

Application form

Application for incoming students is a two-part process.

Part I - Registration

Open the registration form at <https://esse3web.univpm.it>

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

The screenshot shows the UNIVPM ESSE3 web application interface. The top navigation bar is red with the university logo and name. Below it, a yellow banner reads "AMBIENTE DI TEST". The main content area is titled "Didactics Structure Area" and contains instructions for users. On the right side, a dark grey dropdown menu is open, showing options like "Reserved Area", "Registration", "Area azienda", "Guida", "Exams", "Incoming Students", and "Company accreditation". A blue arrow points to the "Incoming Students" option in the menu.

This screenshot shows the same web application after the user has navigated to the "Incoming Students" section. The dropdown menu is still open, but now it highlights "Incoming Students" and shows a sub-option "Registration with Access Code". A blue arrow points to this sub-option. The main content area remains the same, but the page URL in the browser's address bar now includes a session ID.

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

The screenshot shows a web browser window with the URL `univpm.esse3.pp.cineca.it/AddressBook/ABAFLoginTokenFormMenu.do?menu_opened_cod=menu_link-applicationFormMenu_Mobilita_internazi...`. The page header includes the University of Marche logo and the text 'ESSE3 Servizi on line'. The main heading is 'Authorization code from ACCESS CODE'. Below it, a sub-heading says 'Enter the access code, name and family name.' The form is titled 'Access authorization form' and contains the following fields: 'ACCESS CODE*' (value: 2028), 'Name*' (value: rose), 'Family Name*' (value: while), and 'Date of birth*' (value: 01/01/2000). A legend on the right indicates that fields with a red star are mandatory. A 'Proceed' button is at the bottom left of the form.

Complete the form with the mandatory information. General instructions to fill in the application form can be found at: http://esse3wiki.univpm.it/index.php?title=Guida_alla_registrazione_al_portale_ESSE3web

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.

The screenshot shows a web browser window with the URL `univpm.esse3.pp.cineca.it/AddressBook/DatiPersonalSubmit.do`. The page header includes the UNIVPM logo. The main heading is 'Registration: Personal data'. Below it, a sub-heading says 'The page shows the form for entering and modifying the user's personal data and place of birth.' The form is titled 'Personal data' and contains the following fields: 'Name' (value: ROSE), 'Family Name' (value: WHITE), 'Date of birth' (value: 01/01/2000), 'Gender*' (radio buttons for Male and Female, with Female selected), 'Nationality*' (dropdown menu with IRELAND selected), 'Country*' (dropdown menu with IRELAND selected), 'City not listed*' (value: DUBLIN), and 'Italian ID no.*' (value: WHTRSO00A41Z116D). A legend on the right indicates that fields with a red star are mandatory. A 'Checklist' button is at the bottom right of the form. At the bottom of the form, there are 'Back' and 'Forward' buttons.

Enter your permanent address and your delivery address.

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univpm.esse3.pp.cineca.it/AddressBook/IndirizziSubmit.do

App 0 - Lavoro Alessandro Frezza e... Coronavirus, via agl... Breath Training in t... (12) Workshop Apr... localhost/ws/univp... https://apps.sia.uni...

1 2 3 4 ... >>

Registration: Permanent address

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

Permanent address

Country* IRELAND

The town entered was not found among those listed.* DUBLIN

ZIP CODE

if in Italy

Locality

Address* Main Street
(street, square, road)

Street no.* 1

Telephone* 9898777766

Current address is the same as permanent address* ☒ Y ☐ N

Back Forward

Legend:
★ Mandatory Field
📋 Checklist

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univpm.esse3.pp.cineca.it/AddressBook/IndirizziDomForm.do

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1 2 3 4 ... >>

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

Delivery address for University fees* ☒ Permanent address ☐ Current address

Badge Delivery Address* ☐ Permanent address ☐ Current address ☒ Students Office

Email P@P.IT

Certified email

FAX

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code --

International dialling code
(international dialling code - number)

Mobile phone
Maximum length 16 characters including the international dialling code

Mobile phone operator Selezionare l'operatore telefonico

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

Legend:
★ Mandatory Field
📋 Checklist

Password must meet the complexity requirements policy.

