GUIDE FOR FILLING IN THE APPLICATION FORM FOR PhD COMPETITION (XXXVIII round)

THE PROCEDURE FOR REGISTRATION TO THE COMPETITIONS WILL BE ACTIVE FROM 14.00 ON JULY 29, 2022 AND WILL CLOSE AT 14.00 ON SEPTEMBER 15, 2022
Registration

For the enrollment to the Competition for admission to the PhD Courses, XXXVIII 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 (you can try this one https://zip-codes.nonsolocap.it/codice-fiscale/).

In the following page you have to enter:

- **Tipo di documento** = type of document
- **Numero** = number
- **Rilasciato da** = Issued by
- **Data del rilascio** = date of issue
- **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 section contains all the information provided in the previous sections. If they are correct, click on “conferma” at the bottom of the page.
End of Registration

VERY IMPORTANT!!!
Please take a screenshot of this page to avoid losing the login credentials to access the reserved area.
Now you can exit. If you want to return to your work, use the link
https://unisannio.esse3.cineca.it/Home.do
It will appear this page.

Click on login. The following page will appear

Insert your username under “nome utente” and then password.
It will appear the following page.
select the entry “registrar’s office” in the menu to register for the competition:
It will appear the following page

In order to continue the procedure, you have to click on gestione documenti di identità

It will appear to you the following page where you have to insert:
Tipo di documento = type of document
Numero = number
Rilasciato da = issued by
Data del rilascio = data of issue
Confirm by clicking on **Avanti** and upload the pdf of your passport by clicking on **inserisci Allegato**

It will appear the following page

Upload the pdf by clicking on **Scegli file**. Then you get the following page
Click on Avanti. You will get the following page

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Anne White</td>
</tr>
<tr>
<td>Address</td>
<td>Times Square 1</td>
</tr>
<tr>
<td>City</td>
<td>New York</td>
</tr>
<tr>
<td>Indir. Fatturazione</td>
<td>Non dichiarato</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Anne.white@gmail.com">Anne.white@gmail.com</a></td>
</tr>
<tr>
<td>Cellulare</td>
<td>00123456789</td>
</tr>
</tbody>
</table>
Now click on menu, then registrar’s office, and then Admission test

Then click on ISCRIZIONE CONCORSI at the bottom of the page. You will get the following page

click on “corso di dottorato” and then Avanti
Choose the type of PhD program you are interested in. In this simulation I am going to choose **Scienze and Technologies for Environment and health.** You get the following page

Click again on **concorso** and then **Avanti.** You will get the following page
Click on **conferma e prosegui**. You will get the following page

You have just this option, thus click on **Avanti**

Click on **Avanti**. You get the following page
Scelta categoria amministrativa ed ausili di invalidità

Scegliere la propria categoria amministrativa, valida per lo svolgimento del concorso di ammissione al quale ci si sta iscrivendo, ed eventualmente richiedere ausili per invalidità.

Prove predilette

Inserire

Avanti. You will get the following page

Conferma iscrizione concorso

Verificare le informazioni relative alla scelta effettuata nelle pagine precedenti.

Concorso

Tipologia titolo di studio
Dottorato di ricerca

Tipologia di corso
Corso di Dottorato (DM 275/2012)

Conferma tesi di ricerca in Scienze e Tecnologie per l'Anidritto e l'Altezza, cdd. 2008/11

Preferenze

Preferenza

Preferenze lingue

1° lingua, 1° preferenza
Italiano

2° lingua, 1° preferenza
English

Categoria amministrativa ed ausili di invalidità

Categoria amministrativa
With and without scholarship

Richiesta ausili handicap
No

Conferma e prosegui

Click on Conferma e prosegui. You will get the following page
In this page you have to upload the high school degree (title of superior school) and your master degree in the opzione 4.
To upload the high school degree, click on Inserisci.
You will get this page.
Click on Procedi. You will get this page

Insert the year of issue (Anno conseguimento) and the grade (voto)

If everything is ok you should get this page
Now proceed with the uploading of the Master Degree in the Opzione 4. Click on Inserisci. You will get the following page

If the name of the University that issued the Master Degree is not listed, please choose “Non in elenco”, then proceed with selecting the date of issue (data conseguimento), and the grade (voto). Click on Prosegui.
You will get the following page
Click on “inserisci allegato”. You will get the following page.

Here you have to insert the title (titolo) and a brief description (descrizione). To upload the MD pdf click on scegli file, upload the file and then click on Avanti. You will get the following page
Click on **Avanti** and the following page will appear if everything is ok.
Then click on Procedi. In the page that will appear there is a table reporting the list of required titles:

- Autocertificazione titolo = self-certification title
- Borsa di studio = fellowship (no necessary)
- Curriculum vitae, lettera motivazionale = Curriculum vitae, motivational letter
- Domanda di ammissione = application form
- Richiesta ausili dsa = aid for disabled (you already chose no)
- Tesi and abstract = thesis and abstract
Click on **si** and **Avanti**. In the following page choose the type of document (Tipologia), rewrite the type of document in the title (Titolo) section and upload it by clicking on **seleziona file**. Proceed with all the documents.

When you have uploaded the documents you get the following page.
Click on no and Avanti. You get a confirmation page.

Click on Avanti. You get the following page
If everything is ok click on completa ammissione al concorso. You will get this page

Click on stampa domanda di ammissione to download the pdf of the application.

END OF THE PROCEDURE. Go to Menu and click on log out