



UNIVERSITÀ DEGLI STUDI DI PARMA

Instructions for filling in the electronic application form for incoming students

These instructions are valid for all the foreign students who plan to study at the University of Parma within the framework of an exchange program : Lifelong Learning Program – Erasmus (SMS Mobility) or International Cooperation exchanges.

On our web site www.unipr.it there is a page reserved for Incoming students : <http://www.unipr.it/www.php?info=Internazionali&tipo=incoming>

- Most lectures are taught in Italian therefore a good knowledge of the language is essential;
- [The list of the Faculty Coordinators](#) for asking them information about the academic calendar and the available courses in the [academic year](#);
- Italian language courses are available and run for both semesters. The University Language Centre provides Italian Language Courses for Erasmus students.
 - [The University Language Centre](#)
 - [DESTINATION PARMA](#) ==> NEW

Want to know more about Parma and its University? Then have a look at it !

ENROLMENT FOR INCOMING STUDENTS ==> NEW

Notice: The dead line for filling in the Application form for students who will come in the first semester of the Academic Year 2010-2011 is delayed on next 30th June 2010

[Application form](#) ==> NEW

- [Instructions for the Application Form](#) ==> NEW
- [Personal Information for Token](#) ==> NEW
- Web-guide for incoming students
- [Checklist for incoming students](#) ==> NEW

WHEN YOU ARRIVE IN ITALY REMEMBER TO

- As soon as you arrive in Parma come and see us at the Servizio Scambi Didattici Internazionali e Accoglienza Studenti e Docenti Stranieri
- You will obtain:
 - All the necessary procedures for registering at your faculty;
 - Helping sorting out matters concerning your accommodation;
 - (optional) assistance for filling in a form to obtain a monthly bus pass.

PLACEMENT IN SCHOOL FOR INCOMING STUDENTS..... ==> NEW

Please read it carefully and then log yourself in at the link [Application form](#)

INGLESE → https://dbgiss.unipr.it/pls/self/gwebmoe1.gwebmoe1?p_cod_lingua=001
ITALIANO → https://dbgiss.unipr.it/pls/self/gwebmoe1.gwebmoe1?p_cod_lingua=002

You have to proceed and fill in all data requested in all fields.
In the field "ACCESS CODE" you have to insert the code that our University has assigned to you.

Then, once completed, click "PROCEED".

VERY IMPORTANT:

Into the field "Last name" and "First Name" you **must write** all your data as you wrote for Token!



The screenshot shows the 'Access authorization code' form on the University of Parma website. The header features the university's logo and name. A left sidebar contains a 'Service Menu' with links like 'Students Home Page' and 'Stampa questa pagina', and an 'International Mobility' section with a link to the 'Application Form for Incoming Students'. The main content area is titled 'Access authorization code' and includes instructions: 'Enter all required data. Check all entered data.' The form fields are: 'Last name *', 'First name *', 'Sex *' (a dropdown menu currently showing 'Male'), 'Date of Birth (dd/mm/yyyy) *', and 'Access Code*'. A 'Proceed' button is located at the bottom right of the form. Below the form, the text 'NUMERO VERDE 800 904 084' is displayed.

In this screen you have to invent a username (at least 8 characters), fill in the e-mail address with your existing personal e-mail address and confirm.

UNIVERSITÀ DEGLI STUDI DI PARMA

Sei in: Home »

Access authorization code

Enter all required data.
Check all entered data.

Last name: PROVA
First name: 2010

E-mail*

Username*

Confirm

NUMERO VERDE 800 904 084

Before proceeding in your registration be sure that your mailbox is not full!

UNIVERSITÀ DEGLI STUDI DI PARMA

Sei in: Home »

Access authorization code

Enter all required data.
Check all entered data.

