

# Guide to application

This guide will show you how to apply for a bachelor or master's degree programme.

First access the online desk (Spln) at <https://iuav.esse3.cineca.it/Start.do> (change the language from the dropdown menu on the top right) and login with your username and password. If you are not a registered user please read our guide on registration.

If you don't remember your authentication details follow the instructions on [this page](#) to retrieve them.

# Treatment of personal data: Authorization request

**When you first log in, you will be asked to authorize the treatment of your personal data, according to European Regulation 689/2016, GDPR.**

**Click on «[Authorization request](#)» to proceed.**

Università Iuav di Venezia  
SPORTELLO INTERNET

## Authorization request

Dear user,

the safety of your personal data is very important for Iuav, and we would like you to feel protected and well-informed.

When logging into your personal area of the online desk (Spin), you will find that our privacy policy has been updated pursuant to the European Regulation n. 679/2016, also known as "GDPR" (General Data Protection Regulation). We invite you to read the informative report in order to find out what kind of information we gather, the reason why we treat your data, and what your rights as a user are.





We are kindly asking your authorization for the treatment of your data, in order for us to guarantee their protection and safekeeping, both in terms of elaboration and archiving. Please note that your authorization is mandatory. For further enquiries feel free to write to [spin.privacy@iuav.it](mailto:spin.privacy@iuav.it), or please visit our [webpage](#) for additional information.

Thank you for your time!

Activity	Section	Info	Status
A - Authorization request			
	Consent request		

[Authorization request](#) 

Label:

-  Informations
-  Section processing or open
-  Locked section will activate after the completion of the previous sections
-  Section properly completed

# Privacy policy recap

**Here you will find the form for your authorization to the treatment of your personal data.**

**You must consent by clicking «Yes», and proceed with «Forward».**

The screenshot displays the 'Sportello Internet' page of the University of Padua. At the top, the university's logo and name are visible. Below the header, there are navigation icons for a document, a letter 'A', and the number '1'. The main heading is 'Edit Privacy Policy: recap'. A sub-heading states: 'On this page you can see the form for inserting or editing your authorization to the treatment of your personal data'. The form content includes a reference to 'European Regulation 2016/679' and a 'Consent\*' section with the text: 'I declare I have viewed the informative report pursuant to art. 679/2016, GDPR'. Below this text are two radio buttons labeled 'Yes' and 'No'. A large text box contains the following information: 'Pursuant to the European Regulation 2016/679, Università Iuav di Venezia has updated its policy on the protection of individuals with regard to the processing of personal data. The information regarding current students and graduated students can be consulted on the following [page](#).' At the bottom of the form are two buttons: 'Back' and 'Forward'. The footer of the page contains a navigation menu with links for 'Home', 'University', 'Headquarter', 'Library', 'Courses', and 'Iuav diary'.

# Registered users homepage

Here you will see a recap of your personal details. In order to apply to a programme, select «[Registrar's office](#)» from the dropdown menu, and then «[Admission test](#)».

Università Iuav di Venezia

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Registered users home page - Welcome NAME SURNAME

Personal details Hide details

**Photo**

**First name and surname** NAME SURNAME

**Permanent/legal address** xxx Street, 1  
tel: [modify](#)

**Current/temporary address** xxx Street, 1  
tel: [modify](#)

**Email address**  [modify](#)

**University email address**

**Mobile phone number**  Phone company) [modify](#)

ita **eng**

NAME SURNAME

Reserved Area  
Logout  
Change Password

**Registrar's Office**

- Admission test
- Evaluation test
- State Exams
- Enrolment
- Study qualification
- Self-certification

Home University Headquarter Library Courses Iuav diary

# Start your application

Here is a recap of the information you will have to provide.  
Click on «[Apply to a programme](#)» to start the procedure.

## Apply to a programme

On the following pages you will be able to apply to our degree, PhD and postgraduate specialization programmes.

