



**\*\*SUMMER/WINTER SCHOOL ENROLMENT PROCESS\*\***

**DEAR APPLICANT,**

HAVING COMPLETED THE ONLINE ACCOUNT REGISTRATION ON THE [ALICE PORTAL](#), YOU CAN NOW ENROLL IN THE SUMMER/WINTER SCHOOL YOU ARE INTERESTED IN.

WE HAVE OUTLINED HERE EACH STEP YOU NEED TO GO THROUGH IN ORDER TO COMPLETE YOUR ENROLMENT.

BEFORE STARTING THE ENROLMENT PROCESS, PLEASE READ CAREFULLY THE INSTRUCTIONS GIVEN BELOW.

SHOULD YOU HAVE ANY PROBLEM, FEEL FREE TO EMAIL US AT:

**[SUPPORT.SUMMERSCHOOL@UNIPI.IT](mailto:SUPPORT.SUMMERSCHOOL@UNIPI.IT)**

### **ALICE PORTAL ENROLMENT**

BEFORE YOU START, MAKE SURE YOU HAVE AT HAND:

- 1- **IDENTITY DOCUMENT** (\*\*PASSPORT FOR FOREIGN STUDENTS)
- 2- **ENROLMENT FORM** (THE ENROLMENT FORM IS AVAILABLE ON THE FOLLOWING [LINK](#); YOU ARE DUE TO FILL IN THE FORM AND SIGN IT TWICE IN BOTH AREAS MARKED "SIGN HERE", AS IT IS STATED IN THE DOCUMENT)
- 3- **CURRICULUM VITAE**
- 4- **ANY OTHER DOCUMENT** WHICH MIGHT BE REQUIRED BY THE SUMMER/WINTER SCHOOL YOU DECIDED TO ENROL IN (PLEASE CHECK WHICH DOCUMENTS ARE REQUIRED ON THE [SUMMER/WINTER SCHOOL WEBPAGE](#))

ALL THE DOCUMENTS MUST BE IN PDF FORMAT, IN ORDER TO UPLOAD THEM ON THE PORTAL WHEN REQUIRED.

PLEASE NOTE THAT YOU ARE NOT REQUIRED TO HAVE AN ITALIAN TAX CODE AND A RESIDENCE PERMIT TO ENROLL IN SUMMER/WINTER SCHOOLS.

## STEP 1: FIRST OF ALL, LOG IN ON THE ALICE PORTAL

([HTTPS://WWW.STUDENTI.UNIPI.IT/HOME.DO?COD\\_LINGUA=ENG](https://www.studenti.unipi.it/home.do?COD_LINGUA=ENG)) BY TYPING IN THE USERNAME AND PASSWORD GIVEN TO YOU AFTER THE ACCOUNT REGISTRATION; THEN CLICK ON “**ACCEDI**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home ita eng

**Guest**

**Personal area**

- Registration
- Login
- Forgotten password
- Web Mail

**Facilities**

- Departments
- Location

**Educational Area**

- Degree Programmes
- Short Specialisation Programmes
- 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 created an account in 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 degree programmes with limited access), consulting your own study plan and printing out a MAV (Pagamento Mediante Avviso) to pay for university tuition fees. From this area you can also access the Webmail 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 exam in order to gain entry into a degree programme with limited places, sign up to an evaluation test, or if you need to enrol in 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 enrol in a specific degree programme (exam announcements, deadlines and procedures) please visit [www.unipi.it/matricolandi](http://www.unipi.it/matricolandi) or contact: [alice@adm.unipi.it](mailto: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.

