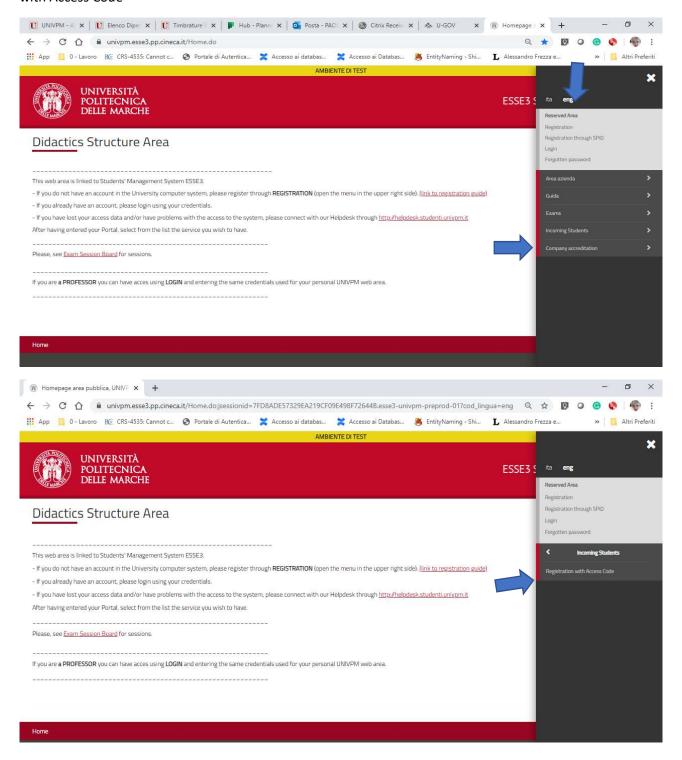
# Application form

Application for incoming students is a two-part process.

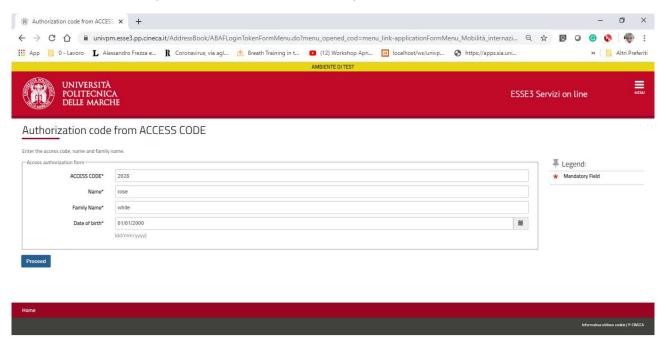
## Part I - Registration

Open the registration form at <a href="https://esse3web.univpm.it">https://esse3web.univpm.it</a>

Open the menu in the top right corner to set the language, then click on "Incoming Student – Registration with Access Code"



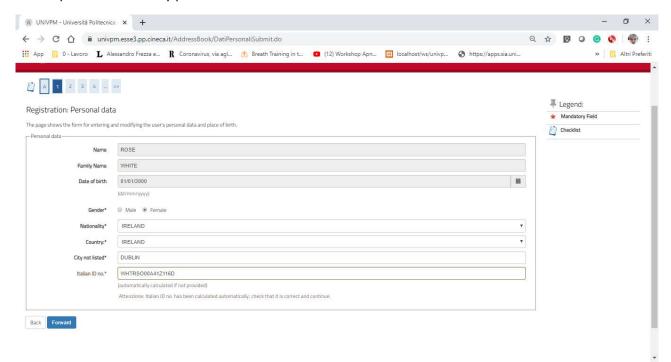
Fill out all the mandatory fields. The access code is sent by e-mail.



