

New user registration with Alice

DEAR APPLICANT,

THANK YOU FOR EXPRESSING INTEREST IN THE SUMMER SCHOOL AT THE UNIVERSITY OF PISA!

FOR THE CONVENIENCE OF APPLICANTS, WE HAVE OUTLINED THE STEPS TO COMPLETE THE ONLINE ACCOUNT REGISTRATION WITH **ALICE PORTAL**:

HTTPS://WWW.STUDENTI.UNIPI.IT/HOME.DO?COD_LINGUA=ENG

PLEASE CAREFULLY READ THE INSTRUCTIONS GIVEN BELOW, BEFORE YOU START FILLING OUT THE FORM.

SHOULD YOU HAVE ANY PROBLEMS, PLEASE EMAIL US AT:

SUPPORT.SUMMERSCHOOL@UNIPI.IT

ALICE PORTAL REGISTRATION

TO CREATE AN ONLINE ACCOUNT WITH **ALICE**, YOU ARE REQUIRED TO HAVE A VALID EMAIL ADDRESS.

IT IS ADVISED TO CREATE ONLY **ONE ACCOUNT** AND TO FILL OUT THE ONLINE FORM WITH YOUR MOST CURRENT AND ACCURATE INFORMATION

THE ALICE ACCOUNT WILL BE USED TO GIVE YOU AN ID NUMBER, TO ACCESS THE UNIVERSITY OF PISA WIFI AND PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE.

THERE ARE <u>7 STEPS</u> TO COMPLETE THE ALICE ONLINE FORM, TO GO ON FROM ONE STEP TO ANOTHER JUST CLICK "FORWARD":

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Reserved Area

Registration

Login

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Facilities

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Educational Area

Degree Programmes

Short Specialisation Programme:

PhD Programmes

Specialisation degree programmes

Exams

Alice, the online service portal for students of the University of Pisa

Services available through Alice

My Alice

This area is available only to those who have already registered and made an account for the Alice portal. It provides access to various important web functions such as: choosing a degree programme, signing up for an admission exam (these are required for entry into a few degree programmes), consulting your own study plan and printing out an MAV (Pagamento Mediante Avviso) to pay for university tuition fees. From this area you can also access the Webmall service and print out a Diploma Supplement at any time. In order to access these features, you must Login or Register if you're a new user.

Degree Programmes

Registration for admission exams, evaluation tests and enrolment

If you need to register for an admission examin, evaluation reason and entry into a degree programme with limited numbers, apply for an evaluation test, or if you need to enroll onto a degree programme with open access, you must login to the Alice portal/My Alice and then click the appropriate links. For more information on how to enroll onto a specific degree programme (exam announcements, deadlines and procedures) please visit www.unipi.it/matricolandosi or contact: alice@adm.unipi.it.

Postgraduate Degree Programmes

Registration for admission exams, pre-enrolment and enrolment

If you need to register for an admission exam in order to gain entry into a postgraduate degree programme (PhDs, Specialisation Schools managed at university level and other specialized categories particularly for those interested in teaching within the Italian school system), or if you need to pre-enrol onto a Master's degree programme, you must login to the Alice portal/My Alice and then click the appropriate links.

For more information please visit www.unipi.it/index.php/offertadidattica or contact: Short Specialisation Programmes (Master) master@adm.unipi.it PhD programmes dottorato.ricerca@adm.unipi.it Specialisation Degree Programmes specializzazioni@adm.unipi.it



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New user registration

The following pages will allow you to register as a new user of the portal.

When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available: you will need to type in some personal details and phone numbers.

Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Register if you are an Incoming Erasmus Student.

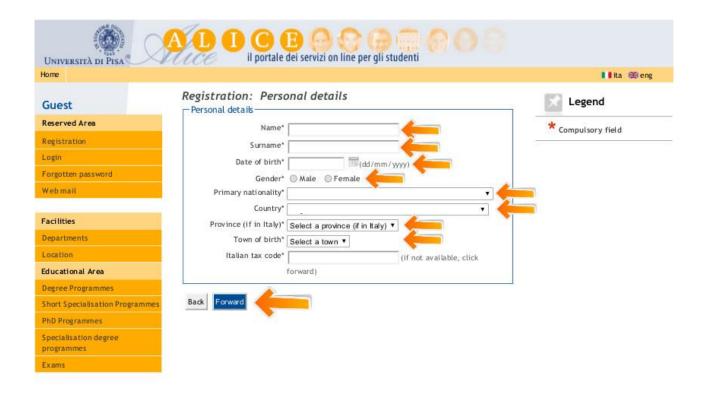
ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.





