



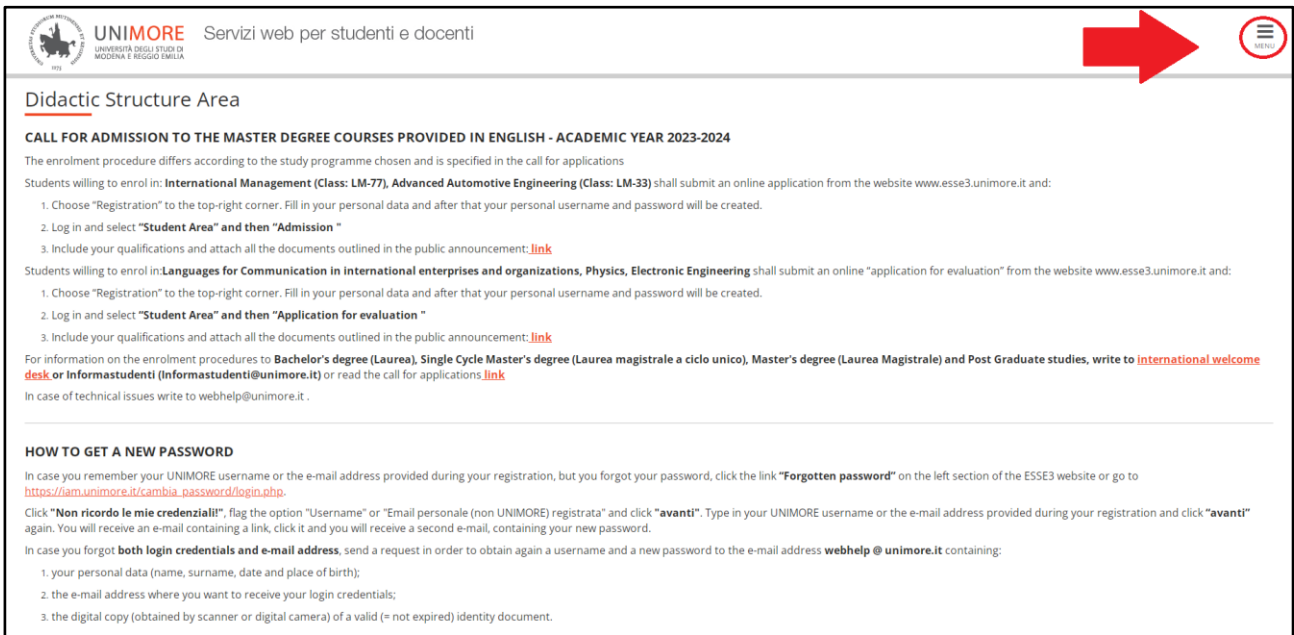
UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

APPLICATION GUIDE TO THE MASTER'S DEGREE PROGRAMME IN

INTERNATIONAL MANAGEMENT

Admission procedure for extra-UE students
residing abroad, applying for a visa

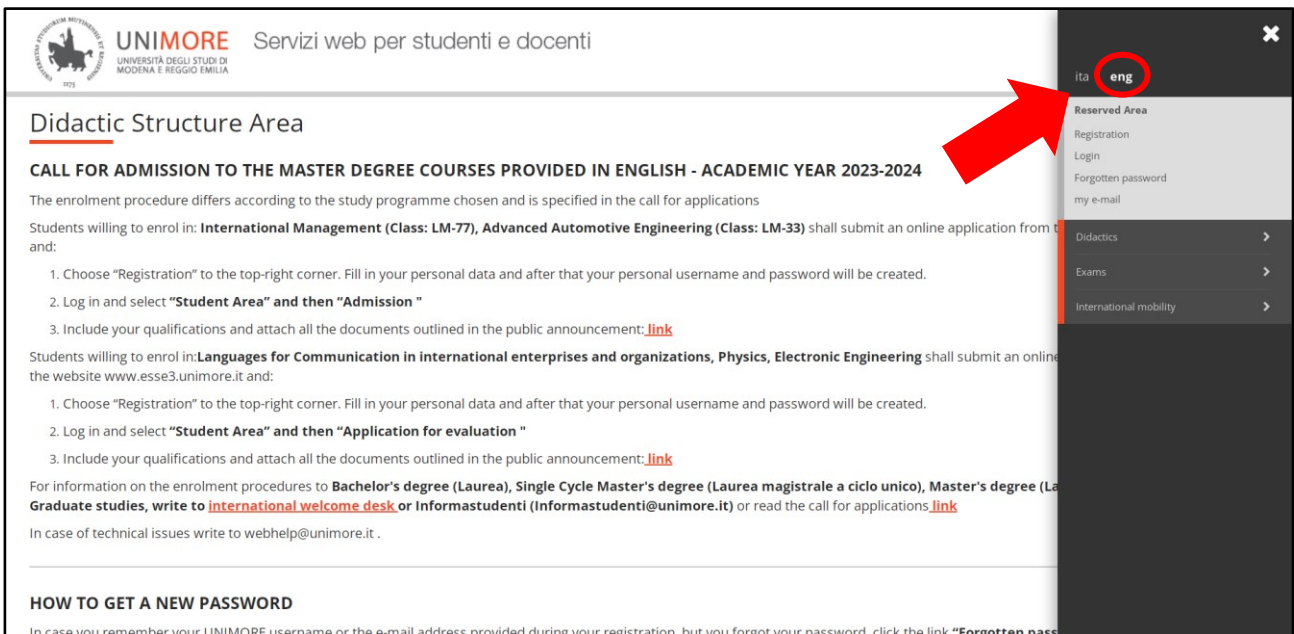
Connect to the web address www.esse3.unimore.it. The following page will open (Fig. 1):



The screenshot shows the top navigation bar with the UNIMORE logo and the text 'Servizi web per studenti e docenti'. A red arrow points to a menu icon in the top right corner. The main content area is titled 'Didactic Structure Area' and contains a 'CALL FOR ADMISSION TO THE MASTER DEGREE COURSES PROVIDED IN ENGLISH - ACADEMIC YEAR 2023-2024'. Below this, there are instructions for enrollment, including steps for registration, login, and document submission. A section titled 'HOW TO GET A NEW PASSWORD' provides instructions for users who have forgotten their credentials.