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univpm.esse3.pp.cineca.it/AddressBook/SceltaPasswordForm.do

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ESSE3 Servizi on line

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 at least 1 characters of the set 0-9
- there must be at least 1 characters of the set %\$!*_+&#@
- there must be at least 1 characters of the set A-Za-z
- there must be no more than 0 characters of the set çŁ€"âú"ÿ&V()=?"~.,><|
- there must be no more than 15 characters
- non deve contenere sottostringhe del nome di lunghezza maggiore di 4 caratteri
- non deve contenere sottostringhe del cognome di lunghezza maggiore di 4 caratteri

Choose password

Password*

Confirm password*

Back Forward

Home

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Double-check your entries and "Confirm".

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univpm.esse3.pp.cineca.it/AddressBook/DomandaSegretaForm.do

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ESSE3 Servizi on line

Registration: Registration Summary

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

Personal Data

Name	ROSE
Family Name	WHITE
Patronymic	
Sex	Female
Date of birth	01/01/2000
Nationality	IRELAND
2° Nationality	
3° Nationality	
Country of birth	IRELAND
The Town/City entered was not found among those listed.	DUBLIN
Italian ID no.	WHTRS000A41Z116D

Answer

Edit Personal Question Use the link to edit Personal Question

Back Confirm

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

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univpm.esse3.pp.cineca.it/AddressBook/RiepilogoCredenziali.do

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Legend:

- Mandatory Field
- Checklist

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	ROSE
Family Name	WHITE
E-Mail	P@P.IT
Username	r.white
Alias	
Password	temp123+

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

Login

Print

Exit

Home

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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>

Homepage area pubblica, UNIVPM x

univpm.esse3.pp.cineca.it/Home.do?sessionId=16DCCA1797987117671FE74F8F6A1892.esse3-univpm-preprod-01?cod_lingua=eng

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ESSE3 Se

ita eng

Reserved Area

Registration

Registration through SPID

Login

Forgotten password

Area azienda

Guida

Exams

International mobility

Company accreditation

Didactics Structure Area

This web area is linked to Students' Management System ESSE3.

- If you do not have an account in the University computer system, please register through **REGISTRATION** (open the menu in the upper right side). [link to registration guide](#)

- If you already have an account, please login using your credentials.

- If you have lost your access data and/or have problems with the access to the system, please connect with our Helpdesk through <http://helpdesk.studenti.univpm.it>

After having entered your Portal, select from the list the service you wish to have.

Please, see [Exam Session Board](#) for sessions.

If you are a **PROFESSOR** you can have access using **LOGIN** and entering the same credentials used for your personal UNIVPM web area.

Home

Use the credentials obtained in the registration process.

Università Politecnica delle Marche x

sso.pp.univpm.it/idp/profile/SAML2/Redirect/SSO?execution=e1s2

UNIVERSITÀ POLITECNICA DELLE MARCHE

Reserved area

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

Sign in to the service Esse3 TEST

Username

r.white

Password

.....

☐ Don't Remember Login

Login

Entra con SPID

If you are a student or graduate student, username is S + serial (es. S1991234);

If you are a worker, your username is P00 + serial for serial with 4 digits (eg: P009876), P000 + serial for serial with 3 digits;

If you are a collaborator, your ysername is X + serial (es: X123456);

If you have forgotten your password, go to the [recovery form](#);

