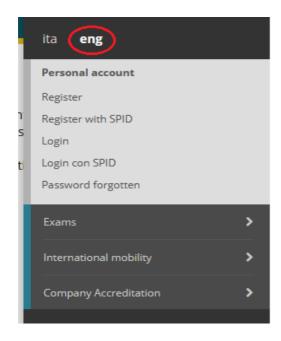


Call for applications for pre-admissions and for the awarding of 25 student support benefits for EU citizens (except Italian citizens) holding a foreign degree, living outside Italy, and enrolling for the a.y. 2021/2022 in a Master's degree at the University of Verona:

# Application form handbook

In the following pages you may find some instructions concerning the application form. Please follow them carefully. In case you have any doubts, or in case you might experience any technical issue, please contact the office in charge of the application form (please check the <u>Annex 1</u> for the contact details).

1. Click on the following <u>link</u> to access the application form. If the contents of the page are in Italian language, please click on the "Menu" button in the top right corner of the page and switch to English.



#### 2. Web registration.

Click on the "Web Registration" button and then proceed as follows:

#### WEB Registration

Through the following pages, you will have access to web registration. Once completed, you will be given a user name and an access code that allow you to login into the system in order to edit your data and to have access to the offered services. Please find the required information in the list below: personal details, Italian ID no., addresses: permanent address and current address, contact: email address, fax number, mobile phone.

In accordance with Art. 13 of EU Regulation 2016/679 (GDPR - General Data Protection Regulation), the information on the processing of personal data (privacy notice) is available at: https://www.univr.it





#### Italian ID no.

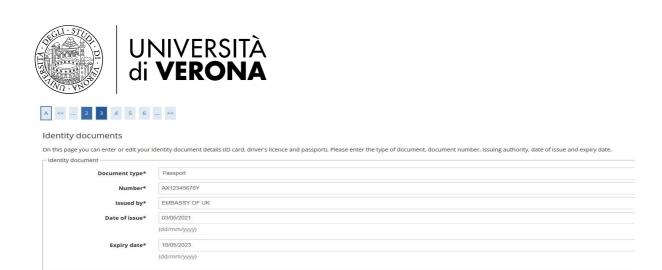
Enter your Italian ID no. and click on Next:



Please enter your personal data in the form (<u>warning: the Italian Tax Code is automatically calculated!</u>):



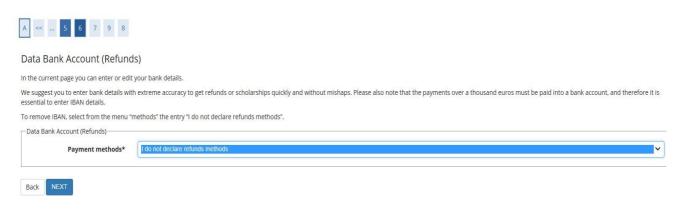
Then, please enter your passport/ID card data:



Back Next

Please proceed as mentioned for your permanent address, your correspondence address and e-mail.

Afterwards, please complete the last part of the form as follows ("I do not declare refunds methods"):



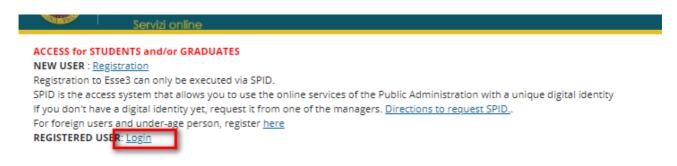
Please review your data and, if they are correct, confirm your registration form. Once the registration is complete, please keep your username and password.



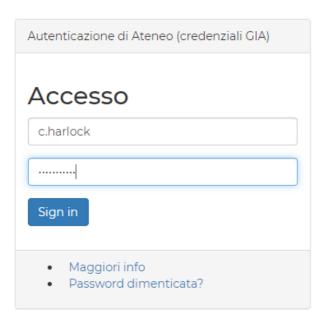


#### 3. Login and eligibility check.

Please click on the following link and log in.