Accedi  
<https://www.studenti.unipi.it>

Nome utente:

Password:

**Guest**

**Personal area**

- Registration
- Login
- Forgotten password
- Web Mail

**Facilities**

- Departments
- Location

**Educational Area**

- Degree Programmes
- Short Specialisation Programmes
- PhD Programmes
- Specialisation degree programmes
- Exams

Alice, the online service portal for st

**Services available through Alice**

**My Alice**

This area is available only to those who have already registered and created an account in 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 degree programmes with limited access), consulting your own study plan and printing out a MAV (Pagamento Mediante Avviso) to pay for university tuition fees. From this area you can also access the Webmail 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 exam in order to gain entry into a degree programme with limited places, sign up to an evaluation test, or if you need to enrol in 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 enrol in a specific degree programme (exam announcements, deadlines and procedures) please visit [www.unipi.it/matricolandi](http://www.unipi.it/matricolandi) or contact: [alice@adm.unipi.it](mailto: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.

**STEP 2: ON THE LEFT SIDE MENU, CLICK ON “INTERNATIONAL MOBILITY AND SUMMER SCHOOL”, THEN CLICK ON “APPLICATION FORM FOR INCOMING STUDENTS”:**

The screenshot shows the ALICE portal interface for a registered user named TERRY DUCHAMP. The header includes the University of Pisa logo and the text "ALICE il portale dei servizi on line per gli studenti". The main content area is titled "Area Utenti Registrati - Benvenuto TERRY DUCHAMP" and contains a welcome message and instructions. A blue bar lists "Scegli una tra le seguenti voci:" with links for "Iscrizione concorsi", "Scelta del corso (Immatricolazioni)", and "Iscrizione test di valutazione". On the left, a vertical menu lists various services, with "International mobility and Summer School" highlighted and pointed to by an orange arrow. The footer contains the text "Informativa utilizzo cookie | © CINECA".

The screenshot shows the "Application Form for Incoming Students" page. The header is identical to the previous page. The main content area is titled "Application Form for Incoming Students" and contains the text: "Start your student enrolment process here. At the end of this process you will receive a Username and Password with which you can access the ALICE system, in order to change your information and view our student services." A blue button labeled "Application Form for Incoming Students" is highlighted with an orange arrow. The left menu is titled "Personal area" and lists various services, including "Master data", "Registrar's Office", "Admission test", "Evaluation test", "State Exams", "Enrolment", and "Tasse".

**STEP 3:** SELECT THE PROGRAM YOU ARE INTERESTED IN BY CHECKING THE APPROPRIATE BOX. YOU ARE ALLOWED TO CHOOSE ONLY ONE PROGRAM. THEN CLICK **“FORWARD”**.

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**

- Master data
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Tasse

### Confirm program

This page shows the programmes that you can select (Please choose only one).

Program Selection

| Select                | Program  |
|-----------------------|--|
| <input type="radio"/> | Summer School Reading Middle Egyptian Hieratic |
| <input type="radio"/> | Summer School 1                                |
| <input type="radio"/> | Summer School 2                                |

Back Forward

**Key**

- \* Compulsory field

BEFORE YOU PROCEED, YOU NEED TO CONFIRM THE PROGRAM YOU HAVE CHOSEN. CHECK THE BOX **“SELECT”** AND THEN CLICK ON **“FORWARD”**:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**

- Master data
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Tasse

### Confirm program

To proceed, please click on Select and then Forward.

**Your selection**

Program: Summer School Reading Middle Egyptian Hieratic

**Confirm program**

Select

Back Forward

**Key**

- \* Compulsory field

A FURTHER CONFIRMATION IS NEEDED, THUS PLEASE CONFIRM AGAIN YOUR CHOICE BY CLICKING "FORWARD":

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**


- Master data
- Registrar's Office
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Tasse

### Confirm program Summary

Please confirm your information.

