



REGISTRATION

Note: former students can skip the registration process and log in using their account (id123456)

1.1 HOW TO REGISTER: please, go to web page www.univr.it/applicationphd and press on Menu button in upper right corner then select the item “Registration”.

The screenshot shows the top navigation bar of the University of Verona website. The logo and name 'UNIVERSITÀ di VERONA' are on the left. On the right, there is a 'MENU' button with a hamburger icon. A dropdown menu is open, showing options: 'ita eng', 'Personal account', 'Register', 'Login', 'Password forgotten', 'Exams', 'International mobility', and 'Company Accreditation'. A red arrow points from the 'MENU' button to the 'Register' option. Below the menu, there is a section for 'INTERNATIONAL MOBILITY: EXCHANGE STUDENTS' with instructions and links. At the bottom, there is a footer with 'Home' and 'Informativa utilizzo cookie | © CINECA'.

1.2 Click on “**WEB Registration**” at the bottom of the same page.

WARNING: if You already have an account for UniVR, go directly to the “**Login**” (chapter 2.1).

If you lost your access credentials (*password and username*), please visit this link reported below:

<http://www.univr.it/phd>

The screenshot shows the 'WEB Registration' page on the University of Verona website. The header is the same as in the previous screenshot. The main content area has the title 'WEB Registration' and a paragraph of text: 'Through the following pages, you will have access to web registration. Once completed, you will be given a user name and an access code that allow you to log in and to have access to the offered services. Please find the required information in the list below: personal details, Italian ID no., addresses: permanent and temporary, email address, fax number, mobile phone.' Below this text is a blue button labeled 'WEB Registration', which is circled in red. The footer is the same as in the previous screenshot.

Area Ricerca

Unità Dottorati di Ricerca Nazionali ed Internazionali

Via San Francesco, 22 - 37129 Verona | T +39 045 8028608/8092

dottorati.ricerca@ateneo.univr.it

P. IVA 01541040232 | C.F. 93009870234



1.3 Enter your personal details: first name, last name, date and place of birth and so on. At last, select the item “Next”. If you are a foreign candidate, it is likely you have not an Italian fiscal code. In this case it will be automatically calculated by the system. Do not consider it, go on and click on “Next”.

Registration: Personal details

In the current page you can enter or edit your personal data and your birthplace.

Personal details

First name*	LUKE
Last name*	LUCKY
Date of birth*	02/05/1946 (dd/mm/yyyy)
Gender*	male <input checked="" type="radio"/> female <input type="radio"/>
Citizenship*	BELGIUM
Country of birth*	Belgium
City not listed*	Bruxelles
Italian ID no.*	LCKLKU46E02Z103Y (automatically calculated if not provided) Warning: Italian ID no. has been automatically calculated, check it and go to the next step.

Back Next

Legend:
* Mandatory Field
Check List

1.4 Enter your identity document details and then click on “Next”.

Registration: Identity documents

In the current page, you will be required to enter your identity documents details: identity card, driving license and passport. Please enter the type of document, document number, issuing authority (municipality of, prefecture of, police headquarters of), date of issue and expiry date.

Identity document

Type of document*	Passport
Number*	1234567879
Issued by*	Italian Embassy of NY
Date of issue*	06/08/2013 (dd/mm/yyyy)
Expiry date*	12/06/2023 (dd/mm/yyyy)

Back Next

Legend:
* Mandatory Field
Check List

Please note that is necessary to upload the PDF of your document in order to continue



1.5 Please, insert the data of your residence (permanent address) and your contact details

Registration: Permanent address

In the current page, you can enter your permanent address. Please specify whether the permanent address corresponds to your current address. If your permanent address does not correspond to your current address, you will be asked to specify the current address. You will be also required whether to give your consent for the processing of sensitive personal data and to authorize the dissemination of personal data.

Legend:
* Mandatory Field
Check List

Permanent address

Country*

The town entered was not found among those listed.*

ZIP CODE

Locality

Address* (street, square, road)

Street no.*

Telephone* (if you don't have a phone number, enter xxxx)

Current address is the same as permanent address* Y N

I declare that I received the information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the University of Verona; I also give my consent pursuant to articles 20,23 and 26 of Legislative Decree no. 196/2003 for the treatment of my sensitive data* Y N

I authorize the disclosure of my Personal Data in compliance with current regulations* Y N

Back Next

Registration: Delivery address and contacts

In the current page, you have to specify where you would like to receive communications from the university, whether to the current address or to the permanent address (in case you have two different addresses) and an email address. Please, decide whether to give your consent for the processing of sensitive personal data, and whether to authorize the dissemination of personal data.

