

UNIVERSITÀ DEGLI STUDI DI PADOVA

Enrollment at UNIPD

- Step 1: Registration on Uniweb
- Step 2: Activate your Uniweb account
- Step 3: Application Form on Uniweb



UNIVERSITÀ DEGLI STUDI DI PADOVA



Step 1: Registration on Uniweb

Go to <u>https://uniweb.unipd.it</u>



Compila il questionario Good Practice

Cara studentessa, caro studente,

aiutaci a migliorare i servizi dell'Ateneo! Compila il questionario Good Practice inviato alla tua casella e-mail oppure partecipa subito: https://websurvey.unipd.it/survey/index.php/342839?lang=it

Per qualsiasi informazione controllo.gestione@unipd.it

Coronavirus

La didattica, gli esami e le prove finali di laurea sono organizzate secondo quanto stabilito dalle strutture didattiche di riferimento nel rispetto delle linee di indirizzo di Ateneo e dei protocolli per l'emergenza COVID-19. Si suggerisce agli studenti di verificare sulla piattaforma Moodle o presso le segreterie didattiche le modalità di svolgimento delle attività e su Uniweb le modalità di esame. Per ulteriori comunicazioni si rinvia a https://www.unipd.it/coronavirus-didattica

Scarica subito l'app OrariUniPD!

Dal primo semestre 2020-21 sarà necessario registrare la propria presenza a lezione ed agli esami scritti con l'app OrariUniPD. L'app permette anche di visualizzare l'orario delle lezioni, degli esami e lo stato di occupazione delle aule e degli spazi studio. Per maggiori informazioni visita il nostro sito <u>https://www.unipd.it/orariunipd</u>

Biblioteca digitale

Scopri le opportunità della Biblioteca Digitale a tua disposizione per:

1) cercare un documento in modo facile e veloce

2) consultare da casa periodici e banche dati

3) gestire e organizzare in autonomia le tue ricerche bibliografiche

4) accedere ad una vasta gamma di oggetti multimediali (immagini, documenti, libri, audio, musica, video, risorse per la didattica). Se sei interessato, consulta la piattaforma Phaidra.

Tutto questo e molto altro consultando il seguente link http://bibliotecadigitale.cab.unipd.it

Before starting, change language to English (top right)









Step 1: Registration on Uniweb

MENU



Online registration

UNIVERSITÀ

DEGLI STUD DI PADOVA

Legend: Activity Section Info Status Information A - Online registration \mathbf{O} \mathbb{Z} 🛛 Open or in progress section 8 Information on personal data protection 0 0 Locked section. It will be enabled once 0 Italian tax code (codice fiscale) 0 the previous sections are completed Personal details 0 0 🤣 Section completed successfully 0 0 Identity Document 0 0 Permanent address (residence) 0 Current address (Domicile) Contact details 0 0 0 Summary 0 0 0 Your access codes Online registration These are the information you are required to enter during your online registration Click «Online registration» to continue

For the registration to the system you will be asked to enter the information listed below. At the end of the process you will be given a username and password for the access. Please click on "Online registration" button to proceed.



Step 1: Registration on Uniweb

Read the information on *personal data protection carefully*



Information on personal data protection

Data protection

The new Regulation (EU) 2016/679 of the European Parliament (L. 119) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, published on May 4th 2016, has come into effect on May 25th. The full text is available on The Italian Data Protection Authority website at the UE Regulation page: https://www.garanteprivacy.it/en/home_en

Students

Personal Data Treatment Policy for users who are going to enroll, students, graduands, graduates, scholarship recipients, residents and PhD students of Università degli Studi di Padova Policy.



