PhD courses 35th cycle
Call 2019-2020

Procedures for the submission of PhD Doctorate applications
Ver. 1.0 of June, 18th 2019

Ph.D. Office
Academic Programmes and Right to Education Area
Sapienza University of Rome
https://www.uniroma1.it/en/pagina-strutturale/graduates
ufficio.dottorato@uniroma1.it
Sommario

STEP 1 ........................................................................................................................................ 3
1. ENTER INFOSTUD with your Sapienza ID number (matricola) and your password: .......................... 3
2. CLICK ON: PHD PROGRAMMES ..................................................................................................... 4
3. STEP 1 – FILL IN THE PHD FORM .................................................................................................. 4
4. PHD COURSE CODE, SUMMARY AND SUBMIT REQUEST ................................................................. 5
5. CLICK ON PRINT PAYMENT SLIP .................................................................................................... 6
6. STEP 2 – COMPLETE THE APPLICATION ......................................................................................... 7

STEP 2 .............................................................................................................................................. 8
7. ACCESS TO STEP 2 - ONLINE APPLICATION SYSTEM TO PHD COURSES ........................................ 8
8. COMPLETE THE APPLICATION ........................................................................................................ 9
9. READ THE PROCEDURE .................................................................................................................. 10
10. CONTINUE WITH THE APPLICATION ............................................................................................ 10
11. SELF-DECLARATION STATEMENT ................................................................................................ 11
12. APPLY ............................................................................................................................................ 11
13. APPLICATION SUMMARY ............................................................................................................. 11
STEP 1

1. ENTER INFOSTUD with your Sapienza ID number (matricola) and your password:

   If you are not registered, follow the instructions at https://www.studenti.uniroma1.it/phoenixreg/#/ (English Flag);

   If you are already registered, enter INFOSTUD at https://www.uniroma1.it/en/pagina-strutturale/graduates (English Flag).
2. CLICK ON: PHD PROGRAMMES

3. STEP 1 – FILL IN THE PHD FORM
   
   On the left column click: **STEP 1 – Fill PhD Form**
4. **PHD COURSE CODE, SUMMARY AND SUBMIT REQUEST**

Type the PhD course code of interest. The complete list of PhD course codes is available in Annex A: [https://www.uniroma1.it/en/pagina/phd-programmes](https://www.uniroma1.it/en/pagina/phd-programmes)
and fill in the boxes required by the system until you are on the **SUMMARY** page. Then click on **SUBMIT REQUEST**.

5. **CLICK ON PRINT PAYMENT SLIP**

Click on **PRINT PAYMENT SLIP**. Do not forget to pay by July 18th, 2019. Payment procedures are available at [https://www.uniroma1.it/en/pagina/payment](https://www.uniroma1.it/en/pagina/payment)
6. **STEP 2 – COMPLETE THE APPLICATION**

   On the left column, click on: **STEP 2 – COMPLETE THE APPLICATION**
STEP 2

7. ACCESS TO STEP 2 - ONLINE APPLICATION SYSTEM TO PHD COURSES

At the page https://phd.uniroma1.it/application/ login with same Sapienza ID number and password
8. COMPLETE THE APPLICATION

Click on COMPLETE THE APPLICATION
9. **READ THE PROCEDURE**

Read the procedure and click on “I declare I have read the procedure and I wish to proceed with the application 2nd step”. **Attention!** In some cases, you may be asked to send, in addition to the files uploaded in the application by the deadline of the call, further documents to a specific email address.

![Image of the procedure form]

10. **CONTINUE WITH THE APPLICATION**

Click on **CONTINUE WITH THE APPLICATION** and fill in the boxes until you are on the page of the Self-declaration statement.

![Image of the Self-declaration statement form]
11. SELF-DECLARATION STATEMENT
Click on "Generate the declaration", print the file, sign it, upload it again and click on CONTINUE WITH COMPLETING THE APPLICATION.

12. APPLY
Click on APPLY (it is possible to apply also if not all the compulsory files have been uploaded. You will be allowed to upload them later, within the call deadline). The system will send you a confirmation email to the email address entered in the registration form.

13. APPLICATION SUMMARY
You can find all your submitted applications in the main page. Beside the name of each PhD course, you will find 3 buttons and 3 flags:

Buttons:
- “application”: it displays a summary of the inserted information
- “upload”: it allows to access the uploading area, where you will be allowed to upload any lacking files within the call deadline
- “info”: it displays the specific competition procedure.

Flags:
- “Files”: it shows the number of uploaded compulsory documents compared to the expected number. If the flag is green, the application is complete
- “Declaration”: if the Self-declaration statement is correctly uploaded, the flag is green
- “Payment”: if the slip payment related to the application has been correctly received by the system, the flag is green. Attention! The system could register the payment the day after the transfer.
If the 3 flags are green, the application has been correctly submitted and the procedure will be COMPLETED.