Figure 1 – ESSE3 home page

From the Menu, click on “eng” to change the language



This screenshot shows the same homepage as Figure 1, but with a dark right-hand menu open. A red arrow points to the 'eng' language option, which is circled in red. The menu also includes options for 'Reserved Area', 'Didactics', 'Exams', and 'International mobility'.

Figure 2 – How to register

- IF YOU ARE ALREADY A REGISTERED USER (even in the past): you already have the login credentials to access the service via the "Login" function located in the "Reserved Area" section of the right-hand menu.



If you have forgotten your user name and/or password, please follow the instructions on the homepage (Fig. 1) or under “Forgotten password” on the website www.esse3.unimore.it.

- IF YOU ARE NOT ALREADY A REGISTERED USER: click on "Registration" under the Reserved Area section of the menu on the right and proceed by filling in all the required data.

At <http://www.unimore.it/servizistudenti/guideesse3.html> you can find the 'Online Registration Guide', which describes in detail the procedure you have to follow.

By completing registration, you will obtain your UNIMORE credentials (username and password) to access ESSE3.

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Registration: UNIMORE credentials - LOGIN TO CONTINUE

NOTICE FOR INCOMING STUDENTS FROM ERASMUS AND OTHER MOBILITY PROGRAMMES: YOUR REGISTRATION IS NOT COMPLETED YET. In order to complete it and print the application form, please access the reserved area by clicking on "Login" and entering your credentials.

To access the reserved area, please login (link on right) with the credentials reported below.
Remember to keep them secure.

Login credentials

Name	NOME
Surname	COGNOME
E-Mail	nome.cognome@dominio.it
Username	123456
Alias	
Password	xxxxxx

Legend

- ★ Compulsory data
- ☑ Checklist

Perform Login

Message: Your credentials have been sent successfully to the e-mail address you provided. Please wait about 1 minute before logging in, while your registration data are being update. IMPORTANT: when you login, remember to type your password in UPPERCASE letters.

Figure 3 – End of registration window

To authenticate yourself, click on "Perform Login" and enter your UNIMORE credentials in the Username and Password fields (Fig. 4).

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Single SignOn UniMore

gidem garr aai

Nome utente

98765 [Password dimenticata?](#)

Password

..... [Serve aiuto?](#)

Annulla le autorizzazioni di rilascio attributi concesse precedentemente a questo servizio ([Informazioni](#)).

Accesso

Oppure

Entra con SPID

Figure 4- Login

Once you have gained access to the reserved area, click on “Registered Visitor Area / Student Area” and then “Admission” on the right-hand menu (Fig. 5).