Legend:
* Mandatory Field
Check List

Delivery address

Correspondence address* Permanent address Current address

Delivery address for University fees* Permanent address Current address

Email*

FAX

International dialling code (international dialling code - number)

Mobile phone (Maximum length 16 characters including the international dialling code)

Favourite language for communications

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

I declare that I received the information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the University of Verona; I also give my consent pursuant to articles 20,23 and 26 of Legislative Decree no. 196/2003 for the treatment of my sensitive data* Y N

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

I authorize the disclosure of my Y N

Attention: the access credentials (username and password) that you need for the LOGIN will be sent to the e-mail address you provided on this section.

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1.6 Select from the drop-down list the item “I do not declare refunds methods” and click “Next”

Registration: Data Bank Account (Refunds)

In the current page you can enter or edit your bank details.

We suggest you to enter bank details with extreme accuracy to get refunds or scholarships quickly and without mishaps. Please also note that the payments over a thousand euros must be paid into a bank account, and therefore it is essential to enter IBAN details.

To remove IBAN, select from the menu “methods” the entry “I do not declare refunds methods”.

Data Bank Account (Refunds)

Payment methods* I do not declare refunds methods

Legend:

- * Mandatory Field
- Check List

1.7. Choose your personal password and click on “Next”

Registration: Password choice

In the current page you have to choose your personal password. It is recommended to memorize it because it will be required to login into the system, to edit your personal details and to complete the pre-registration process after admission.

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 A-Za-z
- there must be at least 1 characters of the set 0-9
- there must be at least 1 characters of the set ~!@#\$%^&*()_+~`0[]| \:; '<> ,?/
- there must be no more than 30 characters
- there must be no more than 0 characters of the set |éèiùàò*şç€

Password choice

Password*

Confirm password*

Legend:

- * Mandatory Field
- Check List



1.8 After selecting the item Next, a summary section with the information inserted by the users on the previous pages, will appear. Check your data and click on the item “Confirm”. In case of mistakes you can modify the wrong information clicking on “Edit Permanent Address/Delivery Details”.

Guest

- Reserved Area
- Registration
- Login
- Forgotten password

Exams

Registration: Summary Registration

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

Legend:

- Mandatory Field
- Check List

Personal Details	
First Name	LUKE
Last Name	LUCKY
Gender	Male
Date of birth	02/05/1946
Citizenship	BELGIUM
Country of birth	Belgium
The Town/City entered was not found among those listed.	Bruxelles
Italian ID no.	LCKLRU46E02Z103Y

Identity Documents details	
Type of Identity Document	Passport
Issued by	Italian Embassy of NY
Number of Identity Document	1234567879
Issuing Date	06/06/2013
Expiring Date	12/06/2023

Permanent address	
Country	Belgium
Town/City not listed	Bruxelles
ZIP CODE	1120
Locality	Bruxelles
Address	Rue Crocq
Street no.	123
Telephone	
Current address is the same as permanent address	Y

[Edit Permanent Address](#) Use the link to edit Permanent Address

Delivery Details	
Correspondence address	Permanent address
Delivery address for University fees	Permanent address
Email	luky.lucke@yahoo.it
Fax	
Mobile phone	+39 34567656756
Favourite language for communications	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y

[Edit Delivery Details](#) Use the link to edit Delivery Details

[Back](#) [Confirm](#)



1.9 After completing the registration, select the item “**Login**” if you wish to proceed with your registration for a Ph.D. Admission Test. **Attention:** the command “**Print**” is not available. The access credentials will be sent by e-mail to the address you provided in the previous sections.

Guest

- Reserved Area
 - Registration
 - Login
 - Forgotten password
- Exams

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	LUKE
Last Name	LUCKY
E-Mail	lucky.lucke@yahoo.it
Username	L.lucky
Password	Giorgio1?

