UNIVERSITÀ DEGLI STUDI DEL SANNIO

GUIDE FOR FILLING IN THE APPLICATION FORM FOR PhD COMPETITIONS (XLI cycle)

THE PROCEDURE FOR REGISTRATION TO THE COMPETITIONS WILL BE ACTIVE FROM 14.00 ON OCTOBER 22, 2025 AND WILL CLOSE AT 14.00 ON NOVEMBER 6, 2025

Index

Step 1: Register to the system

First of all, you need to create an account in the system.

For the enrollment to the Competition for admission to the PhD Courses, XLI round, it is necessary to register at the university portal reachable at:
https://unisannio.esse3.cineca.it/Home.do

The page displayed is the following one. You have to Click on **Registrazione.**

The following page will appear.

Click on **Registrazione web**

In the following page enter your personal data. Italian ID number stands for "TAX CODE" or as it is called in Italy "CODICE FISCALE". It can be easily generated by a tax code generator website, e.g. one of the following:

- https://www.alus.it/cf/index.php?lang=en
- https://codicefiscale.us/indexeng.php
- https://zip-codes.nonsolocap.it/codice-fiscale

In the following page you have to enter:
- Tipo di documento = Type of document (e.g., Identify card, Passport). For non-EU applicants, a passport is required
- Numero = document number
- Rilasciato da = Issued by
- Data del rilascio = Issue date
- Data scadenza validità = Expiration date

Then click on **Avanti.** You will get the following page

Click on **forward** and you will get the following page:

Registration Summary

This page summarizes the information provided in the previous sections. If they are correct, click on "**conferma**" at the bottom of the page.

End of Registration

Please take a screenshot of this page to avoid losing the login credentials to access the reserved area.

Step 2: Fill the application form

For the Information Technology for Engineering PhD program this can be done by using the Word Document named **"Application form_ING_41"**

For the Person, Market, Institutions PhD Program, please use the Word Document named **"Application form_PMI_41"**

For the Science and Technologies for Environment and Health PhD Program please use the Word Document named **"Application form_STAS_41"**

