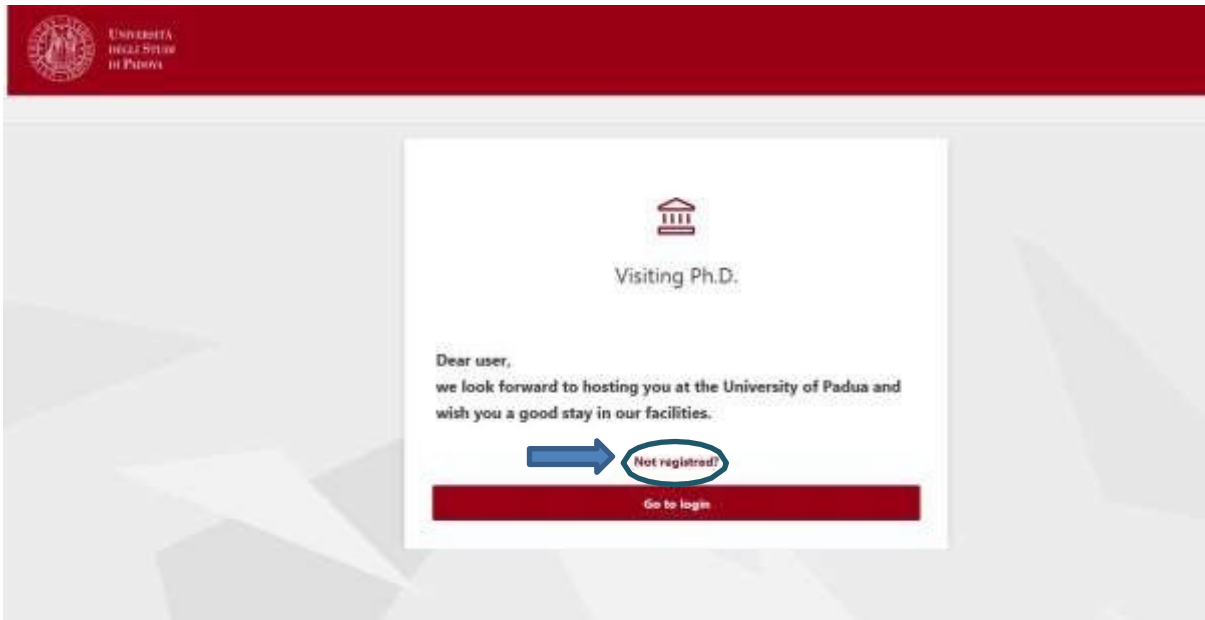


VISITING PHD APPLICATION GUIDELINES


Access to FrontOffice at the following address <https://apex.cca.unipd.it/pls/apex/f?p=391>



If it is your **first access**, please select “Not registred” button

A screenshot of the registration form. At the top is a red header with the University of Padua logo and name. Below the header is a white box containing a consent statement: 'Confirming this application, I give my consent to the processing of my personal data according to what stated in the information notice' followed by a link 'https://www.unipd.it/privacy'. Below this is a green 'Accept' button. A blue arrow points to this button. Below the consent box is the 'Registration' form with fields for: Email (with a dropdown for 'type email'), Password (with a dropdown for 'password or other email'), Name, Surname, Date of birth (with a dropdown for 'type of birth' and radio buttons for 'Male' and 'Female'), First citizenship (with a dropdown for 'type of citizenship'), Second citizenship (with a dropdown for 'type of citizenship'), and Mobile phone. A blue arrow points to the 'Confirm' button at the bottom right of the form.

Give your give consent to the processing of my personal data according to what stated in the information notice and then fill in all fields with your personal information (email, password, Name, Surname, Date of birth, Gender, Citizenship and Place of birth). Confirm.