Then click on «Next»



Step 1: Registration on Uniweb

A 1 2 3 4 >> Tax Identification Number	If you hold Italian citizenship, and you own an Italian tax code ("codice fiscale") enter your Italian tax code	∓ Legend:
Please type your Tax Identification Number		* Mandatory Field
Tax Identification Number		Checklist
Tax Identification Number*		
do not have a Tax Identification Number	ion Number	
Back		

If you are not an Italian citizen or you do not have an Italian tax code, tick *«I am not an Italian citizen and I do not have an Italian tax code»*.

Then click «Next»



Online registration: Personal Please enter your personal details. Personal details Name*	al details	Pay attention!	Enter your personal details, by filling in all the fields of the form
Surname* Date of birth* Gender*	(dd/mm/yyyy) O Male O Female	be written before the SURNAME!	Be careful to enter ALL your <u>full</u> name(s) and surname(s) as reported
First citizenship* Country of birth:* Place of birth: * Tax Identification Number*	Please select Citizenship Country of birth:		on your Passport, without diacritical marks!
Back Next	(automatically calculated if not typed in)		ex. André → Andre Jörg → Joerg
Tax Identification Number*	CHRJGM00B18Z128T automatically calculated if not typed in) Warning:The Italian tax code (codice fiscal	le) has been calculated automatically, please check it and	click next
Click <i>«Next»</i> tax code will automatically	and your Italian be generated	Then again	click on <i>«Next»</i> to continue



click «Next»

Università degli Studi di Padova

2 3 4 5 6 ne registration:Identity insert or edit your ID (as a travel ocument Type of ID*	document) information	PAY ATTENTION!!! This is the docume have to UPLOAD in Application form la	ent you will n the ater!		
Number*			If you	are an non European	
Issuing Athority*			citizer	n you must use your	
issue dute	(dd/mm/yyyy)		Passp	ort.	
Expiry date*					
Country	(dd/mm/yyyy) digita per ricercare			Driving Licence	
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			!!! You	ur DRIVING LICENCE is	
ill in all fields on your docum	of the form	as stated	not ar docun	n acceptable nent !!!	
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Image: Second system Image: Second system <td< th=""><th>Dertugal</th><th>sidence address</th><th>The system automatically sets «<i>Italy</i>» as country of residence, so make sure to SELECT YOUR COUNTRY!</th><th>Ð</th></td<>	Dertugal	sidence address	The system automatically sets « <i>Italy</i> » as country of residence, so make sure to SELECT YOUR COUNTRY!	Ð
Town/City:* Postcode Part of town/city Address (if not in Italy, please enter also the postcode)*	if in Italy (St, Rd, Av, Square)	In the « <i>Address</i> » section Road, etc, and Postcod Leave the previous field it's only for Italian ZIP of	on enter the Street, e/ZIP code. d « <i>Postcode</i> » empty, codes	
n°* Valid from * Telephone n°* Domicile coincides with residence (permanent address)*	In «Valid from» insert residence at this addre date is acceptable if yc	the starting date of ess, an approximate ou are not sure		
Back	Tick «Y», you do not need to fill Domicile address in your country Italy	out the y nor in	Check your details, then click «Next»	







Step 1: Registration on Uniweb

Online registration:Summary page

Please find the summary of the information you provided previously. Please check and eventually modify them. Then finally confirm the registration

Personal details Name Surname Sex Date of birth Citizenship Country of birth Type Town/City talian tax code (codice fiscale) Edit personal de Use the link to edit personal details - Identity document Type of document **Issuing Athority** Number Issue date **Expiry date** Issuing country the link to edit Identity document details Edit ID details Us Residence Country Town/City Postcode Part of town/city Address n° Valid from Telephone n° Domicile coincides with residence e to link to edit Residence details Edit residence det Contact details Delivery of documents E-mail Mobile Favourite language for communications English I hereby declare that I have been informed about art. 13 of the Italian Legislative Decree no. 196 dated 30/06/2003 and authorise the University to use and process my personal details; I also authorise, in compliance with artt. 20, 23 and 26 of the Italian Legislative Decree no. 196 dated 30/06/2003, to the use and processing of my personal data. Use the link to edit Contact details

In the summary page, check if all your details are correct.