Last name: PROVA
First name: 2010

E-mail* stefano.camurri@unipr.it

Username* prova2010

Confirm

NUMERO VERDE 800 904 084

At the end of this procedure you will receive an email from llp (llp@unipr.it) with the following message:

Please to access the Web Service of the University of Parma use the following link and credentials :

https://dbgiss.unipr.it/pls/self/gissweb.auth?p_cod_lingua=001&p_tipoutente=PROVLOGIN

Username: prova2010

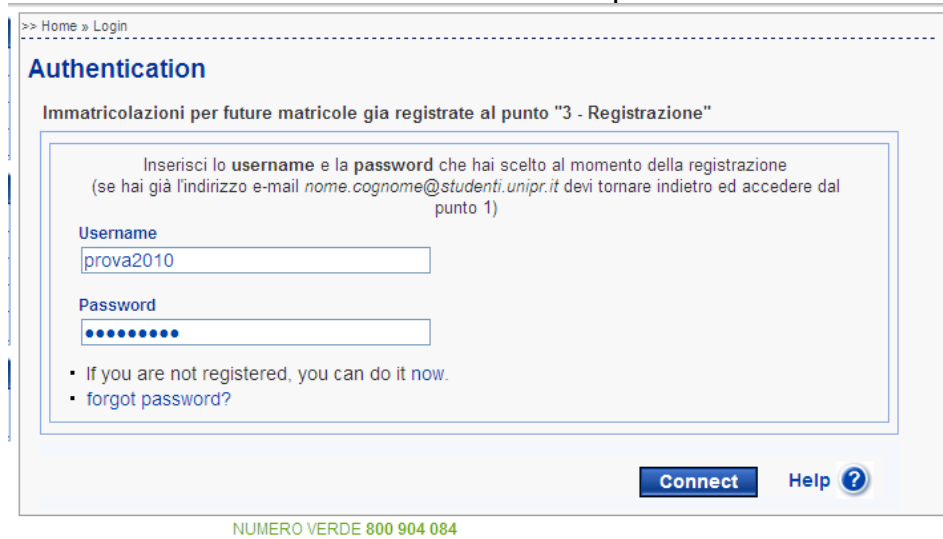
Password: [REDACTED]

If you don't find this message check also the "spam directory" in your mail box (some students have found it there).

If after 2hours you do not receive anything, please write to incoming@unipr.it with your personal data and e-mail you used for login.

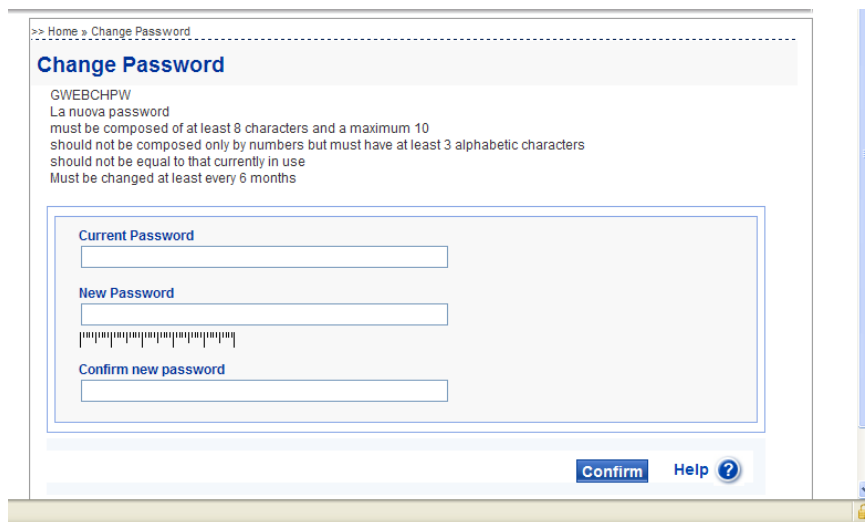
Now you have to follow the link that you will find in the email sent to your inbox.

You will find the "AUTHENTICATION" procedure:



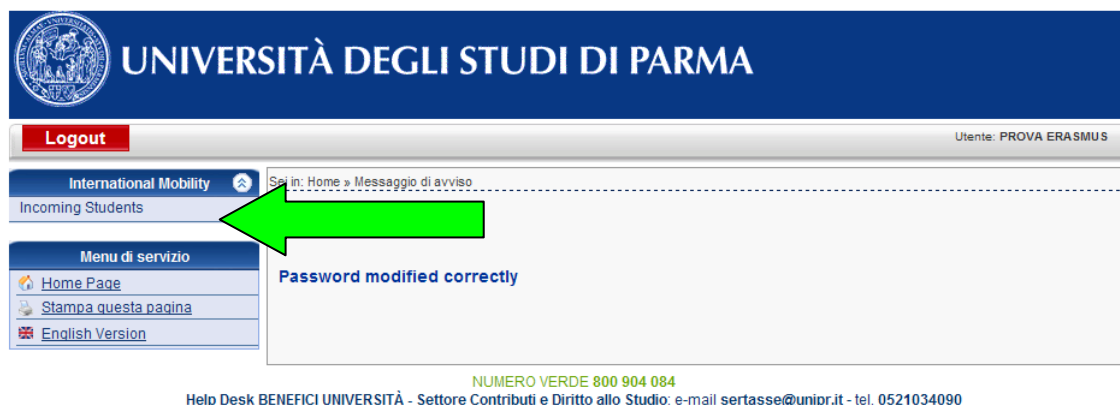
The screenshot shows a web browser window with the address bar displaying ">> Home > Login". The page title is "Authentication". Below the title, there is a heading "Immatricolazioni per future matricole già registrate al punto "3 - Registrazione"". The main content area contains instructions: "Inserisci lo **username** e la **password** che hai scelto al momento della registrazione (se hai già l'indirizzo e-mail *nome.cognome@studenti.unipr.it* devi tornare indietro ed accedere dal punto 1)". There are two input fields: "Username" with the text "prova2010" and "Password" with masked characters. Below the fields, there are two links: "If you are not registered, you can do it [now](#)." and "forgot password?". At the bottom right, there are two buttons: "Connect" and "Help" with a question mark icon. At the very bottom, there is a green text string "NUMERO VERDE 800 904 084".

Then you should change and create your new password (max 10 characters).



The screenshot shows a web browser window with the address bar displaying ">> Home > Change Password". The page title is "Change Password". Below the title, there is a heading "GWEBCHPW". The main content area contains instructions: "La nuova password must be composed of at least 8 characters and a maximum 10 should not be composed only by numbers but must have at least 3 alphabetic characters should not be equal to that currently in use Must be changed at least every 6 months". There are three input fields: "Current Password", "New Password", and "Confirm new password". At the bottom right, there are two buttons: "Confirm" and "Help" with a question mark icon. At the very bottom, there is a small lock icon.

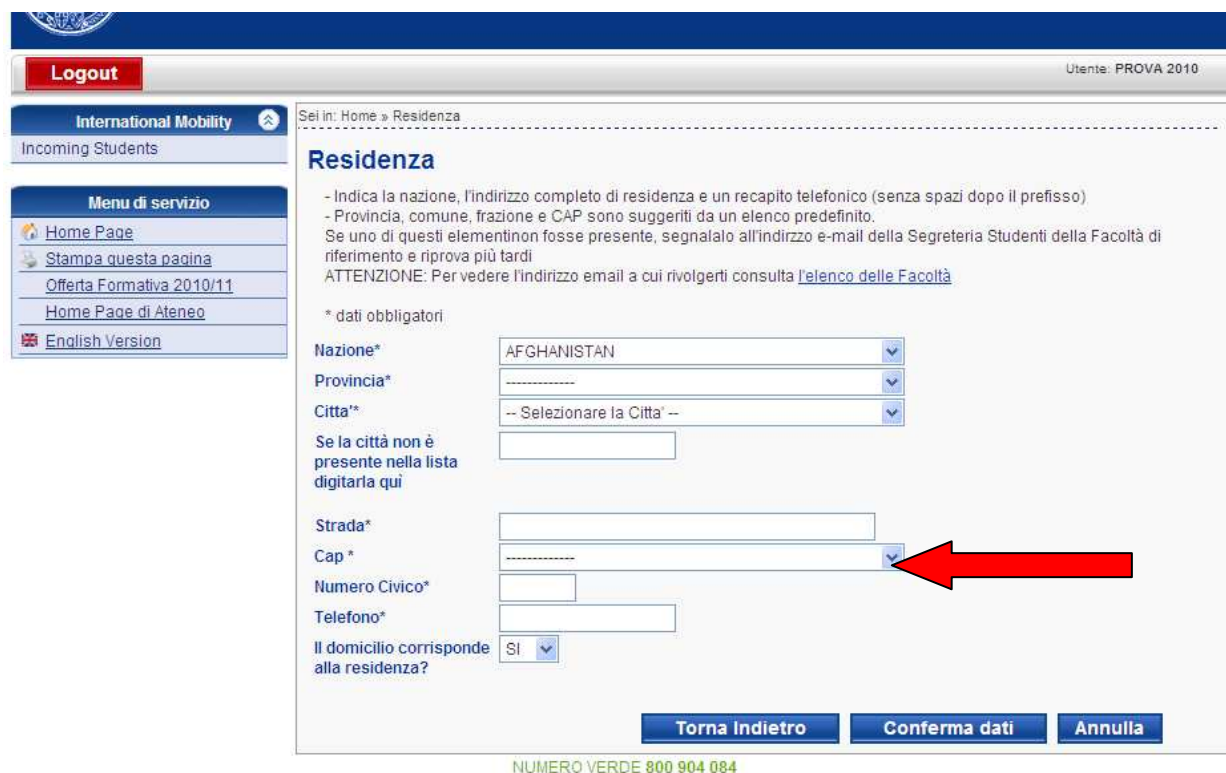
After filling in the requested field it will appear this message "Password modified correctly" and then you should click "Incoming student" in the section International Mobility (see the green arrow).