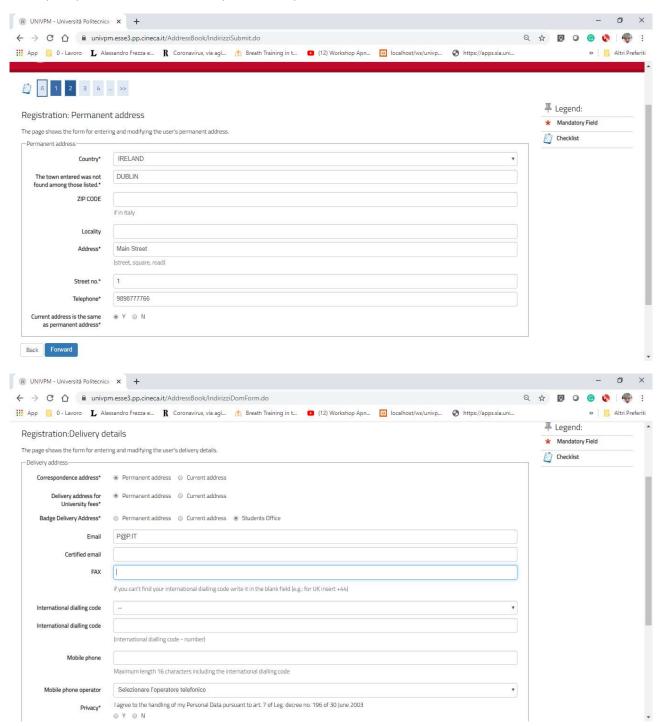
Complete the form with the mandatory information. General instructions to fill in the application form can be found at: <a href="http://esse3wiki.univpm.it/index.php?title=Guida alla registrazione al portale ESSE3web">http://esse3wiki.univpm.it/index.php?title=Guida alla registrazione al portale ESSE3web</a>

Double-check the accuracy of your data. For any necessary corrections, please contact erasmus.incoming@univpm.it

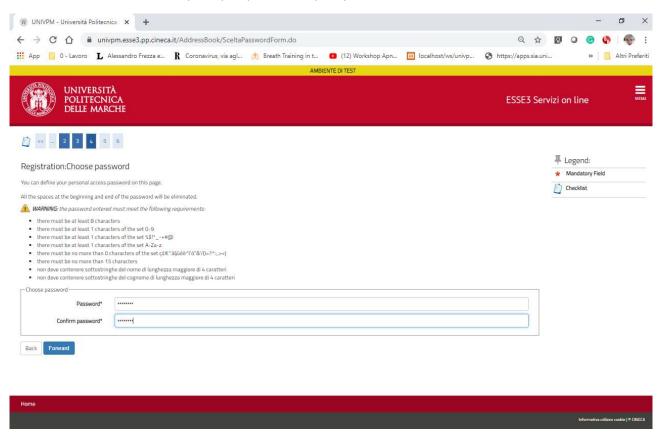
"Italian Id no" is calculated automatically. Please, file your "Italian Id no" as it is a mandatory information for the password recovery procedure.



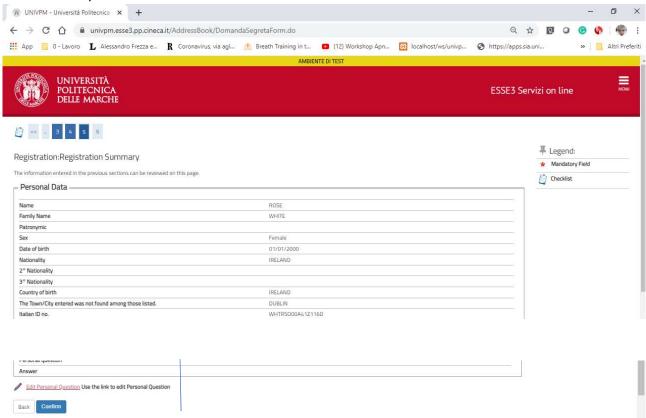
Enter your permanent address and your delivery address.



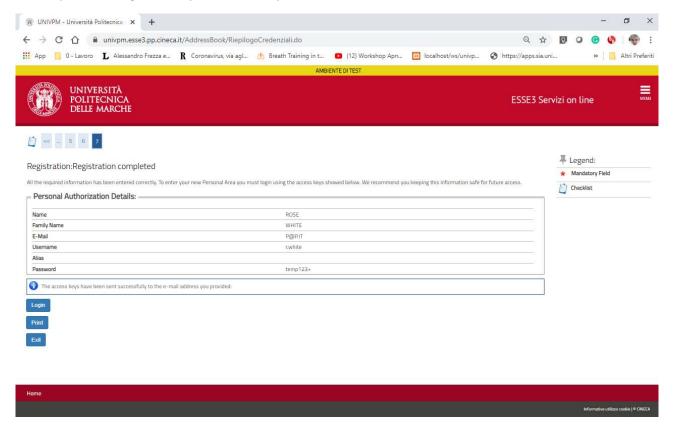
Password must meet the complexity requirements policy.



