



UNIVERSITY OF GASTRONOMIC SCIENCES
Three-Year Undergraduate Program

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 > 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 following page (Picture n.2), where you can look up various information pertaining to UNISG programs. First of all choose your language (see flags on the left menu).



UNIVERSITÀ DEGLI STUDI DI SCIENZE GASTRONOMICHE

Home » Segreteria Didattica

// Segreteria Didattica

ACCESSO AI SERVIZI ONLINE

La sezione "Servizi online" gestisce l'accesso dello studente ai servizi della Segreteria Studenti e lo guida nella conoscenza dell'offerta didattica dell'Ateneo. Contiene un'area pubblica, accessibile a tutti, con informazioni relative all'offerta formativa, e tre aree riservate: una per gli utenti registrati, una per gli studenti e una per i docenti.

Gli studenti iscritti possono accedere all'"Area riservata" per effettuare diverse operazioni amministrative: Anagrafica, Tasse universitarie, Autocertificazione, Riepilogo carriera, Libretto dello studente, Analisi carriera, Riepilogo iscrizioni, Richiesta certificati, Iscrizione agli appelli d'esame. Gli studenti già iscritti, che non abbiano ricevuto le credenziali per posta elettronica, potranno richiederle tramite il servizio "[Password dimenticata](#)".

Gli studenti che non hanno un indirizzo e-mail potranno, invece, recarsi presso gli sportelli della Segreteria Studenti e richiedere username e password.

SI INVITANO GLI STUDENTI A CONTROLLARE DATA E ORA NELLE 24 ORE PRECEDENTI LE LEZIONI E GLI APPELLI.

LINK UTILI

(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 6 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 **Reserved Area > Registration** which will open the following page:

// New user registration

You can register on the site on the pages that follow. On completion you will be given a username and password which will allow you to access the system to change your details and to access the services offered. You can see the information you will be asked for in the list below:

- Personal details:
- Addresses: Residence and Domicile
- Contact address: e-mail, fax, mobile number

Proceed with registration >>

(Picture n. 3)



Clicking on the ***Proceed with registration >>*** button will open a series of windows in which you should fill in your personal data, as shown below (Picture n. 4):

// Registration: Personal details (1 of 3)

The page shows the form for entering and changing the user's personal details and place of birth.

Warning

The system has found that the Italian ID number is missing. Please enter the Italian ID number as its absence could block access to some services.

Personal details

*Name:	<input type="text" value="NAME"/>
*Family name:	<input type="text" value="SURNAME"/>
*Date of birth: (dd/mm/yyyy)	<input type="text" value="01/01/1992"/>
Gender:	Male
*Nationality:	<input type="text" value="RUSSIA"/>

Place of birth

*Country:	<input type="text" value="RUSSIA - FEDERAZIONE RUSSA"/>	of birth
*Town/City:	<input type="text" value="aaa"/>	of birth
*Italian ID no.: (automatically calculated if not provided)	<input type="text"/>	

Note: the fields marked with an asterisk * are obligatory

Proceed>>

(Picture n. 4)



Candidates with an Italian *codice fiscale* (fiscal code) must 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. Candidates without an Italian fiscal code must leave the code as it is generated (Picture n. 5)

// Registration: Personal details (1 of 3)

The page shows the form for entering and changing the user's personal details and place of birth.

Personal details

***Name:**

***Family name:**

***Date of birth:**
(dd/mm/yyyy)

Gender: Male

***Nationality:**

Place of birth

***Country:** of birth

***Town/City:** of birth

The ITALIAN ID NUMBER has been calculated automatically; check that it is correct and continue.

***Italian ID no.:**
(automatically calculated if not provided)

Note: the fields marked with an asterisk * are obligatory

// Registration: Personal details (1 of 3)

The page shows the form for entering and changing residence permit data.

Residence Permit (for non-EU users only)

Date of Issue:
(dd/mm/yyyy)

Expiry date:
(dd/mm/yyyy)

Note: the fields marked with an asterisk * are obligatory

(Picture n. 5)

Residence Permit

As a valid Residence Permit is a compulsory requirement for the admission to any Italian University, you are required to fill in this page. You will need to obtain the Residence Permit after your arrival in Italy. To proceed with the online application, please insert “28/01/2011” as a made up date of issue and “31/12/2011” as expiry date.