**Your selection**

|                 |  |
|-----------------|--|
| Program:        | Summer School Reading Middle Egyptian Hieratic |
| Level of Study: | Summer School                                  |
| Department:     | CIVILISATIONS AND FORMS OF KNOWLEDGE           |

Back **Forward** 

**Key**

- \* Compulsory field

**STEP 4: IDENTITY DOCUMENT (\*PASSPORT IF FOREIGN STUDENT\*):** YOU MUST ATTACH/INSERT A VALID IDENTITY DOCUMENT IN PDF FORMAT BY CLICKING ON “INSERT A NEW DOCUMENT”:

THE FOLLOWING PAGE WILL OPEN, AND HERE YOU HAVE TO TYPE IN:

| No. | DESIGNATION      | HOW TO FILL-IN THE SECTION?   |
|-----|------------------|---|
| 1   | TYPE OF DOCUMENT | SELECT THE TYPE OF DOCUMENT ATTACHED FROM THE DROPDOWN LIST (IF YOU ARE A FOREIGN STUDENT, SELECT “PASSPORT”) |
| 2   | NUMBER           | TYPE IN THE DOCUMENT NUMBER   |
| 3   | ISSUED BY        | TYPE IN WHICH INSTITUTION ISSUED THE DOCUMENT   |
| 4   | DATE OF ISSUE    | TYPE IN THE DAY THE DOCUMENT WAS ISSUED   |
| 5   | EXPIRY DATE      | TYPE IN THE EXPIRY DATE OF YOUR ID OR PASSPORT  |

CONFIRM THE INFORMATION YOU PROVIDED BY CLICKING ON “**FORWARD**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato** TERRY DUCHAMP

**Personal area**  
 Log out  
 Change password  
 Web Mail

**Home**  
 Master data  
**Registrar's Office**  
 Admission test  
 Evaluation test  
 State Exams  
 Enrolment  
 Tasse  
 Degree Qualification

**Confirm your information**

**Identity Documents**

|                   |                  |
|-------------------|------------------|
| Type of document: | Passport         |
| Number:           | YA3456777        |
| Issued by:        | Regno del Belgio |
| Date of issue:    | 01/08/2018       |
| Expiry date:      | 02/08/2027       |

Back **Forward** ←

Key  
 \* Compulsory field

ON THE FOLLOWING PAGE YOU NEED TO UPLOAD YOUR ID OR PASSPORT IN PDF FORMAT, BY CLICKING ON “**INSERT HERE**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato** TERRY DUCHAMP

**Personal area**  
 Log out  
 Change password  
 Web Mail

**Home**  
 Master data  
**Registrar's Office**  
 Admission test  
 Evaluation test  
 State Exams  
 Enrolment  
 Tasse  
 Degree Qualification

**Identity Documents**  
 Please confirm your information.

**Identity Documents**

|                   |                  |
|-------------------|------------------|
| Type of document: | Passport         |
| Number:           | YA3456777        |
| Issued by:        | Regno del Belgio |
| Date of issue:    | 01/08/2018       |
| Expiry date:      | 02/08/2027       |

**Attached**

| Type of document: | Maximum size of file | N. minimum attached documents | N. maximum attached documents | Status | N. attached | Title | Description | Attach               |
|-------------------|----------------------|-------------------------------|-------------------------------|--------|-------------|-------|-------------|----------------------|
| Identity document | 3 MB                 | 1                             | 3                             |        | 0           |       |             | <b>Insert here</b> ← |

Back **Forward**

Key  
 ● Upload of attachment complete  
 ● Upload of attachment obligatory  
 ● Upload of attachment not obligatory  
 Download  
 Change  
 Delete  
 Information



WRITE A **"TITLE"** IN ORDER TO BE ABLE TO RECOGNIZE YOUR IDENTITY DOCUMENT (TYPING JUST "PASSPORT" OR "ID" IS OK) AND A **"DESCRIPTION"** OF IT (i.e. "PASSPORT OF TERRY DUCHAMP", AS IN THE PICTURE BELOW). FURTHERMORE, BY CLICKING ON **"SCEGLI FILE"**, YOU WILL BE ABLE TO UPLOAD YOUR IDENTITY DOCUMENT IN PDF; THEN CLICK ON **"FORWARD"**:

**ALICE** il portale dei servizi on line per gli studenti

UNIVERSITÀ DI PISA

Home

**Registrato** TERRY DUCHAMP

**Continued Identity Document**

Proceed to upload the document. In fields marked 'Title' and 'Description' please state the type of document.

