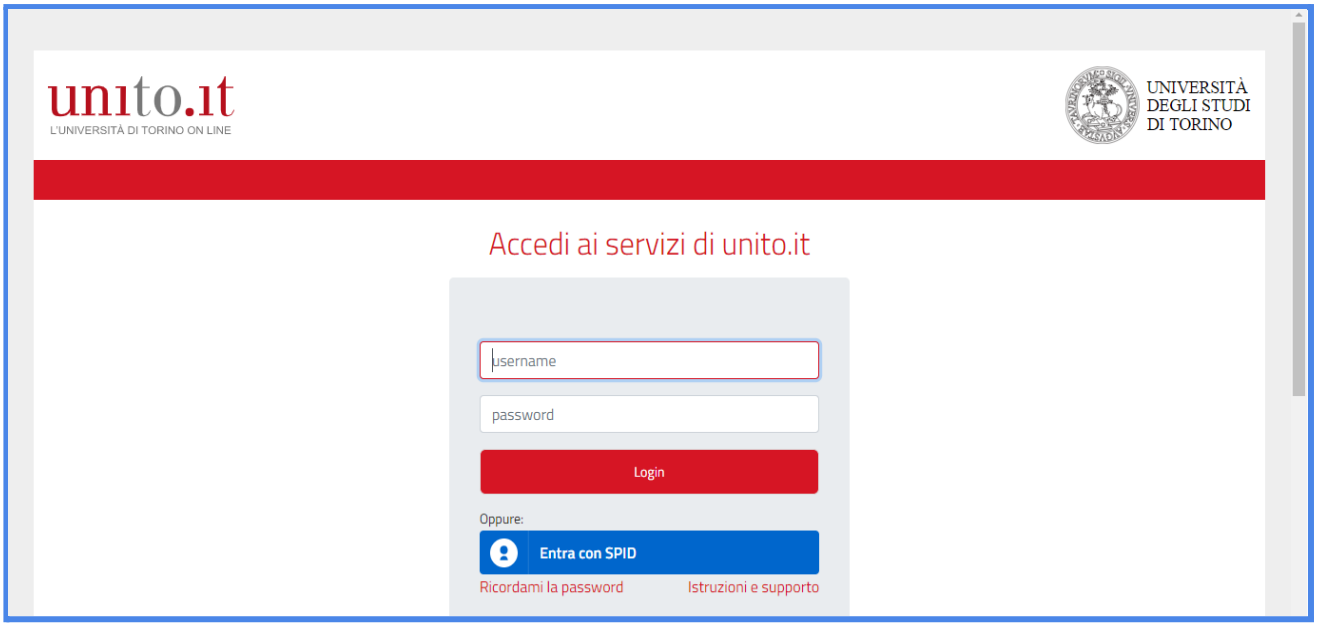
Guidelines to the Preliminary Enrollment Procedure for postgraduate degree programs of the Hub Human Sciences

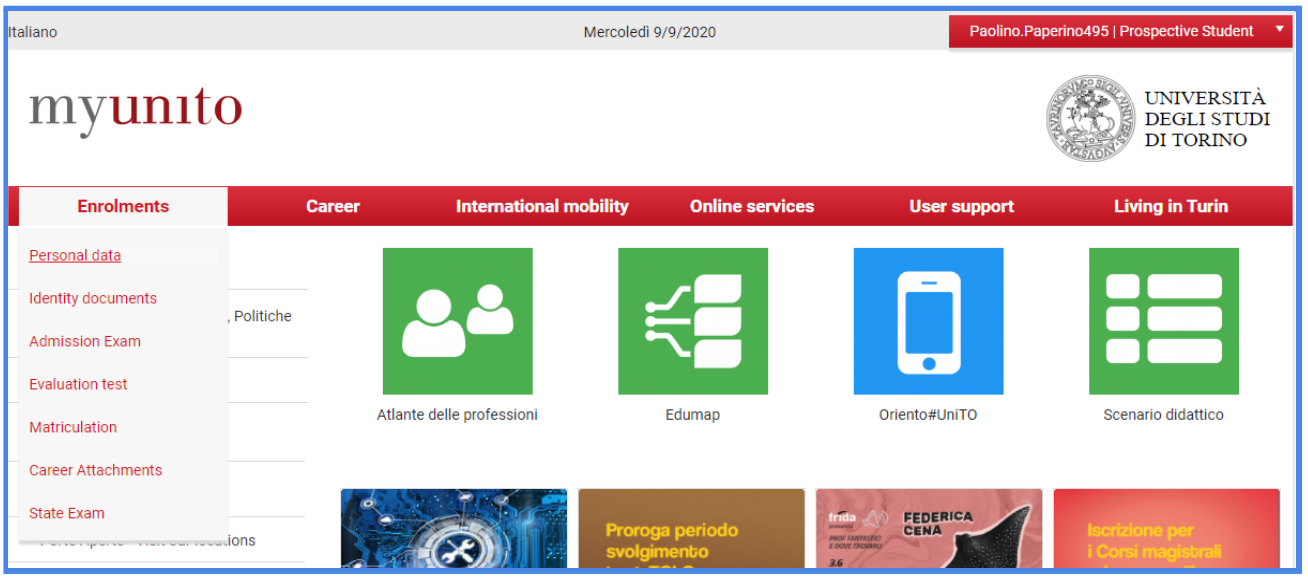
V.01 23/09/2021

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).

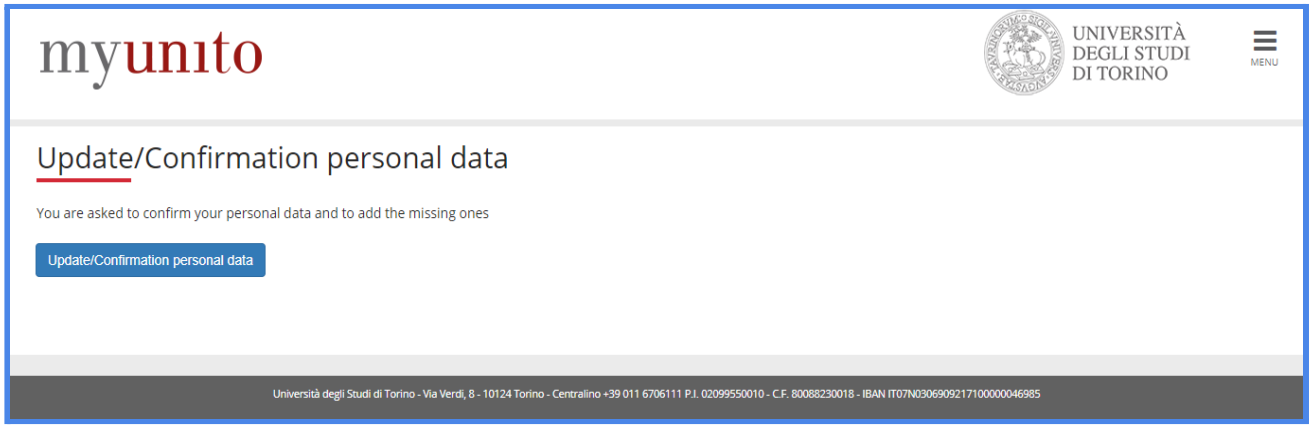
Log in with your username and password as shown below.