If needed, you may edit each section separetely.

Once everything has been corrected, click *«Confirm»* at the bottom of the page



Step 1: Registration on Uniweb



Online registration: The Registration is finalised

All the information has been entered correctly. To sign onto your new Personal page, please log in using the username and password you can find below. You are advised to write these down and keep them in a safe place for future reference.

Data you need for activating your password	
Name	
Surname	
E-mail	
Username	10501506@unipd.it
Activation code	ct8326ha
Username and Activation code details have been sent to the e-mail address	you provided. Please check your e-mail account.

leave	nade
20010	Page

Once your registration is finalised, you will receive a temporary username (which will change in name.surname@studenti.unipd.it after your enrollment) and an activation code to activate your account in Uniweb.

Username and activation code will be sent to your e-mail address too.

Then click *«Leave page»* and activate your account by setting your own password



UNIVERSITÀ DEGLI STUDI DI PADOVA

Step 2: Activate your Uniweb account



Step 2: Activate your Uniweb account

You can activate your account at this webpage:

https://uniweb.unipd.it/

And then click on *MENU* > *Forgotten password* > *First activation*

UNIVERS DEGLI ST DI PADOV	TÀ UDI A	i <u>ta</u> (eng
		Utente non autenticato
Instructions First Activation Change Password Forgotten Password Retrieve Username	First Activation The new password is valid for the email address @studenti.unipd.it and for the Single Sign On online services provided by the University. Username	
	Before activating you account, change langu to English (top right)	r uage



Step 2: Activate your Uniweb account





Step 2: Activate your Uniweb account



Enter your *Activation code*, then click on *«Confirm»*



Step 2: Activate your Uniweb account

Question List

Warning:

You still haven't set up your three security questions. These are important in case you forget your password, or it expires and you need to set a new one. Your security questions are the only way you'll be able to set up a new password. Once you'll have filled in correctly the fields, this method will substitute any other password recovery procedure. Please pay attention when you set your secret questions and answers. If you forget the answers to your security questions, you will have to go the Univerity's secretary's office with a valid ID to set up a new password.

Information

🥊 Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale?Go to your Uniweb profile to complete this information

Question



For online support call <u>Call centre</u>

You are asked to set *3 security questions* in order to retrieve your password if you forget it.

To do so, click on *«Add a question»*.

Please take note of the answers! Until you are enrolled this is the only way to reset your password.



Step 2: Activate your Uniweb account

Please choose your security question and insert the related answer



questions



Step 2: Activate your Uniweb account

Question List

Information

You have correctly set up all of your security questions. You can go on to set up your password or you can modify the questions and answers you've given.

Information

🏴 Hai impostato il cellulare? Hai impostato il tuo indirizzo email personale?Go to your Uniweb profile to complete this information

Question

What was your nickname as a child?

What was the last name of your teacher in first grade (primary school)?

Please take note of the answers! Until you are enrolled this is the only way to reset your password.

What is the last name of your favourite teacher in High School?

Set Password

or online support call Call centre

When you are done setting up your security questions, click on *«Set Password»*



Step 2: Activate your Uniweb account

Set User Password

Chosen Password

- The password must contain both letters (without accents) and numbers, and must be at least 8 characters but no more than 12
- The password can contain also characters, such as ? _ <> () @ + -.,
- · The password must be different from your current one and from your previous one
- · Uppercase and lowercase letters are considered different characters

Confirm Your Password



Type your chosen password twice, by taking into account the following rules:

- your password must be <u>between 8 and 12</u> <u>characters long</u>
- it must contain both letters and numbers
- Uppercase and lowercase letters are considered different characters

Then click *«Confirm»* to save.

