MASTER IN "MUSIC AND CULTURAL PRACTICE IN EUROPE" A.A. 2016/2018:

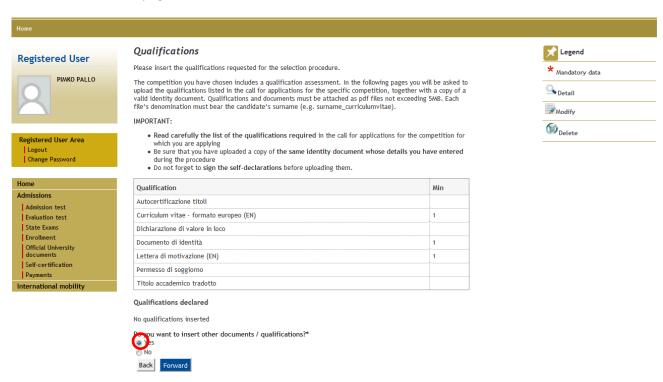
ENROLMENT PROCEDURE - HOW TO UPLOAD YOUR PAPERS

Further to the performance of the 'Registration' procedure, Candidates will get new credentials to access the 'Login' Section of the Reserved Area. Then, select the Admissions entry from the left menu and hit the 'Admission test' button at the bottom of the screen.

Following the procedure, you will find the 'Identity document' page where you can confirm the details of the ID document you input during the Registration procedure by hitting the button: "Continue". Alternatively, if the case, in this phase you can also change the data already supplied.

In the 'Qualification Required' page, scroll down to the Option no.7 - Foreign Academic Degree and hit the 'Insert' blue button.

In the 'Qualifications' page (screenshot below)



the grid descriptions are in Italian -please find below the English translation:

Autocertificazione titoli
Curriculum vitae formato eurpeo
Dichiarazione di valore in loco
Documento di identità
Lettera di motivazione
Permesso di soggiorno
Titolo accademico tradotto

- University degree details
- → CV in EU format
- → Declaration of Value (DV)
- → ID documents
- → Motivational letter
- → Permit of stay
- → Officially translated copy of your academic title

The following documents are to be uploaded mandatorily:

- CV (curriculum vitae)in EU format
- Motivational letter
- ID document

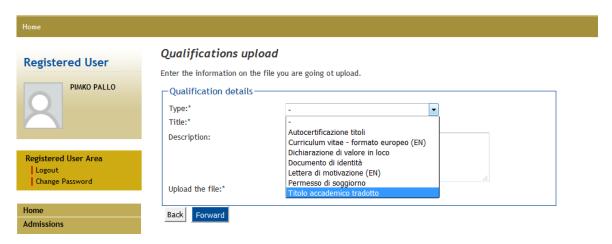
Please note that the size of the attachments should not exceed 5MB.

In this stage, Candidates with foreign titles could upload also a copy of the Declaration of Value (DV), a copy of their officially translated academic title, and a copy of their permit of stay (if required) — Anyway Candidates with foreign degrees should supply original documents prior to official Enrolment (see Admission announcement, Art. 4 — Enrolling for Masters courses)

In order to upload your attachments, please check "Yes" in the bottom of the screen under the question "Do you want to insert other documents/qualifications?" and hit the blue button "Forward"

Select the relevant file according to the description of the content you are about to input. You are required to name any file including **your name and surname**. In the field: 'Title' you should input the file's name. The 'Description' field is not mandatory.

Once you've finished, click on the button "**Forward**" and repeat the procedure at least twice in order to upload the mandatory documents:



In the following page you can double check that your papers are properly uploaded (they should be listed in the section: "Qualifications declared").

Qualifications declared



Then you can carry on the procedure by replying "No" to the question "Do you want to insert other documents/qualifications?" and hitting the button "Forward" to confirm