

To apply for University of Insubria Ph.D. program, you must first REGISTER with the University's online services following the steps indicated on the pages 1-4.

Who has already registered, must follow the steps indicated from p. 5 for REGISTRATION FOR THE ADMISSION TEST.



## Didactics Structure Area

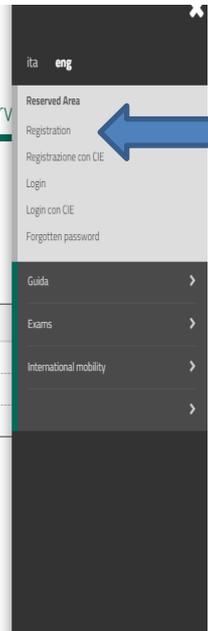
Welcome to our student's area: from this page you can start browsing and finding every didactic information you may need, our departments and more about our University.

Messages board

From	Subject
ufficio.statistica@uninsubria.it	<a href="#">Questionnaire aimed at measuring the level of satisfaction with the PH.D</a>
segr. didattica dec varese	<a href="#">diritto processuale civile base e progredito - Varese Prof.ssa Ferrari</a>
Segreteria Studenti	<a href="#">Avviso agli studenti: NOTA INFORMATIVA SUI CERTIFICATI</a>

click on  
"Registration"

ESSE3 Serv



The following image shows the data required to register. Obtain all the data before proceeding and read the information for the processing of personal data.

Click on "Create an account"

ESSE3 Servizi on line

## Create an account

Through the following pages, you can create an account on the information system of the University of Insubria.

In the list below you can find the information that will be required during the registration. In particular during the registration you will need: Fiscal Code, personal data, address of residence and domicile, e-mail address and mobile number.

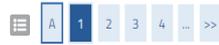
Before continuing, please read the information for the personal data processing, according to the Legislative Decree n. 196/2003, "Code for the personal data protection" and of the General Data Protection Regulation - EU Regulation 2016/679, published at <https://www.uninsubria.it/la-didattica/segreteria-studenti>.

Activity	Section	Info	Status
A - Registration			
	Fiscal Code		
	Personal Data		
	Address of Residence		
	Address of domicile (if different from the residence)		
	Contact details		
	Choose your password		
	Registration completed		
	Account summary		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Create an account



### Fiscal Code

Fiscal Code

Fiscal Code

Foreign student without Fiscal Code  I herewith declare to be a foreign student WITHOUT an Italian tax code.

[Back](#) [Continue](#)

Enter your Fiscal Code or flag "Foreign student without Fiscal Code" and click on "Continue"

### Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name\*

Family Name\*

Date of birth\* 01/01/1930   
(dd/mm/yyyy)

Gender\*  Male  Female

Nationality\* ITALY

Country\* ITALY

Province\* Roma

Town/City\* Roma

Fiscal code\* RSSMIRA30A01H501I

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

Enter the requested personal data and click on "Forward"

### Registration: Permanent address

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

Permanent address

Country\* ITALY

Province\* Please, select the Province   
if in Italy

Town/City\* Please, select the Town/City

ZIP CODE\*   
if in Italy

Locality

Address\*   
(street, square, road)

Street no.\*

From\*   
(dd/mm/yyyy)

Telephone

Current address is the same as permanent address\*  Y  N

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

Enter the requested data and click "Forward"

Enter also the domicile if it is different from the residence, complete with the required data and click "Forward"

**WARNING:** Enter your email address correctly

ESSE3 Servi



1 2 3 4 5 6 >>

### Registration:Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address\*  Permanent address  Current address

Email\*

International dialling code\*   
(international dialling code - number)

Mobile phone\*   
Maximum length 16 characters including the international dialling code

Privacy\*  I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003  Y  N

Back Forward



1 2 3 4 5 6 7

### Registration:Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

**WARNING:** the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be no more than 20 characters
- there must be at least 1 characters of the set A-Z
- there must be at least 1 characters of the set 0-9
- it must not contain parts of the user name longer than 4 characters
- there must be at least 1 characters of the set a-z
- it must not contain parts of the first name longer than 4 characters
- it must not contain parts of the last name longer than 4 characters
- there must be at least 1 characters of the set .+!