The screenshot shows the top navigation bar of the University of Parma website. The header includes the university's logo and the name "UNIVERSITÀ DEGLI STUDI DI PARMA". Below the header, there is a "Logout" button and a user identification "Utente: PROVA ERASMUS". The main content area displays a message "Password modified correctly" in blue text. A green arrow points to the "Incoming Students" link under the "International Mobility" section. A sidebar on the left contains a "Menu di servizio" with links to "Home Page", "Stampa questa pagina", and "English Version". At the bottom, there is contact information: "NUMERO VERDE 800 904 084" and "Help Desk BENEFICI UNIVERSITÀ - Settore Contributi e Diritto allo Studio: e-mail sertasse@unipr.it - tel. 0521034090".

A new screen called RESIDENCE will appear: the residence is where you have your permanent home or principal establishment in your country, where you dwell more than temporarily in your own country.

For the DOMICILE, if isn't the same of your RESIDENCE, you must put the address of housing where you are temporary living in (such as in a University campus) of your country, not in Italy.



The screenshot shows the "Residenza" form on the University of Parma website. The form is titled "Residenza" and includes instructions: "Indica la nazione, l'indirizzo completo di residenza e un recapito telefonico (senza spazi dopo il prefisso)" and "Provincia, comune, frazione e CAP sono suggeriti da un elenco predefinito". It also mentions that if one of these elements is not present, it should be reported to the email of the Faculty Secretariat. A note states: "ATTENZIONE: Per vedere l'indirizzo email a cui rivolgerti consulta l'elenco delle Facoltà". The form fields include: "Nazione*" (dropdown menu with "AFGHANISTAN" selected), "Provincia*" (dropdown menu), "Città*" (dropdown menu with "-- Selezionare la Città* --"), "Se la città non è presente nella lista digitarla qui" (text input), "Strada*" (text input), "Cap*" (dropdown menu), "Numero Civico*" (text input), "Telefono*" (text input), and "Il domicilio corrisponde alla residenza?" (checkbox with "SI" selected). A red arrow points to the "Cap*" field. At the bottom, there are three buttons: "Torna Indietro", "Conferma dati", and "Annulla". The footer shows the contact information: "NUMERO VERDE 800 904 084".

Fill in the fields requested.

NOTE: PLEASE IGNORE THE FIELD CAP (it is the Italian Zip code used from Italian students in another procedure).

In the field Number please specify the number of your house in the street.

Here you have to check the data, indicate your expected duration of study.

>> Home » Application Form for Incoming Students

Application Form for Incoming Students

In this page the form is shown for the insertion of the sending/receiving institutions and data about study period.