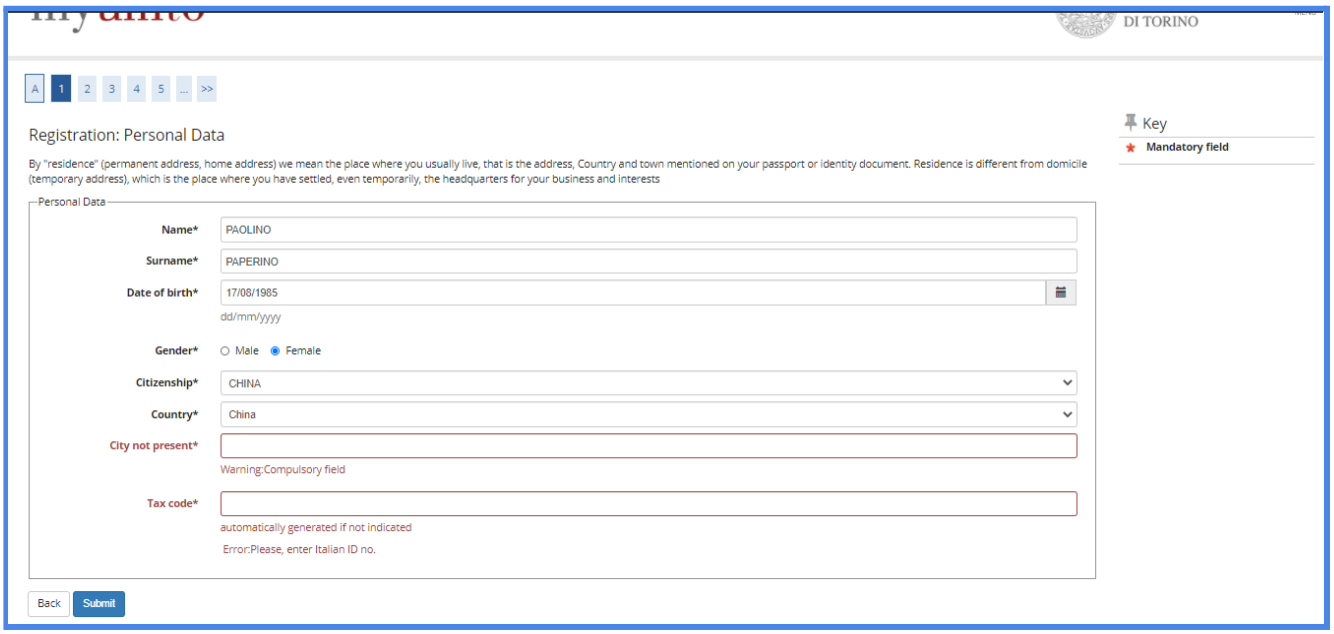
If you have not filled in your personal data yet, click on **Enrolments** **Personal data** and fill in your personal data. These details are necessary for the International Students Desk in order to support you in the enrolment procedure and the payment of the required enrolment fee.



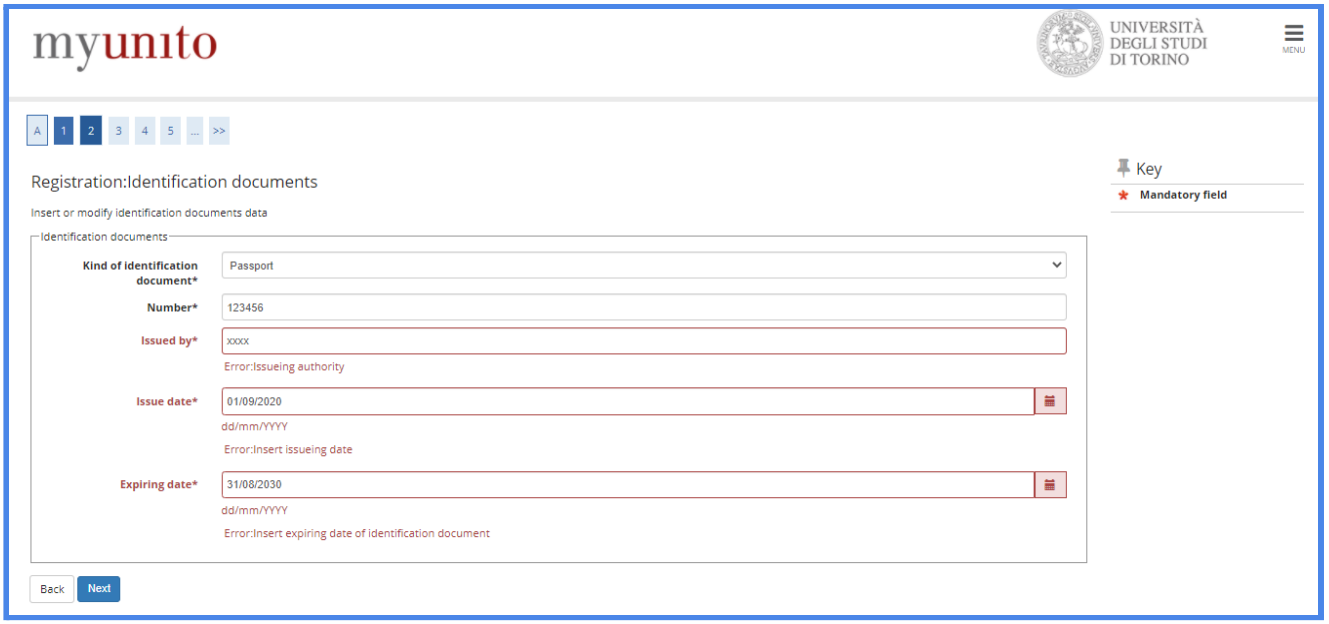
Click on **Update/Confirmation personal data**



