ENROLMENT PROCEDURE FOR UNDERGRADUATE AND 5-YEAR POSTGRADUATE DEGREE PROGRAMS WITHOUT RESTRICTED NUMBER OF PLACES FOR INTERNATIONAL STUDENTS A.Y. 2021/2022

V. 02, 2021-09-01

ENGLISH:
log into UniTo website with the credentials you received when registering on the university portal (see “Step 3 - Register to the UniTo web portal” on the application for international students webpage for further information).
log in with your username and password as shown below.
if you have not filled in your personal data yet, click on Enrolments Personal data and fill in your personal data. These details are necessary for the International Students Desk in order to support you in the enrolment procedure and the payment of the required enrolment fee.
ENGLISH:
click on “Update/Confirmation of personal data”
ENGLISH:
fill in your personal data as shown below. If you are a non-EU citizen, your Italian tax code is automatically calculated by UniTo.
Leave the “Tax code” section blank, wait for the system to automatically calculate it and click on “Submit” to continue.
ENGLISH:
fill in your ID document information as shown below and click on “Next”.

[Image: myunito registration interface]

Tel. (+39) 011.670.4452 | E-mail: internationalstudents@unito.it
ENGLISH:
fill in information on your residence (address in your home country). The street number (“Street no.” field) is mandatory: if you do not know your street number or the street number is not present, please type “1” and click on “Forward” to continue.
In the “Data inizio validità indirizzo” field, you are required to type the date corresponding to when you started living at your residence address. If you do not know it or you do not remember it, leave it blank and the system will automatically type the 1st January of the current year. (e.g. 01/01/2021).
ENGLISH:
If your permanent address in your home country ("residenza") and temporary address in Italy or elsewhere ("domicilio") are different, you are required to fill in information on your current address as shown below.
ENGLISH:
fill in your contacts to receive emails and documents by UniTo and declare to have read the Privacy policy, then click on “Next” to continue.
ENGLISH:
you have filled in all your personal data. Click on “Next” to continue and verify your data.
ENGLISH:
verify your personal data and modify them if necessary.
ENGLISH:
Once you have filled in your personal data, click on Enrolments Matriculation to start the enrolment procedure for the degree program of your interest.
ENGLISH:
select “New enrolment” on the Enrolment page as shown below.
ENGLISH:
click on “Enrolment” to continue as shown below.

Before proceeding with the on line enrolment, please read the information text.
Then click on the button “Enrolment” at the end of this page.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Session</th>
<th>Info</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Select Course</td>
<td>General page before the educational choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Type of enrolment application</td>
<td></td>
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<tr>
<td></td>
<td>Admission spot</td>
<td></td>
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<tr>
<td></td>
<td>Type of study courses listing</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Course listing</td>
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<td></td>
<td>Study plan and funding</td>
<td></td>
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<tr>
<td></td>
<td>Summary of the educational choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B - Obtain or edit the residence permit</td>
<td></td>
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<tr>
<td></td>
<td>Residence permit</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Summary of the residence permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C - Prepare or edit identification document</td>
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<tr>
<td></td>
<td>Identification documents</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>D - Qualifications required</td>
<td></td>
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<td></td>
<td>Qualifications card</td>
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<td></td>
<td>E - Questionnaires required before the enrolment confirmation</td>
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<td></td>
<td>Questionnaires</td>
<td></td>
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<tr>
<td></td>
<td>F - Enrolment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Environment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Confirm enrolment card</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>G - On this page you can upload documents</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Attachments summary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enrolment
ENGLISH:
click on “Next” to continue.

During the enrolment process you will be asked to upload copy the following documents:
- Italian tax/ fiscal code (both sides)
- Valid identity document (both sides)
- Documenta format photo with the following characteristic:
  - dimensions: 35x40 mm
  - bitmap or jpeg format
  - 300x400 pixel minimum resolution
ENGLISH:
choose “standard enrolment” and click on “Next” to continue.
ENGLISH:
select the kind of degree program you wish to enrol for.

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Enrolment: Type of enrolment:
In this page you have to choose the type of admission.

1. Enrolment in Degrees without restricted number of places: if you want to enrol in a Degree Program/Master for which there is no entrance test or in a PhD.

