Dear Students,

here you can find instructions to help you fill in the application procedure for your exchange period at the University of Parma (I PARMA01).

Make sure to be very careful when entering your personal details, because they will be used to enrol you at the University of Parma.

IMPORTANT: we recommend that you don't use special characters or accents because they are not recognized by the system; they should therefore be transliterated in the basic alphabet (e.g.: ç→c, ñ→n, ò→o, ś→s, ü→ue, ß→ss,…).

You should proceed following these 3 steps:

1) REGISTRATION
2) PASSWORD ACTIVATION
3) APPLICATION FORM

STEP 1: REGISTRATION

Go to www.unipr.it and select SERVIZI → Servizi di segreteria on line → LOGIN
Otherwise, click on the following link:
https://unipr.esse3.cineca.it/Home.do

Click on REGISTRAZIONE (on the left menu).
Click on the English flag for the English version of the registration procedure.

Click on **REGISTRATION: NEW USER** at the bottom of the page.
Fill in with your personal details; these must correspond **exactly** to those contained in your identity document:

- **NAME** (given name)
- **FAMILY NAME** (surname)
- **DATE OF BIRTH**
- **SEX** (gender): Male or Female
- **NATIONALITY** (citizenship)
- **COUNTRY OF BIRTH**

As soon as you enter a Country that is not Italy, the next 2 fields will change into only one field, that is:

- **CITY NOT LISTED** → enter City of birth

- **ITALIAN TAX NUMBER** → this field is generated automatically by the system

Click on **NEXT** → the Tax number ("Codice Fiscale") is generated
Click on **NEXT** again.

Fill in with the details of your Identity Document:

- **DOCUMENT** (type of document) 
  → choose between: Identity Card / Passport
- **NUMBER** (document number)
- **ISSUED BY** (name of the authority that issued the document)
- **DATE OF ISSUE**
- **DATE OF EXPIRY**

Click on **NEXT**.
Fill in with the details of your permanent address:

- COUNTRY

As soon as you enter a Country that is not Italy, the next 2 fields will change into only one field, that is:

- THE TOWN ENTERED WAS NOT FOUND AMONG THOSE LISTED → enter the town of your permanent address

- POST CODE
- LOCALITY (local district or any extra details needed to complete your address, if necessary (e.g. name of the village where you live)
- ADDRESS (street name)
- HOME NUMBER (street number of your home)
- START DATE (see note on screen)
- TELEPHONE

DOES IT CORRESPOND TO YOUR CURRENT ADDRESS? → select YES if this is your main address / select NO if you want to add a secondary, temporary address in your Country and fill in the requested data.

Click on NEXT.
Fill in with your contact details:

- **POSTAL ADDRESS** → choose between your Permanent address and your Current address (if you have added one)
- **EMAIL**
- **INTERNATIONAL PHONE CODE** (of your Country) → (the first is the Italian one; other Country codes must be entered in the second field)
- **MOBILE PHONE NUMBER**
- Click on **YES** to consent to the treatment of your personal data according to Italian law.

Click on **NEXT**.
Scrolling down the page, you can check the summary of your details; these can still be modified, if necessary, by clicking on “Edit...”.

If everything is correct, click on CONFIRM.
At the end of this first step, you will receive an e-mail containing a TEMPORARY USER and a PASSWORD ACTIVATION CODE.

Click on SAVE THE RECORD to save and print the registration data.

Then you have to activate your password by following STEP 2. You can do this now by clicking on the link ACTIVATE PASSWORD present on this page. Otherwise this can be done, if you prefer, at another time, at the address that can be found on the registration sheet that you have printed, that is: https://www.idem.unipr.it/start/attivapwd
STEP 2: PASSWORD ACTIVATION

Go to the address that can be found on the registration sheet:
https://www.idem.unipr.it/start/attivapwd

Click on the English flag for the English version of the password activation procedure.

- USERNAME → fill in with your Temporary User generated by the system at the end of your registration
- PASSWORD ACTIVATION CODE → fill in with your Password Activation Code generated by the system at the end of your registration
- CHOOSE YOUR NEW PASSWORD [ between 8 and 15 characters, including one of these compulsory characters: 0123456789!$%&/(),. ]
- RE-ENTER THE PASSWORD
- I HAVE READ THE REGULATION → tick the square.

Click on CONTINUE.
Choose a question with the corresponding answer and an e-mail address that can be used to recover your password in case you loose it:

- QUESTION
- ANSWER
- PERSONAL EMAIL ADDRESS FOR PASSWORD RECOVERY

Click on CONTINUE.

On this page you can find a summary of your details for password recovery (answer and personal e-mail).

Make a note of this details… and of your password, of course!
STEP 3: APPLICATION FORM

Return to the first page of the procedure by going to www.unipr.it and selecting SERVIZI → Segreteria On line → LOGIN, or by clicking on the following link: https://unipr.esse3.cineca.it/Home.do

Click on the English flag.

Click on LOGIN.