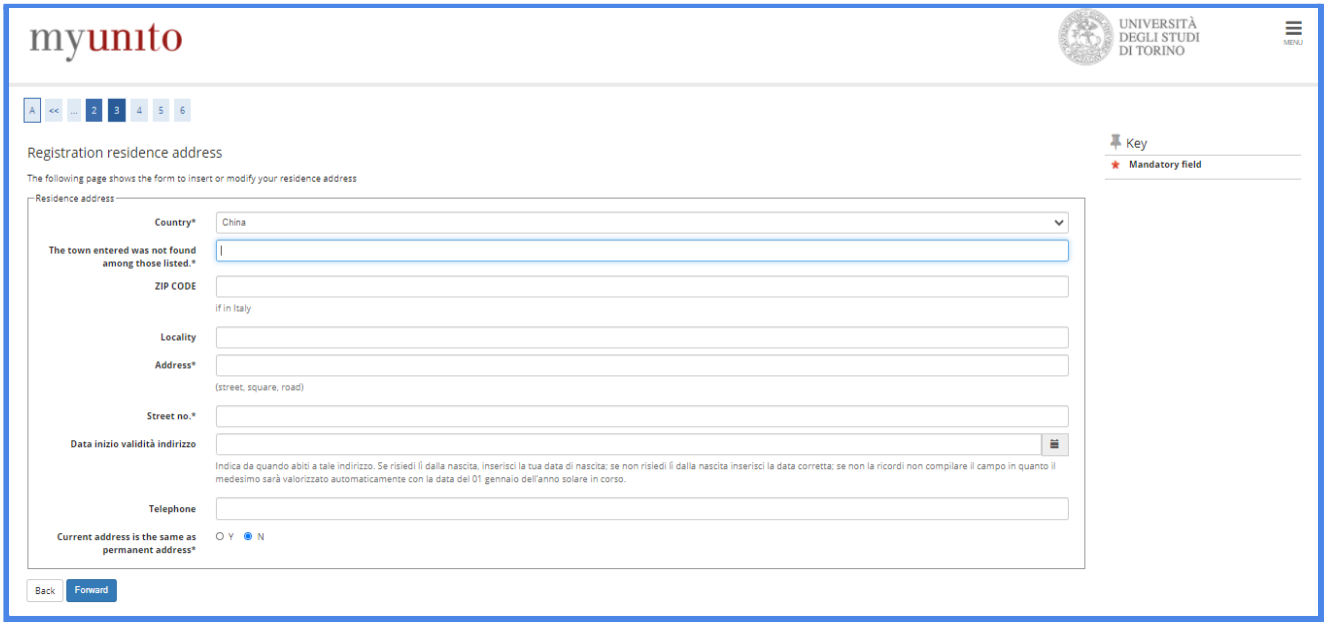
Fill in your personal data as shown below. If you are a non-EU citizen, your Italian tax code is automatically calculated by UniTo.
Leave the “Tax code” section blank, wait for the system to automatically calculate it and click on **Submit** to continue.



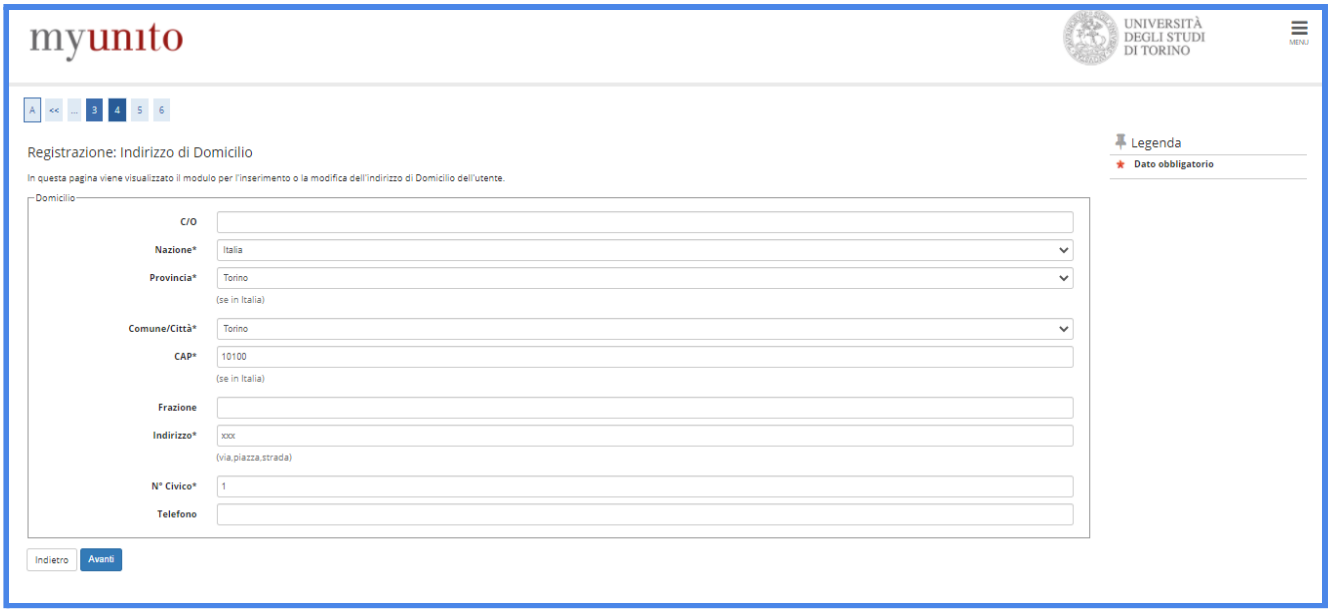
Fill in your ID document information as shown below and click on **Next**.



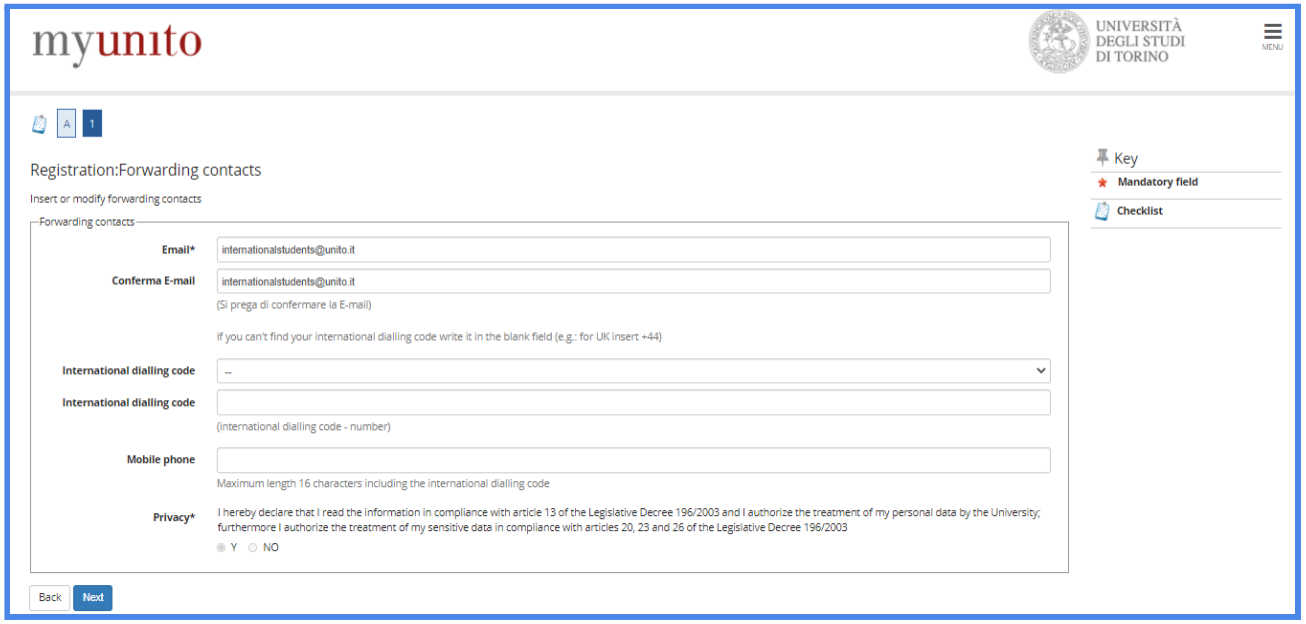
Fill in information on your residence (address in your home country). The street number ("Street no.*" field) is mandatory: if you do not know your street number or the street number is not present, please type "1" and click on **Forward** to continue.
In the "Data inizio validità indirizzo" field, you 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).



