

# Ca' Foscari School for International Education

## Standard Italian Courses: Guide to Enrolment

(Submission of the enrolment request form / "Questionario")

1. Use the direct link to start: [esse3.unive.it/auth/Enrollment/ElmmatricolazioneNewAction.do?cod\\_lingua=eng](https://esse3.unive.it/auth/Enrollment/ElmmatricolazioneNewAction.do?cod_lingua=eng). You need to log in using the **username and password** you received at the **end of the registration procedure** and click on "Enrolment".

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

### Registered user

NUMEROSESSANTATRE  
FITTIZIO

## Enrolment

You are about to begin your enrolment.

We remind you that, in accordance with art. 142, RD n. 1592 of August 31st 1933, the contemporary enrolment in different Universities, either Italian or foreign, or in separate university institutes, equated institutions, or in different course programmes of the same university is forbidden.

Please, remember that the University will use the data you provide in accordance with the regulations of the D. Lgs. 196/2003, which foresees the "protection of people and subjects regarding personal data processing", and within the purposes strictly related to pertinent activities. Personal data processing is fulfilled so as to guarantee data safety and privacy.

Data may be communicated to external parties as well (e.g. AlmaLaurea or the bank treasurer), in the case that the communication is necessary for the university's institutional performance.

Home

Personal data

Student services

- Admission test
- Pre-enrollment evaluation
- State Exams
- Enrolment
- Degrees
- 150 hours
- Attachments

International mobility

Enrolment

2. Select "Enrolment to unlimited admission Programmes" and click on "Next"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

### Registered user

NUMEROSESSANTATRE  
FITTIZIO

## Enrolment: Choose type of admission

Through the following pages you will be able to proceed with the registration in the course of study that you will indicate.

Choose type admission to the course of study

Enrolment to unlimited admission Programmes

Back Next

# Ca' Foscari School for International Education

## Standard Italian Courses: Guide to Enrolment

(Submission of the enrolment request form / "Questionario")

3. Select "Continuing Education" and click on "Next"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE  
FITTIZIO

Enrolment: Choose type of course

In this page are presented the types of courses you can choose to enroll.

Choose type of course

Post-reform\*

- Continuing education
- First Cycle degree programme (Bachelor)
- Second Cycle Degree Programme
- Ambito di Mobilità: Accordi bilaterali
- Ambito di Mobilità: Exchange Programs
- SINGLE COURSE

Back Next

4. Select "School for International Education" and click on "next"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE  
FITTIZIO

Enrolment: Choose path of study

In this page are presented the path of study you can choose to enroll at Ca' Foscari University of Venice

Choose path of study

Faculty	Course of study
Ca' Foscari School for International Education (CFSIE)	<input checked="" type="radio"/> SCHOOL FOR INTERNATIONAL EDUCATION

Back Next

5. Click on "Confirm"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE  
FITTIZIO

Confirm the chosen course of study

This page summarizes all the options set. If they are correct, proceed with the confirmation, otherwise use the "Back" button to make changes

Course of study	
Type of course of study	Continuing education
Academic year	2018/2019
Course of study	SCHOOL FOR INTERNATIONAL EDUCATION
Curriculum	PERCORSO COMUNE

Back Confirm

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6. The enrolment form requires you to upload a photograph (in passport form, frontal and clear) in .jpeg. You can upload a picture from the files on your computer, clicking on "Sfoggia". After uploading the photograph, click on next:

**Registered user**

NUMEROSESSANTATRE  
FITTIZIO

### Registration: Personal Photo

This photo will be used for your student card. It must be a close-up picture, good quality, JPG format, 4MB max. Please select your picture and click on "Upload photo".

**Photo preview**

Note: the image size must be 35x40mm

Upload photo

Photo preview not supported by Internet Explorer prior of version 10  
Press "Upload Photo" to upload the selected image

Back Next

7. Select "Compila" to start filling out the Enrolment form, also called "Questionario"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

**Registered user**

NUMEROSESSANTATRE  
FITTIZIO

### Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Corsi standard di italiano /Standard Italian language courses *		Compila

Indietro

# Ca' Foscari School for International Education

## Standard Italian Courses: Guide to Enrolment

(Submission of the enrolment request form / "Questionario")

8. You are then required to specify the following information:

- Type of student (which determines your course fee)
- Your placement test result
- Language level you want to enrol in

Once you have completed all fields, click first on "I confirm", then on "Avanti".

