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

http://www.uniroma1.it/didattica/offerta-formativa/dottorati

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PhD Courses for the 37th cycle

Call for Applications 2021-2022

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. SELF-DECLARATION STATEMENT
Verify that all information present in the page is correct, then click on I declare the above and wish to proceed and then on Proceed with completing the application.
8. COMPLETE YOUR APPLICATION

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

To complete the Files section, click on “Completa la Domanda” (Complete the application). To complete the Payment section, click on “Paga il contributo” (Payment). You can perform the two operations in the order you prefer: please note that both must be completed within the call deadlines and both items must be displayed as “flagged”.

9. ADMISSION PROCEDURE

Once having uploaded the information and files when required, select the Admission procedure, or the voice for none of them, in the drop-down menu. Then click on Confirm this option and proceed with the application.
10. APPLY
At the end of the section, you find the 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 page to modify/add new files until the call deadline. You will receive a confirmation email at the email address you provided during registration.

11. FEE PAYMENT
Click on “Paga il contributo” (Payment) on the screen below.

Then follow the instructions available on the pages.
Click on **Proceed to payment of €35,00** from the Multi-Portal cart

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 to pay the fee by credit card. In this way the transactions will be immediately visible. If you decide to pay using a payment service provider, please remember to consider that this transaction could take more time.

Please follow the instructions on the subsequent screens.
12. APPLICATION STATUS
On the following page, where all the applications are listed, there are three buttons and three checks beside each PhD course.
Buttons:

- **Payment/Fee paid**: allows to proceed with payment of displays a confirmation of the successfully paid fee
- **Summary**: allows to display a resume of the provided information
- **Upload/Modify**: Provides access to the document uploading area. Files can be uploaded and modified until the call deadline;
- **Application and selection procedures**: Provides details regarding the PhD application and selection procedures.

Verification fields

- **Files**: Shows the number of documents uploaded so far and the total number of required files. The flag signals that the files section is complete;
- **Payment**: The flag here indicates that the payment for the application has been correctly received
- **Check**: provides information the status of the application. No flag is going to be displayed in this field.

If the Files and Payment flags appear, it means that the application has been successfully submitted and the procedure is complete.