Double Degree students:
INSTRUCTIONS FOR ONLINE APPLICATION
ONLINE APPLICATION PROCEDURE

You must fill in the online procedure following these 3 steps:
1) REGISTRATION
2) PASSWORD ACTIVATION
3) APPLICATION FORM

DOCUMENTS SUBMISSION

Before the application deadline, the following documents must then be sent by e-mail to incoming@unipr.it, in a readable PDF format (see our website for details):
• Application Form
• Identity Document (European citizens: Identity Card, Non-European citizens: passport)
• Learning Agreement, signed by you and by your Home University
• High School Diploma certificate
• Transcript of Records listing all your exams, from your first year at University
• if you are applying for a Master’s Degree: Bachelor’s Diploma Supplement

Important details about application documents, as well as additional documents required by some Departments, must be checked on our website: http://en.unipr.it/whoareyou/exchange-students
IMPORTANT

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

In the online procedure, your surname/s and name/s must correspond exactly to your ID.

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.
EXAMPLES: Á Â Ä → A, Ñ → N

The following characters must be transliterated in a specific way:
Ä → AE
ÖØ → OE
ß → SS
Ü → UE

If you have problems with Internet Explorer, try with another browser.
STEP 1: REGISTRATION

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

Access the menu
Click on **ENG** for the English version of the registration procedure.

Click on **REGISTRATION**.
The next few pages will help you carry out registration to our website. At the end you will receive a username and a password generation code. These will allow you to create your own password, which you will need together with your username to access the services available or edit your personal data.

While carrying out your registration you will need to have your Italian tax number (codice fisco) and ID at hand.

Click on **REGISTRATION: NEW USER**.
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.
Please note: this is not your official Italian Tax Code! You will receive further instructions by our office in order to apply for it later.

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, village or any extra details needed to complete your address, if necessary)
• 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 (not compulsory)

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 (enter it in the second field: ignore the first field if you don’t have an Italian number)
• MOBILE PHONE NUMBER
• Click on YES to consent to the treatment of your personal data according to Italian law

Click on NEXT.
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 a registration confirmation e-mail (“Conferma Registrazione”) containing a TEMPORARY USERNAME, a PASSWORD ACTIVATION CODE and the link for password activation.

Click on SAVE THE RECORD to save and print the registration summary (Riepilogo Registrazione).

Please note: this is not the Application Form! You are just at the end of Step 1 (Registration).
At this point, it is necessary to:
- activate your personal password by following the instructions for STEP 2
- complete the Application Form by following the instructions for STEP 3
STEP 2: PASSWORD ACTIVATION

Go to: https://www.idem.unipr.it/start/attivapwd
In the registration summary and in the registration confirmation e-mail you received:
- this link
- your TEMPORARY USERNAME (valid only until enrolment, upon your arrival in Parma)
- a PASSWORD ACTIVATION CODE (valid only until the creation of a personal password, that is at the end of this step)

Click on the English flag for the English version of the password activation procedure.
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- **USERNAME** → fill in with your temporary username 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 lose it:

- QUESTION
- SECRET ANSWER
- PERSONAL EMAIL ADDRESS FOR PASSWORD RECOVERY

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

It is important not to lose this information:
- the password you just created
- your secret answer
- the e-mail address that you indicated for password recovery
STEP 3: APPLICATION FORM

Return to the first page of the procedure to access the Online Services: https://unipr.esse3.cineca.it

Access the menu and click on ENG for the English version of the procedure.

Click on LOGIN.
Double Degree students: instructions for online application

• USERNAME → enter your temporary username
• PASSWORD → enter your password (the one you activated in Step 2)

Click on LOGIN.

You may use the English version of the login procedure if you prefer.
Access the menu.

Click on **INTERNATIONAL MOBILITY**.
Click on APPLICATION FORM FOR INCOMING STUDENTS.
Click 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**.
Select the name of your Program: «DOUBLE DEGREE [...]» (check the list in the next slide) Then click on FORWARD.
<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE IBD</td>
<td>International Business and Development (Second cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LM CICLO UNICO GIURISPRUDENZA</td>
<td>Law (Single 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>Business Administration (Second cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE TRADE E CONSUMER MARKETING</td>
<td>Trade and Consumer Marketing (Second 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 TRIENNALE OSTETRICIA</td>
<td>Midwifery (First cycle)</td>
</tr>
<tr>
<td>DOUBLE DEGREE LAUREA MAGISTRALE FINANZA E RISK MANAGEMENT</td>
<td>Finance and Risk Management (First Cycle)</td>
</tr>
</tbody>
</table>
Select the information connected to your specific Program.

Click on **FORWARD**.
Click on **FORWARD**.
In order to insert the «Required Qualifications» (data of your High School Diploma), click on **ENTER**.
Select ABROAD twice if you have a foreign High School Diploma achieved at a foreign Institution.

Click on NEXT.
Insert the details of your High School Diploma, by filling in at least the compulsory fields (*):
- YEAR OF ACHIEVEMENT (Anno conseguimento)
- MARK (Voto)
- COUNTRY (Nazione Titolo)

Click on PROCEDI.
If you are applying for a Master’s Double Degree, you also have to add the data of your Bachelor’s Diploma. In order to insert a foreign degree title in «Other Qualifications», choose the third option (TITOLO STRANIERO) and click on ENTER.
Insert the details of your Bachelor’s Diploma filling in at least the compulsory fields (*):
- Country
- Qualification
- Date of completion
- Year of completion

Click on NEXT.
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Click on NEXT.
Fill in the fields regarding your mobility period:
- ACADEMIC YEAR
- PLANNED ARRIVAL DATE
- PLANNED DEPARTURE DATE
- EXPECTED DURATION of your stay (number of months)
- PERIOD OF STUDY: Primo Semestre (1st semester) / Secondo Semestre (2nd semester) / Annuale (full year)
Click on FORWARD.
Check the summary of all the data entered in the application form: if everything is correct, click on **FORWARD**
Click on PRINT at the bottom of the page to print the Application Form. Save the PDF version.

Send the application form by e-mail to the address incoming@unipr.it, together with the other required application documents listed on our website.

It is important that you KEEP THE PASSWORD, because you will need it for the student account which you will receive when you come to the Erasmus and International Home to complete your enrolment once you arrive in Parma.

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