Choose password

Password\*

Confirm password\*

Back Forward

Choose a password according to the criteria indicated and click on "Forward"

Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

**Personal Data**

Name	MARIO
Family Name	ROSSI
Gender	Male
Date of birth	01/01/1990
Nationality	ITALY
Country of birth	ITALY
Province of birth	Roma (RM)
Town/City of birth	Roma
Fiscal code	RSSMRA30A01H501

[Edit Personal Data](#) Use the link to edit Personal Data

**Permanent address**

Country	ITALY
Province	Como (CO)
Town/City	Como
ZIP CODE	22100
Locality	
Address	Via Valleggio
Street no.	11
Phone number	031238209
Current address is the same as permanent address	Y

[Edit Permanent Address](#) Use the link to edit Permanent Address

**Delivery Details**

Correspondence address	Permanent address
Email	mario.rossi@mail.it
Mobile phone	+39 3331234567
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Not available
I agree to the disclosure of my Personal details in accordance with current legislation	Not available

[Edit Delivery Details](#) Use the link to edit Delivery Details

[Back](#) [Confirm](#)

Verify that the data entered are correct and click on "Confirm". If they are not correct click on "Edit Delivery Details"

Click on "Login" to continue immediately with the registration to the contest

If you want to continue with the registration later, click on "Exit"



Registration:Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

**Personal Authorization Details:**

Name	MARIO
Family Name	ROSSI
E-Mail	mario.rossi@mail.it
Username	mrossi25
Alias	
Password	Dottorati36.

 The access keys have been sent successfully to the e-mail address you provided:

[Login](#)

[Print](#)

[Exit](#)

Before registering for the competition, remember to prepare all the pdf files of the evaluatable titles indicated in the competition notice for each PhD



### Didactics Structure Area

Welcome to our student's area: from this page you can start browsing and finding every didactic information you may need, our departments and more about our University.

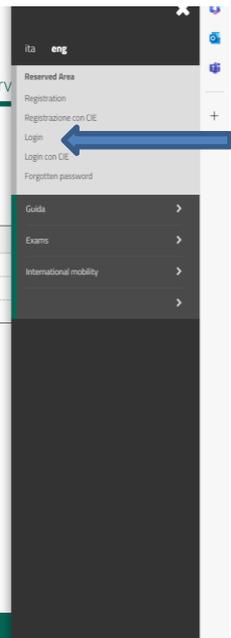
#### Messages board

From	Subject
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Segreteria Studenti	<a href="#">Avviso agli studenti: NOTA INFORMATIVA SUI CERTIFICATI</a>

Home

Who has already registered can directly login by entering the username and password chosen during registration

SE3 Serv



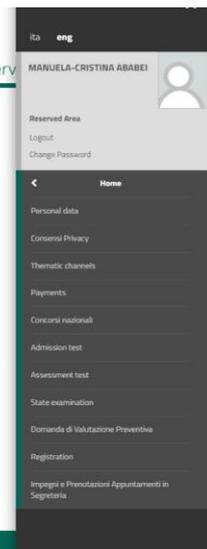
### Registered Users Area - Welcome MANUELA-CRISTINA ABABEI

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

Select "Admission test"



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Home



### Admission Procedure

Through the following pages, you can apply for a competition to be admitted to:

- An undergraduate or a graduate degree with limited access
- A residency program
- A PhD program
- A Specialization program (Master)

Throughout the application procedure you will be required the following information: the competition you would apply for; the personal data as recorded on the same ID you will submit on the examination day; your preferences related to courses and didactical seats (if available); the data related to your title. **Before continuing, please read the information for the personal data processing, according to the Legislative Decree n. 196/2003. "Code for the personal data protection" and of the General Data Protection Regulation - EU Regulation 2016/679, published at <https://www.uninsubria.it/la-didattica/serve-segreteria-studenti>.**

Admission Procedure

The following image shows the types of competitions to which you can subscribe. Click on "Admission Procedure" to proceed

ESSE3 Servizi on line

Home



A 1 2 3 B 1 ... >>

### Course choice

Please, select the course typology you want to apply for

Course typology choice

Post reform\*  MASTER  
 Corso di Dottorato (D.M.226/2021)

Back Continue

Choose the PhD course (D.M. 226/2021) and click on "Continue"

ESSE3 S



A 1 2 3 B 1 ... >>

### Competition list

Please, select the competition you want to apply for

Competition choice

Competition\*  Dottorato di ricerca in Diritto e scienze umane from 05/06/2024 12:00 to 05/07/2024 12:00

Back Continue

Select the competition you want to apply, specifying the curriculum, if required. Then click on "Continue"