Enter your username and password and proceed as described in the following screenshots:

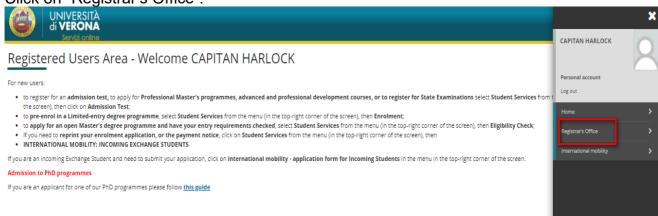


#### Click on the "Menu":





Click on "Registrar's Office":



#### Please select the field of study you are interested in:

Back Next

Your Eligibility Checks

By completing this application, the application is savere that, in case of false statements, forgery and use of false documents, they will lose any benefits obtained on the basis of the false declaration, and criminal sanctions for false statements and the creation of false documents shall apply. The application made available by the University on the processing and processing and processing and processing and processing and processing shall apply the processing and storage of fair own personal data. Ottos: If the Check is successful, you will be able to proceed with your enrolment.

We citizen and Name Ut citizens regardly residing. It fairly please regards for the Eligibility Check. In the Check is successful, you will be able to proceed with your enrolment.

All students holding a foreign qualification:

We citizen and Name Ut citizens regardly residently appeared the the Eligibility Check in the Price by Check is successful, you will be able to proceed with your enrolment.

All students holding a foreign qualification who pass the Eligibility Check will need to check the suitability of their qualifications with the International Student Deal.

Courses\* © Call for applications for Comparable European and Non-European Languages and Unentures master's degree from 0.106/2021 to 0.107/2021 12:00

Detail

L24\_Comparable European and Non-European Languages and Unentures master's degree from 0.106/2021 to 0.107/2021 12:00

Detail

L22\_LINGUISTICS

Courses\* © Call for applications for Science and Engineering master's degree from 0.106/2021 to 0.107/2021 12:00

Detail

L22\_LINGUISTICS

Secures\* © Call for applications for Science and Engineering master's degrees from 0.106/2021 to 0.107/2021 12:00

Detail

L23\_LINGUISTICS

Secures\* © Call for applications for Science and Engineering master's degrees from 0.106/2021 to 0.107/2021 12:00

Detail

L23\_LINGUISTICS

Secures\* © Call for applications for Science and Engineering master's degrees from 0.106/2021 to 0.107/2021 12:00

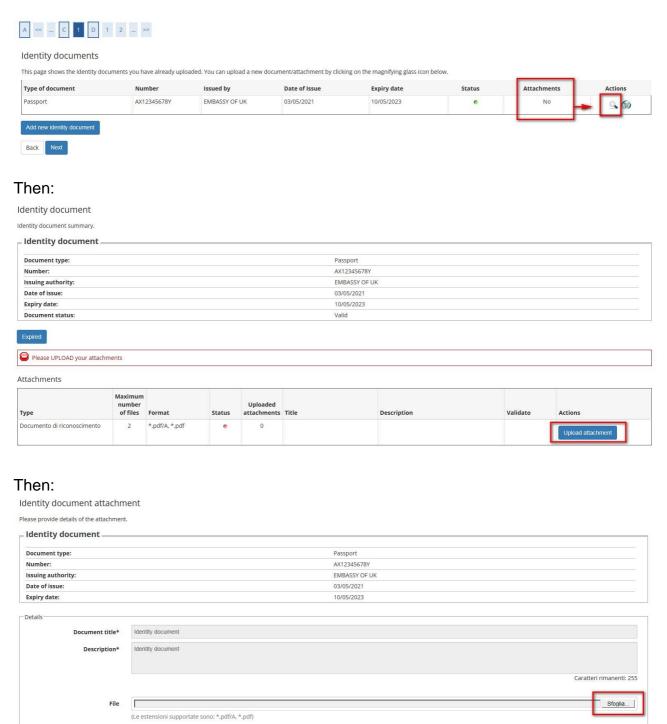
Detail

L23\_LINGUIS



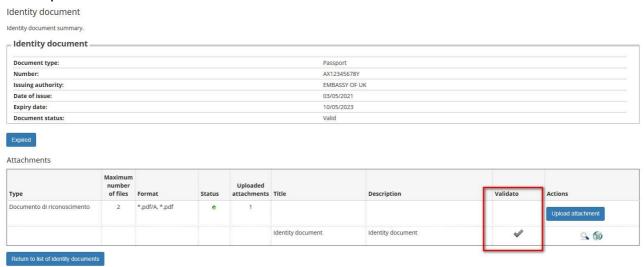
BACK NEXT

Confirm the access to the Eligibility Check and then confirm your personal data. Afterwards you have to upload a scanned copy of your passport/ID card.





