



UNIVERSITY OF GASTRONOMIC SCIENCES
Three-Year Undergraduate Program

2012-2013 Guide to Applying Online



This guide covers applying to the Three-Year Undergraduate Program. Applicants must first register to obtain a username and password. This registration is free and non-binding.

The procedures described below are subject to change following the publication of this guide.

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1. System Access


On the UNISG website, www.unisg.it, go to Admissions, then choose “Three-Year Undergraduate Degree” and select the application link based on your nationality. On the relevant application page, select: “Click here to apply” (see below picture n.1)


Applications

Application to the undergraduate program takes place online and begins with:

- > filling in a registration form
- > transmittal of the required documentation
- > completion of a motivational test

Before starting the online application, we recommend downloading and reading the following documents.

 **Application Process for the Three-Year Undergraduate Program**

 **Click here to apply**





















(Picture n.1)

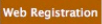
This will open the Web Registration page (Picture n.2)

Web Registration

Through the following pages you can proceed with registration. At the end you will be given a username and an access code that will allow you to log in to edit your information and access to services offered. The information that you will be asked to find them in the menu below: * Personal details * Number * Address: Residence and Domicile * Contact: email, fax, mobile number

Check List

Activities	Section	Info	Status
A - Web registration			
	Privacy policy		
	Personal Information		
	ID		
	Residence address		
	Domicile address		
	Delivery		
	Password		
	Summary user registration		
	Summary credentials		



(Picture n.2)



- If you have previously registered: Go to Reserved Area > Login and use the username and password you received when you first registered. You will then be able to proceed with the application procedure as described below (page 8 of this guide).

If you have forgotten your username and/or password, click on “Forgotten password” to receive your information at the email you provided when you first registered. If you cannot recover your information, send a request to segreteria@unisg.it.

- If you have not previously registered: go to “Registration” and then click on “Web Registration.”

After that you will find the “Privacy policy” page (Picture 3)

Registration: ID

This page displays the form for entering or editing data of ID

ID

*Document type

*Number

Issued by

*Issue date (dd/mm/yyyy)

*Expiration date validity (dd/mm/yyyy)

(Picture 3)

Simply read the informations and then click on “Next” button.



In the “Registration: Personal Information” page you should fill in your personal data, as shown below (Picture n. 4):

Registration: Personal Information
This page displays the form for entering or editing data and place of birth of the user.

Personal Information

*Name

*Last name

*Date of Birth (dd/mm/yyyy)

*Sex Male Female

*First nationality

*Country:

*Province:

*City

*Fiscal code (calculated if not specified)

(Picture n. 4)

For candidates with an Italian codice fiscale (fiscal code) check the accuracy of the code that is generated by the system. If it is not correct, enter the correct code manually and send an email to segreteria@unisg.it indicating the discrepancy. For candidates without an Italian fiscal code, leave the code as it is generated.

By clicking the “Next” button you will have to choose your document type in the “Registration: ID” page (Picture n.5).

Registration: ID
This page displays the form for entering or editing data of ID

ID

*Document type

*Number

Issued by

*Issue date (dd/mm/yyyy)

*Expiration date validity (dd/mm/yyyy)

(Picture n. 5)



By clicking “Next” you will find the “Address Residence” page, and you have to fill a series of boxes entering your personal informations: Nation, Province, City /Town, ZIP, Address... (Picture n. 6)

Registration: Address Residence
This page displays the form for entering or changing the address of Residence user

Residence

*Nation

*Province if in Italy

*City / Town

*ZIP if in Italy

Hamlet

*Address (street, square, street)

*N°

*Telephone number

*Domicile matches with residence Yes No

[Back](#) [Next](#)

(Picture n. 6)

By clicking “Next” you will find the “Address” page. Specifying your email address you can always use the “Automatic recovery” feature to get back the ESSE3 credentials (Picture n. 7)

Registration: Address

Contact

*Delivery documents Residence Domicile

*Delivery fees Residence Domicile

E-mail

Certified e-mail

FAX

International Pref (pref.internaz. - number)

Mobile Max 16 characters including the pre. internat.

*I have received the information under Article 13 of Legislative Decree 196/2003 and I give my consent to process my personal data by the University; also give my consent under Articles. 20, 23 and 26 of D. Decree 196/2003 for the treatment of my data. S N

[Back](#) [Next](#)

(Picture n. 7)



Once you have completed the registration process, choose your personal password.

At the end you will see a page summarizing all the information you entered: personal data, ID data, residence and contact. This summary page has for each section useful edit buttons, for changing data entered incorrectly.

At the end click on “Confirm button”.

Done this, the system displays the “Registration completed” page (Picture n. 8), with the summary of credentials to access the system.

Then click on “Proceed with authentication and / or print the remainder.

Registration: Choose password

In this page you can define the password for access.
All spaces at the beginning and end of the password will be deleted.

Choose password

*Password

*Confirm password

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(Picture n. 8)



2. Application procedure

2.1 Admission test

After logging in under “Reserved Area” click on the “Admissions Test” link under “Registrar's Office” in the menu on the left side of the page (Picture n. 9).