Activity	Section	Info	Status
A - Choose an open call for applications			
	Choose a programme type		
	Choose a study programme		
	Select an open call		
B - Enter or change your ID details			
	List of IDs provided		
C - Confirm your application for the selected call			
	Preferences (if required by the selected call)		
	Choice of study paths		
	Choice of location		
	Preference for languages		
	Scholarships preferences		
	Choose your administrative category and disability assistance		
	Choose the type of disability assistance		
	Confirm		
D - Qualifications for admission			
	Details of qualifications for admission		
E - Provide additional documents required for selection			
	Details of additional documents required for admission		
	Confirmation		
F - Reference letters			
	Details of your references		
G - Questionnaires required before confirming your application			
	Selection of questionnaire to fill		
H - Select your turn for an admission test (if planned)			
	Select your turn		
I - Close the procedure			
	Explicit confirmation		
	Confirmation		

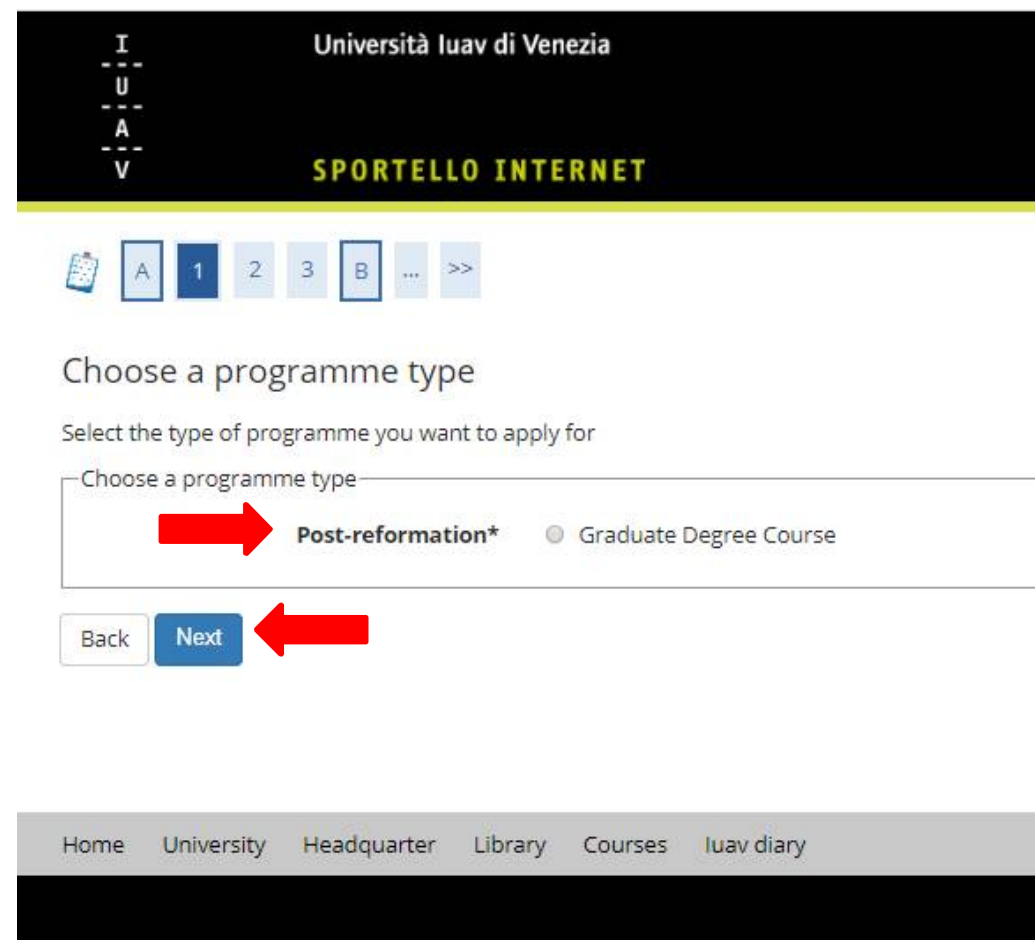
**Key:**

- Information
- Section in process or open
- Locked section will activate after the completion of the previous sections
- Section properly completed

[Apply to a programme](#) 

# Choose a programme type

Here you must choose type of the programme you want to apply for (e.g. undergraduate or graduate degree, PhD, postgraduate specialization programmes etc.).  
Make your choice and click «[Next](#)».



