



INSTRUCTIONS FOR REGISTRATION

Sapienza University of Rome allows companies, registered in Jobsoul platform, to freely activate a personal electronic billboard in order to publish job and internship opportunities, receive candidacies from students and graduates, look for suitable CVs and contact directly potential candidates. Every activity is managed by specific university offices. In the web portal it is possible to find a form which permits to manage administration procedures necessary for the activation of the internships convention with Sapienza; in this way companies can fill in the claim form for the agreement with university, publish traineeships opportunities and define the training projects with Placement Offices of the different Sapienza departments.

PORTAL APPROVAL

1. Click or copy-paste <https://uniroma1.jobsoul.it/SoulWeb/registrazioneAzienda.action> into the address bar in your internet browser. Please choose the English version from the popup menu in the upper right corner.

2. Click on "online registration form"

Registration phase consists in the compilation of 5 sections (main data, contact persons, offices, core business, confirmation).

In order to reach the next step it is necessary to compile every field and click on "NEXT".

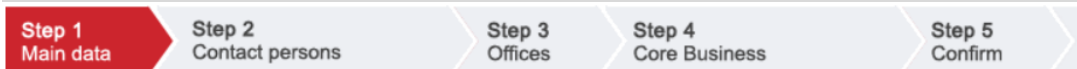
3. At the end of the compilation the system allows to generate the registration form, that must be **digitally signed and sent via certified e-mail** (if available in your country), following the procedures set out in [>download instructions](#)

[Sapienza Placement Area](#), after verifying the entered data, will provide to inform the responsible person about the portal approval.



PERSONAL DATA COMPILATION

STEP 1 – MAIN DATA



University

Select **Università degli Studi di Roma La Sapienza**

Company name Enter the name of the company/institution

Foreign company Select in case of a foreign company

Company number Enter the Fiscal Code of the company/institution

VAT number Enter the VAT number of the company/institution (if available in your country)

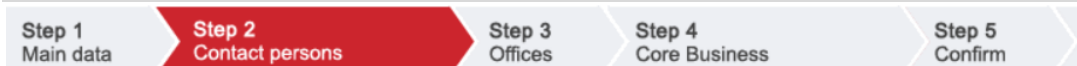
Company status Select the legal status of the company/institution from the popup menu

Company type Select the company/institution type from the popup menu. In case of a foreign company select "ente costituito da forma giuridica estera" from the popup menu

Number of employees Select the employees range from the popup menu

Company presentation Write a short description about the company/institution (max 1000 characters including spaces)

STEP 2 – LEGAL REPRESENTATIVE (or CEO)



Taxpayer identification number Enter the social security number of the legal representative (or CEO)

First name Enter the legal representative first name

Last name Enter the legal representative last name

Gender Enter the legal representative gender

County of birth Enter the legal representative county of birth. In case of a "born abroad" legal representative click on it, select "stato estero" and select the country of origin from the next popup menu

Place of birth Enter the legal representative place of birth

Date of birth (gg/mm/aaaa) Enter the legal representative date of birth

For reasons of transparency and assurances linked to the convention between companies and universities, entered data must match with those of the official documents.



It is necessary to enter the effective **Legal representative** (his/her name will be verified through the Chamber of Trade website or through other platforms for company data verification)

The documentation can be digitally signed by the legal representative or by his/her delegate; in this case it is necessary to attach the delegation to the registration form.

Legal representative data are not published in the public profile and must be treated in accordance with the provisions of the D.lgs. dated 30/06/2003 → according to privacy policy



STEP 2B – CONTACT PERSON FOR JOBSOUL

First name Enter the contact person first name

Last name Enter the contact person last name

Telephone Enter the contact person office telephone number

Fax Enter the contact person fax

E-mail Enter the contact person e-mail, preferably with the **company domain**

Position in the company Write a short description about the contact person role in the company

Newsletter Click on it to receive our newsletter



The **Contact person for Jobsoul** will manage the online billboard on Jobsoul Sapienza platform. We will send all the notifications to this address, for what which concerns password management informations, working opportunities validation and publication, candidacies from Sapienza students and graduates. **It is very important for the contact person to be internal in the organization, never external (such as outside consultants or people from agencies for employment).**