NAME SURNAME _____

Logged in

- Reserved Area
- Logout
- Change Password
- Home
- Registrar's Office**
- Admission test
- Evaluation test
- State Exams
- Enrolment
- Invalidity Declaration

Enrolment

Using the following pages you will be able to proceed with enrolment on the study course of your choice

Operations available

- [Enrolment on courses with an unrestricted number of places](#)
- [Enrolment on courses until all places have been filled](#)

(Picture n. 9)

To make an entry to new course, choose the “First level Degree” button, and click on “Next” button, then choose the “Course of study”, then the “Enrollment”.

At the end click on the “Confirm and continue” button (Picture n. 10)



A 1 2 3 4 ... >>

Choice of type title

Select the type of title to which you are accessing.

Choice of type title

*Post reform

FIRST LEVEL DEGREE

Back

Next



<< ... 1 2 3 4 5 ... >>

Course of study

Select the course of study to which you are accessing.

Chosen course of study: FIRST LEVEL DEGREE

*Course of study

Gastronomic Sciences - DM 270/04

Back

Next



<< ... 2 3 4 5 B ... >>

List of contests

Select the competition in which you intend to enroll.

Choice the contest

*Enrollment

Undergraduate degree applications from 31/01/2012 to 31/08/2012

Detail

LSG08 - Gastronomic Sciences - DM 270/04

Back

Next



Confirm choice contest

Verify the information on the choices made in previous pages.

Enrollment	
Type of education	FIRST LEVEL DEGREE
Description	Undergraduate degree applications

[Back](#) [Confirm and continue](#)

(Picture n. 10)

2.2 Additional Data

Then you have to enter data on the qualifications required.
Continue clicking on the button “Insert” (Picture n. 11)



Retail qualifications required

To continue you must declare the qualifications. For the first shows the qualifications required, while the various options show titles that are alternatives to one another. In the following pages will be asked data relating to the qualifications achieved in previous years.

Status block	Qualification	Note	Tytle status	Actions
	The Italian school leaving qualification awarded on passing the relevant state examinations, or any foreign comparable qualifications.			Insert

[Back](#) [Proceed](#)

(Picture n. 11)

The system gives you the choice between Italian and Foreign Title, and the achievement by Italian Institute and International Institute (Picture n. 12)



Detail study qualifications

To continue in enrollment to the chosen course of study is necessary to indicate Sorting and the Nation of Attainment title.

Sorting and Country Title of Attainment

- School Title: Italian
 Foreign
- Obtained from: Italian Institute
 Foreign Institute

Back Proceed

Diploma information

- Foreign title Type: Choose ...
- Title (free description):
- Institute:
- *Year of award:
- Vote:
- Nation: AFGHANISTAN
- *Sorting nation: AFGHANISTAN
- *Title situation: Obtained
 Not yet obtained

Back Proceed

(Picture n.12)

Fill in the “Diploma information” page. In the next page proceed and then click on the button “Full admission” (Picture n. 13)



Retail qualifications required

To continue you must declare the qualifications. For the first shows the qualifications required, while the various options show titles that are alternatives to one another. In the following pages will be asked data relating to the qualifications achieved in previous years.

Qualifications required

Status block	Qualification	Note	Titlyle status	Actions
	The Italian school leaving qualification awarded on passing the relevant state examinations, or any foreign comparable qualifications.			

[Back](#)

[Proceed](#)

Confirm choice contest

Verify the information on the choices made in previous pages.

Enrollment	
Type degree	FIRST LEVEL DEGREE
Description	Undergraduate degree applications

Administrative category and disability aids

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[Full admission to the competition](#)

(Picture n. 13)

After that page you will see the “Competition registration summary” page

From this page you can return to the “Home contests”, print the application form and / or modify your subscription (Picture n. 14).

Competition registration summary

The process of entering the competition has been successfully completed.

Links

Competition for admission	
Description	Preiscrizione al corso di Laurea Triennale
Year	2012/2013
Prematricola	56

Administrative category and disability aids

Request help conduct tests	No
----------------------------	----

Tests

Description	Typology	Date	Time	Seat	Publication of results	Materials	Status	Rating / Rating
Motivational Test	Online test				It is planned to publish a ranking of Web		-	-

Forms

Form	Status	Actions
Motivational test (english version)		Fill
Test motivazionale (versione italiana)		Fill

[Home contests](#)

[Print application form](#)

[Edit Registration](#)

(Picture n. 14)



2.3 Motivational Test

The final step of the application procedure is to complete the *Motivational Test* questionnaire. Click on the “Fill button” to select your preferred language [Test motivazionale (versione italiana) or Motivational test (English version)] (Picture n. 14)

Completion of the questionnaire concludes your application procedure and enters you into the process for consideration for admission to UNISG.

2.4 Evaluation Documents / Certificates

After having completed the online application process, you must send to “segreteria@unisg.it” the admission documents listed below, requested to evaluate your candidature:

- Resumé
- Personal statement
- Reference letters
- Certifications of language skills (Italian and/or English)
- Certification of computing skills
- Secondary school diploma and “Dichiarazione di Valore” (Italian Consulate declaration)

The final page will summarize your application. Clicking on *Modify Application* will bring you back to the pages showing in section 2.2 of this guide, where you can change any of the data previously entered.