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

[Login](#)

[Print](#)

[Exit](#)

Legend:

- Mandatory Field
- Check List

LOGIN SECTION

2.1 Please, **LOGIN** using username and password received by e-mail; then select the item “**Registrar’s Office**” from the menu “**Reserved Area**”

UNIVERSITÀ di VERONA
Servizi online

Registered Users Area - Welcome

INTERNATIONAL MOBILITY: EXCHANGE STUDENTS

If you are an Incoming Exchange Student and have to fill your application form, click on the left menu "International mobility - Application form for Incoming

Admission to PhD programmes

If you are an applicant for one of our PhD programmes please follow [this guide](#)

Home

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- Personal account
 - Log out
 - Home
 - Registrar's Office
 - International mobility

Area Ricerca

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2.2 Select “Admission Test” and click on “Admission Test” on the bottom of the same page

The screenshot shows the top navigation bar of the University of Verona website. The header includes the university logo and the text 'UNIVERSITÀ di VERONA Servizi online'. Below the header, the page title is 'Admission Test'. A message states: 'On the next pages it will be possible to apply for an admission test'. A blue button labeled 'Admission Test' is circled in red. On the right side, there is a sidebar menu with a 'Personal account' section containing 'Log out' and a 'Registrar's Office' section containing 'Admission test', 'Evaluation test', 'State Exams', and 'Enrolment'. The 'Admission test' option is highlighted with a red underline. At the bottom of the page, there is a footer with 'Home' and 'Informativa utilizzo cookie | © CINECA'.

2.2 In the section **Course type**, select the item “Ph.D.” and then click on “Next”

Select course type

Please select the type of course you wish to access.

Select course type

Post reform*

PhD (D.M.45/2013)

Pre reform*

Corso di Perfezionamento a crediti

[Back](#) [Next](#)

2.3 Select from the list the **Ph.D. Admission test** you are interested in.

The screenshot shows the 'Admission test selection' page. At the top, there is a navigation bar with a grid icon, a back arrow, and a series of numbered buttons (1, 2, 3, 4, B) with ellipses on either side. The main heading is 'Admission test selection' with the instruction 'Select the test you are interested in.' Below this is a 'Test selection' form containing an 'Admission test*' section. The selected test is 'PH.D. PROGRAM IN EUROPEAN AND INTERNATIONAT LEGAL STUDIES dal 05/08/2013 al 06/08/2013'. A 'Detail' section below it shows a link: 'DR-SGEI - Ph.D. Program in European and International Legal Studies'. At the bottom of the form are 'Back' and 'Next' buttons. On the right side, there is a legend with three items: 'Legend:' with a star icon, '* Mandatory Field' with a red asterisk icon, and 'Check List' with a checklist icon.



2.4 Confirm and proceed

Registrato  LUKE LUCKY

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Atti Carriera
- Invalidity Declaration

Navigation: << ... 2 3 4 **B** 1 ... >>

Admission test confirmation

Please, verify that information entered on the previous pages is correct

Admission test

Qualification typology	Ph.D.
Program typology	Ph.D.
Description	PH.D. PROGRAM IN EUROPEAN AND INTERNATIONAT LEGAL STUDIES

Back [Confirm and Proceed](#)

2.5 Confirm and proceed- If you need to modify the information concerning your identity document or insert a new one, click on “**Add a new Identity Document**”.

Registrato  LUKE LUCKY

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Atti Carriera
- Invalidity Declaration

Navigation: << ... 4 **B** 1 **C** 1 ... >>

Registration: Identity Documents

This page shows the list of Identity Documents that the user entered previously with the possibility to write in a new one.

Registered Identity Documents

Type of document	Number	Issued by	Date of Issue	Expiry date	Status	Actions
Passport	1234567879	Italian Embassy of NY	06/06/2013	12/06/2023		

[Add a new Identity Document](#)

Back [Confirm and Proceed](#)

Legend:

- Check List
- Valid
- Expired
- Edit document
- Delete document



2.6 If You don't need assistance during the exam, you must not fill in this section. Select the button "Next" to proceed.

Registrato LUKE LUCKY

Selection of administrative category and disability assistance

Candidates with handicap and/or affected by specific learning disorders, according to art. 16 and 20 of the Law no. 104 of 5 February 1992 - as modified by laws no.17 of 28 January 1999 and no. 170/2010 - and related Guidelines, can apply for the necessary assistance during the exam/s in relation to their disability as well as additional time and compensative means, filling in the section reported below.

The certification attesting what declared must be submitted to the Centro Servizi per Studenti Disabili dell'Ateneo, Via S. Francesco 22, 37129 Verona (Ph. 0039 045 8028786, public opening time from Monday to Friday, from 9.00 to 13.00).

