

## 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



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

[phdfellowship@uniroma1.it](mailto:phdfellowship@uniroma1.it)

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

The screenshot shows the Sapienza University of Rome website interface. At the top left is the university logo. The main heading reads 'CALL FOR APPLICATIONS TO FELLOWSHIPS AND ADMISSION OF INCOMING STUDENTS' with a sub-heading 'PHD LEVEL COURSES ("CORSI DI DOTTORATO DI RICERCA")'. A 'HELP DESK' link is in the top right. The text 'Sapienza University of Rome (Doctorates, Doctoral Schools)' is centered. Below that, the 'Expiration date: May,30 2022 at 2.00 p.m. (Italian Time)' is displayed. Two PDF links are provided: 'CALL FOR ADMISSION 2022 (PDF)' and 'APPENDIX 2022 (PDF)'. A section for registered users asks for an email address and date of birth, with a 'Log in' button. An alternative path asks to 'fill in the registration form' with a 'Registration' button. A 'Help desk' button is at the bottom for problem resolution.



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.

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[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

Last Name

E-mail address (Note, the email address is the main way of communication)

Date of birth (dd/mm/yyyy)

APPLY FOR

First preference

Second preference



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

[phdfellowship@uniroma1.it](mailto:phdfellowship@uniroma1.it)

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

A screenshot of the Sapienza University of Rome website. The header features the university's logo and name. A dark red banner at the top contains the text 'CALL FOR APPLICATIONS'. Below this, the text reads: 'PHD LEVEL COURSES ("CORSI DI DOTTORATO DI RICERCA") LA SAPIENZA UNIVERSITY (DOCTORATES, DOCTORAL SCHOOLS)'. A paragraph follows: '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 (2022/2023 TO 2024/2025, STARTING 2022/2023, NOVEMBER 01) AND CONFERS THE DEGREE "DOTTORE DI RICERCA", WHICH IS EQUIVALENT TO THE "DOCTOR PHILOSOPHIAE" (PHD) DEGREE.' Below this, it states: 'The EXPIRATION DATE of the application is: 30 May 2022 at 14:00 PM (ITALIAN TIME)'. At the bottom, there is a button labeled 'Procede with the application form'. A 'HELP DESK' link is visible in the top right corner of the content area.



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.

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[HELP DESK](#)

**APPLICATION FORM**

First and Middle Name  
MARIO

Last Name  
ROSSI

Place of Birth  
LONDON

Country of birth  
United Kingdom

Date of birth  
1/1/1940

Sex  
M

Citizen of  
United Kingdom

**Permanent address**

Number and street  
LONDON

Zip code  
00100

City or town  
LONDON

Country  
United Kingdom

Home phone

Mobile phone  
+0000000000

Email address  
MARIO.ROSSI@INTPHD.COM

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 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**”.

A screenshot of a web form from Sapienza University of Rome. The form is titled 'HELP DESK' and contains a declaration section. It asks the user to declare if they have obtained a Master degree from an Italian institution and if they have obtained a degree equivalent to the Italian diploma di laurea specialistica/laurea magistrale/laurea a ciclo unico, or expect to obtain it before October 31, 2022. Both questions have a 'No' option selected in a drop-down menu. A footnote explains that if the user has obtained a master degree from an Italian institution and also obtained another Master degree from a non-Italian institution, they are eligible for this call and must declare 'no'. At the bottom, there are two buttons: 'back' and 'proceed with the next step'.



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 October, 31 2022

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. Second cycle (Master's Degree), 4 years

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 October 31st, 2022 from a non Italian institution.



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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 October, 31 2022**

I will graduate in (title of degree)



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**”.

**UPLOAD**

HELP DESK

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

- Identity document (PASSPORT)  
 Nessun file selezionato
- Complete curriculum vitae et studiorum  
 Nessun file selezionato
- Motivation letter (brief statement explaining his/her PhD course choice and the candidate's scientific interests)  
 Nessun file selezionato
- 1st letter of recommendation by university Professors or eminent researchers/experts of equivalent status  
 Nessun file selezionato
- 2nd letter of recommendation by university Professors or eminent researchers/experts of equivalent status  
 Nessun file selezionato
- Proposal of a research project (not exceeding 8,000 characters)  
 Nessun file selezionato

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 (30 May 2022 at 14:00 PM).

OTHER DOCUMENTS (IN PDF FORMAT):

- List of publications (if any)  
 Nessun file selezionato

Any further qualification and information (max. 5 documents, in PDF)

Please, name the file you are uploading

file (only pdf format, up to 5 Mb)  
 Nessun file selezionato



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 PhD application upload page. The page has a dark red header with the university's logo and name. Below the header, there is a section titled 'UPLOAD' in a dark red box. 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: '- Identity document (PASSPORT)' with links 'open file | delete file' below it, and '- Complete curriculum vitae et studiorum' with a 'Scegli file' button, the text 'Nessun file selezionato', and an 'upload' button below it.

**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	
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 !**  
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**



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

[phdfellowship@uniroma1.it](mailto:phdfellowship@uniroma1.it)

10. 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