ESSE3 Ser



A << > 1 2 3 B 1 C - >>

Please, confirm the competition choice

Please, verify the information related to choices made in previous pages

### Competition

Title typology	Dottorato di ricerca
Course typology	Corso di Dottorato (D.M.226/2021)
Description	Dottorato di ricerca in Diritto e scienze umane

Back Confirm and continue

Click on "Confirm and continue"





A << ... B 1 C 1 2 ... >>

IDs

This page displays the list of IDs previously uploaded, it is possible to enter further documents data

**i** ID's have not been uploaded (**ATTENTION: you must upload front and back of the document**)

Upload new Identity document

Back Continue

Click on  
"Upload new  
Identity  
document"



IDs

This page displays the form for entering or modifying the ID data

ID

ID type*	Identity Card
Number	CA00000AA
Issued by	Comune Sesto Calende
Issue on	02/01/2016
	dd/mm/yyyy
Expiration on	01/02/2026
	dd/mm/yyyy

Back Continue

Enter the required data  
and click on "Continue"



A << ... B 1 C 1 2 ... >>

Please, confirm the ID details

ID	
ID typology	Identity Card
Number	CA00000AA
Issued by	Comune Sesto Calende
Issue on	02/01/2016
Expiry date	01/02/2026

Back Continue

If the entered  
data are  
correct click  
on  
"Continue"



ID

ID summary

ID

ID typology	Identity Card
Number	AY6B4933
Issued by	Varese
Issue date	01/06/2024
Expiration date	01/06/2028

Legend:

Detail

Modify

Cancel

Information

Attachments list

No attachments have been uploaded

Upload attachment



Click on "Upload attachment"

Back Continue



ID attachment (front and back)

Please enter the attached document data

ID

ID typology:	Identity Card
Number:	AY6B4933
Issued by:	Varese
Issue date:	01/06/2024
Expiration date:	01/06/2028

Document details

Title:

Description:

Attachment:  Nessun file selezionato



Enter the requested data, attach the document and click on "Continue"

Back Continue

ID

ID summary

ID

ID typology	Identity Card
Number	AY6B4933
Issued by	Varese
Issue date	03/06/2024
Expiration date	01/06/2028

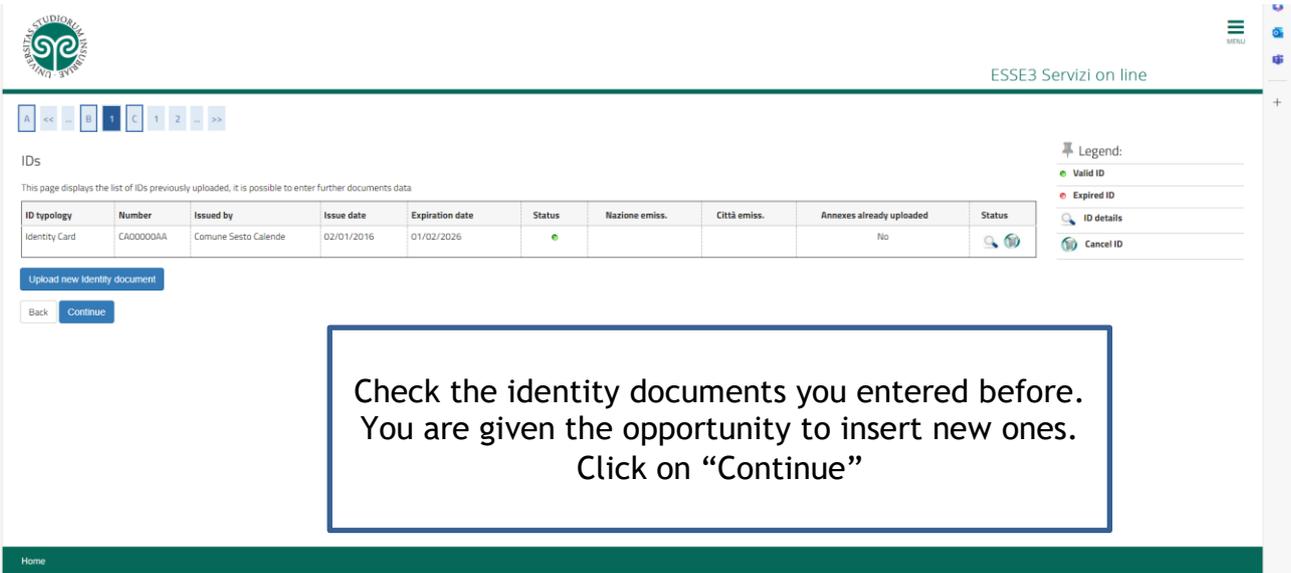
Attachments list

Title	Description	Nome file	Actions
ID	ID Card	1714237293961.jpg	

Upload attachment

Back Continue

Click ok "Continue"