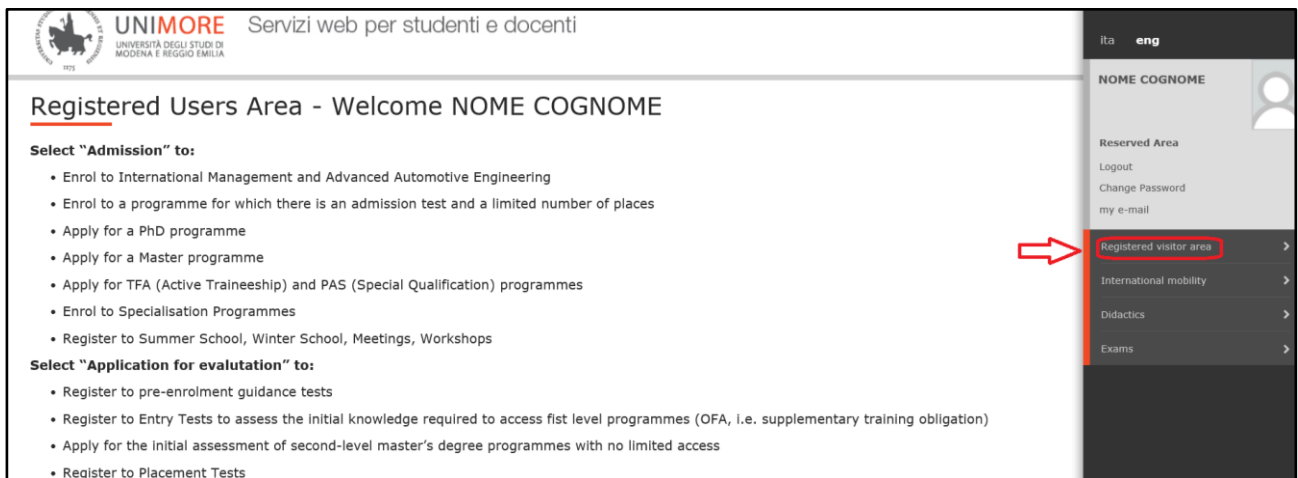


Figure 5– Registered visitor area or Student area

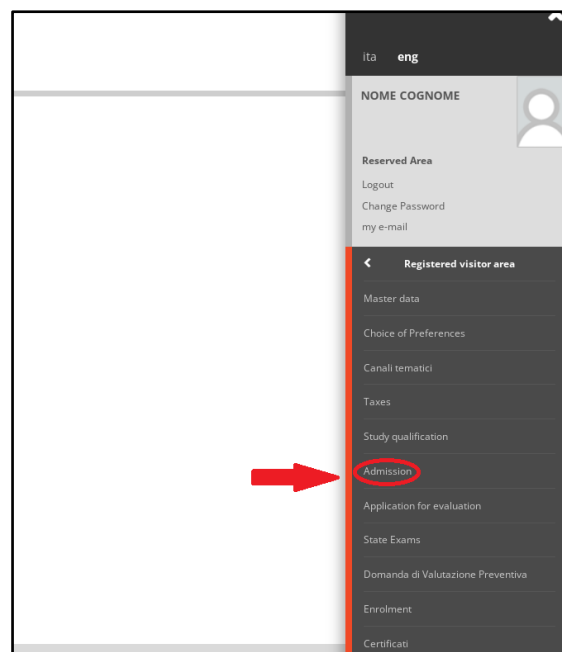
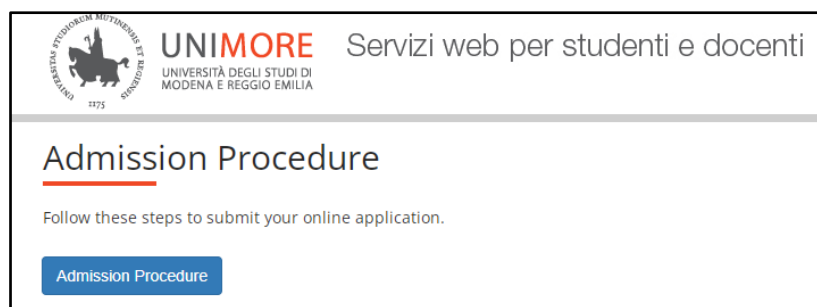


Figure 6- Admission

Click [Admission Procedure](#) to submit your application



On the next page choose “second level degree” and click the NEXT button to continue.

A 1 2 3 4 B ... >>

Degree type selection

Select the type of Degree you wish to access.

Degree type selection

Post-Reform* Ph. D.
 FIRST LEVEL DEGREE
 SECOND LEVEL DEGREE

Back Next

Figure 7 - Degree type selection

Then select “master degree course”

A 1 2 3 4 B ... >>

Course type selection

Select the type of Course you wish to access.

Course type selection

Post-Reform* Master Degree Course

Back Next

Figure 8 - Course type selection

The Degree Programmes of the type chosen will now be displayed (Fig. 9), check the box next to “International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT...” and then select NEXT to continue.

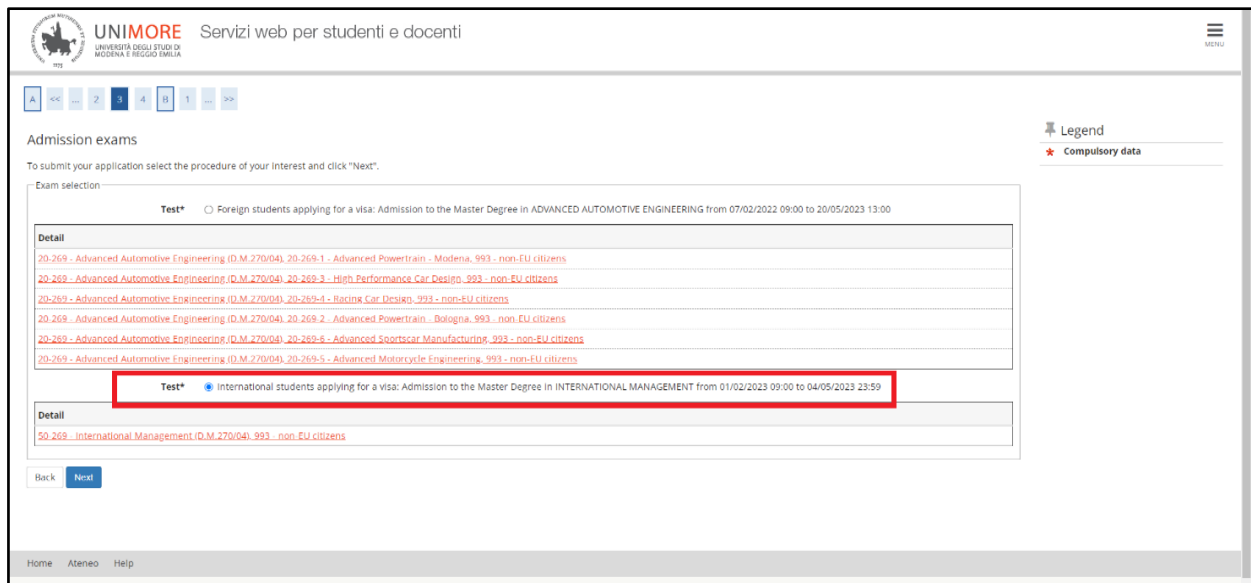


Figure 9 - Course list

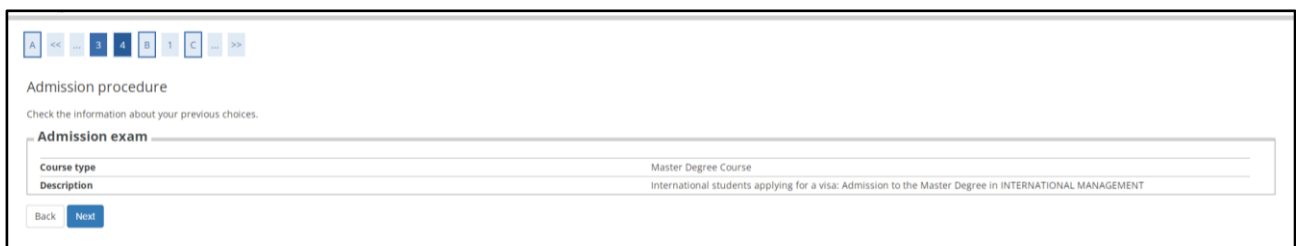


Figure 10 – registration summary

After confirmation, you will be asked to check the correctness of your personal data in the system. Check the data, update any incorrect information and click the “Confirm” button to continue.