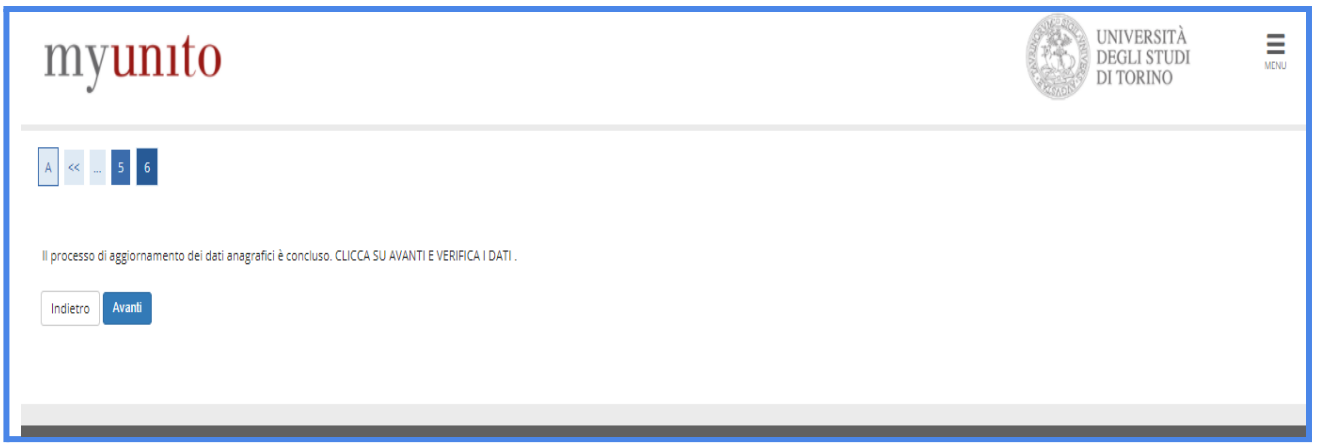
If your permanent address in your home country ("residenza") and temporary address in Italy or elsewhere ("domicilio") are different, you are required to fill in information on your current address as shown below.



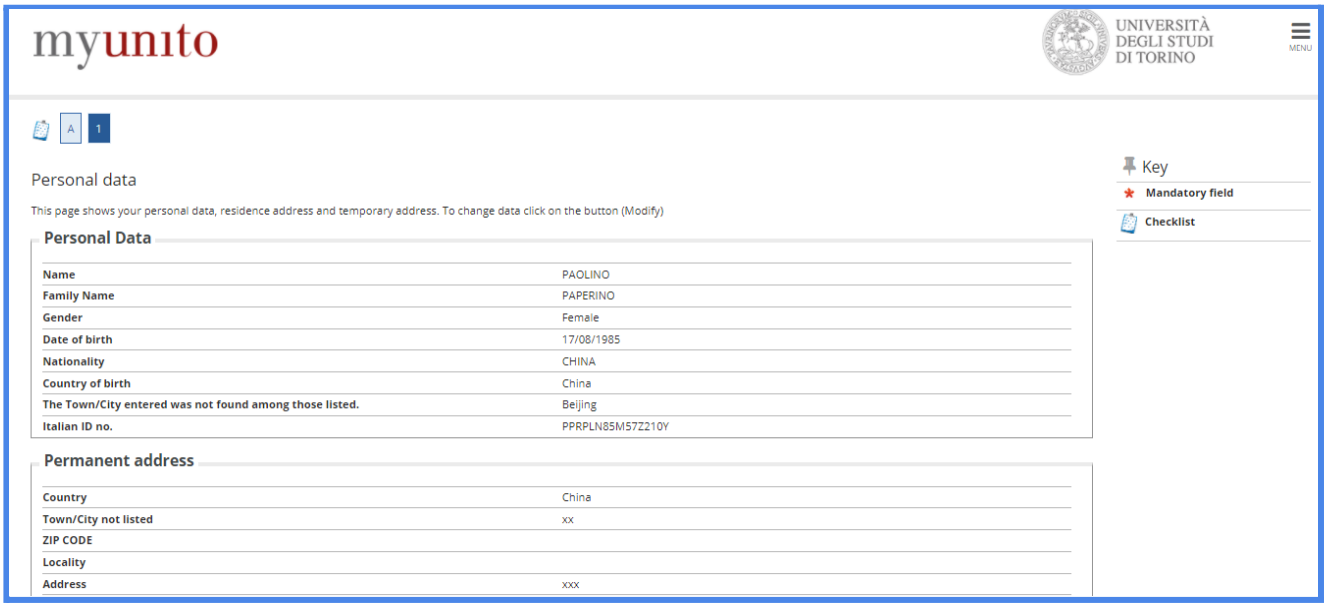
Fill in your contacts to receive emails and documents by UniTo and declare to have read the Privacy policy, then click on **Next** to continue.



You have filled in all your personal data. Click on **Next** to continue and verify your data.

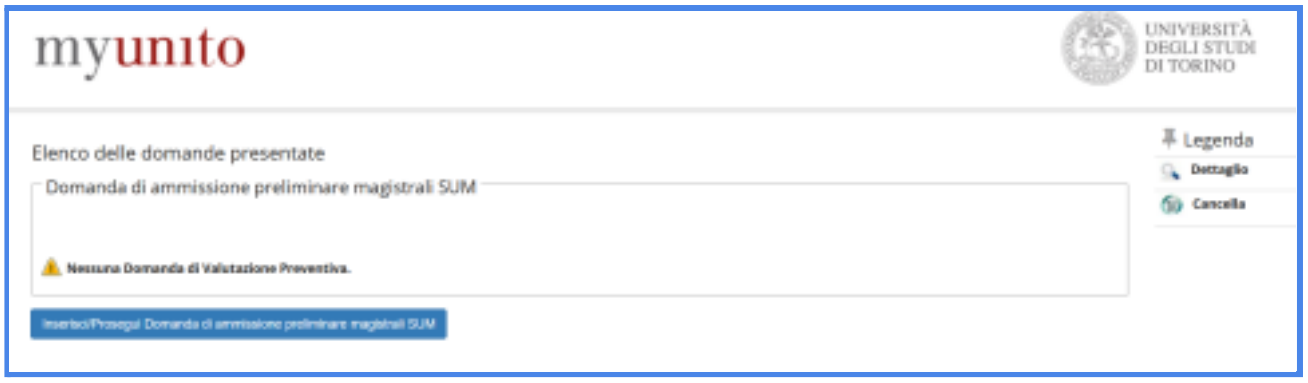


Verify your personal data and modify them if necessary.



