

UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II



- **Enrollment procedure**

In order to complete the enrollment procedure, candidates who have been admitted to a ph.d. course have to fill in the enrollment form and pay the regional tax for education of 140 euro by bank transfer to the following IBAN IT17E0306903496100000300100 swift code BCITITMM – Payee ADISURC, Via Alcide De Gasperi 45, 80133, Naples Italia, within and no later than 5 days from the date on which the final ranking list has been published.

In the reason for payment section, candidates are expected to include the following information: Name and Surname of the winner, date and place of his/her birth, A.Y. 2023/2024 – Università degli Studi di Napoli Federico II.

The enrollment form, the receipt of the payment of the regional tax and a scan copy of the passport have to be sent to **phdnafedericoii@unina.it**

- **Visa request procedure**

Due to a change in the visa request procedure, as required by the Ministry of Foreign Affairs and the Ministry of the University and Research, foreign candidates in order to start the procedure to obtain the visa have to register in the portal university at the following link <https://www.university.it/index.php/registration/firststep>

After the registration, you should access the UNIVERSITY portal and fill in the pre-enrollment application for the ph.d. course you have been selected for. The pre-enrollment application has to be submitted to the Italian Mission of the place of residence of the student (i.e. the Italian embassy/consulate where you will present the visa request and under whose jurisdiction the city of your residence falls).

The Ph.D. office will validate your application and will upload the certificate of admission (in Italian "lettera di invito") in the system. The official certificate of admission will report the following information: 1) your personal data; 2) name and length of the PhD course you have been admitted to; 3) scholarship status.

The certificate of admission will be sent directly to the Italian Embassy / Consulate competent in order to support your visa request. The University portal will therefore send to you an email stating the fact that your application has been validated.

After having received this email, you can book an appointment with the Italian embassy/consulate in order to start the procedure to obtain the visa.

For any technical issue regarding the university portal please contact university@cineca.it

- **DoV – Cimea certifications**

In order to support the international students during the admission and enrolment to its degree programmes University of Naples Federico II signed an Agreement with CIMEA – Information Centre on Academic Mobility and Equivalence (info at <https://www.cimea.it/EN/pagina-chi-siamo>) for the issuing of the Statement of Comparability and Statement of Verification of foreign qualifications.

The Statement of Comparability contains general information related to the foreign university qualification such as recognition/accreditation status of the institution from which it has been issued in the country of origin and the level of the qualification according to the Bologna Process and to the European Qualifications Framework.

The Statement of Verification certifies the bona fide granting of academic or secondary school diplomas by a foreign institution.

Both the Statement of Comparability and the Statement of Verification are managed within the Diplome platform, completely in English.

With Diplome, CIMEA issues its own Statements of Comparability on blockchain, thus allowing degree holders to share their qualifications with any institution in the world in a simple, secure, and certified manner.

Federico II University accepts also the Statement of Comparability together with the Statement of Verification by CIMEA for enrolment purposes. Therefore, in place of the Declaration of Value, you can provide both a Statement of Comparability and a Statement of Verification for your enrolment.