**Please note:** the screenshots below are just an example of the request form/"Questionario". All specific information about courses (dates/levels) do not refer to the current session.

a) **Io sono/ I am: - scegli la categoria di appartenenza per determinare la quota di iscrizione/please choose the category to which you belong, so as we will define your course fee.\***

- Studente regolarmente iscritto a Ca' Foscari/Student regularly enrolled at Ca' Foscari
- Studente internazionale in scambio/International exchange student at Ca' Foscari
- Studente di altre istituzioni/Student from other institutions (e.g. IUAV)
- Professore, PTA, dottorando, borsista o titolare di assegno di ricerca a Ca' Foscari/Professor, administrative personnel, CEL, PhD student, scholarship or research fellowship holder at Ca' Foscari
- Docente, ricercatore, visiting staff di altre istituzioni universitarie/Professor, researcher, visiting staff from other institutions
- Familiare e/o parente di ciascun ricercatore, professore, CEL, PTA, assegnista o dottorando a Ca' Foscari/Family member of a researcher, professor, administrative personnel, CEL, research fellow at Ca' Foscari
- Utente esterno a Ca' Foscari che ha già frequentato un corso alla SIE o al CLA/User previously enrolled at SIE or CLA
- Altro utente che non rientra nelle precedenti categorie/External applicant

b) **Risultato del test di piazzamento / Result of placement test\***

c) **Livello a cui desideri prendere iscrizione / Level for which you want to register - Mark only one oval.\***

- A1 - Principiante (diurno) - data d'inizio 18 settembre / Beginners (day class) - start date September 18th
- A1 - Principiante (serale) - data d'inizio 17 settembre / Beginners (evening class) - start date September 17th
- A1 - Principiante (serale) - data d'inizio 1 ottobre / Beginners (evening class) - start date October 1st
- A2 - Elementare / Elementary
- B1 - Pre intermedio / Pre intermediate
- B2 - Intermedio / Intermediate
- C1 - Avanzato / Advanced
- C2 - Padronanza / Fluency

**A seguito di conferma da parte della SIE della regolare attivazione del corso, mi impegno a versare la quota di iscrizione prima dell'inizio dello stesso/After confirmation from the SIE of the course start, I will pay enrolment fee before the course start\***

