



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

**Registration guide for Incoming Students**

**Edited by the International Mobility Office**



UNIVERSITÀ DEGLI STUDI  
DELLA BASILICATA

## SUMMARY

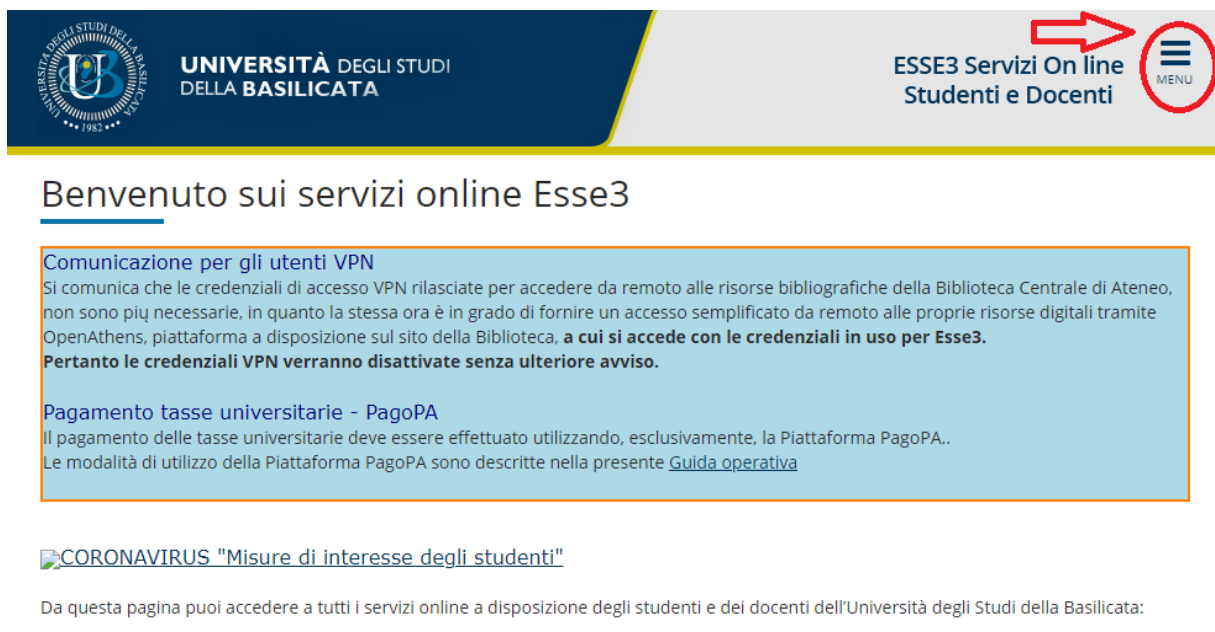
<b>On-line registration</b>	<b>3</b>
<b>Application form completion</b>	<b>8</b>



