

# **ALICE PORTAL REGISTRATION**

**\*\*NEW USER REGISTRATION WITH ALICE\*\***

TO CREATE AN ONLINE ACCOUNT WITH **ALICE**, YOU ARE REQUIRED TO HAVE A VALID EMAIL ADDRESS.

IT IS ADVISED TO CREATE ONLY **ONE ACCOUNT** AND TO FILL OUT THE ONLINE FORM WITH YOUR MOST CURRENT AND ACCURATE INFORMATION.

THE ALICE ACCOUNT WILL BE USED TO GIVE YOU AN ID NUMBER, TO ACCESS THE UNIVERSITY OF PISA WIFI AND PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE.

THERE ARE 7 STEPS TO COMPLETE THE ALICE ONLINE FORM, TO GO ON FROM ONE STEP TO ANOTHER JUST CLICK "FORWARD":



## nuovo utente

### Reserved Area

Registration



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Short Specialisation Programmes

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Alice, the online service portal for students of the University of Pisa

### Services available through Alice

#### My Alice

This area is available only to those who have already registered and made an account for the Alice portal. It provides access to various important web functions such as: choosing a degree programme, signing up for an admission exam (these are required for entry into a few degree programmes), consulting your own study plan and printing out an MAV (Pagamento Mediante Avviso) to pay for university tuition fees. From this area you can also access the Webmail service and print out a Diploma Supplement at any time. In order to access these features, you must Login or Register if you're a new user.

#### Degree Programmes

##### Registration for admission exams, evaluation tests and enrolment

If you need to register for an admission exam in order to gain entry into a degree programme with limited numbers, apply for an evaluation test, or if you need to enroll onto a degree programme with open access, you must login to **the Alice portal/My Alice** and then click the appropriate links. For more information on how to enroll onto a specific degree programme (exam announcements, deadlines and procedures) please visit [www.unipi.it/matricolandosi](http://www.unipi.it/matricolandosi) or contact: [alice@adm.unipi.it](mailto:alice@adm.unipi.it).

#### Postgraduate Degree Programmes

##### Registration for admission exams, pre-enrolment and enrolment

If you need to register for an admission exam in order to gain entry into a postgraduate degree programme (PhDs, Specialisation Schools managed at university level and other specialized categories particularly for those interested in teaching within the Italian school system), or if you need to pre-enrol onto a Master's degree programme, you must login to **the Alice portal/My Alice** and then click the appropriate links.

For more information please visit [www.unipi.it/index.php/offertadidattica](http://www.unipi.it/index.php/offertadidattica) or contact:  
Short Specialisation Programmes (Master) [master@adm.unipi.it](mailto:master@adm.unipi.it)  
PhD programmes [dottorato.ricerca@adm.unipi.it](mailto:dottorato.ricerca@adm.unipi.it)  
Specialisation Degree Programmes [specializzazioni@adm.unipi.it](mailto:specializzazioni@adm.unipi.it)



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## New user registration

The following pages will allow you to register as a new user of the portal.

When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available: you will need to type in some personal details and phone numbers.

Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Register if you are an Incoming Erasmus Student.

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

New user registration



**STEP 1: PERSONAL DETAILS.** **WARNING:** ONCE YOUR APPLICATION HAS BEEN SUBMITTED, THIS SECTION CANNOT BE CHANGED AND IT CONTAINS THE DETAILS OF YOUR IDENTITY!

*It is important that your **name** and **surname** correspond exactly to those recorded on your passport/Id, including your full surnames and names (we specify that **“nome”** is for **“name”** and **“cognome”** is for **“surname”**)*

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	NAME	WRITE YOUR FIRST NAME(S) AS INDICATED ON YOUR PASSPORT OR ON YOUR ID.
2	SURNAME	WRITE YOUR SURNAME AS INDICATED ON YOUR PASSPORT OR ON YOUR ID (DO NOT ADD THE WORDS I.E. “MARRIED NAME”)
3	DATE OF BIRTH	WRITE YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
4	GENDER	CHECK THE BOX CORRESPONDING TO YOUR GENDER
5	PRIMARY NATIONALITY	WRITE YOUR NATIONALITY AT BIRTH
6	COUNTRY	SELECT YOUR COUNTRY OF BIRTH FROM THE DROPDOWN LIST
7	PROVINCE	SELECT THE STATE/TOWN/CITY OF BIRTH FROM THE DROPDOWN LIST
8	TOWN OF BIRTH	WRITE THE NAME OF THE TOWN OF BIRTH
9	ITALIAN TAX CODE	<p>IF NOT AVAILABLE, PLEASE CLICK ON FORWARD.</p> <p><i>When you register on the Alice portal, you will see your tax code will be automatically generated by the system, so you can move forward with no problems at all.</i></p> <p><i>Please consider that the tax ID generated on the Alice portal is not the official one. In order to request the official one, you need to check out the following <a href="#">page</a>.</i></p>

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**Registration: Personal details**

Personal details

Name\*

Surname\*

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

Gender\*  Male  Female

Primary nationality\*

Country\*

Province (if in Italy)\*  Select a province (if in Italy)

Town of birth\*  Select a town

Italian tax code\*  (if not available, click forward)

Back Forward

**Legend**

\* Compulsory field

**STEP 2: RESIDENTIAL ADDRESS.** THE RESIDENTIAL ADDRESS IS YOUR PERMANENT ADDRESS, THE ONE WHERE YOU RECEIVE OFFICIAL DOCUMENTS AND CORRESPONDENCE.

