at a later time, return to it and decide
whether to complete it definitively or cancel the entire procedure

NB: Unlike the TOLC, once the procedure is completed, the system prepares
the payment of the tax due. In fact, for the admission tests, the registration process ends with the payment of the
required fees. To pay the fee, click on "Payments". By clicking, however, on "Home competitions", you can view the list of
competitions to which you are registered, and have the opportunity to register for a new competition.

Entrance tests for limited **number courses are <u>admission tests</u>** that, based on the criteria set out in the call for participation (e.g., final score obtained), allow candidates to be admitted to the study courses on which they are defined.

In general, the number of places available for limited number courses can be defined at national level, as for the master's degree course in "Medicine and Surgery", or by the Athene, based on its own Teaching Regulations.

In the following paragraph we will analyze specifically the steps related to the registration to the admission test for the CDL "Food technologies for confectionery production", present in the University's training offer.

After clicking on **"Registar's Office"** of the menu on the right, to start the registration procedure click on the menu item **"Admission test"**

The start page proposes a summary of the sections that make up the registration procedure:

Click on **"Contest Registration"** to continue, starting with the choice of the type of course you want to access. Once you have chosen, click on **"Next":**

Choose the course to which you want to access:

Select, then, on the next page, the competition you are interested in enrolling in. The **"Detail"** section of each competition shows you the list of courses to which the entrance test will allow registration.

You can view the general information and tests planned for each Degree Course by clicking on its name, as shown below:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

FOOD TECHNOLOGIES FOR CONFECTIONERY PRODUCTIONS

Detail of the contests

Bachelor in Food Technology for Confectionery Production

General Information

Academic year	2022/2023
Type of contest	dl Ammissione
Mode	Single test
Total contest places	25
Total subscribers	1
Registration fee	0€
Registration date	from 24/06/2022 12:00 to 24/08/2023 12:00 (at the student office)
Registration date	from 24/06/2022 12:00 to 24/08/2023 12:00 (from the web)

Planned tests

Description	Type	Pubblication of results
aptitude test		It is not planned to publish a ranking on the WEB

Rankings detail

Detail	Places	Requests	Ranking publication date
177 - FOOD TECHNOLOGIES FOR CONFECTIONERY PRODUCTIONS	25	1	It is not planned to publish a ranking on the WEB

Continue

By clicking on the **"Continue"** button, you will return to the selection page of the competition and choosing **"Next"** you can proceed to the next step:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

≪ ... 1 2 3 4 B ... ≫

Contests List

Select the contest you wish to enter.

Choice of the contest

Contest* ○ Bachelor in Food Technology for Confectionery Productionfrom24/06/2022 12:00to24/08/2023 12:00

Close-up

177 - FOOD TECHNOLOGIES FOR CONFECTIONERY PRODUCTIONS

📌 Legend:
★ **Mandatory Field**
☑ Checklist

Back Next

On the following page, if the proposed information is correct, click on **"Confirm and continue",** otherwise click on **"Back":**

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

≪ ... 2 3 4 B 1 ... ≫

confirms the choice of the competition

Check the information about the choices made in the previous pages.

Contest

Type of qualification	FIRST LEVEL DEGREE
Type of course	DEGREE
Description	Bachelor in Food Technology for Confectionery Production

Back Confirm and Continue

In the next phase, you will be asked to choose the administrative category valid for the conduct of the entrance test to which you are writing.

Once done, click on "**Next"** to continue.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Administrative category

Administrative category	-

Aid for carrying out tests

Need help with testing (L. 104/92 and subsequent amendments)?
○ Yes ● No

Exam Topics

Description	Type	Date	Time	Location
aptitude test				Via Calandra

Back Next

Legend:
★ Mandatory Field
☐ Checklist

In case of temporary or permanent disability, you can ask for an aid, provided for by the legislation, by selecting the item "Yes/No" in the section **"I request aid for the conduct of the test (L.104/92 and subsequent amendments)"**. In case of help request, you can specify the necessary details, as shown in the image below:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

Choice of administrative category and disability aids

Choose your administrative category, valid for the performance of the admission competition to which you are enrolling, and possibly request assistance for disability.

Administrative category

Administrative category	-

Aid for carrying out tests

Need help with testing (L. 104/92 and subsequent amendments)?
● Yes ○ No

Type of disability	-
Percentage of disability	

the percentage must be between 0 and 100

Note for assistance	

Exam Topics

Description	Type	Date	Time	Location
aptitude test				Via Calandra

Back Next

Legend:
★ Mandatory Field
☐ Checklist

On the following page, make sure that all data entered is correct, and click on **"Confirm and continue"**:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

Confirm your contest entry

Check the information about the choices made in the previous pages.

Evaluation test

Type of degree	FIRST LEVEL DEGREE
Type of course	DEGREE
Description	Bachelor in Food Technology for Confectionery Production

Administrative category and disability aids

Administrative category	Category without reserved seats
Request for assistance for disability	No

Back Confirm and continue

Check the data entered and click on **"Complete admission to the competition"**:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

≡
MENU

<< _ C 1 **2**

Confirm your contest choice

Verificare le informazioni relative alle scelte effettuate nelle pagine precedenti.

Contest

Type of degree	FIRST LEVEL DEGREE
Description	Bachelor in Food Technology for Confectionery Production

Administrative category and disability aids

Categoria amministrativa	Category without reserved seats
Request for disability assistance	No

Back | Complete admission to the contest

Please note: If you do not complete the entry test registration procedure, you can, even later, return to it and decide whether to complete it definitively or cancel the entire procedure, as shown below:

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

≡
MENU

Pending Process

Pending Process

Description	Info	Status	Legend:
◉ Contest registration	ⓘ	⧗	ⓘ Information
			⧗ Working Section
			✔ Completed Section

Forward | Undo Process

Cancellation of the process will be possible if and only if you have not completed the registration process. Once completed and confirmed, it will no longer be possible to cancel or modify it.

Once the procedure is complete, you will be shown the page containing a summary.

UNIVERSITÀ DEGLI STUDI
DEL SANNIO Benevento

Servizi online

MENU

Summary of the competition registration

The competition registration process was successfully completed

Concorso di ammissione

Description	Bachelor in Food Technology for Confectionery Production
Year	2022/2023
Pre-Registration Number	2

Administrative category and disability aids

Administrative category	Category without reserved seats
Request for assistance in carrying out tests	No

Valid for

Detail	Admission deadline	Pre-enrollment deadline
177 - FOOD TECHNOLOGIES FOR CONFECTIONERY PRODUCTIONS		

Tests

Description	Type	Date	Time	Location	Publication of results	Subjects	Status	Vote	Note
aptitude test				Via Calandra	It is not planned to publish a ranking on the WEB		-	-	-

Evaluation titles

No document and/or titles has been included.

[Home] [Print application for admission] [Payments]

If you click on **"Home"**, you will be able to view the list of competitions you are enrolled in and can register for a new contest.

Also, on the same page you can save and eventually print a summary report of your registration by clicking on **"Print application for admission"**.

Clicking on **"Payments"** will open a new page where you can manage your payments.

*For more information on payments, you can consult the specific guide **"How to pay taxes with PA Pago"** that you can find by linking to the following link:*

https://www.unisannio.it/index.php/it/studente/futuro-studente/info