



****NEW USER REGISTRATION WITH ALICE****

DEAR APPLICANT,

THANK YOU FOR EXPRESSING INTEREST IN THE SUMMER SCHOOL AT THE UNIVERSITY OF PISA!

FOR THE CONVENIENCE OF APPLICANTS, WE HAVE OUTLINED THE STEPS TO COMPLETE THE ONLINE ACCOUNT REGISTRATION WITH **ALICE PORTAL**:

[HTTPS://WWW.STUDENTI.UNIPI.IT/HOME.DO?COD_LINGUA=ENG](https://www.studenti.unipi.it/home.do?cod_lingua=eng)

PLEASE CAREFULLY READ THE INSTRUCTIONS GIVEN BELOW, BEFORE YOU START FILLING OUT THE FORM.

SHOULD YOU HAVE ANY PROBLEMS, PLEASE EMAIL US AT:

[SUPPORT.SUMMERSCHOOL@UNIPI.IT](mailto:support.summerschool@unipi.it)

ALICE PORTAL REGISTRATION

TO CREATE AN ONLINE ACCOUNT WITH **ALICE**, YOU ARE REQUIRED TO HAVE A VALID EMAIL ADDRESS.

IT IS ADVISED TO CREATE ONLY **ONE ACCOUNT** AND TO FILL OUT THE ONLINE FORM WITH YOUR MOST CURRENT AND ACCURATE INFORMATION

THE ALICE ACCOUNT WILL BE USED TO GIVE YOU AN ID NUMBER, TO ACCESS THE UNIVERSITY OF PISA WIFI AND PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE.

THERE ARE 7 STEPS TO COMPLETE THE ALICE ONLINE FORM, TO GO ON FROM ONE STEP TO ANOTHER JUST CLICK "FORWARD":

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Reserved Area

Registration 

Login

Forgotten password

Web mail

Facilities

Departments

Location

Educational Area

Degree Programmes

Short Specialisation Programmes

PhD Programmes

Specialisation degree programmes

Exams

Alice, the online service portal for students of the University of Pisa

Services available through Alice

My Alice

This area is available only to those who have already registered and made an account for the Alice portal. It provides access to various important web functions such as: choosing a degree programme, signing up for an admission exam (these are required for entry into a few degree programmes), consulting your own study plan and printing out an MAV (Pagamento Mediante Avviso) to pay for university tuition fees. From this area you can also access the Webmail service and print out a Diploma Supplement at any time. In order to access these features, you must Login or Register if you're a new user.

Degree Programmes

Registration for admission exams, evaluation tests and enrolment

If you need to register for an admission exam in order to gain entry into a degree programme with limited numbers, apply for an evaluation test, or if you need to enroll onto a degree programme with open access, you must login to **the Alice portal/My Alice** and then click the appropriate links. For more information on how to enroll onto a specific degree programme (exam announcements, deadlines and procedures) please visit www.unipi.it/matricolandosi or contact: alice@adm.unipi.it.

Postgraduate Degree Programmes

Registration for admission exams, pre-enrolment and enrolment

If you need to register for an admission exam in order to gain entry into a postgraduate degree programme (PhDs, Specialisation Schools managed at university level and other specialized categories particularly for those interested in teaching within the Italian school system), or if you need to pre-enrol onto a Master's degree programme, you must login to **the Alice portal/My Alice** and then click the appropriate links.

For more information please visit www.unipi.it/index.php/offertadidattica or contact:
Short Specialisation Programmes (Master) master@adm.unipi.it
PhD programmes dottorato.ricerca@adm.unipi.it
Specialisation Degree Programmes specializzazioni@adm.unipi.it

Guest

Reserved Area

Registration

Login

Forgotten password

Web mail

Facilities

Departments

Location

Educational Area

Degree Programmes

Short Specialisation Programmes

PhD Programmes

Specialisation degree programmes

Exams

New user registration

The following pages will allow you to register as a new user of the portal.

When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available: you will need to type in some personal details and phone numbers.

Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Register if you are an Incoming Erasmus Student.