If you get an error message you most likely typed 2 different passwrds or did not respect the requirements



Step 2: Activate your Uniweb account





Step 2: Activate your Uniweb account

S50 7			UNIVERSI DEGLI STU DI PADOV	TÀ UDI A
	SINGLE SI	IGN ON		
Username Password Login	mario.rossi	 @unipd.it @studenti.u 	nipd.it	
	Login by <i>usernam</i> <u>new</u> pass	entering your te e (only numbers word	mporary and your	



Step 2: Activate your Uniweb account

Servizi online

Registered Users Area - Welcome

Notices

There is a current theft attempt of the e-mail users credentials by a phishing message massive sending. That message, asking to transmit your personal details by e-mail, must be overlooked. details to their users.

Printer friendly version of the notices

Organisation of the Registered User Area

You are now successfully registered in Uniweb. Now you can fill out the APPLICATION FORM!



UNIVERSITÀ DEGLI STUDI DI PADOVA

Step 3: Application Form on Uniweb



UNIVERSITÀ **DEGLI STUDI** DI PADOVA

Step 2: Application Form on Uniweb



Fill in the Good Practice questionnaire

Dear Student.

Help us to improve the University's services! Fill in the Good Practice questionnaire sent to your email or partecipate right now: https://websurvey.unipd.it/survey/index.php/152222?lang=en

For any further information please contact controllo.gestione@unipd.it

Download OrariUniPD app now!

From the first semester 2020-21 it's necessary to register your attendance at each class and written exam using OrariUniPD app. The app also allows you to view timetables and classrooms planning. For more information visit our website https://www.unipd.it/orariunipd

Digital Library

Discover what the Digital Library can offer you. Use it to: 1) Search for a document quickly and easily

2) Consult periodicals and databases from home

3) Manage and organise your bibliographic research on your own

4) Access a wide range of multimedia resources (images, documents, books, audioclips, music, videoclips, teaching resources). If you want to find out more, go to the Phaidra platform.

All of this and much more is available at the following link: https://bibliotecadigitale.cab.unipd.it



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Step 2: Application Form on Uniweb





Step 2: Application Form on Uniweb

Application Form for Incoming Students

Please complete the application form and upload all requested documents. Chould you most any problem, please contact erasmus.incoming@unipd.it

Activity	Section	Info Status Legend:
A - Mobility programme		Information
	Country of the Sending Institution	S Deen or in progress section
	Sending institution	Cocked section. It will be enabled on
	Exchange programme	These is the information
	Area of study	
	Course of Study	you are required to enter
	Field of Study	
	Country	auring your online
B - Attachments		registration
	List of attachments	registration
C - Period of Study		3
	Duration	3
	Resume	3
D - Additional information		3
	Health Insurance and VISA	3
E - Summary of application form for exchange students		3
	Summary of application form for exchange students	3

Application Form for Incoming Students

Application Form for Incoming Students

Click *«Application form for incoming students»* to continue



Step 2: Application Form on Uniweb

UNDERSTÀ DEGLI STUDI DI PADOVA	Uniweb	
■ A 1 2 3 4 >>		_
Application form for incoming exchange students - Mobi	lity Programme: Sending Institution	Legend:
Please select your home University		
-Sending Institution		
BOSTON UNIVERSITY		
O FORDHAM UNIVERSITY		
O PURDUE UNIVERSITY HONORS COLLEGE		
O TEXAS A&M UNIVERSITY		
O University of California		
O UNIVERSITY OF MICHIGAN - ANN ARBOR		
O UNIVERSITY OF MICHIGAN - DEARBORN		
O WAKE FOREST UNIVERSITY		
Back Next		
	In the following steps select «United States then «Boston Univers Click on «Next» to co	you will have to of America» and ity». ntinue.