Once done, please generate a PDF and save it for uploading it later with the rest of the documents.
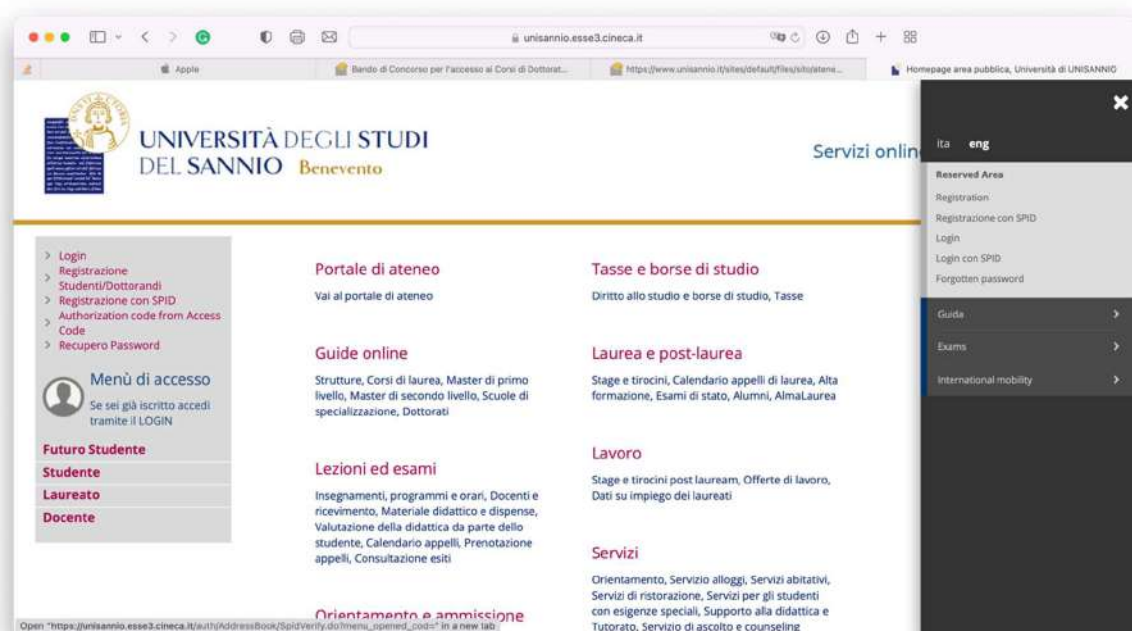
Step 3: prepare the application
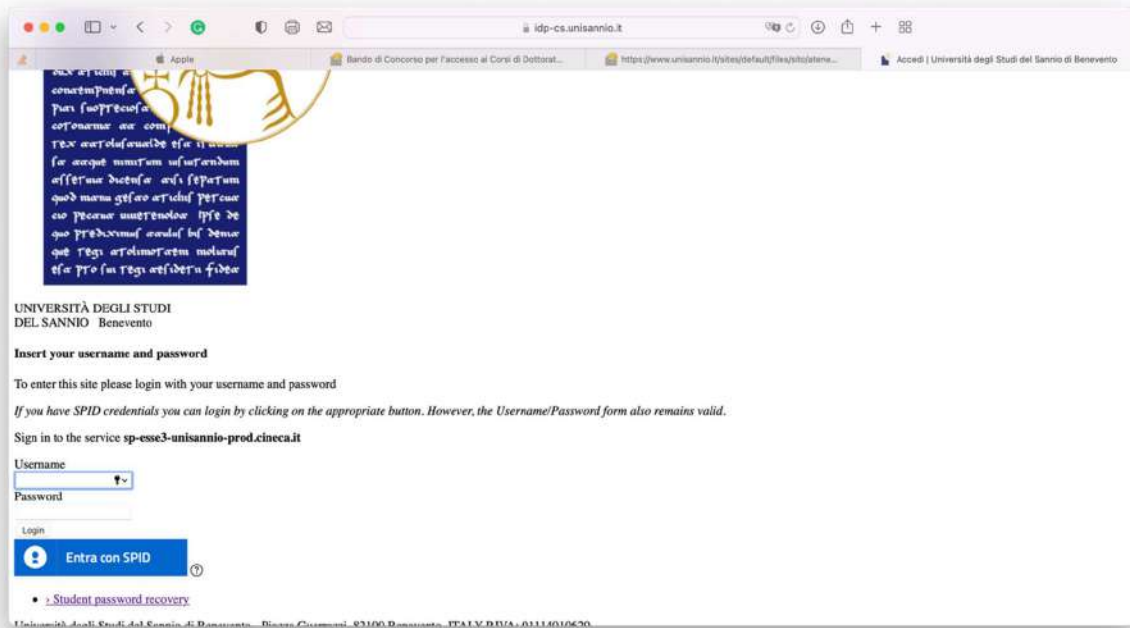
Login and identity document upload
First, you need to login in the system
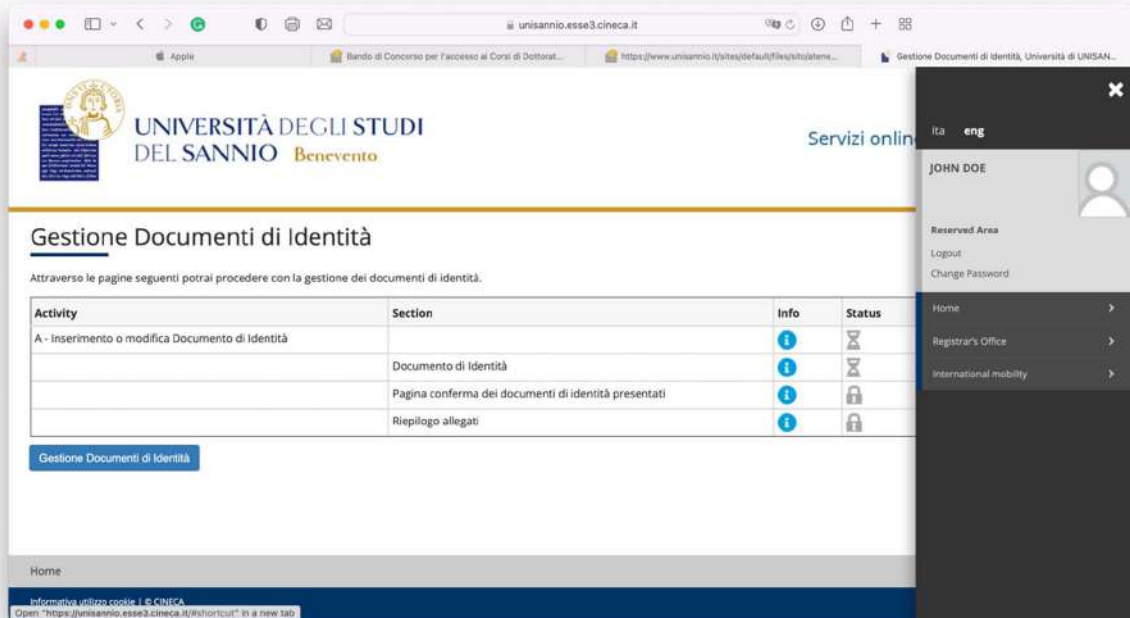
https://unisannio.esse3.cineca.it/Home.do

