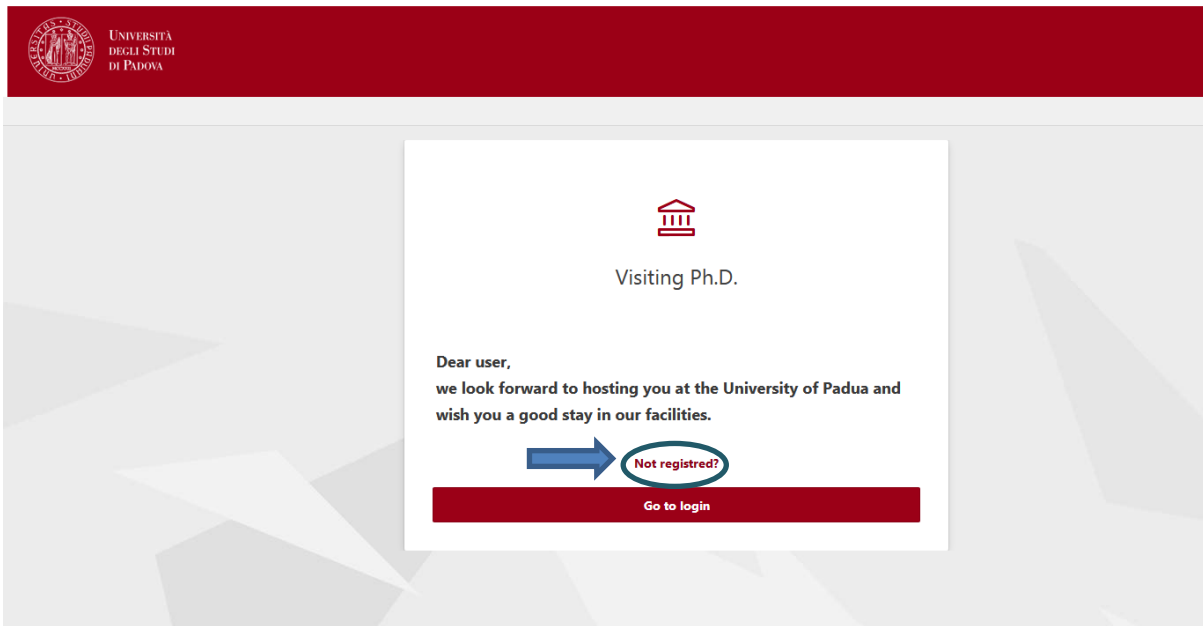


## VISITING PHD APPLICATION GUIDELINES

Access to FrontOffice at the following address <https://apex.cca.unipd.it/pls/apex/f?p=391>



If it is your **first access**, please select "Not registred" button

The screenshot shows the registration form on the University of Padua website. At the top, there is a red banner with the university logo and the text "UNIVERSITA' DEGLI STUDI DI PADOVA". Below the banner is a white box with a red border containing the text: "Confirming this application, I give my consent to the processing of my personal data according to what stated in the information notice <https://www.unipd.it/privacy>". A green button labeled "Accept" is centered below this text, and a blue arrow points to it. Below the banner is the registration form itself, which includes fields for: "Email" (with a "re-enter" field), "Password" (with a "re-enter" field), "Name", "Surname", "Date of birth" (with a calendar icon and "Male" / "Female" radio buttons), "First citizenship", "State/Country of birth", and "Mobile phone". A red button labeled "Confirm" is located at the bottom right of the form, with a blue arrow pointing to it.

Give your give consent to the processing of my personal data according to what stated in the information notice and then fill in all fields with your personal information (email, password, Name, Surname, Date of birth, Gender, Citizenship and Place of birth). Confirm.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Check the entered data and press "Ok", you will be directed to the Login page

Cancel OK

Registration

\* Email

\* Email

\* Password

\* Password

\* Name ELENA

\* Surname PAVAN

\* Date of birth   Male  Female

\* First citizenship TUNISIA

\* State/Country of birth TUNISIA

Place of birth DJERBA

Mobile phone

Check data and confirm again.

✓ Action Processed. Confirmation mail has been sent. ✕

→

Visiting PhD

🔍 Username

🔍 password

[Not registered?](#) [Forgot password?](#)

**Log In**

You can now access to the system.

In case you already registered you can directly access from "Log in" button.

Home

Registration

Applications

Q  Go Actions

No data found

New Application

Logout

New Application

If you want to fill in you first application or a new one, press “New application” button.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Home \ Application

### Residence

\* State/Country: %

\* Town/City: [text input]

\* Street: [text input]

Number: [text input]

Postcode: [text input]

International phone prefix: [text input] ?

Phone: [text input]

The domicile coincides with the residence?  Yes  No

You will have to fill in the information related to your residence: State, Town, Street. Then click “next” button.

UNIVERSITÀ DEGLI STUDI DI PADOVA

Home \ Application

The domicile coincides with the residence?  Yes  No

### Curriculum

\* State/Country of Degree: %

\* Title degree: [text input]

\* Level:  Master  Bachelor

\* Date of achievement: [calendar icon]

\* Home University: [text input]

\* Home Supervisor: [text input]

\* Mail of home Supervisor: es: user@gmail.com ?

\* Home PHD course: [text input]

\* Host Supervisor: [text input] [add] [remove]

Host Department: [text input]

\* Host PhD course: %

\* From: [calendar icon] \* To: [calendar icon]

Funding Organization: [text input]

You will be asked some information related to your CV: country of degree, title degree, level and date of achievement, Home University and Home Supervisor with related email address and Home PhD Course. You will also have to choose you Host Supervisor and Host PhD Course from a drop-down menu. Date of arrival and departure are compulsory.

## Attachments

\* Identity Document  Nessun file selezionato. \* Photo  Nessun file selezionato.  
Only JPEG files are accepted \* Presentation letter  Nessun file selezionato. 

You now have to upload Identity Document, Photo (Only JPEG files are accepted) and Presentation letter. Click on “Sfogliala” in order to search for the document you have to upload. If you want to erase the document click on the return arrow.

At this point you can Save the application and edit it in a second time or Submit by clicking the “Submit” button.

In the home page you will find the list of you application; you can have access by clicking the lens button.

## Home

▶ Registration

## Applications

Q v

Go

Actions v

Host Phd course

Host Department



FUSION SCIENCE AND ENGINEERING

D140000 - Dipartimento Di Ingegneria Industriale Dii

Once submitted, the Host supervisor will receive an email containing you request and will access the system to approve it.

After approval from you Host Supervisor and Coordinator of Host PhD Course, you will find the Invitation Letter uploaded in the system.

At your arrival in Padova, we kindly suggest to contact the Administrative Reference of your Host PhD Course in order to complete the procedure, pay the assurance and upload the related documentation in the system.

For technical information of the application system please contact our Office at the following address:

[formazione.ricerca@unipd.it](mailto:formazione.ricerca@unipd.it)