

Call for foreign students: admission to the 4th year of the Galilean School of Higher Education, University of Padova, Italy (deadline: April 4th 2018)

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

The online application must be completed **between February 7th 2018, 1.00 pm (GMT+1) and April 4th 2018, 1.00 pm (GMT+2)**, at: https://uniweb.unipd.it/Home.do?cod_lingua=eng. After the deadline of **April 4th 2018, 1.00 pm (GMT+2)**, the link to the application form will be disabled. Incomplete submissions will be rejected automatically. Services might be subject to temporary suspensions for technical updates.

Problems related to the online application can be reported by email (imma.uniweb@unipd.it) or by phone to the **University's Call Centre from Monday to Friday (9 am through 5 pm – Italy time zone) +39-0498273131**.

If the applicants are not registered, they must go to **Reserved Area → Registration**. Applicants are requested to pay particular attention when filling in their personal and residence data to ensure correct identification. At the end of the registration procedure, applicants will receive a *username* and *activation code* (it is highly recommended to save them). The username and activation code must be used when connecting to <https://uniweb.unipd.it/password/index.php/en/utenti/identifica/azione/a>, in order to select three security questions and set a password for the immediate access to the reserved area.

BEFORE STARTING THE ONLINE APPLICATION, it is highly recommended that the applicants prepare the attachments that must be uploaded:

1. a copy of the **passport** (or identity card only for EU nationals);
2. a certified copy (on headed paper, signed and stamped by the awarding Institution) of the academic **transcript of records in English** with the indication of ECTS credits or the indication of the grading scale used by the Institution, if ECTS grading is not available. The transcript may be replaced by the *Diploma Supplement*, if available;
3. a copy of the first level University Diploma (**Bachelor degree**). If a Bachelor degree hasn't been obtained yet before the application deadline, the applicant must attach an official letter of the Home Institution, stating that the candidate is registered as a Bachelor student and that he will earn his/her Bachelor degree **before July 31st 2018** (the expected date of graduation would be appreciated);
4. Curriculum Vitae in English (a template can be downloaded [here](#)); please, indicate a valid **Skype address** in the CV;
5. a **cover letter**, summarizing the applicants' main interests and experiences in the specific field of study, together with the main reasons of their application to join the Galilean School.

The size of each attachment cannot exceed 5 MB.

At: https://uniweb.unipd.it/Home.do?cod_lingua=eng → **Reserved Area → Login**.

After logging, registered applicants must click on:

Home → Admission Test → Pre-enrolment for limited-place courses (*at the bottom of the page*) → Select course → School of excellence → Next → Galilean School of Higher Education - Call for foreign students - admission to the 4th year → Next → ... At this point, applicants must follow the instructions inside¹. At the end of the procedure, a **"Confirm pre-enrolment"** button will appear on the display. You must click on it in order to complete the online application. **WARNING: after this final confirmation, it won't be possible to modify the filled-in data anymore.**

ATTN.: by the same deadline of **April 4th 2018, two experienced scientists/mentors who know the applicant must send a reference letter**. A few general suggestions for the letter can be downloaded [here](#). **The referee** must write the letter on headed paper of his Institution, he must sign the letter and he must send it **personally**, as a pdf file, to the e-mail address galilean.school@unipd.it, specifying "Reference Letter (Name, Surname and date of birth of the applicant)" in the e-mail subject. **The reference letters won't be considered if sent by the applicant instead of the referees.**

¹ Please note that an admission test is not required for the selection at the Galilean School, so the sections regarding *disabilities* are to be ignored when filling the online application. Disabled students or students suffering from dyslexia, if selected, can refer later to the [Disability and Dyslexia Office](#) to point out particular needs and to request information on the support services available to attend the courses, as well as financial aid.