#### Then upload the document:



### Then click on "Next":

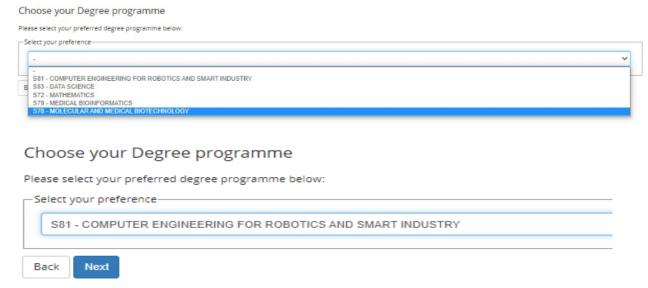
Identity documents

This page shows the identity documents you have already uploaded. You can upload a new document/attachment by clicking on the magnifying glass icon below.

Type of document	Number	Issued by	Date of Issue	Expiry date	Status	Attachments	Actions
Passport	AX12345678Y	EMBASSY OF UK	03/05/2021	10/05/2023	•	Yes	90



Afterwards, please continue with the choice of the Master's Degree programme you want to apply fort and click on "Next":

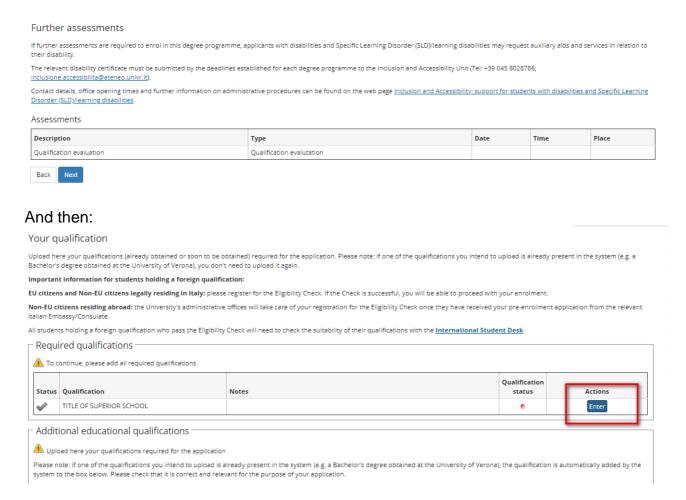




Back

Next

## Then, you will be able to enter the data concerning your High School Diploma.



# Afterwards, please fill in the required fields concerning your qualification and the issuing institution:

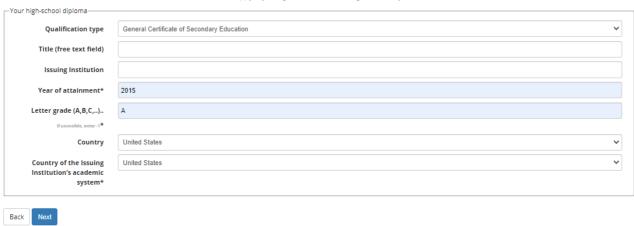
# Qualifications details To proceed, you must specify whether: a) your qualification, and b) the issuing institution are Italian or foreign. Qualification details High school diploma: Italian Foreign Issuing institution: Italian Foreign



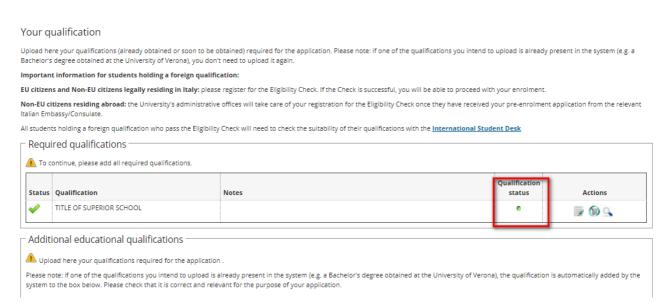
#### Foreign qualification details

Please provide details of your foreign high school diploma, including year of attainment and mark.