Sending Institution

Sending Institution A76-Rheinisch-Westfälische Technische Hochschule Aachen
Erasmus Code D AACHEN01
SubArea 06-5-Electronic Engineering, Telecommunications

Receiving Institution

Receiving Institution Università Degli Studi di Parma
Erasmus Code I PARMA01
Exchange Program 53-Psicologia

Expected duration of Study Period

Accademic Year 2007/2008
Expected Date of arrival (dd/mm/yyyy)
Expected date of departure (dd/mm/yyyy)
Expected duration of Study Period

Note

In the field "Note" you have to state the reasons why you wish to study at the University of Parma and indicate details of your previous and current higher education studies or any other particular requests. Then confirm.

Select "Continua l'iscrizione" to proceed.

A page will appear with the "SUMMARY INFORMATION", you must check them and if everything is right you can click the "MAKE FINAL (RENDI DEFINITIVA)" button, if there is any wrong data push "BACK (TORNA INDIETRO)".

UNIVERSITÀ DEGLI STUDI DI PARMA

Logout Utente: PROVA 2010

Sei in: Home » Riepilogo Informazioni

Riepilogo Informazioni

Riepilogo delle informazioni inserite dallo studente

Cognome/Nome	PROVA 2010
Titolo	Bando di concorso Scienze E Tecnologie Alimentari
Ateneo di provenienza	Universität für Bodenkultur Wien
SubArea	SCIENZE E TECNOLOGIE ALIMENTARI
Facoltà	FACOLTA' DI AGRARIA
Tipologia di Rapporto	LIFELONG LEARNING PROGRAMME - SOTTOPROGRAMMA ERASMUS
Stato dell'Iscrizione	Non confermata

Ora puoi stampare la ricevuta di iscrizione.

Operazione	Azione
Rendi definitiva l'Iscrizione. I dati non saranno piu' modificabili.	Rendi definitiva

[Torna Indietro](#)

NUMERO VERDE 800 904 084

Then, when you are sure that all the information inserted are correct, select "OK" to print the application form.

UNIVERSITÀ DEGLI STUDI DI PARMA

Logout Utente: PROVA 2010

International Mobility
Incoming Students

Menu di servizio
[Home Page](#)
[Stampa questa pagina](#)
[Offerta Formativa 2010/11](#)
[Home Page di Ateneo](#)
[English Version](#)

Sei in: Home » Riepilogo Informazioni

Riepilogo Informazioni

Windows Internet Explorer

Se sei sicuro di voler stampare e rendere definitiva l'iscrizione clicca su OK, altrimenti ANNULLA

Facoltà	FACOLTÀ DI AGRARIA
Tipologia di Rapporto	LIFELONG LEARNING PROGRAMME - SOTTOPROGRAMMA ERASMUS
Stato dell'iscrizione	Non confermata

Ora puoi stampare la ricevuta di iscrizione.

Operazione	Azione
Rendi definitiva l'iscrizione. I dati non saranno più modificabili.	<input type="button" value="Rendi definitiva"/>

NUMERO VERDE 800 904 084

If you find any difficulties in filling in the application form please send an email explaining your problem to the following mail addresses:

stefano.camurri@unipr.it

or

incoming@unipr.it

Remember that you must:

- 1) complete the Application Form you have just printed;
- 2) attach one passport-size photograph to the first page;
- 3) sign it by yourself and by your exchange coordinator at your home university or by the Head of the International Relation Office or LLP-Erasmus Office.

Finally you must send it by ordinary post (not by e-mail), within the deadline reported above, with three passport-size photographs and a copy of passport or ID Card (EU citizens) to:

Servizio Scambi Didattici Internazionali e Accoglienza Studenti e Docenti stranieri. c.a. Tiziana Cordaro	Università degli Studi di Parma Via Università, 12 43121 Parma – ITALIA
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Please make sure that a complete set of required documents are sent to us.

NOTICE:

Deadline for filling in the application form on-line :

- 1) from 11th April 2011 until 30th May 2011 for the winter semester or the whole academic year students;
- 2) to be determined for the spring semester students;

Deadline for sending required documents (the printed Application form, three photos and a photocopy of your ID Card) by post:

- 1) 15th July 2011 for the winter semester or whole academic year students;
- 2) 30th January 2012 for the spring semester students.

The information, you will enter, will be stored in a database at the University of Parma and treated according to " Legge sul trattamento dei dati personali Dlgs. 196/2003" (Italian law on treatment of personal data).

With this application form you are included in our database.