Double-check your entries and "Confirm".



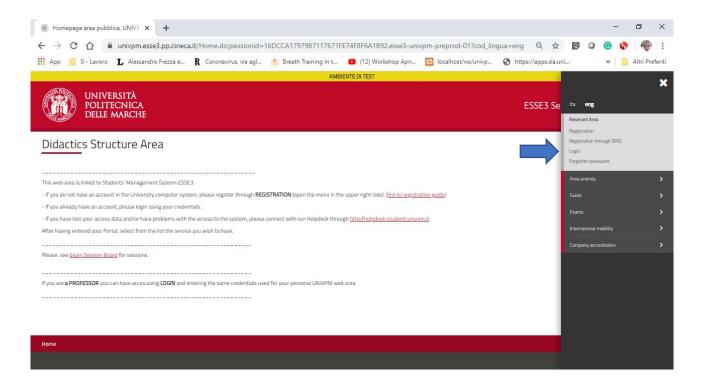
To complete the registration process, store your credentials and click on "Exit".



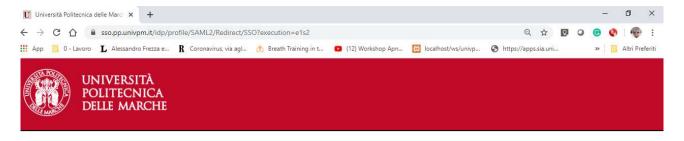
Your credentials are valid until the relevant office will validate your enrollment process. You will be notified by e-mail about the recovery of your future credentials.

### Part II

Login to your account https://esse3web.univpm.it



Use the credentials obtained in the registration process.

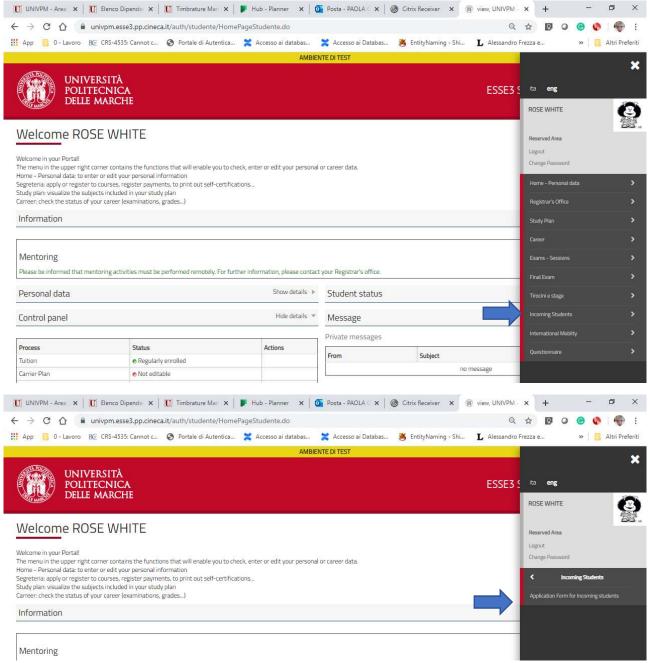


## Reserved area

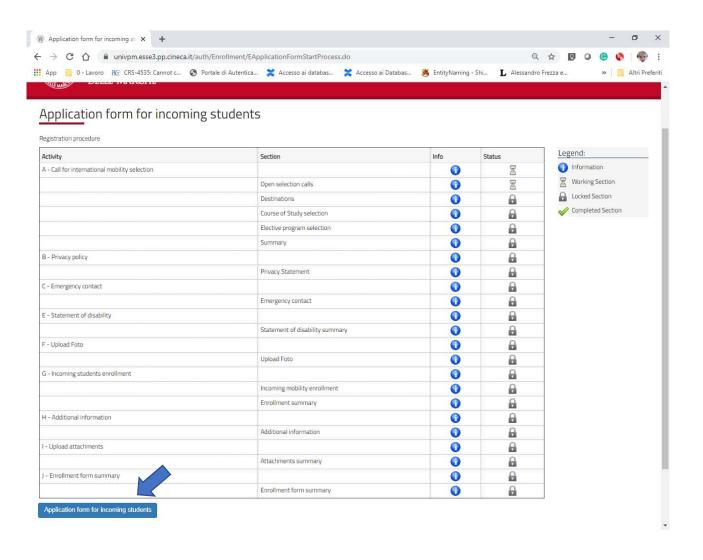
To login to the reserved area please use your username and password

