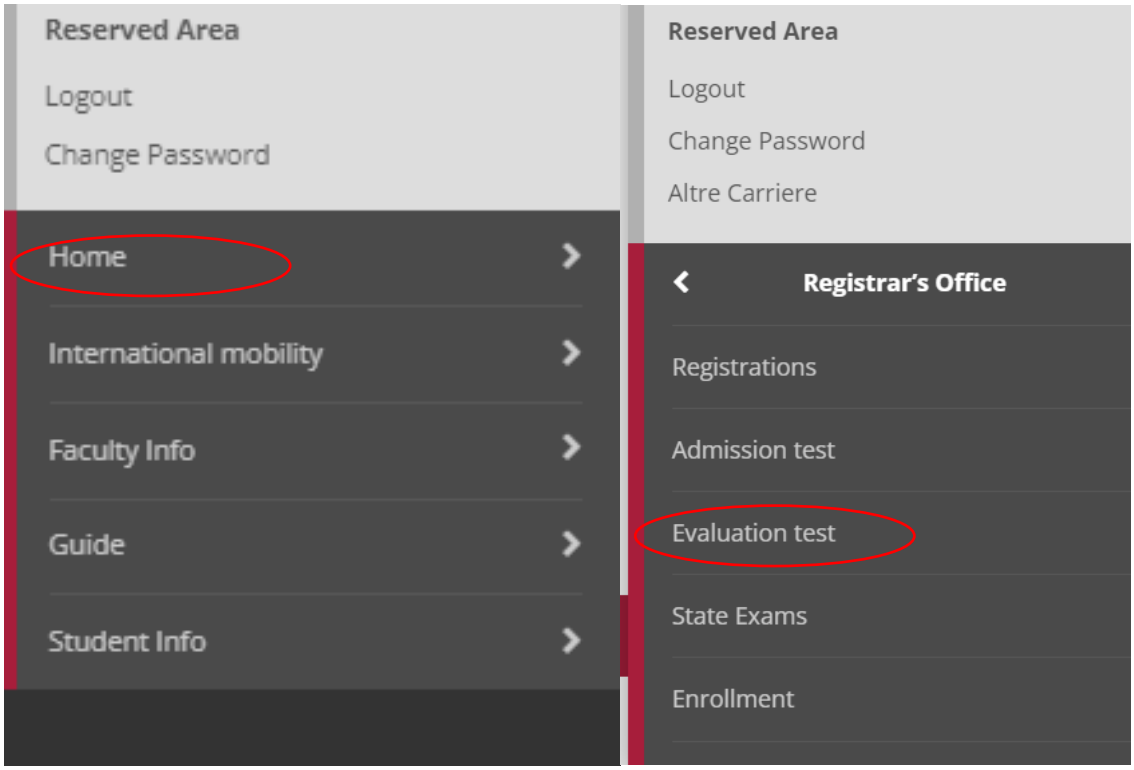
Do you want to request of recognition PhD degree?

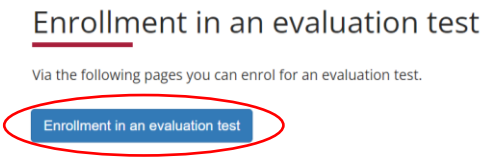
As first remember to:

- Registrate for university website, if you DON'T still have access credentials
- Prepare the documentation requested by the call
- Prepare an appropriate electronic ID photo, that is an ID photo (i.e. passport or driving license) in jpeg format with a minimum resolution of 300x400 pixels. Do not use landscapes pictures, pictures taken from afar or from behind, do not use partial photos in which you cannot see the whole face (i.e. scarves, dark glasses, etc.). Do not use group photos, drawings or distorted photos, other people's pictures.

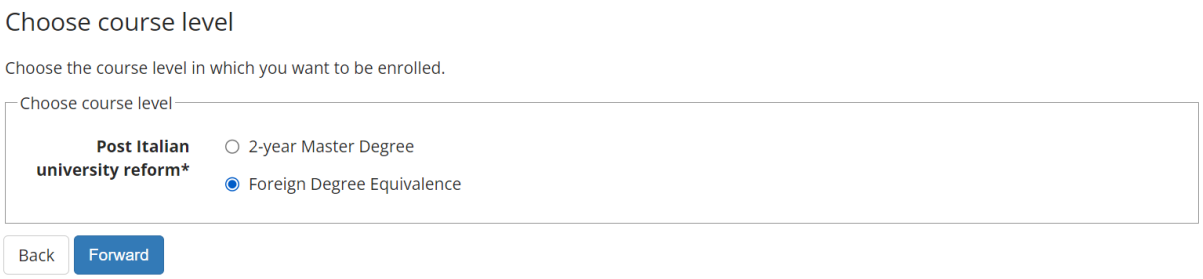
Connect to this website:
https://s3w.si.unimib.it/Home.do;jsessionid=73D195024D9F4FFD19D42EFA774AA3ED.esse3-unimib-prod-01?cod_lingua=eng
Click Login, enter your personal page and select "Home" and after "Admission test" voice.



