PhD Office

Sapienza University of Rome

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

phdfellowship@uniroma.1.it

ONLINE APPLICATION GUIDE

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

Academic Year 2022-2023

Pay 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

Version of May, 09, 2022

1. Click and proceed with the "**registration**" on the following link: https://phd.uniroma1.it/fellowship/loginTest.aspx.

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

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

SAPIENZA
Università di Roma

HELP DESK

REGISTRATION FORM

You are suggested to read the courses descriptions in the CALL FOR ADMISSION 2022 before the registration.

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.

Please, fill in the form:

First and Middle Name
MARIO

Last Name
ROSSI

E-mail address (Note, the email address is the main way of communication)
MARIO.ROSSI@INTPHD.COM

Date of birth (dd/mm/yyyy)
[1 ▾] [1 ▾] [1940 ▾]

APPLY FOR

First preference
[-- Select Programme -- ▾]

Second preference
[-- Select Programme -- ▾]

[Back to the main page] [Procede with registration]

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

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.

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 any academic qualification (or graduands who will obtain the degree by October 31st, 2022) obtained by a non-Italian institution, suitable for the access to PhD programmes **from a non Italian institution**".

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;

b) Select the second option if you are going to obtain your Master's Degree by October 31st, 2022 from a non Italian institution.

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**".

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.

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.

10. After having submitted the application, you can print a resume by clicking on **"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