Personal data

This page displays a summary of your personal data. Check and correct them if needed.

Personal data

Name	NOME
Surname	COGNOME
Gender	Male
Date of birth	20/01/1980
Citizenship	ALBANIA
2 ^o Citizenship	
Country of birth	Albania
Municipality/City	Tirana
Italian Tax Code	CGNNMO80A20Z100V

Permanent address

Country	Italy
Province	Modena (MO)
Municipality/City	Modena
Postcode	41122
Hamlet	
Address	Campi
N°	253
Telephone	
Domicile/correspondence address same as permanent address	Yes

[Change permanent address data](#) Use this link to change your permanent address data

Contacts

Document contact	Permanent address
Tax contact	Permanent address
Email	abcd@eeee.com
Fax	
Mobile phone	+44 123456789
Mobile phone provider	
Authorization to processing of personal data according to EU Regulation 2016/679 (General Data Protection Regulation)	Yes

[Change contacts](#) Use this link to change your contacts

Back Confirm

Legend
★ Compulsory data

Figure 11- Personal data

On the next screen you will be asked to list your preferences, the system automatically loads the **993 non-EU citizen** preference

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UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA

Preferenze

Esprimere le preferenze relative al concorso di ammissione scelto.

Scelta delle preferenze

Preferenza* 50-269 - International Management (D.M.270/D4), 993 - non-EU citizens

Indietro Avanti

Legend
★ Compulsory data

Figure 12- Preferences

Afterwards (Fig. 13), you will have to choose the administrative category, if any, and specify whether you require adequate disability resources for the admission test.

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Selection of the administrative category and declaration of disability/Law 104 and/or clinical diagnosis and request for assistance and/or compensatory and dispensatory measures

Reserved area for those in need of assistance and/or compensatory and dispensatory measures in order to take the test (if provided for by the competition). By selecting "YES", in the following forms you will need to enclose one or more documents based on your characteristics:

- SLD diagnosis
- Statement of legal disability
- Certification pursuant to law 104
- Application form for compensatory and dispensatory measures, which may be downloaded from the link <http://www.asd.unimore.it/site/home/articolo760030992.html>. The form must be filled in and uploaded in the next pages.

You need to contact the [Welcome Office for Students with Disability and Specific Learning Disorders](#) for handing over the original copies of the documents enclosed.

Administrative category: non-EU citizens

I hereby request assistance for taking the test (L. 104/92 as amended and supplemented/L. 179/2010) and consent to the processing of my personal data pursuant to Art. 9 of EU Regulation no. 679/2016

Yes No

Expected examinations

Description	Type	Date	Hour	Place	Materia
Qualifications	Qualifications				
Evaluation of documentation	Practice test				Study qualification English proficiency Motivational/reference letters Previous education

Back Next

Figure 13 - Administrative category and declaration of disability

You can choose **YES** or **NO** to specify your needs, if any.
If you choose "Yes", you can fill in the data for any necessary aids. Click NEXT to continue.

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Admission exam procedure

Check the information regarding your previous choices.

Admission exam

Tipologia di corso: Master Degree Course
Description: International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT

Preferenze

Preferenza: 50-269 - International Management (D.M.270/04), 993 - non-EU citizens

Other data

Categoria amministrativa: non-EU citizens
Request for assistance: No

Back Next

Figure 14 – Data summary

During the procedure you will be asked to enter data on one or more disability/DSA declarations, if any.

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Declarations of disability/SLD

In this page you can: view the details of the certification of disability and/or clinical diagnostics of the Specific Learning Disease (SLD) already enclosed and add new ones.
To remove declarations already enclosed, please contact the [Welcome Office for Students with Disability and Specific Learning Disorders](#).

Please note that the diagnoses issued by institutions of National Health Care System facilities or the entities or professionals accredited by the Regions. As provided for by Art. 3 of law no. 170 of 2010 and subsequent Agreement between the State and the Regions of 24/07/2012, the diagnosis must be updated every 3 years if carried out by a minor student, whereas updates are not required if the student is already 18. Other clinical diagnostics falling to have such characteristics will not be considered.

1 No declarations of disability have been enclosed yet

Enclose a document and/or a new declaration of disability/SLD

Back Next

Legend

- Modifica
- Elimina
- Confermata
- Presentata

Figure 15 - Declaration of disability/SLD

Click the button "Enclose a document and for a new declaration of disability/SLD" to enter the data or click "Next" to continue without attaching anything.

A << ... E 1 C 1 G ... >>

Declarations of disability/SLD

In this page you can confirm the type of impairment/DSA previously attached and/or enclose a new type of disability. Enclose one or more documents based on your characteristics:

- SLD diagnosis
- Statement of legal disability
- Certification pursuant to law 104
- Application form for compensatory and dispensatory measures, which may be downloaded from the link <http://www.asd.unimore.it/site/home/articolo760030992.html>.
The form must be filled in and uploaded in the next pages

Please note that you need to hand over the original copies of all the documents to the [Welcome Office for Students with Disability and Specific Learning Disorders](#).