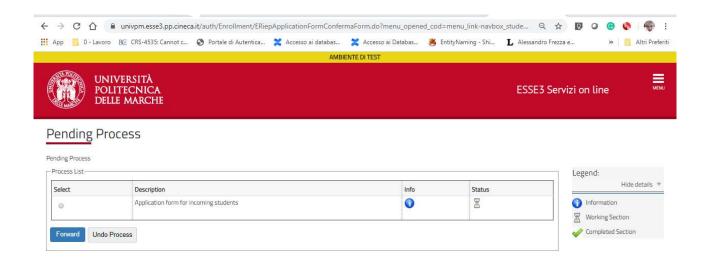
Sign in to the service Esse3 TEST	If you are a student or graduate student, username is S + serial (es.
	S1991234);
Username	If you are a worker, your username is P00 + serial for serial with 4 digits
r.white	(eg: P009876), P000 + serial for serial with 3 digits;
	If you are a collaborator, your ysername is X + serial (es: X123456);
Password	If you have forgotten your password, go to the recovery form;
	If you can not recover the password with the automatic recovery form,
	submit a request using the HELPDESK. (Will not be considered requests
Don't Remember Login	not accompanied by a photo ID);
Login	The default password assigned is tempggmm+ where gg and mm are the
	day and month of birth and the + char complete password.
2 Entra con SPID	» Password recovery
	Need Help?

Open the top right corner menu and click on "Incoming Students - Application Form for Incoming Students"

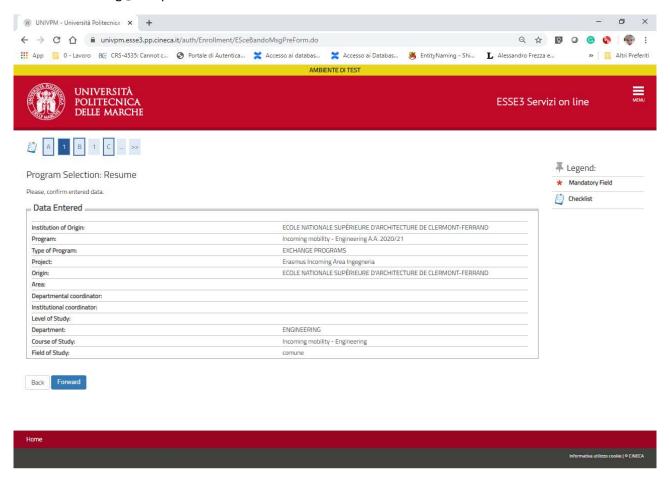


You will be asked to upload your Id document, a passport picture, a signed lerning agreement, Health Insurance Card etc etc. You can close your session anytime. The procedure is set to automatically save your entries.

