



# APPLICATION TUTORIAL

Before applying, make sure you have all required information and documents with you, as specified in our [website](#) and [2020/22 Call for application](#)

Read this information carefully and if you have any questions, please contact the PIXNET Secretariat at [pixnet@santannapisa.it](mailto:pixnet@santannapisa.it)

## REGISTRATION

- **REGISTER to the online platform ESSE3 [here](#)**  
Be sure you entered the English version (otherwise click on 'MENU' and select the English version)
- **CLICK on 'MENU'**
- **CLICK on 'Registration'**

ESSE3 | ita eng

**Reserved Area**

From this page you can access all the online services available to students and teachers of the Scuola Superiore Sant'Anna:

If you log in for the first time, [register](#);

If you have already been a student of the School (registered in the old portal) write an email to [helpesse3@santannapisa.it](mailto:helpesse3@santannapisa.it) to request credentials for the new student portal indicating a personal email address;

If you are a student of the Scuola Superiore Sant'Anna, already holding the credentials of the new portal, log in via [login](#);

If you are a teacher of the Scuola Superiore Sant'Anna, use your credentials to [log in](#) the new portal.

Home

Informative utilizzo cookie | © CINECA

- **CLICK on 'Registration' and INSERT your data**

ESSE3 | Servizi online

**Registration**

Through the following pages you can proceed with registration on the website. At the end you will be given a username and password that will allow you to access the system to change your data and access the services offered.

Activity	Section	Info	Status
A - Registration			
	Personal Data		
	Permanent Address		
	Current address where you want to be contacted during the selection (if different from permanent address)		
	Contacts		
	Password		
	Registration Data Preview		
	Username and Password		

[Registration](#)

**Legend:**

- Information
- In progress or open section
- Locked section: the section will unlock after completion of the previous sections
- Successfully completed section

➤ **COMPLETE** the information required on personal data:

Sant'Anna  
Scuola Universitaria Superiore Pisa

ESSE3 | Servizi online

Legend:  
★ Mandatory Field  
Checklist

Registration: Personal data

Personal data

Name\*

Family Name\*

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

Gender\*  
☐ Male ☐ Female

Nationality\*  
ITALY

Country\*  
Italy

Province\*  
Please, select the PROVINCE

Town/City\*  
Please, select the Town/City

Fiscal Code (Click Forward)\*  
(automatically calculated if not provided)

Back Next

'Fiscal Code' section will be automatically calculated by the system

➤ **COMPLETE** the information required on your address:

Legend:  
★ Mandatory Field  
Checklist

Registration: Permanent address

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

Permanent address

Country\*  
Italy

Province\*  
Please, select the Province  
if in Italy

Town/City\*  
Please, select the Town/City

ZIP CODE\*  
if in Italy

Locality

Address\*  
(street, square, road)

Street no.\*

Permanent address starting date\*  
(dd/mm/yyyy)

Current address is the same as permanent address\*  
☐ Y ☐ N

Back Next

If your current address is different from your permanent address, please click on 'N' and provide the relevant data. Your current address will be the one used to calculate the amount of the scholarship. Permanent and current addresses will also be used to ensure that the 12-month rule (check [candidate profile](#)), applicable to Programme country students with extra-EU nationality, is satisfied.

**PLEASE NOTE:** after completing all of the registration steps, candidates will receive a confirmation email and will be able to log-in. The e-mail provided will be the one used for official communications.

## APPLICATION PROCESS

- LOG IN
- CLICK on 'MENU → Student Services → Applications'

Sant'Anna  
Scuola Universitaria Superiore Pisa

Registered Users Area - Welcome XXXXX

Welcome to the registered area.

Home

Informative utilizzo codice | © CRECA

ESSE3

XXXX

Reserved Area  
Logout  
Change Password

Student services

Applications

Evaluation test  
Enrolment  
Certificates  
Payments  
Disability Certificates  
IDs

- CLICK on 'Call application'
- SELECT the option: ☐ 'FIRST LEVEL MASTER'

A 1 2 3 4 B ... >>

Select type of Course

Select the type of course you wish to access

Select type of Course

☒ FIRST LEVEL MASTER

☐ SECOND LEVEL MASTER

☐ TRAINING COURSES

Back Next

- SELECT Course: ☐ "Photonic Integrated Circuits, Sensors and Networks – PIXNET (held in English)"
- SELECT one of the 4 calls available