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Check the entered data and press "Ok". you will be directed to the Login page

Cancel OK

Registration

* Email:

* Email:

* Password:

* Password:

* Name: ELENA

* Surname: PAVONI

* Date of birth: ☐ Male ☒ Female

* Full citizenship: TUNISIA

* Date/Country of birth: TUNISIA

Place of birth: TUNISIA

Mobile phone:

Check data and confirm again.

✓ Action Processed. Confirmation mail has been sent. ✕

➞

Visiting PhD

Username

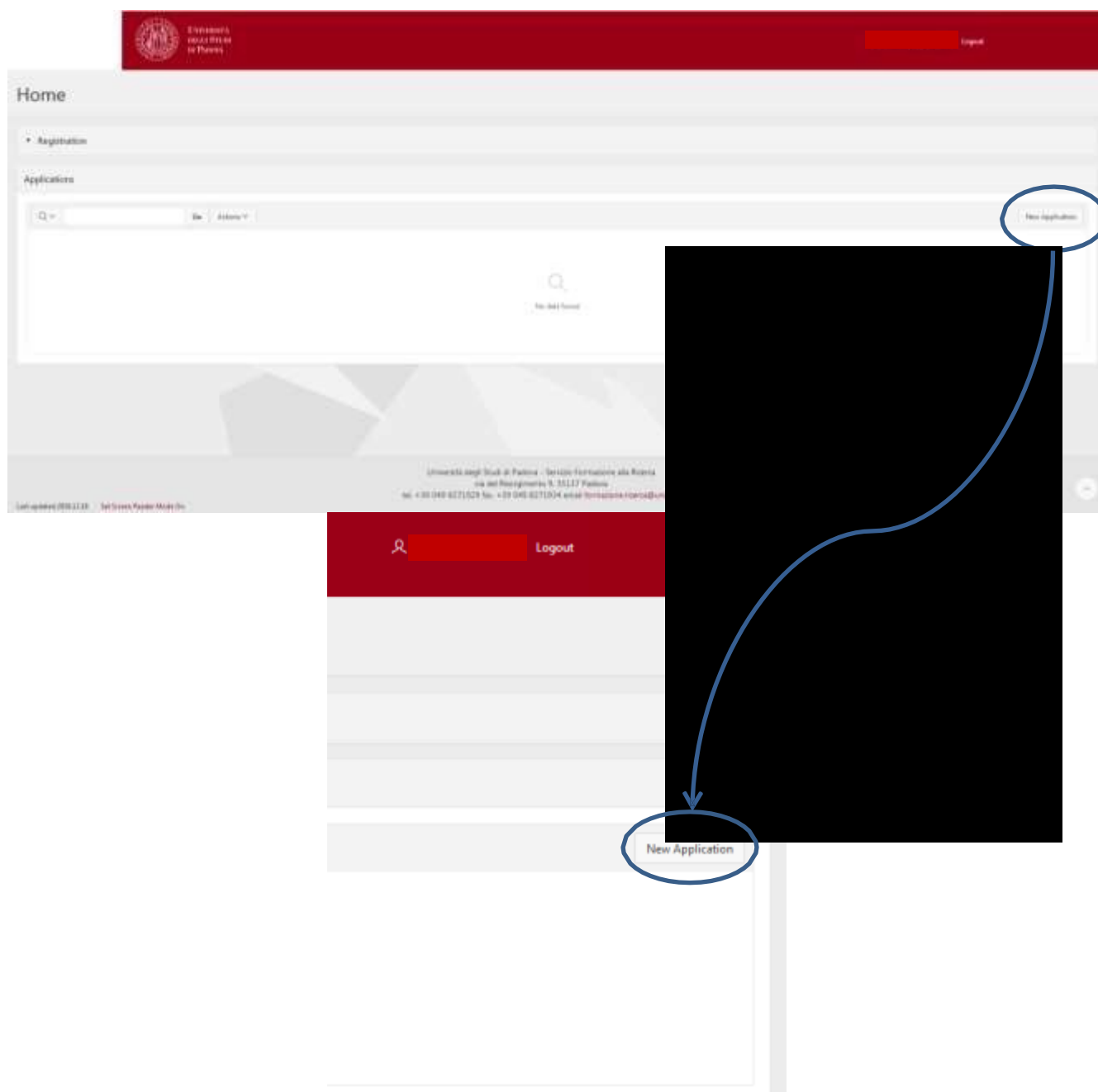
password

[Not registered?](#) [Forgot password?](#)