**Document details**

|                   |                  |
|-------------------|------------------|
| Type of document: | Passport         |
| Number:           | YA3456777        |
| Place of issue:   | Regno del Belgio |
| Date of issue:    | 01/08/2018       |
| Expiry date:      | 02/08/2027       |

**Document details**

Title: \* Passport Terry Duchamp

Description: \* Passport Terry Duchamp

Attach:  passport TD.pdf

Back

**Key**

- Compulsory field

YOU WILL BE REDIRECTED TO THE PREVIOUS PAGE, WITH ALL THE INFORMATION ABOUT THE DOCUMENT YOU UPLOADED; SO YOU CAN NOW CLICK **"FORWARD"**:

**ALICE** il portale dei servizi on line per gli studenti

UNIVERSITÀ DI PISA

Home

**Registrato** TERRY DUCHAMP

**Identity Documents**

Please confirm your information.

**Identity Documents**

|                   |                  |
|-------------------|------------------|
| Type of document: | Passport         |
| Number:           | YA3456777        |
| Issued by:        | Regno del Belgio |
| Date of issue:    | 01/08/2018       |
| Expiry date:      | 02/08/2027       |

**Attached**

| Type of document: | Maximum size of file | N. minimum attached documents | N. maximum attached documents | Status | N. attached | Title                  | Description            | Attach                                     |
|-------------------|----------------------|-------------------------------|-------------------------------|--------|-------------|------------------------|------------------------|--|
| Identity document | 3 MB                 | 1                             | 3                             |        | 1           |                        |                        | <input type="button" value="Insert here"/> |
|                   |                      |                               |                               |        |             | Passport Terry Duchamp | Passport Terry Duchamp |  |

Back

**Key**

- Upload of attachment complete
- Upload of attachment obligatory
- Upload of attachment not obligatory
- Download
- Change
- Delete
- Information

YOU WILL BE ASKED TO CONFIRM THE DOCUMENT ATTACHED BY CLICKING “**FORWARD**” AGAIN ON THE FOLLOWING PAGE:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**

- Master data
- Registrar's Office
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Tasse
- Degrees/Qualifications
- Invalidity Declaration
- Identity documents

### Identification

You must attach/insert at least one valid identity document. For international students, this must be a copy of your valid passport.

Identity documents included

| Type of document | Document number | Issued by        | Date of issue | Expiry date | Status | Attached | Modify document |
|------------------|-----------------|------------------|---------------|-------------|--------|----------|-----------------|
| Passport         | YA3456777       | Regno del Belgio | 01/08/2018    | 02/08/2027  |        | Yes      |                 |

[Insert a new document](#)

[Back](#) [Forward](#)

**Key**

- Valid Document
- Expired Document
- Upload document
- Delete Document

**STEP 5:** A WEBPAGE SHOWING THE DATA REQUIRED FOR THE APPLICATION FORM WILL APPEAR. CONFIRM THE DATA BY CLICKING ON “**FORWARD**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**

- Master data
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Tasse
- Degrees/Qualifications
- Invalidity Declaration
- Identity documents

**Application Form for Incoming Students**

This page shows the data required for the Application Form.

**Destination**

|                |  |
|----------------|--|
| Academic Year: | 2018   |
| Program:       | Summer School Reading Middle Egyptian Hieratic |
| Department:    | CIVILISATIONS AND FORMS OF KNOWLEDGE           |

**Period of Study**

|               |           |
|---------------|-----------|
| Academic Year | 2018/2019 |
|---------------|-----------|

[Back](#) [Forward](#)

THEN YOU HAVE TO CLICK “**FORWARD**” TO CONFIRM THE DATA AGAIN:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato**