PLEASE NOTE: in order to have your high-school diploma mark correctly calculated, you must complete either the "Letter grade" field, or the "Mark in numbers" field with the relevant value (letter grade/mark in numbers). Please note that "-1" must be entered in the field that does not apply to you (e.g. enter -1 in the "Letter grade" field if your mark is in numbers, and vice versa).



Then please click on "Next" and check the qualification status. If the dot is green you may continue with the academic qualification:



Please select option 4 ("Foreign Qualification") and enter the data concerning your academic qualification. Once the qualification status is green, you may continue with the last part of the application form.

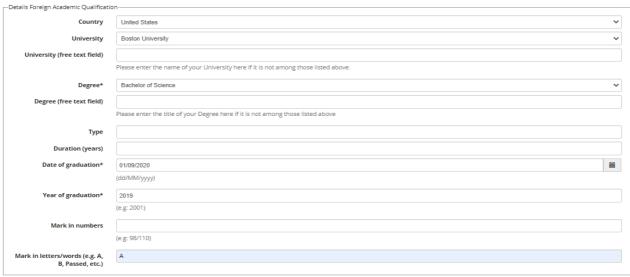


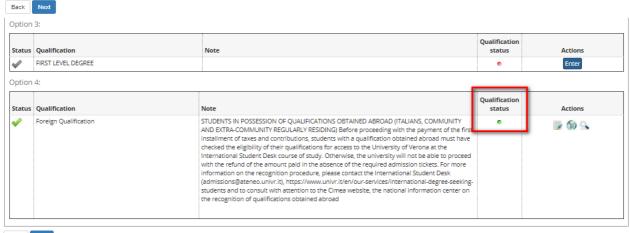


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#### Foreign academic qualifications

In this section you can add or edit details of a foreign academic qualification.





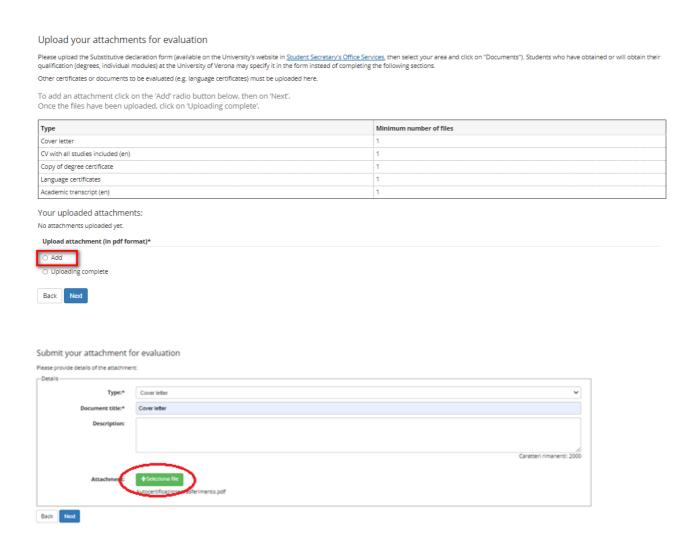
Back Next



#### 4. Attachments upload.

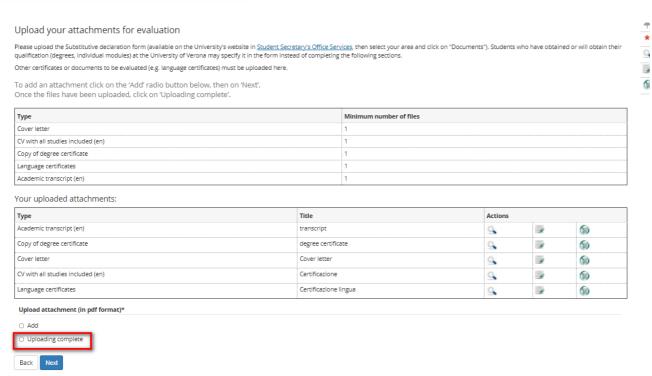
Please upload the attachments as described below and repeat the procedure for all the attachments required (please check Article 3 of the application form and Annex 1 for the complete list and the requirements concerning every Master's programme).