ESSE3 Servizi on line

IDs

This page displays the list of IDs previously uploaded, it is possible to enter further documents data

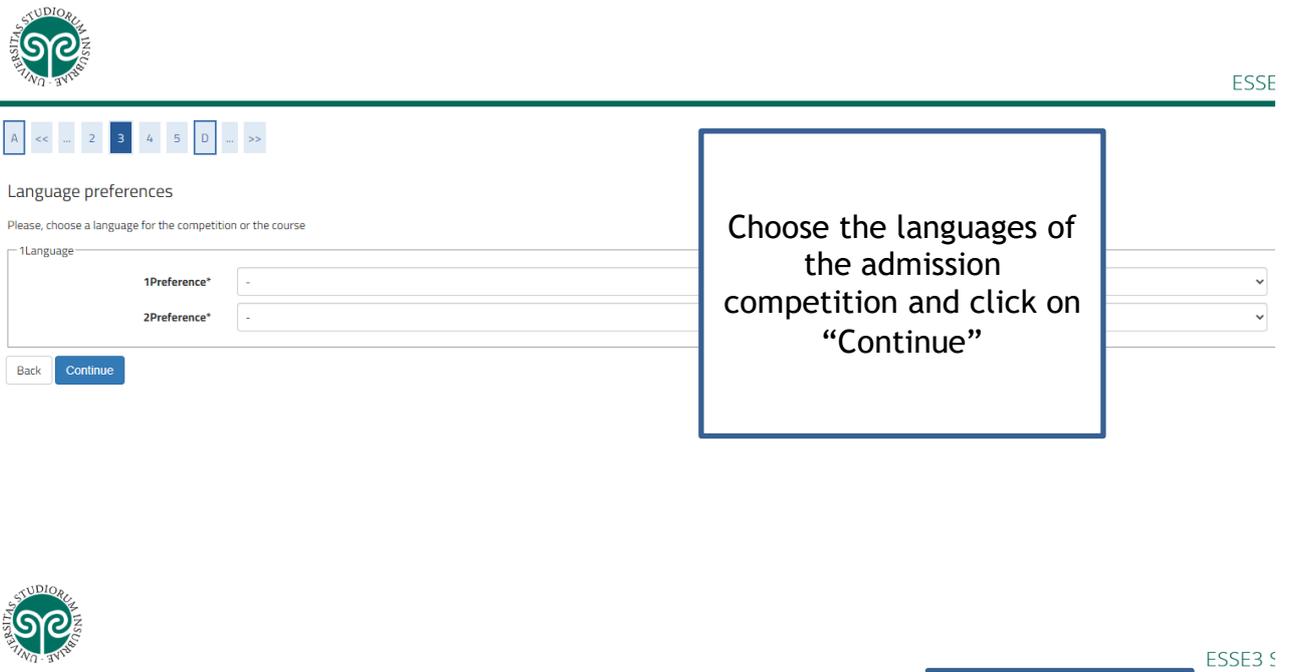
ID typology	Number	Issued by	Issue date	Expiration date	Status	NaZIONE emiss.	Città emiss.	Annexes already uploaded	Status
Identity Card	CA00000AA	Comune Sesto Calende	02/01/2016	01/02/2026	Valid ID			No	Cancel ID

Upload new Identity document

Back Continue

Check the identity documents you entered before.  
You are given the opportunity to insert new ones.  
Click on "Continue"

