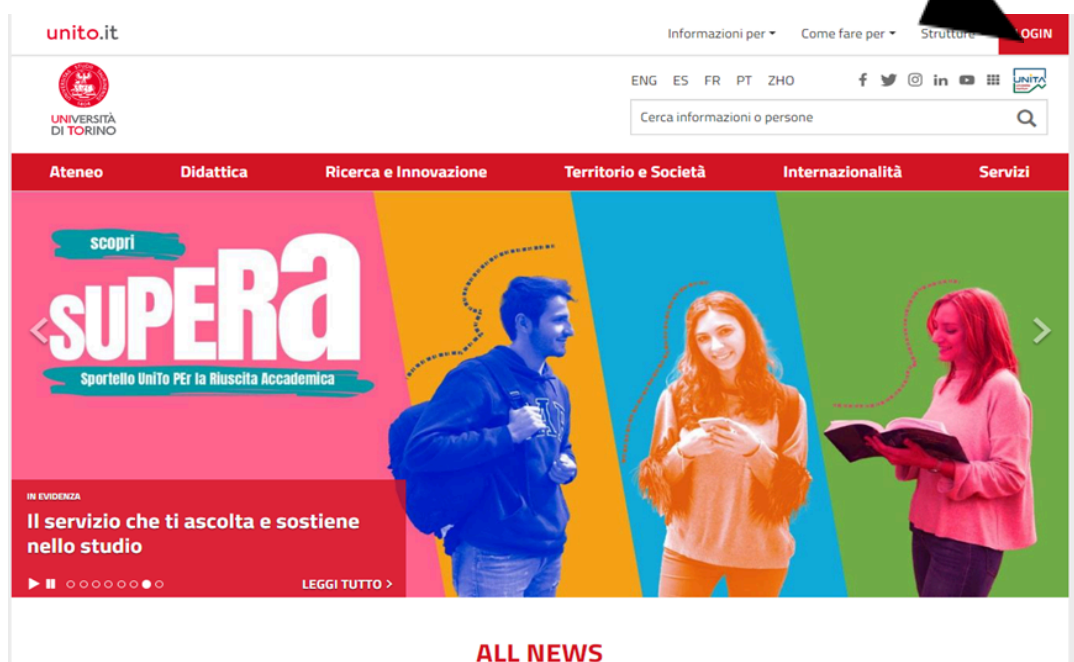**UNIVERSITÀ DI TORINO**

Direzione Ricerca, Innovazione e Internazionalizzazione
Area Internazionalizzazione - Sezione Studenti Internazionali

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.

Tel. (+39) 011.670.4452 | E-mail: internationalstudents@unito.it

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

click on "Enrolment" to continue.

Enrolment

Before proceeding with the on line enrolment, please read the information here.

Then click on the bottom "Enrolment" at the end of this page.

| Activity	Session	Info	Status
A - Select Course		ℹ	⧗
	General page before the educational choice	ℹ	⧗
	Type of enrolment application	ℹ	🔒
	Admission type	ℹ	🔒
	Type of study courses listing	ℹ	🔒
	Courses listing	ℹ	🔒
	Study paths listing	ℹ	🔒
	Summary of the educational choice	ℹ	🔒
B - Insert or edit the residence permit		ℹ	🔒
	Summary residence permits	ℹ	🔒
C - Insert or edit the identification document		ℹ	🔒
	Summary identification documents	ℹ	🔒
D - Qualifications required		ℹ	🔒
	Qualifications detail	ℹ	🔒
E - Questionnaires requested before the enrolment confirmation		ℹ	🔒
	Select the questionnaire to complete	ℹ	🔒
F - Enrolment		ℹ	🔒
	Enrolment data	ℹ	🔒
	Confirm enrolment data	ℹ	🔒
G - On this page you can upload documents		ℹ	🔒
	Attachments summary	ℹ	🔒

Legend:
- ℹ Information
- ⧗ Working or open session
- 🔒 Locked session. It will be opened once you have completed the previous sessions
- ✔ Completed session

[Enrolment]

click on "Next" to continue.

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[A | 1 | 2 | 3 | 4 | ... | >>]
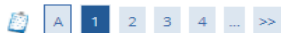
During the enrolment process you will be asked to upload copy the following documents:
- italian tax/fiscal code (both sides)
- valid identity document (both sides)
- documents format photo with the following characteristic:

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

[Back] [Next]

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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.

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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.

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.
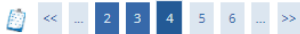
Enrolment: Course

In order to proceed please select the option below

Department	PhD Course
Agricultural, Forestry and Food Sciences	
	○ AGRICULTURAL SCIENCE AND TECHNOLOGY
	○ FORESTRY AND ENVIRONMENTAL SCIENCES
Chemistry	
	○ CHEMISTRY AND CHEMICAL TECHNOLOGY
	○ MATERIALS SCIENCE AND TECHNOLOGY
Computer Science	
	○ COMPUTER SCIENCE

Key

★ Mandatory field

Checklist

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

Back   Next

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

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

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

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

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

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[≡] [<<] [...] [2] [3] [4] [5] [C] [...] [>>]

Solo se hai compilato i dati per la seconda iscrizione, dichiari:

● di essere in possesso dei requisiti di accesso e di aver rispettato le modalità previste dall'Ateneo per l'iscrizione al secondo corso (es. sostenimento del TOLC di area per i corsi ad accesso libero o test di ammissione per i corsi ad accesso programmato)

● di essere a conoscenza dei vincoli e dei presupposti previsti dalla Legge n. 33 del 12 aprile 2022 e del D.M. 930 del 29 luglio 2022 sulla contemporanea iscrizione a due corsi

