



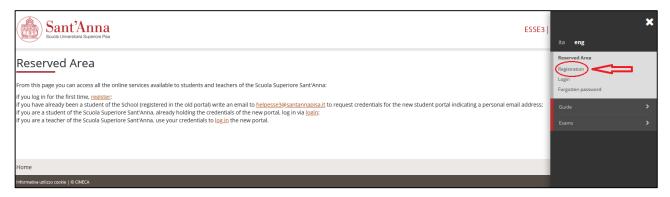
APPLICATION TUTORIAL

Before applying, make sure you have all required information and documents with you, as specified in our <u>website</u> and <u>2020/22 Call for application</u>

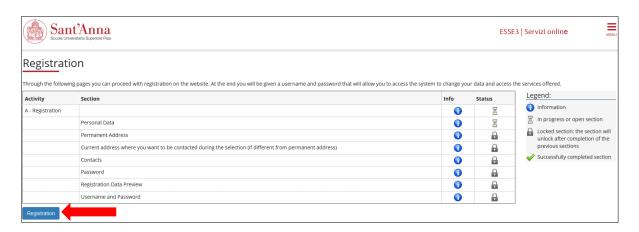
Read this information carefully and if you have any questions, please contact the PIXNET Secretariat at pixnet@santannapisa.it

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'



CLICK on 'Registration' and INSERT your data

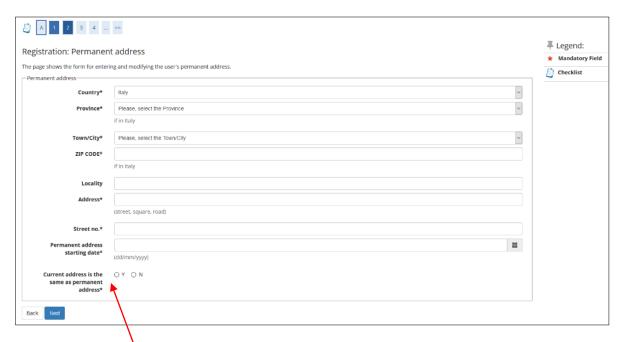


COMPLETE the information required on personal data:



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

> COMPLETE the information required on your address:

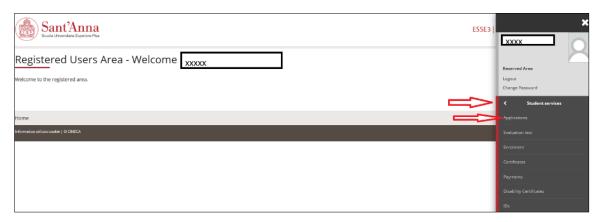


If your <u>current address</u> is different from your <u>permanent address</u>, please click on 'N' and provide the relevant data. Your current address will be the one used to calculate the amount of the scholarship. Permanent and current addresses will also be used to ensure that the 12-month rule (check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

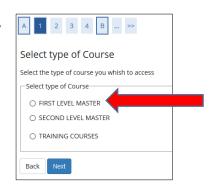
PLEASE NOTE: after completing all of the registration steps, candidates will receive a confirmation email and will be able to log-in. The e-mail provided will be the one used for official communications.

APPLICATION PROCESS

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



- > CLICK on 'Call application'
- > SELECT the option: 0 'FIRST LEVEL MASTER'



- ➤ SELECT Course: 0 "Photonic Integrated Circuits, Sensors and Networks PIXNET (held in English)"
- > SELECT one of the 4 calls available



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

- O Partner country applicant
- O Programme country applicant
- O Partner and Programme country applicants without scholarship applicant
- O Local path applicant

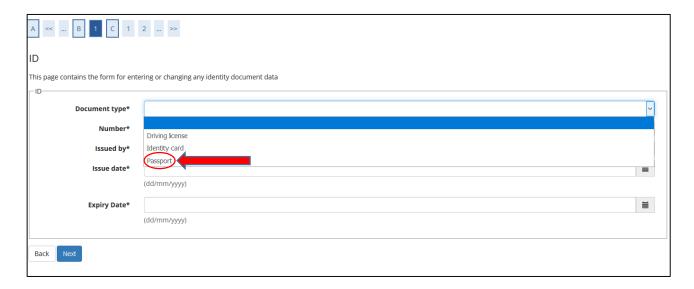
You can apply only for one category at a time. If you are interested in more than one category, you need to do another application.

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!



- > 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:

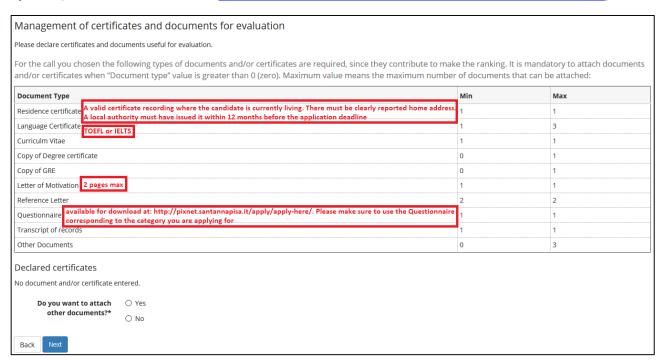
- ➤ <u>If you are applying under the call for *Partner country category*</u>, upload your degree 'Foreign certificate' in the option provided
- ➤ If you are applying under the calls for: Programme country category, Partner and Programme country without scholarship category or Local path category, upload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



> COMPLETE relevant data and confirm

'Management of certificates and documents for evaluation' section:

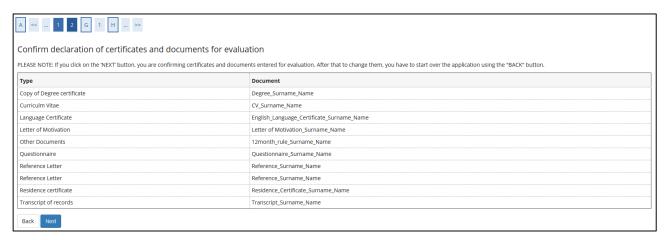
Please make sure that you have with you all of the mandatory documents, in the pdf format, to upload (check document list at: http://pixnet.santannapisa.it/apply/application-procedure/)



- ➤ 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 <u>candidate</u> <u>profile</u>), 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

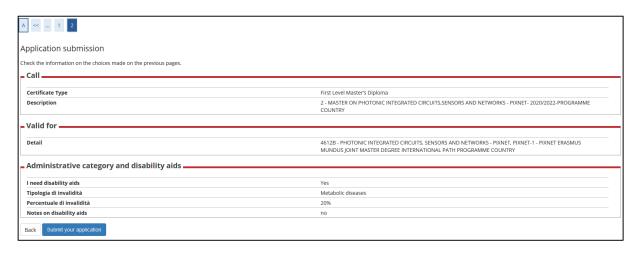


'Submission' section:

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

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

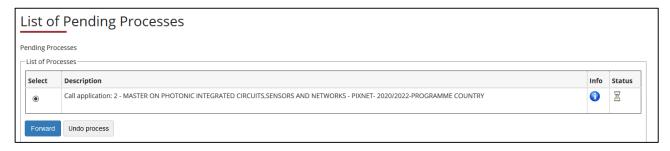
CLICK on 'Back'



CLICK on 'this link'



- > SELECT the pending call
- CLICK on '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'