Home



ESSE3

Language preferences

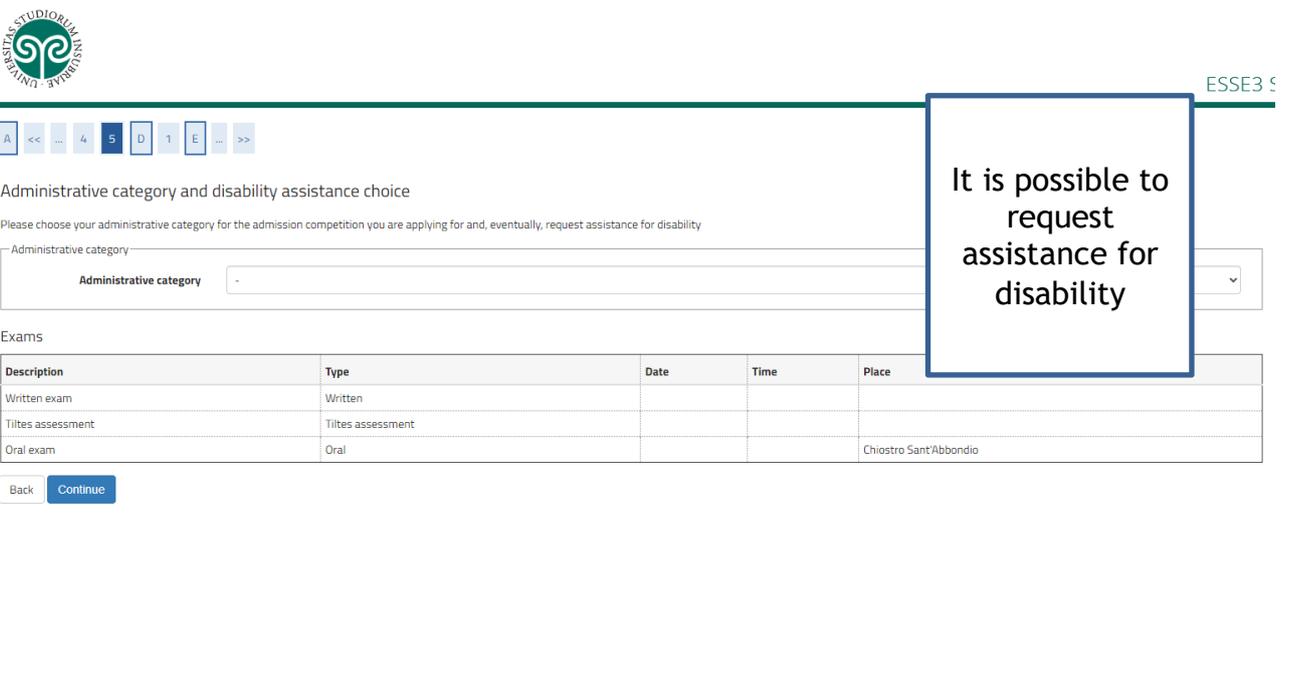
Please, choose a language for the competition or the course

1Language

2Preference\*

Back Continue

Choose the languages of  
the admission  
competition and click on  
"Continue"



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Administrative category and disability assistance choice

Please choose your administrative category for the admission competition you are applying for and, eventually, request assistance for disability

Administrative category

Administrative category

Exams

Description	Type	Date	Time	Place
Written exam	Written			
Tiltes assessment	Tiltes assessment			
Oral exam	Oral			Chiostro Sant'Abbondio

Back Continue

It is possible to  
request  
assistance for  
disability

A << 1 2 E 1 >>

qualifications and documents management for the assessment

Please, declare qualifications and documents relevant for the assessment

The chosen competition includes the following types of documents and/or qualifications relevant for the ranking evaluation:

Title type	Min
Curriculum Vitae	1
self-certification university degrees	1
Self-certification undergraduates	1
other titles	
thesis/summary	1
publications	1
title list presented	1
autocertificazione laurea triennale	1
progetto di ricerca	1
Autodichiarazione esami sostenuti	1

Click "Yes" and then "Continue" to insert the titles provided in the call

Declared titles

No document and/or qualification has been entered

Would you like to upload additional documents and / or titles to the application form? \*\*

- Yes  
 No

Back Continue

Upload the titles provided for in the form for each doctoral course indicated in the competition notice.



A << 1 2 E 1 >>

Qualification declaration

Please, enter the qualification or document data

Title or document detail

Typology\* -

Title\*

Description

Annex (browse): +Select file

Back Continue

Titles and documents must be attached in electronic PDF format.

The file's name must indicate the candidate's surname and the type of title (example: rossi\_curriculumvitae).

Check the required data and click on "Continue"

ESSE3

Repeat the previous steps for each title/document to be inserted. Check the information about the titles and documents entered for evaluation and once you have finished inserting the titles click "No" and then "Continue".



