

FIRST YEAR ENROLLMENT PROCEDURE

► PhD Course Enrollment:

- Login to the Esse3 portal with your credentials clicking on [Login](#) (top right “Menu - Login”)
- Then click on MENU – REGISTRAR’S OFFICE – ENROLLMENT – STANDARD ENROLLMENT – LIMITED ACCESS DEGREE PROGRAMME– PhD Course (DM n.226/2021) – selected PhD Course and continue the enrollment following the instructions
- Download the **PhD Enrollment form** on the specific link and attach the **Fiscal Code/Sanitary Card**
- **The PhD student who benefits of a scholarship or other financial support and without scholarship** must download and pay the subscription fee (€156,00) by the PagoPa system whose bill can be downloaded on the PAYMENT section
- The PhD student who benefits of a scholarship or other financial support can request to be included on the COA (all-inclusive annual fee) for a reduction of the registration fee. It needs the student’s authorisation to the University to allow the ISEE Dottorati data acquisition through the specific section that will appear on the registration procedure.

After the on-line enrollment, the PhD students with a scholarship or other financial support must send to dottorati@unime.it:

- the bank form filled on all parts (IBAN) reported below, for the transfer of the scholarship
- provide the PDF receipt of the INPS GESTIONE SEPARATA registration which, if not already possessed, must be requested by accessing the address [Iscrizione dei lavoratori parasubordinati alla Gestione Separata](#) (the registration must be done as “lavoratore parasubordinato”), required for the payment of pension contributions deriving from the scholarship.

In the absence of such documentation, it will not be possible to disburse the PhD scholarship.

► Instructions about COA payment (PhD fees)

Instructions for PhD student who benefits of a scholarship or other financial support:

The COA amount is established for PhD students who have given their consent to the acquisition of ISEE Dottorato di Ricerca data by Unime, according to the income brackets for the contribution for the year of enrollment. If the PhD student does not give consent to the acquisition, he/she will be placed in the maximum income bracket by paying the maximum amount foreseen (on the site you can view the regulation for the contribution which specifies the contribution ranges and the relative COA amount)

- in SINGLE installment (two installments option: €156,00 subscription fee and COA fee)
- nr. 3 installments (four installments option: €156,00 subscription fee and nr. 3 COA fees)
- the arrears for late payment of the single deadlines are **€ 28.00**

Instructions for foreign PhD student who benefits of a scholarship or other financial support:

The foreign PhD students belonging or not to EU, non-resident in Italy and with income not produced there, as resolved by the Board of Directors prot. nr. 113144 of 14.11.2019, are required to pay a **single annual all-inclusive contribution** of € 750.00 to be paid in a single installment/no. 3 installments, according to the option formulated by the PhD student during the enrollment on Esse3.

The PhD student without a scholarship must pay just the subscription fee (€156,00) by the **PagoPa** system.

► **Completion procedure for enrollment:**

In the Esse3 profile, the PhD student will be enrolled in **Hypothesis (H)**, waiting for the verification of receipt of the required documentation and payment of the enrollment fee by the UniMe PhD Office. If the verification is successful, the PhD student's status will be changed to **Active enrollment (A)**.