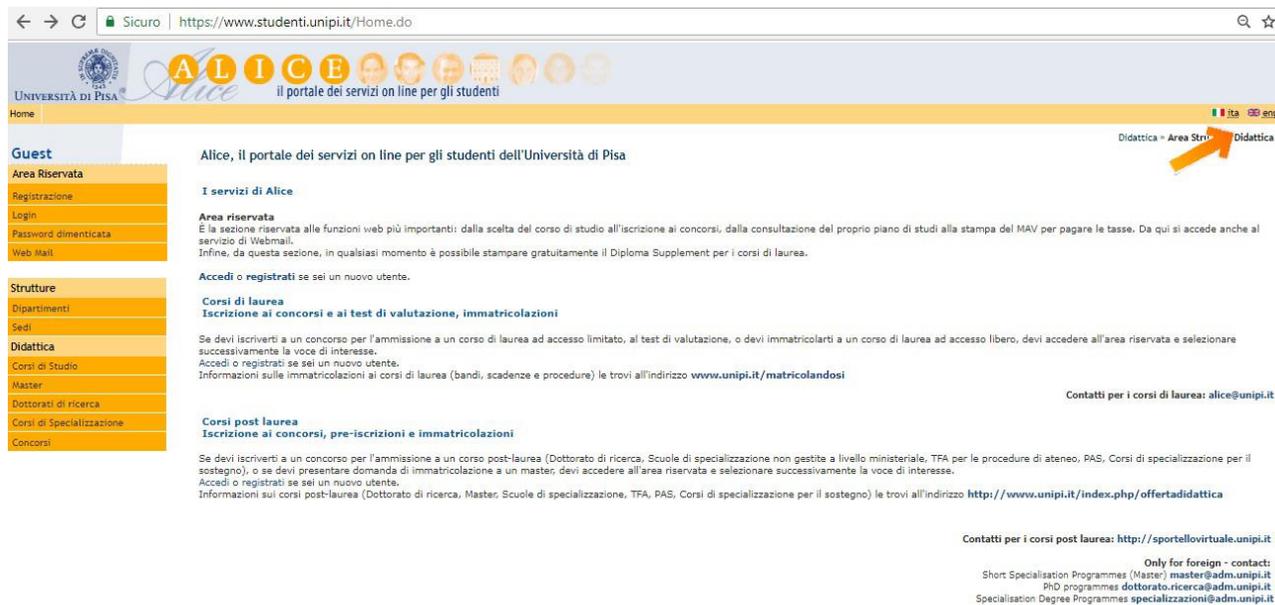**NEW USER REGISTRATION WITH ALICE**

DEAR APPLICANT,

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

FOR THE APPLICANTS' CONVENIENCE, WE HAVE OUTLINED THE STEPS TO COMPLETE THE ONLINE REGISTRATION ON THE **ALICE PORTAL:**

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

YOU CAN SELECT THE LANGUAGE ON THE UPPER RIGHT OF THE WEB PAGE:

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

SHOULD YOU HAVE ANY PROBLEM, PLEASE EMAIL US AT :

SUPPORT.SUMMERSCHOOL@UNIPI.IT

ALICE PORTAL REGISTRATION

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

PLEASE NOTE THAT YOU ARE NOT REQUIRED TO HAVE AN ITALIAN TAX ID AND A RESIDENCE PERMIT TO CREATE AN ONLINE ACCOUNT ON **ALICE** AND ENROLL IN SUMMER/WINTER SCHOOLS.

IT IS ADVISABLE TO CREATE **ONLY ONE ACCOUNT** AND FILL THE ONLINE FORM WITH YOUR UPDATED AND ACCURATE INFORMATION.

YOUR PERSONAL ALICE ACCOUNT WILL ENABLE YOU TO HAVE AN ID NUMBER, ACCESS THE UNIVERSITY OF PISA WIFI AND PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE.

THERE ARE 8 STEPS YOU NEED TO GO THROUGH IN ORDER TO COMPLETE THE ALICE ONLINE FORM: TO GO ON FROM ONE STEP TO ANOTHER JUST CLICK "FORWARD".

FIRST OF ALL, GO TO THE ALICE PORTAL BY CLICKING ON THE ABOVEMENTIONED LINK: THE FOLLOWING PAGE WILL OPEN. CLICK ON "REGISTRATION" AND THEN ON "NEW USER REGISTRATION", AS SHOWED BELOW:

Guest

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.