Confirmation/new declaration

Type of disability/SLD*

Declaration date
dd/mm/yy

I request assistance and/or specific tutoring services:

I authorise the administration to contact me directly at the number provided for the offer of assistance:

Validity start date:
dd/mm/yy

Validity end date:
dd/mm/yy

Back Next

Figure 16 - New declaration of disability/SLD: details

A << ... E 1 C 1 G ... >>

Declarations of disability

Indicate the data of the document enclosed. In the "Title" please choose one of the following items:

- Certificate of disability
- Law 104/92
- SLD diagnosis
- Application form for compensatory and dispensatory measures

In the "Description" field, copy the information written in "Title".

Declarations of disability

Type of disability/SLD:*	Learning Specific Disorder
Declaration date (dd/mm/yyyy):	10/05/2018
I request assistance and/or specific tutoring services:	yes
I authorise the administration to contact me directly at the number provided for providing the assistance:	yes

Document detail

Title:*

Description:*

Attachment:*

Back Next

Figure 17- New declaration of disability/SLD: attachment

Continue following the instructions on the screen.

Authorisation to process data will then be requested.

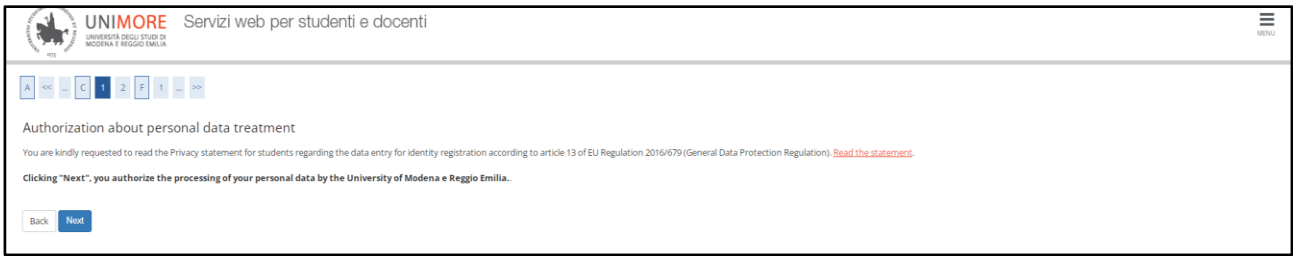


Figure 18 - Authorisation to process data

You will be asked to enter the details of the qualifications you hold which are required by the call for applications

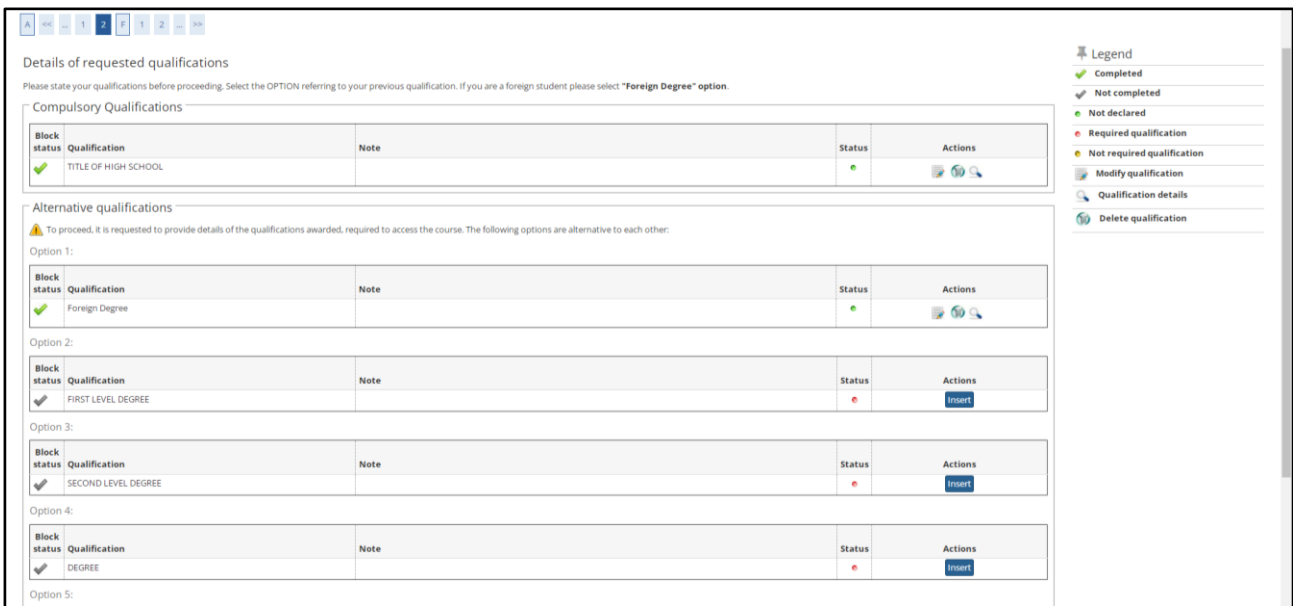


Figure 19 - Access qualifications

now you will be asked to enclose the documents necessary for the selection Committee to assess the candidates.