The screenshot shows the 'SPORTELLO INTERNET' interface for the University of Venice. At the top, the university logo and name are displayed. Below the navigation bar, there is a breadcrumb trail with buttons for 'A', '1', '2', '3', 'B', and '>>'. The main heading is 'Choose a programme type', followed by the instruction 'Select the type of programme you want to apply for'. A dropdown menu is open, showing two options: 'Post-reformation\*' (selected, indicated by a red arrow) and 'Graduate Degree Course'. Below the dropdown, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button. At the bottom, a navigation menu includes links for 'Home', 'University', 'Headquarter', 'Library', 'Courses', and 'luav diary'.

# Study programme

**This page lists all the study programmes which have open calls for admission. Choose the one you want to apply for and click «Next».**

**On the next page you must choose the specific call for admission for your programme. Click «Next» to proceed.**

**Please note that for some programmes you must also choose a specific track.**



## Study programme

Select the programme you want to access

Select a study programme



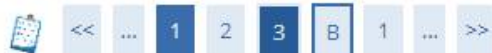
Study programme\*

ARCHITECTURE (Taught in inglese)

CITY AND ENVIRONMENT: PLANNING AND POLICIES

Back

Next



## List of calls

Select the call for the study programme you wish to apply for

Choice of call



Call\*

Master degree programme in Architecture (B77) from 10/02/2020 12:56 to 30/03/2020 23:59



Back

Next

# IDs

If your ID details are already registered in our system, click on «[Next](#)».

If your details are not registered, click on «[Enter a new ID](#)» and fill in the next section.


You can then view the details you entered by clicking on the «» icon, or delete them with the «» icon, as shown below.



## IDs

Here you can enter an ID and view those you previously entered

IDs entered

 There are no IDs entered

[Enter a new ID](#)

[Back](#) [Next](#)



## IDs

Here you can enter an ID and view those you previously entered

IDs entered

Type of document	Number	Issuing authority	Release date	Expiration date	Status	Issuing country	Issuing city	Attachments	Actions
Identity card	CA00000AA	Comune di Venezia	01/01/2020	01/02/2025				No	 

[Enter a new ID](#)

[Back](#) [Next](#)

# Administrative category and potential disability assistance (1)

On this page (screenshot on the next slide) you must first choose your correct administrative category:

- «non-EU» applicants;
- «Marco Polo project» applicants;
- «Category without reserved seats», for EU applicants and non-EU applicants residing in Italy

**Important:** make sure you choose the correct category!

You can also specify if you have a physical or learning disability, and if you request assistance for admission tests.

If you click «Yes», you will be shown a list of potential kinds of assistance (see next slides).

Once you have chosen them click «Next».

# Administrative category and potential disability assistance (2)



## Choose your administrative category and potential disability assistance

Here you must choose:

1. the correct administrative category for the call you have selected;
2. if you have a disability or not, and potential assistance you would like to require (only if you declare a disability percentage of at least 66%)

Administrative category

**Administrative category** non-EU

Assistance for admission tests

**I request assistance for the admission test (L. 104/92 and subsequent amendments and changes)**

Yes  No

**Type of disability** -

**Disability percentage**

The percentage must be between 0 and 100

Please specify your type of disability and the date of its latest medical certification

**Type of disability and date of latest medical certification**

### Useful Links

- [Web page](#)

### Tests planned and/or materials to be evaluated for your admission

Description	Type	Date	Time	Location
Interview	Spoken	20/04/2020		
Portfolio	Portfolio			
CV and Education resume	Qualifications Valuation			

[Back](#) [Next](#)

# Choose the type of disability assistance

**If you requested assistance for admission tests in the previous page, you can now choose the type of assistance you need.**

**Make your choices and click «Next».**



## Choose the type of disability assistance

Choose the type of assistance you need when taking the admission test

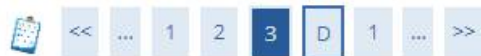
Assistance

Assistance with employee	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Support to reach the place	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Support for personal computers	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Extra time	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Another type of help	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Back Next

# Confirm the chosen call for admission

This page recaps the information you have entered and the call for admission you have chosen. Double-check carefully and, if everything is correct, click on «[Confirm and continue](#)». If something is wrong, click on «[Back](#)» to edit your choices.