- confermo / I confirm

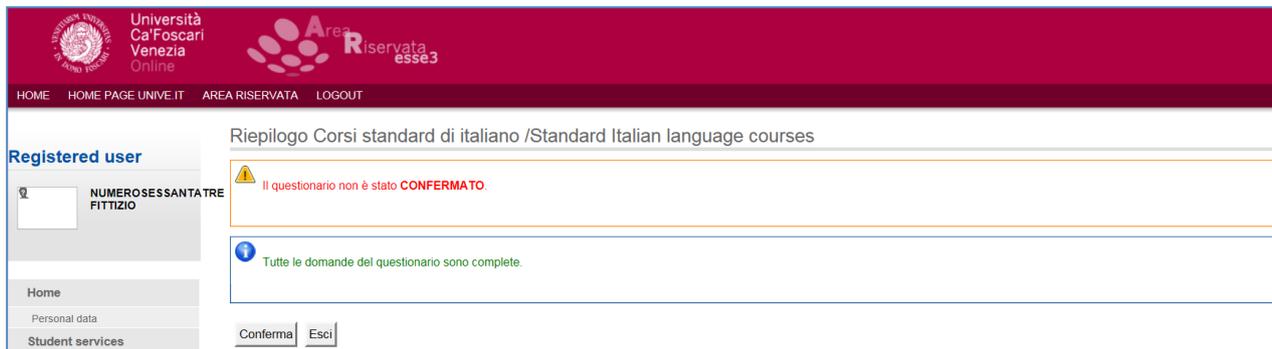
annulla Esci Indietro **Avanti** 

# Ca' Foscari School for International Education

## Standard Italian Courses: Guide to Enrolment

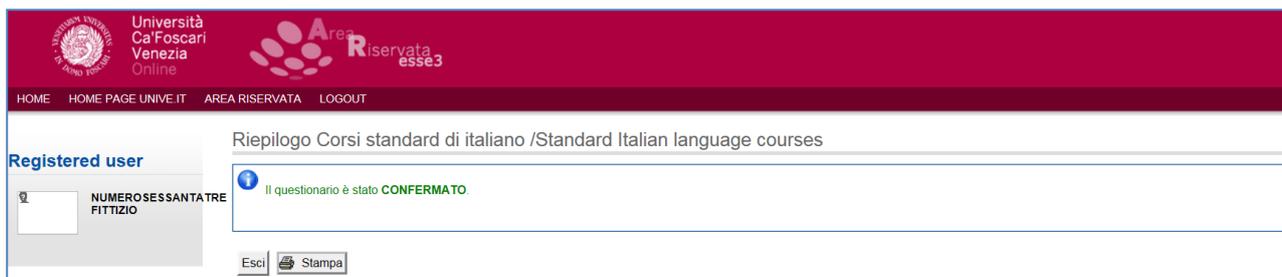
(Submission of the enrolment request form / "Questionario")

9. Click on "Conferma"



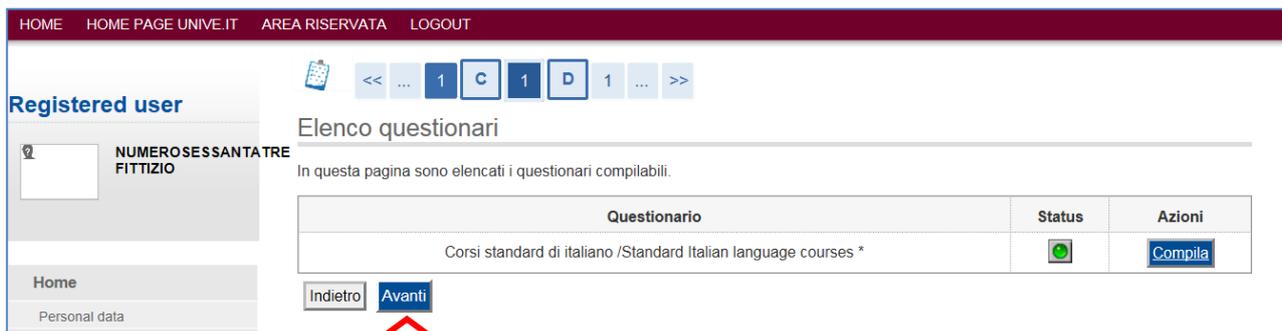
The screenshot shows the user interface of the online enrolment system. At the top, there is a navigation bar with the university logo and the text "Università Ca' Foscari Venezia Online" and "Area Riservata esse3". Below the navigation bar, there is a header with "HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT". The main content area is titled "Riepilogo Corsi standard di italiano /Standard Italian language courses". On the left, there is a sidebar for a "Registered user" with the name "NUMEROSSANTATRE FITTIZIO". The main content area contains a warning message: "Il questionario non è stato CONFERMATO." Below this message, there is a blue information icon and the text "Tutte le domande del questionario sono complete." At the bottom of the main content area, there are two buttons: "Conferma" and "Esci". A red arrow points to the "Conferma" button.

10. Click on "Esci" to continue with enrolment. (you can also print the details you have already filled out by clicking on "stampa")



The screenshot shows the user interface of the online enrolment system. At the top, there is a navigation bar with the university logo and the text "Università Ca' Foscari Venezia Online" and "Area Riservata esse3". Below the navigation bar, there is a header with "HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT". The main content area is titled "Riepilogo Corsi standard di italiano /Standard Italian language courses". On the left, there is a sidebar for a "Registered user" with the name "NUMEROSSANTATRE FITTIZIO". The main content area contains a confirmation message: "Il questionario è stato CONFERMATO." Below this message, there are two buttons: "Esci" and "Stampa". A red arrow points to the "Esci" button.