A << ... 2 3 4 B 1 ... >>

Call List

Select the call you wish to apply for

Select call

Call\* ☐ 1 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET 2020/2022 PARTNER COUNTRY from 21/11/2019 13:15 to 29/11/2019 14:00

Details

4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS, PIXNET-2 - PIXNET ERASMUS MUNDUS JOINT MASTER DEGREE INTERNATIONAL PATH - PARTNER COUNTRY

Call\* ☐ 2 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET- 2020/2022 PROGRAMME COUNTRY from 21/11/2019 10:29 to 29/11/2019 14:00

Details

4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS, PIXNET-1 - PIXNET ERASMUS MUNDUS JOINT MASTER DEGREE INTERNATIONAL PATH PROGRAMME COUNTRY

Call\* ☐ 3 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET 2020/2022 PARTNER AND PROGRAMME COUNTRY WITHOUT SCHOLARSHIP from 21/11/2019 13:15 to 29/11/2019 14:00

Details

4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS, PIXNET-4 - PIXNET ERASMUS MUNDUS JOINT MASTER DEGREE PARTNER AND PROGRAMME COUNTRY WITHOUT SCHOLARSHIP

Call\* ☐ 4 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET 2020/2022 LOCAL PATH from 21/11/2019 13:15 to 29/11/2019 14:00

Details

4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS, PIXNET-3 - PIXNET LOCAL PATH

Back Next

**Verify** the **profile** you belong to (<http://pixnet.santannapisa.it/admission/candidate-profile/>) and the **category** you are applying under (<http://pixnet.santannapisa.it/apply/application-procedure/>):

- ☐ **Partner country applicant**
- ☐ **Programme country applicant**
- ☐ **Partner and Programme country applicants without scholarship applicant**
- ☐ **Local path applicant**

**You can apply only for one category at a time. If you are interested in more than one category, you need to do another application.**

For example, if you are a Partner country applicant interested in the Masters both with and without a scholarship, you will have to apply twice. Firstly, under the 'Partner country' category and secondly, with a new application, under the 'Partner and Programme country without scholarship' category.

### **IDs section:**

- **CLICK on 'Enter New Identity Document'**

Please **attach exclusively your PASSPORT**. No other documents are accepted in the PIXNET selection!

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<< ... B 1 C 1 2 ... >>

**ID**

This page contains the form for entering or changing any identity document data

ID

Document type\*

Number\*

Issued by\*

Issue date\*

Expiry Date\*

Back Next

- **CLICK on 'Next' to confirm your ID details**
- **CLICK on 'Upload Attachment' to insert your passport (pdf format of the personal data page)**
- **CONFIRM data and attachment (only one attachment is required - PASSPORT)**

### **Disability section:**

- **Complete relevant data**

### Educational Careers/Titles section:

- If you are applying under the call for *Partner country category*, upload your degree 'Foreign certificate' in the option provided
- If you are applying under the calls for: *Programme country category*, *Partner and Programme country without scholarship category* or *Local path category*, upload the relevant degree certificate choosing the correct option as follows:

Educational Careers/Titles

To continue, it is mandatory to enter at least one title.

Title qualifications

⚠ To continue, it is necessary to enter all the educational qualifications of at least one optional block.

option 1:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Foreign Certificate		e	<a href="#">Upload</a>

option 2:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Laurea di Primo Livello	Only Italian Bachelor degree	e	<a href="#">Upload</a>

option 3:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Laurea	Only Italian Master degree	e	<a href="#">Upload</a>

option 4:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Secondary School Certificate	Not relevant for PIXNET. Do not upload your Secondary School Certificate	e	<a href="#">Upload</a>

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

- **COMPLETE** relevant data and confirm

### 'Management of certificates and documents for evaluation' section:

Please make sure that you have with you all of the mandatory documents, in the pdf format, to upload (check document list at: <http://pixnet.santannapisa.it/apply/application-procedure/>)

Management of certificates and documents for evaluation

Please declare certificates and documents useful for evaluation.