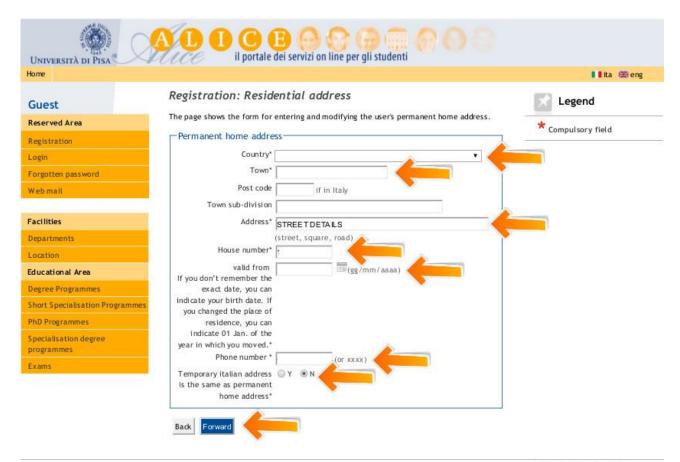
STEP 1: **PERSONAL DETAILS**. WARNING: ONCE YOUR APPLICATION HAS BEEN SUBMITTED, THIS SECTION CANNOT BE CHANGED AND IT CONTAINS THE DETAILS OF YOUR IDENTITY!

No.	DESIGNATION	How To Fill-In The Section?
1	NAME	WRITE YOUR FIRST NAME(S) AS INDICATED ON YOUR PASSPORT OR ON YOUR ID
2	SURNAME	WRITE YOUR SURNAME AS INDICATED ON YOUR PASSPORT OR ON YOUR ID (DO NOT ADD THE WORDS I.E. "MARRIED NAME")
3	DATE OF BIRTH	WRITE YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
4	GENDER	CHECK THE BOX CORRESPONDING TO YOUR GENDER
5	PRIMARY NATIONALITY	WRITE YOUR NATIONALITY AT BIRTH
6	COUNTRY	SELECT YOUR COUNTRY OF BIRTH FROM THE DROPDOWN LIST
7	PROVINCE	SELECT THE STATE/TOWN/CITY OF BIRTH FROM THE DROPDOWN LIST
8	Town of Birth	WRITE THE NAME OF THE TOWN OF BIRTH
9	ITALIAN TAX CODE	IF NOT AVAILABLE, PLEASE CLICK ON FORWARD AND THE SYSTEM WILL AUTOMATICALLY CALCULATE IT



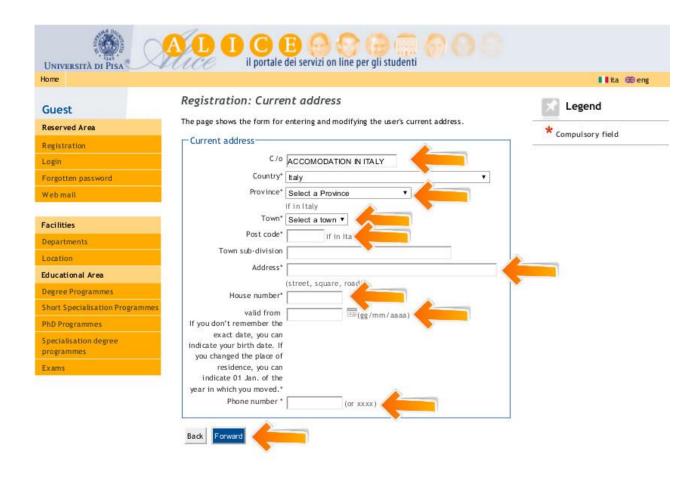
STEP 2: **RESIDENTIAL ADDRESS.** THE RESIDENTIAL ADDRESS IS YOUR <u>PERMANENT</u> ADDRESS, THE ONE WHERE YOU RECEIVE OFFICIAL DOCUMENTS AND CORRESPONDENCE.

No.	DESIGNATION	How To Fill-In The Section?
1	COUNTRY	SELECT YOUR COUNTRY OF YOUR PERMANENT ADDRESS FROM THE DROPDOWN LIST
2	Town	WRITE THE NAME OF THE TOWN OF YOUR PERMANENT ADDRESS
5	ADDRESS	WRITE YOUR HOME STREET NAME
6	House number	WRITE YOUR HOUSE NUMBER
7	VALID FROM	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
8	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE
9	TEMPORARY ITALIAN ADDRESS	CHECK THE BOX Y IF YOUR PERMANENT ADDRESS IS IN ITALY, OTHERWISE CHECK \ensuremath{N}



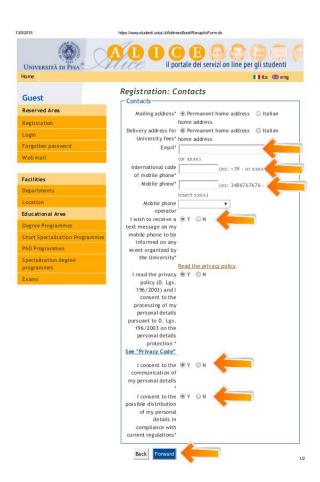
STEP 3: CURRENT ADDRESS. THE CURRENT ADDRESS IS THE ADDRESS YOU HAVE WHILE ATTEMPTING YOUR COURSE; ENTER THE DETAILS OF YOUR HOME/HOTEL/GUEST HOUSE/ACCOMMODATION. I.E.: IF THE SUMMER SCHOOL'S COURSES WILL BE IN ITALY, YOUR CURRENT ADDRESS WILL BE IN ITALY.