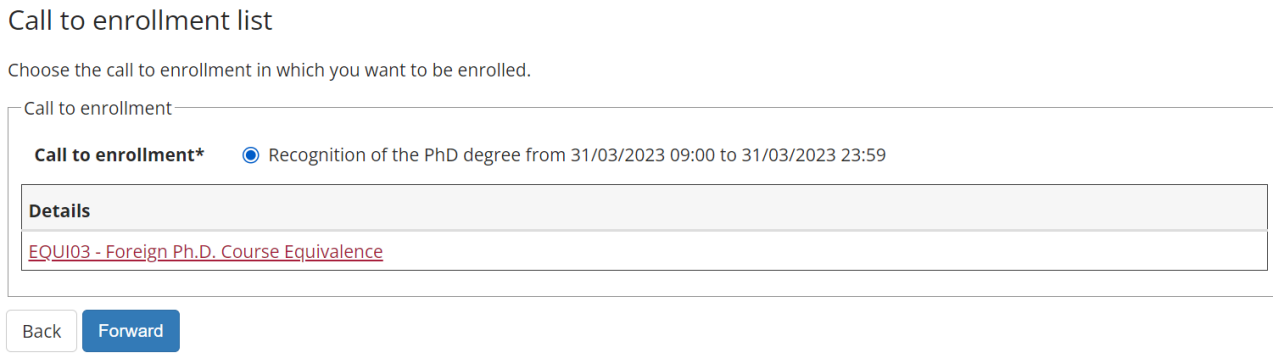
Click ADMISSION TEST and after click ENROLLMENT IN AN EVALUATION TEST.



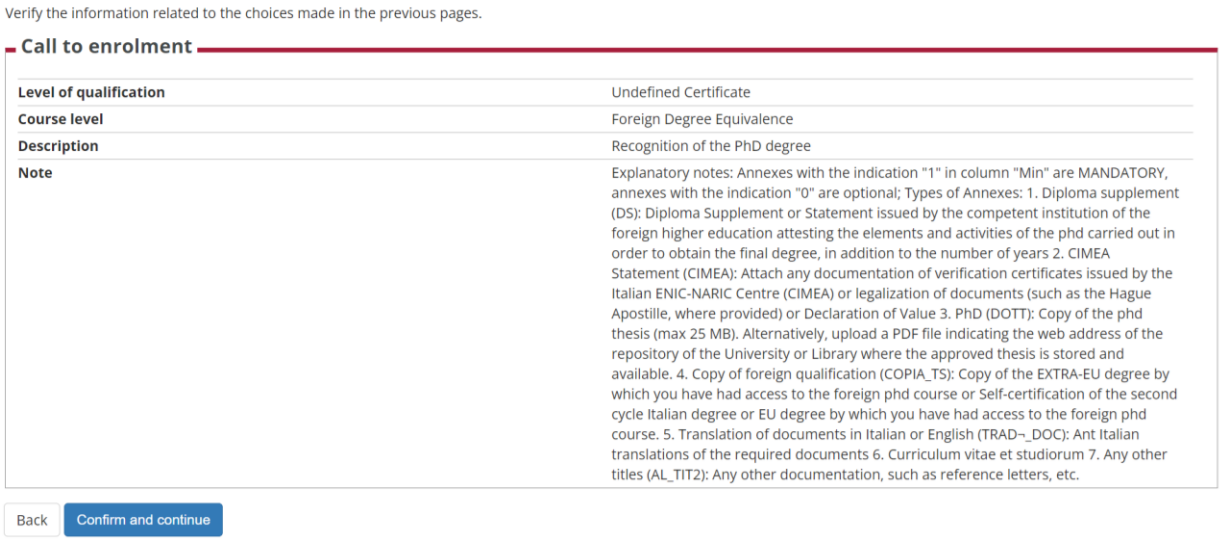
Click FOREIGN DEGREE EQUIVALENCE and after FORWARD.