TERRY DUCHAMP

**Personal area**

- Log out
- Change password
- Web Mail

**Home**

- Master data
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment

**Application Form for Incoming Students**

The page shows the Application Form Datas

**Destination**

|                |  |
|----------------|--|
| Academic Year: | 2018   |
| Program:       | Summer School Reading Middle Egyptian Hieratic |
| Department:    | CIVILISATIONS AND FORMS OF KNOWLEDGE           |

[Back](#) [Forward](#)

**STEP 6: ENROLMENT FORM, CV AND OTHER DOCUMENTS:** ON THE FOLLOWING PAGE YOU ARE REQUIRED TO UPLOAD ALL THE NECESSARY ENROLMENT DOCUMENTS; BESIDE YOUR ENROLMENT FORM AND CV, YOU MIGHT BE REQUIRED TO UPLOAD ADDITIONAL DOCUMENTS; IF THIS IS THE CASE, SUCH DOCUMENTS WILL BE SPECIFIED ON YOUR SUMMER SCHOOL WEB PAGE.

PLEASE MAKE SURE TO HAVE ALL DOCUMENTS IN PDF READY TO BE UPLOADED.

**Enrolment form attachment**

On this page you must upload all necessary documents for enrolment including:

- CV
- Any necessary additional documents specified on your Summer School's web page
- Enrolment form

List of attachments

| Type of document:   | Maximum size of file | N. minimum attached documents | N. maximum attached documents | Type of attachment | Status | N. attached | Title | Description | Attach                      |
|---|----------------------|-------------------------------|-------------------------------|--------------------|--------|-------------|-------|-------------|-----------------------------|
| Enrolment form  | 3 MB                 | 1                             | 1                             | *.pdf              |        | 0           |       |             | <a href="#">Insert here</a> |
| All necessary enrolment documents (CV and any additional documents) | 3 MB                 | 1                             | 3                             | *.pdf              |        | 0           |       |             | <a href="#">Insert here</a> |

Back [Forward](#)

**Key**

- Upload of attachment complete
- Upload of attachment obligatory
- Upload of attachment not obligatory
- Download
- Change
- Delete
- Information

CLICK ON “INSERT HERE” ON THE “ENROLMENT FORM” SECTION (THE DOCUMENT IS AVAILABLE AT THE FOLLOWING [LINK](#)) AND THE FOLLOWING PAGE WILL APPEAR:

**Attachments for enrolment**

Details of attached documents

Document details

Title: Enrolment form  
Description: Enrolment form

Attach: [Scegli file](#) Nessun file selezionato  
(Le estensioni supportate sono: \*.pdf)

Back [Forward](#)

**Key**

- Compulsory field

CLICK ON “SCEGLI FILE” AND UPLOAD THE ENROLMENT FORM FILLED AND SIGNED. THEN CLICK ON “FORWARD”.

NOW CLICK ON **“INSERT HERE”** ON THE **“ALL NECESSARY ADDITIONAL DOCUMENTS”** SECTION AND THE FOLLOWING PAGE WILL APPEAR, WHERE YOU ARE DUE TO CLICK ON **“SCEGLI FILE”** AND UPLOAD YOUR CV IN PDF AND ANY ADDITIONAL DOCUMENTS, WHEN REQUIRED:

**Attachments for enrolment**  
Details of attached documents

Document details:

Title: All necessary enrolment documents (CV and any additional documents)  
Description: All necessary enrolment documents (CV and any additional documents)

Attach: **Scegli file** Nessun file selezionato  
(Le estensioni supportate sono: \*.pdf)

Back **Forward**

THEN, CLICK ON **“FORWARD”** AND YOU WILL BE REDIRECTED TO THE PREVIOUS PAGE AGAIN. IN ORDER TO ADD MORE THAN ONE DOCUMENT, JUST REPEAT THE PROCEDURE.