Please click on "Login" on the Right-Side Menu
Italian applicant having a SPID account can also use the "Login con SPID" feature

The first time you login, it is necessary to upload your identity document (e.g., a copy of your passport). Please click on "**Gestione Documenti di Identità**"

Here you need to specify:
1. The document type: "**Tipo Documento**"
2. The document number (e.g., passport number): "**Numero**"
3. The institution that has released the document: "**Rilasciato da**"
4. The document release date: "**Data Rilascio**"
5. The document expiration date: "**Data Scadenza Validità**"

For example:

Next, you need to upload the actual copy:

Here you need to specify:
1. Document name "**Titolo**" – just write "passport, identity card, etc."
2. Description "**Descrizione**" (not needed, you can just put your name)
3. Attachment "**Allegato**"- here you can upload the actual document copy

Now you go back on the registered user area:
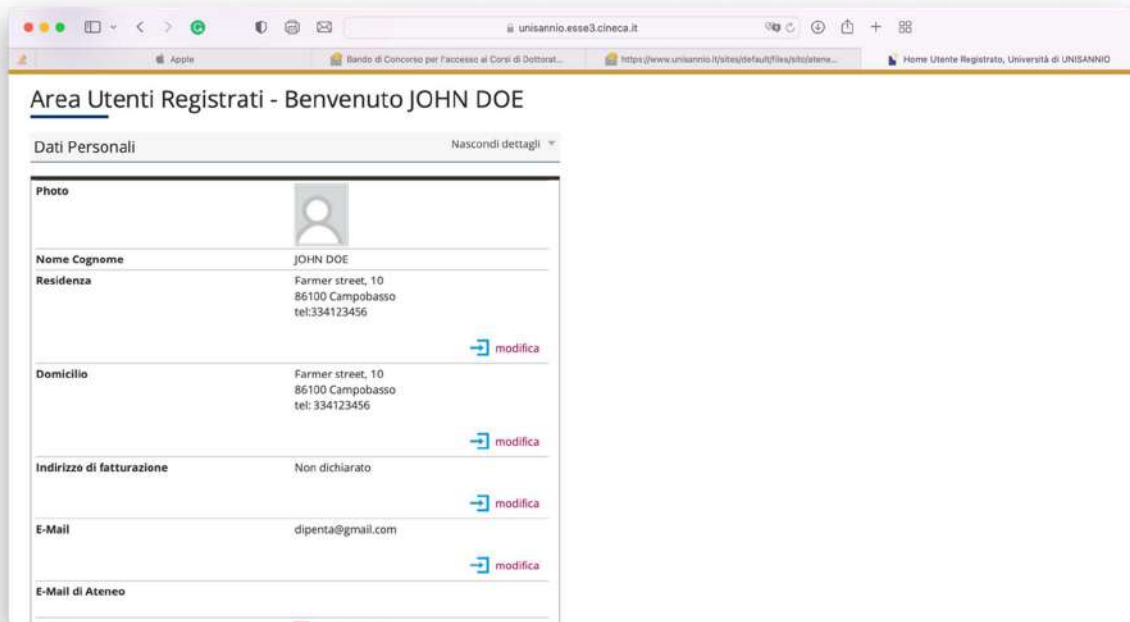
Start the application