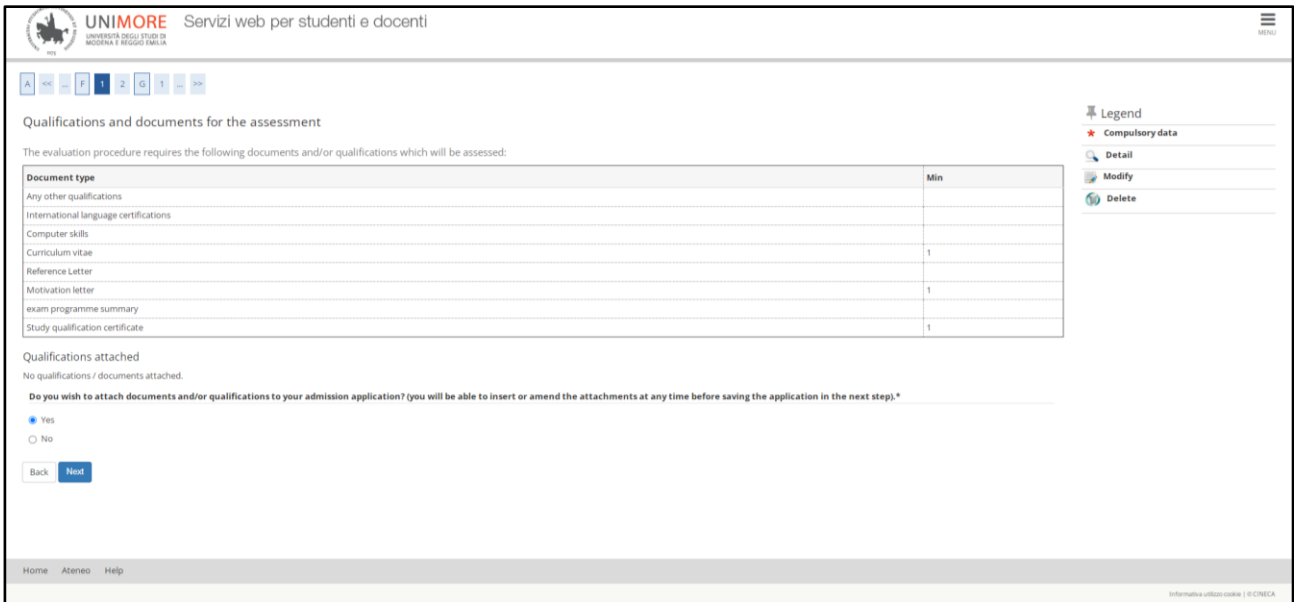


Figure 20 - Attachment

You will be asked to choose whether you wish to attach documents to your application: to attach them or to list their contents in the text field, select the “Yes” option on the screen shown in Fig. 20 and click the NEXT button.

Once you have finished select the “No” option and click the NEXT button (Fig.21)

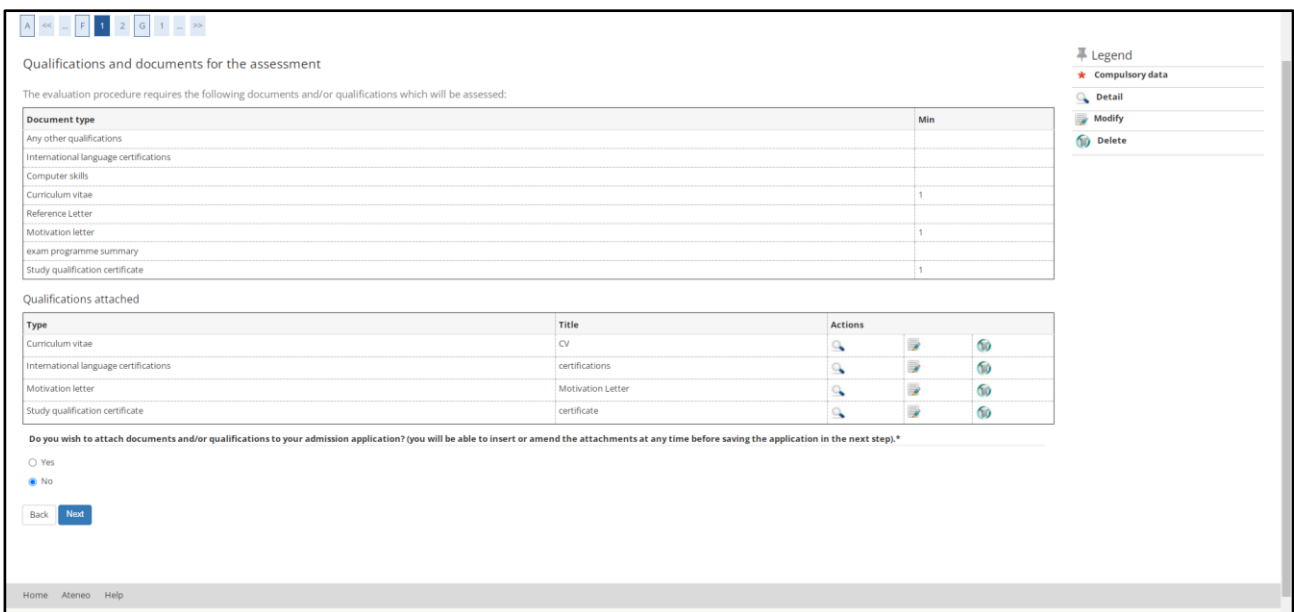


Figure 21

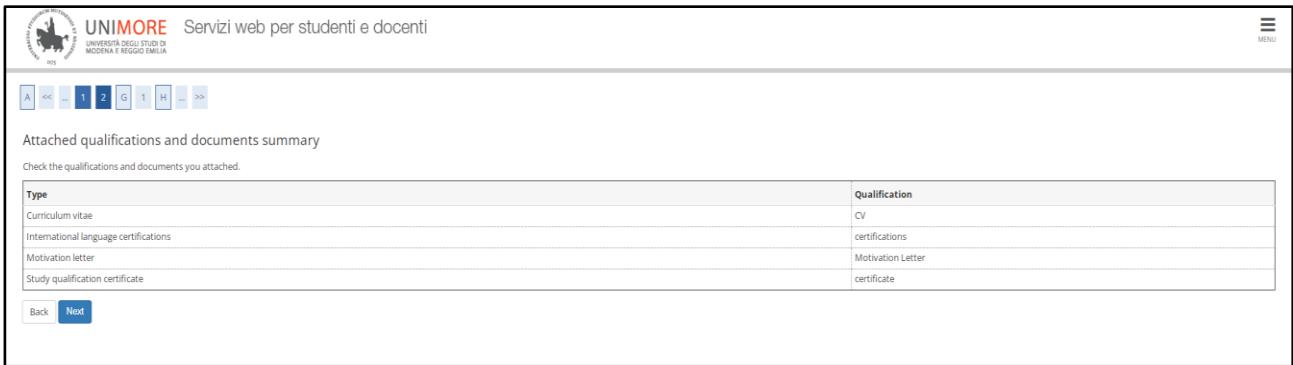


Figure 22- Attached qualifications and documents summary

On the next screen you are asked to fill in the questionnaire: click on "FILL IN"

