

**Annex A**  
**WEB SERVICES**  
**Research doctorate (PhD)**  
**How to print a copy of the payment form and of the application form**

In order to obtain the printed copy of the payment form and of the application form, it is necessary to enter the University information system (INFOSTUD) by **previous** registration on-line.

Graduated students and students that are still enrolled at the University "La Sapienza" are **automatically registered** and can access the information system using their own registration number and password. In this case students have to continue following the information given at point 2) INSTRUCTIONS TO OBTAIN THE PRINTED COPY OF THE PAYMENT FORM AND OF THE APPLICATION FORM.

At <http://www.uniroma1.it/didattica/sportelli/infostud> you can find useful information to ask for registration number or forgotten passwords, technical information and more.

### **1) INSTRUCTIONS TO REGISTER AT THE UNIVERSITY INFORMATION SYSTEM**

**Students coming from other Universities** have to previously register themselves following the instructions here below indicated.

#### **What you need**

To register yourself you need:

- a PC with an Internet connection;
- a printer (or, alternatively, pen and paper);
- personal data (first name and family name, birth date, personal tax code<sup>1</sup>, addresses: it is highly suggested to indicate the e-mail address because it will be used for any further communication about competitions);
- information about undergraduate qualifications (which kind of degree, name of the school, mark, date of achievement);
- information about university degrees (University, Faculty, achieved degree, mark, date of achievement).
- **final year students** that will achieve the degree within the deadlines indicated in the competition notice have to specify their status by **clicking** on the provided option **LAUREANDI** and they only have to insert information about University, Faculty, degree;

#### **What you have to do**

To make the registration you need to:

- enter the web site <http://www.uniroma1.it/didattica/sportelli/infostud> (at the same web page are also explained the technical requirements necessary to make the following operations correctly);
- click "Registrati" (button below);
- 4 - insert the requested information (it is necessary to point out the e-mail address that will be used by the Offices for all the communications related to the admission announcement)

#### **What you will receive**

After completing the on-line registration, the system will give a **registration number and the password you have chosen**: it is mandatory to copy (and print) these data and carefully keep them because you will need them every time you will enter Infostud.

Now the registration is finished and you can directly access the system by clicking the button "ACCEDI".

---

<sup>1</sup> INFOSTUD will give to the foreign applicants living abroad a temporary personal tax code. In case of admission, candidates have to verify the correctness at the Tax Office:

[http://www.agenziaentrate.gov.it/wps/content/Nsilib/Nsi/Home/CosaDeviFare/Richiedere/Codice+fiscale+e+tessera+sanitaria/Richiesta+TS\\_CF/schedai/](http://www.agenziaentrate.gov.it/wps/content/Nsilib/Nsi/Home/CosaDeviFare/Richiedere/Codice+fiscale+e+tessera+sanitaria/Richiesta+TS_CF/schedai/)

## 2) INSTRUCTIONS TO OBTAIN THE PRINTED COPY OF THE PAYMENT FORM AND OF THE APPLICATION FORM

### What you need

To apply you need:

- a PC with an Internet connection,
- a printer,
- a copy of this announcement of competition.

### What you have to do

1. enter the web site <http://www.uniroma1.it/didattica/sportelli/infostud>;
2. click "Accedi";
3. click "accedi al sistema" (button left below);
4. at the item "matricola/utente" insert the registration number received during the registration;
5. at the item "password" insert the password chosen during the registration;
6. click "DOTTORATO" (button right below);
7. click "DOMANDA DI PARTECIPAZIONE";
8. insert the requested information (if you did not point out your e-mail address during the registration phase, it is necessary to do it this phase);

### SUPERNUMERARY ADMISSION REQUEST

- Foreign students who intend to submit supernumerary admission request, in compliance with article 5 of the admission announcement, have to indicate it in this phase (8) by clicking on the related field,
- Research grant holders / public employees who intend to present supernumerary admission request, in compliance with article 5 of the admission announcement, have to indicate it in this phase (8) by clicking on the related field
- print the payment form and the application form.

**Attention: at this stage of printing the system can ask twice the ok to print (the first time to print the payment form, the second time to print the application form)**

### What you will receive

- The payment form to be produced in bank in order to pay the participation tax of € 35,00 within the deadlines indicated in the competition notice.
- The copy of the Application Form, reserved to the candidate, to participate in the competition for the doctorate.

### What to do after

- The payment form will have to be signed and produced at any counters of the Unicredit S.p.A. all over the national territory, with the payment € 35,00 of the participation tax within the deadlines indicated in the competition notice.
- Alternatively, it is possible to pay with credit card, within the same deadlines indicated in the competition notice, entering the web site of the Unicredit S.p.A.<sup>2</sup>:

<https://pagamenti.bancaroma.it/ibx/web/public/universityTaxes.jsp>

- The copy of the Application form has to be kept by the candidate.
- After the competition texts, in case of useful placement in the pass-list, you will proceed with the inscription at the Doctorate Course, following the procedure that will be given on the web pages of the Doctorate at the following web address:

<http://www.uniroma1.it/didattica/offerta-formativa/dottorati>

---

<sup>2</sup> Payments after 4.30 p.m (Bank closing time) will be registered on the following working day.