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.
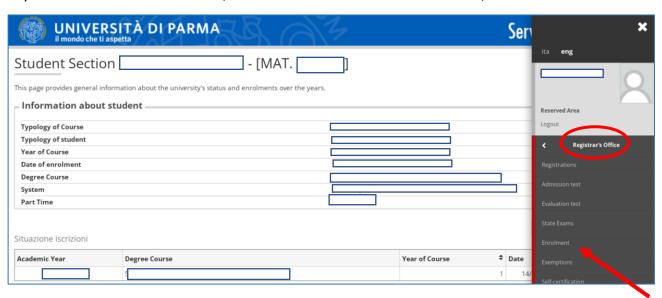
PLEASE NOTE

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.

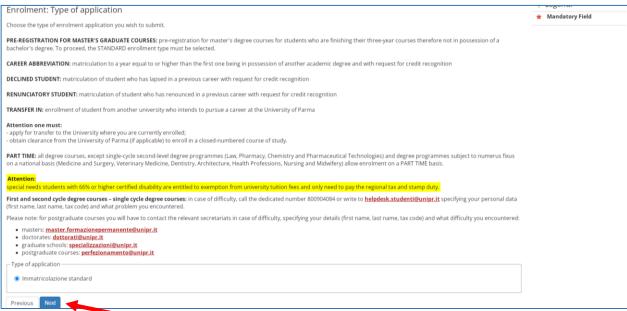In your RESERVED AREA on ESSE3, under the section REGISTRAR'S OFFICE, click **Enrolment**.
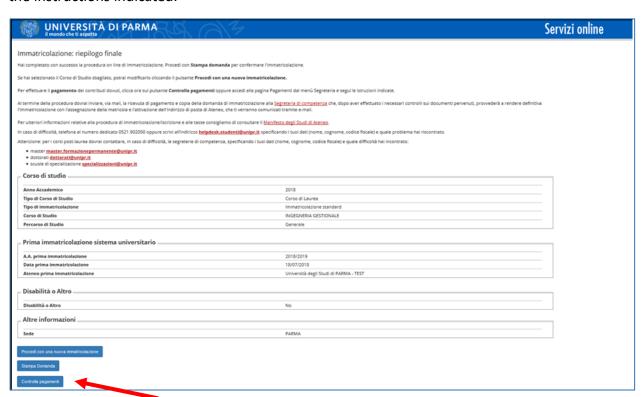
Procced with **On-line Enrolment**.

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 enrollment 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** 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**
- doctorates: **dottorati@unipr.it**
- graduate schools: **specializzazioni@unipr.it**
- postgraduate courses: **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.

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).

From this moment on, the email address 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!