

GUIDE FOR ENROLMENT

Management for Business and Economics

A.A. 2023/24

Find all information competition notice <https://matricolandosi.unipi.it>

If you are a winner of the competition, to complete the enrolment, you must, **by the peremptory deadline indicated in the ranking:**

- Pay the first instalment (the deadline for payment of the first instalment is personalised: you must therefore ignore the standard one and respect the one indicated in the ranking/scoring)
- **Submit/ have submitted the DSU scholarship application via the [dedicated website](#)** (be careful of the deadline set by the DSU).

If you are the winner due to a score ranking, you are exempt from paying the late payment relating to the first instalment.

The following pages show the details of the steps to follow in relation to the type of student:

Type of student	Procedure to follow
It is your first time enrolling in university	Regular enrolment
You are already enrolled in another course at the University of Pisa	Course transition
You are already enrolled in another university	Incoming relocation
You have another degree	Recognition of Prior Learning (RPL)
You are enrolled in another course about to graduate	Graduating student enrolment

<http://matricolandosi.unipi.it>

REGULAR ENROLLMENT

THIS PROCEDURE SHOULD BE FOLLOWED BOTH BY STUDENTS ENROLLING IN UNIVERSITY FOR THE FIRST TIME AND BY THOSE WHO HAVE REJECTED OR BEEN REJECTED FROM A PREVIOUS COURSE

If you are a winner, you must, **by the peremptory deadline indicated in the ranking:**

1. Log-in to the *Alice portal* www.studenti.unipi.it
2. Select the "Secretariat" item from the menu and then "Enrollment"
3. On the "Choose type of enrolment" page, select "Regular Enrolment"
4. Follow the procedure selecting the course (If you had previously selected another course, click on "Modify the chosen course of study")
5. Print the FORIM enrolment form
6. If you have not applied for DSU benefits, proceed with the payment of the first installment **(the installment must be paid within the peremptory deadline indicated in the ranking)**
7. Sign the FORIM, scan it and upload it in the dedicated section of the Alice portal (select the "Career attachments" section from the menu)

The scholarship application or the first instalment payment receipt are acquired automatically. With the payment of the first instalment or with the submission of the DSU scholarship application. Enrolment is completed: within 2 working days you will receive a confirmation email and on the home page of Alice portal, in the 'NOTES' field, the message 'IMMATRICOLATO 2023/24' will be displayed.

<http://matricolandosì.unipi.it>

COURSE TRANSITION

If you are a winner and are already enrolled at the University of Pisa, you can, **by the peremptory deadline indicated in the ranking:**

- Give up the previous academic record and enrol again according to the methods described on the other pages.

or

- Start the following course transition procedure:
 1. Sign into this portal <http://gepaco.adm.unipi.it>, with the same credentials that you use for the Alice portal.
 2. Follow the instructions to select the course
 3. **Proceed to upload the receipt of the presentation of the request for DSU benefits or the receipt of the first payment a.y. 2023/2024, paid by the deadline indicated in the ranking.**

In order for the transfer application to be effective, you must be up-to-date with the payments of all annual contributions.

<http://matricolandosì.unipi.it>

INCOMING RELOCATION

If you are successful and you are already enrolled in another Italian university, you can, **before the deadline indicated in the ranking,**

- Give up the previous academic career and enrol again according to the terms and conditions described in the other pages
- or
- Start the transfer procedure described below:
 1. Log-in to the Alice Portal www.studenti.unipi.it
 2. Select the "Secretariat" section from the menu and then "Enrollment")"
 3. On the "choose type of enrolment" page, select "Incoming relocation"
 4. Select the course (if you had previously chosen a different course, click on "Modify the chosen course of study")
 5. Enter the details of your career at the home university
 6. Print the FORIM registration form
 7. If you have not applied for DSU benefits, proceed with the payment of the first installment **(the instalment must be paid by the deadline indicated in the ranking)**

Always access the entrance test portal by the final deadline indicated in the ranking or scrolling, <http://test-ingresso.adm.unipi.it/>, with the same credentials as the Alice portal:

- Select "Trasferimento in ingresso"
- **Proceed to upload the receipt for submitting the request for DSU benefits or the payment receipt of the first instalment.**

After the administrative checks by the Centro Matricolandosi, you will be able to:

1. Print the "nullaosta" sent by e-mail and in any case available on the <http://test-ingresso.adm.unipi.it>
2. Deliver the "nullaosta" to the university of origin, together with the transfer request in compliance with the procedure and terms in force at that university.
3. Sign the FORIM, scan and upload it in the dedicated section of the Alice portal (select "Allegati carriera" from the menu)
4. Wait for communication from the student secretariat regarding the arrival of the discharge slip and its completion of matriculation.

