



UNIVERSITY OF GASTRONOMIC SCIENCES
Three-Year Undergraduate Program

2013-2014 Guide to Applying Online



This guide covers applying to the Three-Year Undergraduate Program. Applicants must first register to obtain a username and password. This registration is free and non-binding.

The procedures described below are subject to change following the publication of this guide.

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- **System Access**

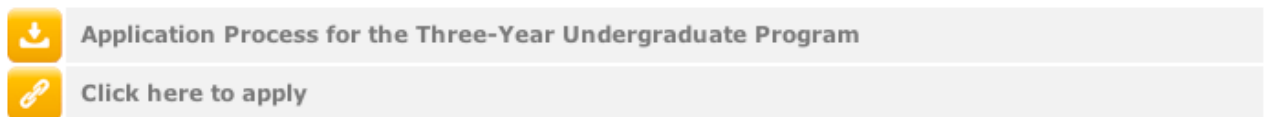
On the UNISG website, www.unisg.it, go to Admissions, then choose “Three-Year Undergraduate Degree” and select the application link based on your nationality. On the relevant application page, select: “Click here to apply” (see below picture n.1)

Applications

Application to the undergraduate program takes place online and begins with:

- > filling in a registration form
- > transmittal of the required documentation
- > completion of a motivational test

Before starting the online application, we recommend downloading and reading the following documents.



(Picture n.1)

This will open the Web Registration page (Picture n.2)

Web Registration

Through the following pages you can proceed with registration. At the end you will be given a username and an access code that will allow you to log in to edit your information and access to services offered. The information that you will be asked to find them in the menu below: * Personal details * Number * Address: Residence and Domicile * Contact: email, fax, mobile number

Check List

Activities	Section	Info	Status
A - Web registration			
	Privacy policy		
	Personal Information		
	ID		
	Residence address		
	Domicile address		
	Delivery		
	Password		
	Summary user registration		
	Summary credentials		

Web Registration

(Picture n.2)

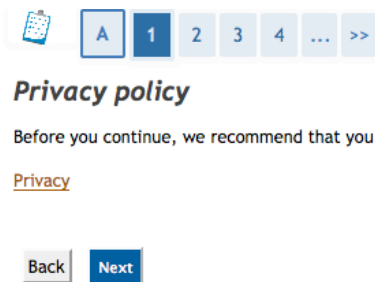


- If you have previously registered: Go to Reserved Area > Login and use the username and password you received when you first registered. You will then be able to proceed with the application procedure as described below (page 8 of this guide).

If you have forgotten your username and/or password, click on “Forgotten password” to receive your information at the email you provided when you first registered. If you cannot recover your information, send a request to segreteria@unisg.it.

- If you have not previously registered: go to “Registration” and the click on “Web Registration.

After that you will find the “Privacy policy” page (Picture 3)



(Picture 3)

Simply read the information and then click on “Next” button.



In the “Registration: Personal Information” page you should fill in your personal data, as shown below (Picture n. 4):

Registration: Personal Information
This page displays the form for entering or editing data and place of birth of the user.

Personal Information

*Name

*Last name

*Date of Birth (dd/mm/yyyy)

*Sex Male Female

*First nationality

*Country:

*Province:

*City

*Fiscal code (calculated if not specified)

(Picture n. 4)

For candidates with an Italian codice fiscale (fiscal code) check the accuracy of the code that is generated by the system. If it is not correct, enter the correct code manually and send an email to segreteria@unisg.it indicating the discrepancy.

For candidates without an Italian fiscal code, leave the code as it is generated.

By clicking the “Next” button you will have to choose your document type in the “Registration: ID” page (Picture n.5).

Registration: ID
This page displays the form for entering or editing data of ID

ID

*Document type

*Number

Issued by

*Issue date (dd/mm/yyyy)

*Expiration date validity (dd/mm/yyyy)

(Picture n. 5)

By clicking “Next” you will find the “Address Residence” page, and you have to fill several boxes entering your personal information: Nation, Province, City /Town, ZIP, Address...



