

## PhD Enrolment Guidelines - XLI cycle 2025-2026

In order to formalize your enrolment, you must follow the procedure outlined below:

1. Access the [ESSE3 platform](#) of Campus Bio-Medico di Roma University to register and complete the required information;
2. After entering the personal data, the system will send you the login credentials to the email address you provided;
3. Successful candidates can log in by clicking on the menu in the top right corner of the page. A login window will appear where credentials can be entered.
4. After logging in, proceed with pre-enrolment by entering the required data.
5. Select between two payment modalities:
  - **1 option:** immediate payment throughout pagoPA (you will be redirected to the online PagoPA payment section to pay instantly);
  - **2 option:** deferred payment by downloading and printing a PDF payment notice.

For **PhD candidates with a scholarship**, the annual enrolment fee is **€340.00**, which includes the regional tax. For **PhD candidates without a scholarship**, the annual enrolment fee is **€140.00** (as per Article 11 of the PhD call for applications).

Please note that, in order to finalize the enrolment, the aforementioned tax must be paid **between October 17<sup>th</sup> 2025 and October 24<sup>th</sup> 2025**. Furthermore, by this date, interested parties must send the following [documentation](#) to the email address [dottoratidiricerca@unicampus.it](mailto: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 data processing
- Enrolment form (for scholarship and non-scholarship students), duly completed affixed with a **€16.00 revenue stamp**.

**Important: Sending the above-mentioned documentation by October 24, 2025, is essential to complete your enrolment.**

### Additional Requirements for International Students

Successful candidates who require a visa to reside in Italy must also comply with the guidelines published annually by the Italian Ministry of Education, University, and Research, available at: <https://www.universitaly.it/studenti-stranieri>.

Upon arrival in Italy, you must promptly email [dottoratidiricerca@unicampus.it](mailto:dottoratidiricerca@unicampus.it) with :

- A copy of your **valid residence permit**. If you do not yet have one, you must apply within **8 days of your arrival in Italy**, following the procedure on the [Italian State Police website](#);
- A copy of your **Italian tax code (codice fiscale)**, issued by the Italian Revenue Agency. If you don't have one yet, please request it by following the instructions on the [Revenue Agency website](#).

Applicants who, at the time of PhD enrolment, are already enrolled in a 1st or 2nd level Master's course must send the **favorable opinion of the Master's Academic Board** to [dottoratidiricerca@unicampus.it](mailto:dottoratidiricerca@unicampus.it). This opinion must confirm that it is possible to acquire the knowledge

and skills required to achieve the educational objectives of both programs (as per **Article 9** of the PhD call for applications).

According to **Article 9** of the PhD call for applications, applicants who do not complete the enrolment process within the set deadline will be considered as having **renounced** their admission.

Vacant positions, renounced within **30 days from the start of the course**, will be offered to the next candidates on the ranking list, as published on the [University's web page](#).

**Please note: No individual notifications will be sent regarding enrolment deadlines.**

Candidates must adhere strictly to the given deadlines. Failure to respond or comply with the procedures will be interpreted as **withdrawal** from the PhD program.

In the case of a candidate being placed in multiple rankings, only one **position may be accepted**, and the candidate must make a definitive choice.