

Online Application Guide

Applications for admission to Ph.D. courses may only be submitted through the online application system esse3web. If you already have an account, you can skip the instructions below and start the application process. If you do not have an account, you can set one up through the following link: <https://esse3web.univpm.it> Please, check that URL is correctly entered, then apply.

Home Ita Eng

Guest

Reserved Area
Registration
Login
Forgotten password

Didactics Structure Area

This new web area is linked to Students' Management Portal ESSE3.

- If you do not have an account in the university computer system, please register through REGISTRATION.
- 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 on the left the service you wish to have.

Exams

Didactics = Didactics Structure

This page shows an overview of all the data that will be required to login. Click on “Web Registration” to register.

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Exams

Web Registration

You can register through the following pages. After the registration you will be given a username and a password to access the system to edit your data and to access the services offered. You can see the information you will be asked for in the list below: * Biographical data * Fiscal code * Addresses: Residence and Domicile * Contact address: e-mail, fax, mobile number

Please read carefully University privacy policy .

Activity	Section	Info	Status
A - Web Registration		?	?
	Fiscal code	?	?
	Personal data	?	?
	Enter or edit permit of stay	?	?
	Enter or edit ID document	?	?
	Residence	?	?
	Domicile	?	?
	Delivery address	?	?
	Selection of password	?	?
	User registration summary	?	?
	Credentials summary	?	?

Web Registration

Legend: Hide details

- Information
- Working Section
- Locked Section
- Completed Section

Enter your Fiscal Code (Codice Fiscale). Foreign students who don't have an Italian Fiscal Code must tick box “Foreign student with no Italian Fiscal Code” and leave Fiscal code field blank. Click on “Continue”.

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Fiscal Code

Enter you Fiscal Code and click on 'continue':

Fiscal Code*

Foreign student with no Italian Fiscal Code

Back Continue

Legend: Mandatory Field

Check List

The system will automatically fill in all the information that can be obtained from the Fiscal Code. Please, make sure that the automatically filled-in data are correct. Enter your “Name” and “Family Name”. The system will check if entered data are consistent with Fiscal Code. Click on “Forward” to continue.

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Exams

Registration: Personal data
This 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* (dd/mm/yyyy)

Gender* Male Female

Nationality* Please, select the NATIONALITY

Country:* Please, select the COUNTRY of BIRTH

City not listed*

Italian ID no.* (automatically calculated if not provided)

Back Forward

Legend:
* Mandatory Field
Check List

Enter the information from your Identity Document in the fields provided. Asterisks indicate mandatory fields. Click on "Continue".

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Exams

Registration: Id documents
This page shows the form for entering and editing ID document

Id document

Type of Identity Document* Identity document

Number*

Issued by

Date of Issue* (dd/mm/yyyy)

Validity Expiry Date (dd/mm/yyyy)

Back Continue

Legend:
* Mandatory Field
Check List

Enter information on you place of residence/domicile. Please, pay attention to the yes/no field at the bottom of the section. If your place of domicile is not the same as your place of residence, please tick "No" and click on "Forward" to enter your domicile.

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Exams

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

Town/City* Please, select the Town/City

ZIP CODE* If in Italy

Locality

Address* (street, square, road)

Street no.*

Telephone*

Current address is the same as permanent address* Y N

Back Forward

Legend:
* Mandatory Field
Check List

Enter your domicile. In the following pages you will be asked if official notifications shall be sent to your place of residence or to your place of domicile.

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Registration: Current address
The page shows the form for entering and modifying the user's current address.

Current address

C/o

Country* Italy

Province* Please, select the Province

Town/City* Please, select the Town/City

ZIP CODE* If in Italy

Locality

Address* (street, square, road)

Street no.*

Telephone

Back Forward

Legend:
* Mandatory Field
Check List

Enter the required information, then click on "Forward".

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Exams

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

Email (se non si possiede inserire xxxx)

Certified email (se non si possiede inserire xxxx)

FAX

International dialling code (International dialling code - number)

Mobile phone Maximum length 16 characters including the international dialling code

Mobile phone operator

I agree to receive, on my mobile phone, SMS about university activities like events and presentations* Y N

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

I agree to the transmission of my Personal Data in compliance with current legislation* Y N

Back Forward

Legend:
Mandatory Field
Check List

Create a password according to the terms stated in the page and **write it down**.

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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 character of the set 0-9
- there must be at least 1 character of the set %\$!@_-+=
- there must be at least 1 character of the set A-Za-z
- there must be no more than 0 characters of the set (E)*\$G@#*Y@B/()!~?';:;<.,
- there must be no more than 15 characters
- non deve contenere sottostreghe del cognome di lunghezza maggiore di 4 caratteri

Choose password

Password*

Confirm password*

Back Forward

Legend:
Mandatory Field
Check List

Click on "Forward" and a summary of all entered data will be displayed. Should there be any mistakes, you can edit the information entered by going back to the page through the hyperlink underneath the block of data to be edited.

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Registration: Registration Summary

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

Personal Data

Name	DAVID
Family Name	VATER
Patronymic	
Sex	Male
Date of birth	24/12/1978
Nationality	UNITED STATES
2° Nationality	
3° Nationality	
Country of birth	UNITED STATES
The Town/City entered was not found among those listed.	New York
Italian ID no.	VTRD/D78TJZ404C
Mother tongue	
Marital status	

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

Passport Details

Type of Passport	Identity document
Issuing Agency	townhall of new york
Passport Number	123456
Issuing Date	01/06/2016
Expiring Date	01/06/2020

[Passport Details](#) Use the link to edit Passport Details

Back Forward

Legend:
Mandatory Field
Check List

You can set a security question for password. Click on “Confirm”, if all the data entered are correct.

The screenshot shows a registration form with two main sections: "Permanent address" and "Delivery Details".

Permanent address	
Country	Italy
Province	Ancona (AN)
Town/City	Ancona
ZIP CODE	60121
Locality	
Address	Via di Prova
Street no.	11
Phone number	33334456
Current address is the same as permanent address	<input type="checkbox"/> Y
Edit Permanent Address Use the link to edit Permanent Address	

Delivery Details	
Correspondence address	Current address
Delivery address for University fees	Current address
Email	dottorato@univpm.it
Certified email	
Fax	
Mobile phone	
Mobile phone operator	
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	<input type="checkbox"/> Disabled
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	<input type="checkbox"/> Y
I agree to the transmission of my Personal Data in compliance with current legislation	<input type="checkbox"/> Y
I agree to the disclosure of my Personal details in accordance with current legislation	<input type="checkbox"/> Y
Edit Delivery Details Use the link to edit Delivery Details	
Edit Personal Question Use the link to edit Personal Question	

At the bottom of the form, there are two buttons: "Indietro" and "Conferma".

Please, click on “Confirm” to complete registration. You will receive an email containing a username and a password. Please, write them down for future reference. By clicking on “Print” a PDF-document will be created containing your login details along with username and password. You can print it out and keep it as a reminder. To enter your Portal, just click on “Login”.

The screenshot shows a registration completion page with the following elements:

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- Guest
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- 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	DAVID
Family Name	VIATER
E-Mail	dottorato@univpm.it
Username	d.water
Password	Cocciola01%

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

 - Login
 - Print
 - Exit

- Legend:
- Mandatory Field
- Check List