On the web page Centro servizi per studenti disabili, are available further information and relative documents. Form to download, fill in and deliver to the Centro Servizi per Studenti Disabili dell'Ateneo.

Assistance during the exams

I require assistance during the exam/s (Law 104/92 and subsequent modifications) Yes No

Note assistance max 2000 characters

Note assistance

Test calendar

Description	Type	Date	Time	Place
TITLES VALUATION	Titles valuation			
Written examination	Written			
Oral examination	Oral			

Back Next

2.7 Confirm you registration and proceed.

Registrato LUKE LUCKY

Confirmation of registration

In this section the user will be required to verify the information concerning the selections made on the previous pages.

Admission test

Qualification Typology	Ph.D.
Course Typology	Ph.D.
Description	PH.D. PROGRAM IN EUROPEAN AND INTERNATIONAL LEGAL STUDIES

Valid for

Details	DR-SGEI - Corso di Dottorato in Scienze Giuridiche Europee ed Internazionali
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Administrative category and disability assistance

Request of assistance	No
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Back Confirm and Proceed

Area Ricerca



2.8 In this section candidates are required to insert information concerning their academic qualifications. If you have a degree awarded by a foreign Institution, go to the item “**Foreign Qualification**” and click on “insert”.

The screenshot shows a web interface for a registration system. On the left, there is a sidebar with the user's name 'LUKE LUCKY' and a menu for 'Registrar's Office' including options like 'Admission test', 'Evaluation test', 'State Exams', 'Enrolment', 'Self-certification', 'Atti Carriera', and 'Invalidity Declaration'. The main content area is titled 'Detail required titles' and 'Educational qualifications'. It contains a warning icon and text: 'To continue the registration for the chosen Ph.D. program, one of the following educational qualifications is necessary. If the information concerning your qualification/s is already present in the system, the compilation of this section is not required by the system.' Below this, there are three options for qualifications, each with a table. A red arrow points from the 'Foreign Qualification' row in Option 4 to the 'Insert' button. The 'Foreign Qualification' row has a checked status, a red dot in the 'Qualification status' column, and an 'Insert' button. The 'Note' for this option reads: 'Master of Science or equivalent. If your foreign degree has not yet been declared equivalent to the Italian degree, please follow what reported on the Call for Admissions. Qualification required: • MS - Master of Science/Art • OT - Other'. At the bottom of the main content area, there are 'Back' and 'Next' buttons. On the right side, there is a legend with icons for 'Check List', 'Completed', 'Not completed', 'Declared qualification', 'Mandatory qualification', 'Qualification not mandatory', 'Edit qualification', 'Show detail qualification', and 'Delete qualification'.

Option 1:

Status	Qualification	Note	Qualification status	Action
✓	Laurea	Diploma di Laurea (old System Ante Reform no. 509/1999)	●	Insert

Option 2:

Status	Qualification	Note	Qualification status	Action
✓	Laurea Magistrale		●	Insert

Option 3:

Status	Qualification	Note	Qualification status	Action
✓	Laurea Specialistica		●	Insert

Option 4:

Status	Qualification	Note	Qualification status	Action
✓	Foreign Qualification	Master of Science or equivalent. If your foreign degree has not yet been declared equivalent to the Italian degree, please follow what reported on the Call for Admissions Qualification required: <ul style="list-style-type: none">• MS - Master of Science/Art• OT - Other	●	Insert



2.9 Please, select the country where your degree has been awarded, filling in all the spaces related to your degree and click on "Next". If a candidate is not in possession of his degree he has the possibility to choose the option "not already obtained".

Registrato LUKE LUCKY

Foreign academic qualification

This section consents to enter or modify information concerning a foreign academic qualification

Details Foreign Academic Qualification

Degree status* Obtained Not already obtained

Country: Belgium

University: KATHOLIEKE UNIVERSITEIT BRUSSEL

Degree*: Master of Science/Art

Course of study: M.S. in Foreign Literatures

Duration in years: 3

Date of graduation: 01/10/2013

Final grade: []

Evaluation (Ex. A, B, Very Good, Pass ect.): A (on a scale A-F)

Teaching Language: Select the teaching language

Back Next

2.10 If Attachment 1 of the Call for Admissions requires the knowledge of foreign languages, the possibility to take the admission exam/s in videoconference, candidates will be required to fill in some specific questionnaires.

