Note: former students can skip the registration process and log in using their account (id123456)

1.1 HOW TO REGISTER: please, go to web page www.univr.it/applicationphd and press on Menu button in upper right corner then select the item “Registration”.

1.2 Click on “WEB Registration” at the bottom of the same page.
WARNING: if You already have an account for UniVR, go directly to the “Login” (chapter 2.1).
If you lost your access credentials (password and username), please visit this link reported below: http://www.univr.it/phd
1.3 Enter your personal details: first name, last name, date and place of birth and so on. At last, select the item “Next”. If you are a foreign candidate, it is likely you have not an Italian fiscal code. In this case it will be automatically calculated by the system. Do not consider it, go on and click on “Next”.

1.4 Enter your identity document details and then click on “Next”.

Please note that is necessary to upload the PDF of your document in order to continue.
1.5 Please, insert the data of your residence (permanent address) and your contact details

Registration: Permanent address

In the current page, you can enter your permanent address. Please specify whether it corresponds to your current address. If your permanent address does not correspond to your current address, you will be asked to specify the current address. You will also be required to give your consent for the processing of sensitive personal data and to authorize the dissemination of personal data.

- **Permanent address**
  - **Country**
  - **The town entered was not found among those listed.**
  - **ZIP CODE**
  - **Locality**
  - **Address**
  - **Street no.**
  - **Telephone**

- **Current address is the same as permanent address**
- **I declare that I received the information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the University of Verona; I also give my consent pursuant to articles 20, 29 and 24 of Legislative Decree no. 196/2003 for the treatment of my sensitive data**
- **I authorize the disclosure of my**
- **Personal Data in compliance with current regulations**

Attention: the access credentials (username and password) that you need for the LOGIN will be sent to the e-mail address you provided on this section.

Registration: Delivery address and contacts

In the current page, you have to specify where you would like to receive communications from the university, whether to the current address or to the permanent address (in case you have two different addresses) and an e-mail address. Please decide whether to give your consent for the processing of sensitive personal data, and whether to authorize the dissemination of personal data.

- **Delivery address**
  - **Correspondence address**
  - **Delivery address for University**
  - **Email**
  - **Fax**

- **International dialling code**
- **International dialling code number**
- **Mobile phone**

- **Favourite language for communications**
- **I agree to receive, on my mobile phone, sms about University activities like events and presentations**
- **I declare that I received the information pursuant to art. 13 of Legislative Decree no. 196/2003 and I consent to the treatment of my personal data by the University of Verona; I also give my consent pursuant to articles 20, 29 and 24 of Legislative Decree no. 196/2003 for the treatment of my sensitive data**
- **I agree to the transmission of my Personal Data in compliance with current regulations**
- **I authorize the disclosure of my**
1.6 Select from the drop-down list the item “I do not declare refunds methods” and click “Next”

1.7. Choose your personal password and click on “Next”
1.8 After selecting the item Next, a summary section with the information inserted by the users on the previous pages, will appear. Check your data and click on the item “Confirm”. In case of mistakes you can modify the wrong information clicking on “Edit Permanent Address/Delivery Details”.

Registration: Summary Registration

The information entered in the previous sections can be reviewed on this page.

Personal Details

First Name: LUKE
Last Name: LUCKY
Gender: Male
Date of birth: 02/05/1986
Citizenship: BEL,USA
Country of birth: Belgium
The Town/City entered was not found among those listed: Brussels
National ID no.: LCAK1234ABCD12345

Identity Documents details

Type of Identity Document: Passport
Issued by: Italian Embassy of NY
Number of Identity Document: 123456789
Issuing Date: 06/06/2013
Expiring Date: 12/06/2023

Permanent address details

Country: Belgium
Town/City listed: Brussels
ZIP CODE: 1120
Locality: Brussels
Address: Rue Hain 123
Street no.: 123
Telephone: Current address line same as permanent address: Y

Correspondence address

Permanent address
Delivery address for University fees

Email: lukey.loche@yahoo.it
Fax: 
Mobile phone: +39 3465765765

Language for communications

I agree to the handling of my Personal Data pursuant to art. 7 of the Decree no. 196 of 30 June 2003: Y
I agree to the transmission of my Personal Data in compliance with current legislation: Y
I agree to the disclosure of my Personal details in accordance with current legislation: Y

Delivery Details

Use the link to edit Permanent Address
Use the link to edit Delivery Details

Back Confirm
1.9 After completing the registration, select the item “Login” if you wish to proceed with your registration for a Ph.D. Admission Test. **Attention:** the command “Print” is not available. The access credentials will be sent by e-mail to the address you provided in the previous sections.

