Registration for Entry TEST

ADMISSION TEST
Registration guide

TOLC
Registration guide

TIP
Registration guide
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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**, also referred to 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 “Entrare 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 “Registrar’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

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.
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.
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.

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

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: 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: **the results of the TOLC CISIA, which you supported, will be recorded and visible on ESSE3 after 48h.** It is therefore normal that it is not immediately visible after completing the registration procedure for the competition.
1.2 Subscription to TIP

To proceed with the TIP registration, access the Esse3 portal at the following address: [https://unisannio.esse3.cineca.it/Home.do](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 single cycle master's degree course in Law

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.
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.
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:

On the following page, a summary of the data entered is proposed. Make sure they are correct and click on “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: 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”.

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.
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](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

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 (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".

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 admission tests 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 “Registrar'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:
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:

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

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.
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:

<table>
<thead>
<tr>
<th>Exam Topics</th>
<th>Description</th>
<th>Type</th>
<th>Site</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
</table>

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

Check the data entered and click on “Complete admission to the competition”:
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.

Once the procedure is complete, you will be shown the page containing a summary.
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 PAGO” that you can find by linking to the following link:

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