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	COUNTRY	SELECT YOUR COUNTRY OF YOUR PERMANENT ADDRESS FROM THE DROPDOWN LIST
2	TOWN	WRITE THE NAME OF THE TOWN OF YOUR PERMANENT ADDRESS
5	ADDRESS	WRITE YOUR HOME STREET NAME
6	HOUSE NUMBER	WRITE YOUR HOUSE NUMBER
7	VALID FROM...	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
8	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE
9	TEMPORARY ITALIAN ADDRESS	CHECK THE BOX Y IF YOUR PERMANENT ADDRESS IS IN ITALY, OTHERWISE CHECK N



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**Registration: Residential address**

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

**Legend**

\* Compulsory field

Permanent home address

Country\*

Town\*

Post code  if in Italy

Town sub-division

Address\* **STREET DETAILS**  
(street, square, road)

House number\*

valid from  (gg/mm/aaaa)

If you don't remember the exact date, you can indicate your birth date. If you changed the place of residence, you can indicate 01 Jan. of the year in which you moved.\*

Phone number\*  (or xxxxx)

Temporary italian address is the same as permanent home address\*  Y  N

Back

Forward

**STEP 3: CURRENT ADDRESS.** THE CURRENT ADDRESS IS THE ADDRESS YOU HAVE WHILE ATTEMPTING YOUR COURSE; ENTER THE DETAILS OF YOUR HOME/HOTEL/GUEST HOUSE/ACCOMMODATION. I.E.: IF THE SUMMER SCHOOL'S COURSES WILL BE IN ITALY, YOUR CURRENT ADDRESS WILL BE IN ITALY.

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	C/O	WRITE THE HOME/HOTEL/GUEST HOUSE NAME IF YOU HAVE ONE
2	COUNTRY	SELECT YOUR CURRENT COUNTRY FROM THE DROPDOWN LIST
3	TOWN	WRITE THE NAME OF THE TOWN OF YOUR CURRENT ADDRESS
4	POST CODE	WRITE THE POSTAL CODE OF YOUR CURRENT ADDRESS
6	ADDRESS	WRITE YOUR CURRENT ADDRESS. <i>Whether you do not have it yet, type XXX – you will amend it when you will be in Pisa or as soon as you will be able to indicate a domicile's address in Italy,</i>
7	HOUSE NUMBER	WRITE YOUR CURRENT HOUSE NUMBER
8	VALID FROM...	WRITE THE DATE OR YOUR DATE OF BIRTH IN DAY-MONTH-YEAR ORDER
9	PHONE NUMBER	ENTER YOUR PHONE NUMBER OR XXXX IF YOU DO NOT HAVE ONE

The screenshot shows the 'Registration: Current address' page on the ALICE portal. The page title is 'Registration: Current address' and the subtitle is 'The page shows the form for entering and modifying the user's current address.' A legend indicates that a red asterisk (\*) denotes a compulsory field. The form includes the following fields with orange arrows pointing to their asterisks:

- C/o: ACCOMODATION IN ITALY
- Country\*: Italy
- Province\*: Select a Province
- Town\*: Select a town
- Post code\*: [ ] if in Ita
- Address\*: [ ] (street, square, road)
- House number\*: [ ]
- valid from: [ ] (gg/mm/aaaa)
- Phone number\*: [ ] (or xxxxx)

At the bottom of the form, there are 'Back' and 'Forward' buttons, with an orange arrow pointing to the 'Forward' button.



**STEP 4: CONTACTS.** GIVE US INFORMATION ON HOW AND WHERE CONTACT YOU

No.	DESIGNATION	HOW TO FILL-IN THE SECTION?
1	MAILING ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
2	DELIVERY ADDRESS	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
3	INTERNATIONAL CODE	DO NOT WRITE '00' INSTEAD OF +. USING THE SYMBOL '+' AVOIDS THE PROBLEM BY INDICATING TO THE CALLER THAT THEY SHOULD INSERT THEIR OWN COUNTRY'S INTERNATIONAL ACCESS CODE. WRITE XXXX IF YOU DO NOT HAVE A MOBILE PHONE.
4	MOBILE PHONE OPERATOR	YOU CAN LEAVE THIS FIELD BLANK
5	TEXT MESSAGE	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
6	PRIVACY POLICY	IT IS MANDATORY TO CHECK THE BOX YES, TO AUTHORIZE USE OF YOUR DATA ACCORDING TO ITALIAN LAW 196/2003 ON PRIVACY.
7	COMMUNICATION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE
8	POSSIBLE DISTRIBUTION	CHECK THE BOX CORRESPONDING TO YOUR PREFERENCE