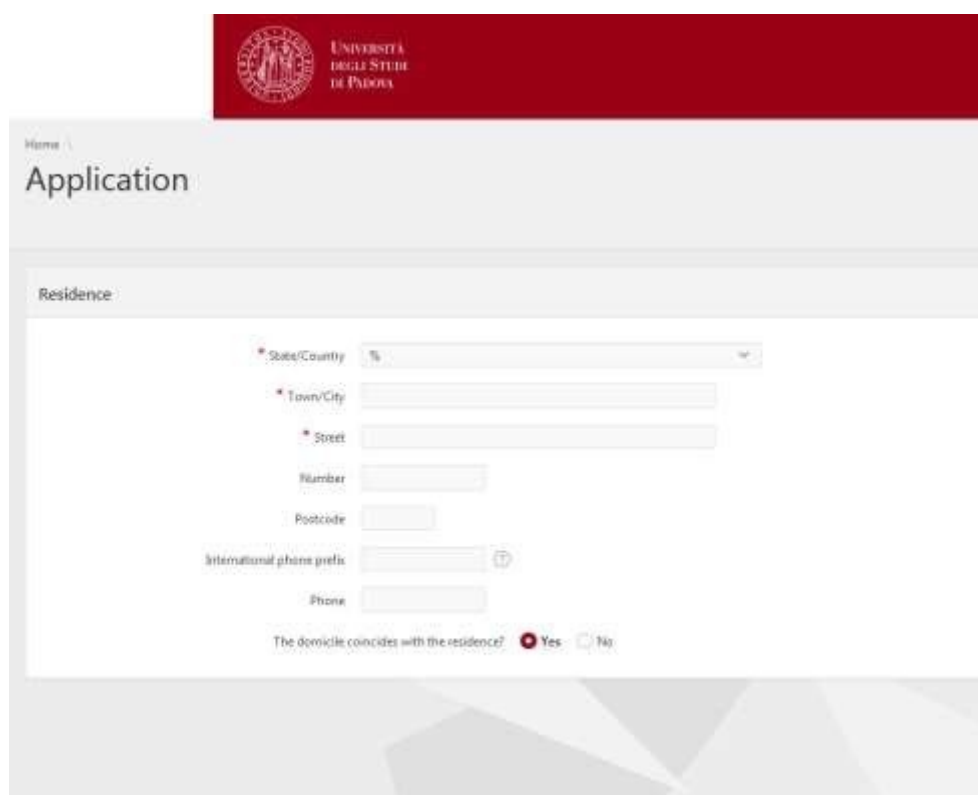
Log In

You can now access to the system.

In case you already registered you can directly access from "Log in" button.



If you want to fill in you first application or a new one, press “New application” button.



Home \ Application

Residence

* State/Country: %

* Town/City:

* Street:

Number:

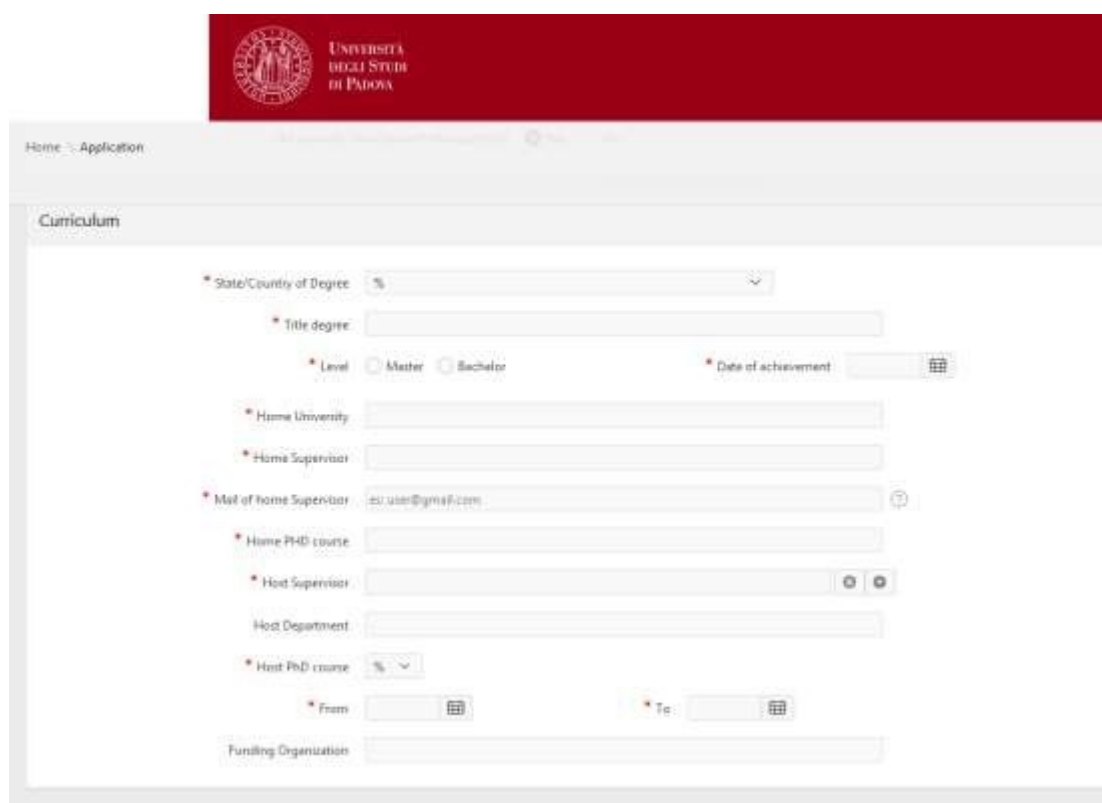
Postcode:

International phone prefix:

Phone:

The domicile coincides with the residence? ☒ Yes ☐ No

You will have to fill in the information related to your residence: State, Town, Street. Then click “next” button.



Home \ Application

Curriculum

* State/Country of Degree: %

* Title degree:

* Level: ☐ Master ☐ Bachelor

* Date of achievement:

* Home University:

* Home Supervisor:

* Mail of Home Supervisor: %

* Home PhD course:

* Host Supervisor:

Host Department:

* Host PhD course: %

* From:

* To:

Funding Organisation:

You will be asked some information related to your CV: country of degree, title degree, level and date of achievement, Home University and Home Supervisor with related email address and Home PhD Course. You will also have to choose you Host Supervisor and Host PhD Course from a drop-down menu. Date of arrival and departure are compulsory.

You now have to upload Identity Document, Photo (Only JPEG files are accepted) and Presentation letter. Click on “Sfoglia” in order to search for the document you have to upload. If you want to erase the document click on the return arrow.

At this point you can Save the application and edit it in a second time or Submit by clicking the “Submit” button.

In the home page you will find the list of you application; you can have access by clicking the lens button.

Once submitted, the Host supervisor will receive an email containing you request and will access the system to approve it.

After approval from you Host Superviso, you will find the Invitation Letter uploaded in the system.

At your arrival in Padova, we kindly suggest to contact the Contact person of your Host PhD Course in order to complete the procedure, pay the assurance and upload the related documentation in the system.

For technical information of the application system please contact our Office at the following address:

phd@unipd.it