

# HOW TO APPLY Master's Degree Course in COMPUTER SCIENCE





#### **REGISTRATION ONLINE STUDENTS REGISTRY**

Enter <u>https://s3w.si.unimib.it/Home.do?cod\_lingua=eng</u> and click "Registration":





Type your Italian <u>Tax code</u> if you have one, otherwise check the box "Foreign student without tax code", it will be calculated automatically to continue with enrollment.

		Segreterie	MENU
Tax code	ted. Foreign students without Italian tax code please click appropriate button and then press Forward to proceed.	∓ Legend: ★ Mandatory Field	
Tax code*			
Foreign student without tax code	Declare that I am foreign student without tax code		
Back Forward			

ATTENTION: this code must be confirmed by the official one issued by the Revenue Agency. it is not possible to request the tax code by mail from abroad. For the request it is necessary to have an official residence address (the one you will have throughout the academic year).

For other information about tax code (Tax identification number) see: <u>https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-</u> <u>citizens</u>



Add your personal data, go forward and add your permanent address. Selecting "N" in the last field you can also insert your current address (if you are already in Italy)

			Segreterie	MENU
Registration: Personal data The page shows the form for entering and modif Foreign students without Italian tax code do not Personal data	ying the user's personal data and place of birth. need to insert the tax code. A provisional Tax code will instead be generated based on the information given.		<b>∓</b> Legend:	
Name*	ALBERT			
Family Name*	EINSTEIN			
Date of birth*	14/03/1978	<b></b>		
	(dd/mm/yyyy)			
Gender*	Male O Female			
Nationality*	GERMANY	~		
Country:*	GERMANY	~		
Town/City*	ULMA			
Italian Tax code*	NSTLRT78C14Z112F			
	(automatically calculated if not provided)			
	Attenzione: Italian Tax code has been calculated automatically.			
Back Forward				

Please note: the University badge will be sent to your current address, please insert it correctly.



#### Go forward and provide a valid mail address.

If you write your email incorrectly, it will not be possible to access the password recovery procedure.

Registration:Contact det	ails	🐥 Legend:
The page shows the form for enterin	g and modifying the user's contact details.	\star Mandatory Field
🔥 You must provide a valid perso	nal email address. Failure to do so will not allow, among others, to access the procedure of recovering your password should you forget it.	
Contact details		
Email*		
	if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)	
Country code	*	
Country code		
	(e.g.: +44)	
Mobile phone		
	Number (es: 3486767676), max. 16 characters	
Privacv*	l agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	
	• Y O N	
Comunicazioni*	I agree to the transmission of my Personal Data in compliance with current legislation	
	• Y O N	
Diffusione dati	I agree to the disclosure of my Personal Data in compliance with current legislation	
personali*	• Y O N	



Choose your password, go forward and confirm the data. - Now the registration is completed. Wait for a confirmation email to your personal inbox before logging in. To recover the password: <u>https://self.unimib.it/landing/#/reset/request</u>

MUSEININD BICOCCA	Università degli Studi di Milano-Bicocca					
	<b>А</b> НОМЕ	➡) SIGN IN	I≈ LANGUAGE →			
	Reset your password					
	Enter your userId / University email address					
	UserId / University email address Insert username					
	Non sono un robot					



## **ENROL FOR THE EVALUATION**

Login in on-line Student Registry:

https://s3w.si.unimib.it/Root.do;jsessionid=E1AD6E15BCA1C54BFFBC294BA299D0A7.esse3-unimib-prod-

04?cod lingua=eng





Enter your username (received via e-mail) and the password you choose during registration.