At this point, you are ready to apply for the admission test.

On the right-side menu, please click on "**Registrar's Office**"
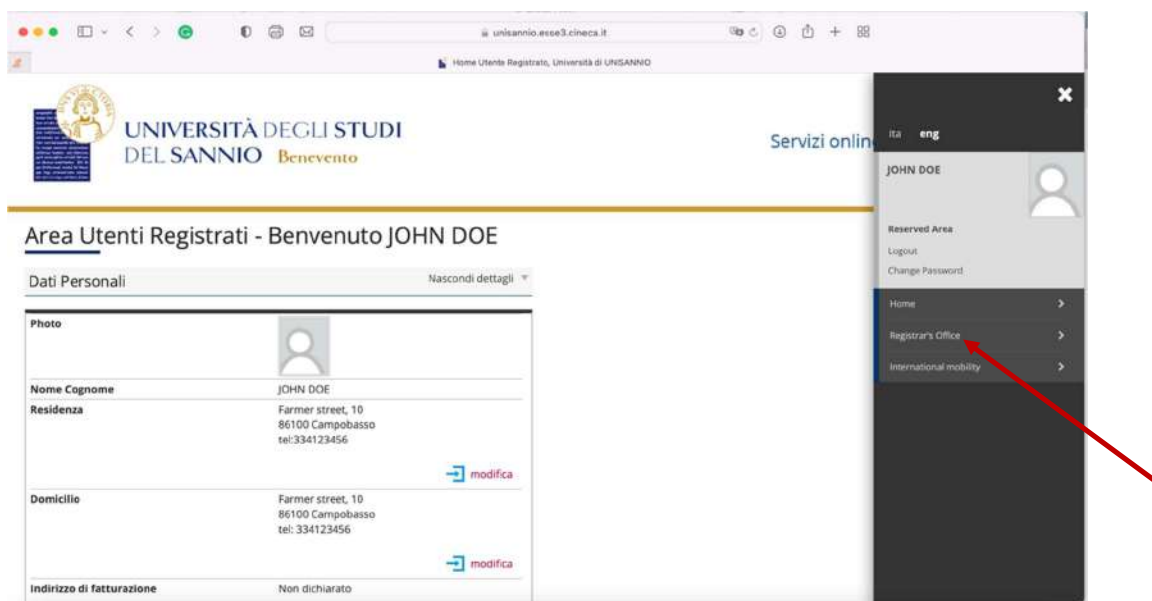
And then "**Admission test**"

The following page provides a summary of the steps (**A through E**) of the application process, and their sub-steps. For each sub-step, the page indicates whether it has been completed (checkmark shown in the last column) or whether preliminary steps are required to proceed (lock shown in the last column).

Click on "**Iscrizione Concorsi**" to start

Section A – Select the PhD Program

Select "**Corso di Dottorato (D.M. 226/2021)",** and click on **"Avanti"** to proceed**, "Indietro"** to go back

Select the desired PhD program, and click on **"Avanti"** to proceed**, "Indietro"** to go back

Select the option available "**TEST OF…",** and click on **"Avanti"** to proceed**, "Indietro"** to go back

The following page reports the summary of the first section (**A**). Click on "**Conferma e prosegui**" (Confirm and proceed) or, if anything is wrong, you can go back "**Indietro**"

Section B– Preferences

Now you are ready to start section B. Please select the available preference (e.g., for the INFORMATION TECHNOLOGIES FOR ENGINEERING please select "**Iscrizione Concorsi: Concorso Dottorato di Ricerca in Tecnologie dell'Infomazione per l'Ingegneria, ciclo XLI**").

