

## Minor Enrolment

### External Users

1. If you have been enrolled at Ca' Foscari you can go straight to step n.3.
2. If you are an external user, before enrolling you must register at: <https://unive.it/registration>



### Registration

The registration on the university website is the first step to enrol in a programme of a Ca' Foscari University. It requires entering your personal data, residence and domicile, if any. At the end of the procedure, you will be able to access your Personal Area and carry out all the online procedures by using your SPID credentials.

You do not need to register if you already hold valid credentials. If you cannot access your Personal Area, please check the [Frequently Asked Questions section](#).

If you need more information before registering, please refer to:

- the Call Center - [Click here](#);
- the Counseling and Welcome Unit (for International students only) - [Click here](#).

Before filling in the designated form, please read carefully the [privacy notice](#) [ITA].

[Registration](#)

3. Click [here](#) and then “Accedi con SPID”:

A screenshot of the University of Ca' Foscari Venezia website's login page. The header is dark red with the university logo and navigation links: 'Futuri studenti', 'Studenti e laureati', 'Docenti e staff', and 'Enti e aziende'. Below the header is a white navigation bar with links: 'Home', 'Ricerca', 'Didattica', 'Servizi', 'Terza Missione', 'Internazionale', 'Ateneo', 'Eventi', and 'Sostienici'. The main content area has a dark red background. On the left, there's a 'Login' section with links for password recovery, FAQ, staff accounts, and IDEM. The center features a large 'Autenticazione / Authentication' heading, followed by instructions in Italian and English to enter username and password. There are input fields for 'Username' and 'Password', a button 'Accedi al servizio / Access the service', and a blue button 'Accedi con spid'. On the right, there's a 'Single Sign-On (SSO)' section with contact information for students: 'callcenterstudenti@unive.it' and the phone number '041 234 7575'.

4. Access your Personal area and select “Immatricolazione – S3”:

## Area riservata studenti

### Carriera - Servizi

Qui puoi accedere direttamente a tutti i servizi e alle procedure online che riguardano la tua **carriera universitaria**.

Alcuni servizi sono gestiti attraverso **Esse3 (S3)**, un sistema informatico esterno utilizzato da molti atenei italiani; altri sono gestiti direttamente attraverso gli strumenti informatici di Ca' Foscari.

#### Dati personali

Modifica dati anagrafici - S3  
Cambio password

#### Ammissione e immatricolazione

Iscrizione a test di ammissione - S3  
Immatricolazione - S3  
Iscrizione a test di valutazione - S3  
Iscrizione esami di stato - S3

#### Carriera

Iscrizioni - S3  
Passaggio interno / opzione - S3  
Trasferimento ad altro Ateneo - S3

### 5. Click on "Enrolment":



### Enrolment

You are about to begin your enrolment.

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.

Enrolment

### 6. Select "Enrolment" and continue:



A 1 2 3 4 5 ... >>

#### Enrolment: Typology

Enrolment request

Typology

☒ Enrolment

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Confirm

Legenda

★ Data needed

### 7. Select "Enrolment to unlimited admission Programmes" and continue:

## 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

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 **Legenda**

 **Data needed**

## 8. Select “Minor”:

## 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\***

- ☒ Minor
- ☐ SINGLE COURSE

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 **Legenda**

 **Data needed**

## 9. Select the desired Minor:

## 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

Facoltà	Course of study
Department of Asian and North African Studies	
	<input type="radio"/> ENVIRONMENTAL HUMANITIES
Dipartimento di Economia	
	<input type="radio"/> ECONOMICS AND LABOUR OF DIGITAL INNOVATION
Dipartimento di Management	
	<input checked="" type="radio"/> BUSINESS, BANKS, EMPLOYMENT AND TAXATION

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 **Legenda**

 **Data needed**

## 10. Continue by clicking on “next” and “confirm”:



### 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	Minor
Academic year	2023/2024
Course of study	BUSINESS, BANKS, EMPLOYMENT AND TAXATION
Curriculum	PERCORSO COMUNE

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Confirm

You have completed the pre-enrolment procedure. No payment is required at this stage.

**If you are enrolled at another University**, you can attach the self-certification of enrolment in the "other" tab. **Do not proceed with the payment.** Please, contact the Enrolment Unit through the following link: <https://www.unive.it/data/36736/>. You will be contacted and given information on how to get the reduced contribution.

Lessons will be carried out with at least **ten participants**. If the minimum number of participants is reached, you will receive instructions on how to proceed with the payment.

If the Minor has a maximum number of participants, the admission of candidates will follow the chronological order. Enrolments received after the maximum number has been reached will be taken into consideration only in the event of withdrawal by some admitted candidates, following the chronological order as well.

At the end of the enrolment period, students who have applied will receive confirmation of enrolment.

Applicants will be notified via email if the Minor is not activated.