Go back to the home page, select **Enrolments/Iscrizioni** and then **Preliminary Request for Admission - Magistrali Sum/Domanda di ammissione preliminare magistrali SUM**.

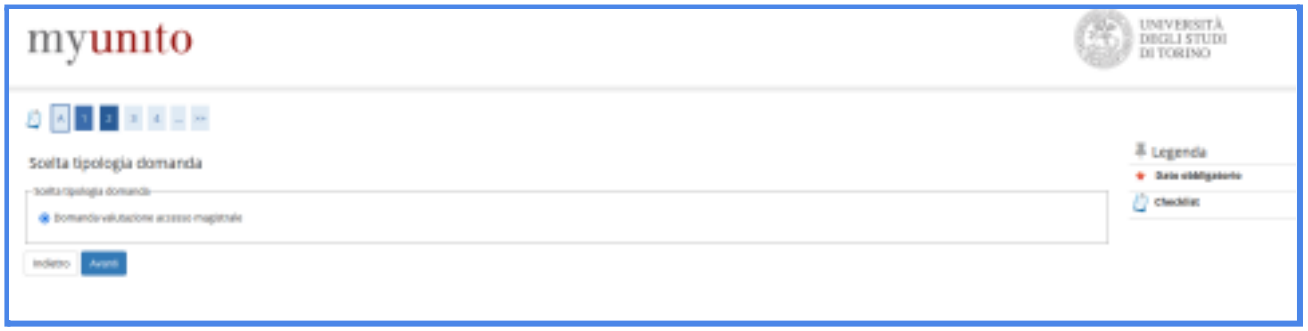
Select **Inserisci/prosegui Domanda di ammissione preliminare magistrali SUM** to start the enrolment procedure.



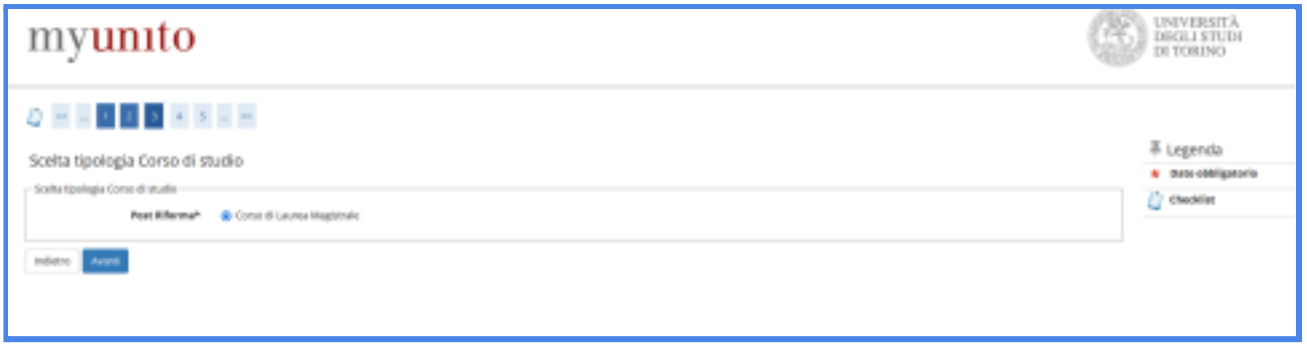
Select **Domanda di ammissione preliminare magistrali SUM** to continue.

Click on **Avanti**

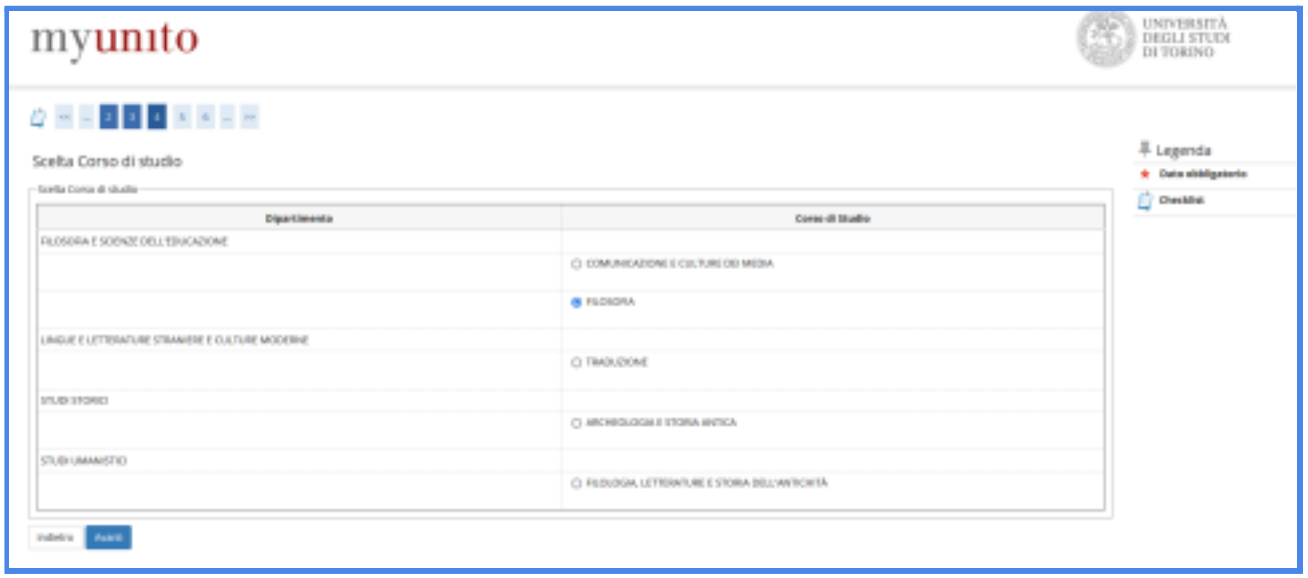
Select **Domanda valutazione accesso magistrale** and then **Avanti**.