Servizi o	ligitali di Ateneo	0
Nome utente		
Ldavinci@camp	us.unimib.it	
Password		
Hai dimenticato la Hai dimenticato il	a password? nome utente?	
	Accesso	
Entra	a con SPID	
Cie Entra	a con CIE	



Now you are in the Registered Users Area. Click the menu on the top right (the three-horizontal line)





ion test", proceed, and Choose "2-year Master Degree"
Legend:     Mandatory Field
Call to enrollment list Choose the call to enrollment in which you want to be enrolled. Call to enrollment
Call to enrollment Call to enrollment Call to enrollment Countries, non-EU residents SCIENCE from 02/05/2022 to 09/09/2022 23:59



Insert a valid <u>Identity document</u> (the inserted document will have to be presented on the interview day)

Identity Documents		Legend:
On this page you can insert or c	hange the details of the identity document.	
Туре*	Passport v	
Number	U14U68859J	
Issued by	State of Maldives	
Issuing date	01/02/2022	
	(dd/mm/yyyy)	
Date of expiry	01/02/2027	
	(dd/mm/yyyy)	
Back Proceed		

The scan of the document must be front and back, in PDF format or jpg, gif, png image format, and may if necessary be included on more than one file.

If you are an ExtraUE Student, you can attach hare also your VISA (if already obtained)



Insert your personal photo: upload the photo clicking on "Scegli file' then click on "Load photo".



Please note: this photo will be printed on your university badge, so it must be a photo for documents (such as passport or identity card), must portray only the face in the foreground and must be on a light background and must be in bitmap or jpg format with a resolution of at least 300x400 pixel



Choose your Administrative Category:

- Italian, European or non-EU citizens legally residing in Italy
- Non-EU citizens applying for visas
- Citizens of the People's Republic of China participating in the Marco Polo Programme

B I C O C C A		Segreteri	MENU
Choose the administrative catego Choose the administrative catego Students with <b>disability needs o</b> enrolment process further inform Administrative category	tive category and state your disability needs ry, if necessary, in order to enter the call to enrolment. <b>special learning disabilities</b> can now declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010. During the ation will be required.	↓ Legend: ★ Mandatory Field	
Administrative category Back Forward	Non-EU not resident students	]	

Italian students with disability needs or special learning disabilities will be able to declare their condition in order to benefit from the facilities granted by Laws 104/92 and 170/2010 after admission, during the enrolment process.

If you are an international student write to: welcome.desk@unimib.it



Go forward and Insert the compulsory qualifications:

#### 1) High school certificate

- Indicate the national origin of your qualification (in the example, foreign qualification)
- Indicate the details of Diploma and all the data required.
- Upload all documents related to the secondary school studies in a single file (only for foreign qualifications)

BICOCI						
Details Indicate t	s of required qualifications the type of <b>compulsory</b> qualifications needed to proceed with th pulsory Qualifications ————————————————————————————————————	e procedure.			F Legend:     ✓ Completed     ✓ Not completed     ● Qualification inserted     ● Qualification required	
Block	Qualification	Notes	Qualification status	Actions	<ul> <li>Qualification not required</li> <li>Modify</li> </ul>	
~	High School Certificate		•	Insert	Q Details	
Alternative Qualifications						
Block	Qualification	Notes	Qualification status	Actions	ITALIAN	
<b>*</b>	First Level Degree		٥	Insert	QUALIFICATION	
Option	12:					
Block status	Qualification Foreign Certificate	Notes	Qualification status	Actions	FOREIGN QUALIFICATION	
Back	Proceed	1				

If you are an International student, please see also: <u>https://en.unimib.it/sites/sten/files/req\_extra\_ue\_bachelor.pdf</u>



#### 2) Insert your Bachelor.

- If you obtained your qualification in Italy choose **First Level Degree** and click on "Insert".
- If you obtained your qualification outside Italy choose Foreign Certificate and click on "Insert".

In this section you can declare if your qualification status is not yet achieved.

## Please note: to apply for this Master's degree course The Bachelor's degree must be awarded by 23 December 2022

ATISHAVINU BICOCC						
Details of required qualifications Indicate the type of <b>compulsory</b> qualifications needed to proceed with the procedure. Compulsory Qualifications					F Legend:     ✓ Completed     ✓ Not completed     ● Qualification inserted	
Block status	Qualification	Notes	Qualification status	Actions	Qualification required	
<b>~</b>	High School Certificate		•	۵ 🗑 🗟	Modify	
Altern The Informa You are Option Block	native Qualifications various options show qualifications that are alternative one to t tition about language and information technology certificati advised to consult the teaching regulations of the study course a 1:	he other. on and the university website: <u>www.unimib.it/cfu-lingue-informatica</u>	Qualification		Q Details	
status	Qualification First Level Degree	Notes	status	Actions	The qualification is co	rrectly
Option	2:				inserted if you see the	green light
Block status	Qualification	Notes	Qualification status	Actions		
<b>~</b>	Foreign Certificate		•	۵ 🕲 🥃		
Back	Proceed					



Proceed to insert other compulsory documents for evaluations:

Click on "Yes" to upload documents or qualifications valid for evaluation.

