

Stage 1:

1) Before filling out the application online you must require the authentication of the login using the instructions in Uniweb homepage at the following link:

https://uniweb.unipd.it/Home.do;jsessionid=596326CB21B05FC0B2064D21779D59EE.jvm4c?cod_lingua=eng

a) click on "Register" (if you do not have active or past careers in University of Padova)

or

b) by clicking on "Manage username and password" (in case you do not remember or have expired credentials).

Assuming you do not manage to find such credentials with the above procedures, we recommend using the "Form Uniweb Postgraduate - username / password" available on the website <http://www.unipd.it/modulistica-0>, the item "forms Master";

2) Login with your credentials, click on "Education" and select "pre-enrollment program";

3) Click below on "pre-enrollment courses and planned access" and then choose the type of study course: "First level Master" or "Master's level";

4) Choose the Master MIBS to pre-register;

5) Fill in the application;

6) Print the application by clicking on "Print Summary pre-enrollment" (together with the application form will be printed the ticket for the payment of 31.00 Euros as pre-enrollment fee).

The pre-enrollment fee of Euro 31,00 is not-refundable regardless of the outcome of the selection or activation of the Master. The amount can be paid with one of the following ways:

- At any branch of the Cassa di Risparmio del Veneto SpA - Gruppo Intesa Sanpaolo or other banks of the country;

- Through the Home Banking service for clients of the Cassa di Risparmio del Veneto SpA - Gruppo Intesa Sanpaolo and of Group banks Intesa Sanpaolo and at other credit institutions where it is available;

- At all ATMs of the banks of the Cassa di Risparmio del Veneto SpA - Gruppo Intesa Sanpaolo ATM card of any bank and at ATMs of other banks that provide similar services (in order to pay by ATM modality you will need to type the code shown in the MAV bulletin);

If it is not possible to proceed with the MAV payment you can use the application form bank (Appendix A) of the Italian version of the enrollment procedure called "bando".

In case of difficulties related to the fulfillment of the application, there will be a helpline calling the phone number +39 049 827 6373/6374 with the following opening hours: Monday to Friday, from 10.00am to 12.30pm.

The Postgraduate office - Via Ugo Bassi, 1-35131 Padova, Italy - will provide a computer workstation, for those who may need it, during the opening hours: from Monday to Friday from 10.00am to 12.30pm, Tuesday also from 15.00pm to 16.30pm, Thursday lunch break from 10.00am to 15.00pm.

If you have any closing days information of the Postgraduate office please consult the website of the University.

Stage 2: The pre-enrollment form, signed in original, must be submitted (by mail or hand delivered), no later than 19th September 2017 at 12.00 (Italian time) to the Formazione Post-Lauream - Via Ugo Bassi, 1-35131 Padova.

To submit the application by hand delivery: opening hours: Monday to Friday from 10.00 am to 12.30 pm on Tuesday also from 15.00 to 16.30, Thursday lunch break from 10.00 to 15:00) or

To submit the application by posts, send it to the following address: Università di Padova – Servizio Formazione Post-Lauream - Via VIII February 1848 2 - 35122 Padova or, **better,** Dipartimento di Scienze Economiche ed Aziendali - Ufficio Master, 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

The application shall be accompanied by:

- 1) A signed copy of your curriculum vitae;**
- 2) Any documents required (or recommended by the staff) for admission to the MIBS course;**
- 3) A copy of the payment of Euro 31.00 as a fee for the pre-enrollment procedure;**
- 4) For foreign students it is mandatory to provide to our offices the DOV (declaration of value) of the Bachelor/Master of Science degree issued by Italian Embassy in your country**
- 5) A copy of a valid identity document (Passport);**

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 telematic 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 or contact the Master Office of the Department of Economics and Management: master.economia@unipd.it

Relevant addresses:

Servizio Formazione Post Lauream (Postgraduate office of the University)

Operational Headquarter: Via Ugo Bassi 1, 35131 Padova.

Mailing address: Servizio Formazione Post Lauream, Via 8 Febbraio, 2 - 35122 Padova

Phone call opening hours:

From Monday to Friday: from 10.00 to 12.30

Opening hours:

From Monday to Friday: from 10.00 to 12.30

Tuesday also from 15.00 to 16.30

Thursday from 10 to 15

Master Office (Department Office)

Operational Headquarter and Mailing address:

Via Bassi 1, 35131 Padova – 4° Floor

Tel: +39 049 8271229

E-mail: master.economia@unipd.it

Opening hours: Martedì – Venerdì, ore 09.00 - 14.00

Tutor Master MIBS

Stefania Michelazzo

E-mail: mibs.economia@unipd.it

For meetings, please keep in touch.