VISITING PHD APPLICATION GUIDELINES

Access to FrontOffice at the following address **https://apex.cca.unipd.it/pls/apex/f?p=391**
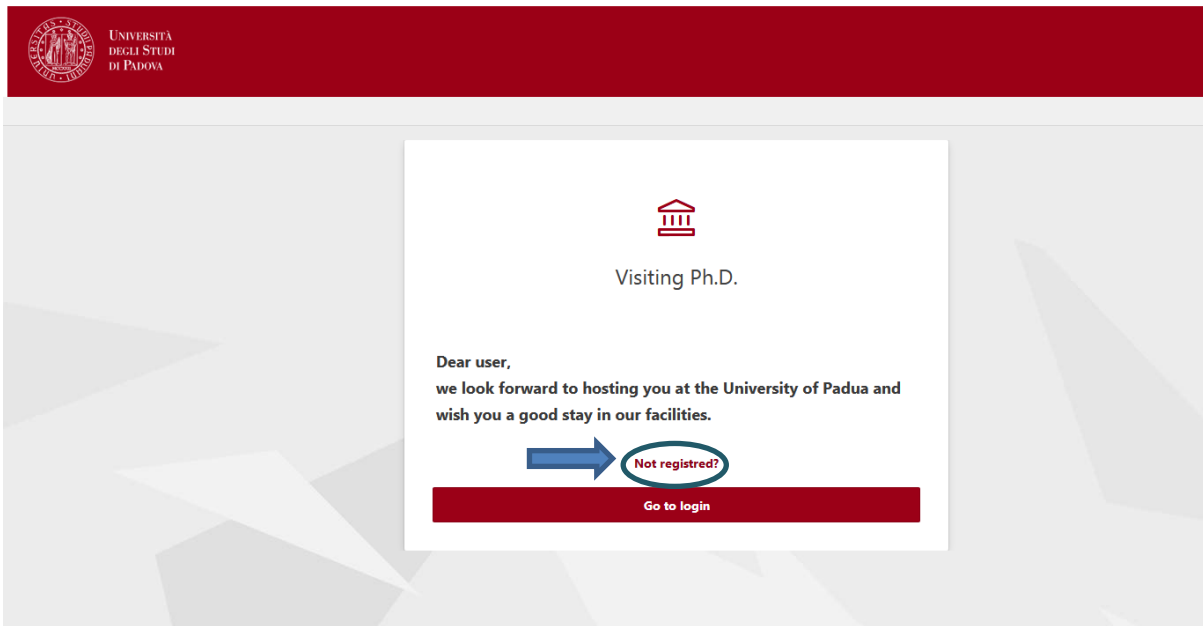
If it is your **first access**, please select "Not registred" button

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.

Check data and confirm again.

You can now access to the system.

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

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

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

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.

You now have to upload Identity Document, Photo (Only JPEG files are accepted) and Presentation letter. Click on "Sfoglia" 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.

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