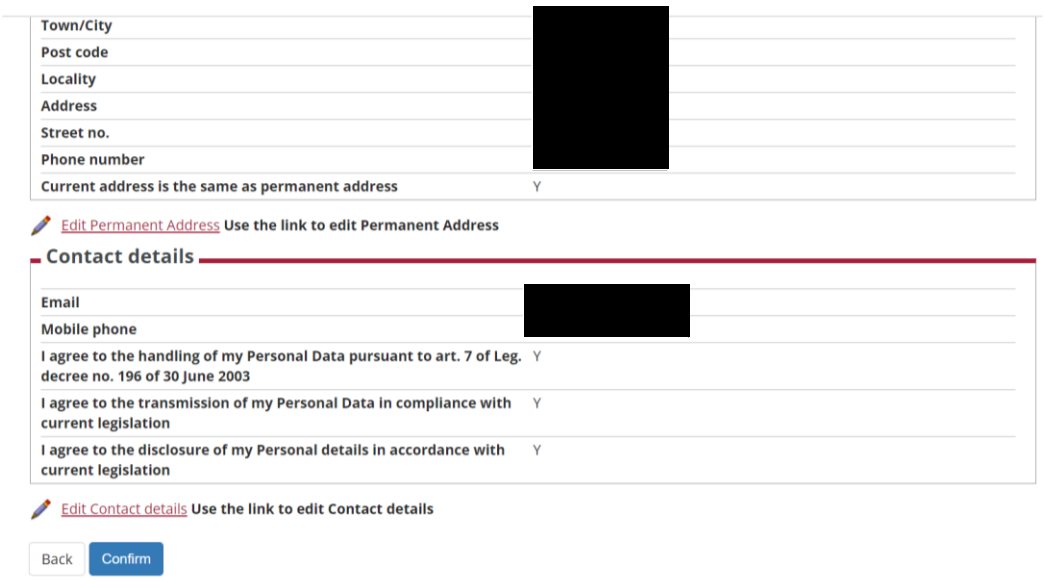
Click RECOGNITION OF THE PHD DEGREE and after FORWARD.



A summary of your choice will appear with imprinted directions regarding uploading attachments. Read carefully and then click on CONFIRM AND CONTINUE.

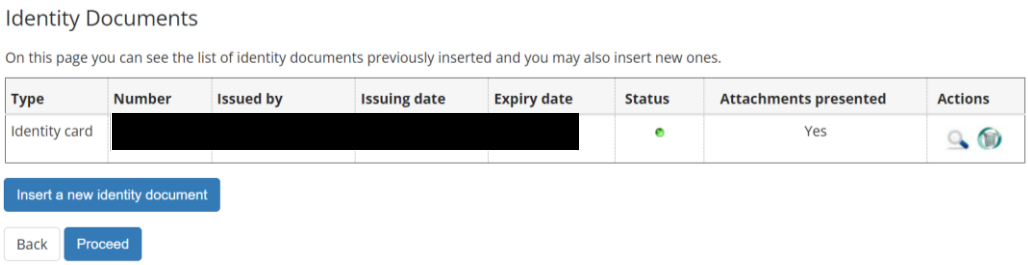


When you get to the screen of your master data, if they are correct, click CONFIRM, otherwise click EDIT.



In the case of replacing the ID document:

- First you will be asked for the details of the document, fill in all fields with the required data.
- To choose the "document type" open the drop-down menu.
- Proceed through the screens until you will be asked to upload the ID document. The document must be double-sided and must be uploaded in PDF or image format (jpg, gif, png). Fill in all fields within the Document Detail and upload the file. If the document is divided into multiple files, you can insert a new attachment. In the Actions you will find the ability to view, edit, or delete what you have uploaded.
- Click on INSERT NEW IDENTITY DOCUMENT.

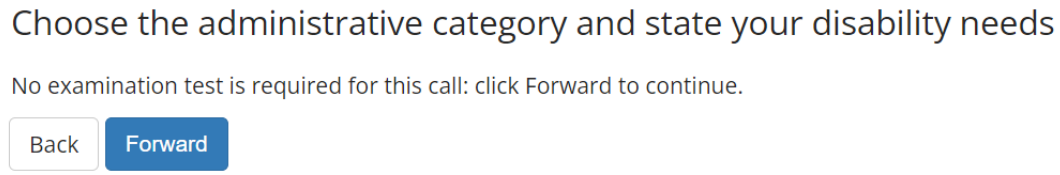


Now follow the following steps

- On the next screen you will be able to enter the information about the new ID. Then click NEXT.
- Click NEXT.
- Here you will be able to attach the new document, after which click NEXT.
- Once you have entered the document then click NEXT.

You will return to the master data page, click NEXT.

In this page click FORWARD.

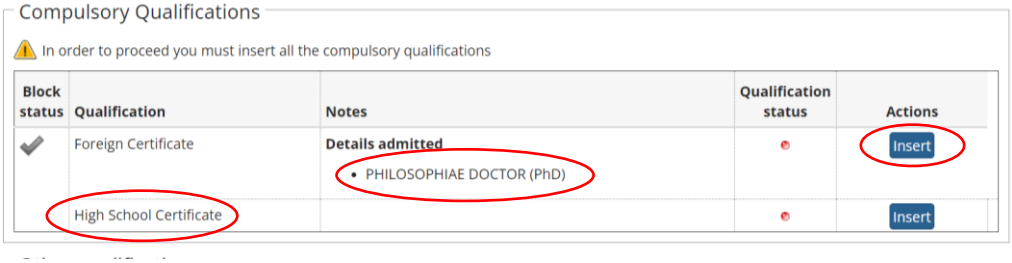


In the **access titles page** you will upload

- Foreign Philosophie doctor (PhD)