No.	DESIGNATION	How To Fill-In The Section?
1	C/O	WRITE THE HOME/HOTEL/GUEST HOUSE NAME IF YOU HAVE ONE
2	COUNTRY	SELECT YOUR CURRENT COUNTRY FROM THE DROPDOWN LIST
3	Town	WRITE THE NAME OF THE TOWN OF YOUR CURRENT ADDRESS
4	POST CODE	WRITE THE POSTAL CODE OF YOUR CURRENT ADDRESS
6	ADDRESS	WRITE YOUR CURRENT ADDRESS
7	HOUSE NUMBER	WRITE YOUR CURRENT HOUSE NUMBER
8	VALID FROM	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
9	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE

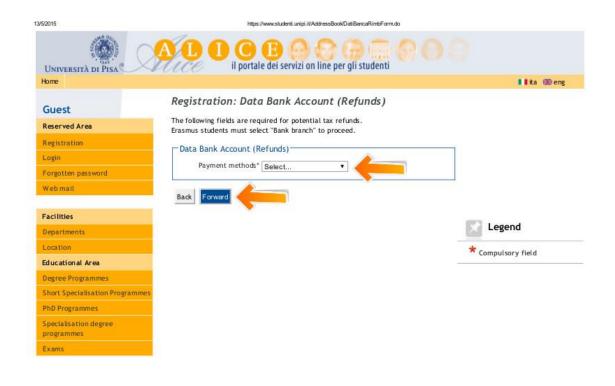


STEP 4: CONTACTS. GIVE US INFORMATION ON HOW AND WHERE CONTACT YOU

No.	DESIGNATION	How To Fill-In The Section?
1	MAILING ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
2	DELIVERY ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
3	INTERNATIONAL CODE	DO NOT WRITE '00' INSTEAD OF +. USING THE SYMBOL '+' AVOIDS THE PROBLEM BY INDICATING TO THE CALLER THAT THEY SHOULD INSERT THEIR OWN COUNTRY'S INTERNATIONAL ACCESS CODE. WRITE XXXX IF YOU DO NOT HAVE A MOBILE PHONE.
4	MOBILE PHONE OPERATOR	YOU CAN LEAVE THIS FIELD BLANK
5	TEXT MESSAGE	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
6	PRIVACY POLICY	IT IS MANDATORY TO CHECK THE BOX YES, TO AUTHORIZE USE OF YOUR DATA ACCORDING TO ITALIAN LAW 196/2003 ON PRIVACY.
7	COMMUNICATION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
8	POSSIBLE DISTRIBUTION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE



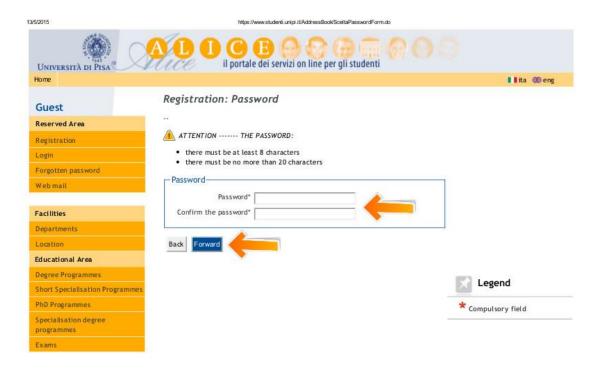
STEP 5: **DATA BANK ACCOUNT.** YOU DO NOT NEED TO LEAVE THE DETAILS OF YOUR BANK ACCOUNT: JUST SELECT THE OPTION "BANK BRANCH" FROM THE DROPDOWN LIST.



https://www.studenti.unipi.it/AddressBook/DatiBancaRimbForm.do

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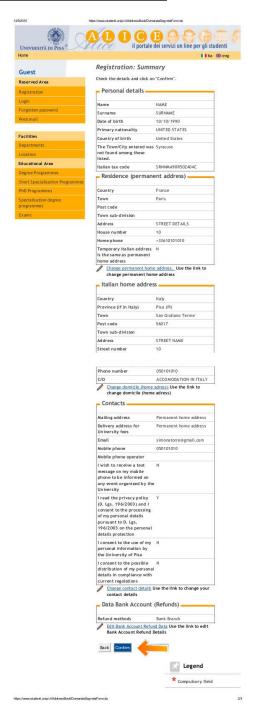
STEP 6: PASSWORD: CHOOSE YOUR PASSWORD (8-20 CHARACTERS)



STEP 7: SUMMARY: CHECK THE DETAILS AND CONFIRM. YOU WILL RECEIVE AN EMAIL WITH YOUR LOGIN AND PASSWORD, KEEP YOUR ACCOUNT DETAILS SAFE AND DO NOT DISCLOSE YOUR LOGIN DETAILS TO ANYONE.

NOW THAT YOU ARE REGISTERED, YOU CAN:

- Access the University of Pisa WIFI
- PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE



*APPLICANTS SHOULD BE AWARE THAT THE PRESENTATION OF INCORRECT/FALSE/FORGED/FRAUDULENT INFORMATION OR DOCUMENTS IS A CRIMINAL OFFENCE AND THE UNIVERSITY RESERVES THE RIGHT TO INITIATE APPROPRIATE ACTION.