



****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

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 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.

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 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.

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

Nome utente:

Password:

Accedi **Annulla**

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 home page for a registered user named TERRY DUCHAMP. The page features a top navigation bar with the ALICE logo and the text "il portale dei servizi on line per gli studenti". Below this, there is a "Registrato" section with a user profile icon and name. The main content area is titled "Area Utenti Registrati - Benvenuto TERRY DUCHAMP" and contains a welcome message and a list of services. A left sidebar menu is visible, with an orange arrow pointing to the "International mobility and Summer School" option. At the bottom right, there is a small link for "Informativa utilizzo cookie | © CINECA".

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

HOME

Registrato TERRY DUCHAMP

Area Utenti Registrati - Benvenuto TERRY DUCHAMP

Benvenuto nel portale dell'Università di Pisa.
Cliccando sulla relativa voce, puoi iscriverti a un concorso o presentare domanda di immatricolazione a un master, iscriverti a un test di valutazione, scegliere uno dei corsi di laurea ai fini dell'immatricolazione.
Se vuoi utilizzare gli altri servizi on line dell'ateneo **clicka qui**.
Se sei uno studente ERASMUS INCOMING, hai terminato la procedura on line: ora devi **clickare qui** e prendere un appuntamento on line per perfezionare l'immatricolazione.

Scegli una tra le seguenti voci:

- [Iscrizione concorsi](#)
- [Scelta del corso \(Immatricolazioni\)](#)
- [Iscrizione test di valutazione](#)

Area Riservata

- Logout
- Cambia Password
- Web Mail

Home

- Anagrafica
- Segreteria
- Iscrizione Concorsi
- Iscrizione test di Valutazione
- Esami di Stato
- Scelta del corso (Immatricolazioni)
- Tasse
- Titoli di studio
- Dichiarazione Invalidità
- Documenti di identità
- International mobility and Summer School

Informativa utilizzo cookie | © CINECA

The screenshot shows the "Application Form for Incoming Students" page on the ALICE portal. The page features a top navigation bar with the ALICE logo and the text "il portale dei servizi on line per gli studenti". Below this, there is a "Registrato" section with a user profile icon and name. The main content area is titled "Application Form for Incoming Students" and contains a welcome message and a link to the "Application Form for Incoming Students". A left sidebar menu is visible, with an orange arrow pointing to the "Application Form for Incoming Students" option.

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

HOME

Registrato TERRY DUCHAMP

Application Form for Incoming Students

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.

Application Form for Incoming Students

Personal area

- Log out
- Change password
- Web Mail

Home

- Master data
- Registrar's Office
- Admission test
- Evaluation test
- State Exams
- Enrolment
- 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			Insert here ←

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	Valid Document	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			Insert here
All necessary enrolment documents (CV and any additional documents)	3 MB	1	3	*.pdf		0			Insert here

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:

Description:

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			Insert here
All necessary enrolment documents (CV and any additional documents)							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 *		Start

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

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

The left sidebar contains navigation menus for "Personal area", "Home", "Registrar's Office", and "International mobility and Summer School".

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

The screenshot shows the ALICE portal interface for the "Summary page for completed questions". The header and user information are the same as in the previous screenshot. 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 sidebar 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":

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":

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**”:

ALICE il portale dei servizi on line per gli studenti

UNIVERSITÀ DI PISA

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**”:

ALICE il portale dei servizi on line per gli studenti

UNIVERSITÀ DI PISA

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, the logo for Università di Pisa and the ALICE project are visible. The main content area is titled 'Questionnaire' and contains a table with the following data:

Questionnaire	Status	Action
Summer/Winter School Questionnaire *	Completed	

Below the table, there are 'Back' and 'Forward' buttons. A red 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' section with a user profile for 'TERRY DUCHAMP' 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 for the 'Application Form for Incoming Students'. The main content area contains the following text:

Application Form for Incoming Students

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

[Proceed with a new enrolment application](#)

On the left side, there is a 'Registrato' section with a user profile for 'TEST SUMMER SCHOOL' 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. ALSO, YOU WILL **RECEIVE AN EMAIL** (SAMPLE BELOW).

NOW YOU ARE DUE TO:

- **FORWARD THE EMAIL** RECEIVED TO YOUR RELEVANT COURSE COORDINATORS (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 EMAIL WILL LOOK AS FOLLOW:

Subject: Summer/Winter School - Enrolment Receipt

Università di Pisa

From: alice@adm.unipi.it

Received

To: YOUR@EMAIL.COM

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

Student Data

Surname: [YOUR SURNAME](#)

First Name: [YOUR NAME](#)

University reference number: 123456

Receipt of application of admission to: [SUMMER SCHOOL SELECTED](#)

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 further questions, please write to the following email: support.summerschool@unipi.it

Best regards,

Summer/Winter School - The Staff