

ENROLMENT PROCEDURE FOR INTERNATIONAL STUDENTS A.Y. 2024/2025

V. 06, 2024-08-08

log into UniTo website with the credentials you received when registering on the university portal.



log in with your username and password.





then click on [] **Enrolments** [] **Enrolment** to start the enrolment procedure for the degree program of your interest.





click on "Enrolment" to continue.

Before proceeding with the on line enrolment, please read the information <u>here</u> .				
Then click on the bottom "Enrolment" at the end of this page.				
Activity	Session	Info	Status	Legend:
A - Select Course		0	X	Information
	General page before the educational choice	0	Z	Working or open sessi
	Type of enrolment application	()	A	Locked session. It will i once you have comple
	Admission type	0	A	previous sessions
	Type of study courses listing	0	A	Completed session
	Courses listing	0	A	
	Study paths listing	6	A	
	Summary of the educational choice	0	A	
B - Insert or edit the residence permit		6	A	
	Summary residence permits	6	A	
C - Insert or edit the identification document		6)	A	
	Summary identification documents	6)	A	
D - Qualifications required				
	Qualifications detail			
E - Questionnaires requested before the enrolment confirmation				
	Select the questionnaire to complete			
F - Enrolment			A	
	Enrolment data		Ą	
	Confirm enrolment data		Ą	
G - On this page you can upload documents			-	
	Attachments summary		-	

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) - documents format photo with the following characteristic:

- dimensions 35x40 mm
 bitmap or jpeg format
 300x400 pixel minimum resolution





choose "standard enrolment" and click on "Next" to continue.



select the kind of degree program (with restricted number of places or with free admission) you wish to enrol for. myunito





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.

nrolment: Degree Type		∓ Ke
order to proceed plagra select the	action below	★ Ma
rorder to proceed please select the		📋 Ch
Degree Type		
post-reform (according to	O Undergraduate Degree	
the Italian Law)*	O 5 years Postgraduate Degree.	
	O Postgraduate Degree	
▲	O PhD	
	O Single Course	



select the degree program you wish to enrol for as shown in the list below and click on "Next" to continue. If the program you wish to enroll in is not available in this list, you probably selected the wrong type of course, so please go back to the previous screenshot.

rolmont: Courso		🖡 Key
forment. Course		\star Mandatory fie
rder to proceed please select the option below		Checklist
urse]
Department	PhD Course	
gricultural, Forestry and Food Sciences		
	O AGRICULTURAL SCIENCE AND TECHNOLOGY	
	O FORESTRY AND ENVIRONMENTAL SCIENCES	
hemistry		
	O CHEMISTRY AND CHEMICAL TECHNOLOGY	
	O MATERIALS SCIENCE AND TECHNOLOGY	
lomputer Science		

	O PHILOSOPHY
Physics	
	○ OPTICS AND OPTOMETRY
	O Physics
Science and Technology for Drugs	
	○ HERBAL PRODUCTS
Veterinary Sciences	
	O PRODUCTION AND MANAGEMENT OF DOMESTIC AND WILD ANIMALS



check the data you entered and click on "Confirm and proceed" to continue.

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Course details

In this page you can find all the information you entered. If they are correct, confirm and proceed, if they are not correct click on the Back button and make the proper changes.

Type of enrolment	Standard Enrolment	
Department	Culture, Politics and Society	
Degree program level	FIRST CYCLE DEGREE	
Degree program level	LAUREA	
Academic Year	2021/2022	
Dece/continuing education program/phd name	SOCIAL WORK	
lum	BIELLA	

the following page provides information on the possibility of enrolling in two different degree programs at the same time (contemporanea iscrizione).

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If you are currently enrolled in another degree program, click on yes, otherwise click on no.

myunito		rsità RINO
E « " B 1 2 3 4 " »		
Dettagli Dichiarazioni aggiuntive In questa pagina si inerscono i dettagli delle dichiarazioni aggiuntive		
Dettaglio Iscrizione		
Anno Accademico	2024	
Data Iscrizione	08/08/2024	
Facoltà	Law	
Corso di studio	GLOBAL LAW AND TRANSNATIONAL LEGAL STUDIES	
Ordinamento di Corso di Studio	GLOBAL LAW AND TRANSNATIONAL LEGAL STUDIES	
Percorso di studio	PERCORSO GENERICO	
Tipo iscrizione	Standard Enrolment	
Contemporanea iscrizione D.M. 930 del 29 luglio 2022. Seleziona "Si" se sel già iscritta/o ad un corso di studio e vuoi iscriverti a un nuovo corso di studio in contemporanea"	⊖ Si ⊖ No	
ropia tutti i campi consapevele delle responsabilità penali previste dagli artt. 75 e 76 del D.P.R. 28/12/2000 n.445 e s m.i. nel of falsità in atti e dichiarazioni mendaci		

If you clicked yes, please provide the details of the university and degree program you are currently enrolled in.