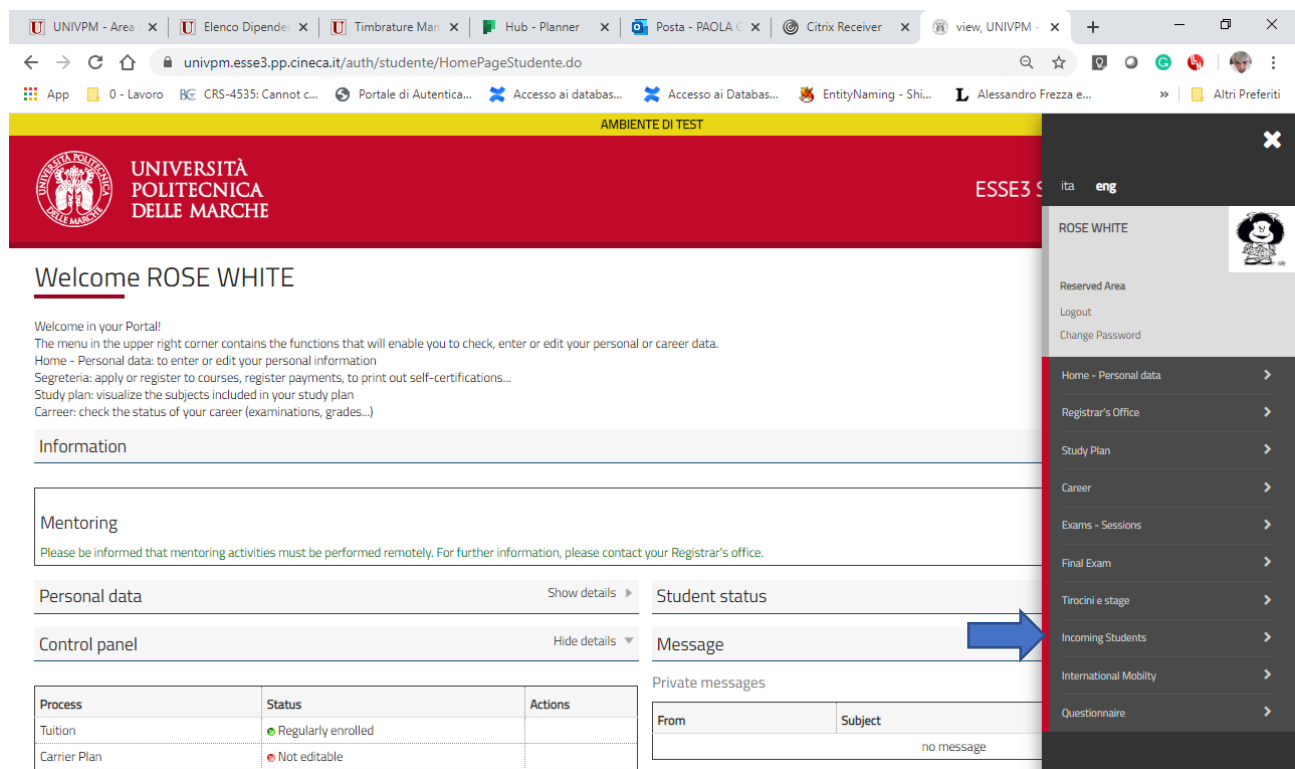
If you can not recover the password with the automatic recovery form, submit a request using the [HELPDESK](#). (Will not be considered requests not accompanied by a photo ID);

The default password assigned is **tempggmm+** where **gg** and **mm** are the day and month of birth and the **+** char complete password.

» Password recovery

» Need Help?

Open the top right corner menu and click on “Incoming Students – Application Form for Incoming Students”



UNIVPM - Area x | Elenco Dipende x | Timbrature Man x | Hub - Planner x | Posta - PAOLA C x | Citrix Receiver x | view, UNIVPM - x

univpm.esse3.pp.cineca.it/auth/studente/HomePageStudente.do

App | 0 - Lavoro | CRS-4535: Cannot c... | Portale di Autentica... | Accesso ai databas... | Accesso ai Databas... | EntityNaming - Shi... | Alessandro Frezza e... | Altri Preferiti

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UNIVERSITÀ POLITECNICA DELLE MARCHE

ESSE3 S

ita eng

ROSE WHITE

Reserved Area

Logout

Change Password

Home - Personal data >

Registrar's Office >

Study Plan >

Career >

Exams - Sessions >

Final Exam >

Tirocini e stage >

Incoming Students >

International Mobility >

Questionnaire >

Welcome ROSE WHITE

Welcome in your Portal!

The menu in the upper right corner contains the functions that will enable you to check, enter or edit your personal or career data.

Home - Personal data: to enter or edit your personal information

Segreteria: apply or register to courses, register payments, to print out self-certifications...

Study plan: visualize the subjects included in your study plan

Career: check the status of your career (examinations, grades...)

Information

Mentoring

Please be informed that mentoring activities must be performed remotely. For further information, please contact your Registrar's office.