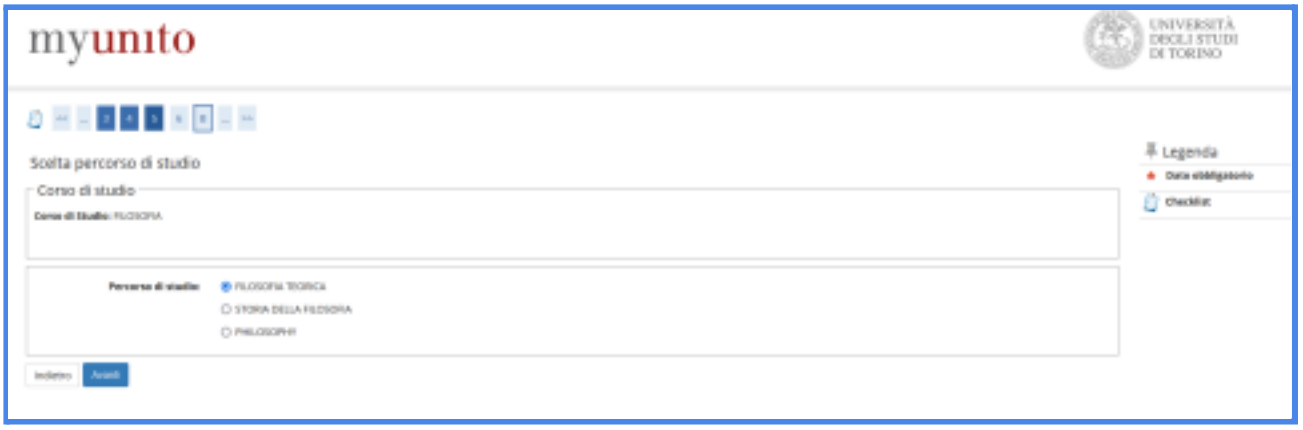
Choose **Corso di Laurea Magistrale/Postgraduate Degree** and then **Avanti**.



Choose the post-graduate degree program you wish to enroll in and then click on **Avanti**.

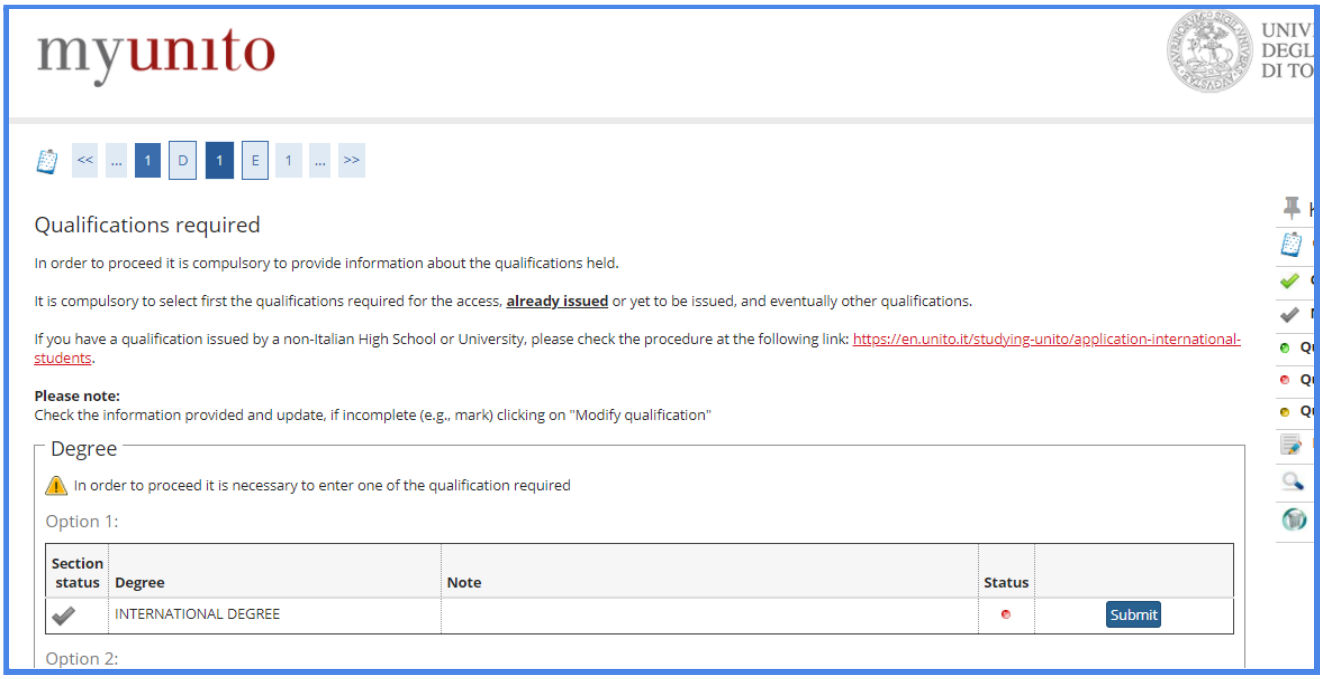


In case of multiple curricula, please select the one you are interested in and then click on **Avanti**.

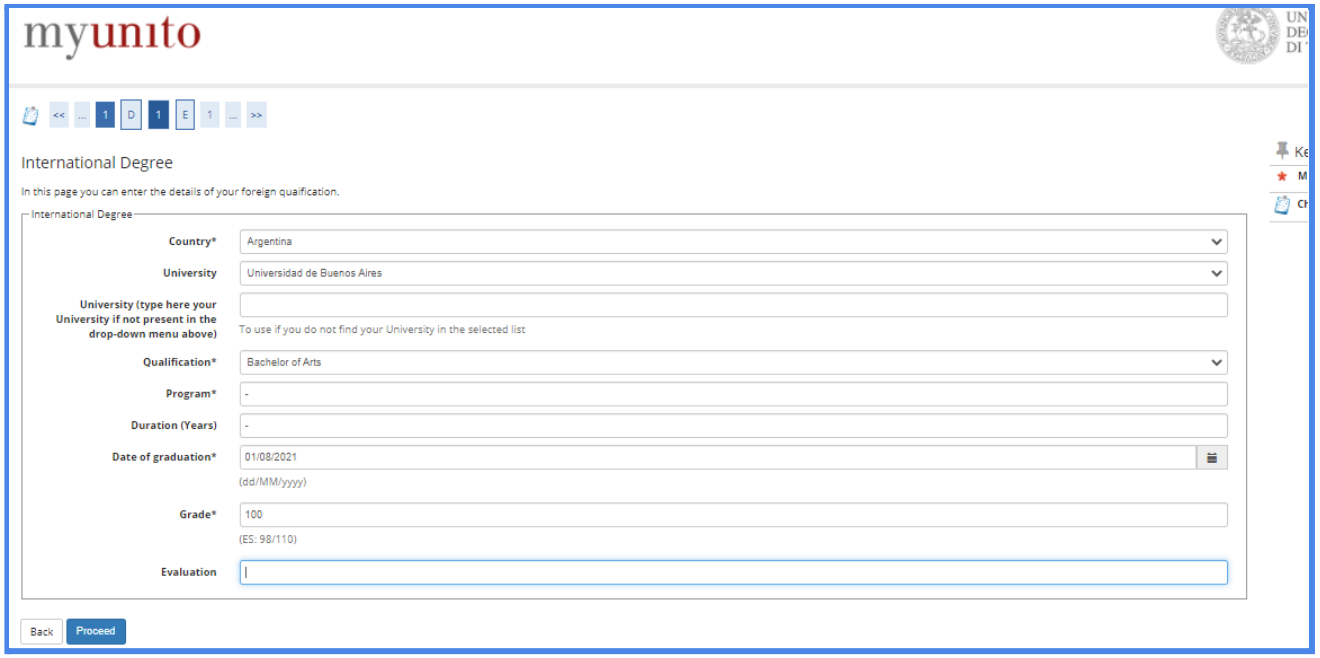


Check that the data you entered and then click on **Avanti**.

