PhD programmes - 39° Cycle
Call for applications 2023-2024

Procedure to apply for admission to Sapienza’s PhD programmes
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1. ACCESS INFOSTUD

Access the page [https://www.studenti.uniroma1.it/phoenix/#/login](https://www.studenti.uniroma1.it/phoenix/#/login) with your account credentials.

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 PhD programme.

Please note: Each page 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 PROGRAMME

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

After having read the provided information, click on “dichiaro di aver preso visione delle modalità di accesso al concorso e voglio procedere con la presentazione della domanda” (I declare I have read the procedure and I wish to proceed with the application)
7. SELF-DECLARATION STATEMENT

Verify all information, then click on “Dichiaro quanto sopra e desidero procedere” (I declare the above and wish to proceed) and then on “Procedi con la compilazione della domanda” (Proceed with completing the application)
8. UPLOAD DEI DOCUMENTI

Enter any documents required by the selected PhD programme and click on “Procedi con la compilazione” (Proceed to complete the application)
9. ADMISSION PROCEDURE

Select the Admission procedure in the drop-down menu. Then click on “Conferma questa opzione” (Confirm this option) and proceed with the application “Procedi con la compilazione della domanda”
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. The application can be modified till it is closed and submitted.
11. COMPLETE THE APPLICATION

Once all the specific sections of the application have been filled in, there are 2 sections on the right of the page: Documenti (Documents) and (Pagamento) Payment.

For the application to be correctly entered, and therefore valid, the green "√" check symbol must appear in correspondence with both sections.

To complete the Documents section, if it is not complete, click on “Completa la domanda” (Complete the application).

To complete the Payment section, click on “Paga il contributo” (payments) (see point 12).

The two functions can be performed in the desired order. However, it is essential that both are done within the deadlines foreseen on the call for applications, and both green check marks “√” appear.
12. PAGA IL CONTRIBUTO

Click on “Paga il contributo” (Payment) as shown on the screenshot below.

and follow the instructions shown on the page.

Click on “Procedi con il pagamento di 35,00 €” (Proceed with the payment).

Submission of the application for admission to the Ph.D. programmes
Proceed with the payment, 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 it is highly recommend paying 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 as shown below:
Submission of the application for admission to the Ph.D. programmes
Submission of the application for admission to the Ph.D. programmes
13. APPLICATION STATUS SUMMARY

On the page where all the applications presented are listed, next to the name of each PhD programme, there are 3 buttons and 2 check marks

The buttons:
- **Paga il contributo/Pagamento effettuato** (Payment/Fee paid): allows to proceed with payment or if the payment is made, confirmation of the payment. If the payment has been made, it appears “Pagamento effettuato”; (Fee paid) instead of the payment button;
- **Documenti/modifica** (Documents/modify): allows to access to the document uploading area, which can be uploaded by the candidate until the deadline date of the call; if required, the presentation letters, to be uploaded by the Referees, may also be sent after the deadline date, according to the terms of each individual PhD programme;
- **Chiudi e trasmetti** (Close and submit): if the application is duly entered (payment made and all the required mandatory documentation uploaded) the button will be visible and clickable.

Verify section:
- **Documenti** (Documents): the number indicates how many mandatory documents have been uploaded compared to the number of requested documents. The green check mark “√” indicates that the documents section is complete;
- **Pagamento** (payment): the green check mark “√” indicates that the payment of the slip associated with the submitted application has been acquired by the Administration;
- **Verifica** (Verify): allows you to check the status of the application.
14. CLOSING AND SUBMITION OF THE APPLICATION

If the application is duly entered (payment made and all the required mandatory documentation uploaded) the “chiudi e trasmetti (submit)” button will be visible and the wording “La domanda può essere chiusa e trasmessa” (The application can be closed and submitted) will appear in the check column.

By clicking on “chiudi e trasmetti” (submit) an alert will appear.

By clicking on "OK" the complete summary of the entered data will be displayed, including the links to the uploaded files. Check carefully what you entered.
At the bottom of the page there are 2 buttons

The “torna alla pagina principale” (home page) button allows you to make further changes to the application.

By clicking on “chiudi e trasmetti/submit the application” an alert will appear

ATTENZIONE:
La domanda chiusa e trasmessa è immodificabile e non sarà possibile presentarne una nuova per lo stesso corso.
Se tutti i dati e i documenti caricati sono corretti procedere con la chiusura

The application, once closed and submitted, will no longer be modifiable and it will no longer be possible to submit a new application for the same PhD programme. If all the data and documents uploaded are correct, proceed with the submission.

By confirming the closure of the application, the system will generate the pdf file of the receipt and the application will be sent to the Administration, making it valid for competition purposes and no longer modifiable.

Only “chiuse e trasmesse” (closed and submitted) applications will be viewed by the Competition Committee.
On the main page

It will be possible to print the receipt of the submitted application.

The receipt must be kept together with the payment slip generated by pagoPA.