

ONLINE APPLICATION GUIDE

*Sapienza's Ph.D. Schools and International Courses
Call for Applications to Fellowships and Admission
of Incoming Students*

Academic Year 2021-2022

Attention: it is very important to read and follow the direction listed below.

It is necessary to **read** each article of **the call** with utmost attention.

[Click Here](#) to Download the Call



<https://www.uniroma1.it/en/pagina/phd-programmes>

phdfellowship@uniroma1.it

1. Click and proceed with the “**registration**” on the following link:
<http://phd.uniroma1.it/fellowship>.

A screenshot of the Sapienza University of Rome website for PhD applications. The page has a dark red header with the university logo and name. Below the header, the text reads 'CALL FOR APPLICATIONS TO FELLOWSHIPS AND ADMISSION OF INCOMING STUDENTS' and 'PHD LEVEL COURSES ("CORSI DI DOTTORATO DI RICERCA")'. It specifies the expiration date as April 15, 2021, at 2:00 p.m. (Italian Time). There are links for 'CALL FOR ADMISSION 2021 (PDF)' and 'APPENDIX 2021 (PDF)'. A section for registered users includes an email address input field and a date of birth dropdown menu, with a 'Log in' button. Another section for new users includes a 'Registration' button. A 'Help desk' button is also present. The footer contains copyright information for the University of Rome 'La Sapienza'.



2. Sign in with your personal data and a valid e-mail address. Then choose one or more course preferences (maximum three preferences) and **“Proceed with registration”**.

Please note that no email of confirmation will be sent to your e-mail address.

The screenshot shows a web form titled "REGISTRATION FORM" with a "HELP DESK" link in the top right. The form contains the following fields and instructions:

- Instruction: "You are suggested to read the courses descriptions in the [CALL FOR ADMISSION 2021](#) before the registration."
- Warning: "Pay attention, only one registration is possible. In case of registration of the same person with different emails, the PhD Office will proceed with the [elimination of all the applications](#)."
- Text: "Please, fill in the form:"
- Form fields:
 - First and Middle Name: Input field containing "MARIO"
 - Last Name: Input field containing "ROSSI"
 - E-mail address (Note, the email address is the main way of communication): Input field containing "MARIO.ROSSI@SAPIENZA.IT"
 - Date of birth: Three dropdown menus showing "1", "1", and "1991"
- Section: "APPLY FOR" with three dropdown menus:
 - First preference: "Aeronautics and Space Engineering" (with a dropdown arrow)
 - Second preference: "Select Programme --" (with a dropdown arrow)
 - Third preference: "Select Programme --" (with a dropdown arrow)
- Buttons: "Back to the main page" and "Proceed with registration"



3. After having read the information, click on **“Proceed with the application form”**.

A screenshot of the Sapienza University website. The header features the university's logo and name. Below the header, there is a section titled 'CALL FOR APPLICATIONS' with a 'HELP DESK' link. The text in the section reads: 'PHD LEVEL COURSES ("CORSI DI DOTTORATO DI RICERCA") LA SAPIENZA UNIVERSITY (DOCTORATES, DOCTORAL SCHOOLS) SAPIENZA UNIVERSITY OF ROME OPENS A COMPETITION FOR THE ACCESS OF FOREIGN STUDENTS TO THE SAPIENZA "CORSI DI DOTTORATO DI RICERCA". ALL THESE COURSES ARE THREE ACADEMIC YEARS LONG (2021/2022 TO 2023/2024, STARTING 2021/2022, NOVEMBER 01) AND CONFERS THE DEGREE "DOTTORE DI RICERCA", WHICH IS EQUIVALENT TO THE "DOCTOR PHILOSOPHIAE" (PHD) DEGREE. The EXPIRATION DATE of the application is: 15 April 2021 at 14:00 PM (ITALIAN TIME). At the bottom of the section, there is a button labeled 'Procede with the application form'. The footer of the page contains the university's contact information: '© Università degli Studi di Roma "La Sapienza" - P.le Aldo Moro 5, 00185 Roma T (+39) 06 49911 OF 9020930587 F (+39) 06 49911302'.



4. Fill in the fields with your personal data and then click on **“Proceed with the application form”**

Before proceeding with the application form, please verify that **all** your personal data are correct.

APPLICATION FORM

First and Middle Name
MARIO

Last Name
ROSSI

Place of Birth
Roma

Country of birth
Italy

Date of birth
1/1/1991

Sex
M

Citizen of
Italy

Permanent address

Number and street
Via del dottorato di ricerca

Zip code
00100

City or town
Roma

Country
Italy

Home phone
333333333

Mobile phone
999999999


Email address
MARIO.ROSSI@SAPIENZA.IT

Proceed with the next step



5. Choose the options in the drop-down menus. Please note that, as indicated in the call, Art. 2, “Admission requirements”:

“Applications are open to candidates holding a degree equivalent to the Italian diploma di laurea specialistica/laurea magistrale/laurea a ciclo unico obtained by April 15, 2021 **from a non Italian institution**”.