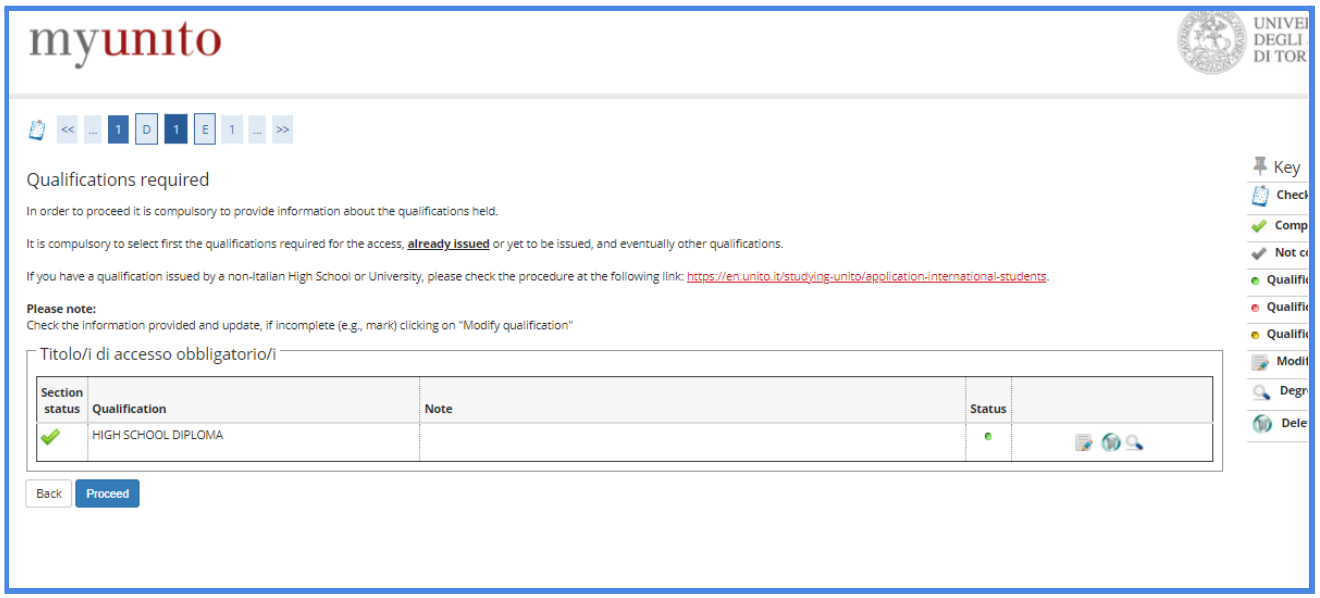
Select **INTERNATIONAL DEGREE/Titolo straniero**, click on **submit**, in order to fill in your international qualification information.



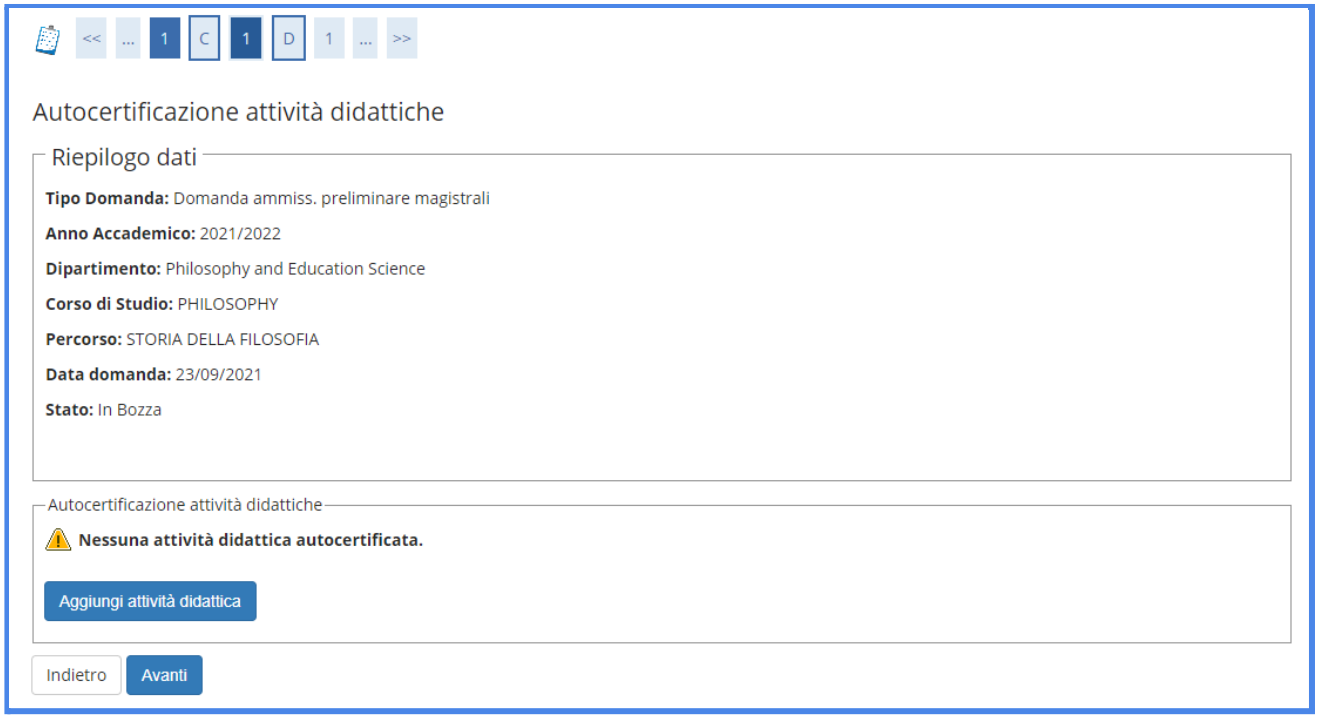
Fill in the required fields then click on **Proceed/Avanti**.



