



**UNIVERSITÀ  
DI PARMA**

# **ENROLMENT GUIDE TO PROFESSIONAL MASTER PROGRAMME WITH ADMISSION TEST**

## **ESSE3**

This guide was created to facilitate the enrolment of students for first and second level professional master programmes via the University online services.

Please note, the examples reported below were done in a simulation context therefore there may be differences related to later updates of the pages or procedures.

The data entered are purely random and are for illustrative purposes and do not refer to any existing person.



## PLEASE NOTE

If you are of age and either an Italian citizen or born in Italy, you will have to enrol exclusively with SPID.

If you do not fall in the previous categories, the use of SPID is not mandatory.

After the admission test, check your score in the ranking and, if successful, proceed with enrolment in the chosen Master Programme.

In your RESERVED AREA on ESSE3, under the section REGISTRAR'S OFFICE, click **Enrolment**.

The screenshot shows the 'Student Section' page on the University of Parma website. The page title is 'Student Section [ ] - [MAT. [ ]]'. Below the title, there is a section for 'Information about student' with various fields for course and student details. At the bottom, there is a table titled 'Situazione iscrizioni' (Enrollment Status) with columns for Academic Year, Degree Course, Year of Course, and Date. On the right side, there is a sidebar menu with the following items: Reserved Area, Logout, Registrars Office (circled in red), Registrations, Admission test, Evaluation test, State Exams, Enrolment (highlighted with a red arrow), Exemptions, and Self-certification.

Proceed with **On-line Enrolment**.

The screenshot shows the 'On-line Enrolment' page on the University of Parma website. The page title is 'On-line Enrolment'. Below the title, there is a paragraph of text: 'From here onwards you will be guided through the process of choosing your degree course and entering the data required for enrolment. Fields marked with the symbol \* are mandatory.' At the bottom left, there is a blue button labeled 'On-line Enrolment' with a red arrow pointing to it.

Choose the **immatricolazione standard** type from the application types and press **Next**.

**Enrolment: Type of application**

Choose the type of enrolment application you wish to submit.

**PRE-REGISTRATION FOR MASTER'S GRADUATE COURSES:** pre-registration for master's degree courses for students who are finishing their three-year courses therefore not in possession of a bachelor's degree. To proceed, the STANDARD enrolment type must be selected.

**CAREER ABBREVIATION:** matriculation to a year equal to or higher than the first one being in possession of another academic degree and with request for credit recognition

**DECLINED STUDENT:** matriculation of student who has lapsed in a previous career with request for credit recognition

**RENUNCIATORY STUDENT:** matriculation of student who has renounced in a previous career with request for credit recognition

**TRANSFER IN:** enrollment of student from another university who intends to pursue a career at the University of Parma

**Attention one must:**

- apply for transfer to the University where you are currently enrolled;
- obtain clearance from the University of Parma (if applicable) to enroll in a closed-numbered course of study.

**PART TIME:** all degree courses, except single-cycle second-level degree programmes (Law, Pharmacy, Chemistry and Pharmaceutical Technologies) and degree programmes subject to numerus fixus on a national basis (Medicine and Surgery, Veterinary Medicine, Dentistry, Architecture, Health Professions, Nursing and Midwifery) allow enrolment on a PART TIME basis.

**Attention:**  
special needs students with 66% or higher certified disability are entitled to exemption from university tuition fees and only need to pay the regional tax and stamp duty.

**First and second cycle degree courses - single cycle degree courses:** in case of difficulty, call the dedicated number 800904084 or write to [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specifying your personal data (first name, last name, tax code) and what problem you encountered.

Please note: for postgraduate courses you will have to contact the relevant secretariats in case of difficulty, specifying your details (first name, last name, tax code) and what difficulty you encountered:

- masters: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- doctorates: [dottorati@unipr.it](mailto:dottorati@unipr.it)
- graduate schools: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)
- postgraduate courses: [perfezionamento@unipr.it](mailto:perfezionamento@unipr.it)

Type of application

Immatricolazione standard

Previous **Next**

After entering all the required attachments, press **Next** to view the Final Summary of the information entered.

Proceed with the payment of the contributions, by clicking the **Check Payments** button and follow the instructions indicated.

**UNIVERSITÀ DI PARMA** Servizi online

**Immatricolazione: riepilogo finale**

Hai completato con successo la procedura on line di immatricolazione. Procedi con **Stampa domanda** per confermare l'immatricolazione.

Se hai selezionato il Corso di Studio sbagliato, potrai modificarlo cliccando il pulsante **Procedi con una nuova Immatricolazione**.

Per effettuare il **pagamento** dei contributi dovuti, clicca ora sul pulsante **Controlla pagamenti** oppure accedi alla pagina Pagamenti dal menù Segreteria e segui le istruzioni indicate.

Al termine della procedura dovrai inviare, via mail, la ricevuta di pagamento e copia della domanda di immatricolazione alla [Segreteria di competenza](mailto:Segreteria di competenza) che, dopo aver effettuato i necessari controlli sui documenti pervenuti, provvederà a rendere definitiva l'immatricolazione con l'assegnazione della matricola e l'attivazione dell'indirizzo di posta di Ateneo, che ti verranno comunicati tramite e-mail.

Per ulteriori informazioni relative alla procedura di immatricolazione/iscrizione e alle tasse consigliamo di consultare il [Manifesto degli Studi di Ateneo](#).

In caso di difficoltà, telefona al numero dedicato 0521.902050 oppure scrivi all'indirizzo [helpdesk.studenti@unipr.it](mailto:helpdesk.studenti@unipr.it) specificando i tuoi dati (nome, cognome, codice fiscale) e quale problema hai riscontrato.

Attenzione: per i corsi post-laurea dovrai constatare, in caso di difficoltà, le segreterie di competenza, specificando i tuoi dati (nome, cognome, codice fiscale) e quale difficoltà hai incontrato:

- master: [master.formazionepermanente@unipr.it](mailto:master.formazionepermanente@unipr.it)
- dottorati: [dottorati@unipr.it](mailto:dottorati@unipr.it)
- scuole di specializzazione: [specializzazioni@unipr.it](mailto:specializzazioni@unipr.it)

Corso di studio	
Anno Accademico	2018
Tipo di Corso di Studio	Corso di Laurea
Tipo di immatricolazione	Immatricolazione standard
Corso di Studio	INGEGNERIA GESTIONALE
Percorso di Studio	Generale

Prima immatricolazione sistema universitario	
A.A. prima immatricolazione	2018/2019
Data prima immatricolazione	18/07/2018
Ateneo prima immatricolazione	Università degli Studi di PARMA - TEST

**Disabilità o Altro**

Disabilità o Altro: No

**Altre informazioni**

Sede: PARMA

Procedi con una nuova immatricolazione

Stampa Domanda

**Controlla pagamenti**



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**PLEASE NOTE** Failure or partial compliance with the provisions will result in irreversible cancellation from the ranking and subsequent scrolling of the same, in order to allow enrolment to those entitled on the waiting list.

The University will send an enrolment validation email to the address you specified during the online procedure, containing your enrolment number [*matricola*] and the institutional email address assigned (example: [name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it) ).

From this moment on, the email address [name.surname@studenti.unipr.it](mailto:name.surname@studenti.unipr.it) becomes your only official communication channel with the University, it will also become your username for the access to all online services, replacing the 8-digit numeric code previously used.

In the enrolment validation email you will also be asked to fill out a short questionnaire, it will help us get to know you better and improve the quality of services aimed at students: please fill it in carefully, it does not take more than 5 minutes. Thank you!