		* Mandatory field
In questa pagina si ineriscono i dettagli delle dichiarazioni aggiuntive		Checklist
_ Dettaglio Iscrizione		
Anno Accademico	2024	
Data Iscrizione	08/08/2024	
Facoltà	Agricultural, Forestry and Food Sciences	
Corso di studio	AGRICULTURAL SCIENCE AND TECHNOLOGY	
Ordinamento di Corso di Studio	AGRICULTURAL SCIENCE AND TECHNOLOGY	
Percorso di studio	PERCORSO GENERICO	
Tipo iscrizione	Standard Enrolment	
Contemporanea iscrizione D.M. 930 del 29 luglio 2022		
Seleziona "Sì" se sei già iscritta/o ad un corso di studio e vuoi iscriverti a un nuovo corso di studio in contemporanea*	● 51 ○ No	
Compila tutti i campi consapevole delle responsabilità penali previste dagli artt. 75 e 76 del D.P.R. 28/12/2000 n.445 e s.m.i. nel		
casi di faisita in atu e dichialazioni mendaci		
Dettagli		
Nazione dell'Ateneo a cui sei già iscritta/o*	digita per ricercare	
Ateneo a cui sei già iscritta/o	digita per ricercare 👻	
Atoneo estero a cui sei già iscritta/o *		
Tipologia di corso di studio a cui sei già iscritta/o	· v	
Denominazione dei corso di studio a cui sei già iscritta/o *		
Classe Ministeriale del corso di studio a cui sei già iscritta/o, se presente	digita per ricercare	
Vuoi usufruire dei benefici del Diritto allo studio universitario per la prima carriera (il corso di studio a cui sei già	O SI O No	
Iscritta/0)?*		
Rispondendo No, potral richiedere i benefici sul corso a cui ti stal iscrivendo adesso (seconda carriera). La scelta non è valida		
se al primo corso si é iscritti ad anni successivi al primo		



the following pages are a summary of your previous declarations. Check them and click on next.

myunito				The second se		VERSITÀ TORINO	MENU
E ≪ 2 3 4 5 C ≫							
Solo se hai compilato i dati ner la seconda iscrizione dichiari							
 di occare la persocre dei consisti di occare e di suor ricettate la modalità provista dall'Atones per la 		al conside corre (or containments del TOLC di ana por l'orrei ad accorre libere e tert di ammi		r Learning ad accord programmate)			
di essere in possesso del regulsiti di accesso e di avel rispettato le modalità previste dal Ateneo per ri		en secondo conso (es. sostenimiento dei notici di area per i consi ad accesso interio o cescidi amini del 20 Junii - 2022 guille sentempenenen institucione e due sensi	nissione pe	r corsi ad accesso programmato)			
oriessere a conoscenza dei vincon e dei presupposi previsi dana beggen. 55 dei 12 aprile 2022 e dei b	w. 950	der 29 rugilo 2022 suita contemporanea iscrizione a que corsi					
 di essere a conoscenza che riscrizione al secondo corso e condizionata all'esito positivo della ventica d 	ei requi:	iti di compatibilità tra i due corsi					
Indietro							
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myunito					DI	TORINO	MENU
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Gestione dichiarazioni aggiuntive iscrizione annuale						Checklist	
In questa pagina sono elencate le dichiarazioni aggiuntive iscrizione annuale						 Dichiarazione inserita 	
Anno accademico: 2024						• Dichiarazione obbligatoria non ins	erita
Dichiarazioni						Dichiarazione opzionale non inseri	.ta
Stato Dich	iarazio	te Val	alore	Dettaglio Valore	Azioni	🔍 Dettaglio dichiarazione	
 Seleziona "Si" se sei già iscritta/o ad un corso di studio e 	e vuoi ise	riverti a un nuovo corso di studio in contemporanea No			S	Cancella dichiarazione	
Indietro Procesti						-	
<i>my</i> unito						VERSITÀ TORINO	MENU
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Gestione dichiarazioni aggiuntive iscrizione annuale						E Checklist	
In questa pagina sono elencate le dichiarazioni aggiuntive iscrizione annuale						 Dichiarazione inserita 	
Anno accademico: 2024						o Dichiarazione obbligatoria non inse	rita:
Dichiarazioni						 Dichiarazione opzionale non inserit 	.a
Stato Dichiarazione	Valore	Dettaglio		Valore	Azioni	Oettaglio dichiarazione	
 Seleziona "Si" se sei già iscritta/o ad un corso di studio e vuoi iscriverti a un nuovo corso di studio in contemporanea 	Si				9.60	Cancella dichiarazione	
		Nazione dell'Ateneo a cui sei già iscritta/o		italy			
		- Ateneo a cui sei già iscritta/o	,	Università degli Studi di CAGLIARI			
		Tipologia di corso di studio a cui sei già iscritta/o	l	Undergraduate Degree			
		Denominazione del corso di studio a cui sei già iscritta/o	9	SCIENZE DELLE BALENE			
		Classe Ministeriale del corso di studio a cui sei già iscritta/o, se presente	0	Classe delle lauree in Scienze geologiche			
		Vuoi usufruire dei benefici del Diritto allo studio universitario per la prima carriera (il corso di s cui sei già iscritta/o)?	i studio a	51			
Indietro Procedi		·					