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[HELP DESK](#)

Being aware of the responsibilities and the penal endorsements established by Italian law for the false attestations and declarations (art. 46 D.P.R. n. 445/2000) I hereby declare that:

► Have you obtained a Master degree, diploma di laurea specialistica/laurea magistrale/laurea a ciclo unico or any equivalent degree issued ONLY by an Italian institution? (*)

► Have you obtained a degree equivalent to the Italian diploma di laurea specialistica/laurea magistrale/laurea a ciclo unico, or expect to obtain it before April, 15 2021?

(*) If you have obtained a master Degree, diploma di laurea specialistica/laurea magistrale/laurea a ciclo unico or any equivalent degree issued by an Italian institution and you have also obtained another Master degree issued by a non Italian institution you are eligible for this call and you have to declare "no".

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6. Fill in the fields with the required data related to your academic career:
 - a) Select the first option if you have already obtained a Master's Degree and fill in the fields with the required information, as in the example below;

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[HELP DESK](#)

I hereby certify that:

I have obtained an academic qualification abroad by a non-Italian institution which satisfies the entrance requirements for admission to the Doctoral Programme, i.e., a degree equivalent to the Italian laurea a ciclo unico/laurea specialistica/laurea magistrale

I expect to obtain an academic qualification abroad by a non-Italian institution (which satisfies the entrance requirements for admission to the Doctoral Programme, i.e., a degree equivalent to the Italian laurea a ciclo unico/laurea specialistica/laurea magistrale) before April, 15 2021

I possess degree in
e.g. Medicine and Surgery
(the degree gives access to doctoral studies in the country in which it was obtained).

level, type and years of study for above degree
e.g. Single Cycle (or Master's Degree)

date of achievement
1 | 1 | 2021

University (or equivalent institution of higher education) name
e.g. University of Oxford

University (or equivalent institution of higher education) country
United Kingdom



- b) Select the second option if you are going to obtain your Master's Degree by April 15, 2021 from a non Italian institution.

A screenshot of a web form from Sapienza University of Rome. The form is titled 'I hereby certify that:' and contains two radio button options. The first option is 'I have obtained an academic qualification abroad by a non-Italian institution which satisfies the entrance requirements for admission to the Doctoral Programme, i.e., a degree equivalent to the Italian laurea a ciclo unico/laurea specialistica/laurea magistrale.' The second option is selected and reads 'I expect to obtain an academic qualification abroad by a non-Italian institution (which satisfies the entrance requirements for admission to the Doctoral Programme, i.e., a degree equivalent to the Italian laurea a ciclo unico/laurea specialistica/laurea magistrale) before April, 15 2021'. Below the options is a text input field labeled 'I will graduate in (title of degree)' with the example text 'e.g. Medicine and Surgery'. At the bottom of the form are two buttons: 'back' and 'proceed with the next step'. The Sapienza University of Rome logo and name are visible in the top left corner of the form area. A 'HELP DESK' link is in the top right. A small copyright notice is at the very bottom of the page.



7. Upload the required documents indicated in the call:

First, you have to select the file by clicking on “**choose file**” (scegli file), then click on “**upload**”.

The screenshot shows a web interface for uploading documents. At the top, there is a red header with the word "UPLOAD" in white. Below the header, a section titled "IN THIS PAGE WE ASK YOU TO UPLOAD THE FOLLOWING DOCUMENTS (IN PDF FORMAT, UP TO 5MB):" lists several required documents. Each document entry includes a "Scegli file" button, the text "Nessun file selezionato", and an "upload" button. The documents listed are: 1. Identity document (PASSPORT), 2. Complete curriculum vitae et studiorum, 3. Copy of the master degree certificate and list of exams with marks, 4. Motivation letter (brief statement explaining his/her PhD course choice and the candidate's scientific interests), 5. 1st letter of recommendation by university Professors or eminent researchers/experts of equivalent status, 6. 2nd letter of recommendation by university Professors or eminent researchers/experts of equivalent status, 7. Proposal of a research project (not exceeding 5.000 characters). Below this list, a reminder states: "We remind you that the application form will not be considered without documents attached. Using email address and birth date you will be able to log into the on line application form and upload documents until the expiry date (15 April 2021 at 14:00 PM)." A section titled "OTHER DOCUMENTS (IN PDF FORMAT):" includes a "List of publications (if any)" with a "Scegli file" button, "Nessun file selezionato", and an "upload" button. At the bottom of this section, there is a text input field for "Please, name the file you are uploading:" and a "file (only pdf format, up to 5 Mb)" label with a "Scegli file" button, "Nessun file selezionato", and an "upload" button. At the very bottom of the page, there are two buttons: "Logout" and "check application status".