Contact person data are not published in the public profile and must be treated in accordance with the provisions of the D.lgs. dated 30/06/2003 → according to privacy policy

STEP 2C – CONTACT PERSON FOR INTERNSHIP OPPORTUNITIES

First name Enter the contact person first name

Last name Enter the contact person last name

Telephone Enter the contact person office telephone number

Fax Enter the contact person fax

E-mail Enter the contact person e-mail, preferably with the **company domain**

Position in the company Write a short description about the contact person role in the company

Newsletter Click on it to receive our newsletter



The **Contact person for internship opportunities** will manage the practices and activities linked to internships activation. We will send all the notifications to this address, for what which concerns the conventions with the university and the training projects. **It is very important for the contact person to be internal in the organization, never external (such as outside consultants or people from agencies for employment).**

Contact person data are not published in the public profile and must be treated in accordance with the provisions of the D.lgs. dated 30/06/2003 → according to privacy policy



STEP 3 - OFFICES



Info offices

State * ROMA Foreign office ?

Country * ROMA

Postal *

Street number *

Zip Code *

Telephone *

Fax

Email

Status Registered office /Tax domicile

In case of a foreign office, click on it, select "stato estero" from the popup menu and choose the country of origin

SAVE

* Mandatory field



The first entered office **must be the legal one**, in accordance with what indicated in the official documentation: company registration reports, taxpayer, VAT or equivalent certifications. In case of any change, please attach updated documentation.

In case of individual companies (even if the legal office coincides with the domicile for taxation of the registered representative for VAT purpose) it is necessary to enter the office declared in the certification, unless there is any change; in this case, please attach the documentation demonstrating the modification.

STEP 3B – IN CASE OF OTHER OFFICES

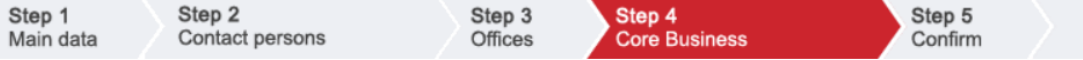
After entering the legal office, it will be possible to add N further offices.

+ Add an office

STATE	COUNTRY	POSTAL	CIV .	ZIP CODE	TEL	FAX	EMAIL	MAIN OFFICE		
STATO ESTERO	HAITI	1234	1234	1234	1234			<input checked="" type="checkbox"/>	Change	Delete



STEP 4 – CORE BUSINESS



In this section it is necessary to enter:

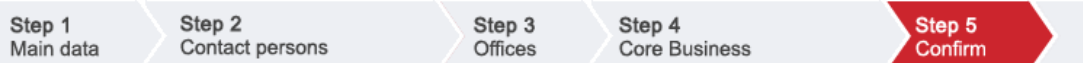
- the company/institution nature of business (in accordance with ATECO standard).

By typing, the system will give the chance to find the ATECO core business.

In order to find your appropriate business sector, please go to: <https://www.istat.it/it/archivio/17888>

- the CCNL (not mandatory).
By typing, the system will give the chance to find the appropriate CCNL

STEP 5 - CONFIRM



In the last section it is necessary to:

- Read and confirm the entered data

- Choose your credentials to access to the reserved area

- Read and accept the privacy policy

- Save



STEP 6 – REGISTRATION FORM SUBMISSION

At the end of the compilation the system allows to generate the Registration form in PDF/A format, which must be **digitally signed** by the Legal representative, or by his/her delegate, and sent via certified e-mail (if available in your country). Please follow the procedures indicated in [>download instructions](#)



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[▶ Contacts](#) [▶ Cookie policy](#)

RICERCA LAVORO

RICERCA TIROCINI

RICERCA AZIENDE

AREA RISERVATA

LOG IN

Online registration completed successfully !

Now you have to complete the last two steps of registering companies to the JobSoul Sapienza system :

- 1 Compile the online registration form
- 2 [Download the document generated automatically by the system](#)
- 3 Send back the document to Sapienza Placement Office

[> Download instructions](#)

[BACK TO HOME PAGE](#)

Therefore, in order to benefit from **Internships Area** (tirocini@uniroma1.it) and **Placement Area** (placement@uniroma1.it) free services on Jobsoul Sapienza, we invite our users to adopt all the required and updated procedures.

For further information do not hesitate to contact us: jobsoul@uniroma1.it