

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- 1) Go to the website www.uniweb.unipd.it and access the reserved area by clicking on LOGIN and entering username and password (fig.1).

If you have never been previously enrolled at the University of Padova click on “REGISTRATION” and add the information needed.

It is compulsory to provide a personal email address, as it will be used for official communications to applicants.

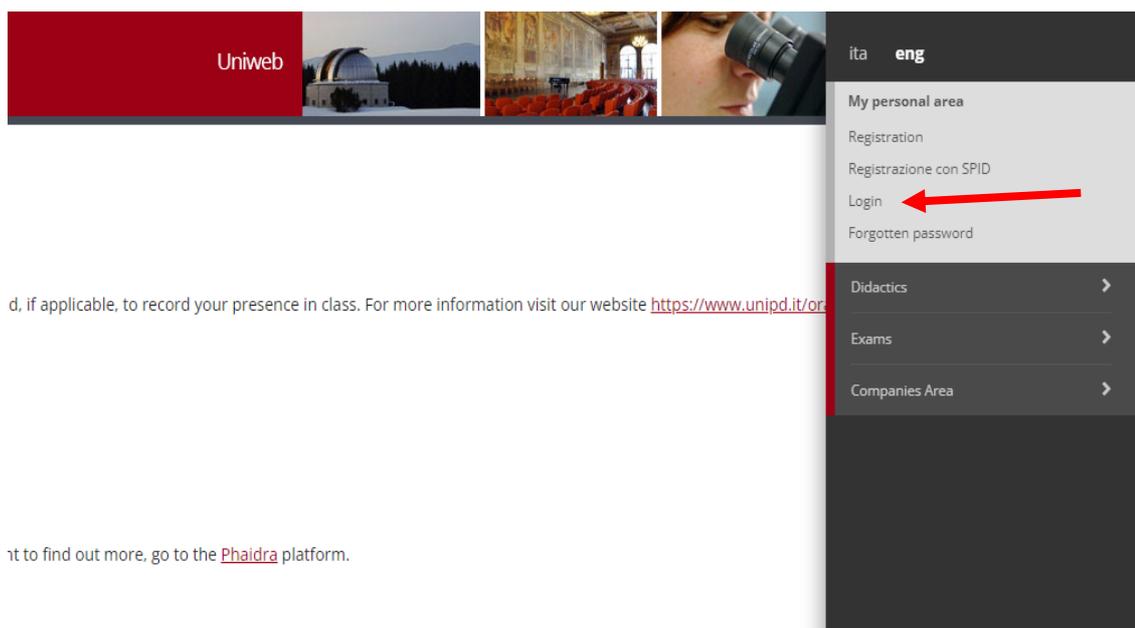


Fig. 1

In case you don't remember your username and password we suggest you to contact the University Call Centre (tel. 049 8273131 / email: callcentre@unipd.it).

- 2) Once you have logged in, if there are more than one career, select the most recent.
Select “MENU” on the top right side and click on HOME – ADMISSION TEST (fig. 2 - 3).

