



Registration guide for Incoming Students

Edited by the Internationalization Service



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IF YOU NEED TECHNICAL ASSISTANCE CONTACT incoming@unibas.it



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).

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

ESSE3 Servizi On line Studenti e Docenti

Benvenuto sui servizi online Esse3

Comunicazione per gli utenti VPN
Si comunica che le credenziali di accesso VPN rilasciate per accedere da remoto alle risorse bibliografiche della Biblioteca Centrale di Ateneo, non sono più necessarie, in quanto la stessa ora è in grado di fornire un accesso semplificato da remoto alle proprie risorse digitali tramite OpenAthens, piattaforma a disposizione sul sito della Biblioteca, **a cui si accede con le credenziali in uso per Esse3. Pertanto le credenziali VPN verranno disattivate senza ulteriore avviso.**

Pagamento tasse universitarie - PagoPA
Il pagamento delle tasse universitarie deve essere effettuato utilizzando, esclusivamente, la Piattaforma PagoPA.. Le modalità di utilizzo della Piattaforma PagoPA sono descritte nella presente [Guida operativa](#)

CORONAVIRUS "Misure di interesse degli studenti"

Da questa pagina puoi accedere a tutti i servizi online a disposizione degli studenti e dei docenti dell'Università degli Studi della Basilicata:

Fig. 1 – ESSE3 homepage and right menu

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

UNIVERSITÀ DEGLI STUDI DELLA BASILICATA

ita **eng**

Reserved Area

Registration

Login

Forgotten password

International mobility

Registration with Token - Erasmus Incoming

Home Portale Ateneo WebMail Studenti

Fig.2 – Language choice and International mobility menu

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



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

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

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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

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

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*

The town entered was not found among those listed.*

ZIP CODE

if in Italy

Locality

Address*
(street, square, road)

Street no.*

Telephone*

Current address is the same as permanent address* Y N

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

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*

Province*
if in Italy

Town/City*

The town entered was not found among those listed.

ZIP CODE*

if in Italy

Locality

Address*
(street, square, road)

Street no.*

Telephone*

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

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
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
(international dialling code - number)

Mobile phone
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

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

Legend:

- * Mandatory Field
- Checklist

Fig. 6 – Contact information



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

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1 2 3 4 5 6

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).




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).



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



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

The screenshot shows the user profile page for 'Area Utenti Registrati - Benvenuto NAME SURNAME'. The main content area displays personal data under the heading 'Dati Personali' with a 'Nascondi dettagli' dropdown. The data includes fields for 'Nome Cognome', 'Residenza', 'Domicilio', 'Indirizzo di fatturazione', 'E-Mail', and 'Cellulare', each with a 'modifica' link. On the right, a sidebar menu is visible with options: 'NAME SURNAME', 'Reserved Area', 'Logout', 'Change Password', and 'International mobility'. The 'International mobility' section is expanded, and the link 'Application Form for Incoming students' is highlighted with a red box and a red arrow pointing to it.

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)

The screenshot shows the 'Data Entered' resume page. At the top, there is a navigation bar with the university logo and 'ESSE3 Servizi On line Studenti e Docenti'. Below the navigation bar is a breadcrumb trail: 'A 1 C 1 D 1 ... >>'. The main content area is titled 'Program Selection: Resume' and includes the instruction 'Please, confirm the data you entered.' A table titled 'Data Entered' displays the following information:

Institution of Origin:	KARL-FRANZENS-UNIVERSITAET GRAZ
Program:	Bando TEST DIPARTIMENTO di SCIENZE UMANE
Type of Program:	EXCHANGE PROGRAMS
Project:	Bandi relativi al programma Erasmus+
Area/Field of study	Humanities (except languages) not elsewhere classified
Departmental coordinator:	LUISA CAIAZZO
Institutional coordinator:	

At the bottom of the page, there are 'Back' and 'Forward' buttons. A legend on the right indicates that a red star symbol represents a 'Mandatory Field'.

Fig. 12



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

Identity document

Document type*

Back Forward

- Legend:
- Mandatory Field

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 identita	1		0			Add attachment

Back Forward

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

Fig. 15



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

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

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.

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

Fig.17



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 *	●	Fill out

Fig 18

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

Questionnaire not CONFIRMED.

All the answers have been given

Confirm Exit Print

Questionnaire	Status	Actions
Mobility information *	●	

Fig 19-20

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

A << ... E 1 F 1 2 ... >>

Detail attachments

Dati domanda

Tipo Domanda:	Domanda mobilità in ingresso
Anno Accademico Domanda:	
Facoltà:	NESSUNA FACOLTA
Corso di Studio:	Bandi relativi al programma Erasmus+-2020
Percorso:	comune
Data domanda:	14/04/2022
Stato:	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	●	0			Uploading attachment
Learning Agreement for study	1	●	0			Uploading attachment
Europass CV (for traineeship)	1	●	0			Uploading attachment
European Health Insurance Card	1	●	0			Uploading attachment

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	●	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



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

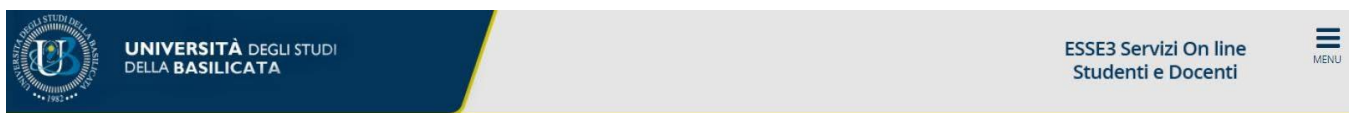
Period of Study

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

Back Forward

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)

[Empty text box]

Print

Fig. 24