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

The scan copy of 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 (with photo and signature)
• Identity Document (Identity Card for European citizens, passport for non-European citizens)
• 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 enroll 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
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/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.
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 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 (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) → (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 sheet. Please note: this is not the Application Form! You are just at the end of Step 1 (Registration).

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 or, if you prefer, you can do it later at the link that can be also found on the registration sheet: [https://www.idem.unipr.it/start/attivapwd](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 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 loose 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 (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 → Servizi di 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.
• **USERNAME** → enter your temporary Username
• **PASSWORD** → enter your chosen password

Click on **LOGIN**.
Click on INTERNATIONAL MOBILITY / MOBILITÀ INTERNAZIONALE 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**.

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 TRIENNALE OSTETRICIA</td>
<td>Midwifery (First cycle)</td>
</tr>
<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>
<tr>
<td>DOUBLE DEGREE LM CICLO UNICO GIURISPRUDENZA</td>
<td>Law (Single Cycle)</td>
</tr>
</tbody>
</table>
Select the information connected to your specific Program. Click on FORWARD.
In order to insert the «Required Qualifications» (data of your High School Diploma), click on ENTER.
Double Degree students: instructions for online application

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**.

Select ABROAD twice if you have a foreign High School Diploma achieved at a foreign Institution. Click on **NEXT**.
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.
Click on **NEXT**.
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.
Click on **PRINT** at the bottom of the page to print the Application Form.

Complete the form by filling in the requested information by hand, then sign and 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 given to you when you come to our office to complete your enrolment once you arrive.
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