



UNIVERSITÀ DEGLI STUDI DI TORINO

ENROLLMENT ONLINE GUIDELINES

This guide is addressed to successful applicants who were selected for PhD Programmes - 37th cycle.

HOW TO CONFIRM YOUR POSITION ONLINE and UPLOAD REQUIRED DOCUMENTS WITHIN THE ADVERTISED DEADLINE

Please, note that you must confirm **AND** upload the required documents at the same time. Please, be sure to have all your documents ready to upload before proceeding with your enrollment.

1. Go to www.unito.it
2. **Login to MyUniTO.** If you already hold student credentials to access MyUniTO website, please use these credentials. Otherwise, you need to register as a prospective student into UniTO portal, following the instructions available at <https://en.unito.it/services/online-services/help-and-support/portal-registration-instructions>
3. **Once entered into MyUniTo:**
 - a. **Click on Enrolments – on the menu bar-** and select **Matriculation**. If it is your first access to MyUnito, you are required to fill in personal information and contact details
 - b. **Click on Enrolments – at the end of the page -** (Please do not take into account the checklist)
 - c. You are now in the section **“Type of enrolment”**: select, **“Standard matriculation”** then **“Enrolment in courses open access”**
 - d. In section **“Type of degree”**, select **“PhD Course”**, then, in section **“Course”**, select the PhD programme to which you have been admitted.
 - e. Confirm (or change, if needed) your Personal Data
 - f. Upload your ID Document (if not already uploaded) and fill in ID Document details
 - g. Upload your personal colour photo (bitmap o jpeg, 35x40mm, resolution 300x400 pixel)
 - h. **In the section “Qualifications required”,** please, select and provide information about the degree which gives access to the PhD programme, as you specified during application;
 - i. **In the section “Enrolment data”** please select your “employment status” amongst the provided options (**Full-time**). Click on “Next”.
 - j. **Confirm the enrolment into the PhD programme**
 - k. **In the section “Documents”** upload all the required documents in PDF format.



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4. **Fees** You must pay the enrolment fee to complete your enrolment. The enrolment fee is € 169,50 and is to be paid online via [Pago PA](#) system. You must select “Fee” from the menu items and choose the most recent invoice, then click on the invoice number. Should you be admitted without scholarship, before paying the tuition fees, please, contact the PhD Office for a fees recalculation: dottorati@unito.it

In case of technical problems, please contact both the PhD office (dottorati@unito.it), not later than the enrolment deadline, and the [UniTo technical support](#).

Note for filling in Form A: Ph.D. Candidates enrolled under condition of achieving their second cycle degree within October 31st, 2021, do not have to fill in fields concerning the degree achievement, but only specify the name of the degree that is going to be awarded.