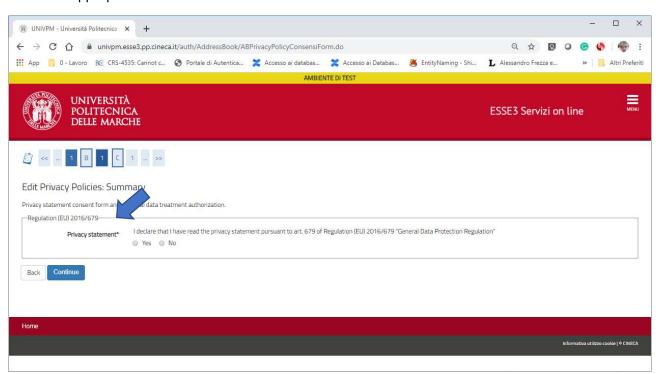




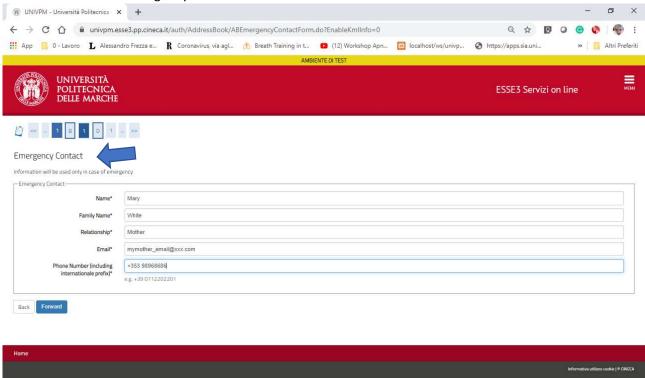
# Double-check your home University data. Please, report inaccurate information to erasmus.incoming@univpm.it



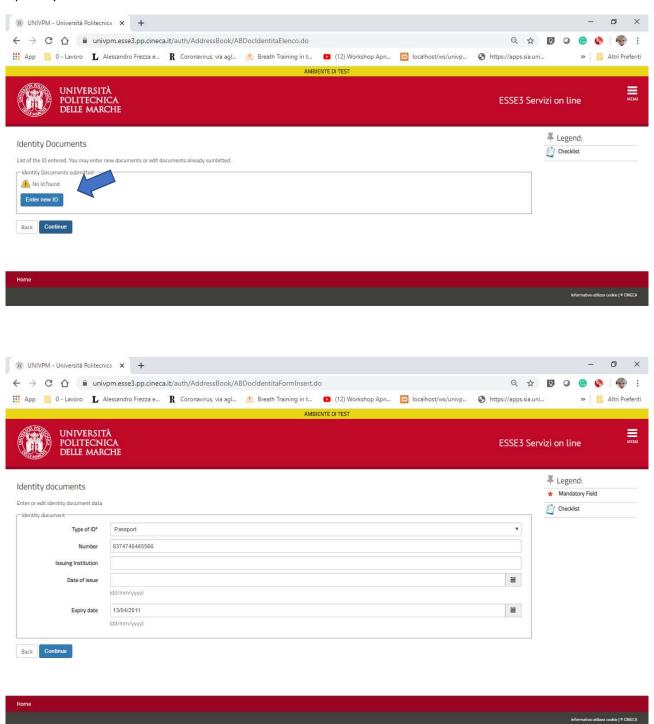
## Check the approprate box

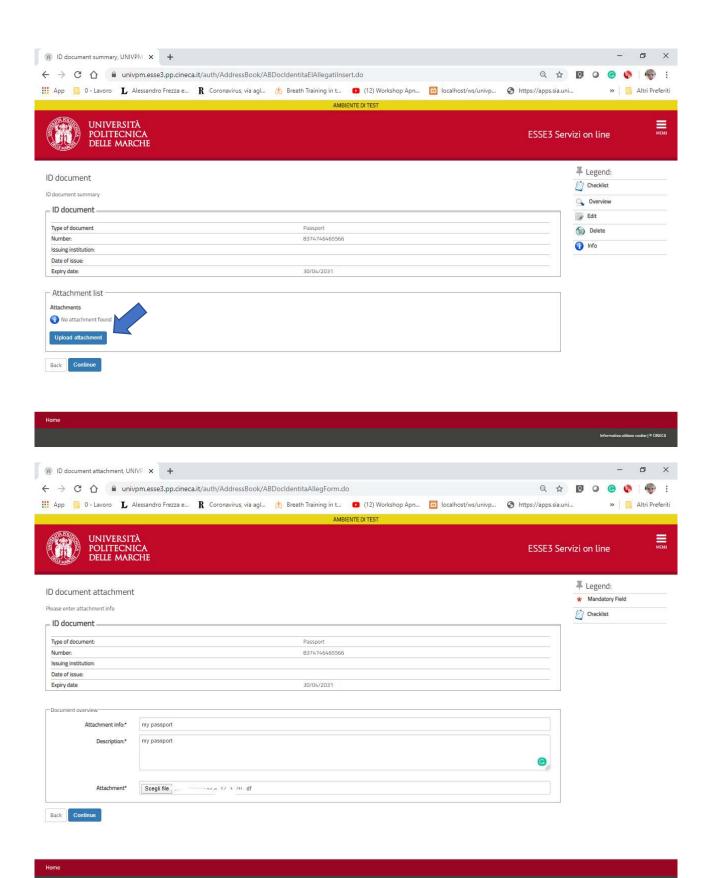


Add a relative as an emergency contact.