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

[New user registration](#) 

STEP 1: PERSONAL DETAILS. **WARNING: ONCE YOUR APPLICATION HAS BEEN SUBMITTED, THIS SECTION CANNOT BE CHANGED AND IT CONTAINS THE DETAILS OF YOUR IDENTITY!**

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	NAME	WRITE YOUR FIRST NAME(S) AS INDICATED ON YOUR PASSPORT OR ON YOUR ID
2	SURNAME	WRITE YOUR SURNAME AS INDICATED ON YOUR PASSPORT OR ON YOUR ID (DO NOT ADD THE WORDS I.E. "MARRIED NAME")
3	DATE OF BIRTH	WRITE YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
4	GENDER	CHECK THE BOX CORRESPONDING TO YOUR GENDER
5	PRIMARY NATIONALITY	WRITE YOUR NATIONALITY AT BIRTH
6	COUNTRY	SELECT YOUR COUNTRY OF BIRTH FROM THE DROPDOWN LIST
7	PROVINCE	SELECT THE STATE/TOWN/CITY OF BIRTH FROM THE DROPDOWN LIST
8	TOWN OF BIRTH	WRITE THE NAME OF THE TOWN OF BIRTH
9	ITALIAN TAX CODE	IF NOT AVAILABLE, PLEASE CLICK ON FORWARD AND THE SYSTEM WILL AUTOMATICALLY CALCULATE IT

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home ita eng

Guest

- Reserved Area
- Registration
- Login
- Forgotten password
- Web mail

Facilities

- Departments
- Location

Educational Area

- Degree Programmes
- Short Specialisation Programmes
- PhD Programmes
- Specialisation degree programmes
- Exams

Registration: Personal details

Personal details

Name*

Surname*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

Primary nationality*

Country*

Province (if in Italy)* Select a province (if in Italy)

Town of birth* Select a town

Italian tax code* (if not available, click forward)

Back Forward

Legend

* Compulsory field

STEP 2: RESIDENTIAL ADDRESS. THE RESIDENTIAL ADDRESS IS YOUR PERMANENT ADDRESS, THE ONE WHERE YOU RECEIVE OFFICIAL DOCUMENTS AND CORRESPONDENCE.

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	COUNTRY	SELECT YOUR COUNTRY OF YOUR PERMANENT ADDRESS FROM THE DROPDOWN LIST
2	TOWN	WRITE THE NAME OF THE TOWN OF YOUR PERMANENT ADDRESS
5	ADDRESS	WRITE YOUR HOME STREET NAME
6	HOUSE NUMBER	WRITE YOUR HOUSE NUMBER
7	VALID FROM...	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
8	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE
9	TEMPORARY ITALIAN ADDRESS	CHECK THE BOX Y IF YOUR PERMANENT ADDRESS IS IN ITALY, OTHERWISE CHECK N

The screenshot shows the 'Registration: Residential address' page on the ALICE portal. The page title is 'Registration: Residential address' and it includes a legend indicating that an asterisk (*) denotes a compulsory field. The form is titled 'Permanent home address' and contains the following fields and instructions:

- Country***: A dropdown menu.
- Town***: A text input field.
- Post code**: A text input field with the note 'if in Italy'.
- Town sub-division**: A text input field.
- Address***: A text input field with the placeholder 'STREET DETAILS' and the instruction '(street, square, road)'. An orange arrow points to this field from the right.
- House number***: A text input field.
- valid from**: A date input field with the format '(gg/mm/aaaa)' and a calendar icon. An orange arrow points to this field from the right.
- Phone number ***: A text input field with the note '(or xxxx)'. An orange arrow points to this field from the right.
- Temporary italian address is the same as permanent home address***: Radio buttons for 'Y' and 'N'. An orange arrow points to the 'N' button from the right.

At the bottom of the form, there are 'Back' and 'Forward' buttons. An orange arrow points to the 'Forward' button from the right.

STEP 3: CURRENT ADDRESS. THE CURRENT ADDRESS IS THE ADDRESS YOU HAVE WHILE ATTEMPTING YOUR COURSE; ENTER THE DETAILS OF YOUR HOME/HOTEL/GUEST HOUSE/ACCOMMODATION. I.E.: IF THE SUMMER SCHOOL'S COURSES WILL BE IN ITALY, YOUR CURRENT ADDRESS WILL BE IN ITALY.

