Guide for the enrollment confirmation to the PhD courses
At the following link: 
https://servizionline.unige.it/studenti/post-laurea

click on «Conferma Iscrizione Post-Laurea»
Use UniGePASS credentials you already used during online application for the admission exam.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

Select...
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

Select:

Select:

CORSO DI IMMUNOLOGIA CLINICA E Sperimentale

INTERNATIONAL MASTER IN LASER DENTISTRY
N.B.

1) If you are on the ranking list of more than one PhD course, choosing one of them implies that you formally resign the others.

2) Once the enrollment request is confirmed, it will not be possible to modify its content, you therefore check all the entered data before clicking on the confirmation button.

3) Once every section is correctly filled in, the given declarations will become green-coloured and titles will become light-blue-coloured.

4) If you quit the enrollment confirmation procedure, only the uploaded files will be saved. All the declarations will have to be fulfilled again.
In this section will be displayed the personal data inserted during the on-line application to the admission exam. They can not be modified. Please write an email to altaformazione@unige.it if changes are needed.
N.B.: Information notes will be displayed only by those who, during on-line application for the admission exam, declared to be waiting to award the degree.
Upload the copy of your fiscal code issued by the Italian Agenzia delle Entrate in pdf format. In case you don’t have it, please download the self-certification form and upload it duly filled in and signed.
The system informs you on the status of the uploaded files.
In this section will be displayed the personal data inserted during the on-line application to the admission exam. They can not be modified. Please write an email to altaformazione@unige.it if changes are needed.
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If in the rankings you are indicated as «grant holder», you have to click on «Grant student» even if you wish to forfeit the grant for the whole PhD course.
In case you have chosen the «grant student» section, you have to declare not to have ever awarded any PhD scholarship before or alternatively to give up the scholarship for the duration of the course.
1) In case you DO NOT wish to forfeit the grant for 3 years, you have to choose one of the two options, which cancel each other.

2) In case you choose the second declaration, you have to specify the number of months you wish to forfeit the grant.
1) In case you have already payed registration fees, the system will indicate that no other payment is needed.

2) In case you already payed the registration fees, but payment turns out not to be registered yet, you need to upload the receipt of the payment in pdf format.

3) In case you do not have payed the registration fees yet, you can do it by clicking on this link.
Example: In this case, since the payment of registration fees was done but not resulting, payment receipts were uploaded in pdf format.

The system informs you on the status of the uploaded files.
Only grant holders students have to upload these forms. The forms will have to be downloaded from the link at the bottom of the page, filled in, scanned and uploaded in pdf format in the specific section.

N.B. The upload of the Forms is equivalent to the delivery to “Settore compensi per lavoro autonomo ed altri emolumenti”. Therefore it is not necessary to send them also to the following address: stipendio@unige.it.
The system informs you on the status of the uploaded files.
You have to upload a photo for the student card.
Once you clicked on the specific link to upload your photo, a new browser tab will open up.

Choose a picture, selecting it among the files of your computer, according to the features indicated in the instructions (coloro photo, 266 x 354 pixels and JPG format). Please note that the background must be light and uniform and that you must be the only subject of the photo, with a frontal view.
When done, click again on the previous browser tab.
The Photo card is successfully uploaded.
In this section, the first four declarations are mandatory.

Optional section, to be filled in only if you are a research grant holder (different from PhD grant holder) or if you are a public employee on leave.
Please note that if you enroll for a FSE POR Regione Liguria Scholarship, you have to download the declaration of scholarship acceptance. Upload the file after having filled in and signed the declaration.
Information for the students of the University of Genoa

(Legislative Decree No. 196 of 30 June 2003 – Privacy-code concerning the protection of personal data, hereafter referred to as Privacy-code)

PROCESSING PURPOSES AND METHODS
The data provided by you on enrolment shall be used by the University of Genoa and by its administrative offices. The data shall be processed exclusively for institutional purposes and according to the general principles of transparency, correctness and not in excess in compliance with the rulings of art. 11 of the Privacy-code and of the implementation rules and internal regulations (in particular as per the Chancellor’s Decree n. 196 of 11.07.2001 containing the “Rules and regulations concerning the processing, communication and transmission of personal data” and as per the Chancellor’s Decree n. 165 of 12.04.2004 containing the “Rules and regulations for the processing of sensitive and legal data in compliance with the Legislative Decree 196/2003”). The processing of the data shall take place by suitable means to adequately guarantee safety and privacy and, generally, it will also be carried out using electronic means capable of saving, managing and transmitting the data. The ways in which the data are processed may involve the use of information technology and automatic instruments capable of linking the data also to other data or other individuals, based on qualitative, quantitative and temporal criteria, recurrent and/or to be defined each time.