Step 2: Application Form on Uniweb

UNIVERSITÀ DEGLI STUDI DI PADOVA		Uniweb		
Image: Second state Image: Second state Application form for incoming exchange stude	nts - Mobility Programme:	Exchange Programme		↓ Legend: ★ Mandatory Field
Please select the Exchange programme Sending Institution BOSTON UNIVERSITY			E Checklist	
Exchange Programme Program Bilateral Agreements - Incoming students Back Next	Sending Institution BOSTON UNIVERSITY	Type of programme ACCORDI BILATERALI	ACCORDI BILATERALI	
Home			2015 ©	by KION a CINECA Company Informativa utilizzo cookie
		Keep ticki appear in	ng the only o the next step	ption that will os and click on

«Next» to go on



Step 2: Application Form on Uniweb





Step 2: Application Form on Uniweb

UNIVERSITÀ DEGLI STUDI DI PADOVA	Uniweb	
Image: Second system Image: Second system Image: Second	estadence mounty Programme: Summary	 Legend: Mandatory Field Checklist
Sending Institution	BOSTON UNIVERSITY	
Programme:	Bilateral Agreements - Incoming students	
Type of Programme	ACCORDI BILATERALI	
Project:	ACCORDI BILATERALI	
Bilateral agreement	BOSTON UNIVERSITY	
Area:		
Coordinator		
Back Next Home	20	015 © by KION a CINECA Company Informativa utilizzo cookie
	Click on «Next» to	go on



UNIVERSITÀ **DEGLI STUDI** DI PADOVA

Step 2: Application Form on Uniweb

Legend:

Checklist

o Upload completed

Oppose up of the up of



Application Attachments

Here you can upload the attachments needed to complete the application

Enrolment application

- Ap

Upload the main page of your passport in .pdf and a headshot color picture (passport style and format, we will use it for your Unipd student ID) in .jpg or .png

Application details		Opload is not mandatory
		Q Details
Type of application	Application Form	
Application done in Academic year:	2022/2023	Change
		🕥 Delete
Degree course:	ACCORDI BILATERALI	
Degree course track:	comune	
Submitted on:	28/03/2023	
Status:	Draft	

List of attachments

Type of attachment	Max no. of attachment	Attachment file extension	Status	Number of attachments	Title	Description	Options
Identity card or passport	1	*.pdf	۲	0			Upload attachment
Type of attachment	Max no. of attachment	Attachment file extension	Status	Number of attachments	Title	Description	Options
Passport size photo	1 🤇	*.jpg. *.png	۲	0			Upload attachment

Back Next



Step 2: Application Form on Uniweb

		Checklist
Here you can upload the attachments needed to complete the application		Opload completed
Enrolment application		Opload incomplete
– Application details		 Upload is not mandatory
		Q Details
Type of application	Application Form	
Application done in Academic year:	2022/2023	🤿 Change
		Delete
Degree course:	ACCORDI BILATERALI	
Degree course track:	comune	
Submitted on:	28/03/2023	
Status:	Draft	

List of attachments

Type of attachment	Max no. of attachment	Attachment file extension	Status	Number of attachments	Title	Description	Options
Identity card or passport	1	*.pdf	۲	1			
	9				Identity card or passport	Identity card or passport	9 🕅 🧲
	Max no. of	Attachment file		Number of			
Type of attachment	attachment	extension	Status	attachments	Title	Description	Options
Passport size photo	1	*.jpg, *.png	0	1			

Back Next

Click on «Next» to go on



Step 2: Application Form on Uniweb



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Step 2: Application Form on Uniweb



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Step 2: Application Form on Uniweb





Step 2: Application Form on Uniweb



Uniweb



Application Form for Incoming Students

Thank you for your application form. Please find the receipt of your Application form below.

Sending Institution:	BOSTON UNIVERSITY
Mobility Scheme	BOSTON UNIVERSITY
ERASMUS Code:	USABOSTON01
Area of study:	

Type of Programme:	ACCORDI BILATERALI
Project:	ACCORDI BILATERALI
Programme:	Bilateral Agreements - Incoming students
Coordinator:	

Fill in a new Application Form

The Application form is complete! You won't receive a confirmation email, don't worry.