2. Enrolment in Degrees with restricted number of places: if you want to enrol in a Degree Program/Master for which you have already taken the entrance test and your status is ACCEPTED.

For PhD course, select: “Enrolment in courses without restricted number of places”

Select type of enrolment:
- Enrolment in Degree Programs without restricted number of places
ENGLISH:
select the program you wish to enrol for (laurea/undergraduate degree program; laurea magistrale/postgraduate degree program or laurea magistrale a ciclo unico/5-6-year postgraduate degree program) and click on “Next” to continue.
ENGLISH:
select the degree program you wish to enrol for as shown in the list below and click on “Next” to continue.
ENGLISH:
check your selection and click on “Confirm and proceed” to continue.
ENGLISH:
If you are a non-EU citizen and you hold a valid residence permit to enrol or have applied to obtain the residence permit, fill in information on your residence permit as shown below. If you do not own a residence permit yet, please read below...
ENGLISH:
If you are not yet in possession of a residence permit, please fill in the fields with information related to your study visa. If you are not yet in possession of your visa either, please fill in the information below with your passport data. Please notice that your enrollment procedure will remain pending until you obtain your study visa. As soon as you obtain it, please send it to us by mail, so that we can unblock your procedure.
ENGLISH:
verify your residence permit details and click on “confirm” to continue.

This page summarizes the residence permit data filled in. If they are correct, proceed with “confirm”, otherwise click on “back” to make some changes.

Residence Permit
- Date of issue: 01/08/2021
- Date of expiry: 30/04/2022
- Residence permit type: application submitted
ENGLISH:
click on “upload attachment” as shown below and upload a scanned copy of your residence permit or residence permit application (or visa, or passport)
ENGLISH:
Once you have uploaded your residence permit or residence permit application, click on “next” to continue.
ENGLISH:
check information on your residence permit or residence permit application and click on “next” to continue.
ENGLISH:
fill in information on your ID document (e.g. passport) and click on “upload new ID” as shown below.
ENGLISH:
fill in your ID document (e.g. passport) as shown below and click on “next” to continue.
ENGLISH:
check your ID document data and click on “next” to continue.
ENGLISH:
Once you have filled in information on your ID document, click on “upload attachment” to upload it as shown below.
ENGLISH:
fill in all required fields, upload your ID and click on “Next” to continue as shown below.

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ENGLISH:
check your ID data and attachment and click on “next” to continue.
ENGLISH:
click on “next” to continue as shown below.
ENGLISH:
upload your passport photo as shown below, by clicking on “Scegli file”, then “upload photo”.

Registration: Personal photo

Upload your passport photo as shown below, by clicking on “Choose file”, then “Upload photo”.

Note: the size of the picture must be 35x40mm (Max 30MByte)
ENGLISH:
Click on “Submit” to fill in information on your study qualifications as shown below.

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ENGLISH:
choose the suitable option on your high school diploma. Select “foreign” if you hold a foreign high school diploma and “foreign institution” if the diploma was awarded by a foreign school as shown below. Click on “next” to continue.
ENGLISH:
fill in all required data on your study qualification to enrol in the degree program of your interest (high school diploma, university degree) as shown below. Click on “Proceed” to continue.
ENGLISH:
Once information on your study qualification has been correctly filled in, click on “Proceed” as shown below.
ENGLISH:
Once all details on your study qualifications have been correctly filled in, information appears as shown below. Click on “Confirm and Proceed” to continue.
ENGLISH:
fill in the required surveys to continue the enrolment process as shown below.

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ENGLISH:
fill in the first survey and click on “next” to continue.
If you prefer not to fill in the survey, just click on the last question (“Warning”) and click on “next” to continue.
ENGLISH:
Click on “Conferma” to confirm your answers and continue.

ATTENZIONE
Se premi il pulsante “Esci” senza aver confermato, perderai tutte le informazioni inserite e dovrai ricompiere il questionario dall’inizio.