## Confirm the chosen call for admission

Double-check the information and the choices you made in the previous pages

### Call

Type of qualification	Second level degree
Programme type	Graduate Degree Course
Description	Master degree programme in Architecture (B77)

### Valid for

Detail	B77 - ARCHITECTURE, 993 - non-EU
--------	----------------------------------

### Administrative category and disability assistance

Administrative category	non-EU
Request disability assistance	Yes
Type of disability	more than 66%
Percentage of invalidity	100%
Notes on assistance	---

[Back](#)

[Confirm and continue](#)

# Details of required qualifications

Here you must insert all the qualifications you own by clicking «**Enter**» next to each single qualification option. If the «**Section status**» column has a green tick, that means you have correctly entered the qualification.



## Details of required qualifications

Enter your qualifications to continue. Mandatory qualifications are shown first, while the remaining sections show qualifications that are interchangeable with each other. In the following pages you will be required to enter all the details of your previously obtained qualifications.

### Mandatory qualifications

To continue enter all the mandatory qualifications

Section status	Qualification	Notes	Qualification status	Processes
	Title of superior school			

### Additional qualifications

To continue you must enter all qualifications of at least one section. The other options show qualifications that are interchangeable with each other.

Option 1:

Section status	Qualification	Notes	Qualification status	Processes
	Degree			<input type="button" value="Enter"/>

Option 2:

Section status	Qualification	Notes	Qualification status	Processes
	First level degree			<input type="button" value="Enter"/>

Option 3:

Section status	Qualification	Notes	Qualification status	Processes
	Foreign qualification	<b>Details allowed</b> <ul style="list-style-type: none"> <li>BSC - Bachelor of Science</li> <li>STL - Titolo di Studio Straniero (LAUREA) - Foreign Education Qualification (DEGREE)</li> </ul>		<input type="button" value="Enter"/>

Option 4:

Section status	Qualification	Notes	Qualification status	Processes
	UNIVERSITY DIPLOMA			<input type="button" value="Enter"/>

Key:

Checklist

Completed

Not completed

Qualification entered

Mandatory qualification

Optional qualification

Change qualification

View details of qualification

Delete qualification

# Foreign qualification details

For international students, if you have chosen the «**Foreign qualification**» option in the previous page, you must insert here all the necessary details.

First specify if you have already own your qualification or if you are about to graduate soon («**Status of qualification**»), and then choose the various options from the dropdown lists.

Mandatory details are marked with \*.



## Foreign Higher Education qualification

This module allows you to enter or modify the details relating to a foreign academic qualification

Details of foreign academic qualification

Status of qualification*	<input checked="" type="radio"/> attained <input type="radio"/> not yet attained
Country*	UNITED STATES
Institution	University of South Carolina
Qualification*	Choose ... Choose ...
Name of degree/study programme	Bachelor of Science Titolo di Studio Straniero (LAUREA) - Foreign Education Qualification (DEGREE)
Duration in years	
Date of graduation*	<input type="text"/> (dd/mm/yyyy)
Year of award*	<input type="text"/> (e.g. 2001)
Grade*	<input type="text"/> (e.g. 98/110)
Honours	<input type="checkbox"/>
Evaluation	<input type="text"/>

Back Next

# Choose the correct combination of qualifications

Here you will find a recap of the various combinations for the qualifications that you have entered. The system will warn you if it detects any incoherence or ambiguity.

Please choose the correct one for the programme you are applying for and click «Next».

