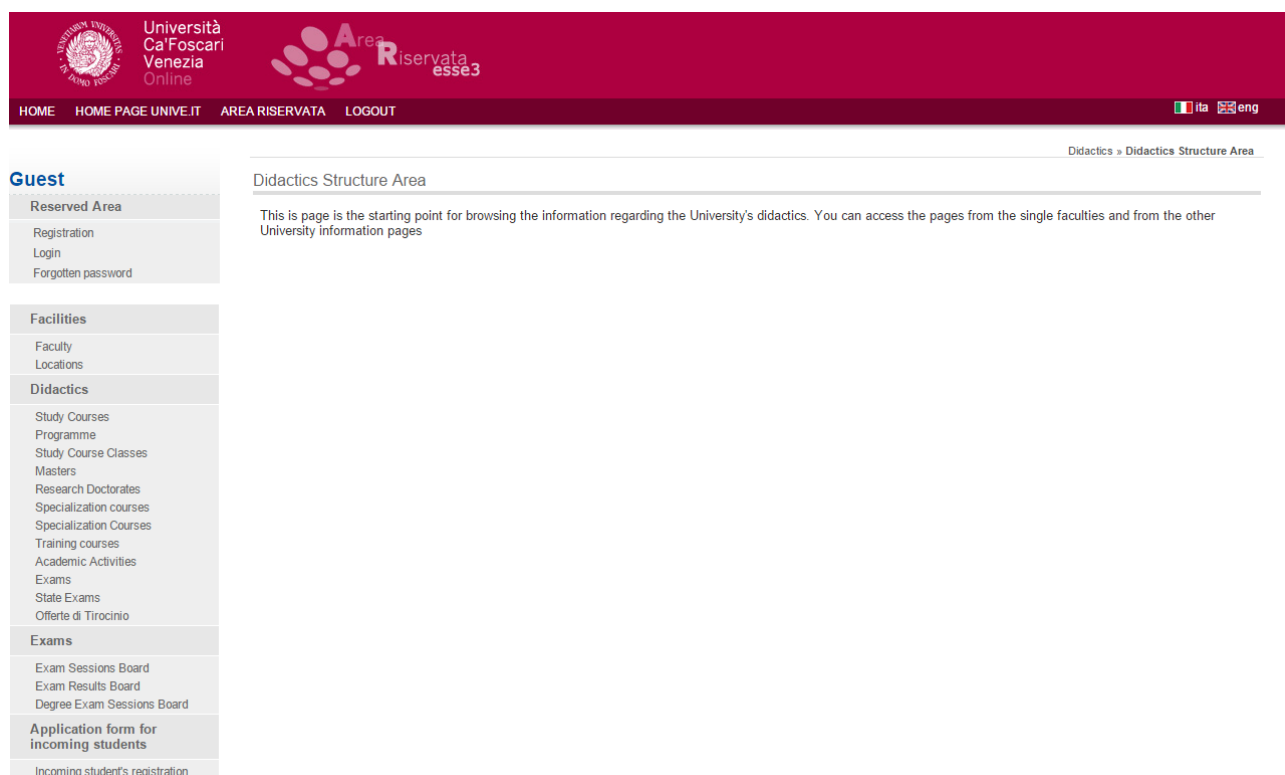


ONLINE REGISTRATION FOR INTERNATIONAL STUDENTS - A GUIDE

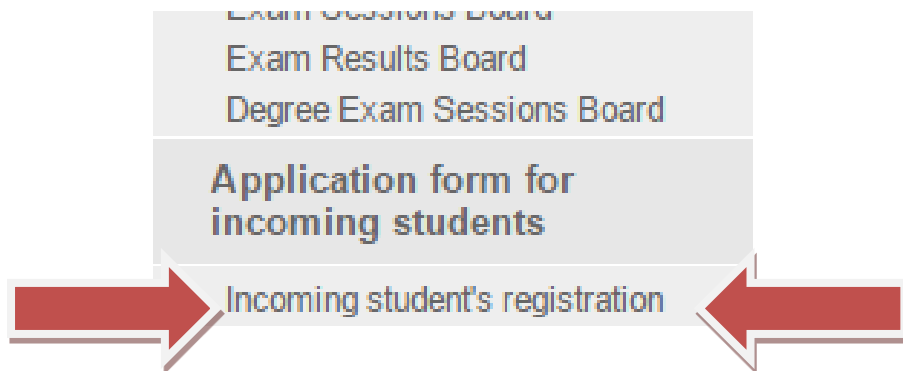
1. Go to the following website:

https://esse3.unive.it/Home.do;jsessionid=77DAC054FA0B85E3C0C7134426DDEE9E7.ivm_unive_esse3web13?cod_lingua=eng