Personal data Show details ▶

Control panel Hide details ▼

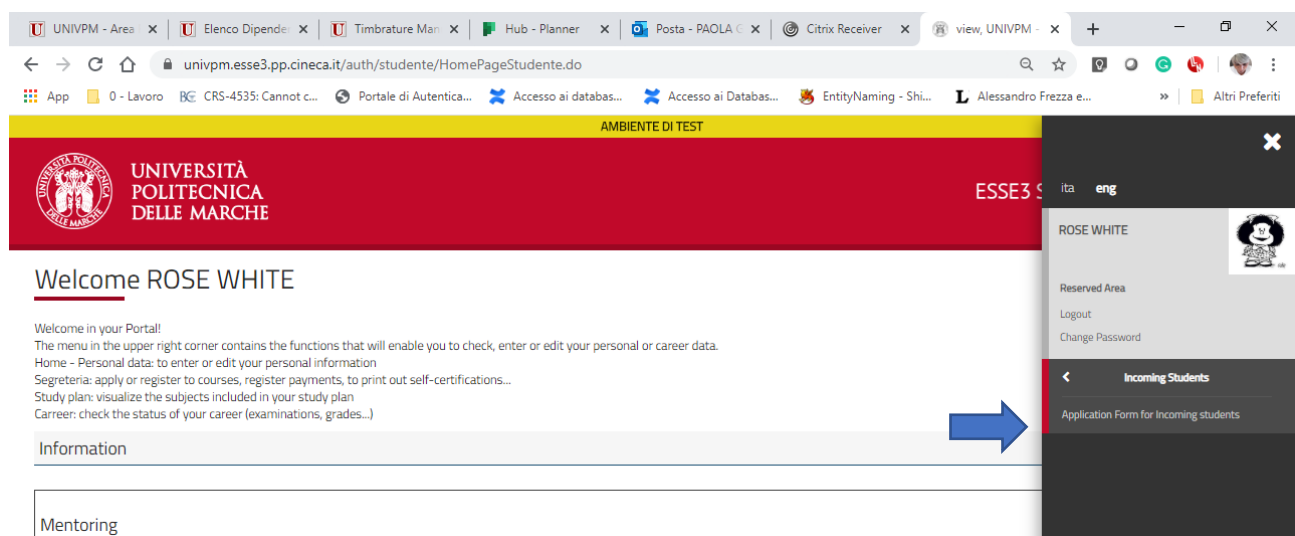
Process	Status	Actions
Tuition	Regularly enrolled	
Carrier Plan	Not editable	

Student status

Message

Private messages

From	Subject
no message	



UNIVPM - Area x | Elenco Dipende x | Timbrature Man x | Hub - Planner x | Posta - PAOLA C x | Citrix Receiver x | view, UNIVPM - x

univpm.esse3.pp.cineca.it/auth/studente/HomePageStudente.do

App | 0 - Lavoro | CRS-4535: Cannot c... | Portale di Autentica... | Accesso ai databas... | Accesso ai Databas... | EntityNaming - Shi... | Alessandro Frezza e... | Altri Preferiti

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ita eng

ROSE WHITE

Reserved Area

Logout

Change Password

Incoming Students

Application Form for Incoming students

Welcome ROSE WHITE

Welcome in your Portal!

The menu in the upper right corner contains the functions that will enable you to check, enter or edit your personal or career data.

Home - Personal data: to enter or edit your personal information

Segreteria: apply or register to courses, register payments, to print out self-certifications...

Study plan: visualize the subjects included in your study plan

Career: check the status of your career (examinations, grades...)

Information

Mentoring

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

Application form for incoming students

Registration procedure

Activity	Section	Info	Status
A - Call for international mobility selection			
	Open selection calls		
	Destinations		
	Course of Study selection		
	Elective program selection		
	Summary		
B - Privacy policy			
	Privacy Statement		
C - Emergency contact			
	Emergency contact		
E - Statement of disability			
	Statement of disability summary		
F - Upload Foto			
	Upload Foto		
G - Incoming students enrollment			
	Incoming mobility enrollment		
	Enrollment summary		
H - Additional information			
	Additional information		
I - Upload attachments			
	Attachments summary		
J - Enrollment form summary			
	Enrollment form summary		

Application form for incoming students

Legend:

Information

Working Section

Locked Section

Completed Section

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Pending Process

Pending Process

Process List

Select	Description	Info	Status
☐	Application form for incoming students		

Forward

Undo Process

Legend:

Hide details

Information

Working Section

Completed Section

Home

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

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+

univpm.esse3.pp.cineca.it/auth/Enrollment/ESceBandoMsgPreForm.do

App0 - LavoroCRS-4535: Cannot c...Portale di Autentica...Accesso ai databas...Accesso ai Databas...EntityNaming - Shi...Alessandro Frezza e...Altri Preferiti

AMBIENTE DI TEST



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ESSE3 Servizi on line

MENU

A1B1C...>>

Program Selection: Resume

Please, confirm entered data.