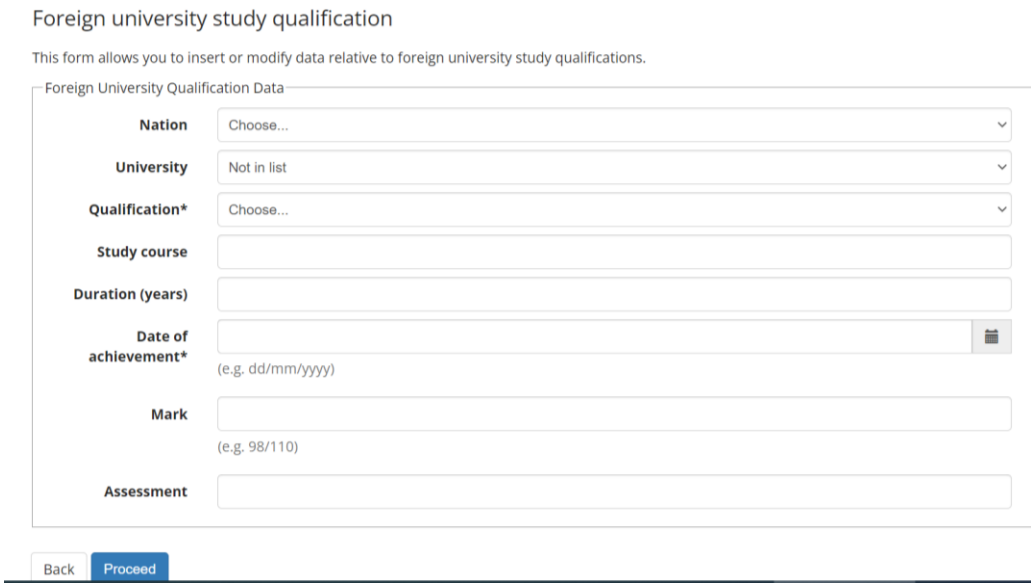
- High School Title

Click the INSERT buttons to enter the respective titles.

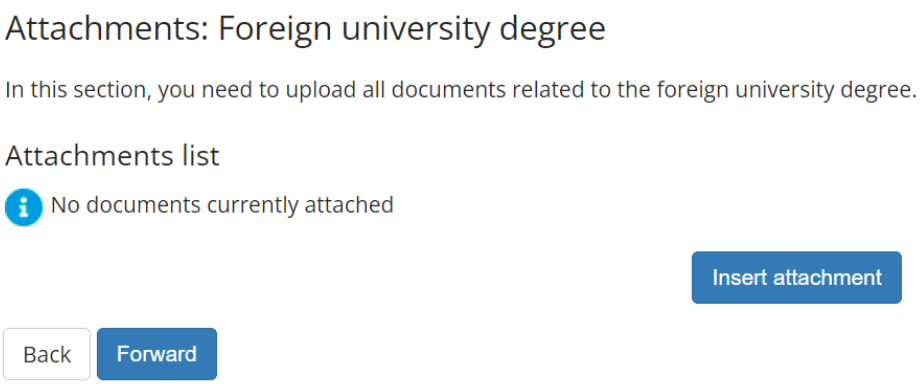


FOREIGN DOCTOR DEGREE

Insert all the informations about your foreign phd degree



After that you will upload the Copy of the official foreign doctoral degree. Then click FORWARD.



You'll come back to the access titles page, click PROCEED.

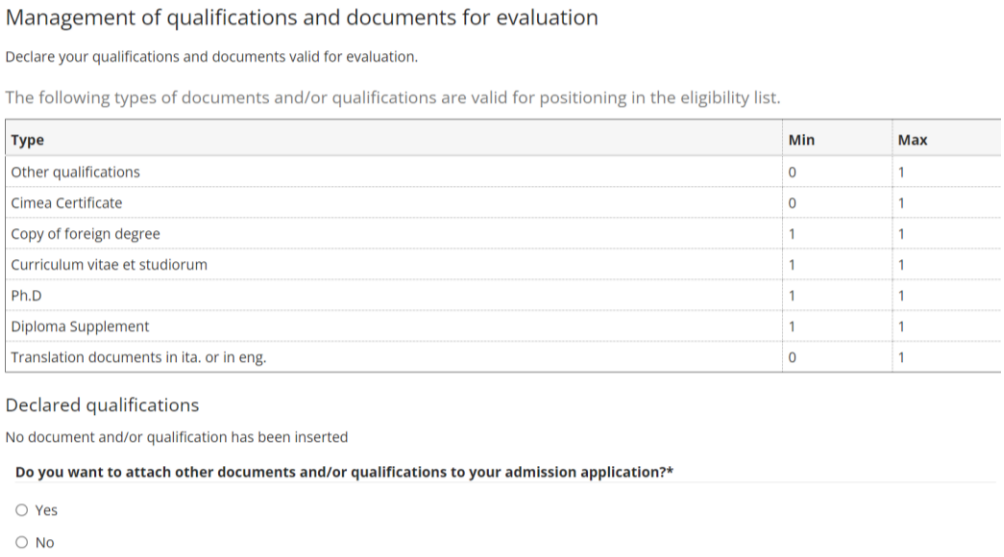
Now you can upload your documentation. Carefully read the documents' list written in the call and in courses' description sheets. Some documents are mandatory. If you don't upload them, you can't go on with the admission.