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

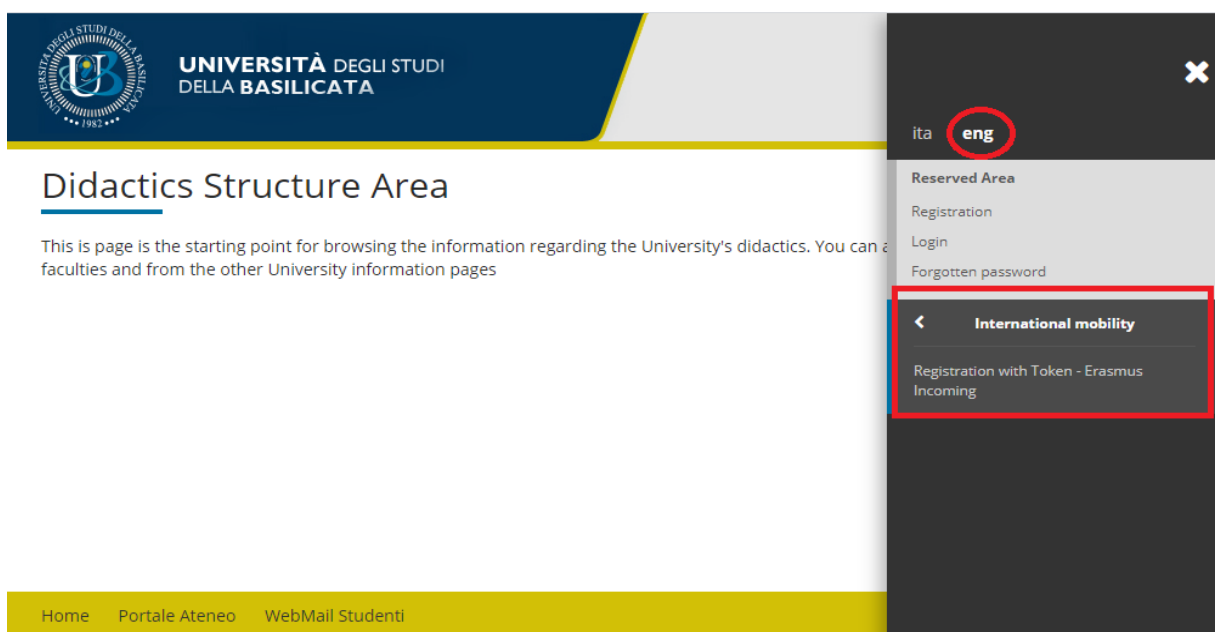
## On-line registration

Go to the website <https://unibas.esse3.cineca.it/Home.do> , open the right menu (Fig. 1) and select the english language (Fig. 2).



**Fig. 1 – ESSE3 homepage and right menu**

Click “International mobility  Registration WITH TOKEN – ERASMUS INCOMING” on the right menu (Fig. 2).



**Fig.2 – Language choice and International mobility menu**

Fill-in the form with your name, family name and date of birth (Fig. 3).



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

The ACCESS CODE is the number you must have received by mail (personal mail)  
Then, click **Proceed**.

## Authorization code from ACCESS CODE

Enter the access code, name and family name.

Access authorization form

<b>ACCESS CODE*</b>	<input type="text" value="275"/>
<b>Name*</b>	<input type="text" value="Ramon"/>
<b>Family Name*</b>	<input type="text" value="Gonzalez"/>
<b>Date of birth*</b>	<input type="text" value="05/01/2000"/>

(dd/mm/yyyy)

**Legend:**  
\* Mandatory Field

**Proceed**

Fig. 3 – Access code form

In the next form you will see your personal data (Fig. 4). Check and complete them.  
The ITALIAN FISCAL CODE is automatically calculated by the system. Just click on “forward” twice

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

ESSE3 Servizi On line Studenti e Docenti

1 2 3 4 ... >>

Registration: Personal data

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

Personal data

<b>Name</b>	<input type="text" value="RAMON"/>
<b>Family Name</b>	<input type="text" value="GONZALEZ"/>
<b>Date of birth</b>	<input type="text" value="05/01/2000"/>

(dd/mm/yyyy)

**Gender\***  Male  Female

**Nationality\***

**Country:\***

**City not listed\***

**Italian ID no.\***

(automatically calculated if not provided)

**Legend:**  
\* Mandatory Field  
 Checklist

**Back** **Forward**

Fig. 4 – Personal data form



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

In the next form (Fig. 5), insert the information about your permanent address and your eventual domicile (current address) in your own country.

**Registration: Permanent address**  
The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country\* Spain

The town entered was not found among those listed.\* Madrid

ZIP CODE

if in Italy

Locality

Address\* Calle Sevilla  
(street, square, road)

Street no.\* 15

Telephone\* +341234567

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

Legend:   
★ Mandatory Field   
Checklist

**Registration: Current address**  
The page shows the form for entering and modifying the user's current address.

Current address

C/o

Country\* Italy

Province\* Please, select the Province

if in Italy

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

The town entered was not found among those listed.\*

ZIP CODE\*

if in Italy

Locality

Address\* (street, square, road)

Street no.\*

Telephone\*

Legend:   
★ Mandatc Field   
Checklist

Fig. 5 – Permanent address and domicile information

Then, you will be asked to enter your contact information (Fig. 6).