I  
U  
A  
V

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MENU

Here is a recap of combinations of qualifications and possible ambiguities

Valid qualifications for admission to be selected

Select	Qualification combination	Qualification details	Status	Qualification	Actions
<input type="radio"/>	Combination Titolo straniero	<b>Foreign qualification</b> Allowed details <ul style="list-style-type: none"><li>BSC - Bachelor of Science</li><li>STL - Titolo di Studio Straniero (LAUREA) - Foreign Education Qualification (DEGREE)</li></ul>	✓	<b>Foreign qualification</b> <ul style="list-style-type: none"><li>Qualification Bachelor of Science</li><li>Issuing country UNITED STATES</li></ul>	
<input type="radio"/>		<b>Title of superior school</b>	✓	<b>Title of superior school</b> <ul style="list-style-type: none"><li>Year of attaining the qualification 2018</li><li>Detail General Certificate of Secondary Education</li></ul>	

Back Next

Key:  
Change qualification  
View details of qualification  
Delete qualification

Home University Headquarter Library Courses Iuav diary

Informativa utilizzo cookie | © CINECA

# Additional documents to be attached

This page recaps the additional documents required for the evaluation of your admission.

To upload them click on «**Yes**» at the bottom of the page and then «**Next**».

The «**Min**» column shows the number of mandatory document you need to upload for each type.



## Management of documents to be attached with the application form

**WARNING: This is the last page of the application useful to attach documents.**

Listed below are the documents which must be attached. These documents are relevant for evaluation and/or the successful submission of your application.

In case of problems with uploading documents, contact respectively [info.immatricolazioni@luav.it](mailto:info.immatricolazioni@luav.it) for degree programmes, [master@luav.it](mailto:master@luav.it) for postgraduate specialization programmes, [dottorati@luav.it](mailto:dottorati@luav.it) for PdD programmes.

Attach the required documents listed below

Type of document	Min	Max
Transcript of records	0	5
Language certificate	0	5
Curriculum Vitae e studiorum	1	5
ID Card	1	5
Undergraduate/graduate degree	0	5
Additional document	0	5
Declarations of Disability	0	2
PDF Portfolio	1	5
Courses programme	0	5

## Documents attached

You have not entered any document.

Select "Yes" and proceed to attach the documents listed above. Once you have finished entering the documents, proceed by selecting "No":\*

- Yes 
- No

[Back](#) [Next](#)

Key:

 Mandatory field

 Checklist

 Detail

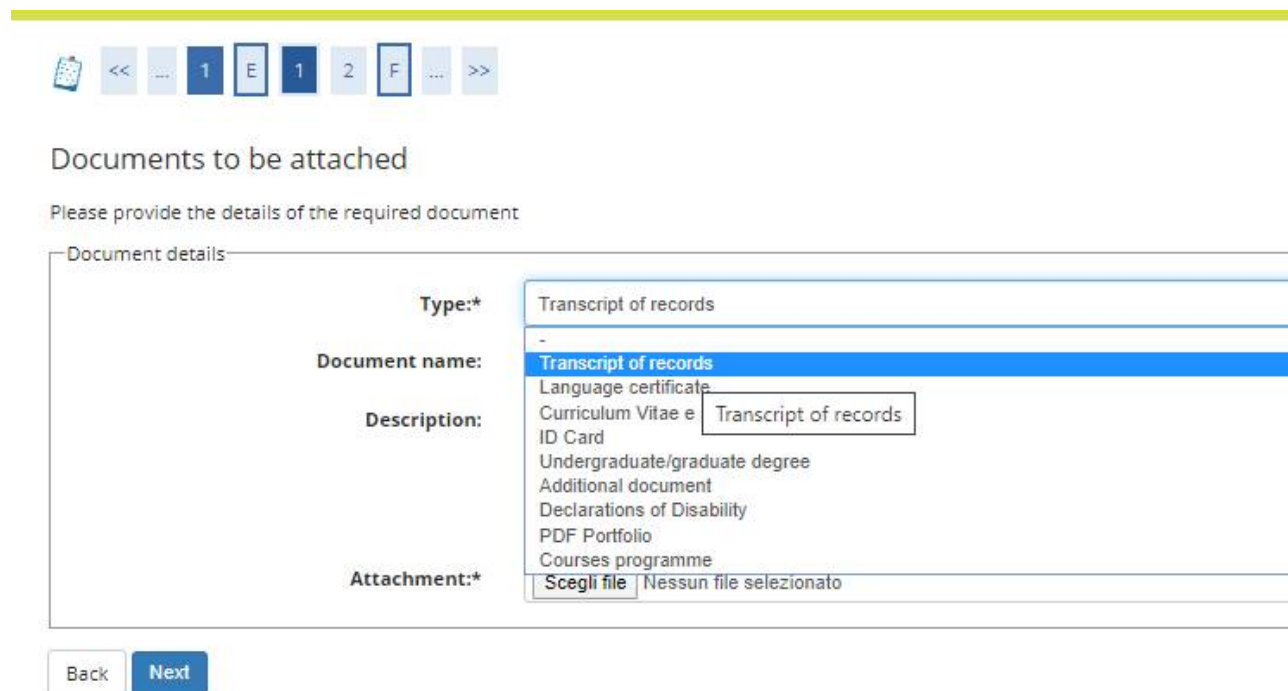
 Edit

 Delete

# Upload a document

Choose the type of document that you want to attach and upload the related file with the «Attachment» option.

Click «Next» to go back to the document list.



The screenshot shows a web interface for uploading documents. At the top, there is a navigation bar with a calendar icon, a '<<' button, an ellipsis, a '1' button, an 'E' button, a '1' button, a '2' button, an 'F' button, an ellipsis, and a '>>' button. Below this is the heading 'Documents to be attached' and the instruction 'Please provide the details of the required document'. The main area is titled 'Document details' and contains a form with the following fields:

- Type:\***: A dropdown menu with 'Transcript of records' selected.
- Document name:**: A text input field containing 'Transcript of records'.
- Description:**: A text input field containing 'Transcript of records'.
- Attachment:\***: A file selection area with a 'Scegli file' button and the text 'Nessun file selezionato'.

At the bottom of the form, there are two buttons: 'Back' and 'Next'.

# Main page of attached documents

From the main attachment page you can view your documents with the «» symbol, modify them with «» or delete them with «».

If you have a disability remember to upload your medical certification.

Once you are finished click «No» at the bottom of the page and then «Next».



Management of documents to be attached with the application form

**WARNING: This is the last page of the application useful to attach documents.**

Listed below are the documents which must be attached. These documents are relevant for evaluation and/or the successful submission of your application.

In case of problems with uploading documents, contact respectively [info.immatricolazioni@iuav.it](mailto:info.immatricolazioni@iuav.it) for degree programmes, [master@iuav.it](mailto:master@iuav.it) for postgraduate specialization programmes, [dottorati@iuav.it](mailto:dottorati@iuav.it) for PdD programmes.

Attach the required documents listed below

Type of document	Min	Max
Transcript of records	0	5
Language certificate	0	5
Curriculum Vitae e studiorum	1	5
ID Card	1	5
Undergraduate/graduate degree	0	5
Additional document	0	5
Declarations of Disability	0	2
PDF Portfolio	1	5
Courses programme	0	5

Documents attached

Type	Document	Processes
ID Card		  
PDF Portfolio		  
Transcript of records		  






Select "Yes" and proceed to attach the documents listed above. Once you have finished entering the documents, proceed by selecting "No":\*

- Yes  
 No



Back Next

Key:

-  Mandatory field
-  Checklist
-  Detail
-  Edit
-  Delete

# Recap of attached documents

You will see a list of all the documents you uploaded. If everything is correct click on «[Next](#)», or go «[Back](#)» to change or delete the documents.



## Confirm documents

Verify the information you submitted for the attached documents

Type	Document name
Curriculum Vitae e studiorum	
ID Card	
PDF Portfolio	
Transcript of records	

[Back](#) [Next](#)

# Confirm your attached documents

Here is a recap of your application for the call you selected.  
If everything is correct click on «[Submit your application](#)», otherwise go «[Back](#)» to edit details.