Near mandatory documents' denomination minimum is equal to 1, near optional one's minimum is equal to 0. Remember that there is also a maximum number of documents (column Max) for each type.

PAY VERY ATTENTION TO THE FOLLOWING EXPLANATORY NOTES FOR LOADING before proceeding:

1. **DIPLOMA SUPPLEMENT (DS):** Diploma Supplement or Statement issued by the competent institution of the foreign higher education attesting the elements and activities of the phd carried out in order to obtain the final degree, in addition to the number of years
2. **CIMEA Statement (CIMEA):** Attach any documentation of verification certificates issued by the Italian ENIC-NARIC Centre (CIMEA) or legalization of documents (such as the Hague Apostille, where provided) or Declaration of Value
3. **PHD (DOTT):** Copy of the phd thesis (max 25 MB). Alternatively, upload a PDF file indicating the web address of the repository of the University or Library where the approved thesis is stored and available.

4. **COPY OF FOREIGN QUALIFICATION (COPIA_TS):** Copy of the Italian or foreign degree with which one gained access to the foreign doctoral program.
5. **TRANSLATION OF DOCUMENTS IN ITALIAN OR ENGLISH (TRAD¬_DOC):** Ant Italian translations of the required documents
6. **CURRICULUM VITAE ET STUDIORUM**
7. **ANY OTHER TITLES (AL_TIT2):** Any other documentation, such as reference letters, etc.



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.

Type	Min	Max
Other qualifications	0	1
Cimea Certificate	0	1
Copy of foreign degree	1	1
Curriculum vitae et studiorum	1	1
Ph.D	1	1
Diploma Supplement	1	1
Translation documents in ita. or in eng.	0	1

Declared qualifications

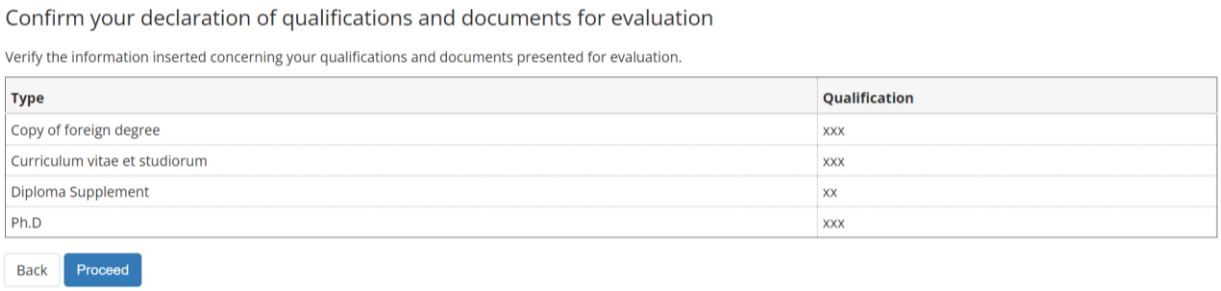
No document and/or qualification has been inserted

Do you want to attach other documents and/or qualifications to your admission application?*

○ Yes

○ No

When you have upload all the necessary titles click NO and then NEXT. On the next screen again NEXT.



Confirm your declaration of qualifications and documents for evaluation

Verify the information inserted concerning your qualifications and documents presented for evaluation.

Type	Qualification
Copy of foreign degree	xxx
Curriculum vitae et studiorum	xxx
Diploma Supplement	xx
Ph.D	xxx

Back Proceed

A questionnaire will appear, click FILL IN.

List of Questionnaires

This page contains a list of questionnaires to be filled in.