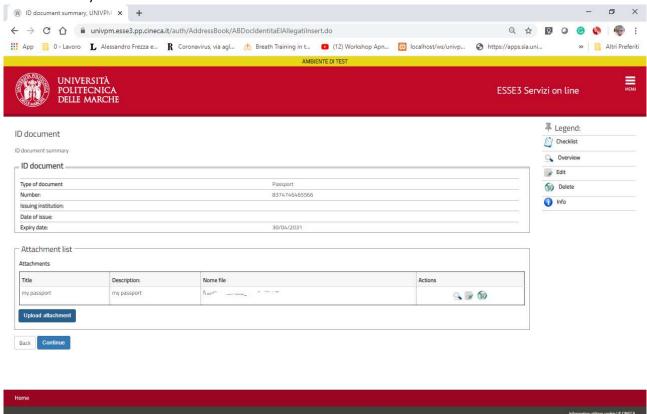


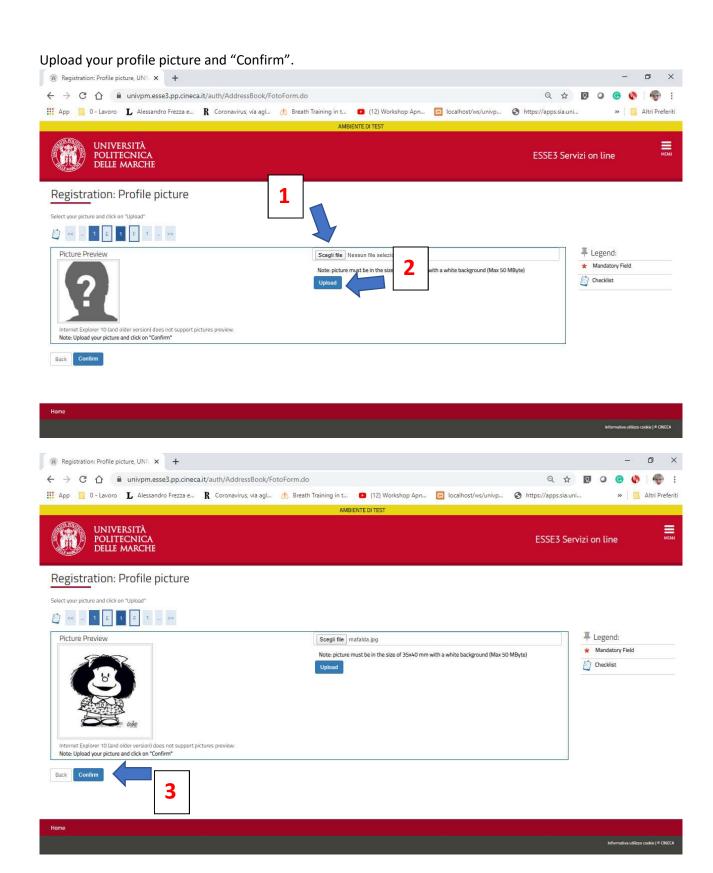
## Upload your Id document.



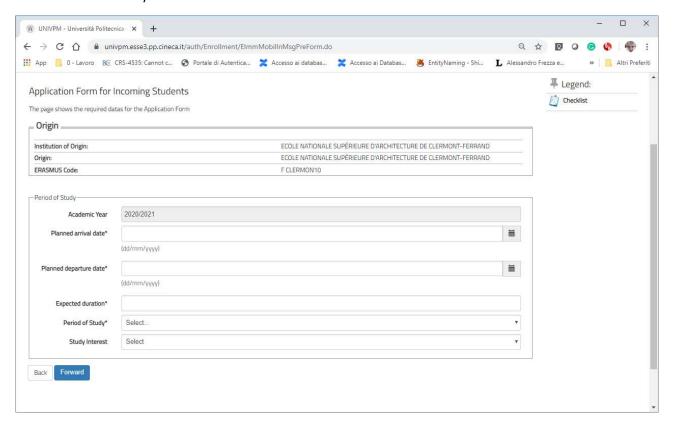


Double-check your id document data and "Continue".