ESSE3 Servizi on line

A << 1 2 E 1 F >>

Confirmation of qualifications and documents declaration

Please, verify the entered data related to entered qualifications and documents

Typology	Title
autocertificazione laurea triennale	Autocertificazione laurea triennale
Autodichiarazione esami sostenuti	Autodichiarazione esami sostenuti
Curriculum Vitae	Curriculum Vitae
progetto di ricerca	progetto di ricerca
publications	publications
Self-certification undergraduates	Self_certification undergraduates
self-certification university degrees	Self-certification university degrees
thesis/summary	thesis/summary
title list presented	title list presented

Back Continue

If the documents entered are correct click on "Continue"



ESSE3 Se



Click on "Fill" to access the questionnaire

### List questionnaires

This page lists the questionnaires compiled

Questionnaire	Status	Actions
Alloggio Universitario *	<span style="color: red;">●</span>	<a href="#">Fill</a>

[Back](#)



ESSE3 Servizi on line

# - Questionnaire

### "Alloggio Universitario"

Questions marked with (\*) are mandatory

*With reference to general services, infrastructure and logistics indicate the level of agreement*

#### 5. Alloggio e servizi

Sei interessato/a ad un alloggio universitario a pagamento?\*

- Sì, sono interessato ad un alloggio universitario di Busto Arsizio
- Sì, sono interessato ad un alloggio universitario di Como
- Sì, sono interessato ad un alloggio universitario di Varese
- NO, non sono interessato ad alloggi universitari

[cancel](#) [Exit](#) [Back](#) [Continue](#)

Click the field if you are interested in a university accommodation\* in Varese or Como or if you are not interested. Once finished click on "Continue".

\*accommodation will be allocated according to availability



ESSE3 Servizi on line

# - Questionnaire

### Summary Alloggio UniversitarioAlloggio Universitario

If you have finished entering the requested information, please confirm clicking the button "Confirm".

! The questionnaire is not **CONFIRMED**

! All the questions have been answered.

[Confirm](#) [Continue with the application](#) [Print](#)

PAGE 1

#### 5. Alloggio e servizi

Sei interessato/a ad un alloggio universitario a pagamento?

Sì, sono interessato ad un alloggio universitario di Varese

[Modify page 1](#)

[Confirm](#) [Continue with the application](#) [Print](#)

Click on "Confirm"



ESSE3 Servizi on line

Click on  
"Continue with  
the application"

# - Questionnaire  
**Summary Alloggio Universitario** Alloggio Universitario

If you have finished entering the requested information, please confirm clicking the button "Confirm".

1 The questionnaire has been **CONFIRMED**.

Continue with the application Print

PAGE 1

**5. Alloggio e servizi**

Sei interessato/a ad un alloggio universitario a pagamento?

Sì, sono interessato ad un alloggio universitario di Varese

Continue with the application Print



ESSE3

Click on  
"Forward"

List questionnaires

This page lists the questionnaires compiled

Questionnaire	Status	Actions
Alloggio Universitario *	●	<span>Fill</span>

Back Forward



ESSE3 Servizi on line

Confirmation of competition choice

Please, verify the information related to previous choices

**Competition**

Title typology: Dottorato di ricerca  
Description: Dottorato di ricerca in Diritto e scienze umane

**Language preference**

Language, 1° preference: English  
Language, 2° preference: Italian

**Administrative category and disability assistance**

Administrative category: Con borsa di studio

Back Complete the admission to the competition

Click on  
"Complete the  
admission to  
the  
competition"



## Registration summary

The process for the competition registration has been successfully completed. Students with a foreign study title only are requested to take the application form to the Student Services Office together with the following documents which need to be translated and legalized: the graduation certificate, the declaration of value and the course contents

### Admission competition

Description	Dottorato di ricerca in Diritto e scienze umane
Year	2024/2025
Pre-matriculation	1

### Administrative category and disability assistance

Administrative category	Con borsa di studio
-------------------------	---------------------

Valid for

Detail	Admission deadline	Pre-registration deadline
PSO - Diritto e Scienze umane		

Exams

Description	Typology	Date	Time	Place	Results publication	Subjects	Status	Grade/evaluation	Note
Written exam	Written				-		-	-	-
Titles assessment	Titles assessment				-		-	-	-
Oral exam	Oral			Chiosstro Sant'Abbondio	-		-	-	-

[Competitions home page](#)
[Print admission application](#)
[Payments](#)
[Modify registration](#)

The registration process has been successfully completed. You can print the application for admission or change registration.

**WARNING:** Up to the end of the admissions foreseen in the competition notice, each candidate can view and, if it is necessary, modify the entries.

The application must be printed, signed and submitted to the Commission in the day of the first competition test.