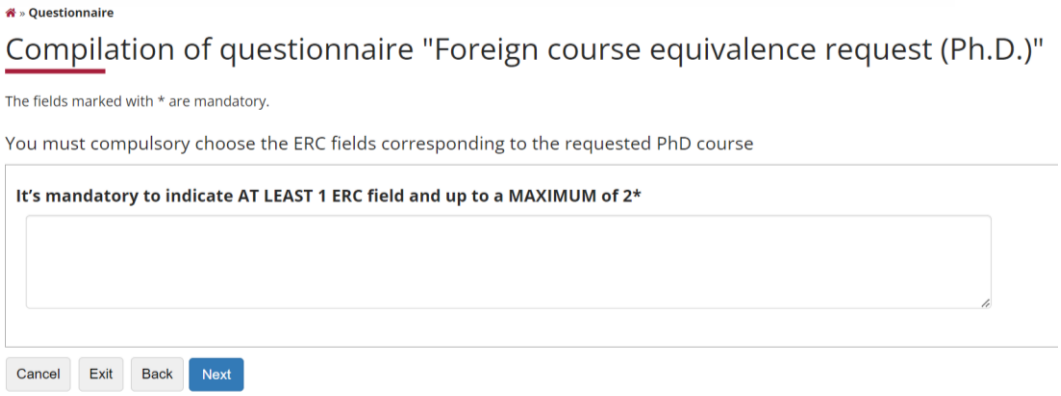
Questionnaire	Status	Actions
Foreign course equivalence request (Ph.D.) *	●	Fill in

Back

NB. QUESTIONNAIRE COMPILATION

Before proceeding, carefully follow the instructions that will guide you to correctly fill out the questionnaire. The questionnaire consist of one sections:

You must compulsorily declare AT LEAST 1 up to a MAXIMUM of 2 ERC fields. The ERC fields, matched to doctoral courses, are posted on the website page.



Now carefully follow the steps for completing the questionnaire (as shown in the screen):

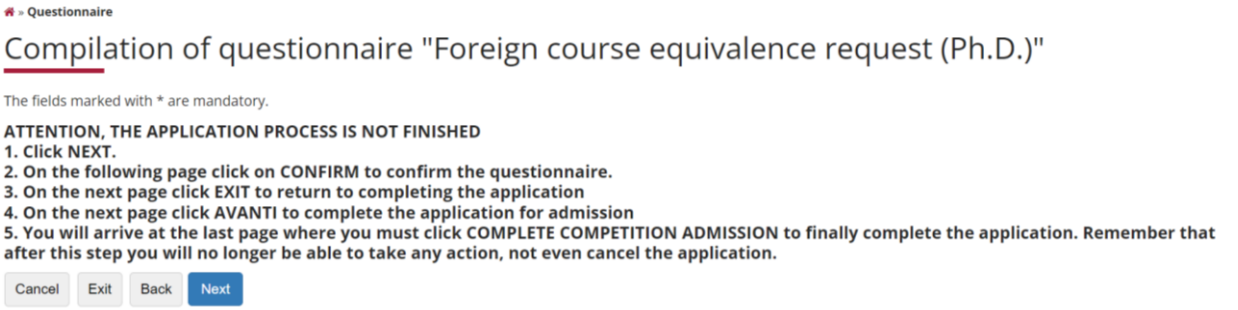
1. Click on NEXT.

2. On the following page click on CONFIMR to confirm the questionnaire.

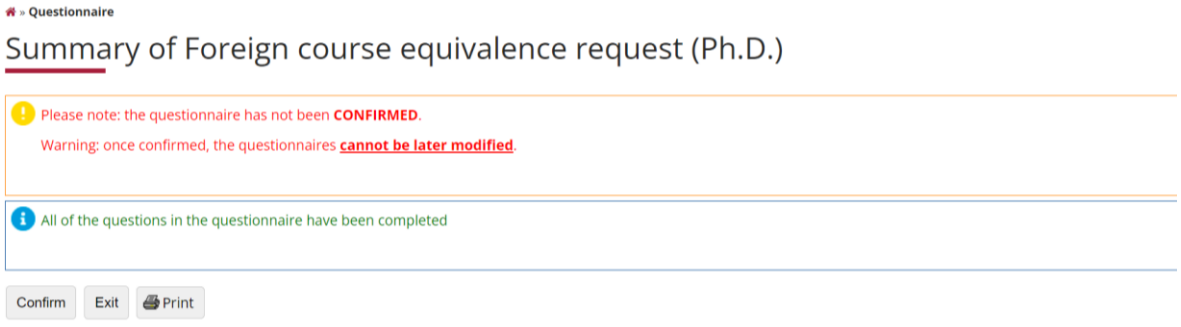
3. On the next page click EXIT to return to the completing the application.

4. On the next page click AVANTI to complete the application for admission.

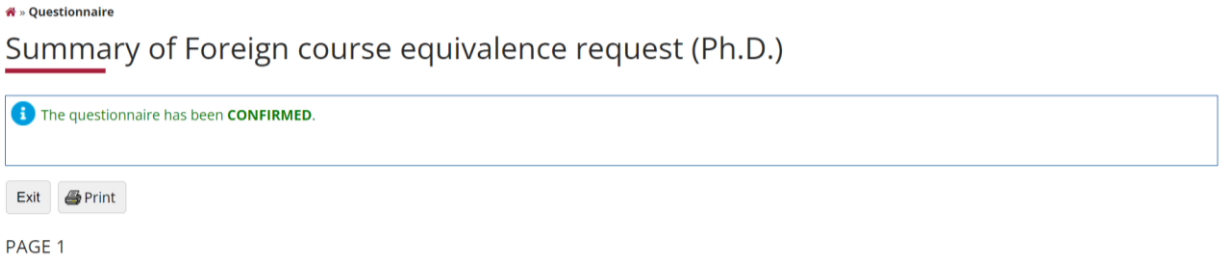
5. You will arrive at the last page where you must click COMPLETE COMPETITION ADMISSION to finally complete the application. Remember that after this you will no longer be able to take any action, not even cancel the application.