The screenshot shows the website interface for the University of Ca' Foscari Venezia Online. The header is dark red with the university logo and name on the left, and navigation links (HOME, HOME PAGE UNIVE.IT, AREA RISERVATA, LOGOUT) and language options (ita, eng) on the right. The main content area is white. On the left, there is a 'Guest' sidebar with a 'Reserved Area' section containing links for Registration, Login, and Forgotten password. Below this are sections for Facilities (Faculty, Locations) and Didactics (Study Courses, Programme, Study Course Classes, Masters, Research Doctorales, Specialization courses, Specialization Courses, Training courses, Academic Activities, Exams, State Exams, Offerte di Tirocinio). Further down are Exams (Exam Sessions Board, Exam Results Board, Degree Exam Sessions Board) and Application form for incoming students (Incoming student's registration). The main content area is titled 'Didactics Structure Area' and contains the text: 'This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages'. A breadcrumb trail 'Didactics » Didactics Structure Area' is visible at the top right of the main content area.

2. Click on "INCOMING STUDENT'S REGISTRATION" (at the bottom):



3. Fill in the form with your data. In the TOKEN field use the code you received by email:

Incoming student's registration

Enter the token, name and family name.

Access authorization form

TOKEN:*	<input type="text"/>
Name*	<input type="text"/>
Family Name*	<input type="text"/>
Date of birth*	<input type="text"/>  (dd/mm/yyyy)

[Next](#)

4. Click on NEXT and fill in the following page:



Registration: Personal data

Please enter or update your personal data.

Personal data	
Name	MARIETTO
Family Name	ROSSI
Date of birth	07/05/1986 dd/mm/yyyy
Gender*	Male <input checked="" type="radio"/> Female <input type="radio"/>
First citizenship*	GERMANY
Country of birth*	Germany
Place of birth*	Berlin
Fiscal code: A fiscal code is a personal identity document which lists a 16-digit alphanumerical code. You will obtain your official fiscal code directly through the International Welcome Desk. For the enrolment procedure, the online system automatically calculates your provisional fiscal code. *	<input type="text"/> (calculated unless indicated)

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

IMPORTANT: the **fiscal code** is a unique code you will receive in Italy. It is automatically generated by the system, therefore you don't have to write it now.

5. Click on NEXT and fill in the following page:



Registration: Permanent address

Please enter or update your permanent address.

Permanent address	
Nation*	Germany
Town/city not in the list	Berlin
Neighbourhood	
Address*	Musterstrasse (street, square, road)
Number*	24/B
Domicile coincides with permanent residence*	yes <input checked="" type="radio"/> No <input type="radio"/>

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IMPORTANT: please write your **home address** only.

Please click on YES in the last request (compulsory information).

6. Click on NEXT and fill in the following page:



Registration: Contact information

Please enter or update your contact information.

Delivery address

E-mail address*	<input type="text" value="nicola.bertazzolo@unive.it"/>
	<small>(International telephone code) if not listed in the drop-down menu above, please enter your International telephone code here:</small>
International telephone code	-- ▾
International telephone code	<input type="text" value="+49"/> International telephone code
Mobile phone	<input type="text" value="333111222"/>
I agree that the personal data provided to Ca' Foscari University may be processed under the terms of Legislative Decree no. 196/2003 (article 13,20,23 and 26).*	Yes <input checked="" type="radio"/> No <input type="radio"/>
I agree that the personal data provided to Ca' Foscari University may be processed under the current regulations in place in Italy.*	Yes <input checked="" type="radio"/> No <input type="radio"/>
I authorize the use of my personal data in compliance with the current regulations in place in Italy.*	Yes <input checked="" type="radio"/> No <input type="radio"/>

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IMPORTANT: the **e-mail address** is very important! It will be used for all compulsory communications. Therefore, write here the e-mail address you actually check everyday.