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	C/O	WRITE THE HOME/HOTEL/GUEST HOUSE NAME IF YOU HAVE ONE
2	COUNTRY	SELECT YOUR CURRENT COUNTRY FROM THE DROPDOWN LIST
3	TOWN	WRITE THE NAME OF THE TOWN OF YOUR CURRENT ADDRESS
4	POST CODE	WRITE THE POSTAL CODE OF YOUR CURRENT ADDRESS
6	ADDRESS	WRITE YOUR CURRENT ADDRESS
7	HOUSE NUMBER	WRITE YOUR CURRENT HOUSE NUMBER
8	VALID FROM...	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
9	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE

The screenshot shows the 'Registration: Current address' page on the ALICE portal. The page title is 'Registration: Current address' and the description is 'The page shows the form for entering and modifying the user's current address.' A legend indicates that a red star symbol (*) denotes a compulsory field. The form fields are as follows:

- C/o:** Text input field containing 'ACCOMODATION IN ITALY'.
- Country*:** Dropdown menu set to 'Italy'.
- Province*:** Dropdown menu set to 'Select a Province'.
- Town*:** Dropdown menu set to 'Select a town'.
- Post code*:** Text input field with a placeholder 'if in Ita'.
- Address*:** Text input field with a placeholder '(street, square, road)'.
- House number*:** Text input field.
- valid from:** Text input field with a placeholder '(gg/mm/aaaa)'.
- Phone number*:** Text input field with a placeholder '(or xxxx)'.

At the bottom of the form are 'Back' and 'Forward' buttons. Orange arrows in the image point to each of these fields and buttons.

STEP 4: CONTACTS. GIVE US INFORMATION ON HOW AND WHERE CONTACT YOU

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	MAILING ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
2	DELIVERY ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
3	INTERNATIONAL CODE	DO NOT WRITE '00' INSTEAD OF +. USING THE SYMBOL '+' AVOIDS THE PROBLEM BY INDICATING TO THE CALLER THAT THEY SHOULD INSERT THEIR OWN COUNTRY'S INTERNATIONAL ACCESS CODE. WRITE XXXX IF YOU DO NOT HAVE A MOBILE PHONE.
4	MOBILE PHONE OPERATOR	YOU CAN LEAVE THIS FIELD BLANK
5	TEXT MESSAGE	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
6	PRIVACY POLICY	IT IS MANDATORY TO CHECK THE BOX YES, TO AUTHORIZE USE OF YOUR DATA ACCORDING TO ITALIAN LAW 196/2003 ON PRIVACY.
7	COMMUNICATION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
8	POSSIBLE DISTRIBUTION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE

13/5/2015 <https://www.studenti.unipi.it/AddressBook/RecapitoForm.do>

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home ita eng

Guest

Reserved Area

- Registration
- Login
- Forgotten password
- Web mail

Facilities

- Departments
- Location

Educational Area

- Degree Programmes
- Short Specialisation Programmes
- PhD Programmes
- Specialisation degree programmes
- Exams

Registration: Contacts

Contacts

Mailing address* Permanent home address Italian home address

Delivery address for Permanent home address Italian home address

University fees*

Email* (or xxxxx)

International code of mobile phone* (es: +39 - or xxxxx)

Mobile phone* (es: 3486767676 - insert xxxxx)

Mobile phone operator

I wish to receive a text message on my mobile phone to be informed on any event organized by the University* Y N

[Read the privacy policy.](#)

I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection * Y N

[See "Privacy Code"](#)

I consent to the communication of my personal details * Y N

I consent to the possible distribution of my personal details in compliance with current regulations* Y N

1/2

STEP 5: DATA BANK ACCOUNT. YOU DO NOT NEED TO LEAVE THE DETAILS OF YOUR BANK ACCOUNT: JUST SELECT THE OPTION "BANK BRANCH" FROM THE DROPDOWN LIST.