This means that you apply for positions with scholarship or, should you rank lower in the list, you may be offered (but you can decline) positions without scholarship. Also, foreign students with a scholarship can apply here.

Please click on **"Avanti"** (forward) if everything is correct, or "**Indietro**" to go back.

You can leave the following as it is, because you will always two options available for the test, i.e., both Italian and English.
Please click on **"Avanti"** (forward) if everything is correct, or "**Indietro**" to go back.

In this page, you can leave the first drop-down "**Categoria amministrativa**" as it is, because it is consistent with the previous selection made. Below "Richiedo l'ausilio per lo svolgimento della prova" select

- **"Sì"** (Yes) if, because of disabilities, you requires a support to perform the test.
- **"No" (No) otherwise.**

Then, please click on **"Avanti"** (forward) if everything is correct, or "**Indietro**" to go back

In this page you will have the summary of **Section B**, i.e., of the information provided about the admission test selection.

- **Concorso:** the course to which you have applied, i.e. PhD Program "Dottorato di ricerca), the program type, i.e., PhD program according to the most recent regulations "Corso di Dottorato (DM 226/221)", and the PhD program name (e.g., "INFORMATION TECHNOLOGIES FOR ENGINEERING").
- **Preferenze:** Here it is indicated that you apply for the program above, for positions with and without scholarship
- **Preferenze Lingue:** Here it is indicated that the test languages are Italian and English
- **Categoria Amministrativa:** Here it is indicated the course administrative category, and whether you required support for disabilities.

Please click on "**Conferma e prosegui**".

Now you are ready to start section **C**, i.e., the specification and upload of all the qualifications required for the application.

Section C – Specify your Qualifications

First of all, it is compulsory to specify the type of high-school degree earned. Note this is only for statistical purposes. On the right side of the first row, please click on "**Inserisci**"

1. In the first option "**Titolo Scuola Superiore**" please indicate whether you earned an Italian ("**Italiano**") or Foreign ("**Estero**") degree.
2. Similarly, in the second option "**Conseguito presso**" please indicate whether you earned it in an Italian school ("**Istituto Italiano**") or foreign school ("**Istituto Estero**").

Then, click on "**Procedi**" (forward) if everything is correct, or "**Indietro**" (back), otherwise

In the following page "Dati del Titolo di Studio straniero conseguito" please indicate
- **Tipo Titolo Straniero** (qualification type). You can select "General Certificate of Secondary Education"
- **Titolo**: You can leave this field empty, or specify the qualification type, if you wish
- **Istituto:** here you can specify the school name and place
- **Anno conseguimento:** graduation year (for the high school qualification)
- **Voto:** earned grade
- **Nazione:** country where you earned
- **Nazione ordinamento:** same as above

Then, click on "**Procedi**" (forward) if everything is correct, or "**Indietro**" (back), otherwise

Now you come back to the page where it is possible to specify the University degree, if you have earned it already. If it is an Italian degree, you can specify it using the first three options (**Opzione 1, Opzione 2, Opzione 3**).

If it is a foreign degree, you can select the fourth option (Opzione 4)

Then you can insert the attachment.

Please specify:
- **Titolo:** type of degree (see the example below)
- **Description:** just a short description, you can leave it similar to the previous one
- **Allegato:** please upload the certificate copy