New user registration

STEP 1: ITALIAN TAX CODE: INSERT YOUR TAX CODE. IF YOU ARE A FOREIGN STUDENT, YOU PROBABLY DO NOT HAVE IT. IF THAT IS THE CASE, CHECK THE BOX "FOREIGN STUDENT WITHOUT ITALIAN TAX CODE"; THEN CLICK "FORWARD":

STEP 2: PERSONAL DETAILS. <u>WARNING</u>: ONCE YOU SUBMIT YOUR APPLICATION, YOU WILL NOT BE ABLE TO CHANGE THIS SECTION: SINCE IT CONTAINS YOUR IDENTITY DETAILS, PLEASE BE CAREFUL.

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 ANY OTHER WORD, 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	TOWN OF BIRTH	WRITE THE NAME OF YOUR TOWN OF BIRTH
8	ITALIAN TAX CODE	<u>IF NOT AVAILABLE, PLEASE CLICK "FORWARD" AND THE SYSTEM WILL AUTOMATICALLY CALCULATE IT. THEN, CLICK "FORWARD" AGAIN.</u>

ita eng

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Registration: Personal details

Please use the following form to type in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message

Personal details

Name*
Surname*
Date of birth* (dd/mm/yyyy)
Gender* ○ Male ○ Female
Primary nationality (if you are an Italian citizen, you must type in 'Italy')* | Please, select the NATIONALITY ▼
Country where you were born* | Please, select the COUNTRY of BIRTH ▼
Town where you were born*
Italian tax code*

Back **Forward**

Key

* Compulsory field

STEP 3: RESIDENTIAL ADDRESS. THE RESIDENTIAL ADDRESS IS YOUR <u>PERMANENT</u> ADDRESS IN YOUR OWN COUNTRY, THE ONE WHERE YOU RECEIVE OFFICIAL DOCUMENTS AND CORRESPONDENCE.

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	COUNTRY	SELECT YOUR PERMANENT ADDRESS COUNTRY FROM THE DROPDOWN LIST
2	TOWN	WRITE THE NAME OF THE YOUR PERMANENT ADDRESS TOWN
3	POST CODE	DO NOT TYPE ANYTHING UNLESS YOUR PERMANENT ADDRESS IS IN ITALY
4	TOWN SUB-DIVISION	YOU CAN LEAVE THIS FIELD BLANK
5	ADDRESS	WRITE YOUR PERMANENT ADDRESS STREET NAME
6	HOUSE NUMBER	WRITE YOUR HOUSE NUMBER
7	ON WHAT DATE DID YOU MOVE TO THIS ADDRESS?	IF YOU DO NOT REMEMBER THE EXACT DATE, TYPE IN YOUR BIRTH DATE OR, IF YOU HAVE CHANGED ADDRESS SINCE YOUR BIRTH, TYPE IN 1ST JANUARY OF THE YEAR WHEN YOU MOVED TO THE PLACE YOU CURRENTLY LIVE IN
8	LANDLINE PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE
9	TEMPORARY ITALIAN ADDRESS IS THE SAME AS PERMANENT HOME ADDRESS	CHECK THE BOX Y IF YOUR PERMANENT ADDRESS IS IN ITALY, OTHERWISE CHECK N

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Registration: Residential address

The page shows the form for entering and modifying the user's permanent home address.

Permanent home address

Country* [Belgium ▼]

Town* [   ]

Post code [   ] if in Italy

Town sub-division [   ]

Address* [   ]
(street, square, road)

House number* [   ]

On what date did you move to this address? [   ] (dd/mm/yyyy)
If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*

Landline phone number * [   ] (if you do not have it, type inxxxx)

