



REGISTRATION GUIDELINES: Academic year 2019/2020

FIRST STEP

Registration on the Unibg Portal to access online services.

Registering for the first time, you will create **personal username and password** to be used thereafter in accessing the pre-evaluation call of the academic career 2019-2020

Click on the following link:

<http://sportello.unibg.it/esse3/Home.do>

PLEASE NOTE: First of all, click on **ENG** on the right top of the webpage



Click from here to the **ENG**
for English version



🏠 » Home

Benvenuto!

Questa pagina è il punto di partenza per navigare le informazioni relative alla didattica dell'Ateneo.
E' possibile accedere alle pagine dei singoli Dipartimenti ed alle altre informazioni di Ateneo.

ATTENZIONE:

N.B. Nel corso della giornata di martedì 29 gennaio, dalle ore 00.00 sino a fine lavori, lo sportello internet sarà disabilitato per manutenzione.

Eccoci al tuo servizio.
Ecco i tuoi servizi online.

Per studenti, docenti, aziende: qui potrai facilmente accedere a tutte le funzionalità di servizio e alle opportunità offerte dall'Università degli studi di Bergamo



1-Click "Registration":



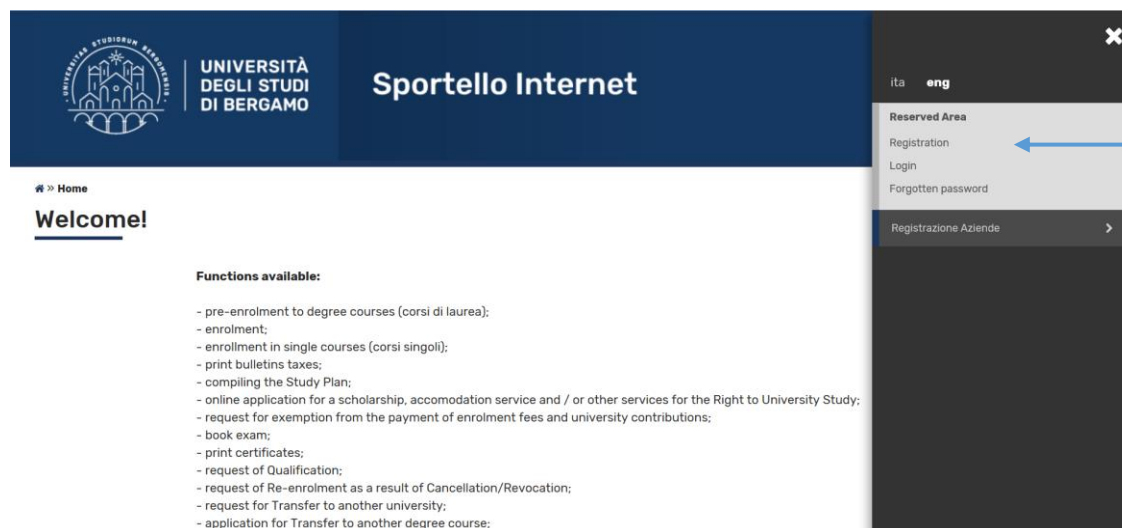
After you changed your page to English, please click

Home

Welcome!

Functions available:

- pre-enrolment to degree courses (corsi di laurea);
- enrolment;
- enrolment in single courses (corsi singoli);
- print bulletins taxes;
- compiling the Study Plan;
- online application for a scholarship, accomodation service and / or other services for the Right to University Study;
- request for exemption from the payment of enrolment fees and university contributions;
- book exam;
- print certificates;
- request of Qualification;
- request of Re-enrolment as a result of Cancellation/Revocation;
- request for Transfer to another university;
- application for Transfer to another degree course;
- demand for foreign qualification Recognition/Equivalence;



To reach a new user system, please click on **Registration**



2-Click “New user registration”.



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.

Check List

Activity	Section	Info	Status
A - New User Registration			
	Personal Details		
	Residence address		
	Domicile address		
	Delivery address		
	Password setting		
	Registration memo		
	Credential memo		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

New user registration

To create a new user for pre-
evaluation system, please click:
New user registration



3-Fill in the information required (fields with *are mandatory) and click “Next”



New user registration: Personal details

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

Legenda

Mandatory data

Personal details

Name*	<input type="text"/>
Family name*	<input type="text"/>
Date of birth*	<input type="text"/>
	(dd/mm/yyyy)
Sex*	<input type="radio"/> Male <input type="radio"/> Female
Nationality*	ITALY
second nationality	Please, select the NATIONALITY
Country:*	Italy
Province:*	Province:
Town/City*	Select Town/City
Tax Code*	<input type="text"/>
	(automatically calculated if not provided)



NOTE: The system will automatically calculate your Italian Tax code, as you may see below. Please go on clicking “Next”

Please remember: you have to apply for the official Tax Code at the office in charge “Agenzia delle Entrate” once you arrive in Italy.



New user registration: Personal details

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

Legenda

Mandatory data

Personal details

Name*	PROVA
Family name*	PROVA
Date of birth*	01/05/1996
	(dd/mm/yyyy)
Sex*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Nationality*	ITALY
second nationality	ITALY
Country:*	Italy
Province:*	Bergamo
Town/City*	Bergamo
Tax Code*	PRVPRV96E41A794T

(automatically calculated if not provided)

Warning: The TAX CODE has been calculated automatically; check that it is correct and continue.