// **Master data wizard: Addresses (2 of 3)**

The page shows the form for entering and changing the user's residence and domicile addresses. Residenza dell'utente.

Residenza

*Country:	RUSSIA - FEDERAZIONE RUSSA dal 31/03/1992
*Town/City:	aaa
*Post code: if in Italy	123
Locality:	aaaa
*Address: (street, square, road)	aaaa
*Street no.:	123
Telephone:	000111333
same as residence:	Country <input checked="" type="radio"/> You must select the PROVINCE <input type="radio"/>

Note: the fields marked with an asterisk * are obligatory

Proceed >>

(Picture n.6)

Providing your email address will allow the system to provide you with username and password if they are lost or forgotten.



// Wizard dati anagrafici: Recapito (3 di 3)

This page shows the address form; you can insert new data or modify them.

Address form

*E-mail:

name.surname@name.com

FAX:

000111333

Mobile:

es: +39 3486767676

+39 3486767676

Favourite language used to communicate:

INGLESE

I wish to receive on my mobile, STM about UNISG events.:

S N

I agree to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003:

S N

Note: the fields marked with an asterisk * are obligatory

Confirm

(Picture n. 7)

Once you have completed the registration process, you will be given your username and password to be used to complete the online application.

2. Application Procedure

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.





// Admission Exam

At present you are not registered for any exams.

It is possible to apply for admission by clicking on the provided button.

Registration

(Picture n. 8)

Click on the **Registration** button to proceed.

2.1 Choosing Your Program

Under the list of programs offered, select the program you are applying to (Three-Year Undergraduate).

// Admission exams

Select the type of course you wish to access

Select Study Course type

Study Course Types

Post-Reform

UNDER DEGREE COURSE



(Picture n. 9)



You will then be given the list of programs in this category. Click on **Apply** or **Iscriviti**.

// **Admission exams**

This page shows the list of Admission exams for which it is possible to register.

Applications to the undergraduate degree course from 01/01/2010 to 31/08/2010	 Iscriviti
Study course	
 Gastronomic Sciences - DM 270/04	

(Picture n. 10)

2.2 Additional Data

On the *Additional Data* page, indicate any resources required due to additional needs or disabilities, then click on *Confirm*.

// **Additional Data**

Area reserved for those who require any resources due to additional needs or disabilities.

Application handbook: [<http://www.unisg.it/download/iscrizioni/guida-preiscrizione-online.pdf>]

Will you produce other qualification documentation?:

I request assistance to take the test (Act 104/92 and subseq. amendments): Yes No

Invalidity type:

The note below must contain less than 2000 letters

Note:

(Picture n. 11)

2.3 Diploma/Degree Data



If the information regarding your diploma or degree is not present in the system, you will be asked to provide them. If your diploma or degree was obtained outside of Italy, click on **Foreign Diploma**.

Click on **Send** to proceed.

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.



2.4 Motivational Test

The final step of the application procedure is to complete the **Motivational Test** questionnaire. Click on the appropriate link to select your preferred language [Test motivazionale (versione italiana) or Motivational test (English version)].



// **Detail Admission Exam**

Preiscrizione al corso di Laurea Triennale

You are correctly registered for the exam for admission to the following study course:

Valid for		
Study course	Adm. deadline	PreAdm. deadline
Gastronomic Sciences - DM 270/04		

Tests included		
Description	Type	Admitted list
Dossier	Required documentation	We will not publish any list on the WEB
Motivational Test	Online test	We will not publish any list on the WEB

Tests to be completed

Per rendere effettiva la preiscrizione al corso scelto devi compilare il questionario nella lingua che preferisci. (ING)

 [Test motivazionale \(versione italiana\) \(compilabile dal 01/01/2010 fino al 31/01/2010\)](#)

 [Motivational test \(english version\) \(compilabile dal 01/01/2010 fino al 31/01/2010\)](#)

Print application

Change Registration

You can press "Change Registration" to change the details of registration for this exam.

Change Registration

(Picture n. 12)

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