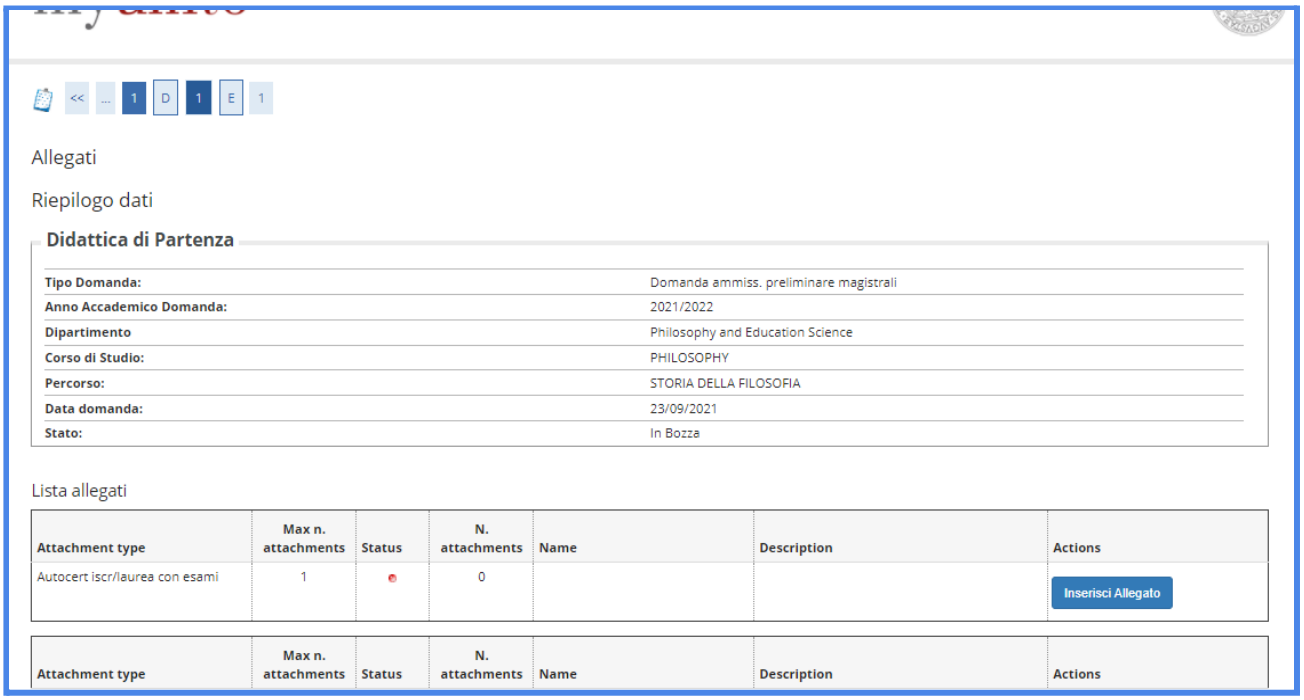
Click on **Proceed/Avanti** to continue.



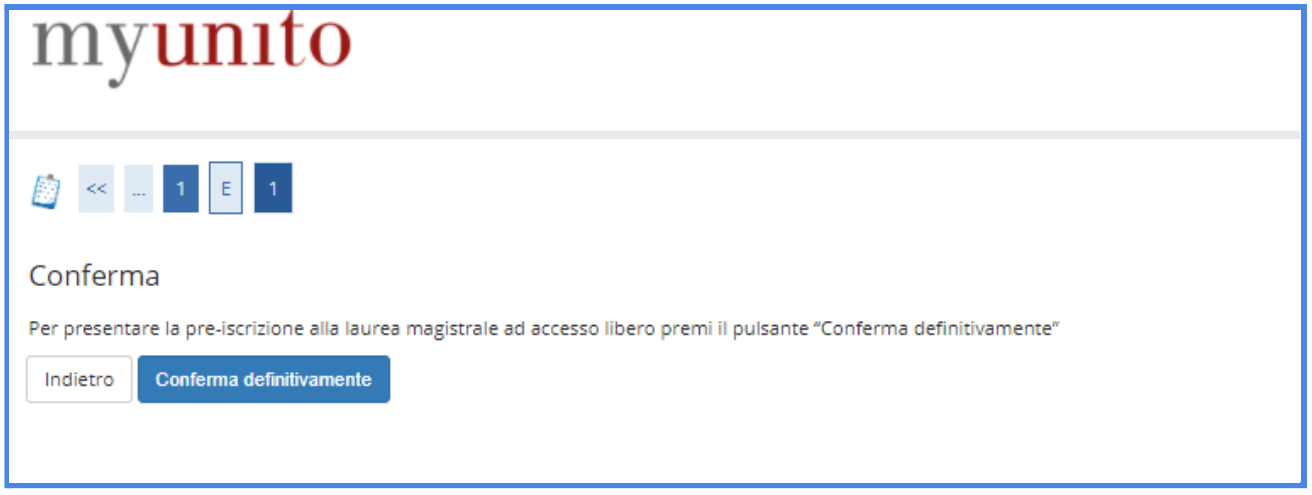
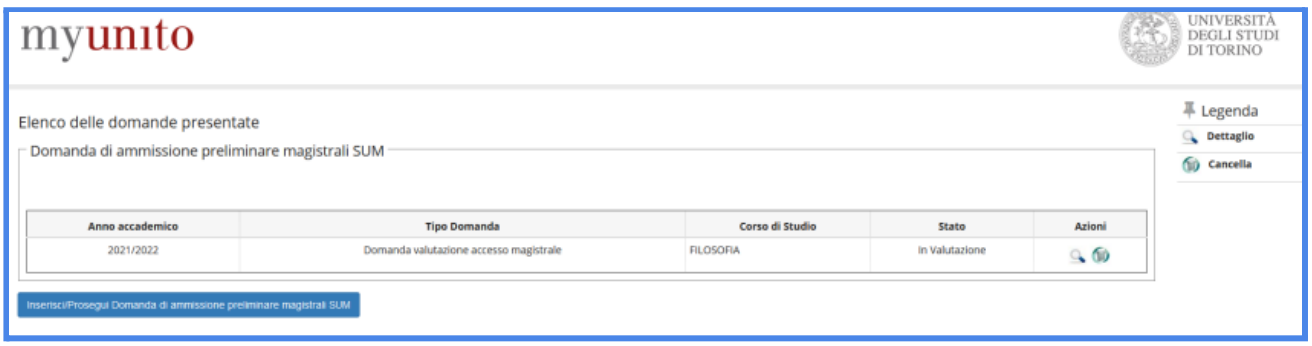
Click on **Avanti**, without adding any “Aggiungi attività didattica”.



Add your transcript of records under the section **Autocert iscr/laurea con esami** by clicking on **Inserisci Allegato**, then click on **Avanti**.



Click on **Conferma definitivamente** to confirm your enrollment request.



Take a **screenshot** of this last page and send it to internationalstudents@unito.it in order for the International Students Desk to check and enable your request. You will then receive by email the payment instructions. In the same e-mail please also add a copy of your **identity document** and, if necessary, of your **residence permit** or of your **study entry visa**.