<http://matricolandosi.unipi.it>

RECOGNITION OF PRIOR LEARNING

If you are a winner and have already graduated, ~~by the deadline indicated in the ranking or scrolling~~, you must:

1. Log-in to the Alice Portal www.studenti.unipi.it
2. Select the “Secretariat” section from the menu and “Enrolment)”
3. On the “choose type of enrolment” page, select “Career abbreviation”
4. Follow the procedure selecting the course (If you had previously selected another course, click on “Modify the chosen course of study”)
5. Print the FORIM enrolment form
6. If you have not applied for DSU benefits, proceed with the payment of the first installment **(the installment must be paid by the deadline indicated in the ranking)**

The scholarship application or the first instalment payment receipt are acquired automatically. With the payment of the first instalment or with the submission of the DSU scholarship application, enrolment is completed: within 2 working days you will receive a confirmation email and on the home page of Alice portal, in the ‘NOTES’ field, the message ‘IMMATRICOLATO 2023/24’ will be displayed.

Additionally, you will need to:

1. Sign the FORIM, scan it and upload it in the dedicated section of the Alice portal (select the “Allegati carriera” section from the menu)
2. Submit the qualification recognition form to the Student Secretariat, attaching the self-certification of the qualification held and the exams taken.

<http://matricolandosì.unipi.it>

GRADUATING STUDENT ENROLMENT TO OTHER COURSES— UNIVERSITY OF PISA

If you are successful and you are graduating from other study courses, you have the right to keep your place until 02 January 2024 and therefore you must, **by the deadline indicated in the ranking:**

1. If you have not submitted an application for DSU benefits, in the “Secretariat” section, and then the “Payments” section, proceed with the payment of the first instalment **(the instalment must be paid by the deadline given in the ranking)**
2. Access the entrance test portal <http://test-ingresso.adm.unipi.it/>, with the same credentials as the Alice, and:
 - Select “Graduating student enrolment”
 - **Upload the receipt for submitting the DSU benefit request or the payment receipt for the first installment**

After obtaining the degree, follow the “Recognition of Prior Learning” procedure indicated on page 5

<http://matricolandosi.unipi.it>

GRADUATING STUDENT ENROLMENT TO OTHER COURSES- OTHER UNIVERSITIES

If you are successful and you are graduating from other study courses, you have the right to keep your place until **02 January 2024** and therefore you must, **by the deadline indicated in the ranking:**

1. Log- in to the Alice portal (www.studenti.unipi.it)
2. Select the "Secretariat" section and then "Enrollment"
3. On the "choose type of enrolment" select "Regular enrolment"
4. Follow the procedure selecting the course (if you had previously selected another course, click on "Modify the chosen course of study")
5. Print the FORIM enrolment form
6. If you have not applied for DSU benefits, proceed with the payment of the first instalment **(the instalment must be paid by the deadline indicated in the ranking)**

Always by the deadline indicated in the ranking or scrolling, you must access the *entrance test portal* <http://test-ingresso.adm.unipi.it/>, with the same credentials as the Alice portal and:

- select "Graduating student enrolment"
- **upload the receipt for submitting the DSU benefit request or the payment receipt for the first instalment,**

After obtaining the degree you will have to:

1. Sign, scan or photograph it and upload it in the dedicated section of the Alice Portal (select the "Allegati carriera" section from the menu).
2. Submit the qualification recognition form to the Student Secretariat, attaching the self-certification of the qualification held and the exams taken.

<http://matricolandosi.unipi.it>

RESULTS AND RANKING

The ranking will be published on <https://matricolandosi.unipi.it/immatricolazioni/management-for-business-and-economics/>

You will not receive any personal information, therefore you are required to view the ranking in the aforementioned manner. No telephone and/or e-mail information will be provided.

If you are a winner, the deadline by which you must complete the enrolment, under penalty of forfeiture, is the date indicated with the publication of the ranking list on the following page: <https://matricolandosi.unipi.it/immatricolazioni/management-for-business-and-economics/>

STUDENTS WITH A QUALIFICATION OBTAINED ABROAD

If you obtained your high school diploma abroad, in addition to the procedure described in the previous pages, you must follow the instructions on <https://matricolandosi.unipi.it/studenti-internazionali/>

STUDENTS WITH DISABILITIES OR BELONGING TO SPECIAL CATEGORIES

Students with disabilities, with recognition of disability pursuant to art. 3 co. 1 of Law 104/1992, or with a recognized disability equal to more than 66%, must upload the medical certificate attesting to their conditions on the Alice portal in the Disability Declarations section, to obtain exemption from paying university fees (in any case, they are required to pay €16,00 stamp duty).

Other particular categories foreseen by the articles 1.1.2 lett. d) e) and 1.1.3 lett. c) of the Regulations on tuition fees of Students (e.g. Italian government scholarship holders, competition winners, convicts) must contact matricolandosi@unipi.it to request the calculation of the personalised fee.

DOCUMENT CHECK AND ISSUING OF THE STUDENT CARD

The enrolment form (FORIM), which must be signed on the first and second page, will be checked by the Enrolment Centre. A welcome email will be sent to your personal email address as confirmation of enrolment. To issue the Student Card, read the information on the dedicated page: <https://matricolandosi.unipi.it/carta/>

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