Management of qualifications and documents for evaluation Declare your qualifications and documents valid for evaluation. The following types of documents and/or qualifications are valid for positioning in the eligibility list.			<ul> <li>Legend:</li> <li>Mandatory Field</li> <li>Details</li> <li>Modify</li> </ul>
Туре	Min	Мах	Delete
Other qualifications	0	5	
Evidence of proficiency in English	1	1	
Course Syllabus	0	20	
Trascript of records	1	1	
Declared qualifications No document and/or qualification has been inserted Do you want to attach other documents and/or qualifications to your admission application?*  Yes No Back Proceed			

Please note: the files uploaded must be 5 MB maximum, to insert click on 'Scegli file''and Proceed You must repeat this procedure for all mandatory and non-mandatory documents



# The Transcript of Records and Evidence of proficiency in English is MANDATORY for all students

Candidates with a foreign degree, have also to insert:

- 1. first level Degree certification
- 2. transcript of records
- 3. translation of the documents (at point 1 and 2) in Italian or English if issued in a different language
- 4. Diploma Supplement or Statement of local validity or certificate CIMEA, if already available
- 5. any other documents held by the candidate that are deemed useful to assess the qualification eligibility for the selected master's degree course (e.g. programs of the exams (syllabus)

If you don't attach your Diploma Supplement or Statement of local validity or certificate CIMEA, <u>it is mandatory to</u> <u>be sent to the welcome desk by e-mail (welcome.desk@unimib.it)</u> within 45 days of registration

IMPORTANT: For further information about the required documentation please see: <u>https://en.unimib.it/node/2249</u>

PLEASE NOTE: CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES (ART. 15 L. 913/2011).

ITALIAN CANDIDATES MUST ONLY SUBMIT SELF-CERTIFICATIONS, WHICH MUST BE SIGNED BEFORE UPLOAD. FOREIGN STUDENTS CANNOT UPLOAD SELF-CERTIFICATIONS, THEY MUST UPLOAD THE UNIVERSITY DEGREE.

INCOMPLETE APPLICATIONS (LACKING OF DOCUMENTATION AND SIGNATURES WHEN REQUESTED) WILL NOT BE ACCEPTED. ATTACHING THE REQUIRED DOCUMENTS WILL NO LONGER BE POSSIBLE ONCE THE APPLICATION IS CONFIRMED.



#### Visa application - www.universitaly.it

Citizens of non-EU countries applying for a visa to enter Italy are obliged to submit a visa application through the ministerial website (<u>www.universitaly.it</u>) under the heading "*International students*". Registration on the Universitaly portal must take place at the same time as the online application for the competition described in this tutorial and, *in any case*, before the closing date.



IMPORTANT: For further information about the admission letter for the embassy please see: <u>https://en.unimib.it/node/2249</u>



# You can now see the declared qualifications. You can also modify or delete them.

					Segreteri Min	MENU
Management of qualifications and documents for evaluation Declare your qualifications and documents valid for evaluation. The following types of documents and/or qualifications are valid for positioning in the eligibility list.					<ul> <li>Legend:</li> <li>Mandatory Field</li> <li>Details</li> <li>Modify</li> </ul>	
Туре		Min	Max		🕥 Delete	
Other qualifications		0	5			
Evidence of proficiency in English		1	1			
Course Syllabus		0	20			
Trascript of records		1	1			
Declared qualifications						
Туре	Qualification	Actions				
Course Syllabus	syllabus	<u>_</u>	2	6		
Evidence of proficiency in English	TOEFL	<u>(</u>	2	6		
Other qualifications	training	<u>(</u>	>	6		
Trascript of records	TOR	<u>(</u>	>	6		
Do you want to attach other documents and/or gualifications to your admission application?*				1		
if you have finished, click "NO" and p	proceed.					
Back Proceed						



Candidates who have not yet earned their degree, have to fill in a Questionnaire for Admission..