Click CONFIRM (if you want to confirm the questionnaire) or MODIFY (if you want to modify the answer to the questionnaire).

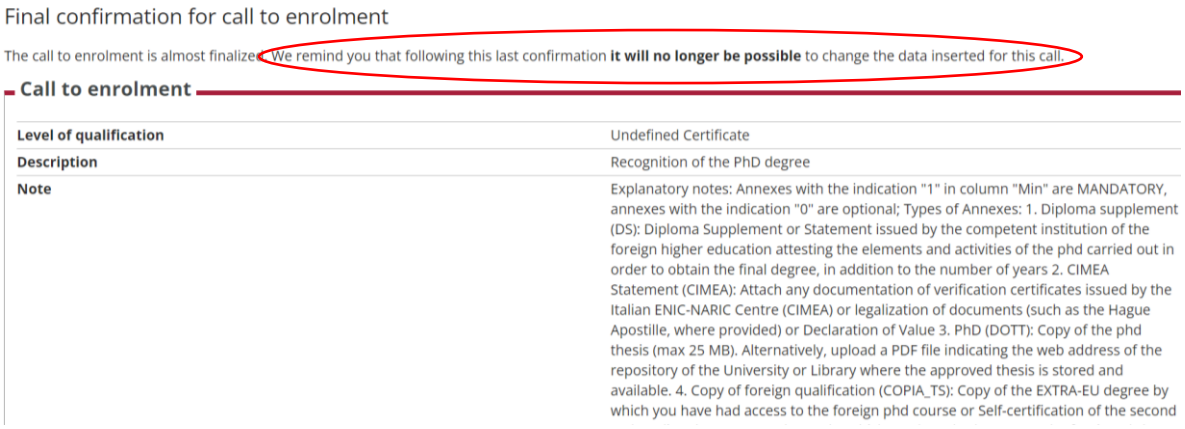


The questionnaire is confirmed. Click EXIT.



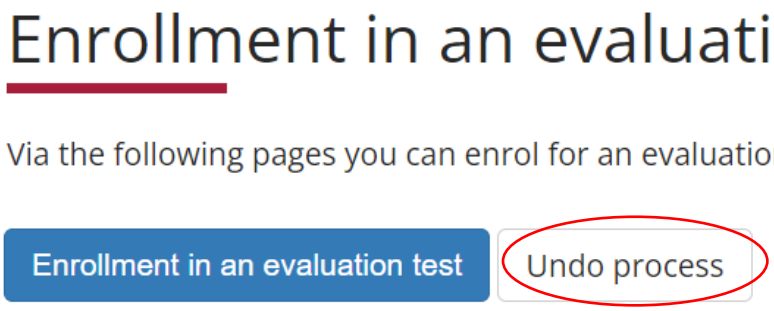
You will return to the initial page and the questionnaire dot will turn green, a sign that it has been completed correctly. Click FORWARD.

You have reached the end of the procedure.



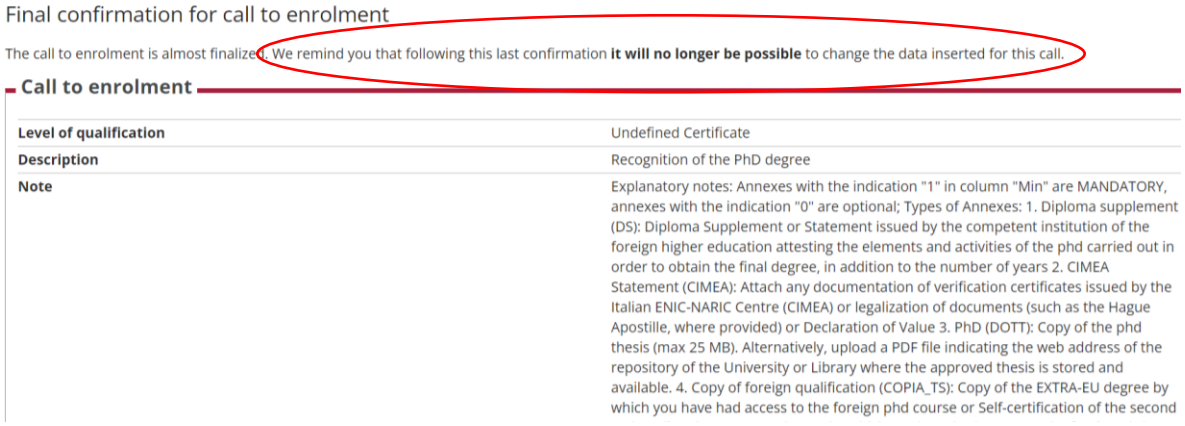
If you wish to UNCONFIRM because you want to modify your request you can cancel the application and redo a new one by clicking on BACK.