Data Entered

Institution of Origin:	ECOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE CLERMONT-FERRAND
Program:	Incoming mobility - Engineering A.A. 2020/21
Type of Program:	EXCHANGE PROGRAMS
Project:	Erasmus Incoming Area Ingegneria
Origin:	ECOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE CLERMONT-FERRAND
Area:	
Departmental coordinator:	
Institutional coordinator:	
Level of Study:	
Department:	ENGINEERING
Course of Study:	Incoming mobility - Engineering
Field of Study:	comune

Back

Forward

Legend:

★

Mandatory Field

📋

Checklist

Home

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Check the appropriate box

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univpm.esse3.pp.cineca.it/auth/AddressBook/ABPrivacyPolicyConsensiForm.do

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UNIVERSITÀ POLITECNICA DELLE MARCHE

ESSE3 Servizi on line

MENU

1 B 1 C 1

Edit Privacy Policies: Summary

Privacy statement consent form and data treatment authorization.

Regulation (EU) 2016/679

Privacy statement* I declare that I have read the privacy statement pursuant to art. 679 of Regulation (EU) 2016/679 "General Data Protection Regulation"

☐ Yes ☐ No

Back Continue

Home

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Add a relative as an emergency contact.

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univpm.esse3.pp.cineca.it/auth/AddressBook/ABEmergencyContactForm.do?EnableKmlInfo=0

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ESSE3 Servizi on line

MENU

1 B 1 D 1

Emergency Contact

Information will be used only in case of emergency

Emergency Contact

Name* Mary

Family Name* White

Relationship* Mother

Email* mymother_email@xxx.com

Phone Number (including internationale prefix)* +353 98968688
e.g. +39 0712202201

Back Forward

Home

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Upload your Id document.

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univpm.esse3.pp.cineca.it/auth/AddressBook/ABDocIdentitaElenco.do

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ESSE3 Servizi on line

MENU

Identity Documents

List of the ID entered. You may enter new documents or edit documents already submitted.

Identity Documents submitted

No id found

Enter new ID

Back Continue

Home

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univpm.esse3.pp.cineca.it/auth/AddressBook/ABDocIdentitaFormInsert.do

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ESSE3 Servizi on line

MENU

Identity documents

Enter or edit identity document data

Identity document

Type of ID* Passport

Number 8374746465566

Issuing Institution

Date of issue (dd/mm/yyyy)

Expiry date 13/04/2011 (dd/mm/yyyy)

Back Continue

Home

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Legend:

- Mandatory Field
- Checklist

ID document

ID document summary

ID document	
Type of document	Passport
Number	8374746465566
Issuing institution	
Date of issue	
Expiry date	30/04/2031

Legend:

- Checklist
- Overview
- Edit
- Delete
- Info

Attachment list

Attachments

No attachment found

Upload attachment

Back Continue

ID document attachment

Please enter attachment info

ID document	
Type of document	Passport
Number	8374746465566
Issuing institution	
Date of issue	
Expiry date	30/04/2031

Legend:

- Mandatory Field
- Checklist

Document overview

Attachment info*	my passport
Description*	my passport
Attachment*	Scegli file

Back Continue

Double-check your id document data and “Continue”.

ID document summary, UNIVPM x +

univpm.esse3.pp.cineca.it/auth/AddressBook/ABDocIdentiitaElAllegatiInsert.do

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AMBIENTE DI TEST

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ID document

ID document summary

ID document

Type of document	Passport
Number:	8374746465566
Issuing institution:	
Date of issue:	
Expiry date:	30/04/2031

Attachment list

Attachments

Title	Description:	Nome file	Actions
my passport	my passport	frap..._..._...	

Upload attachment

Back Continue

Legend:

- Checklist
- Overview
- Edit
- Delete
- Info

Home

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Upload your profile picture and “Confirm”.

Registration: Profile picture, UNIV x +

univpm.esse3.pp.cineca.it/auth/AddressBook/FotoForm.do

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AMBIENTE DI TEST

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ESSE3 Servizi on line

MENU

Registration: Profile picture

Select your picture and click on "Upload"

1

2

Scegli file | Nessun file selezionato

Note: picture must be in the size of 35x40 mm with a white background (Max 50 MByte)

Upload

Legend:

- Mandatory Field
- Checklist

Picture Preview

Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Back Confirm

Home

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Registration: Profile picture, UNIV x +

univpm.esse3.pp.cineca.it/auth/AddressBook/FotoForm.do

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AMBIENTE DI TEST

UNIVERSITÀ POLITECNICA DELLE MARCHE

ESSE3 Servizi on line

MENU

Registration: Profile picture

Select your picture and click on "Upload"

Scegli file | mafalda.jpg

Note: picture must be in the size of 35x40 mm with a white background (Max 50 MByte)

Upload

Legend:

- Mandatory Field
- Checklist

Picture Preview

Internet Explorer 10 (and older version) does not support pictures preview.
Note: Upload your picture and click on "Confirm"

Back Confirm

3

Fill out the mandatory fields and click on “Forward”.