- LOGIN → enter your temporary Username
- PASSWORD → enter your chosen password

Click on LOGIN.
Click on INTERNATIONAL MOBILITY on the left of the page.
Click at the bottom of this page, on the blue button APPLICATION FORM FOR INCOMING STUDENTS.
Select the country of your Home University.
Click on **FORWARD**.

Select the name of your Home University.
Click on **FORWARD**.
ERASMUS+ STUDENTS must select a Program corresponding to the Department at the University of Parma they will be assigned to. On the next page you will find a list that will help you to choose your Program, by checking the right Department related to your general study area.

NON-ERASMUS STUDENTS (coming to study at our University in the frame of other types of agreements between the University of Parma and their University) must select the Program “ACCORDO COOPERAZIONE INTERNAZIONALE” (International Cooperation Agreement), valid for all study areas and all Departments.

DOUBLE DEGREE students must select one of the Programs related to the relevant degree courses, listed in the following pages.

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<th>DEPARTMENT</th>
<th>GENERAL STUDY AREA</th>
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<td>Medicine and surgery</td>
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<td>Dipartimento di Antichistica, Lingue, Educazione, Filosofia (A.L.E.F.)</td>
<td>Foreign languages and civilizations, Philosophy, Educational science, Humanities</td>
</tr>
<tr>
<td>Dipartimento di Lettere, Arti, Storia e Società (L.A.S.S.)</td>
<td>Art, cultural heritage, performing art, Psychology, History, Communication science</td>
</tr>
<tr>
<td>Dipartimento di Fisica e Scienze della Terra &quot;Macedonio Melloni&quot;</td>
<td>Physics, Geological science</td>
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<td>Dipartimento di Scienze Chirurgiche</td>
<td>Nursing, midwifery, physiotherapy</td>
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<td>Dipartimento di Economia</td>
<td>Economics</td>
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<tr>
<td>Dipartimento di Giurisprudenza</td>
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<td>Dipartimento di Bioscienze</td>
<td>Biological science, biotechnology, Environmental science, ecology</td>
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<td>Dipartimento di Matematica e Informatica</td>
<td>Mathematics, Computer science</td>
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<tr>
<td>Dipartimento di Scienze degli Alimenti</td>
<td>Food science and technology, Gastronomic science</td>
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<td>Dipartimento di Farmacia</td>
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<td>Dipartimento di Scienze Medico-Veterinarie</td>
<td>Veterinary medicine</td>
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<td>Dipartimento di Scienze Biomediche, Biotecnologiche e Traslazionali (S.Bl.Bl.T.)</td>
<td>Dentistry, Sport science</td>
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<td>Dipartimento di Neuroscienze</td>
<td>Physiotherapy, Psychobiology and cognitive neuroscience</td>
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<tr>
<td>Dipartimento di Ingegneria Civile, dell’Ambiente, del Territorio e Architettura</td>
<td>Architecture, Civil engineering</td>
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<td>Dipartimento di Ingegneria Industriale</td>
<td>Mechanical and management engineering</td>
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<tr>
<td>Dipartimento di Ingegneria dell’Informazione</td>
<td>Information engineering</td>
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NON ERASMUS

**ACCORDO COOPERAZIONE INTERNAZIONALE**  All study areas

**DOUBLE DEGREE**

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<tr>
<th>PROGRAMME</th>
<th>DEGREE</th>
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<td>DOUBLE DEGREE LAUREA TRIENNALE OSTETRICIA</td>
<td>Midwifery (First cycle)</td>
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<tr>
<td>DOUBLE DEGREE LAUREA TRIENNALE INFERMIERISTICA</td>
<td>Nursing (First cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA TRIENNALE ECONOMIA E MANAGEMENT (CLEM)</td>
<td>Economics and Management (First cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE TRADE MARKETING E STRATEGIE COMMERCIALI</td>
<td>Trade Marketing and Commercial Strategies (Second cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE IBD</td>
<td>International Business and Development (Second cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE CHIMICA</td>
<td>Chemistry (Second cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE AMMINISTRAZIONE E DIREZIONE AZIENDALE (ADA)</td>
<td>Company Administration and Management (Second cycle)</td>
</tr>
</tbody>
</table>
Select the information connected to your specific Program.
Click on FORWARD.
At the end of Section A, you will get a summary of the data that you filled in.

Click on **FORWARD**.
Fill in the fields regarding your mobility period: Academic Year, planned arrival and departure date, expected duration of your stay (number of months).

Select the Period of Study:
- FIRST SEMESTER (Primo Semestre)
- SECOND SEMESTER (Secondo Semestre)
- FULL YEAR (Annuale)

Click on FORWARD.
Section C is a summary of all the data entered in the application form: If everything is correct, click on FORWARD at the bottom of the page.

Complete by hand with the requested information, sign and send by post to address indicated on our web page, together with the other required application documents.

It is important that you KEEP THE PASSWORD, because you will need it for the student e-mail account that we will give you when you come to our office to complete your enrolment upon your arrival in Parma.