Temporary Italian address is the same as permanent home address* ○ Y ○ N

Back **Forward**

Key

* Compulsory field
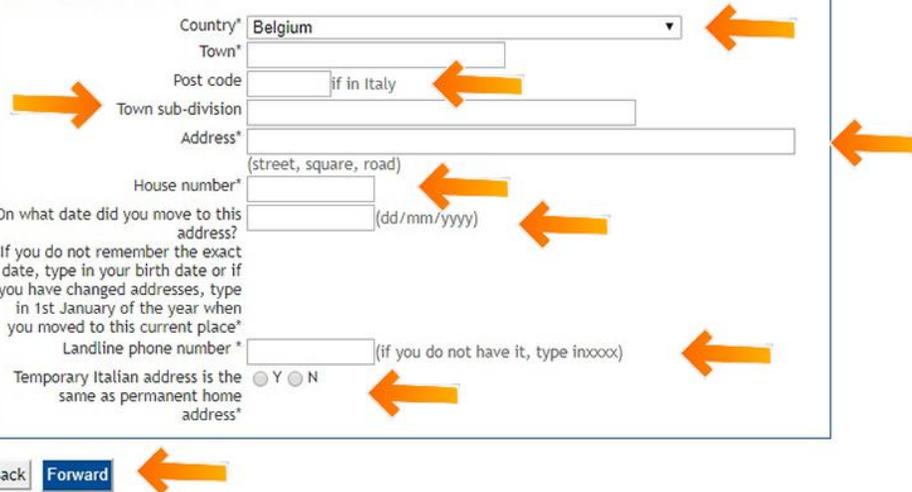
STEP 4: **CURRENT ADDRESS.** THE CURRENT ADDRESS IS THE ADDRESS WHERE YOU WILL BE LIVING WHILE ATTENDING YOUR SUMMER/WINTER SCHOOL ; ENTER THE DETAILS OF YOUR HOME/HOTEL/GUEST HOUSE/ACCOMMODATION. I.E.: IF THE SUMMER SCHOOL COURSE WILL BE IN ITALY, YOUR CURRENT ADDRESS WILL BE IN ITALY.

IF YOU DO NOT KNOW YOUR ADDRESS YET, PLEASE INSERT THE UNIVERSITY OF PISA ADDRESS DATA, WHICH ARE PROVIDED AFTER THE TABLE BELOW:

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 THE COUNTRY YOU WILL BE LIVING FROM THE DROPDOWN LIST
3	PROVINCE	SELECT THE PROVINCE YOU WILL BE LIVING FROM THE DROPDOWN LIST
4	TOWN	WRITE THE TOWN YOU WILL BE LIVING
5	POST CODE	WRITE THE POST CODE OF THE PLACE YOU WILL BE LIVING
6	TOWN SUB-DIVISION	YOU CAN LEAVE THIS FIELD BLANK
7	ADDRESS	WRITE THE STREET ADDRESS YOU WILL BE LIVING
8	HOUSE NUMBER	WRITE THE HOUSE NUMBER
9	ON WHAT DATE DID YOU MOVE TO THIS ADDRESS	WRITE THE DATE WHEN YOU MOVED/WILL BE MOVING TO THIS ADDRESS. IF YOU DO NOT REMEMBER/KNOW THE EXACT DATE, TYPE IN 1ST JANUARY OF THE YEAR WHEN YOU MOVED TO THIS PLACE.
10	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE

IF YOU DO NOT KNOW YOUR ADDRESS YET, PLEASE WRITE THE UNIVERSITY OF PISA ADDRESS:

- C/O: UNIVERSITY OF PISA

- COUNTRY: ITALY

- PROVINCE: PISA

- TOWN: PISA

- POST CODE: 56126

- TOWN SUB-DIVISION: LEAVE THIS FIELD BLANK

- ADDRESS: LUNGARNO ANTONIO PACINOTTI

- HOUSE NUMBER: 43

- ON WHAT DATE DID YOU MOVE TO THIS ADDRESS: PLEASE WRITE THE 1ST OF JANUARY OF THE YEAR YOU MOVED TO PISA

- PHONE NUMBER: +39 050 221 2111

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Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o

Country* Italy

Province* Select a Province
if in Italy

Town* Select a town

Post code* if in Italy

Town sub-division

Address*
(street, square, road)

House number*

On what date did you move to this address? (dd/mm/yyyy)

If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*

Landline phone number * (if you do not have it, type inxxxx)

Back Forward

Key

* Compulsory field

STEP 5: CONTACTS. GIVE US INFORMATION ON HOW AND WHERE WE CAN 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	email	Type in your email address
4	International code of mobile phone	Do not write '00' instead of +. Using the symbol '+' avoids the problem by indicating to the caller that they should insert their own country international access code. Write XXXX if you do not have a mobile phone.
5	Mobile phone	Type in your mobile phone number or insert XXXX if you do not have any
6	Mobile phone operator	You can leave this field blank
7	Text message	Check the box corresponding to your preference
8	Privacy policy	It is mandatory to check the box YES to authorize use of your data according to Italian 196/2003 law on privacy.
9	Communication	Check the box corresponding to your preference
10	Possible distribution	Check the box corresponding to your preference

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Guest

Registration: Contacts

Contacts

|	
Mailing address*	⦿ Permanent home address ○ Italian home address
Delivery address for University fees*	⦿ Permanent home address ○ Italian home address
Email*	
	(or xxxx)
International code of mobile phone*	(es: +39 - or +xx)
Mobile phone*	(es: 3486767676 - or to insert xxxx)
Mobile phone operator	▾
Favourite language for communications	Italian ▾
I wish to receive a text message on my mobile phone to be informed on any event organized by the University*	⦿ Y ○ N
	Read the privacy policy.
I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection *	⦿ Y ○ N