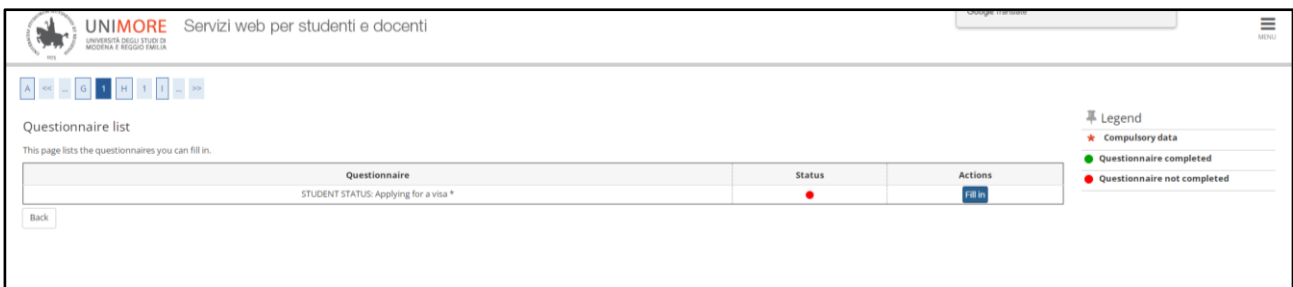


Figure 23- Questionnaire

Indicate the Embassy and confirm on the next page.

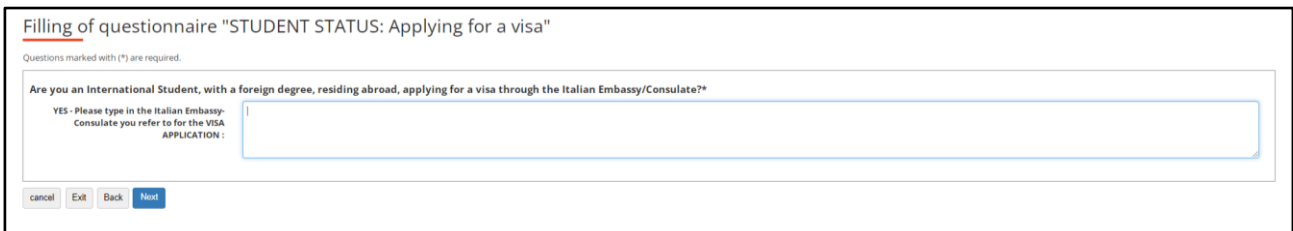
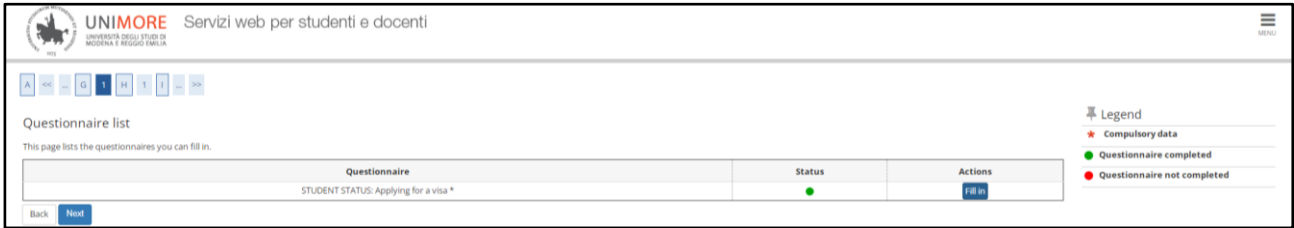


Figure 24 - Italian Embassy consulate



Figure 25- Questionnaire confirmation

Click NEXT to continue.



Consent to the processing of data for the purpose of publication of the ranking list

