

Online registration procedure for Professional Master Programmes University of Cagliari

To start the procedure, you will need:

- Internet connection
- Printer
- Adobe Reader®.

Step 1: Internet connection

- a) Go to: <https://webstudenti.unica.it/esse3/Home.do>

OR

- b) Go to the homepage of UniCa website (www.unica.it), click on 'Accedi?' (on the right), and on 'Esse 3 – Studenti e docenti'.

Step 2: Registration

Click on 'Registrazione' (left menu).

On the webpage 'REGISTRAZIONE WEB' you will find a check list with the information required to register.

Click on the blue button under the check list 'REGISTRAZIONE' and type in the following information:

- if you already have it, write your Italian tax identification number (*codice fiscale*) or click on 'Studente straniero senza codice fiscale' (Foreign student without an Italian Fiscal Code);
- personal data: first name, last name, date of birth, gender, citizenship, place of birth, permanent address or current address, email address, fax number, mobile;

Once you've entered the information above, you will be asked to enter an eight-character alphanumeric password and confirm it.

A summary of your registration will appear (please confirm it).

Once registered, you may

- print the registration form
- login to 'servizi online agli studenti' using your credentials (user ID and password), sent by email to the address indicated in the application form.

Step 3: Access to reserved area and online services

Go to: <https://webstudenti.unica.it/esse3/Home.do>

Click on login (left menu) and type your user ID and password received after step 2.

If you are already a student of the University of Cagliari but you don't remember your ID and password, go back to <https://webstudenti.unica.it/esse3/Home.do>, on the right *Avvisi*, click on 'Recupero delle credenziali (Password e nome utente)' and follow the instructions.

You may also request your credentials to the Post Lauream Office:

- personally, in 12, via San Giorgio, 09124 Cagliari, on Mondays, Wednesdays, Fridays from 9:00 a.m. to 12:00 p.m.;
- by email at dottoratiemaster@unica.it, attaching a copy of your ID or passport.

Step 4: Registration to the admission test

In order to register to a Professional Master admission test, you must first login, then click on Menu (on the right) 'Segreteria', 'test di ammissione', 'iscrizione concorsi'.

On the webpage "SCELTA TIPOLOGIA CORSO" you will find the list of courses you may register to Professional Masters.

On the webpage 'LISTA CONCORSI' you will find a list of the available courses.

- Select the course you wish to apply for ('Master di I livello/Master di II livello), click on 'avanti';
- Select the course you are interested in. You need to confirm the selected course and click on 'avanti';
- On the webpage 'SCELTA CATEGORIA AMMINISTRATIVA ED AUSILI DI INVALIDITÀ' you may specify if you're requiring special assistance for disability. You can upload a certification of disability and click on 'avanti';
- On the webpage 'DETTAGLIO TITOLI RICHIESTI' the list of awarded degrees required for admission to the selected course is available;
- Select 'Titolo straniero' (option n. 4), click on 'inserisci' then on 'procedi';
- On the webpage 'TITOLI DI STUDIO UNIVERSITARIO STRANIERO' fill in with the required information about your degree, then 'procedi'. You need to confirm the upload degree and click 'procedi';
- On the webpage 'GESTIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE', answer 'sì' to the question 'Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?' and then upload documents/degrees/certifications in English or in Italian to be assessed during the evaluation procedure. Click 'sì' and 'Avanti' to upload your documents - each document can be uploaded one at a time:
 - 'DEGREE CERTIFICATE' = degree certificate with a transcript of records including grades, translated in Italian or English";
 - 'CURRICULUM VITAE' = signed curriculum vitae, preferably in EU format;
 - 'COLORED COPY OF IDENTITY CARD OR PASSPORT' = colored copy of Identity Card or Passport with a clear valid photo;
 - 'ADDITIONAL CERTIFICATIONS AND WORK EXPERIENCES' = experiences or other certificates

Every time you upload a document the system shows you the list of the documents you have already uploaded. To upload a new document, answer 'sì' to the question 'Vuoi allegare altri documenti e/o titoli alla domanda di ammissione?' and go on.

You will be allowed to go on only if you have already uploaded the compulsory documents: DEGREE CERTIFICATE, CURRICULUM VITAE, COLORED COPY OF IDENTITY CARD OR PASSPORT..

Once you've finished, click 'no' and 'avanti'.

On the webpage 'CONFERMA DICHIARAZIONE TITOLI E DOCUMENTI PER LA VALUTAZIONE' you will find the uploaded documents: click 'avanti' to confirm.

On the webpage 'CONFERMA SCELTA CONCORSO' you may find the information you reported during the registration procedure.

If the data are correct click on 'completa ammissione al concorso'. You may edit your information by clicking on 'indietro'.

Go to the webpage 'RIEPILOGO ISCRIZIONE CONCORSO'.

Once the registration is completed, you can click on 'MODIFICA TITOLI DI VALUTAZIONE' and change the documents already uploaded.