Confirm your application for the selected call

Verify the information you entered in the previous pages

Call	
Type of qualification	Second level degree
Description	Master degree programme in Architecture (B77)

Valid for	
Detail	B77 - ARCHITECTURE, 993 - non-EU

Administrative category and disability assistance	
Administrative category	non-EU
Request disability assistance	Yes
Type of disability	more than 66%
Percentage of disability	100%
Specifics on assistance	---

[Back](#) [Submit your application](#)

# Recap of your application

**You have successfully submitted your application. Make sure you save or your application form, as it shows your temporary student code number, date and time of submission. You must now pay the admission fee from the «Payments» section on the bottom.**

## Recap of application

You have successfully submitted your application

Call for admission	
Description	Master degree programme in Architecture (B77)
Year	2020/2021
Temporary student code number	2

Administrative category and disability assistance	
Administrative category	non-EU
I require assistance for tests	Yes

Valid for

Detail	Exp. Admission	Exp. Pre-enrollment
B77 - ARCHITECTURE, 993 - non-EU		

Evaluation criteria

Description	Type	Date	Time	Location	Publication of results	Subjects	Status	Grade/assessment
Interview	Spoken	20/04/2020			An online publication of the ranking list is not planned		-	-
Portfolio	Portfolio				An online publication of the ranking list is not planned		-	-
CV and Education resume	Qualifications Valuation				An online publication of the ranking list is not planned		-	-

Documents to be evaluated

Type	Title
Curriculum Vitae e studiorum	
ID Card	
PDF Portfolio	
Transcript of records	

Useful links

- [Web page](#)

[Calls for admission home page](#)
[Print the application form](#)
[Payments](#)



# Payment (1)

If you click on «[Payments](#)», you can click on the invoice number and then proceed by paying with our PagoPA system (see next slide).

» Fees

## List of fees

This page lists all fees to be paid and the respective amounts.  
If a payment has been made but does not appear as registered, there is no need to contact the student secretariat right away, as a payment is normally registered by the system within at least two working days after it is done.  
The amounts that will be shown for the second and third installments is based on the "ISEE" (your official financial indicator) and may be reduced if particular conditions or benefits apply. For more information [see our webpage on tuition fees](#).

Amounts paid Cerca

Invoice	"IUV" code	Description	Deadline	Amount	Payment status	"PagoPA" payment
<a href="#">+ 3590810</a>	000000005599751	Master degree programme in Architecture (B77) - Graduate Degree Course - ARCHITECTURE - TASSA DI AMMISSIONE Academic year 2020/2021		30,00 €	not paid	Authorized

Key:

- not paid
- payment on hold
- paid/payment received and registered
- payment with "PagoPA" authorized
- "PagoPA" notice printed

No data can be viewed  
No fee found

# Payment (2)

If you click on «[Payments](#)», you can click on the invoice number and then proceed by paying with our PagoPA system (see next slide).

[»](#) [List of fees](#) » Fees

## Invoice Detail

Invoice 3590810

Amount	30,00 €
Procedure	PAGAMENTO MEDIANTE NODO



You will be asked to choose from a provider (e.g. a bank or other payment company) and the related services (e.g. credit card, bank transfer, postal slip-in etc.) in order to pay through the "Nodo dei pagamenti" system managed by the Agency for Digital Italy. More information on this page: [www.agid.gov.it](http://www.agid.gov.it)

### Nota bene per esami di abilitazione professionale:

1. Il pagamento della **tassa di ammissione agli esami di abilitazione di euro 49,58** va effettuato sul conto corrente postale n. 1016 intestato all'Agenzia delle entrate, centro operativo di Pescara, tasse scolastiche.

2. Chi ha superato gli esami di stato deve effettuare il pagamento della **tassa regionale per l'abilitazione all'esercizio professionale** che va versata a favore della Regione o Provincia Autonoma in cui si è laureato.

Per i laureati nella Regione Veneto la **tassa regionale di abilitazione di € 59,39** deve essere versata sul c/c di Tesoreria PRINCIPALE della Regione del Veneto: IT 41 V 02008 02017 000100537110

Causale: Versamento **tassa di abilitazione all'esercizio della professione**. Il suo pagamento è richiesto all'atto del ritiro del diploma ma deve essere anticipata in caso di ritiro del diploma sostitutivo, per ulteriori informazioni vai a [ritiro diplomi](#).

### Fees

Year	Instament	Item	Amount
<b>TASSA DI AMMISSIONE</b>			
2020/2021	Rata unica	CONTRIBUTO PROVA AMMISSIONE	30,00 €

Pay with PagoPA

Print PagoPA payment notice