At this point you are back on the list of qualifications, and ready to proceed by clicking on "**Procedi**", or go back "**Indietro**" if anything is wrong. Note that you can always modify, delete, or edit any upload done. This concludes Section C
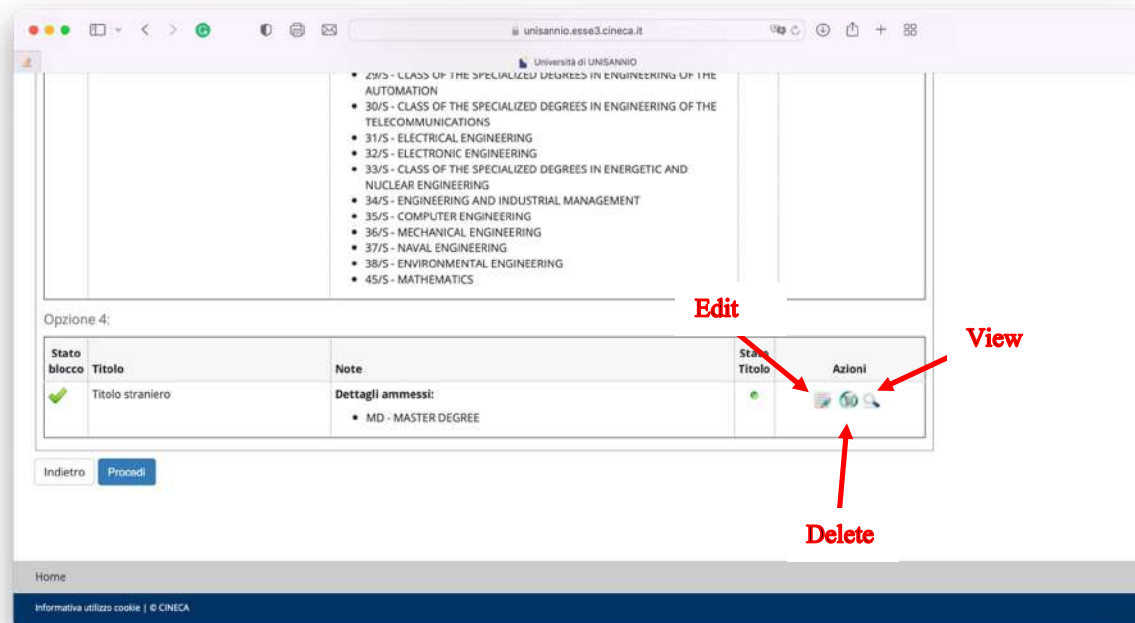
Section D – Upload Documents

Now you are in Section D, where you can upload all documents required for the application:

Here you can upload all the required documents:
- **Autocertificazione Titolo**: Degree self-certification: here you can upload a self-declaration
- **Borsa di Studio**: Scholarship certificate (needed only for)
- **Curriculum Vitae e lettera di motivazione:** Curriculum Vitae and/or motivation letter
- **Domanda di ammissione:** Admission form (generated in **Step 2**)
- **Richiesta ausili dsa:** Request for disability support (if needed)
- **Progetto:** Prospective project for the PhD work as required by the call. For the "Information Technology for Engineering" and "Science and Technologies for Environment and Health" if the applicant selects 2 funded scholarships, two projects (in a single PDF) must be submitted. For the other programmes, the students can select one position only.
- **Tesi e abstract:** University degree thesis and abstract
- **Pubblicazioni:** Publications

Please answer "**Si**" (yes) to the question "**Vuoi allegare altri documenti e/o titolo alla domanda di ammissione?**" to add documents.

Now, you can use this page "**Dichiarazione titolo di valutazione**" to upload each required document
E.g. the Curriculum Vitae and motivation letter:

The application form:

The Master's thesis and abstract (if already earned):

And the Master's degree self-certification (for foreigner students, a copy of the diploma is enough. You will be required to provide further evidence later, if admitted).

Every time you come back to this page, until you see under "**Titoli dichiarati**" all the required documents correctly uploaded.

Finally, you can answer "**No**" to conclude Section D.

Section E – Application Review

Now you need to review what uploaded, and confirm ("**Avanti**") or go back and modify ("**Indietro**").
Important: please make sure that all compulsory documents have been uploaded

In the next page, you can review once again what inserted in the previous steps, before, finally, completing the application by clicking on "**Completa ammissione al concorso**". Instead, please click on "**Indietro**" (back) should you need to modify anything.

Now you can see the application summary "**Riepilogo iscrizione concorso**"

You can print it "**Stampa domanda di ammissione**" and store it, just in case.

Now your application is complete, thank you!