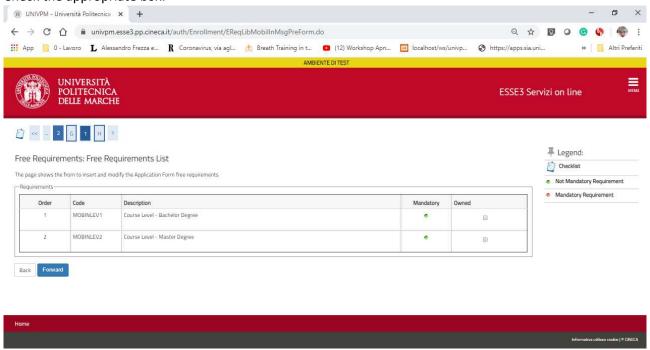




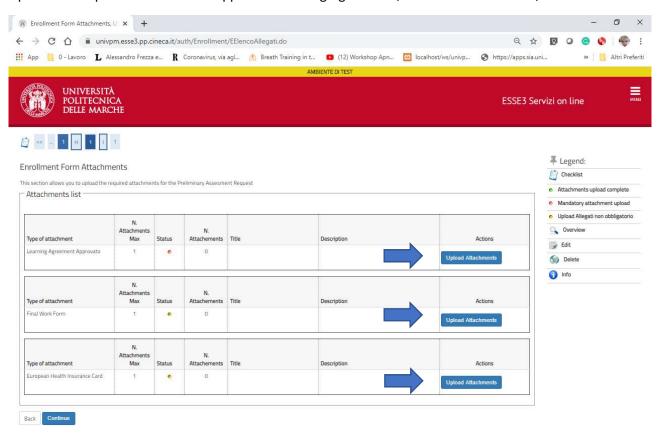
Fill out the mandatory fields and click on "Forward".



### Check the appropriate box.

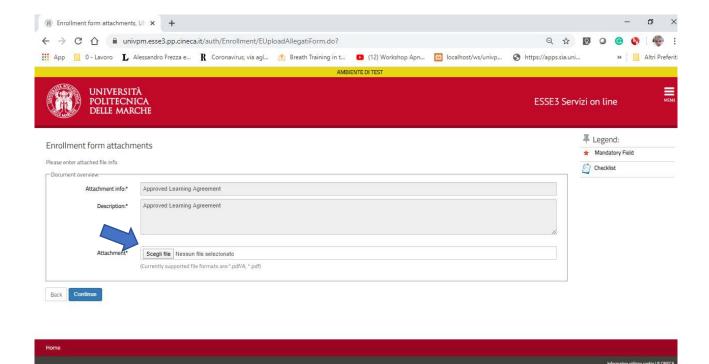


### Upload the required attachments: approved Learning Agreement, Health Insurance Card, etc etc

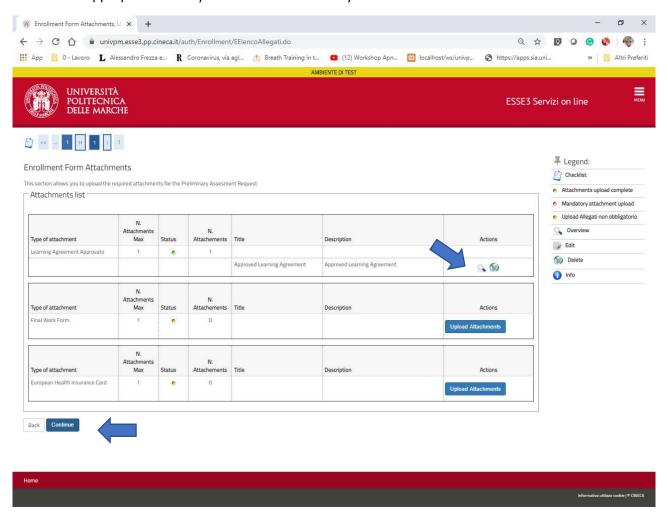


Home

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Click on the appropriate tool if you want to view or edit your attachments then click on"Continue".



Your application procedure is complete.

The relevant office will validate your application. Until the validation you can edit your application.