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univpm.esse3.pp.cineca.it/auth/Enrollment/ElmmMobillnMsgPreForm.do

App0 - LavoroCRS-4535: Cannot c...Portale di Autentica...Accesso ai databas...Accesso ai Databas...EntityNaming - Shi...Alessandro Frezza e...Altri Preferiti

Application Form for Incoming Students

The page shows the required datas for the Application Form

Legend:

Checklist

Origin

Institution of Origin:	ECOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE CLERMONT-FERRAND
Origin:	ECOLE NATIONALE SUPÉRIEURE D'ARCHITECTURE DE CLERMONT-FERRAND
ERASMUS Code:	F CLERMONT10

Period of Study

Academic Year	2020/2021
Planned arrival date*	(dd/mm/yyyy)
Planned departure date*	(dd/mm/yyyy)
Expected duration*	
Period of Study*	Select...
Study Interest	Select

Back

Forward

Check the appropriate box.

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univpm.esse3.pp.cineca.it/auth/Enrollment/EReqLibMobiliInMsgPreForm.do

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Free Requirements: Free Requirements List

The page shows the form to insert and modify the Application Form free requirements

Requirements

Order	Code	Description	Mandatory	Owned
1	MOBINLEV1	Course Level - Bachelor Degree	☒	☐
2	MOBINLEV2	Course Level - Master Degree	☒	☐

Back Forward

Legend:

- Checklist
- Not Mandatory Requirement
- Mandatory Requirement

Home

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Upload the Health Insurance Card (only for European Union students). If you will come to Univpm for thesis research you have to upload the Final Work Form.

Enrollment Form Attachments, U

univpm.esse3.pp.cineca.it/auth/Enrollment/EElencoAllegati.do

AMBIENTE DI TEST

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ESSE3 Servizi on line

Enrollment Form Attachments

This section allows you to upload the required attachments for the Preliminary Assessment Request

Attachments list

Type of attachment	N. Attachments Max	Status	N. Attachments	Title	Description	Actions
Learning Agreement Approvato	1	☒	0			Upload Attachments
Final Work Form	1	☒	0			Upload Attachments
European Health Insurance Card	1	☒	0			Upload Attachments

Back Continue

Legend:

- Attachments upload complete
- Mandatory attachment upload
- Upload Allegati non obbligatorio
- Overview
- Edit
- Delete
- Info

Home

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Enrollment form attachments

Please enter attached file info

Document overview

Attachment info:*	Approved Learning Agreement
Description:*	Approved Learning Agreement
Attachment:*	Scegli file Nessun file selezionato

(Currently supported file formats are: *.pdf/A, *.pdf)

Legend:

★ Mandatory Field

Checklist

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

Enrollment Form Attachments, U... +

univpm.esse3.pp.cineca.it/auth/Enrollment/EElencoAllegati.do

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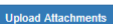
MEMU



Enrollment Form Attachments

This section allows you to upload the required attachments for the Preliminary Assessment Request

Attachments list

Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
Learning Agreement Approvato	1		1			
				Approved Learning Agreement	Approved Learning Agreement	 
Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
Final Work Form	1		0			
Type of attachment	N. Attachments Max	Status	N. Attachements	Title	Description	Actions
European Health Insurance Card	1		0			

Legend:

 Checklist

 Attachments upload complete

 Mandatory attachment upload

 Upload Allegati non obbligatorio

 Overview

 Edit

 Delete

 Info

Home

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Your application procedure is complete.

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

UNIVPM - Università Politecnica x

univpm.esse3.pp.cineca.it/auth/Enrollment/ERiepApplicationFormConfermaForm.do

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Origin

Institution of Origin:	ECOLE SUPERIEURE DU COMMERCE EXTERIEUR
Origin:	ECOLE SUPERIEURE DU COMMERCE EXTERIEUR
ERASMUS Code:	F PARIS213

Destination

Type of Program:	EXCHANGE PROGRAMS
Project:	Mobilità Erasmus Incoming Ingegneria
Level of Study:	
Course of Study:	Mobilità Erasmus Incoming Ingegneria

Period of Study

Academic Year	2020/2021
Planned arrival date	23/09/2020
Planned departure date	28/02/2021
Expected duration	5
Period of Study	1st Semester
Dettaglio mobilità	Study/Exams

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