UNIVERSITÀ DEGLI STUDI DI TORINO

ENROLMENT ONLINE GUIDELINES

This guide is addressed to successful applicants who were selected for PhD Programmes - 36th cycle.

HOW TO CONFIRM YOUR POSITION ONLINE and UPLOAD REQUIRED DOCUMENTS WITHIN THE ADVERTISED DEADLINE

Please notice that you must confirm AND upload the required documents at the same time. Please, be sure to have all your documents ready to upload before proceeding with your enrolment.

1.   **Go to www.unito.it**

2.   **Login to MyUniTO.** If you already have student credentials to access MyUniTO website, please use these credentials. Otherwise, you need to register as a prospective student into   UniTO portal, following the instructions available at https://en.unito.it/services/online-services/help-and-support/portal-registration-instructions

3.   **Once entered into MyUniTo:**

a.   Click on Enrolments – at the end of the page - (Please do not take into account   the checklist   , which   applies to other Programmes   the University of Torino). If it is your first access to MyUnito, you are required to fill in personal information and contact details.

b.   You are now in the section "**Type of enrolment**": select, "Standard matriculation then **Enrolment in free courses"**

c.   On "Type of Degree" select PhD programme (DM 45/2013), then select the PhD programme to which you have been admitted.

d.   Confirm (or modify, if needed) your Personal Information

e.   If it is not already present   , upload your ID Document and fill in ID Document details

f.   Upload your personal color photo (bitmap o jpeg, 35x40mm, resolution 300x400 pixel)

g.   In the section "Qualifications required", please select and provide information about the degree which gives access to the PhD programme, as you indicated in the application form for Admissions;

h.   On the section, "Enrolment data" please select your "employment status" amongst the provided options (Full-time). Click on "Next".

i.   **Confirm the enrolment into the PhD programme**

j.   **In the section "Documents"** upload all the required files in pdf format.

4- Fees You must pay the enrolment fee to complete your enrolment. The enrolment fee is 169,50 € and is to be paid online through PagoPA system. You need to select "Fee" from the menu items and choice the most recent invoice, then click on the invoice number. If you are admitted without scholarship, please do not pay the fee and contact the PhD Office at: dottorati@unito.it

In case of technical problems, please contact the PhD office writing to dottorati@unito.it not later than the enrolment deadline.