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 <u>SIGN IT TWICE</u> 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)** BY TYPING IN THE USERNAME AND PASSWORD GIVEN TO YOU AFTER THE ACCOUNT REGISTRATION; THEN CLICK ON **"ACCEDI"**:

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

STEP 3: SELECT THE PROGRAM YOU ARE INTERESTED IN BY CHECKING THE APPROPRIATE BOX. YOU ARE ALLOWED TO CHOOSE <u>ONLY ONE PROGRAM</u>. THEN CLICK "**FORWARD**".

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

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

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**":

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

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":

You will be redirected to the previous page, with all the information about the document you uploaded; so you can now click "Forward":

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

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

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

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.

CLICK ON "**INSERT HERE**" ON THE "ENROLMENT FORM" SECTION (THE DOCUMENT IS AVAILABLE AT THE FOLLOWING LINK) AND THE FOLLOWING PAGE WILL APPEAR:

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:

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.

Now, proceed by clicking on "**Forward**".

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

ON FOLLOWING PAGE CLICK "**COMPLETE**":

PLEASE FILL THE QUESTIONNAIRE BY CHECKING THE BOX CORRESPONDING TO YOUR PERSONAL INFORMATION, AS SHOWED 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":

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":

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":

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

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

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

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