13/02/2015 <https://www.studenti.unipi.it/AddressBook/RecapitoForm.do>

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**Registration: Contacts**

Contacts

Mailing address\*  Permanent home address  Italian home address

Delivery address for  Permanent home address  Italian

University fees\* home address

Email\*  (or xxxxx)

International code of mobile phone\*  (es: +39 - or xxxxx)

Mobile phone\*  (es: 3486767676 - insert xxxxx)

Mobile phone operator

I wish to receive a text message on my mobile phone to be informed on any event organized by the University\*  Y  N

[Read the privacy policy.](#)

I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection \*  Y  N

[See "Privacy Code"](#)

I consent to the communication of my personal details \*  Y  N

I consent to the possible distribution of my personal details in compliance with current regulations\*  Y  N

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**STEP 5: DATA BANK ACCOUNT.** YOU DO NOT NEED TO LEAVE THE DETAILS OF YOUR BANK ACCOUNT: JUST SELECT THE OPTION "BANK BRANCH" FROM THE DROPDOWN LIST OR YOU CAN SKIP THE SECTION

13/5/2015 <https://www.studenti.unipi.it/AddressBook/DatiBancaRimbfForm.do>

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**Registration: Data Bank Account (Refunds)**

The following fields are required for potential tax refunds.  
Erasmus students must select "Bank branch" to proceed.

Data Bank Account (Refunds)

Payment methods\*

Back Forward

**Legend**

\* Compulsory field

<https://www.studenti.unipi.it/AddressBook/DatiBancaRimbfForm.do>

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**STEP 6: PASSWORD:** CHOOSE YOUR PASSWORD (8-20 CHARACTERS)

13/5/2015 <https://www.studenti.unipi.it/AddressBook/SceltaPasswordForm.do>

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**Registration: Password**

..

**ATTENTION ..... THE PASSWORD:**

- there must be at least 8 characters
- there must be no more than 20 characters

Password

Password\*

Confirm the password\*

Back Forward

**Legend**

\* Compulsory field

<https://www.studenti.unipi.it/AddressBook/SceltaPasswordForm.do>

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**STEP 7: SUMMARY:** CHECK THE DETAILS AND CONFIRM. YOU WILL RECEIVE AN EMAIL WITH YOUR LOGIN AND PASSWORD, KEEP YOUR ACCOUNT DETAILS SAFE AND DO NOT DISCLOSE YOUR LOGIN DETAILS TO ANYONE.

NOW THAT YOU ARE REGISTERED, YOU CAN:

- **ACCESS THE UNIVERSITY OF PISA WIFI**
- **PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE**

13/5/2015 <https://www.studenti.unipi.it/AddressBook/CommandeSegretForm.do>

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**Registration: Summary**

Check the details and click on "Confirm".

**Personal details**

Name	NAME
Surname	SURNAME
Date of birth	10/10/1990
Primary nationality	UNITED STATES
Country of birth	United States
The Town/City entered was	Syracuse
not found among those listed.	
Italian tax code	SRNNMA90R50Z404C

**Residence (permanent address)**

Country	France
Town	Paris
Post code	
Town sub-division	
Address	STREET DETAILS
House number	10
Home phone	+33610101010
Temporary Italian address	N
Is the same as permanent home address	

[Change permanent home address](#) Use the link to change permanent home address

**Italian home address**

Country	Italy
Province (if in Italy)	Pisa (PI)
Town	San Giuliano Terme
Post code	56017
Town sub-division	
Address	STREET NAME
Street number	10

Phone number 050101010

C/O ACCOMODATION IN ITALY

[Change domicile \(home address\)](#) Use the link to change domicile (home address)

**Contacts**

Mailing address	Permanent home address
Delivery address for University fees	Permanent home address
Email	simonatorre@gmail.com
Mobile phone	050101010
Mobile phone operator	
I wish to receive a text message on my mobile phone to be informed on any event organized by the University	N
I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection	Y
I consent to the use of my personal information by the University of Pisa	N
I consent to the possible distribution of my personal details in compliance with current regulations	N

[Change contact details](#) Use the link to change your contact details

**Data Bank Account (Refunds)**

Refund methods	Bank Branch
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[Edit Bank Account Refund Data](#) Use the link to edit Bank Account Refund Details

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

**Legend**

\* Compulsory field

\*APPLICANTS SHOULD BE AWARE THAT THE PRESENTATION OF INCORRECT/FALSE/FORGED/FRAUDULENT INFORMATION OR DOCUMENTS IS A CRIMINAL OFFENCE AND THE UNIVERSITY RESERVES THE RIGHT TO INITIATE APPROPRIATE ACTION