You have to state whether you intend to obtain it by the deadline indicated on the course admission page of the university website (23 December 2022)

	Segreterie	MENU
r# = Questionnaire		
Compilation of questionnaire "Informazioni per il concorso di valutazione LM Scienze"		
The fields marked with * are mandatory.		
Informazioni aggiuntive		
Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina del sito di ateneo relativa all'ammissione al corso.*		
Se è uno studente laureando dell'Università di Milano Bicocca indichi qui eventuali esami superati e non ancora registrati in carriera.		
Esami superati non ancora registrati:		
Fill this section only if you are a Student of Università di Milano Bicocca		
Cancel Exit Back Next		



# Confirm the questionnaire and exit

	Segreterie)	
* <sup>• Questionnaire</sup> Summary of Informazioni per il concorso di valutazion	e LM Scienze	
Please note: the questionnaire has not been <b>CONFIRMED</b> . Warning: once confirmed, the questionnaires <u>cannot be later modified</u> .		_
All of the questions in the questionnaire have been completed		
Confirm Exit @ Print		
PAGE 1 – Informazioni aggiuntive		
Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina de	# » Questionnaire	
	Summary of Informazioni per il concorso di valutazione LM Scienze	
Modify page1		
Confirm Exit Print	The questionnaire has been CONFIRMED.	
	Exit @ Print	
	PAGE 1	
	nformazioni aggiuntive	
	Se non ha conseguito la laurea dichiari se intende conseguirla entro la scadenza indicata nella pagina del sito di ateneo relativa all'ammissione al corso.	
		Yes
	Exit a Print	



#### Now you can <u>COMPLETE ADMISSION TO CALL</u>.

This is the final confirmation.

It will no longer be possible to change the data and documents inserted to this call.

If you are not sure or if you want to change the data inserted, close the window repeat the login and go to "EVALUATION TEST"

You will find your application as "Pending Process": cancel (the system will eliminate the process completely) and start the process from the beginning but you will no longer be able to modify data relating the qualifications enclosed.

			Segreterie	MENU
Pending Process				
A process has not been concluded. It is now possible to decide to:				
<ul> <li>Restart and conclude the pending process (the system will start from the point of interruption)</li> <li>Cancel the pending process (the system will eliminate the process completely)</li> </ul>				
It is not possible to start new processes until the pending process is either concluded or cancelled.				
Description	Info	Status	Legend:	
Enrollment in an evaluation test: MARINE SCIENCES-SCIENZE MARINE - Valutazione della carriera per l'ammissione alla laurea magistrale	•	×	<ul> <li>Information</li> </ul>	
		_	Working Section	
Restart the selected process Undo Process			Completed Section	



The call to enrolment is now completed.

You can Print the admission request, it does not have to be returned, it only represents a reminder to the applicant.

				2 <sub>6d</sub>	Segreteri			
Summary of the call to enrolment inscripti	on							
The call to enrolment inscription has been successfully completed.								
– Evaluation Test								
Description			ADMISSION	TO THE MASTER'S DEGREE COURSE IN COMPUTER SCIENCE				
Year	Year 2022/2023							
Temporary registration number			1					
Administrative category and disability needs								
Administrative category			Non-EU not	esident students				
Valid for								
Details								
F1801Q - COMPUTER SCIENCE, 853 - Non-EU not resident students								
Exams								
Description	Туре	Data	Time Place	Results	Subjects	Stato	Score	Note
EVALUATION OF QUALIFICATIONS AND INTERVIEW	Oral examination	04/07/2022		There is no publication of a ranking on the web		-	-	-
Homepage Calls Print admission request		·	· ·					



Università degli Studi di MILANO-BICOCCA

DA VINCI LEONARDO

M

DEGLI STUD

BICOCCA



PLEASE NOTE: applications lacking necessary attachments or signatures will not be accepted.