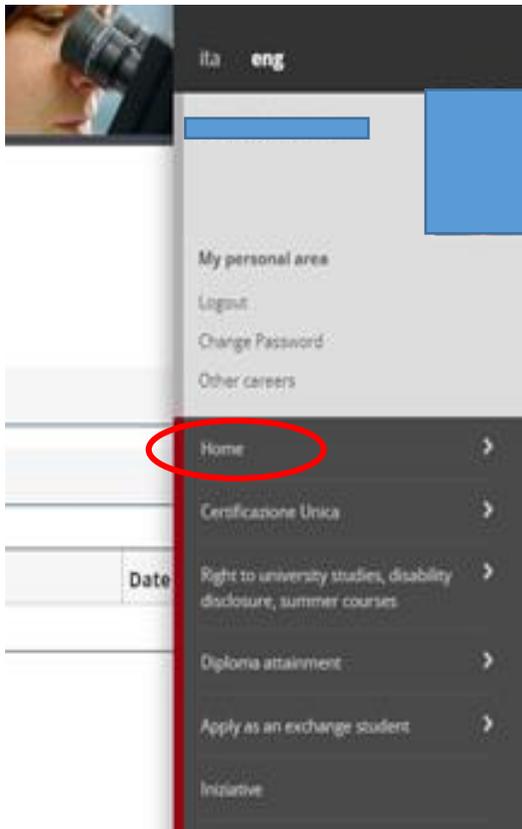


Fig.2

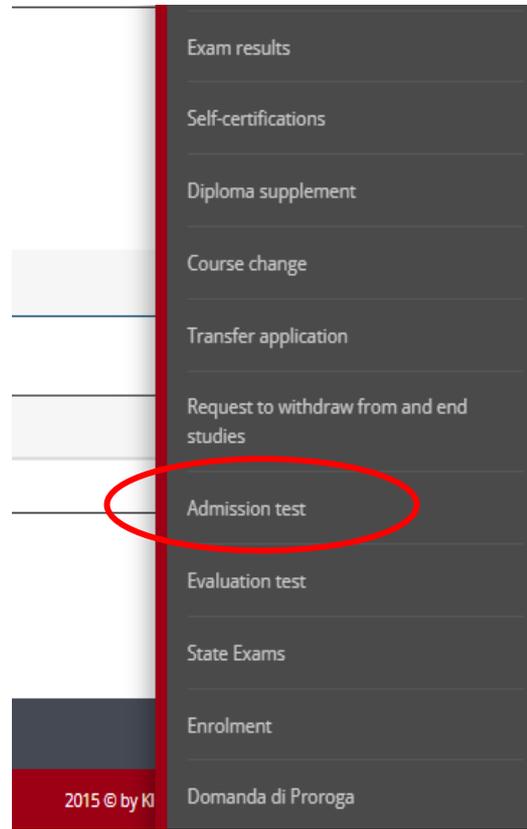


Fig.3

3) Click on “PRE-ENROLMENT FOR LIMITED-PLACE COURSES” (Fig.4).

| Activity | Section | Info | Status |
|---|---|------|--------|
| A - Choose course to pre-enrol in | Select course | | |
| | Choose course to pre-enrol in | | |
| B - Enter or edit identification document details | Forms of identification used | | |
| | | | |
| C - Pre-enrolment detail | Courses | | |
| | Course preferences | | |
| | Campus preference | | |
| | Language preference | | |
| | Grant preference | | |
| | Select student admin category and apply for test assistance | | |
| | Scelta tipologia ausilio invalidità | | |
| D - Students with disabilities/dyslexia | Scelta misure compensative | | |
| | List of declarations of disability/dyslexia | | |
| E - Admissions requirements | Admissions requirements overview | | |
| | | | |
| F - Qualification/statement uploading | Qualification/statement details | | |
| | Conferma | | |
| | Provide additional information | | |
| H - Select test shift | Select test shift | | |
| | | | |
| I - Complete application | Confirm | | |
| | Confirm completed application | | |
| Pre-enrolment for limited-place courses | | | |

Fig.4

4) Select the Type of Course (Corso di Alta Formazione) and then the Course you want to pre-enrol in. Fill in or modify the data of your ID document and attach a .pdf file containing a scan copy of the document.

5) In the section “COURSES” select PERCORSO STANDARD (Fig. 5).

(NB: select PERSONALE TECNICO AMMINISTRATIVO only in the event that you are Technical and Administrative Staff of the University of Padua).



Fig. 5

6) In case of Disability/learning difficulties fill in the section "DISABILITY, LEARNING DIFFICULTIES AND OTHER HEALTH CONDITION CERTIFICATIONS" to obtain financial benefits; once you have entered the data, is mandatory to submit the certification (into a single PDF file), at the Student Services Office – Inclusion (email: inclusionestudenti@unipd.it).

Further information at the following link: <https://www.unipd.it/en/inclusion-reception-and-admissions-tests>.

7) Check or fill in the data of your entry qualification.

8) In the section “ADMISSION REQUIREMENTS” fill in the application uploading the required documents in .pdf format. For every Course it is mandatory to upload an updated resume (preferably in European format).

9) Click on “CONFIRM PRE_ENROLMENT” (Fig. 6).