You will return to the Competitions Home where you have to click undo the process and reapply for a new evaluation test.

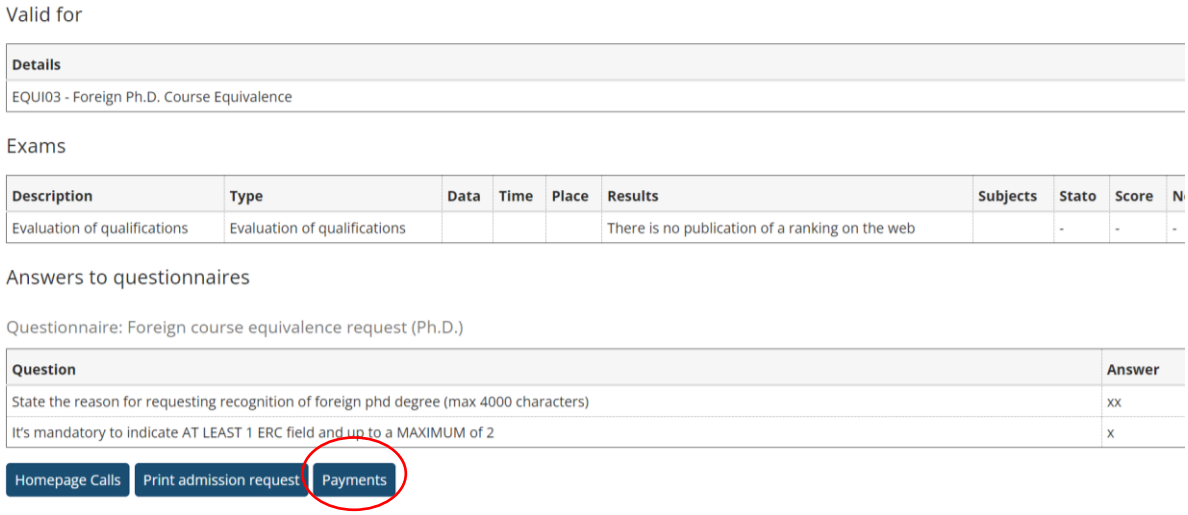


If you wish to complete the application click COMPLETE COMPETITION ADMISSION.

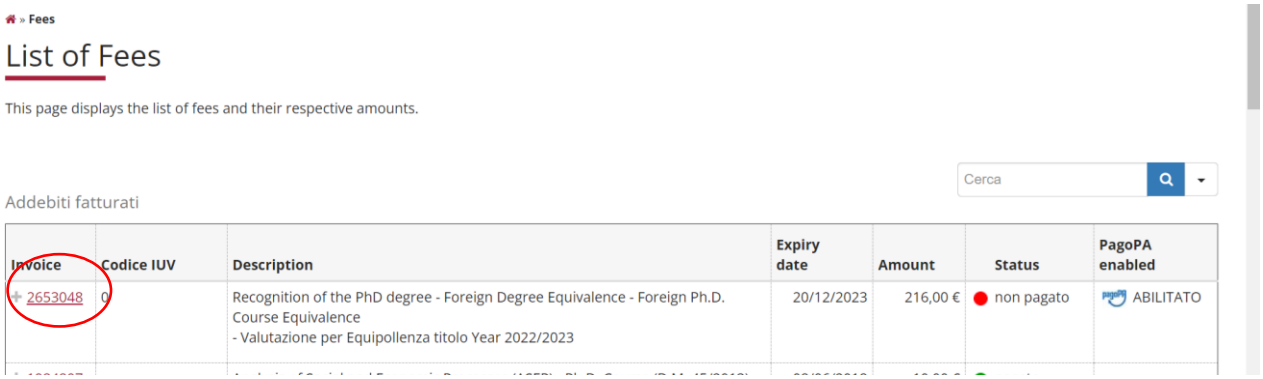
By clicking this button, as reminded in the message that appears at the top, the application will be final and you will no longer be able to take any action, not even cancel the application and redo a new one.



After confirming the application for admission you have to pay the MAV, € 216.00. by clicking PAYMENTS button.



Payment will have to be made through PAGOPA.



IMPORTANT NOTICE

At the end of the online procedure, after the payment of the application fee it is mandatory to send an email to dottorati@unimib.it indicating your name, surname, tax code and attaching a copy of the payment receipt.

In the subject line of the email indicate: "Recognition of the PhD degree abroad."

The submission of the Application is considered completed only with the payment of the relevant fee. Checking of the documentation by the Doctoral Office will begin only after receiving the email of payment.