If you are a non-EU citizen and you hold a valid residence permit, fill in information on your residence permit. If you do not own a residence permit yet, fill in the information of your application for the residence permit. If you have not submitted the request yet, enter the data of your passport.



myunito

Residence permit	
In this page you can upload or modify y	our residence permit data.
Residence permit	
Date of issue*	01/08/2021
	(gg/mm/aaaa)
Expiry date	30/04/2022
	(gg/mm/aaaa)
Residence permit type*	application submitted
Back	



verify your residence permit details and click on "Confirm" to continue.



click on "Upload attachment" and upload a scanned copy of your residence permit or residence permit application or passport.





Once you have uploaded your residence permit or residence permit application or passport, click on "next" to continue.



check information on your residence permit or residence permit application and click on "next" to continue.



4

Residence Permits					
In this page you can upload	or modify your residence permit data				
Residence permits list	t				
Date of issue	Date of expiry	Residence permit type	Attachment	Status	Actions
01/08/2021	30/04/2022	application submitted	Si	٥	



fill in information on your ID document (e.g. passport) and click on "upload new ID".



fill in your ID document (e.g. passport) and click on "next" to continue.

myunito
Identity documents
In this page you can upload or modify your ID data.
 _Identity documents
ID type* Passport
Number* xxxxxxxxx
Issued by
Date of issue*
(gg/mm/aaaa
Date of expiry*
(gg/mm/aaaa
 Date of expiry*



check your ID document data and click on "next" to continue.

myunito	
Confirm your ID data	
Identification document	
ID type	Passport
Number	X0000000
Issued by	-
ate of issue	01/09/2021
e of expiry	01/09/2035
Berry	

Once you have filled in information on your ID document, click on "upload attachment" to upload it.



Back Next

D data summary		
Identity Document		
ID type	Passport	
Number	X000000X	
Issued by	-	
Date of issue	01/09/2021	
Date of expiry	01/09/2035	



fill in all required fields, upload your ID and click on "Next" to continue.

	myunito				
	[]				
	Attachments				
	In this page in the section "details" you	have to upload the ID.			
	– Documento di Identità –				
	ID type		Passport		
	Number		X000000X		
	Issued by		-		
	Date of issue		01/09/2021		
	Date of expiry		01/09/2035		
	Details				
	Attachment type:*	Passport			
	Description:*				
				Available character	
				Available character.	
•	File: *	Scegli file 1.PNG			
7					
-	Back				



check your ID data and attachment and click on "next" to continue.



click on "next" to continue





upload your passport photo, 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"



click on "Submit" to fill in information on your study qualifications.

[] < 1 D 1 E 1 >>					
Qualifications required					
In order to proceed it is compulsory to provide information	about the qualifications held.				
It is compulsory to select first the qualifications required for	or the access, <u>already issued</u> or yet to be issued, and eventually	y other qualifications.			
If you have a qualification issued by a non-Italian High Scho students.	ool or University, please check the procedure at the following lin	nk: https://en.unito.it/studying-unito/application-international-			
Please note: Check the information provided and update, if incomplete	(e.g., mark) clicking on "Modify qualification"				
Degree					
1 In order to proceed it is necessary to enter one of the qualification required					
Option 1:					
Section					
INTERNATIONAL DEGREE	Note	• Submit			

Option 2:



fill in all required data on your study qualification to enrol in the degree program of your interest (high school diploma, university degree). Click on "Proceed" to continue. In the field "grade" you can make a conversion of your degree out of 100 on your own. It does not have to be exact and it does not have any influence on your admission procedure.