(Picture n. 6)

Registration: Address Residence
This page displays the form for entering or changing the address of Residence user

Residence

*Nation

*Province
if in Italy

*City / Town

*ZIP
if in Italy

Hamlet

*Address (street, square, street)

*N°

*Telephone number

*Domicile matches with residence Yes No

(Picture n. 6)

By clicking “Next” you will find the “Address” page.
Insert your email address to use the “Automatic recovery” feature to get back the ESSE3 credentials (Picture n. 7)

Registration: Address

Contact

*Delivery documents Residence Domicile

*Delivery fees Residence Domicile

E-mail

Certified e-mail

FAX

International Pref (pref.internaz. - number)

Mobile Max 16 characters including the pre.
internat.

*I have received the information under Article 13 of Legislative Decree 196/2003 and I give my consent to process my personal data by the University; also give my consent under Articles. 20, 23 and 26 of D. Decree 196/2003 for the treatment of my data.
S N

(Picture n. 7)

Once you have completed the registration process, choose your personal password. (Picture 8)



Registration: Choose password

In this page you can define the password for access.

All spaces at the beginning and end of the password will be deleted.

Choose password	
*Password	<input type="password"/>
*Confirm password	<input type="password"/>

(Picture n. 8)

At the end you will see a page summarizing all the information you entered: personal data, ID data, residence and contact. This summary page has for each section useful edit buttons, for changing data entered incorrectly.

At the end click on “Confirm button”.

After that the system displays the “Registration completed” page (Picture n. 9), with the summary of credentials to access the system.


Then click on “Proceed with authentication and / or print the remainder.



Registration: Registration completed

All the required information has been correctly entered . To enter the new Area Staff, you must login, when required, by using the access keys noted below. We suggest to keep this information safe for future access.

Credentials	
Nome	<input type="text"/>
Last Name	<input type="text"/>
E-mail	<input type="text"/>
User name	<input type="text"/>
Password	<input type="password"/>

 User and password have been properly sent via e-mail address you entered.

(Picture n. 9)





2. Application procedure

2.1 Admission test

Click on “Reserved Area”

Click on the “Registrar's Office” in the menu on the left side of the page (Picture n. 9).

Click on “Admissions Test

NAME SURNAME

Logged in

- Reserved Area
- Logout
- Change Password
- Home
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Invalidity Declaration

Enrolment

Using the following pages you will be able to proceed with enrolment on the study course of your choice

Operations available

- [Enrolment on courses with an unrestricted number of places](#)
- [Enrolment on courses until all places have been filled](#)

(Picture n. 9)

Choose the “First level Degree”

click on “Next” choose the “Course of study”, then the “Enrollment”.

At the end click on the “Confirm and continue” button (Picture n. 10)

A 1 2 3 4 ... >>

Choice of type title

Select the type of title to which you are accessing.

Choice of type title

*Post reform

FIRST LEVEL DEGREE

Back Next



Course of study

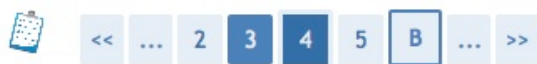
Select the course of study to which you are accessing.

Chosen course of study: FIRST LEVEL DEGREE

***Course of study**

Gastronomic Sciences - DM 270/04

Back Next



List of contests

Select the competition in which you intend to enroll.

Choice the contest

***Enrollment**

Undergraduate degree applications from 31/01/2012 to 31/08/2012

Deatail

LSG08 - Gastronomic Sciences - DM 270/04

Back Next



Confirm choice contest

Verify the information on the choices made in previous pages.

Enrollment

Type of education	FIRST LEVEL DEGREE
Description	Undergraduate degree applications

Back Confirm and continue

(Picture n. 10)

2.2 Additional Data

Insert data as required.



Click on “Insert” (Picture n. 11)



Retail qualifications required

To continue you must declare the qualifications. The first shows the qualifications required, while the various other options show titles that are alternatives to one another. In the following pages you will be asked data relating to the qualifications achieved in previous years.

Qualifications required

Status block	Qualification	Note	Titlyle status	Actions
<input checked="" type="checkbox"/>	The Italian school leaving qualification awarded on passing the relevant state examinations, or any foreign comparable qualifications.		<input checked="" type="checkbox"/>	

Titles that do not reflect the combination of access provided for by Titles

Qualification	Note	Actions
Foreign qualification	Details Title: <ul style="list-style-type: none">• Qualification: Bachelor of Arts• Country Achievement: Haiti• Status: In theory	

[Back](#) [Proceed](#)

(Picture n. 11)

Insert your study title and choose between Italian and Foreign Title (Picture n. 12)



Detail study qualifications

To continue in enrollment to the chosen course of study is necessary to indicate Sorting and the Nation of Attainment title.