See "Privacy Code"

Key

* Compulsory field

Back Forward
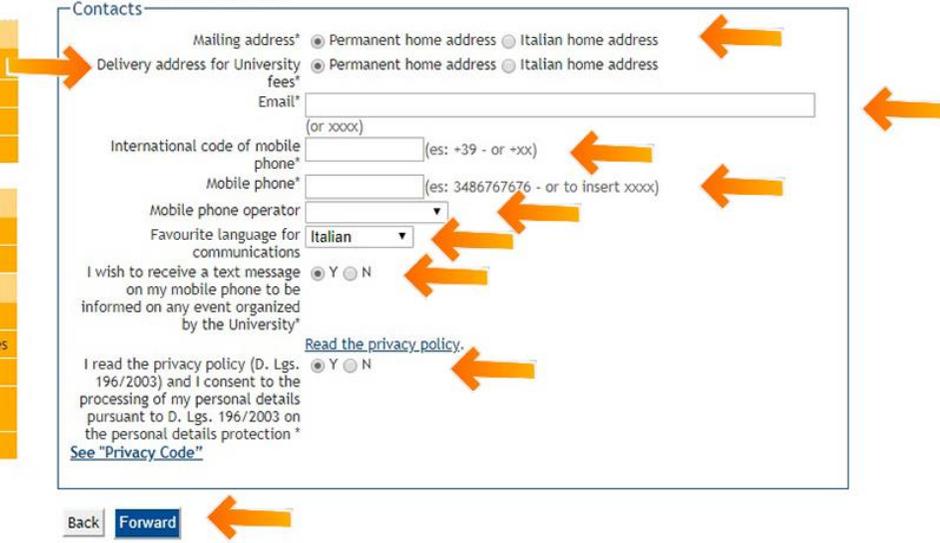
STEP 6: BANK ACCOUNT DATA. YOU ARE NOT REQUIRED TO LEAVE THE DETAILS OF YOUR BANK ACCOUNT: IN ORDER TO PROCEED, JUST SELECT THE OPTION "BANK BRANCH" FROM THE DROPDOWN LIST; THEN CLICK "FORWARD":

STEP 7: **Password**: Choose your password (8-20 characters). To avoid problems with the portal, please choose a password using ENGLISH CHARACTERS, since special characters in other languages might cause some problems to the system.

STEP 8: **SUMMARY**: CHECK THE DETAILS AND CONFIRM. YOU WILL RECEIVE AN EMAIL WITH YOUR USERNAME AND PASSWORD. KEEP YOUR ACCOUNT DETAILS SAFE AND DO NOT DISCLOSE THEM TO ANYONE.

NOW THAT YOU ARE REGISTERED, YOU CAN:

- **ACCESS THE UNIVERSITY OF PISA WIFI (WHILE YOU ARE IN PISA)**
- **PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE**

Contacts

Mailing address	Permanent home address
Delivery address for University fees	Permanent home address
Email	simonatorre@gmail.com
Mobile phone	050101010
Mobile phone operator	
I wish to receive a text message on my mobile phone to be informed on any event organized by the University	N
I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection	Y
I consent to the use of my personal information by the University of Pisa	N
I consent to the possible distribution of my personal details in compliance with current regolations	N

Change contact details Use the link to change your contact details

Data Bank Account (Refunds)

Refund methods	Bank Branch

Edit Bank Account Refund Data Use the link to edit Bank Account Refund Details

Back Confirm

Legend

* Compulsory field

NOW YOU CAN FINALLY LOG IN THE **ALICE PORTAL**:

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Registration complete!
Print the memorandum.
If you are an INCOMING ERASMUS st... ...se be aware of the following: -it is not en... ...e to complete the enrolment to a Master's degree programme (not to a Long single-cycle degree programme-laurea magistrale a ciclo unico), you must follow the procedure on this page click here -access to the university's wi-fi will be possible only after you have completed the enrolment in a degree programme

Credentials

Name	TERRY
Family name	DUCHAMP
E-Mail	terryduch97@hotmail.it
Username	t.duchamp
Password	imveryveryhappy

ⓘ Your username and password have been sent to your e-mail address

Login

Print memorandum

Exit

Accedi

https://www.studenti.unipi.it

Nome utente   t.duchamp

Password   ●●●●●●●●●●●●

Accedi   Annulla

Key

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*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.