HOW TO.
Handbook on how making the online registration and presenting the online admission request.

REGISTRATION AT ONLINE IUAV RESERVED AREA
Before presenting admission request to a Postgraduate Specialisation Programme, you have to register at the online Iuav reserved area to obtain a personal UserID and Password. Hereafter, the step to follow:

- select the following link https://iuav.esse3.cineca.it/Start.do, choose the tab "ENG" in the upper right of the page for the English version (if you need it) and click on tab "Registration" for the web registration;
- then, you have to fill the online schedule with the personal data required:

→ foreign candidates have to flag "Foreign students without Tax Code".
Once filling all the fields, you will receive an e-mail with your UserID and Password from our system (please, note that credentials will be active within 24 hours of registration). After this first step, candidates can log on https://iuav.esse3.cineca.it/Start.do, making the "Login" with the personal username and password obtained.

**ONLINE ADMISSION PROCEDURE**

With your personal UserID and Password, you can click again on the following link https://iuav.esse3.cineca.it/Start.do and select the tab "ITA" for the online Italian version, or "ENG" for the English one.

Then, you have to click on "Login".

Now, you are in your personal homepage of Iuav University. Here, on the right of the page, you have to click the tab "Admission test" and then, the blue tab "Apply to Competitions", that you could find at the end of the page.
After that, you can select the type of programme for which you want to apply for, that is:

- Postgraduate Specialisation Programmes – LEVEL 1, or
- Postgraduate Specialisation Programmes – LEVEL 2, or
- Advanced Specialisation Courses,

according to the degree that you have obtained.

→ **Remember that:**

- **Level 1** Postgraduate Programme – **prerequisite:** Bachelor of Arts or Science
- **Level 2** Postgraduate Programme – **prerequisite:** Master of Arts or Science

Hence, select the Postgraduate Specialisation Programme or the Advanced Specialisation Course in which you are interested for submitting the admission request and click then on "Next".

Now, you can upload your Passport or ID Card and go on.
Then, it will appear the on-line schedule about "Degree detail required", in order to declare your personal academical qualifications; here, you have to fill:

- the section about "Educational Credentials Required";
- and the section referring to "Alternative Qualifications Studio", in which you have to fill the option (or the options) about the academic degree that you have obtained (the various sections show qualifications that are alternatives to one another).

→ **Pay attention that if you are a foreign candidate with a foreign degree**, you have to choose the option "Foreign qualification".

Once that the sections about personal academical qualifications are filled, you will have to upload the documents required by the Call in order to complete the admission form (this section is named "Management documents to be attached with the application form").
Remember that, as established by our Italian law, if you have a foreign degree, you must upload also the following, recommended documents:

- the **Declaration of Value** issued by the competent Italian Embassy in the country where you have obtained the title degree; and
- the official certified copy of academic degree in original language and translated into Italian one of the qualification obtain, together with the **transcript of records** in original language and translated in Italian.

→ **Take care that** the Declaration of Value can be obtained also through our online service, through an easier way, clicking on the following link:

https://cimea.diplo-me.eu/iuav/#/auth/login

Here, you have to read well the instructions and select "Go to the application form", in which you have to declare your personal data and select the typology of the degree course (master universitario di primo livello/secondo livello/corso di perfezionamento).
After the upload of the documents required by the Call, you can print the confirmation of your application form.

As final step, for ending in a right way the online submission of your admission request, you have to pay the admission fee of 50,00 Euro: the instructions about methods and arrangements for the payment must be read carefully in the official Call at the following web page:

http://www.iuav.it/Didattica1/master1/
http://www.iuav.it/Didattica1/MASTER1/ENGLISH/

**PUBLICATION OF THE LIST AND ENROLLMENT**

The results of the selection will be published on the Iuav website, according to the deadline written in the Call. In addition, it will be sent a personal e-mail to each candidate to inform him/her about the final results.

With a positive result, it will be possible to end the online procedure for enrolling to the course, clicking on the tab "Enrolment" ("Immatricolazioni") of Iuav personal area.
**THE TAX CODE** [codice fiscale]

According to the Italian law, foreign students have to obtain the Tax Code. It is a personal ID required for a series of economic activities (such as signing a housing contract or registering with the Italian Health Service). You can request it before arriving in Venice, applying for it at the Italian Embassy in your home country. You can also request it in Venice at the Revenue Agency: info at https://www.agenziaentrate.gov.it/portale/web/english

**IUAV CARD**

Iuav Card is a multi-functional University ID card, which is useful to access canteens, libraries, and other Iuav services. It also holds the function of a rechargeable pre-paid card. The Card is sent home (residence address) to all students enrolled, after uploading a photo on fotoid.iuav.it. Just for foreign students, Iuav Card is sent to the administrative office of Iuav University (Alta Formazione).