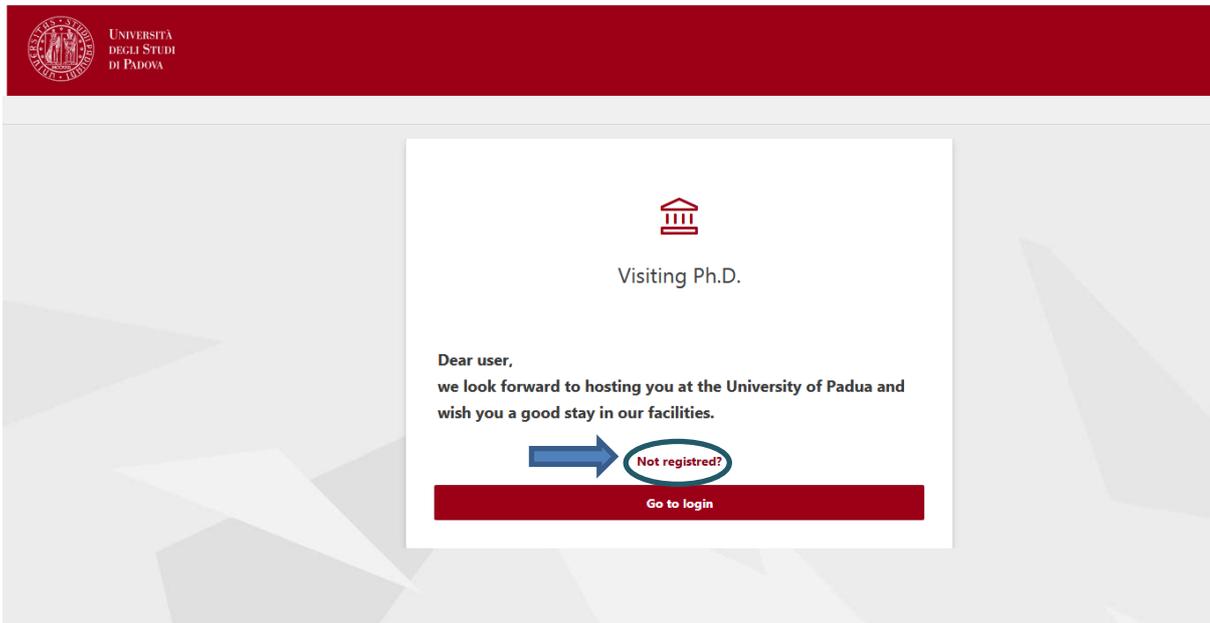


VISITING PHD APPLICATION GUIDELINES

Access to FrontOffice at the following address <https://apex.cca.unipd.it/pls/apex/f?p=391>



If it is your **first access**, please select "Not registred" button

The screenshot shows the registration form on the University of Padua website. At the top, there is a red banner with the University of Padua logo and the text "UNIVERSITA' DEGLI STUDI DI PADOVA". Below the banner, there is a white box with a red border containing the following text: "Confirming this application, I give my consent to the processing of my personal data according to what stated in the information notice <https://www.unipd.it/privacy>". Below this text is a green button labeled "Accept". A blue arrow points to this button. Below the banner, there is a registration form with the following fields: "Email" (enter email), "Email" (please re-enter email), "Password" (enter password), "Password" (please re-enter password), "Name", "Surname", "Date of birth" (with a calendar icon and radio buttons for "Male" and "Female"), "First citizenship", "State/Country of birth", and "Mobile phone". A red button labeled "Confirm" is located at the bottom right of the form. A blue arrow points to this button.

Give your give consent to the processing of my personal data according to what stated in the information notice and then fill in all fields with your personal information (email, password, Name, Surname, Date of birth, Gender, Citizenship and Place of birth). Confirm.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Check the entered data and press "Ok", you will be directed to the Login page

Cancel OK

Registration

* Email

* Email

* Password

* Password

* Name ELENA

* Surname PAVAN

* Date of birth Male Female

* First citizenship TUNISIA

* State/Country of birth TUNISIA

Place of birth DJERBA

Mobile phone

Check data and confirm again.