11. Click on "Avanti"



The screenshot shows the user interface of the online enrolment system. At the top, there is a navigation bar with the university logo and the text "Università Ca' Foscari Venezia Online" and "Area Riservata esse3". Below the navigation bar, there is a header with "HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT". The main content area is titled "Elenco questionari". On the left, there is a sidebar for a "Registered user" with the name "NUMEROSSANTATRE FITTIZIO". The main content area contains a table with the following columns: "Questionario", "Status", and "Azioni". The table has one row with the following data: "Corsi standard di italiano /Standard Italian language courses \*", a green checkmark icon, and a "Compila" button. Below the table, there are two buttons: "Indietro" and "Avanti". A red arrow points to the "Avanti" button.

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12. The enrolment request form requires that you indicate if you have a disability. This helps us arranging special needs – if necessary. If not, click on "No".

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE FITTIZIO

Home

Personal data

Student services

Admission test

Pre-enrollment evaluation

State Exams

Enrolment

Degrees

Enrolment: Enrolment details

Please enter details below.

Type of enrolment

Type:\* Immatricolazione standard

Other details

University address: Venezia - Università degli Studi "Ca' Foscari"

Type of didactics:

Disabled\*  Yes  No

Type of disability\* Not declared

Disability percentage (optional)\* write a percentage between 0 and 100 (use a dot for decimals)

Back Next

13. Click on "Confirm"

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE FITTIZIO

Home

Personal data

Student services

Admission test

Pre-enrollment evaluation

State Exams

Enrolment

Degrees

Self-certification

International mobility

Confirm your enrolment details

Please confirm the information provided below

Enrolment details

Academic year	2018/2019
Tipo di Titolo di Studio	Continuing education
Course of study	SCHOOL FOR INTERNATIONAL EDUCATION
Ordinamento di Corso di Studio	SCHOOL FOR INTERNATIONAL EDUCATION

Other details

Didactic method	
University address	Venezia - Università degli Studi "Ca' Foscari"

Back Confirm

14. The computer system requires you to evaluate the whole process of enrolment. You should give your evaluation in a scale from 1 to 6 (with 1 as the lowest score) with regards to the following statements:

- 1 The information related to the enrolment procedure is clear (staff support via e-mail, website, etc...)
- 2 The online application form itself is clear

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Valutazione processo

L'Ateneo garantisce la massima riservatezza e l'analisi aggregata dei dati.

1 Sei soddisfatto/a della procedura di immatricolazione? (informazioni, consulenza, complessità della procedura)

2 Sei soddisfatto/a della procedura web della domanda di immatricolazione online, appena compilata?

Avanti

15. The final page shows that the online enrolment form has been submitted. You will receive an e-mail from [cfsie@unive.it](mailto:cfsie@unive.it), in which we will confirm/define:

- The course activation
- The amount of the course fee and the payment details

HOME HOME PAGE UNIVE.IT AREA RISERVATA LOGOUT

Registered user

NUMEROSESSANTATRE FITTIZIO

Enrolment

Please confirm the information provided above, forward your application and proceed with the payment of the first fee instalment, exclusively by MAV on demand (payment by advice system) or with a credit card for Bachelor's and Master's enrolments. For PhD and Professional Master's enrolments, please follow the payment steps indicated in each official call.

Enrolment details	
Academic year	2018
Type of Degree	Continuing education
Degree	Continuing education
Type of enrolment	Immatricolazione standard
Degree in	SCHOOL FOR INTERNATIONAL EDUCATION
Ordinamento di Corso di Studio	SCHOOL FOR INTERNATIONAL EDUCATION

Details of your first enrolment in an University	
A.Y	2018/2019
Date of enrolment	20/07/2018
University	Ca' Foscari University of Venice

Change your enrolment data