**Registration: Contacts**  
This page displays the form to enter or change the user's contacts.

Delivery address

Email email.address@domain.com

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code --

International dialling code +34  
(international dialling code - number)

Mobile phone 1234567  
Maximum length 16 characters including the international dialling code

[Read the document on the personal data handling pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003](#)

I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003\*  Y  N

Legend:   
★ Mandatory Field   
Checklist

Back Forward

Fig. 6 – Contact information



## UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

The fields listed in this page (Fig. 6) are:

- E-mail: insert the e-mail address (if not already provided) you want to be used for receiving communications. we will use this address to contact you before setting your UNIBAS institutional mail, so choose an e-mail address you usually check;
- Country code: insert the international country code (e.g.: +34 for Spain, +33 for France, +49 for Germany, etc.) of your mobile phone number;
- Mobile phone: insert your mobile phone number (without the international country code);
- Personal data treatment: you have to choose YES in order to continue.

Next (Fig. 7), you will be asked to choose the password that will allow you to log in and fill out the application form and after that register for the exams and use the UNIBAS online services, such as Wi-Fi, university computers, etc.

The password you choose must meet the requirements

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

Registration: Choose 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.

**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 A-Z
- there must be at least 1 characters of the set 0-9
- there must be no more than 15 characters

Choose password

Password\* .....

Confirm password\* .....

Back Forward

**Fig. 7 – Password choice**

Clicking **Forward** , you will get to the registration summary (Fig. 8).





# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

## Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.


 Legend:

 **Mandatory  
Field**

 Checklist


### Personal Data

Name	RAMON
Surname	GONZALEZ
Gender	Male
Date of birth	05/01/2000
Citizenship	SPAIN
Country of birth	Spain
Municipality/City	Madrid
Italian Fiscal Code	GNZRMN00A05Z131M

 [Edit Personal Data](#) Use the link to edit Personal Data


### Permanent address

Country	Spain
Municipality/City	Madrid
Postcode	
Locality	
Address	Calle Sevilla
Street no.	15
Phone number	+341234567

 [Edit Permanent Address](#) Use the link to edit Permanent Address

### Delivery Details


Email	
Mobile phone	+34 1234567

 [Edit Delivery Details](#) Use the link to edit Delivery Details

Indietro

Conferma

**Fig. 8 – Registration summary**

After clicking  (Fig. 8), your username and password will be shown in the final page of the registration process (Fig. 9) and also sent to the e-mail address you provided in your contact information (Fig. 6).



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

**NOTICE FOR ERASMUS AND OTHER MOBILITY PROGRAMS  
INCOMING STUDENTS: YOUR  
REGISTRATION IS NOT YET COMPLETED.** In order to complete it and  
print the application form, please access the reserved area clicking on  
“Login” and use your credentials.

Registration:Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

Personal Authorization Details:	
Name	RAMON
Family Name	GONZALEZ
E-Mail	
Username	r.gonzalez
Alias	
Password	xxxxxxxxxxxx

The access keys have been sent successfully to the e-mail address you provided:

- Login
- Print
- Exit

Legend:

★ Mandatory Field

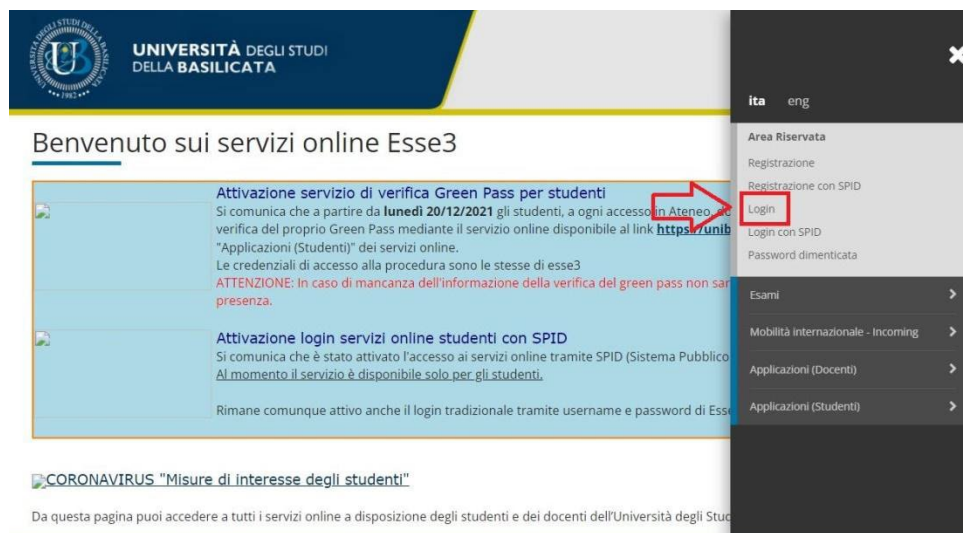
Checklist

**Fig. 9 – End of registration and your username and password**

The username and the password you’ve chosen (Fig. 9) allow you to login to your personal area of the website <https://unibas.esse3.cineca.it/Home.do> (Fig. 10).