For the call you chosen the following types of documents and/or certificates are required, since they contribute to make the ranking. It is mandatory to attach documents and/or certificates when "Document type" value is greater than 0 (zero). Maximum value means the maximum number of documents that can be attached:

Document Type	Min	Max
Residence certificate	1	1
Language Certificate	1	3
Curriculum Vitae	1	1
Copy of Degree certificate	0	1
Copy of GRE	0	1
Letter of Motivation	1	1
Reference Letter	2	2
Questionnaire	1	1
Transcript of records	1	1
Other Documents	0	3

Declared certificates

No document and/or certificate entered.

Do you want to attach other documents?\*

☐ Yes

☐ No

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

- Candidates must upload documents one by one, selecting 'Yes'. **Mandatory** ones are shown in the table as 'Min 1-2' and **Optional** ones are 'Min 0'. You cannot exceed the Max no. shown.
- Download the **Questionnaire** for your category at: <http://pixnet.santannapisa.it/apply/apply-here/>. Please make sure to use the Questionnaire corresponding to the category you are applying for.
- If you are a Programme country applicant, because you satisfy the 12-month rule (check [candidate profile](#)), you must attach your evidences in 'Other documents'.
- Candidates will be able to continue the application only when all of the mandatory documents have been correctly uploaded, respecting the Min and Max criteria.
- Once you will have uploaded all mandatory documents click 'No' and continue the application

### **'Final Check and confirmation' section:**

- **CHECK your uploaded documents**
- **CLICK on 'Back' if you need to modify/add/delete one or more documents**
- **CLICK on 'Next' to finalise the process**

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Confirm declaration of certificates and documents for evaluation

PLEASE NOTE: If you click on the "NEXT" button, you are confirming certificates and documents entered for evaluation. After that to change them, you have to start over the application using the "BACK" button.

Type	Document
Copy of Degree certificate	Degree_Surname_Name
Curriculum Vitae	CV_Surname_Name
Language Certificate	English_Language_Certificate_Surname_Name
Letter of Motivation	Letter of Motivation_Surname_Name
Other Documents	12month_rule_Surname_Name
Questionnaire	Questionnaire_Surname_Name
Reference Letter	Reference_Surname_Name
Reference Letter	Reference_Surname_Name
Residence certificate	Residence_Certificate_Surname_Name
Transcript of records	Transcript_Surname_Name

Back
Next

### **'Submission' section:**

At this stage, you can definitively **SUBMIT** your application.

Before submitting, if you wish to modify it again and re-enter your application:

- **CLICK on 'Back'**

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2

Application submission

Check the information on the choices made on the previous pages.

Call

Certificate Type	First Level Master's Diploma
Description	2 - MASTER ON PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS - PIXNET- 2020/2022-PROGRAMME COUNTRY

Valid for

Detail	4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS - PIXNET, PIXNET-1 - PIXNET ERASMUS MUNDUS JOINT MASTER DEGREE INTERNATIONAL PATH PROGRAMME COUNTRY
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Administrative category and disability aids

I need disability aids	Yes
Tipologia di invalidità	Metabolic diseases
Percentuale di invalidità	20%
Notes on disability aids	no

Back
Submit your application

- **CLICK on ‘this link’**

### Call application

The following pages allow you to apply for a call.

If you have an application in progress:

- Click "Call application" to continue the registration where you left it
- click [this link](#), to choose whether to continue or start over to review all the steps.

Call application

- **SELECT the pending call**
- **CLICK on ‘Undo process’**

### List of Pending Processes

Pending Processes

List of Processes

Select	Description	Info	Status
<input checked="" type="radio"/>	Call application: 2 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET- 2020/2022-PROGRAMME COUNTRY		

Forward Undo process

- **CLICK ‘Call application’ and go through again your steps and documents**

### **‘Application Summary’ section:**

At the end of the process you will reach the ‘Application Summary section’. **Print** it for your records. If you click on ‘Call’, you can start another application under a new category.

### **Please note:**

If you LOG OUT during the ongoing application process, in order to go back to the List of Pending Processes, follow these steps:

- **GO BACK to the Home page**
- **SET the English version**
- **LOG IN again**
- **CLICK on ‘MENU → Student Services → Applications’**
- **SELECT ‘Call application’**
- **CLICK on ‘Forward’**

### List of Pending Processes

Pending Processes

List of Processes

Select	Description	Info	Status
<input checked="" type="radio"/>	Call application		

Forward Undo process

Legend:

Hide details ▾

- Information
- In Progress or Open Section
- Completed Section