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

REGISTRATION AT ONLINE IUA V 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 out the online form with the personal data required:

→ foreign candidates have to flag "Foreign students without Tax Code".
Once filled 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 in on https://iuav.esse3.cineca.it/Start.do using the personal username and password obtained before.

**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 side of the page, you have to click on the tab "Admission test", then on the blue tab "Apply to Competitions" at the end of the page.
After that, you can select the type of programme you want to apply for, choosing among:

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

according to the entering degree that you hold and that allows you to apply for.

➔ **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 you want to apply for admission and click on "Next".
Now, you can upload your Passport or ID Card and go on.
Then, it will appear the on-line form "Degree detail required", in order to declare your personal academicals 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 academicals qualifications are filled, you will have to upload the documents required by the Call (and by the factsheet of the course you are interested in) 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 documents:

- the **official certified copy of academic degree** in original language and **translated** into Italian of the qualification obtained;
- the **transcript of records** in original language and translated into Italian stating the final classification obtained;
- the **Declaration of Value**, to be issued by the competent Italian Embassy in the Country where you have obtained the title degree.

→ Please note that **in alternative** to the Declaration of Value you can require through an easier way the document "**Statement of Comparability**", using our online service, by clicking on the following link:

[https://cimea.diplo-me.eu/iuav/#/auth/login](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 you are applying for (master universitario di primo livello/secondo livello/corso di perfezionamento).
After the upload of the documents required by the Call, you can print the receipt of your application form.

As final step, in order to successfully submit your admission request, you have to pay the admission fee of 50,00 Euro: instructions on how to pay through the PagoPA payment system must be read carefully in the official Call at the following web page: http://www.iuav.it/Didattica1/MASTER1/ENGLISH/HOW-TO-DO/ENROLLMENT/ and click on PagoPA payments guidelines.

**PUBLICATION OF THE RANKING LIST AND ENROLLMENT**

The results of the selection will be published on the Iuav website (SpIN, Sportello Internet), 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 complete the online procedure for enrolling to the course, clicking on the tab "Enrollment" ("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 Italy, at any **Revenue Agency office**: see how to do at the following link:

https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens

→ Please note that will be accepted only tax code document released by the Italian Embassy or by the Agenzia delle Entrate and that this document is mandatory.

The lack of this document will prevent the immatriculation process and thus the access to Iuav student services, as the student email account.
**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. Only for foreign students, Iuav Card is sent to the administrative office of Iuav University (**Servizio Gestione Accessi**).

→ **Please note that** Iuav changes bank: from 1 January 2023, it will no longer be possible to activate the Iuav card at Banco San Marco BPM. Regarding the issue of the new cards with the new bank, updates on this page and targeted email communications will follow.

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