Information about the student family background
Please select your mother's highest educational qualification: middle school
Please select your father's highest educational qualification: high/secondary school
Please select your mother's most recent job type (even if she is now unemployed, retired or deceased)
ENGLISH:
Once your answers have been confirmed, click on “Esci” to continue as shown below.
ENGLISH:
Once a survey has been correctly filled in, the survey status turns green as shown below. Click on “Complete” to fill in the second survey as well.
ENGLISH:
choose one of the available options and click on “Avanti” to fill in the survey as shown below.
ENGLISH:
check your answers and click on “Conferma” to confirm and continue as shown below.
Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione
Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

ENGLISH:
click on “Esci” to continue.
ENGLISH:
Once you have correctly filled in all mandatory surveys, the survey status turns green. Click on “Next” to continue.
ENGLISH:
Now you have to fill in additional mandatory information to enrol. Click on “Next” to continue.
If you have already been enrolled in an Italian university, please select the date and the institution of your first enrollment in the Italian system.
ENGLISH:
choose if you want to enrol as a full-time or part-time student. Click on “Next” to continue.
ENGLISH:
check your enrolment information and click on “Confirm” to confirm your enrolment.

<table>
<thead>
<tr>
<th>Details for enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Kind of Degree</td>
</tr>
<tr>
<td>Kind of Study Course</td>
</tr>
<tr>
<td>Type of Enrolment</td>
</tr>
<tr>
<td>Study Course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment at the University System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other details for enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching approach</td>
</tr>
<tr>
<td>Employment status</td>
</tr>
<tr>
<td>Placement Type</td>
</tr>
</tbody>
</table>

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ENGLISH:
Your procedure will be blocked by the international students desk in order to verify that you have completed all the necessary admission steps. Once we do, you will receive an email and you will then be able to proceed with the procedure and with the payment of the enrolment fee.

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ENGLISH:
upload all required documents, such as the Italian tax code by clicking on “upload attachment”.
If you do not hold an Italian tax code yet, upload your ID.
Click on “Proceed” to continue.
The “status” turns green if the document has been correctly updated. Click on “Proceed” to continue.
ENGLISH:
rank the online enrolment procedure as shown below. Click on “next” to continue.

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Rank the procedure
Are you satisfied with the online procedure you just completed?

1 - not at all 2 3 4 5 6 - complete

Do you consider the available information on the procedure you just completed adequate?

1 - not at all 2 3 4 5 6 - complete

Next
ENGLISH:
verify information for the enrolment and if everything is correct, click on “print application form” to generate the enrolment form. Print it, sign it and make sure to upload it in your MyUniTo profile under “Enrolment” “Career attachments”.

Please note that to complete your enrolment, you are required to pay the enrolment fee by clicking on “Check payments”, but will not be allowed to proceed on your own. Wait for the International Students Desk to verify your enrollment and unblock the online payment and pay the required fee via PagoPA.

Click on “Check payments” to pay the enrolment fee.

<table>
<thead>
<tr>
<th>Enrolment data</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic year</td>
<td>2021</td>
</tr>
<tr>
<td>Department</td>
<td>Agricultural, Forestry and Food Sciences</td>
</tr>
<tr>
<td>Degree program level</td>
<td>FIRST CYCLE DEGREE</td>
</tr>
<tr>
<td>Degree type</td>
<td>Undergraduate Degree</td>
</tr>
<tr>
<td>Enrolment type</td>
<td>Standard Enrolment</td>
</tr>
<tr>
<td>Degree</td>
<td>FORESTRY AND ENVIRONMENTAL SCIENCES</td>
</tr>
<tr>
<td>Teaching regulation/PhD cycle</td>
<td>FORESTRY AND ENVIRONMENTAL SCIENCES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrolment data</th>
<th>2021/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>01/09/2021</td>
</tr>
<tr>
<td>University</td>
<td>Università degli Studi di TORINO - TEST</td>
</tr>
</tbody>
</table>

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ENGLISH:
click on “check payments” to pay the enrollment fee.
the payment status appears as not paid and the payment function is not active as shown as “NON ABILITATO”. Wait for the International Students Desk to verify your enrollment and unblock the online payment and pay the required enrollment fee via PagoPA. Check your payment status under “status” and upload the payment receipt in your MyUniTo profile under “Enrolment” “Career attachments”.

ENGLISH:

Wait for the International Students Desk to verify your enrollment and unblock the online payment and pay the required enrollment fee via PagoPA. Check your payment status under “status” and upload the payment receipt in your MyUniTo profile under “Enrolment” “Career attachments”.

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