Sorting and Country Title of Attainment

School Title:

Italian

Foreign

Obtained from:

Italian Institute

Foreign Institute

[Back](#) [Proceed](#)



Diploma information

Foreign title Type: Choose ...

Title (free description):

Institute:

*Year of award:

Vote:

Nation: AFGHANISTAN

*Sorting nation: AFGHANISTAN

*Title situation: Obtained Not yet obtained

Back Proceed

(Picture n.12)

Complete the “Diploma information” page. Then click “Full admission” (Picture n. 13)

Retail qualifications required

To continue you must declare the qualifications. For the first shows the qualifications required, while the various options show titles that are alternatives to one another. In the following pages will be asked data relating to the qualifications achieved in previous years.

Qualifications required

Status block	Qualification	Note	Tytle status	Actions
	The Italian school leaving qualification awarded on passing the relevant state examinations, or any foreign comparable qualifications.			

Back Proceed

Confirm choice contest

Verify the information on the choices made in previous pages.

Enrollment

Type degree	FIRST LEVEL DEGREE
Description	Undergraduate degree applications

Administrative category and disability aids

Back Full admission to the competition

(Picture n. 13)

Now you can visualize the “Competition registration summary”

From this page you can return to the “Home contests”, print the application form and / or modify your subscription (Picture n. 14).



Competition registration summary

The process of entering the competition has been successfully completed.

Links

Competition for admission	
Description	Preiscrizione al corso di Laurea Triennale
Year	2012/2013
Prematricola	84

Administrative category and disability aids	
Request help conduct tests	No

Tests

Description	Typology	Date	Time	Seat	Publication of results	Materials	Status	Rating / Rating
Motivational Test	Online test				The results will not be published on the website.		-	-

Forms

Form	Status	Actions
Motivational test (English version)		Fill
Test motivazionale (versione italiana)		Fill

[Home contests](#)
[Print application form](#)
[Edit Registration](#)

(Picture n. 14)



2.3 Evaluation Documents / Certificates

Now you must upload the admission documents listed below, requested to evaluate your candidature:

- Resumé (compulsory)
- Secondary school diploma or Italian Consulate Declaration (compulsory)
- Motivational letter (compulsory)
- Reference letters
- Certifications of language skills (Italian and/or English)
- Certification of computing skills
- Photo.jpg format

If you have any additional documents or certificates to submit, click on the *Yes* button and then on *Proceed* on the following page.



Insert and amend evaluation documents

Declare evaluation documents

The course selected has the following kind of evaluation documents:

- Italian consulate declaration
- Certificates of computing skills
- Certification of language skills
- Curriculum Vitae et Studiorum
- Personal statement
- Reference letters

Declared evaluation documents

Type	Evaluation documents	Actions
Curriculum Vitae et Studiorum	CV	 

Do you wish to attach other documents?*

Yes

No

(Picture n.15)

NOTE: Use DOC or PDF format only. Other format will not be accepted



The final page will summarize your application. If you click on *Modify Application* you will be back to the pages showing in section 2.2 of this guide, where you can change any of the data previously entered (Picture n. 16)

Competition registration summary

The process of entering the competition has been successfully completed.

Competition for admission									
Description	Preiscrizione al corso di Laurea Triennale								
Year	2013/2014								
Prematricola	8								

Administrative category and disability aids									
Request help conduct tests	No								

Valid for									
Detail	Admission deadline				Enrollment deadline				
LSG08 - Scienze Gastronomiche - DM 270/04									

Tests									
Description	Typology	Date	Time	Seat	Publication of results	Materials	Status	Rating / Rating	
Dossier	Required documentation				The results will not be published on the website.		-	-	
Motivational Test	Online test				The results will not be published on the website.		-	-	

Forms									
Form					Status			Actions	
Test motivazionale *					<input checked="" type="checkbox"/>			<input type="button" value="Fill"/>	

Links

- [Application handbook \(English\)](#)
- [Application handbook \(Italian\)](#)

(Picture n.16)

2.4 Motivational Test

The final step of the application procedure is the completion of the Motivational test. (See picture n. 14)

Click on “Fill” and select the Language.

Now your application procedure is complete.