## Application form completion

In order to fill-in your application form, you have to login to the ESSE3 website (<https://unibas.esse3.cineca.it/Home.do>) using your username and password (Fig. 10).



**Fig. 10 – ESSE3 login link**



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

Once entered into your personal area, click the “Application Form for Incoming students” link on the right section (Fig 11).

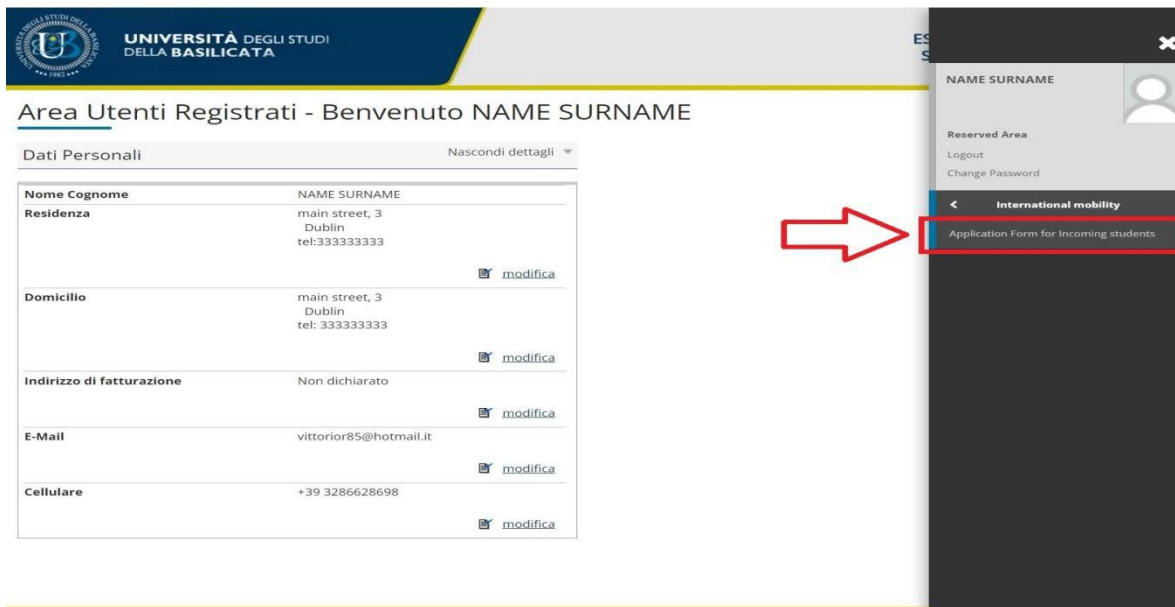


Fig. 11 – Link to the “Application Form for Incoming students”

Then, you will see a resume (fig.12) of data entered and you will be asked to upload an ID document (fig.13)