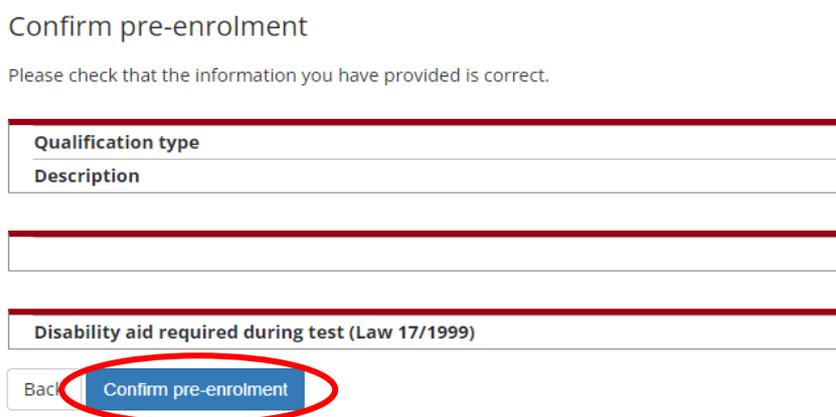


Fig. 6

10) You will be directed to the “PRE-ENROLMENT SUMMARY” section where it will be possible to click on “PAYMENTS” (Fig. 7).

Pre-enrolment summary

You have pre-enrolled successfully

Pre-enrolment completed

| | |
|-------------------|---|
| Description | |
| Year | |
| Pre-enrolment No. | 5 |

| | |
|--|----|
| Disability aid required during test (Law 17/1999)? | No |
|--|----|

Courses

| Course | Details | Admission deadline |
|--------|----------------------------|--------------------|
| 1 | PERCORSO STANDARD (PADOVA) | |

Tests

| Description | Type | Date | Time | Location | Result publication |
|--|------------|------|------|----------|--|
| Prova di ammissione corsi di alta formazione | Ammissione | | | | The results will not be published online |

Qualifications

| Type | Qualification |
|------------------|---------------|
| Curriculum vitae | fglf |

[Pre-enrolment home](#) [Print pre-enrolment summary](#) [Payments](#) [Edit pre-enrolment](#)

Fig. 7

- 11) Proceed with the payment of the pre-enrolment contribution (€ 30,00) through PagoPA (instructions at this link: <https://www.unipd.it/en/studying-padua/funding-and-fees/key-documents/pagopa>).

As specified in the Call for selection, the pre-enrolment contribution of € 30,00 (including the €16.00 stamp duty paid online) is non-refundable, regardless of the activation of the course or the outcome of the selection (Fig. 8- 9).

List of Fees

- **FEE-WAIVERS APPLICATION:** as a reminder, it is possible to obtain a recalculation of the installments by submitting the Application for Benefits each year, which authorizes the University to acquire the ISEE data directly from INPS. Within 48 hours, if the system finds a valid ISEE for university benefits made in 2023, it recalculates the amounts and applies reductions.
- **For GOING TO GRADUATE students:** students graduating in the last session of the 2022/23 academic year do not have to pay the A.A. 2023/24 installments they see in unweb. So you can apply to graduate for the DECEMBER session (or April of the following year for health professions) without paying the September installment. If your graduation is postponed to a session in the following academic year, you will have to pay the installments that are due in the meantime but without arrears.

Click on the bill code in the first column to see the details

Addebiti fatturati

Cerca

| Invoice | Description | Expiry date | Amount | Status | Pagamento pagoPA |
|-------------------------|---|-------------|---------|--------------|------------------|
| 8148494 | Corso di alta formazione in Logistica farmaceutica - Corso di Alta Formazione - Contributo di pre-iscrizione ai corsi del post-lauream Year 2023/2024 | | 30,00 € | ● non pagato | ABILITATO |

Fig. 8

Invoice Detail

Invoice 8148494

| | |
|-----------|--------------------------|
| Amount | 30,00 € |
| Procedure | Pagamento tramite pagoPA |

 Verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (es. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito, bollettino postale elettronico), per poi effettuare la transazione tramite il "Nodo Del Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: www.agid.gov.it

Tasse

| Anno | Instament | Item | Amount |
|---|------------|---|---------|
| Contributo di pre-iscrizione ai corsi del post-lauream | | | |
| 2023/2024 | Rata unica | Stamp duty | 16,00 € |
| | | Contributo di pre-iscrizione ai corsi del post-laurea | 14,00 € |

[Indietro](#) [Paga online con PagoPA](#) [Stampa Avviso per pagoPA](#)

Fig. 9

It's not necessary to print the summary.

Please, remember to keep your username and password.

ATTENTION: be particularly careful in entering your personal data and contact details during the procedure, as they will be used for official University communications. It will always be possible to update/modify these data selecting "MASTER DATA" from menu "HOME", after prior authentication in Uniweb.

In case of problems related to filling in the application, please contact the University Call Centre (tel. 049 8273131 – email: callcentre@unipd.it).

Padova, 25/07/2024