UNIVERSITÀ DI PARMA

International exchange 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 deadline of the application session, the following documents must 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 at least you and your Home University

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 Å → 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](http://www.unipr.it) and select SERVIZI → Servizi di segreteria on line → LOGIN or click on the following link: [https://unipr.esse3.cineca.it](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 fiscale) and ID at hand.

### Check List

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<tr>
<th>Activity</th>
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<th>Status</th>
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<tr>
<td>A - Registration</td>
<td>Personal data</td>
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<td>Credentials summary</td>
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</table>

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.
• 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.
Activate password

Step 3/3: summary

Your password is now active and a confirmation email has been sent to your personal email address.

Should you forget your password, the information you have entered for its retrieval is as follows:

- Answer: Pigga
- Personal email: example@example.com

Access to the services

Use the username 10104180 and the password you just choose to access the University's services, e.g.: [Students Registry Office Services (ESSE)]

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

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

Click on **LOGIN**.
Access the menu.

Click on **INTERNATIONAL MOBILITY**.
Click on **APPLICATION FORM FOR INCOMING STUDENTS.**
Click on the blue button **APPLICATION FORM FOR INCOMING STUDENTS**.
SECTION A

Select the Country of your Home University.

Click on **FORWARD**.
Select the name of your Home University.

Click on **FORWARD**.
Click on FORWARD after selecting your exchange Program:

**ERASMUS+ STUDENTS** (KA 103) must select a Program corresponding to the Department at the University of Parma they will be assigned to. On the next page of this guide you will find a list that will help you 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 “OVERWORLD - Accordi Internazionali” (International Agreements), valid for all study areas and all Departments.

**ERASMUS+ KA 107 STUDENTS** must select the Program “KA 107”, valid for all study areas and all Departments.

**DOUBLE DEGREE** students must select one of the Programs related to the relevant degree course. See the specific guide (Instructions for application Double Degree students) for detailed instructions.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>GENERAL STUDY AREA</th>
</tr>
</thead>
</table>
| Dipartimento di Discipline Umanistiche Sociali e delle Imprese Culturali | Humanities  
Literature  
Foreign languages  
Philosophy  
Education  
Art, cultural heritage, performing art  
Psychology  
History  
Communication sciences and journalism |
| Dipartimento di Giurisprudenza, Studi Politici e Internazionali        | Law  
Social work  
Political Science and International relations |
| Dipartimento di Ingegneria e Architettura                          | Architecture  
Civil engineering  
Mechanical engineering  
Management engineering  
Information and communications engineering |
| Dipartimento di Medicina e Chirurgia                                | Medicine and surgery  
Health professions (nursing, midwifery, physiotherapy...)  
Dentistry  
Sport science  
Psychobiology and cognitive neuroscience |
| Dipartimento di Scienze Chimiche, della Vita e della Sostenibilità Ambientale | Chemistry  
Biology, biotechnology  
Environmental and natural science  
Earth science, geology |
| Dipartimento di Scienze degli Alimenti e del Farmaco               | Food science  
Gastronomy  
Pharmacy |
| Dipartimento di Scienze Economiche e Aziendali                     | Economics  
Management  
Finance  
Food System management |
| Dipartimento di Scienze Matematiche, Fisiche e Informatiche         | Mathematics  
Physics  
Computer science |
<p>| Dipartimento di Scienze Medico-Veterinale                          | Veterinary |</p>
<table>
<thead>
<tr>
<th>NON ERASMUS</th>
<th>OVERWORLD - Accordi Internazionali</th>
<th>All study areas</th>
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<tbody>
<tr>
<td>ERASMUS+ KA107</td>
<td>KA 107</td>
<td>All study areas</td>
</tr>
</tbody>
</table>
Select the study area 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 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.
**SECTION C**

Section C is a 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 e-mail account which you will receive when you come to the Erasmus and International Home to complete your enrolment once you arrive in Parma.
Erasmus and International Home
P.le San Francesco, 3
43121 Parma – Italy
Phone: +39 0521 904203
e-mail: incoming@unipr.it