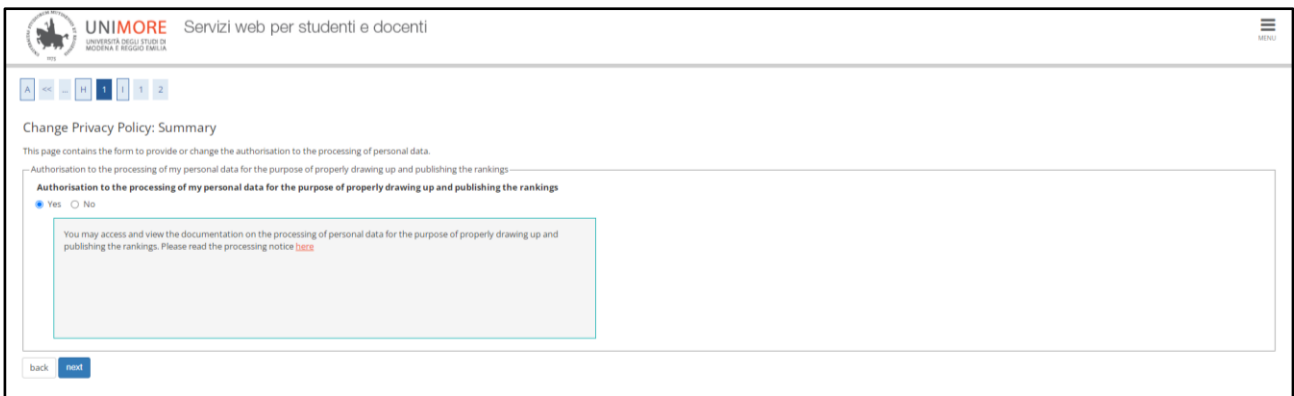
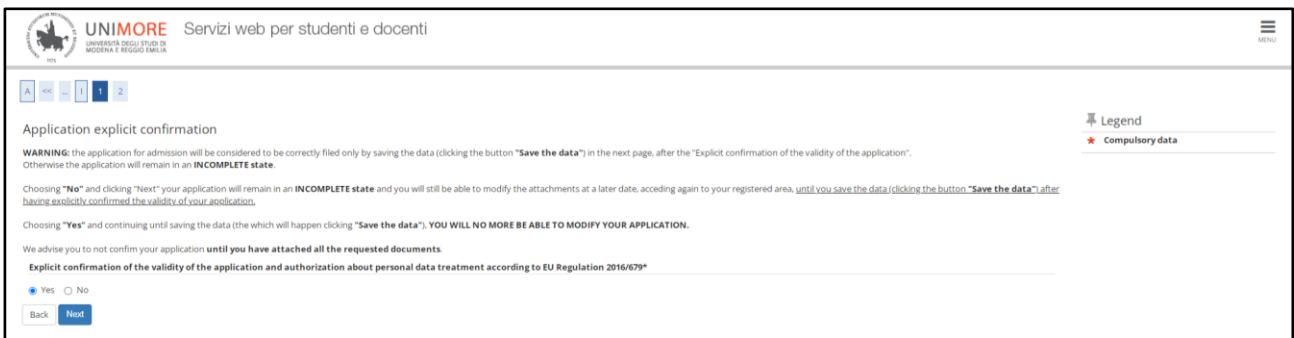


Figure 26 - Privacy Policy

Next, you will be shown the screen explicitly confirming the validity of the application



Now you can:

- 1) Choose "No" for the "explicit confirmation of the validity of application" option

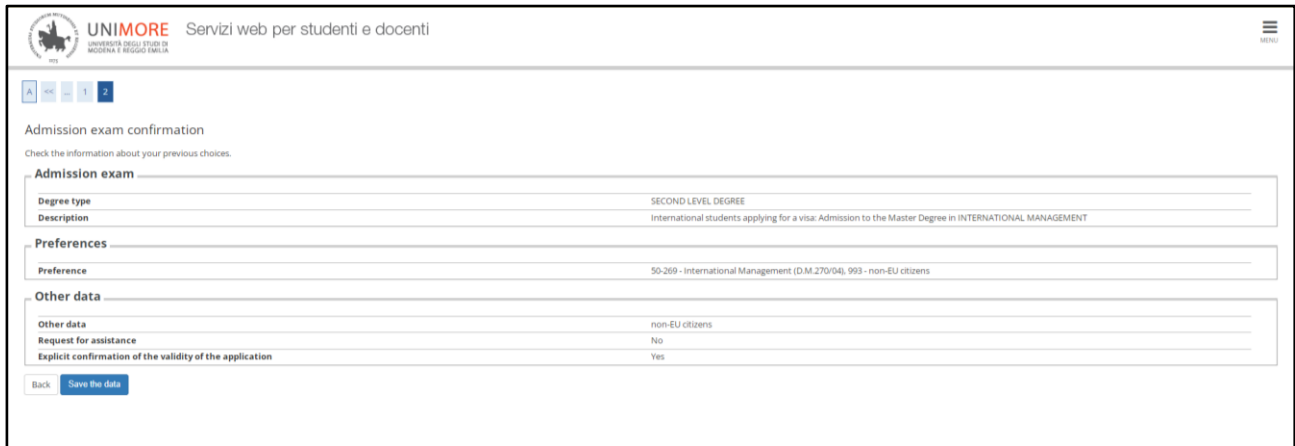
Click on NEXT and on SAVE THE DATA on the next page.

In this way, your application **WILL BE SUSPENDED**, but you will be able to MODIFY it at any time, within the deadline set out in the call for applications. To make changes to the data entered after clicking SAVE DATA, the MODIFY APPLICATION button will appear.

ATTENTION THE SUSPENDED APPLICATION WILL NOT BE ASSESSED

Within the deadline, applicants must choose "YES" for the "explicit confirmation of the validity of application" option and SAVE THE DATA on the next page in order to finalize the application.

2) Choose "Yes" for the "explicit confirmation of the validity of application" option
Click on NEXT and on **SAVE THE DATA** on the next page.
In this way, your application is **FINAL**.



The screenshot shows the 'Admission exam confirmation' page on the UNIMORE website. The page header includes the UNIMORE logo and the text 'Servizi web per studenti e docenti'. Below the header, there are navigation buttons labeled 'A', '<<', '1', and '2'. The main content area is titled 'Admission exam confirmation' and includes a sub-header 'Check the information about your previous choices.' The form is divided into three sections: 'Admission exam', 'Preferences', and 'Other data'. Each section contains a table with two columns: the field name and the value entered. At the bottom of the form, there are 'Back' and 'Save the data' buttons.

Admission exam	
Degree type	SECOND LEVEL DEGREE
Description	International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT

Preferences	
Preference	50-269 - International Management (D.M.270/04), 999 - non-EU citizens

Other data	
Other data	non-EU citizens
Request for assistance	No
Explicit confirmation of the validity of the application	Yes

Back Save the data

Check the summary of the data entered and if you have already saved the data, report any corrections to segrstud.economia@unimore.it .