

## Stage 1:

- 1) In order to fill out the online application form you need to make a registration on the Uniweb clicking on the following link:

<https://uniweb.unipd.it/Home.do;jsessionid=496BE3C618C9562DB5BDEB8740B9CD14.jvm1c?codlingua=eng>

- a) click on "Registration" ( if it the first time that you are making an application and you don't have any university account created before on the Uniweb ) OR in case you already have an activated account but you do not remember your credentials , click on " forgotten password. But if you have technical problems to find the credentials please contact the university call center at [callcenter@unipd.it](mailto:callcenter@unipd.it) and 0039 049 8273131
- 2) you will receive an email which contains the username and the Password activation code ( codice di attivazione Password)
- 3) click on the "forgotten password" → " First Activation → enter your username → enter the "codice di attivazione Password" → add the three Security Questions → set password
- 4) click again on the following link:
- 5) <https://uniweb.unipd.it/Home.do;jsessionid=D129C1ECE56E056CE3045D41F67DE465.jvm1c?codlingua=eng>
- 6) Login using your username and the new password created → click on "Home " → select from the submenu " Admission test" → click on the button " pre-enrollment for limited-place courses" → choose " Master Universitario di primo livello" → select "Master in INTERNATIONAL BUSINESS FOR SMALL AND MEDIUM ENTERPRISES - MIBS from 27/06/2017 12:00 to 19/09/2017 12:30 " → check the information then confirm and continue → click on " ADD" in the box related to the foreign qualification → enter carefully the required information → confirm pre-enrollment → print the pre-enrollment summary which includes the payment slip for the pre-enrollment fee of 31 €

The pre-enrollment fee of 31 € is not-refundable regardless of the selection outcome or activation of the Master. The above mentioned amount can be paid at any Italian credit institution

**If it is not possible to proceed with the MAV payment, you can use the application form bank (Allegato A) that you find in the call for application- MIBS, page 10 ([http://www.economia.unipd.it/en/sites/economia.unipd.it/en/files/Master\\_17\\_18\\_International\\_business.pdf](http://www.economia.unipd.it/en/sites/economia.unipd.it/en/files/Master_17_18_International_business.pdf) )**

In case of difficulties you can call the call center mentioned above.

The candidates who need to receive assistance and computers in order to make the application can also go to The Post-Lauream office - Via Ugo Bassi, 1-35131 Padova –Italy.

Opening hours: from Monday to Friday (10.00 - 12.30), Tuesday also from 15.00-16.30, Thursday (10.00 -15.00 ).

**Summer closure dates : August 7<sup>th</sup> to 18<sup>th</sup>**

**Stage 2:** The pre-enrollment form, signed in original, must be submitted (send by post or hand delivered), no later than 19<sup>th</sup> September 2017 at 12.30 (Italian time) to the Servizio Formazione Post-Lauream - Via Ugo Bassi, 1-35131 Padova.

**To submit the application by hand delivery:** opening hours: from Monday to Friday (10.00 - 12.30), Tuesday also from 15.00-16.30, Thursday (10.00 -15.00 ).

**To submit the application by post,** send it to the following address: Università di Padova – Servizio Formazione Post-Lauream – Via VIII Febbraio 1848, 2 – 35122 Padova or, **better**, Dipartimento di Scienze Economiche ed Aziendali - Ufficio Master, quarto piano, Via Ugo Bassi, 1 – 35131 Padova.

**For deadlines confirmation, please, check with the Italian application procedure called “bando” or contact the tutor at: [mibs.economia@unipd.it](mailto:mibs.economia@unipd.it)**

**The list of the documents to be attached to the signed pre-enrollment summary are:**

- a copy of the pre-enrollment fee payment receipt;
- a copy of bachelor's degree and transcript of records;
- the Declaration of value - DV (which is needed in case the applicant graduated from a non-European university) if available at the moment of the pre-enrollment, if not, please remember that without this document you cannot be registered and consequently cannot be awarded with the Diploma;
- transcript of records with the indicated grades;
- the translation of the documents in English or in Italian (or any other vehicular language);
- diploma supplement if the Degree has been obtained in one of the EU countries.
- Curriculum in a European format;
- a copy of passport;
- any other document you think that can help you to be selected

It is important that we receive everything before the deadline and please note that the date of postmark doesn't serve as proof

**For more information about foreign degrees, please write to the following email address: [titoliesteri.lauream@unipd.it](mailto:titoliesteri.lauream@unipd.it)**

**In order to have support and confirmation about the correct procedure for obtaining your Visa at the Italian Embassy which you may need BEFORE your arrival in Italy, please contact the Postgraduate Office (see above); our Master Office or the tutor of the MIBS course.**

The University Administration assumes no responsibility in the event of loss of communications due to errors in the residence, domicile and address of the candidate, or late notification of change of address, nor for any postal, telegraphic or telematics administration is not responsible.

In order to be sure that your documents arrived to our offices, please, stay in touch with the tutor of Master MIBS: [mibs.economia@unipd.it](mailto:mibs.economia@unipd.it) or contact the Master Office of the Department of Economics and Management: [master.economia@unipd.it](mailto:master.economia@unipd.it)

Relevant addresses:

**Servizio Formazione Post Lauream**

Via Ugo Bassi 1, 35131 Padova.

Phone call opening hours:

From Monday to Friday: 10.00 to 12.30)

Opening hours:

From Monday to Friday: 10.00 to 12.30

Tuesday also from 15.00 to 16.30

Thursday: 10 to 15

**Master Office**

Via Bassi 1, 35131 Padova – 4° Floor

Tel: +39 049 8271229

E-mail: [master.economia@unipd.it](mailto:master.economia@unipd.it)

Opening hours: Monday to Friday: 09.00 - 14.00

**Tutor Master MIBS**

Stefania Michelazzo

E-mail: [mibs.economia@unipd.it](mailto:mibs.economia@unipd.it)

For meetings, please keep in touch.