**LOGIN SECTION**

2.1 Please, **LOGIN** using username and password received by e-mail; then select the item “Registrar’s Office” from the menu “Reserved Area”
2.2 Select “Admission Test” and click on “Admission Test” on the bottom of the same page

2.2 In the section Course type, select the item “Ph.D.” and then click on “Next”

Select course type

Please select the type of course you wish to access.

Select course type:

- Post reform*
  - PhD (D.M.45/2013)
- Pre reform*
  - Corso di Perfezionamento a crediti

Back  Next

2.3 Select from the list the Ph.D. Admission test you are interested in.

Admission test selection

Select the test you are interested in.

Test selection

Admission test*

- Ph.D. Program in European and International Legal Studies (05/08/2013 and 06/08/2013)

Back  Next
2.4 Confirm and proceed

Admission test confirmation

Please verify that information entered on the previous pages is correct.

<table>
<thead>
<tr>
<th>Qualification type</th>
<th>Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program type</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Description</td>
<td>Ph.D. PROGRAM IN EUROPEAN AND INTERNATIONAL LEGAL STUDIES</td>
</tr>
</tbody>
</table>

Back  Confirm and Proceed

2.5 Confirm and proceed- If you need to modify the information concerning your identity document or insert a new one, click on “Add a new Identity Document”.

Registration: Identity Documents

This page shows the list of Identity Documents that the user entered previously with the possibility to write in a new one.

Registered Identity Documents

<table>
<thead>
<tr>
<th>Type of document</th>
<th>Number</th>
<th>Issued by</th>
<th>Date of issue</th>
<th>Expiry date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>1234567897</td>
<td>Italian Embassy of NI</td>
<td>06/06/2013</td>
<td>12/06/2023</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a new Identity Document

Back  Confirm and Proceed
2.6 If you don't need assistance during the exam, you must not fill in this section. Select the button “Next” to proceed.

2.7 Confirm your registration and proceed.
2.8 In this section candidates are required to insert information concerning their academic qualifications. If you have a degree awarded by a foreign Institution, go to the item “Foreign Qualification” and click on “insert”.

<table>
<thead>
<tr>
<th>Option 1:</th>
<th>Status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Laurea</td>
<td>Diploma di Laurea (old System Art. Referend. 30/1999)</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2:</th>
<th>Status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Laurea</td>
<td>Magistrale</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3:</th>
<th>Status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Laurea</td>
<td>Specialistia</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 4:</th>
<th>Status</th>
<th>Qualification</th>
<th>Note</th>
<th>Qualification status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Foreign Qualification</td>
<td>Master of Science or equivalent. If your foreign degree has not yet been declared equivalent to the Italian degree, please follow what reported on the call for admission. Qualification required: MS - Master of Science/Art</td>
<td></td>
<td></td>
<td>Insert</td>
</tr>
</tbody>
</table>
2.9 Please, select the country where your degree has been awarded, filling in all the spaces related to your degree and click on “Next”. If a candidate is not in possession of his degree he has the possibility to choose the option “not already obtained”.

2.10 If Attachment 1 of the Call for Admissions requires the knowledge of foreign languages, the possibility to take the admission exam/s in videoconference, candidates will be required to fill in some specific questionnaires.
Attention: the videoconference questionnaire will be visualized only if candidates have selected the option “Resident abroad” during the registration phase (Permanent address: outside Italy)
2.11 Once filled in the questionnaire, it is necessary confirm it clicking on "Confirm" and only after that candidates can exit the questionnaire. Attention: if you confirm the questionnaire it cannot be modified any more. For this reason in case of error you will be required to contact the PhD Office at phd.support@ateneo.univr.it. Your application will have to be deleted and you will have to re-apply.
2.12 After completing all the questionnaires of the list, a green signal will appear in correspondence to each voice duly filled in and confirmed. Hence, click on “Next” and on “Complete your application” to proceed.

2.13 This section shows a summary of your on-line application. The Application Form, viewable clicking on “Print application form” button, must be printed, properly signed and submitted, together with the documentation, by e-mail not later than the Call deadline.