/ << 1 D 1 E 1	. >>	
ternational Degree		
this page you can enter the details of yo	r foreign quaification.	
International Degree		
Country*	Argentina	
University	Universidad de Buenos Aires	
University (type here your University if not present in the drop-down menu above)	To use if you do not find your University in the selected list	
Qualification*	Bachelor of Arts	
Program*	•	
Duration (Years)	•	
Date of graduation*	01/08/2021	
	(dd/MM/yyyy)	
Grade*	100	
•	(ES: 98/110)	

once information on your study qualification has been correctly filled in, click on "Proceed".

1





fill in the required survey to continue the enrolment process.

myunito				
Image: Second	nty.		∓ Key ★ Mandatory field ☐ Checklist	
Questionnaire	Status	Actions	 Questionnaire completed 	
*	•	nplete	Questionnaire not completed	
Back				

in this page, you are asked if you are interested in playing sports with the university association.





then click on "exit".

oxt

myu	inito			UNIVERSITÀ DI TORINO	MENU
Summa	ry Richiesta CUS Card				
i The questi	onnaire has been CONFIRMED.				
Exit 🖨 Prin	ıt]
Page 1					
Sei interess CUS Torino, comprende: (free sport)	atora al senirici sportivi organizzati dall'Università?(se risponderai SI i Usoi dati saranno trasmo otterrai così la CUS Card e le informazioni sul piano delle attività organizzate dal CUS in collab informazione su corsi ed eventi universitari, disponibilità di spazi gratuti in palestra (free fitt	ssi al Centro Universitario Sportivo - orazione con l'Ateneo. Il piano ess) e disponibilità di campi gratuiti Yes			
e Prin	ıt				
then cli	ck on "next".				
my <mark>u</mark>	inito			UNIVERSITÀ DI TORINO	MENU
III <<	1 E 1 F 1 >>				
List of que	stionnaires			∓ Key	
In this page you	will be asked to complete the questionnaire related to your University background and working activ	ity.		* Mandatory field	
	A contraction of the second seco		1.11-1-1	Questionnaire completed	
	Questionnaire	Status	Actions	Questionnaire not complete	4



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 (before enrolling in Unito today), please select the date and the institution of your first enrollment in the Italian system.

nrolment: Enrolment data this page you need to furnish other data	for the enrolment	Key Mandatory field
Type of enrolment		Checklist
Type: *	standard matriculation	
Data of the first enrolment in the universi	ty system	
Academic Year: *	2020/2021	
Date: *	H	
	(dd/MM/yyyy)	
University of the first enrolment	· • •	
in the university system:*		
Disco: \$	TION	
Place		
reaching approach: *		
	O Yes 💿 No	

choose if you want to enrol as a full-time or part-time student. Click on "Next" to continue.

	🖉 « 1 F	1 2 G	»	
	Enrolment: Option part-time The part-time enrollment allows to distribute in two academic years the frequency of the training activities in the course of a year.		in two academic years the frequency of the training activities in the course of a year.	Fey Mandatory field Checklist
2		Type: *	Ful time V	
	Back Next			



check your enrolment information and click on "Confirm" to confirm your enrolment.

nfirm previous choises	∓ Key	
·	Checklist	
is a summary or your previous choises. If they are all correct, please col	nnrm, ir not, piease mobility your choises using back button	
etails for enrolment		
cademic Year	2020/2021	
epartment	Culture, Politics and Society	
ind of Degree	FIRST CYCLE DEGREE	
ind of Study course	LAUREA	
-		
ype of enrolment	standard matriculation	
ype of enroiment tudy course nrolment at the University System	standard matriculation SOCIAL WORK	
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Here 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 payment of the enrolment fee.

ESSE 3 – Message for PAOLINO PAPERINO

Enrolment: information message

This is a generic error message that can appear in some cases: for example if you are enrolling in a Degree for which an assessment test / TARM is required and you have not satisfied the requirements (in this case please carefully read the information published on the "enrolment procedure" university website) or in the event that the web session has expired (10 minutes). If you hold a **foreign qualification** and want to enroll in a Postgraduate Degree Program, please wait for the International Students Desk to check your application and to allow you to proceed with your enrollment procedure.



Once you receive the email stating you can proceed with the payment, go back to your MyUnito, click again under "enrolments" - "enrolment".

If required, upload additional documents, such as the Italian tax code.

Wait for the payment to be enabled. Proceed with the payment with PagoPA. Check your payment status under "status" and upload the receipt in your MyUnito under "Enrolment" \rightarrow "Career attachments".



Legenua.		
	non pagato	

non pagato
pagamento in attesa

pagato/pagato confermato

abilitato il pagamento con PagoPA

eseguita la stampa avviso PagoPA