PhD Office
Courses offered and office of student services
Sapienza University of Rome

http://www.uniroma1.it/didattica/offerta-formativa/dottorati
✉️ ufficio.dottorato@uniroma.1.it

PhD Courses for the 36th cycle
Call for Applications 2020-2021

Procedure to apply for admission to Sapienza’s PhD courses

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1. ACCESS INFOSTUD
Access the page https://www.studenti.uniroma1.it/phoenix/#/login using your student number and password.
If you do not have them, first click on “Registrati” (Register).
2. CLICK ON “DOTTORATI” (PhDs)

3. SELECT YOUR DEGREE OR ACADEMIC CAREER

   Select the degree or the academic career which makes you eligible to apply to the course.

NOTICE: Each screen has a “Helpdesk” button which you can click on for assistance via email.
4. CHECK AND CONFIRM YOUR INFORMATION

Check the information you have entered and confirm by clicking on “Conferma i dati inseriti” (Confirm and proceed). Otherwise, click on “Modifica i dati inseriti” (Modify).
5. **SUBMIT A NEW APPLICATION**

Click on “Presenta una nuova domanda” (Submit a new application) to start to fill in a new application.

6. **SELECT A PhD COURSE**

Select the PhD program you wish to apply to and click on “Procedi con la presentazione della domanda” (Proceed with the application)
7. COMPLETE YOUR APPLICATION

On the right of the screen, you will notice three fields: Files, Declaration and Payment. Your application is not valid until all three of the required fields have been fully completed and a tick symbol appears near each one of them.

To complete the Files and Declaration sections, click on “Completa la domanda” (Complete the application) (see section 8). To complete the Payment section, click on “Paga il contributo” (Payment) (check section 9). It doesn’t matter what order you do them in, just as long as both are done by the deadlines set out in the call for applications, i.e. that all three items have been “ticked” by the aforementioned deadline.

8. SUBMIT YOUR APPLICATION

Click on “Completa la domanda” (Complete the application) to access the page explaining the application and admission procedure.

Click on “Dichiaro di aver presto visione delle modalità di accesso al concordo e voglio procedere con la presentazione della domande” (I declare I have read the procedure and I wish to proceed with the application).

Please note: In addition to uploading the files to the platform by the application deadline, in some cases you must also upload other documents at a later date.
The first thing you need to indicate is your knowledge of the required language. In this example, the PhD program has indicated that Italian is mandatory, as well as another language which you may choose from the list below. In order to proceed, you will have to select the language you know. You will be tested on that language during the oral exam, if required.
Enter the information and upload the documents required on the subsequent pages. The documents and information may vary depending on the PhD course you have chosen. You can fill in the application at different times.

Next, you need to enter the information and documents required for each individual PhD course (in this example, you need to fill in the text field indicating, in chronological order, the list of scholarships and research grants you have received and post-graduate course diplomas you currently hold).
At this point, you come to a page where you can upload the documents required by your chosen PhD program. Please select the document type from the drop-down menu and upload one document at a time. To conclude this step, you must upload all the documents indicated as mandatory.

On the screen below, students can choose to apply by selecting ART. 5 (“APPLICATIONS BY FOREIGN CANDIDATES AS SUPERNUMERARY STUDENTS”) or ART. 6 (“APPLICATIONS BY RESEARCH GRANT HOLDERS AND PUBLIC EMPLOYEES”). In both cases, they will not apply for scholarship.

On the same screen, you should upload your Self-declaration statement. Click on Generate the declaration, print the file, sign it, upload it and continue filling in the application.
At the end of the section to fill in the application, there is a button to submit your application. Click on “Inserisci la domanda” (Apply). You can still submit your application even if you have not uploaded all the requested files yet. In fact, you can still access the uploads page until the deadline for the call for applications has elapsed. You will receive a confirmation email at the email address you provided during registration.

9. FEE PAYMENT

Click on “Paga il contributo” (Payment) on the screen below.
Click on **Proceed to Payment**

![Payment Details](image)

Click on **Proceed to payment of €35.00** from the Multi-Portal cart

![Payment Cart](image)

On this screen, you can select from two payment options: direct payment and a payment order you need to download and use with any payment service provider.
Please note that we highly recommend that you pay the fee by credit card. This way the transactions will be immediately visible. If you decide to pay using a payment service provider, please remember to take into account the time it will take them to carry out the transaction.

Please follow the instructions on the subsequent screens.
Presentazione della domanda di ammissione al Dottorato
10. APPLICATION STATUS

On the following page, where all the applications are listed, there are three buttons and three checks beside each PhD course.
Buttons:

- **Data**: Provides a recap of the information you entered;
- **Files**: Provides access the document uploading area. Files can be uploaded until the deadline of the call for applications has elapsed.
- **Application and selection procedures**: Provides details regarding the PhD application and selection procedures.

Ticks

- **Files**: Shows the number of required documents uploaded so far. The tick signals that the files section is complete;
- **Declaration**: The ticks here indicates that the file containing the self-declaration statement has been uploaded;
- **Payment**: The ticks here indicates that payment for the application has been received.

If the three ticks appear, it means that the application has been successfully submitted and the procedure is complete.