DATA PROCESSING
The processing of your personal data will be in compliance with the rules and regulations of the Privacy-code and, in particular, with articles 18 and 19 of the aforementioned code. In particular, your data may be communicated to:
- Certifying authorizations, when controlling substitute statements given according to the D.P.R. (Decree of the President of the Republic) n. 445/2000
- Institutions, public and private companies and professional firms, for the orientation and insertion into the working world, except for an explicit request to the contrary of the individuals involved, addressed to the AREA FORMAZIONE PERMANENTE E POST-LAUREA, via Bensin 1, 16123 – GENOVA (Art. 24, common, transitory and final provisions, paragraph 5 of the University Rules and Regulations for Students)
- The Foreign Ministry, Police Headquarters, Embassies, the Public Prosecutor’s Office, concerning residence permits or the recognition of particular statuses
- The Municipality of Genova, the Region of Liguria, their managing institutions and other institutions, to favour – in particular – student mobility, to carry out the evaluation of economic benefits, the assignment of accommodation, the finding of living solutions for students
- Judicial Authorities and police forces
- Other public or private subjects to whom the University assigns its services in outsourcing

NATURE OF THE DATA
The provision of personal data is compulsory, except for the communication to institutions, public and private companies and professional firms, for the orientation and insertion into the working world. Any refusal will make it impossible to carry out the necessary activities to create a relationship between the student and the University.
Furthermore, the refusal makes it impossible for the University to carry out the correct administrative and didactic management of students, but it is necessary to accomplish the obligations imposed by the law.

SUBJECTS OF DATA PROCESSING
The recipient of the data provided by you is the University of Genoa, in Via Balsi 6, in the person of its legal representative.
Those responsible for the processing of your personal data are the people responsible in the various administrative, didactic, research and service structures.
The names of the people responsible for the abovementioned structures can be found in the website www.unige.it

THE INDIVIDUAL’S RIGHTS
With reference to the abovementioned processes, the undersigned may exercise his/her rights as per art. 7 of the Privacy-code.

☐ THE UNDERSIGNED DECLARE TO HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS SPECIFIED IN THE INFORMATION.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

CORSO DI SCIENZE PEDIATRICHE - CURRICULUM GENETICA

TO THE RECTOR OF THE UNIVERSITY OF GENOA

hereby apply for admission at the first year of the following Ph.D. Course:

7130 - CORSO DI SCIENZE PEDIATRICHE - CURRICULUM GENETICA

34 Cycle

Further information

Help:

Anyone needing INFORMATION SUPPORT may:

- call 010-2055795
- send an e-mail to altaformazione@unige.it

Monday - Wednesday - Thursday - Friday from 9:00 am to 12:00 pm - Tuesday from 9:00 am to 11:00 am and from 2:30 pm to 4:00 pm.

Entry not confirmed.
During the procedure, if you wish to save data already entered, it is necessary to click on the orange button. Once clicked on it, the system reminds you to click on the green button to confirm the enrollment request.
Once all the sections have been correctly fulfilled, the confirm button for the chosen course will be enabled.
Once the enrollment is confirmed, a receipt of the application for enrollment is created.
By clicking of the icon, it is possible to view and download the receipt.
COMPLETION ENROLLMENT

Select an application for what you wish to complete the enrollment:

CORSO DI IMMUNOLOGIA CLINICA E SPERIMENTALE

TO THE RECTOR OF THE UNIVERSITY OF GENOA

I hereby apply for admission at the first year of the following Ph.D. Course:

0159 - CORSO DI IMMUNOLOGIA CLINICA E SPERIMENTALE

35 Cycle

Receipt | Personal data | Contacts | Place of residence and Address chosen for notification

Help | Further information

Receipt of the inscription of the application

Show receipt

Entry confirmed