7. Click on NEXT and check all your data in the following page:




Registration: Registration Summary

Please confirm the information provided above


Personal data

Name	MARIETTO
Family Name	ROSSI
Gender	Male
Date of birth	07/05/1986
Citizenship	GERMANY
Country of birth	Germany
City not in list	Berlin

 [Edit personal data](#) Use the link to edit the personal data

Permanent address

Country	Germany
Town/City	Berlin
Address	Musterstrasse
Number	24/B
Domicile coincides with permanent residence	Yes

 [Edit residence data](#) Use the link to edit permanent residence data

Address

E-mail	nicola.bertazzolo@unive.it
Mobile phone	+49 333111222
I agree that the personal data provided to Ca' Foscari may be processed under the terms of Legislative Decree no. 196/2003 and I agree that the personal data provided to Ca' Foscari may be processed under the current regulations in force in Italy.	Yes
I agree that the personal data provided to Ca' Foscari University may be processed under the current regulations in force in Italy.	Yes
I agree to the disclosure of my Personal details in accordance with current legislation	Yes

 [Edit address](#) Use the link to edit the address

[Back](#)

[Confirm](#)

8. Click on CONFIRM if everything is correct or on EDIT if you would like to change something. By clicking CONFIRM, you will see the following message:



Registration: Registration completed

All information has been successfully submitted. To log into your personal area, please enter the username and password provided below.

Username and password	
Name	UWE
Family Name	BLANC
E-mail	nicola.bertazzolo@unive.it
Username	unive.u.blanc
Password	YPSMZE4D

 Username and password have been sent to your e-mail address (write down your login information and keep it secure, so that you will be able to log back in).

Login

Print

Exit

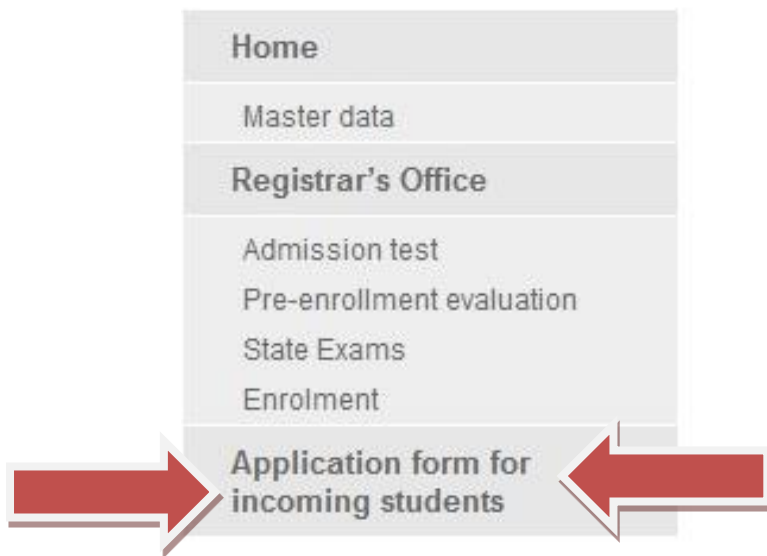
Please PRINT this page!



9. Then, click on LOGIN and use the data you have just printed (username and pw) to enter your AREA RISERVATA (PERSONAL AREA) of the website. You will see this page:

The screenshot shows the 'Area Riservata' interface. At the top, there is a dark red header with the university logo on the left, the text 'Università Ca'Foscari Venezia Online' in the center, and the 'Area Riservata esse3' logo on the right. Below the header is a navigation bar with links: HOME, HOME PAGE UNIVE.IT, AREA RISERVATA, and LOGOUT. The main content area is divided into two columns. The left column is titled 'Registrato' and features a user profile for 'MARIETTO ROSSI' with a placeholder image. Below the profile is a vertical menu with the following items: Home, Master data, Registrar's Office, Admission test, Pre-enrollment evaluation, State Exams, Enrolment, and Application form for incoming students. The right column displays the text 'Registered Users Area - Welcome MARIETTO ROSSI'.

10. Click on APPLICATION FORM FOR INCOMING STUDENT :



11. Once you click, you will see this page, with the data concerning your home university and your international programme:

A 1 C 1 D 1 ... >>

Programme selection: Resume

Please confirm your data below.

Data Entered

Home university:	CARDIFF UNIVERSITY
Programme:	ERASMUS INCOMING - Dep. Linguistics and Comparative Cultural Studies


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12. Click on NEXT. You will see the following page:

Declarations of disability

In this page are reported all your declarations of invalidity. From this page you can also see the details of your declaration and, if necessary, delete them.

