

Enrolment Guidelines for PhDs - XL cycle 2024-2025 BIS

In order to formalize your enrolment, you need to follow the following procedure:

1. Connect on the [ESSE3 platform](#) of Campus Bio-Medico di Roma University to register and complete the necessary data;
2. After entering the personal data, the system will send the login credentials to the email address indicated;
3. The successful candidates will then be able to perform the Login procedure by clicking on the menu at the top right; then, a window will open where they can enter their credentials;
4. Subsequently, they can proceed with pre-enrolment by providing the requested data.
5. Select between two payment modalities:
 - **1 option:** immediate payment throughout pagoPA (the payment proceeds immediately by logging in the on-line PagoPA payment section);
 - **2 option:** pay later, by printing a notice of payment in PDF/paper format

For beneficiaries of Doctoral scholarship, the annual enrolment fee is € 340.00 including the regional tax while the PhD candidate without scholarship, the annual enrolment fee is €140,00 (Article 11 of the competition notice).

Please note that, in order to formalize the enrolment, the aforementioned tax must be paid **by 14th april 2025**. Furthermore, by this date, interested parties must send the following [documentation](#) to the email address dottoratidiricerca@unicampus.it :

- Payment receipt
- Copy of identification document and tax code
- Doctoral student personal data sheet (only for scholarship recipients)
- Privacy notice
- Appointment as authorized person for the processing data
- Enrolment form (for scholarship and non-scholarship students), duly completed with an affixed stamp of €16.00.

Please note: Sending the above-mentioned documentation by 14th april 2025, is essential for the completion of enrolment.

Successful candidates who need a visa to stay in Italy, after completing the enrolment procedure, must also comply with the provisions published annually by the Italian Ministry of Education, University and Research on the website <https://www.universitaly.it/studenti-stranieri>.

Upon arrival in Italy, you are also required to promptly send copies of the following documents to doctoratidiricerca@unicampus.it:

- Your valid residence permit. If you do not have it yet, you must request it within 8 days of arriving in Italy by following the procedure indicated on the [State Police portal](#);
- Your fiscal/tax code, as issued by the Italian Revenue Agency. If you do not have it yet, you must request it by following the instructions on the [Revenue Agency website](#).

Admitted applicants who at the time of enrolment are already enrolled in a 1st or 2nd level Master's course, candidates must send to the email address dottoratidiricerca@unicampus.it the favourable opinion of the Academic Board of the course that verify whether the conditions exist for the adequate

acquisition of knowledge and skills to achieve the educational objectives of each of the courses (article 9 of the PhD call for Application).

According to article 9 of the PhD call for Application, those who have not completed the enrolment, it will be considered as having renounced their admission. Places renounced by and no later than 30 days from the beginning of the course will be offered to the next candidates in the ranking, as notified by the updated list of candidates eligible for admission published on [University's web page](#).

Notification will not be sent to successful call applicants regarding the deadline of enrolment. It is hereby specified that candidates will be given a peremptory deadline for carrying out the aforementioned procedures, after which an any lack of response or non-compliance shall be considered as a waiver of the candidate's position in the ranking. In case of a useful placement in several rankings, the candidate will have to exercise an option for only one position.