✓ Action Processed. Confirmation mail has been sent. ✕

→

Visiting PhD

🔍 Username

🔍 password

[Not registered?](#) [Forgot password?](#)

Log In

You can now access to the system.

In case you already registered you can directly access from "Log in" button.

Home

Registration

Applications

Q Go Actions

No data found

New Application

Logout

New Application

If you want to fill in you first application or a new one, press “New application” button.



Home \

Application

Residence

* State/Country

* Town/City

* Street

Number

Postcode

International phone prefix ?

Phone

The domicile coincides with the residence? Yes No

You will have to fill in the information related to your residence: State, Town, Street. Then click “next” button.



Home \ Application

The domicile coincides with the residence? Yes No

Curriculum

* State/Country of Degree

* Title degree

* Level Master Bachelor

* Date of achievement 

* Home University

* Home Supervisor

* Mail of home Supervisor ?

* Home PHD course

* Host Supervisor  

Host Department

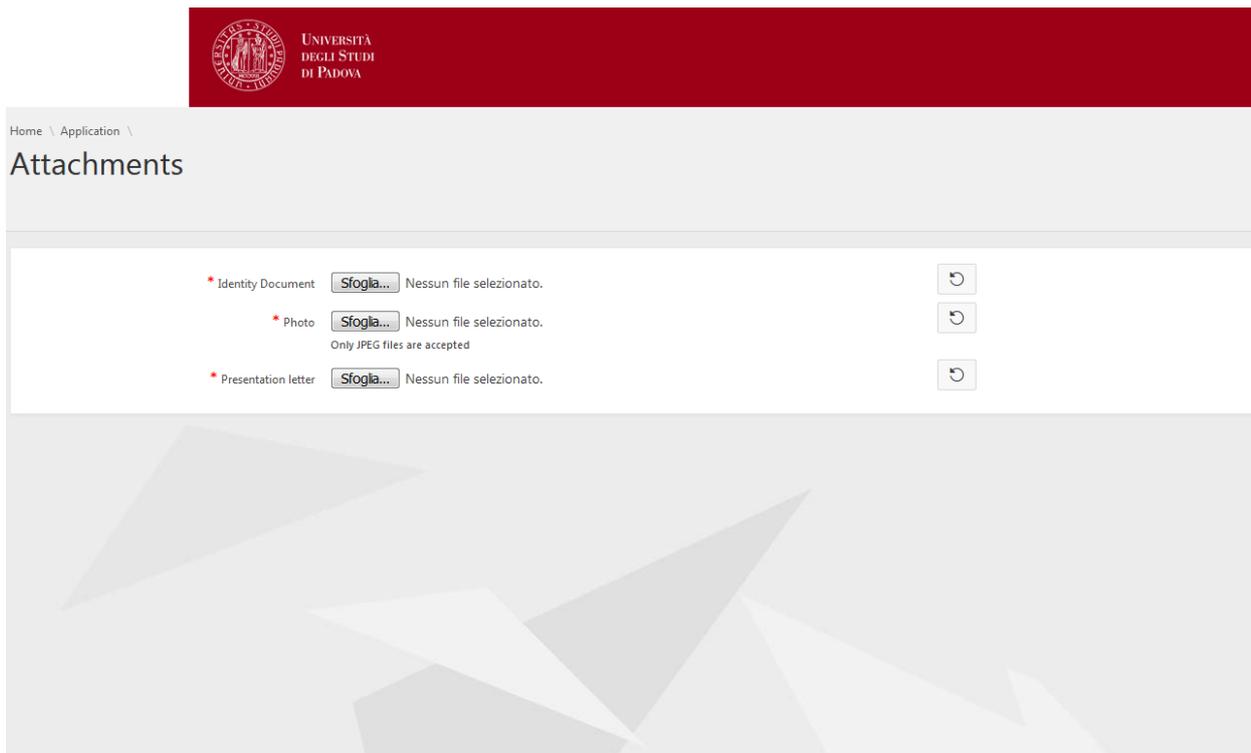
* Host PhD course

* From 

* To 

Funding Organization

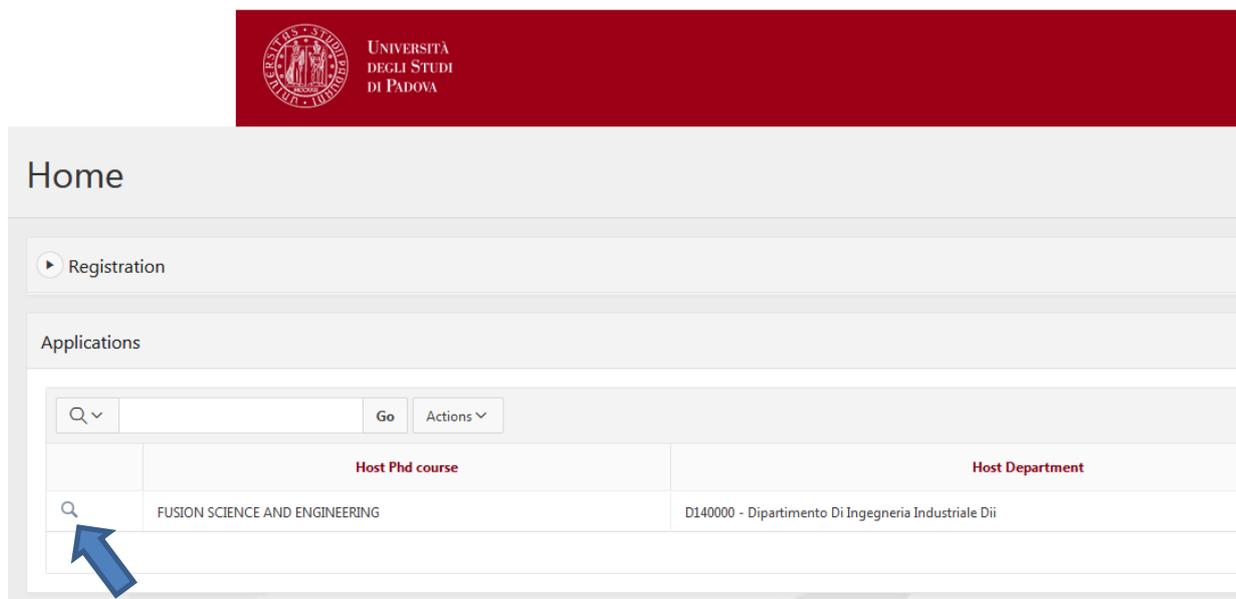
You will be asked some information related to your CV: country of degree, title degree, level and date of achievement, Home University and Home Supervisor with related email address and Home PhD Course. You will also have to choose you Host Supervisor and Host PhD Course from a drop-down menu. Date of arrival and departure are compulsory.



You now have to upload Identity Document, Photo (Only JPEG files are accepted) and Presentation letter. Click on “Sfogliala” in order to search for the document you have to upload. If you want to erase the document click on the return arrow.

At this point you can Save the application and edit it in a second time or Submit by clicking the “Submit” button.

In the home page you will find the list of you application; you can have access by clicking the lens button.



Once submitted, the Host supervisor will receive an email containing you request and will access the system to approve it.

After approval from you Host Supervisor and Coordinator of Host PhD Course, you will find the Invitation Letter uploaded in the system.

At your arrival in Padova, we kindly suggest to contact the Administrative Reference of your Host PhD Course in order to complete the procedure, pay the assurance and upload the related documentation in the system.

For technical information of the application system please contact our Office at the following address:

formazione.ricerca@unipd.it