[Back](#)

[Next](#)



4-Fill in the information required about your permanent address – at home - (fields with * are mandatory).

Click “Yes”

Then click “Next”:

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

📌 Legenda

★ Mandatory data

Permanent address

Country*	Italy	▼
Province*	Select a Province	▼
	if in Italy	
Town/City*	Select a town/city	▼
Post Code*		
	if in Italy	
Locality		
Address*		
	(steet, square, road)	
Street no.*		
Data inizio validità*		📅
	(gg/mm/aaaa)	
	Nel campo "Data inizio validità" indicare da quando approssimativamente abiti a tale indirizzo. Se risiedi lì da sempre inserisci la tua data di nascita.	
Telephone number		
Domicile address is the same as residence*	<input checked="" type="radio"/> Yes	<input type="radio"/> No


[Bac](#) [Next](#)

5- Fill in the information required — (fields with * are mandatory) and Click “Next”:

NOTE: The e-mail address is of a great importance for any communication the University needs to send to you or to find a forgotten password.

New user registration: Delivery Address

This page shows the form for entering or modifying the user's contacts.

 **Legenda**

 **Mandatory data**

Delivery Address

Delivery documents* **Residence** Domicile

E-mail*

Certified E-mail

Fax

International prefix*
(international dialling code - number)

Mobile Phone*
Max 16 characters (es. 3486767676)


I declare I have received the information about Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Yes No

I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003* Yes No

← These fields must be filled as shown.




6- Fill in the information required (fields with * are mandatory) and then click “Next”.
NOTE: Your password must contain at least 8 letters/numbers!!



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Sportello Internet



New user registration: Enter an access password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.
N.B. Your password may be alphanumeric if you wish, but must contain at least 8 letters/numbers.

⚠ WARNING: the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be at least 1 characters of the set A-Z
- there must be at least 1 characters of the set 0-9
- there must be at least 1 characters of the set a-z
- there must be at least 1 characters of the set -_=\$[]:#!
- there must be no more than 20 characters
- there must be no more than 0 characters of the set "./():,?*@<>àèèìòù&*

Enter an access password

Password*


Confirm password*

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

Home Servizi disponibili Torna al sito Unibg.it

UFFICIO PROGRAMMI INTERNAZIONALI
Via San Bernardino 72, e
24122 Bergamo
International.students@unibg.it

 **Legenda**

 **Mandatory data**



7- Click "Confirm":

New user registration: User Registration Summary

This page summarizes the information entered in previous sections.

Legenda

★ Mandatory data

Personal details

Name	PROVA
Family name	PROVA
Sex	Female
Date of birth	01/05/1996
Nationality	ITALY
Country of birth	Italy
Province of birth	Bergamo (BG)
Town/City of birth	Bergamo
Italian ID no.	PRVPRV96E41A794T

[Change your personal details](#) Select the link to change your personal details

Residence

Country	Italy
Province	Bergamo (BG)
Town/City	Bergamo
Post code	24122
Locality	
Address	Via Dei Caniana
Street no.	3F
Phone number	
Domicile address is the same as residence	Yes

[Change data of residence](#) Select the link to change data of residence

Delivery address

E-mail	international.students@unibg.it
Certified E-mail	international.students@unibg.it
Fax	
Mobile phone	+39 000000000000
I consent to the handling of my Personal details pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes
I consent to the disclosure of my Personal details in accordance with current legislation	Yes

[Change data of delivery address](#) Select the link to change data of delivery address

[Back](#) [Confirm](#)



8-Print the memo indicating your credentials.

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New user registration: Registration Complete!

All the information requested has been entered correctly. In order to enter the new Personal Area you must carry out the Login procedure and enter the password shown below when requested. You are advised to write this information down in a safe place for future access.

Credentials

Name	PROVA
Family name	PROVA
E-mail	international.students@unibg.it
Username	p.prova5
Password	Students123!

Legenda
★ Mandatory data

The access passwords have been successfully sent to the e-mail address you have entered:

Proceed with authentication

Print memo

Exit

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RESERVED AREA AND ACCESS TO SERVICES

After activation, you can access your personal area - and sign up for **online services** reserved for your profile.

UFFICIO PROGRAMMI INTERNAZIONALI
Via San Bernardino 72, e
24122 Bergamo
International.students@unibg.it



IMPORTANT: Retrieving credentials and assistance

- If you forgot your password and have access to the e-mail used in the registration process, click on “Forgotten password”, in the upper right corner.

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Reserved Area

Registration

Login

Forgotten password

Registrazione Aziende >

» Home

Welcome!

Functions available:

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- book exam;
- print certificates;
- request of Qualification;
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- request for Transfer to another university;
- application for Transfer to another degree course;
- demand for foreign qualification Recognition/Equivalence;
- registration for State Exam

[Code regarding the protection of personal data](#)

If you are a student of the University or you're already registered, click [login](#), otherwise click on [registration](#).



Then, insert at least one of the three required credentials: Username, Italian Fiscal Code or

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» » [Forgotten password](#)

Retrieve password

The user's credentials can be retrieved from this page. The credentials will be sent by e-mail to those users who entered an e-mail address when registering.

Username

Italian Fiscal Code

Student ID

[Send e-mail](#)

[Home](#) [Servizi disponibili](#) [Torna al sito Unibg.it](#)

Student ID (“Nome Utente”, “Codice Fiscale”)



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