1. Use the direct link to start: `esse3.unive.it/auth/Enrollment/ElmatricolazioneNewAction.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”.

2. Select “Enrolment to unlimited admission Programmes” and click on “Next”
3. Select “Continuing Education” and click on “Next”

4. Select “School for International Education” and click on “next”

5. Click on “Confirm”
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 “Sfoglia”. After uploading the photograph, click on next:

7. Select “Compila” to start filling out the Enrolment form, also called “Questionario”
8. You are then required to specify the following information:
   a) Type of student (which determines your course fee)
   b) Your placement test result
   c) 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.
9. Click on “Conferma”

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

11. Click on “Avanti”
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”.

13. Click on “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
15. The final page shows that the online enrolment form has been submitted. You will receive an e-mail from cfsie@unive.it, in which we will confirm/define:

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