8. After uploading the file, you can check the document by clicking on **“open file”**. If you want to change the uploaded file, you have to click on **“delete file”** and upload another one.

Remember that the application will not be complete until **all** mandatory files are uploaded.

A screenshot of the Sapienza University of Rome website's PhD application upload interface. The header is dark red with the university's logo and name. Below the header, there is a section titled 'UPLOAD' in a dark red bar. The text below reads: 'IN THIS PAGE WE ASK YOU TO UPLOAD THE FOLLOWING DOCUMENTS (IN PDF FORMAT, UP TO 5MB):'. There are two items listed: 1. '- Identity document (PASSPORT)' with links for 'open file' and 'delete file'. 2. '- Complete curriculum vitae et studiorum' with a 'Scegli file' button, the text 'Nessun file selezionato', and an 'upload' button.

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UPLOAD

IN THIS PAGE WE ASK YOU TO UPLOAD THE FOLLOWING DOCUMENTS (IN PDF FORMAT, UP TO 5MB):

- Identity document (PASSPORT)
[open file](#) | [delete file](#)
- Complete curriculum vitae et studiorum
 Nessun file selezionato



9. After having uploaded all mandatory documents, the system allows you to **“submit the application”**.
- Before submitting the application, you can modify the uploaded documents by clicking on **“click here if you need to modify the upload status”**;
 - Before submitting the application, you can check and modify your personal data by clicking on **“change your personal data”**.

In case of mistakes related to first name, last name, date of birth, and e-mail address, you can contact the **“HELPDESK”** by clicking on the button in the top right of all pages.

Be careful in the selection of files: once you have uploaded the documents and submitted the application, it will be possible no more to modify your application.

CALL FOR APPLICATIONS PHD LEVEL COURSES ("CORSI DI DOTTORATO DI RICERCA") SAPIENZA UNIVERSITY (DOCTORATES, DOCTORAL SCHOOLS)

Dear MARIO
the first step of your application form (personal and academic data) has been previously submitted.

List of documents	
Identify document (PASSPORT)	uploaded
Complete curriculum vitae et studiorum	uploaded
Copy of the master degree certificate and list of exams with marks	uploaded
Motivation letter (brief statement explaining his/her PhD course choice and the candidate's scientific interests)	uploaded
1st letter of recommendation by university Professors or eminent researchers/experts of equivalent status	uploaded
2nd letter of recommendation by university Professors or eminent researchers/experts of equivalent status	uploaded
Proposal of a research project (not exceeding 8.000 characters)	uploaded

Your application form is now completed !

No more documents uploaded

Other documents


List of publications (if any)

Any further qualification and information

Logout
click here if you need to modify the upload status
Change your personal data
Submit the application



- After having submitted the application, you can print a resume by clicking on **“PRINT THE RECEIPT”**.



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[HELP DESK](#)

CALL FOR APPLICATIONS PHD LEVEL COURSES (“CORSI DI DOTTORATO DI RICERCA”) SAPIENZA UNIVERSITY (DOCTORATES, DOCTORAL SCHOOLS)

Dear
the first step of your application form (personal and academic data) has been previously submitted.

List of documents	
Identity document (PASSPORT)	uploaded
Complete curriculum vitae et studiorum	uploaded
Copy of the master degree certificate and list of exams with marks	uploaded
Motivation letter (brief statement explaining his/her PhD course choice and the candidate's scientific interests)	uploaded
1st letter of recommendation by university Professors or eminent researchers/experts of equivalent status	uploaded
2nd letter of recommendation by university Professors or eminent researchers/experts of equivalent status	uploaded
Proposal of a research project (not exceeding 8,000 characters)	uploaded

Your application form is now completed !

Other documents	
List of publications (if any)	uploaded

Any further qualification and information	
Language certificate	uploaded

Logout
PRINT THE RECEIPT



Below there is an example of receipt:

**Call for Applications PhD Level Courses ("Corsi di dottorato di ricerca")
Sapienza University (Doctorates, Doctoral Schools)**

FIRST AND MIDDLE NAME:	LAST NAME:	E-MAIL:
Date of birth:	Sex:	
Place of birth:	Country of birth:	Citizen of:

Apply for		
	Doctoral School	Programme
First preference		
Second preference		
Third preference		

List of documents	
Identity document (PASSPORT)	uploaded
Complete curriculum vitae et studiorum	uploaded
Copy of degree certificate and list of exams with marks	uploaded
Brief statement explaining your Doctoral School choice and your scientific interests	uploaded
1st letter of reference by university professors or eminent researchers/experts of equivalent status	uploaded
2nd letter of reference by university professors or eminent researchers/experts of equivalent status	uploaded
Proposal of research project	uploaded

Other documents	
List of publications (if any)	uploaded

Any further qualification and information	
Language certificate	uploaded