

Guidelines for the correct submission of the application to the research doctorate “Architecture, City and Design”

1. FIRST OF ALL:

- a) **Read the full text** of the announcement and the information sheet in attachment.
- b) **You can submit only one application!**
- c) **Pay attention to the deadline! Only for the places reserved for foreign scholarship holders the deadline is : 6th September 2017 at 12.00**
- d) **Fill in the application form and sign it! Applications devoid of the candidate’s signature will not be taken into consideration.**
- e) The application form is the Attchment 2bis only for admission to the places reserved for foreign scholarship holders.
- f) Prepare all the documents listed in the announcement (article 4). Only .pdf and .jpg formats are allowed. **Files in different formats** (for example .doc, .xls,) **will not be considered as valid for the selection procedure.** Documents more than 5 MB must be divided into two or more parts.

2. HOW TO COMPLETE THE ONLINE APPLICATION:

Do not wait the last day! You might have problems with internet or, if you realize that you have not all the documents, you might not have enough time to complete the procedure. The online application will be automatically closed on the date and time established as deadline.

- a) If you have never been a IUAV student, register on the site <http://iuav.esse3.cineca.it>. If you have not the Italian tax code (codice fiscale), flag “Studente straniero senza Codice Fiscale Italiano”. After registration you will receive a userID and a password. **After some minutes**, you can go back to the homepage and enter the reserved area (“Login”). After acceding the reserved area, choose the path “Admission test”.
- b) If you have been a IUAV student and you still have got your userID and password, you can use them to accede the reserved area; if you do not remember your userID and password or if they do not work, get in touch with the IUAV School for Doctorate Studies Secretariat (infodottorati@iuav.it; tel. 041 2571787 – 1845 – 1426 - 1886).
- c) Pay attention and choose the correct procedure reserved for foreign scholarship holders.
- d) **Complete all the steps of the online application. You will not be asked all that is listed in the checklist.**
- e) Pay particular attention when you are in the upload phase. Upload all the documents listed as compulsory. Please put your surname in the file names. It will be possible for you to add, cancel or modify the uploaded documents until you click on the final completion of the procedure. After this final click it will not be possible to change any data or document. **Uncompleted applications are not accepted.** At the end, you can print a summing up of your application.
- f) After the closure of your application a MAV invoice of euro 58,00 is generated by the system. **The MAV invoice must be paid within 5 days after the deadline.**
- g) **If you need to pay through bank transfer, the bank data are the following:**
 Banco popolare, Cannaregio, 122/A – 30121 Venezia
 IBAN: IT36D0503402071000000020500
 BIC/SWIFT: BAPPIT22