

## 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".

Check List

Activity	Section	Info	Status
REG - Web Registration		ⓘ	🔒
	Privacy policy	ⓘ	🔒
	Italian ID no.	ⓘ	🔒
	Personal details	ⓘ	🔒
	Residence (permanent address)	ⓘ	🔒
	Domicile Address	ⓘ	🔒
	Contacts	ⓘ	🔒
	Summary Record	ⓘ	🔒
	Summary Access Key	ⓘ	🔒

Web Registration

#### Italian ID no.

Enter your Italian ID no. and click on Proceed:

Italian ID no.

\* Italian ID no.

Foreign students without Tax Code

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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.

**SPORTELLLO INTERNET**

Admission test  
Evaluation test  
State Exams  
Enrolment

**Apply to Competitions**  
Through the following pages you will be able to enroll in a contest for admission.

Activity	Section	Info	Status
A - Choice competition	Choice type course	?	🔒
	Choice course of study	?	🔒
	Select competition	?	🔒
B - Entering or changing Identity Document	Pagina elenco Documenti di identità presentati	?	🔒
C - Confirm contest entry	Preferences (if required by the chosen course)	?	🔒
	Preference of Study paths	?	🔒
	Preference of Bases	?	🔒
	Preference of Languages	?	🔒
	Preference of Scholarships	?	🔒
	Choice administrative category and disability aids	?	🔒
	Choice typology aid disability	?	🔒
	Confirm	?	🔒
D - Access Qualification	Detail of qualifications of Login	?	🔒
E - Declaration of any qualification to evaluate	Qualifications Detail and Assessment documents	?	🔒
	Confirm	?	🔒
F - richiesta Lettere di referenza	Dettaglio richiesta referenze	?	🔒
G - Questionnaires required prior to confirm the admission	Selection of questionnaire to fill	?	🔒
H - Azione per la scelta del turno di svolgimento della prova	Selezione della prova con turno	?	🔒
I - Closure process	Explicit confirmation	?	🔒
	Confirm	?	🔒

Apply to Competitions

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.

Choice of study path's type

Select the type of qualification that you want to access.

Choice of study path's type

**Post reform\***

Specialization course

Postgraduate specialisation programmes - level 1

Postgraduate specialisation programmes - level 2

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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").

#### Degree detail required

To continue declare the qualifications. Here the first shows the qualifications required, and the various options show qualifications that are alternatives to one another. Following pages will be asked for data.

Educational Credentials Required

⚠ To continue complete the insertion of all the qualifications required.

Blocked Status	Qualification	Notes	Status Qualification	Processes
✓	Title of superior school	TITLE OF SUPERIOR SCHOOL	●	

Alternative Qualifications Studio

⚠ To continue complete the integration of all qualification at least an optional block. The various options show qualifications that are alternatives to one another:

Option 1:

Blocked Status	Qualification	Notes	Status Qualification	Processes
✓	Foreign qualification	FOREIGN QUALIFICATION	●	Enter

Option 2:

Blocked Status	Qualification	Notes	Status Qualification	Processes
✓	Degree	DEGREE	●	Enter

Option 3:

Blocked Status	Qualification	Notes	Status Qualification	Processes
✓	First level degree		●	Enter
	Specialistic degree		●	Enter

#### Documents to be attached

Please provide details of the documents required.

Detail document

Type:\*

Document Name:

Description:

Attachment:\*  → Here, you can attach the documents listed in the Call

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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:

<http://cis.cimea.it/iuav/>

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).

The screenshot shows the CIMEA website interface. At the top, there is a header with the CIMEA logo and navigation links for IT and EN. Below the header, a section titled "Foreign qualifications to be presented to the University Iuav of Venice:" contains two links: "Attestato di comparabilità del titolo estero - titolo universitario" and "Attestato di comparabilità del titolo estero - titolo scolastico finale", each with a "More details" button. A note below explains that NARIC Italia offers services for university degrees and high secondary school leaving qualifications. A red button labeled "GO TO THE APPLICATION FORM" is prominently displayed. Below this, the "General Details" section contains a form with fields for Name, Surname, Fiscal code/ID N./Passport N., Telephone number, Issuing country of the qualification, Address of the applicant, E-mail address of the applicant, and Confirm e-mail address of the applicant. A dropdown menu for "Typology of the degree course" is open, showing options like Laurea, Laurea Magistrale, Dottorato, Diploma di specializzazione, Master Universitario di primo livello, Master Universitario di secondo livello, and Corso di perfezionamento/altro corso. A red box highlights the "Typology of the degree course" dropdown menu.

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:

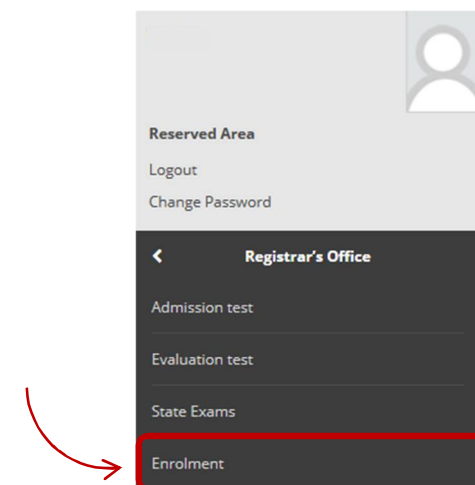
<http://www.iuav.it/Didattica1/master1/>  
<http://www.iuav.it/Didattica1/MASTER1/ENGLISH/>

## **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.

Activity	Info	Status
A - Choice competition	↓	✓
	↓	✓
	↓	✓
	↓	✓
B - Entering or changing Identity Document	↓	✓
	↓	✓
C - Confirm contest entry	↓	✓
	↓	✓
	↓	✓
D - Access Qualification	↓	✓
	↓	✓
E - Declaration of any qualification to evaluate	↓	✓
	↓	✓
	↓	✓
F - Questionnaires required prior to confirm the admission	↓	✓
	↓	⌛
G - Closure process	↓	⌛



## THE FISCAL CODE [codice fiscale]

According to the Italian law, it is mandatory for foreign students to obtain a Fiscal 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 (Agenzia delle Entrate), asking the detailed information to [master@iuav.it](mailto:master@iuav.it).

## 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](http://fotoid.iuav.it). Just for foreign students, Iuav Card is sent to the administrative office of Iuav University (Alta Formazione).



APPLICATION FOR A TAX CODE, NOTIFICATION OF CHANGE OF DETAILS AND REQUESTS FOR A TAX CODE CARD/DUPLICATE OF THE NATIONAL HEALTH SYSTEM CARD

**SPORTELLO INTERNET**

Don't forget to upload a photo, in order to receive your Iuav Card.