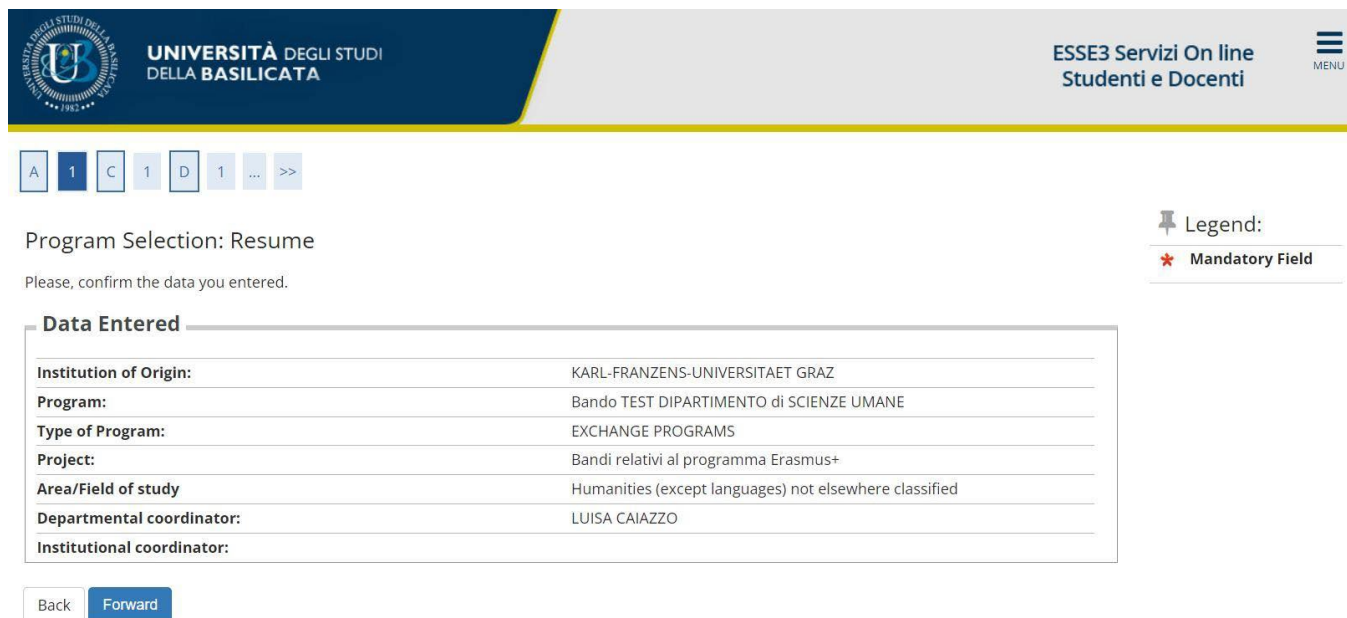


Fig. 12



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

## Identity card

this page displays the details of the identity documents previously entered. Other identity documents can be added.

There are no identity documents uploaded

**Add an identity document**

Back Forward

Fig. 13

Choose the type of document (fig. 14) and then click on “add attachment” (fig.15)

## Identity document

this page displays the form for entering or editing identity document data

- Legend:
- Mandatory Field

Identity document

Document type\*

Back Forward

Fig. 14

## Identity document

Identity document

Document type Carta Identità

### List of attachments

Type of attachments	Number of attachments	Status	Number of attachments	Title	Description	Action
Documento di identità	1		0			<b>Add attachment</b>

Back Forward

- Legend:
- Upload completed
  - Uploading mandatory
  - Uploading not mandatory
  - Details
  - Change
  - Delete
  - Information

Fig. 15



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

Then, you can check the status of your upload (green light) and add, if needed, more IDs (fig.16).

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

ESSE3 Servizi On line  
Studenti e Docenti

### Identity card

this page displays the details of the identity documents previously entered. Other identity documents can be added.

Document type	Number	Issuing body	Date of issue	Date of expiry	Status	Attachments	Actions
Carta Identità						Si	

**Add an identity document**

Back Forward

**Legend:**

- Valid document
- Expired document
- Document details
- Delete document

Fig. 16

Then, you will be asked also to upload your personal photo (fig. 17).

## Registration: Personal photo

select the photo to upload, press the button "upload photo" and then "Forward".  
Please use a photo fits for documents that portrays your face on a light background (such as identity card or driving license).  
**File format must be bitmap or jpeg.**

A << ... C 1 D 1 E ... >>

Photo preview

Scegli file Nessun file selezionato

File size must be 35\*40mm (Max 60MByte)

Upload Photo

**NOTE: to upload the image click on the 'Upload' button**

Back Forward

**Legend:**

- Mandatory Field

Fig.17



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

Then, you have to fill out the mandatory questionnaire in order to give us more detailed information about your mobility (Fig. 18)

Questionnaire	Status	Actions
Mobility information *	<span style="color: red;">•</span>	<a href="#">Fill out</a>

Legend:

- ★ Mandatory Field
- Questionnaire filled
- Questionnaire not filled
- Mandatory questionnaire not filled

Fig 18

After filling the questionnaire, you have to confirm it before going ahead (Fig. 19-20)

Questionario

### Resume - Mobility information

⚠ Questionnaire not **CONFIRMED.**

i All the answers have been given

[Confirm](#) [Exit](#) [Print](#)

---

### List of questionnaire

This page displays the list of questionnaires to be filled

Questionnaire	Status	Actions
Mobility information *	<span style="color: green;">•</span>	

Legend:

- ★ Mandatory Field
- Questionnaire filled
- Questionnaire not filled
- Mandatory questionnaire not filled

Fig 19-20



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

In the following stage you will be asked to upload some attachments which can be both mandatory or not mandatory (fig.21)



### Detail attachments

#### Dati domanda

<b>Tipo Domanda:</b>	Domanda mobilità in ingresso
<b>Anno Accademico Domanda:</b>	
<b>Facoltà:</b>	NESSUNA FACOLTA
<b>Corso di Studio:</b>	Bandi relativi al programma Erasmus+2020
<b>Percorso:</b>	comune
<b>Data domanda:</b>	14/04/2022
<b>Stato:</b>	In Bozza

#### Legend:

- Upload completed
- Uploading mandatory
- Uploading not mandatory
- Details
- Change
- Delete
- Information

### Attachments list

Type of attachments	Number of attachments	Status	Number of attachments	Title	Description	Action
Transcript of Records	1	<span style="color: orange;">●</span>	0			<a href="#">Uploading attachment</a>
Learning Agreement for study	1	<span style="color: orange;">●</span>	0			<a href="#">Uploading attachment</a>
Europass CV (for traineeship)	1	<span style="color: orange;">●</span>	0			<a href="#">Uploading attachment</a>
European Health Insurance Card	1	<span style="color: red;">●</span>	0			<a href="#">Uploading attachment</a>

[Back](#) [Forward](#)

**Fig. 21**

When the uploaded is completed the status is reported with a green light. You can use the buttons in the column “action” to see or delete and replace the attachment. (fig.22)

Type of attachments	Number of attachments	Status	Number of attachments	Title	Description	Action
European Health Insurance Card	1	<span style="color: green;">●</span>	1			
				copy of European Health Insurance Card (or equivalent document for non-EU students)	copy of European Health Insurance Card (or equivalent document for non-EU students)	

[Back](#) [Forward](#)

**Fig. 22**



# UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

In the last stage, you will be asked to insert the planned dates of your mobility, the expected duration in months, and the period, semester or annual (primo = first; secondo = second; annuale: annual) (fig.23)



## Application Form for Incoming Students

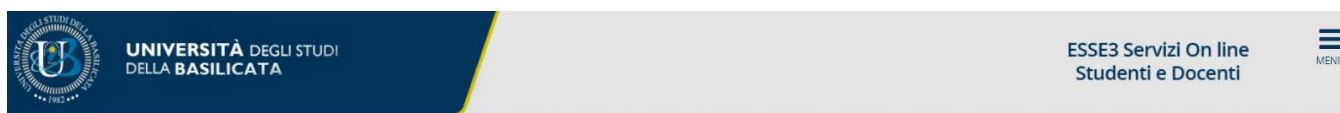
In this page you can enter the dates of the mobility

Period of Study

Academic Year	<input type="text" value="2022/2023"/>
Planned arrival date*	<input type="text" value="01/10/2022"/>
	(gg/mm/aaaa)
Planned departure date*	<input type="text" value="01/03/2023"/>
	(gg/mm/aaaa)
Expected duration (months)*	<input type="text" value="5"/>
Type of accommodation	<input checked="" type="radio"/> Yes <input type="radio"/> No
Accommodation*	<input type="text" value="Private"/>
Period of Study*	<input type="text" value="Primo Semestre"/>

Fig. 23

The system reports to you that the application has been correctly submitted. you will receive the confirmation also by mail (fig. 24).



## Application Form for Incoming Students

Your application has been successfully submitted. You will receive a confirmation email. Please remember that your enrolment must be finalized when you arrive at our University (even in case of blended mobility with the physical component scheduled at the beginning)

Fig. 24