ENROLMENT PROCEDURE FOR UNDERGRADUATE, POSTGRADUATE AND 5-YEAR POSTGRADUATE DEGREE PROGRAMS WITH RESTRICTED NUMBER OF PLACES FOR INTERNATIONAL STUDENTS A.Y. 2021/2022

V. 01, 2021-10-08

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).
ENGLISH:
log in with your username and password as shown below.
ENGLISH:
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”.

```
Kind of identification document: Passport
Number: 123456
Issued by:
Issue date: 01/01/2023
Expire date: 01/01/2028
```
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).

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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.
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.

![Enrolment Image]

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ENGLISH:
click on “Next” to continue.

During the enrollment process you will be asked to upload copy the following documents:
- valid identity document (both sides)
- document format photo with the following characteristics:
  - dimensions 35x45 mm
  - bitmap or jpeg format
  - 300x420 pixel minimum resolution

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ENGLISH:
choose “standard enrolment” and click on “Next” to continue.
ENGLISH:
select the kind of degree program you wish to enrol for.
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.

<table>
<thead>
<tr>
<th>Department</th>
<th>PhD Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural, Forestry and Food Sciences</td>
<td>AGRICULTURAL SCIENCE AND TECHNOLOGY</td>
</tr>
<tr>
<td></td>
<td>FORESTRY AND ENVIRONMENTAL SCIENCES</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEMISTRY AND CHEMICAL TECHNOLOGY</td>
</tr>
<tr>
<td></td>
<td>MATERIALS SCIENCE AND TECHNOLOGY</td>
</tr>
<tr>
<td>Computer Science</td>
<td>COMPUTER SCIENCE</td>
</tr>
<tr>
<td>Physics</td>
<td>PHILOSOPHY</td>
</tr>
<tr>
<td></td>
<td>OPTICS AND OPTOEOMETRY</td>
</tr>
<tr>
<td>Science and Technology for Drugs</td>
<td>PHYSICS</td>
</tr>
<tr>
<td>Veterinary Sciences</td>
<td>HERBAL PRODUCTS</td>
</tr>
<tr>
<td></td>
<td>PRODUCTION AND MANAGEMENT OF DOMESTIC AND WILD ANIMALS</td>
</tr>
</tbody>
</table>
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...

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Residence Permits
In this page you can upload or modify your residence permit date

Residence permits list
There are no residence permits attached

Upload a new residence permit

Back Next
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.

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ENGLISH:
verify your residence permit details and click on “confirm” to continue.
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.

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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.
ENGLISH:
check your ID data and attachment and click on “next” to continue.
ENGLISH:
click on “next” to continue as shown below.

<table>
<thead>
<tr>
<th>Tipo di Documento</th>
<th>Numero</th>
<th>Ente Emittente</th>
<th>Data Emissione</th>
<th>Data Scadenza</th>
<th>Stato</th>
<th>Presenta allegati</th>
<th>Azioni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passaporto</td>
<td>xxxx</td>
<td>--</td>
<td>01/09/2021</td>
<td>01/09/2025</td>
<td>S</td>
<td>Sì</td>
<td></td>
</tr>
</tbody>
</table>
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”.

Preview photo

Note: the size of the picture must be 35x40mm (Max 30MB per file).

NGTE: to load the image click on ‘Upload Photo’.
ENGLISH:
Click on “Submit” to fill in information on your study qualifications as shown below.
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.

<table>
<thead>
<tr>
<th>Degree/Diploma Data</th>
<th>[\text{ Institute: }\text{Diploma Estero}]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree/Diploma (free description)</td>
<td>High school diploma</td>
</tr>
<tr>
<td>Institute</td>
<td>xxx</td>
</tr>
<tr>
<td>Date of graduation*</td>
<td>2015</td>
</tr>
<tr>
<td>Grade*</td>
<td>75</td>
</tr>
<tr>
<td>60 e 100</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Afghanistan</td>
</tr>
</tbody>
</table>

![myunito](image)

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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.
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.
Once your answers have been confirmed, click on “Esci” to continue as shown below.
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.
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.

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### Confirm previous choices
This is a summary of your previous choices. If they are correct, please confirm. If not, please modify your choices using “Cancel” button.

#### Details for enrolment

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Culture, Disability and Society</td>
</tr>
<tr>
<td>Kind of Degree</td>
<td>First Cycle Degree</td>
</tr>
<tr>
<td>Kind of study course</td>
<td>UNIDU</td>
</tr>
<tr>
<td>Type of enrolment</td>
<td>Standard curriculum</td>
</tr>
<tr>
<td>Study course</td>
<td>SOCIAL POLICY</td>
</tr>
</tbody>
</table>

#### Enrollment at the University System

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>01/09/2020</td>
</tr>
<tr>
<td>Institution</td>
<td>Università degli Studi di Torino</td>
</tr>
</tbody>
</table>

#### Other details for enrolment

<table>
<thead>
<tr>
<th>Teaching approach</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment status</td>
<td>Undergraduate student full-time</td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
</tbody>
</table>
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.
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 - completely

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

1 - not at all  2  3  4  5  6 - completely
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>Academic year</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<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) A.y</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.
ENGLISH:

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”.

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