Declarations list

 You haven't inserted any declaration of disability

[Insert new declaration of disability](#)

[Back](#)

[Next](#)

13. If you don't have any kind of **disability**, click on NEXT and go to paragraph n.15 of this Guide. If you have any kind of disability (i.e., blindness, dyslexia or other), click on INSERT DECLARATION OF DISABILITY. You will see the following page, to be filled in with your data:

Declarations of disability

Please insert the details of your declaration of disability

New declaration

Type of disability*	<input type="text" value="-"/>
Date of declaration:	<input type="text" value=""/> (dd/mm/yyyy)
I ask for assistance and/or for specific tutorial support:	<input type="checkbox"/>
I authorize the University to contact me at my address for assistance:	<input type="checkbox"/>
Validity begin:	<input type="text" value=""/> (dd/mm/yyyy)
Expiring date:	<input type="text" value=""/> (dd/mm/yyyy)

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14. Click on NEXT: you will see the following page. In this section a **declaration of disability** must be uploaded by clicking on UPLOAD ATTACHMENT

Attachments to your declaration of disability

In this page you can upload as an attachment your declaration of disability

Declaration of disability

Type of disability:	Cecità e menomazioni visive
Disability percentage:	45
Date of declaration:	01/01/2015
I ask for assistance and/or specific tutorial support:	Yes
I authorize the University to contact me at my address for assistance:	No

List of attachments

Attachments

At the moment there are no attachment uploaded

[Upload attachment](#)

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


15. Click on NEXT: you will see the following page. In this section your **picture** must be uploaded. It must be a close-up picture, good quality, JPG format, 4MB max, your head shot. Click on UPLOAD PHOTO and then on NEXT



Registration: Personal Photo

This photo will be used for your student card. It must be a close-up picture, good quality, JPG format, 4MB max. Please select your picture and click on "Upload photo".

Photo preview



Nessun file selezionato.
Note: the image size must be 35x40mm

Photo preview not supported by Internet Explorer prior of version 10
Press "Upload Photo" to upload the selected image

16. In the following page, please write your **expected length of stay** in Venice. If you are still not sure about exact dates, please provide approximate dates.



Application Form for Incoming Students

Please fill in your mobility details

Period of Study	
Academic Year	<input type="text" value="2015/2016"/>
Planned arrival date*	<input type="text"/> (gg/mm/aaaa)
Planned departure date*	<input type="text"/> (gg/mm/aaaa)
Expected duration (months)*	<input type="text"/>

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17. Click on NEXT . You will see the following page:

A
<<
...
E
1
F
1

Required attachment for enrolment

You can upload the required attachments.

List of attachments

Type of attachment	Attachment Min.	Attachment max.	Status	No. of attachments	Title	Description	Actions
Foreign language certificates	0	1	●	0			<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Please insert attachment</div>
Learning Agreement	1	1	●	0			<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Please insert attachment</div>
Transcript of records	1	1	●	0			<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Please insert attachment</div>
ID Card / Passport	1	2	●	0			<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Please insert attachment</div>

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Legenda

- Upload of attachments successful
- Upload of attachments compulsory
- Upload of attachments not compulsory

- Details
- Modify
- Delete
- Information

4 attachments can be uploaded:

- **Foreign Language Certification:** compulsory, a B2 level of English or Italian is required starting from A.Y.2017/2018. The list of language certification English/Italian accepted is available here: <http://www.unive.it/pag/16406/> .
- **Learning agreement:** compulsory, signed by your home university. Please, note that it can be updated after your arrival in Venice;
- **Transcript of records:** compulsory, given by your home university;
- **ID card or passport:** compulsory.

Please, click on “PLEASE INSERT ATTACHMENT” blue buttons. You must upload all the compulsory requested documents. If you are not willing to upload the Accommodation Form (Housing Office support), just click on NEXT.

NB: Please use PDF format only!

18. Click on NEXT . You will see the following page (the last one!):

Application Form for Incoming Students

Please find below your Application Form Data.

Origin

Home university:	CARDIFF UNIVERSITY
ERASMUS Code:	UK CARDIFF01

Destination

Academic Year:	2015
Programme:	ERASMUS INCOMING - Dep. Linguistics and Comparative Cultural Studies

Period of Study

Academic Year	2015/2016
Planned arrival date	01/09/2015
Planned departure date	31/01/2016
Expected duration (months)	6

[Click here if you want to change your data](#)

19. Please, click on the blue button to change your data.

If everything is correct, please just close the browser: Congratulations! You are now officially registered at Ca' Foscari!

20. In the next weeks, your registration will be checked and refined by the Welcome Unit. You will receive an e-mail with your **personal number (*numero di matricola*) and password**. Guard it safely! By using your *matricola* and password, you will be able to change your data and attachments in your personal area, access to the university wi-fi, sign up for exams etc.

For further support:

International Office – Welcome Unit

incoming.mobility@unive.it

See you in Venice!