Click on "Add", select the type of attachment you are uploading, upload the file and repeat the same instruction for all the attachment. Please be careful: <u>once you have completed the upload operations you cannot replace the uploaded files.</u>



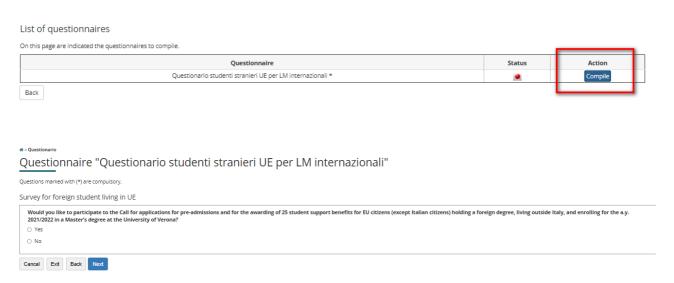
At the end of the upload, please check the list of your attachment and click on "Uploading complete" and then "Next".





## 5. Survey and completion of the application form.

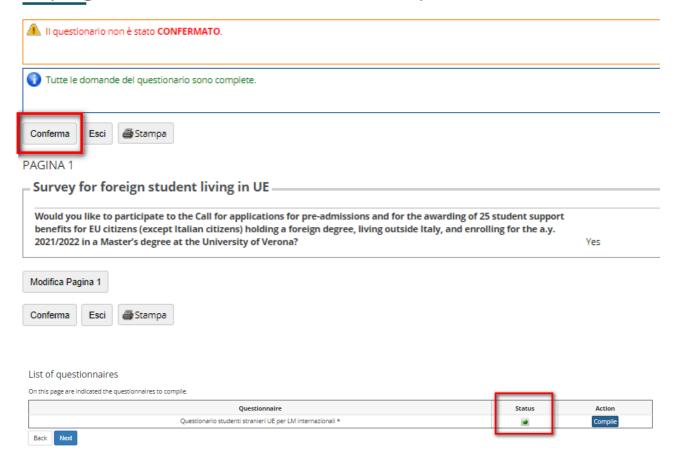
After the upload it is mandatory to fill in a brief survey by declaring the intention to participate to the call for applications.



Please click on "Yes" and then on "Next". Then please confirm the survey:



# Riepilogo Questionario studenti stranieri UE per LM internazionali

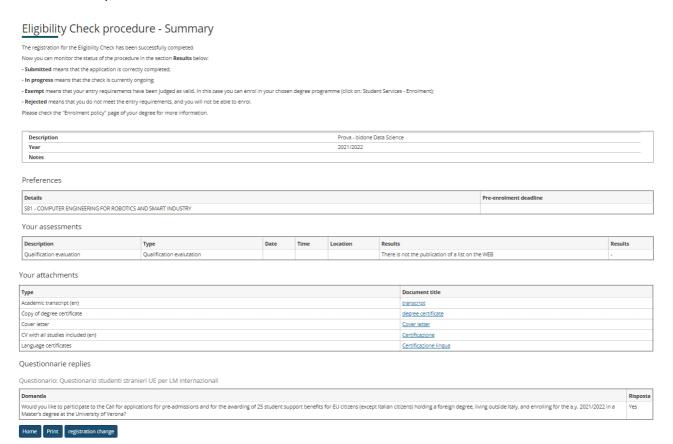


Afterwards, please confirm your registration and the application form will be complete.





Then, it is possible to check the summary of the application and – if needed – to change the some of the personal data.



It is recommended to save a PDF version of the summary (please click the "Print" button), that may be helpful in case of any technical problem concerning the application form.

That's all! Good luck!