13/5/2015 <https://www.studenti.unipi.it/AddressBook/DatiBancaRimbForm.do>

The screenshot shows the ALICE portal interface. At the top, there is a navigation bar with the university logo and the text "ALICE il portale dei servizi on line per gli studenti". Below this, there is a "Home" link and language options for Italian and English. The main content area is titled "Registration: Data Bank Account (Refunds)". It contains a message: "The following fields are required for potential tax refunds. Erasmus students must select 'Bank branch' to proceed." Below this message is a form with a dropdown menu labeled "Payment methods*" and a "Select..." option. To the left of the form are "Back" and "Forward" buttons. A legend on the right indicates that an asterisk (*) denotes a compulsory field. The left sidebar contains a menu with categories like "Reserved Area", "Facilities", and "Educational Area".

STEP 6: PASSWORD: CHOOSE YOUR PASSWORD (8-20 CHARACTERS)

13/5/2015 <https://www.studenti.unipi.it/AddressBook/SceltaPasswordForm.do>

The screenshot shows the ALICE portal interface for password registration. The main content area is titled "Registration: Password". It features a warning icon and the text "ATTENTION THE PASSWORD:". Below this, there are two bullet points: "there must be at least 8 characters" and "there must be no more than 20 characters". The form contains two input fields: "Password*" and "Confirm the password*". To the left of the form are "Back" and "Forward" buttons. A legend on the right indicates that an asterisk (*) denotes a compulsory field. The left sidebar is identical to the previous screenshot.

STEP 7: SUMMARY: CHECK THE DETAILS AND CONFIRM. YOU WILL RECEIVE AN EMAIL WITH YOUR LOGIN AND PASSWORD, KEEP YOUR ACCOUNT DETAILS SAFE AND DO NOT DISCLOSE YOUR LOGIN DETAILS TO ANYONE.

NOW THAT YOU ARE REGISTERED, YOU CAN:

- **ACCESS THE UNIVERSITY OF PISA WIFI**
- **PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE**

13/02/15 <https://www.studenti.unipi.it/AddressBook/CommandoSegnataForm.do>

UNIVERSITÀ DI PISA **ALICE** il portale dei servizi on line per gli studenti

Home ita eng

Guest

Reserved Area

- Registration
- Login
- Forgotten password
- Web mail

Facilities

- Departments
- Location

Educational Area

- Degree Programmes
- Short Specialisation Programmes
- PhD Programmes
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Registration: Summary

Check the details and click on "Confirm".

Personal details

Name	NAME
Surname	SURNAME
Date of birth	10/10/1990
Primary nationality	UNITED STATES
Country of birth	United States
The Town/City entered was Syracuse not found among those listed.	
Italian tax code	SRNM490R502404C

Residence (permanent address)

Country	France
Town	Paris
Post code	
Town sub-division	
Address	STREET DETAILS
House number	10
Home phone	+33610101010
Temporary Italian address is the same as permanent home address	N

[Change permanent home address. Use the link to change permanent home address.](#)

Italian home address

Country	Italy
Province (if in Italy)	Pisa (PI)
Town	San Giuliano Terme
Post code	56017
Town sub-division	
Address	STREET NAME
Street number	10

Phone number 050101010
C/O ACCOMODATION IN ITALY

[Change domicile \(home address\) Use the link to change domicile \(home address\)](#)

Contacts

Mailing address	Permanent home address
Delivery address for University fees	Permanent home address
Email	simonatorre@gmail.com
Mobile phone	050101010
Mobile phone operator	
I wish to receive a text message on my mobile phone to be informed on any event organized by the University	N
I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection	Y
I consent to the use of my personal information by the University of Pisa	N
I consent to the possible distribution of my personal details in compliance with current regulations	N

[Change contact details Use the link to change your contact details](#)

Data Bank Account (Refunds)

Refund methods	Bank Branch
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[Edit Bank Account Refund Data Use the link to edit Bank Account Refund Details](#)

Back **Confirm**

Legend
* Compulsory field

*APPLICANTS SHOULD BE AWARE THAT THE PRESENTATION OF INCORRECT/FALSE/FORGED/FRAUDULENT INFORMATION OR DOCUMENTS IS A CRIMINAL OFFENCE AND THE UNIVERSITY RESERVES THE RIGHT TO INITIATE APPROPRIATE ACTION.