**Enrolment form attachment**  
On this page you must upload all necessary documents for enrolment including:

- CV
- Any necessary additional documents specified on your Summer School's web page
- Enrolment form

List of attachments

| Type of document:   | Maximum size of file | N. minimum attached documents | N. maximum attached documents | Type of attachment | Status | N. attached | Title   | Description   | Attach             |
|---|----------------------|-------------------------------|-------------------------------|--------------------|--------|-------------|---|---|--------------------|
| Enrolment form  | 3 MB                 | 1                             | 1                             | *.pdf              |        | 1           |   |   |                    |
| All necessary enrolment documents (CV and any additional documents) | 3 MB                 | 1                             | 3                             | *.pdf              |        | 1           |   |   | <b>Insert here</b> |
|   |                      |                               |                               |                    |        |             | All necessary enrolment documents (CV and any additional documents) | All necessary enrolment documents (CV and any additional documents) |                    |

Back **Forward**

NOW, PROCEED BY CLICKING ON **“FORWARD”**.

**STEP 7: QUESTIONNAIRE.** CLICK ON **“START”** TO FILL IN THE SUMMER/WINTER SCHOOL QUESTIONNAIRE:

The screenshot shows the ALICE portal interface. At the top, the header includes the University of Pisa logo and the text 'ALICE il portale dei servizi on line per gli studenti'. Below the header, the user is logged in as 'TERRY DUCHAMP'. The main content area is titled 'Questionnaire' and 'Documents and Forms'. It contains a table with the following structure:

| Questionnaire                        | Status | Action                |
|--------------------------------------|--------|-----------------------|
| Summer/Winter School Questionnaire * |        | <a href="#">Start</a> |

An orange arrow points to the 'Start' button. To the right of the table is a 'Key' section with the following items:

- Compulsory field
- Questionnaire Completed
- Questionnaire not completed
- Obligatory Questionnaire not completed

Below the table are 'Back' and 'Forward' buttons. On the left side, there is a navigation menu with categories: Personal area, Home, Registrar's Office, and International mobility and Summer School.

ON FOLLOWING PAGE CLICK **“COMPLETE”**:

The screenshot shows the 'Summary page for completed questions' in the ALICE portal. The header is the same as in the previous screenshot. The user is still logged in as 'TERRY DUCHAMP'. The main content area is titled 'Summary page for completed questions' and 'Compilazioni del questionario "Summer/Winter School Questionnaire"'. It contains the following text:

The "Summer/Winter School Questionnaire" can be completed a maximum of time

No information to display  
The questionnaire has not yet been completed. If it is your first time completing the questionnaire, please click on 'complete'.

Below this text are 'Complete' and 'Proceed' buttons. An orange arrow points to the 'Complete' button. The left navigation menu is identical to the previous screenshot.

PLEASE FILL THE QUESTIONNAIRE BY CHECKING THE BOX CORRESPONDING TO YOUR PERSONAL INFORMATION, AS SHOWN BELOW.

(THE QUESTIONNAIRE IS ABOUT YOUR ENGLISH LANGUAGE LEVEL, OTHER LANGUAGES YOU SPEAK, AND WHETHER YOU ARE A PRIVATE PARTICIPANTS OR A COMPANY)

NOW, CLICK ON "FORWARD":

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato** TERRY DUCHAMP

**Personal area**  
Log out  
Change password  
Web Mail

**Home**  
Master data  
Registrar's Office  
Admission test  
Evaluation test  
State Exams  
Enrolment  
Tasse  
Self-certification  
Degrees/Qualifications  
Invalidity Declaration  
Identity documents  
International mobility and Summer School  
Application Form for Incoming students

**Completion of "Summer/Winter School Questionnaire"**  
Questions marked with a \* must be answered

Languages

1. English Language Level - (select one option from the following list)\*  
 First language  
 Common European Framework of Reference (CEFR) level: A1  
 Common European Framework of Reference (CEFR) level: A2  
 Common European Framework of Reference (CEFR) level: B1  
 Common European Framework of Reference (CEFR) level: B2  
 Common European Framework of Reference (CEFR) level: C1  
 Common European Framework of Reference (CEFR) level: C2

2. Other spoken languages\*  
 French  
 German  
 Spanish  
 Portuguese  
 Italian

Billing information and payment OR Finance and billing information

3. Are you a private participant or a company\*  
 Private participant  
 Company

cancel Exit Back Forward

In attesa di risposta da www.studenti.unipi.it...