Attention: the videoconference questionnaire will be visualized only if candidates have selected the option "Resident abroad" during the registration phase (Permanent address: outside Italy)

Registrato LUKE LUCKY

List of questionnaires

On this page are indicated the questionnaires to compile.

Questionnaire	Status	Action
CO-FUNDED SCHOLARSHIP *		Compile
REQUIRED LANGUAGES *		Compile
CANDIDATES RESIDENT ABROAD: ADMISSION TEST IN VIDEO-CONFERENCE *		Compile
CURRICULUM AND TOPIC SELECTION *		Compile

Back

Area Ricerca



2.11 Once filled in the questionnaire, it is necessary confirm it clicking on “**Confirm**” and only after that candidates can **exit** the questionnaire. Attention: if you confirm the questionnaire it can not be modified any more. For this reason in case of error you will be required to contact the PhD Office at phd.support@ateneo.univr.it. Your application will have to be deleted and you will have to re-apply.

Registrato HOME » Questionnaire

LUKE LUCKY

Reserved Area
Logout

Home

Registrar's Office

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Self-certification
- Atti Carriera
- Invalidity Declaration

Questionnaire

Questions marked with (*) are compulsory. **Attention:** if there are compulsory questions you have not answered to (it appears a red message of error), it is necessary to answer to proceed.

Curriculum selection

(*) Select the curriculum you wish to apply for

- Corporate law and economics
- Fundamental rights and global constitutional democracy
- European private law of patrimonial relationships

Back Undo Reset **Next**

KEY

- Back** if you click this button you return to the previous page. In case it is **the first page**, you return to the summary or to the questionnaire starting page.
- Undo** if you click this button you cancel all the modifications made on the current page, resetting it.
- Reset** if you click this button you exit the questionnaire by deleting all answers.
- Next** if you click this button you go to the next page. In case it is **the last page**, you go to the summary or to the starting page.

Questionario -

SUMMARY

Questionario -

The questionnaire has not been **CONFIRMED** .

All questions have been completed.

Confirm Edit Exit the questionnaire

SUMMARY

Questionario -

The questionnaire has been **CONFIRMED** .

Exit the questionnaire



2.12 After completing all the questionnaires of the list, a green signal will appear in correspondence to each voice duly filled in and confirmed. Hence, click on "Next" and on "Complete your application" to proceed.

List of questionnaires

On this page are indicated the questionnaires to compile.

Questionnaire	Status	Action
REQUIRED LANGUAGES *	Green	Compile
CANDIDATES RESIDENT ABROAD: ADMISSION TEST IN VIDEO-CONFERENCE *	Green	Compile
CURRICULUM AND TOPIC SELECTION *	Green	Compile

Back Next

Legend:

- Mandatory Field
- Check List
- Questionnaire completed
- Questionnaire not completed

Keys:
Red: questionnaire not completed and confirmed
Green: questionnaire duly completed and confirmed

Admission test Confirmation

Please, verify information entered in the previous pages.

Admission test

Qualification Typology	Ph.D.
Description	PH.D. PROGRAM IN EUROPEAN AND INTERNATIONAT LEGAL STUDIES

Valid for

Details	DR-SGEI - Corso di Dottorato in Scienze Giuridiche Europee ed Internazionali
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Administrative category and disability assistance

Request of assistance	No
-----------------------	----

Back Complete your application

2.13 This section shows a summary of your on-line application. The Application Form, viewable clicking on "Print application form" button, must be printed, properly signed and submitted, together with the documentation, by e-mail not later than the Call deadline.

Summary admission test

The admission web process has been successfully completed. Proceed with printing the application form, containing the registration code and the number of prematricola, and printing the sheet for the payment of the admission test.

Admission test

Description	PH.D. PROGRAM IN BIOTECHNOLOGY - XXXI CYCLE
Year	2015/2016
Registration code	19

Administrative category and disability assistance

Request of assistance	No
-----------------------	----

Valid for

Detail	Admission deadline	Pre-registration deadline
DR-BI - BIOTECHNOLOGY		

Test

Description	Typology	Date	Time	Location
EVALUATION OF QUALIFICATIONS	Titles valuation			
Oral examination	Oral			

Home admission tests **Print application form** Modifica Iscrizione