● di essere a conoscenza che l'iscrizione al secondo corso è condizionata all'esito positivo della verifica dei requisiti di compatibilità tra i due corsi

[Indietro] [Avanti]

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[≡] [<<] [...] [2] [3] [4] [5] [C] [...] [>>]

Gestione dichiarazioni aggiuntive iscrizione annuale

In questa pagina sono elencate le dichiarazioni aggiuntive iscrizione annuale

Anno accademico: 2024

Dichiarazioni

Stato	Dichiarazione	Valore	Dettaglio	Valore	Azioni
●	Seleziona "Sì" se sei già iscritta/o ad un corso di studio e vuoi iscriverti a un nuovo corso di studio in contemporanea	No			🔍 🗓

[Indietro] [Procedi]

Key
- 📋 Checklist
- ● Dichiarazione inserita
- ● Dichiarazione obbligatoria non inserita
- ● Dichiarazione opzionale non inserita
- 🔍 Dettaglio dichiarazione
- 🗓 Cancella dichiarazione

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[≡] [<<] [...] [2] [3] [4] [5] [C] [...] [>>]

Gestione dichiarazioni aggiuntive iscrizione annuale

In questa pagina sono elencate le dichiarazioni aggiuntive iscrizione annuale

Anno accademico: 2024

Dichiarazioni

Stato	Dichiarazione	Valore	Dettaglio	Valore	Azioni
●	Seleziona "Sì" se sei già iscritta/o ad un corso di studio e vuoi iscriverti a un nuovo corso di studio in contemporanea	Sì			🔍 🗓
			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	Undergraduate Degree	
			Denominazione del corso di studio a cui sei già iscritta/o	SCIENZE DELLE BALENE	
			Classe Ministeriale del corso di studio a cui sei già iscritta/o, se presente	Classe delle lauree in Scienze geologiche	
			Vuoi usufruire dei benefici del Diritto allo studio universitario per la prima carriera (il corso di studio a cui sei già iscritta/o)?	Sì	

[Indietro] [Procedi]

Key
- 📋 Checklist
- ● Dichiarazione inserita
- ● Dichiarazione obbligatoria non inserita
- ● Dichiarazione opzionale non inserita
- 🔍 Dettaglio dichiarazione
- 🗓 Cancella dichiarazione

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.

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.

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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.

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.

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

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

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

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Area Internazionalizzazione - Sezione Studenti Internazionali

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"

Preview photo

Note: the size of the picture must be 35x40mm(Max30MByte)

The preview image is not supported on IE versions older than 10.
NOTE: to load the image click on 'Upload Photo'

Back   Next

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

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 the access, **already issued** or yet to be issued, and eventually other qualifications.

If you have a qualification issued by a non-Italian High School or University, please check the procedure at the following link: https://en.unito.it/studying-unito/application-international-students.

Please note:
Check the information provided and update, if incomplete (e.g., mark) clicking on "Modify qualification"

Degree

⚠️ In order to proceed it is necessary to enter one of the qualification required

Option 1:

Section status	Degree	Note	Status	
✔	INTERNATIONAL DEGREE		🔴	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.

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

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fill in the required survey to continue the enrolment process.

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

click on "confirm".

then click on "exit".

then click on "next".

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.

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

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

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.

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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" → "Career attachments".

List of Fees

This page displays the list of fees and their respective amounts.

If you are applying under the **Call for Admission to PhD positions**, please consider that applicants with international qualifications are exempt from paying the application fee.
If an applicant with international qualification pays the application fee unawares, reimbursement will not be possible.

Degree courses - Academic year 2019-2020

The payments are made in instalments as follows:

1) **1st instalment** to be paid **upon enrolment/registration**:

2) **2nd instalment** to be paid:
  - by 4pm on **28th November 2019** for all students;
  - exclusively for 1st year student of postgraduate degrees who complete their enrolment after 21st November 2019, by 4pm on **9th January 2020**.

3) **3rd instalment** to be paid as follows:
  - **if the fee is 50,00 euro or less the deadline will be June 15th 2020**
  - **if the fee is more than 50,00 euro** it must be paid into **two equal instalments**:
    - 1st sub-instalment with **deadline June 15th 2020**
    - 2nd sub-instalment with **deadline September 1st 2020** (for this instalment **arrears** are expected **for late payments**).

Please check further details and all the updates here: https://en.unito.it/studying-unito/tuition-fees

Penalties are expected for late payments.

In order to make payments, access your MyUniTO with your own credentials and select how to pay under the item Tuition Fees, choosing one of the possibilities offered by PagoPA.
Starting from 30th June 2020, contribution will have to be paid only through PagoPA.
You cannot use MAV or bank transfer any longer, only if you are abroad, you can use bank transfer. Also MAV forms already prepared for paying the contribution cannot be used after 4 p.m. of 29th June 2020.
Commissions may be added to the tuition fees, depending on the chosen method of payment.
For tuition fees of former academic years, the payment through PagoPA could be not available. Please contact your Student Registry Office (Segreteria Studenti) via help desk to ask for the invoice.

If you are enrolling on years after the 1st year and you don't find the new fees you probably have some debts : please contact your Students Office or the "Sezione Diritto allo Studio" (Fees Office).

Addebiti fatturati

Invoice	Codice IUV	Description	Expiry date	Amount	Status	Pagamento PagoPA
+ 7738276	000000107050219	Matricola 952791 - LAUREA - SOCIAL WORK - TASSA DI ISCRIZIONE Year 2020/2021	16/11/2020	156,00 €	🔴 non pagato	NON ABILITATO

Legenda:

🔴 non pagato
🟠 pagamento in attesa
🟢 pagato/pagato confermato
📄 abilitato il pagamento con PagoPA
🖨 eseguita la stampa avviso PagoPA