HERE, YOU HAVE TO SPECIFY HOW YOU HEARD ABOUT SUMMER/WINTER SCHOOL, AND WHETHER YOU PREVIOUSLY ATTENDED A SIMILAR COURSE AT THE UNIVERSITY OF PISA. THE BOX "SPECIFICARE" CAN BE LEFT BLANK; OTHERWISE, YOU CAN FILL IT BY EXPLAINING HOW PRECISELY YOU HEARD ABOUT SUMMER/WINTER SCHOOL.

THEN, CLICK ON "FORWARD":

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home

**Registrato** TERRY DUCHAMP

**Personal area**  
Log out  
Change password  
Web Mail

**Home**  
Master data  
Registrar's Office  
Admission test  
Evaluation test  
State Exams  
Enrolment  
Tasse  
Self-certification  
Degrees/Qualifications  
Invalidity Declaration  
Identity documents  
International mobility and Summer School  
Application Form for Incoming students

**Completion of "Summer/Winter School Questionnaire"**  
Questions marked with a \* must be answered

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools - (select one option from the following list)\*  
 Summer Schools in Europe <http://www.summerschoolsinurope.eu/>  
 Short courses portal <https://www.shortcoursesportal.com>  
 Academic courses (keystone) <https://www.academiccourses.com>  
 Educations.com <https://www.educations.com>  
 Go Abroad <https://www.goabroad.com>  
 Summer and Winter Schools - Unipi <https://www.unipi.it/summerschool>  
 Social Network (Facebook, Instagram, Pinterest, LinkedIn, Twitter)  
 Email sent by University of Pisa  
 Email sent by Your University  
 Other (please specify) (specificare): \_\_\_\_\_

5. Have you previously attended a Summer/Winter School at the University of Pisa\*  
 Yes  
 No

cancel Exit Back Forward

AFTER ALL OF THAT, THE FOLLOWING PAGE WILL APPEAR, WHERE YOU CAN MODIFY YOUR ANSWER AND WHERE YOU ARE DUE TO CONFIRM THEM BY CLICKING ON “**CONFIRM**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Registrato  
TERRY DUCHAMP

The questionnaire has not been confirmed.

All the questions of the questionnaire have been completed.

Confirm

Page 1

Languages

1. English Language Level (select one option from the following list) Common European Framework of Reference (CEFR) level: C2

2. Other spoken languages French

Billing information and payment OR Finance and billing information

3. Are you a private participant or a company? Private participant

Modify page

Page 2

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools (select one option from the following list) Summer and Winter Schools - Unipi https://www.unipi.it/summerschool

5. Have you previously attended a Summer/Winter School at the University of Pisa No

Modify page

Confirm Exit

ON THIS PAGE, YOU CAN PRINT YOUR QUESTIONNAIRE. OTHERWISE, TO COMPLETE YOUR ENROLMENT PROCESS, CLICK ON “**EXIT**”:

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Registrato  
TERRY DUCHAMP

The questionnaire has been confirmed.

Exit Print

Page 1

Languages

1. English Language Level (select one option from the following list) Common European Framework of Reference (CEFR) level: C2

2. Other spoken languages French

Billing information and payment OR Finance and billing information

3. Are you a private participant or a company? Private participant

Page 2

Summer/Winter School Information

4. How did you hear about the University of Pisa's Summer/Winter Schools (select one option from the following list) Summer and Winter Schools - Unipi https://www.unipi.it/summerschool

5. Have you previously attended a Summer/Winter School at the University of Pisa No

Exit Print



YOU WILL BE REDIRECTED TO THE PREVIOUS PAGE, WHERE YOU ARE DUE TO CLICK ON “FORWARD”:

The screenshot shows the ALICE portal interface. At the top, it says 'UNIVERSITÀ DI PISA' and 'ALICE il portale dei servizi on line per gli studenti'. The user is logged in as 'TERRY DUCHAMP'. The main content area is titled 'Questionnaire' and 'Documents and Forms'. It contains a table with the following data:

| Questionnaire                        | Status | Action |
|--------------------------------------|--------|--------|
| Summer/Winter School Questionnaire * | ●      |        |

Below the table, there are 'Back' and 'Forward' buttons. An orange arrow points to the 'Forward' button. On the right side, there is a 'Key' section with the following items:

- ★ Compulsory field
- Questionnaire Completed
- Questionnaire not completed
- Obligatory Questionnaire not completed

On the left side, there is a 'Registrato' sidebar with a user profile and a 'Personal area' menu with options like 'Log out', 'Change password', and 'Web mail'. Below that is a 'Home' menu with various options like 'Master data', 'Registrar's Office', 'Admission test', etc.

IN THE END, THE ENROLMENT PROCESS IS COMPLETED, AND THE FOLLOWING PAGE WILL APPEAR:

The screenshot shows the ALICE portal interface. At the top, it says 'UNIVERSITÀ DI PISA' and 'ALICE il portale dei servizi on line per gli studenti'. The user is logged in as 'TERRY DUCHAMP'. The main content area is titled 'Application Form for Incoming Students'. It contains the following text:

You have completed the first part of your online application. It will be evaluated by your Summer/Winter School coordinators. You must now download your enrolment receipt and attach it to an email to your relevant Course Coordinator (their email addresses can be found on the Summer/Winter School web page). In this email, you must explain that you have finished the first part of your enrolment and you will await their decision on your application.

Below the text, there are two buttons: 'Proceed with a new enrolment application' and 'Download receipt'. An orange arrow points to the 'Download receipt' button.

On the left side, there is a 'Registrato' sidebar with a user profile and a 'Personal area' menu with options like 'Log out', 'Change password', and 'Web mail'. Below that is a 'Home' menu with various options like 'Master data', 'Registrar's Office', 'Admission test', etc.

AS EXPLAINED ON THE WEB PAGE, YOU HAVE COMPLETED THE FIRST PART OF THE ONLINE APPLICATION, WHICH WILL BE EVALUATED BY THE RELEVANT SUMMER/WINTER SCHOOL COORDINATOR.

NOW YOU ARE DUE TO:

- **DOWNLOAD THE ENROLMENT RECEIPT** BY CLICKING ON “**DOWNLOAD RECEIPT**”
- **ATTACH** IT TO AN EMAIL THAT YOU WILL SEND TO YOUR RELEVANT COURSE COORDINATOR (THEIR EMAIL ADDRESSES CAN BE FOUND ON THE [SUMMER/WINTER SCHOOL WEBPAGE](#)). IN THE EMAIL YOU WILL EXPLAIN THAT YOU HAVE COMPLETED THE FIRST PART OF YOUR ENROLMENT AND YOU WILL AWAIT THEIR DECISION ON YOUR APPLICATION.

YOUR RECEIPT WILL LOOK AS FOLLOWS:



## Enrolment Receipt

Thank you for completing the first part of your Summer/Winter School enrolment!

### Student Data

Surname: **DUCHAMP**  
First Name: **TERRY**  
Place of birth: **Nivelles (BE)**  
Date of birth: **13/09/1997**  
Nationality: **BELGIAN**

Receipt of application of admission to: **Summer School Reading Middle Egyptian Hieratic**

Please email this receipt to your course coordinator (email address can be found on the Summer/Winter School web page). In the email please explain that you have completed the online enrolment process and you will await their decision on your application.

For any queries please email [support.summerschool@unipi.it](mailto:support.summerschool@unipi.it)

Best wishes,

The Summer School Staff |