

Guidelines for applicants to Master's degree in Molecular Biotechnology

August the 1st, 2022

Before applying to a Vanvitelli course:

PRE-ENROLLMENT for international students: Only available through University

General requirement for the Italian University system can be found here

https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf

For non-UE students.

Visit this website:

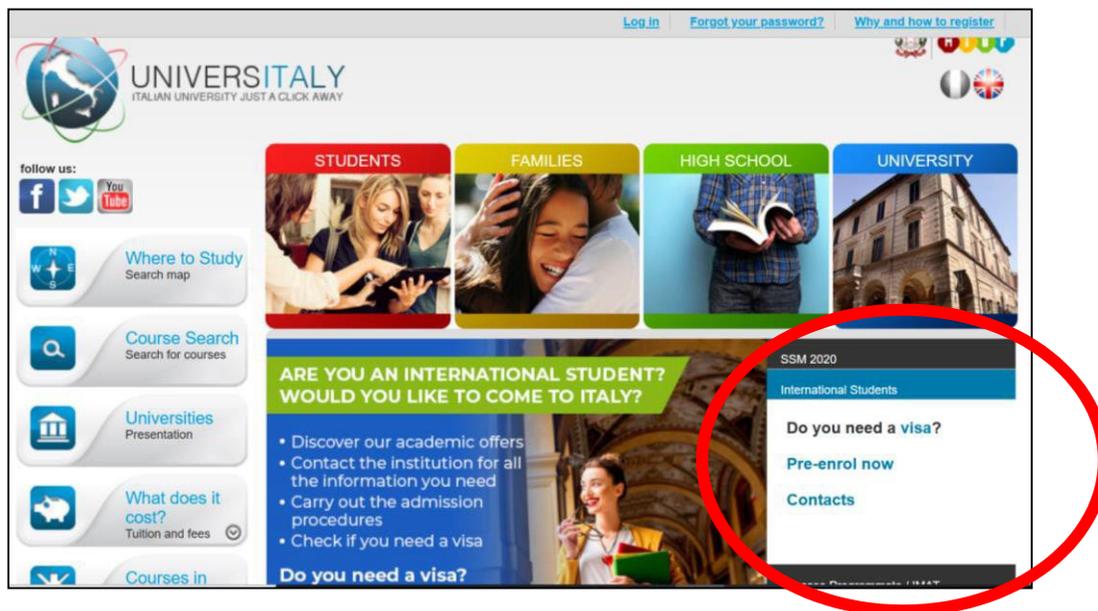
<https://www.unicampania.it/index.php/2013-07-10-10-49-01/international-welcome-desk>

Guide to Pre-Enrolment Application - University Portal

How to pre-enroll to an Italian degree course (For international students)

PART 1: Registration

1. Register on the [portal UNIVERSITALY \(https://www.universitaly.it/index.php/registration/firststep\)](https://www.universitaly.it/index.php/registration/firststep)
For Identity document, please select PASSPORT. If you do not have a valid passport at this stage, you can select another document. However, please make sure to apply for a new one as soon as possible since the pre- enrollment application cannot be submitted if you do not have a valid passport.
2. You will receive an email from universitaly@cineca.it at the email address you provided when registered. The email will instruct you to finalize your registration by entering a password of your choice.
3. Complete your registration by entering a password. You will be taken to a page summarizing your personal data. You will also receive another confirmation email.
4. On [UNIVERSITALY's homepage](#), click on the blue window INTERNATIONAL STUDENTS + PRE-ENROLL NOW (on the center-right) and start the pre- enrolment process.



Note 1: if you want to temporarily interrupt the pre-enrollment process, you will be able to resume from the exact point where you left it last. You'll simply need to log in.

Note 2: if the web page is left inactive for too long, you will see "authentication problem" message on a white web page. You will not need to start from scratch: you'll simply need to log in again.

PART 2: Pre-enrollment

This second part of the process is divided in 3 steps:

STEP A

Enter your personal data, home address and personal contacts. Note 1: type in your data exactly as it shown on your passport.

Note 2: all data (except for the fiscal code) is required, even if without an *.

STEP B

Passport: upload a passport size picture of your face and a copy of your valid passport on the portal.

Visa Application: indicate the Italian Embassy or Consulate where you are planning to apply for the study visa. Select "I want to spend a period of mobility for study/traineeship (e.g. Erasmus)" as reason for applying.

Course Information: select as indicated here below:

1. **Institution:** Università
2. **Institution name:** Università degli Studi della Campania "L. Vanvitelli"
3. **Course type:** Single course(s)
4. **Course Name:** write the Program name reported on your Admission Letters Course
5. **Curriculum:** leave blank
6. **Course location:** leave blank
7. **ID account at the chosen University:** leave blank

STEP C

Qualifications

(Mandatory) UPLOAD an original copy of final secondary education qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate.

(Optional) UPLOAD certificate declaring the pass grade of an eventual special academic competence exam

NO recommendation letter is required.

Click on SUMMARY, check that your pre-enrolment application is complete and proceed by clicking on SUBMIT.

Next steps after completing your pre-enrollment application:

1. You will receive an email from no-reply@cineca.it confirming that your application was sent to Università degli Studi della Campania "L. Vanvitelli".
2. Università degli Studi della Campania "L. Vanvitelli" International office will review your pre-enrolment application. Note that this process might take few days.
3. If your pre-enrolment application is not complete, you will receive an email from no-reply@cineca.it with the specific request of the missing document/information.
 - a. If your pre-enrolment application is complete Università degli Studi della Campania "L. Vanvitelli" International office will forward it to the consulate you are planning to request your study VISA.
4. You will receive an email from no-reply@cineca.it confirming that your pre-enrolment application has been sent to the appropriate embassy or consulate. Note that the email text is first in Italian and then in English, make sure you read it until the end of the email.
5. Click on the link in the email to enter your personal login area and download and print the summary of the "university pre-enrolment application".
6. Once you are logged in, you will be taken back to the home page. You will see your name and an arrow on the top right-hand corner. Open the arrow and click on "Reserved area" of the home page.
7. Click on your pre-enrollment application. Click through all the steps of the application until the last page (SUMMARY) where you find a green button that allows you to download and print the application.

Some useful guides on youtube in different languages

- <https://www.youtube.com/watch?v=8CCSugr6lUI>
- <https://www.youtube.com/watch?v=865JvuAbiA> (Pakistan)
- <https://www.youtube.com/watch?v=ZYfMSR2nzV8>
- <https://www.youtube.com/watch?v=nac674vHSfE>

ENROLLMENT at VANVITELLI

First of all see pages 13-14 of https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf

Web resources for enrollment at Vanvitelli University

EU students

Go to this link, read it carefully and follow the instructions:

<https://international.unicampania.it/index.php/en/students/information-and-enrolment/enrolment>

Non-EU students

Go to and read carefully the whole page:

<https://www.isu-services.it/it/universities/universita-degli-studi-della-campania-luigi-vanvitelli> Fill the following fields:

I participate in the program: **Prospective student**

At the department: **Biological and Pharmaceutical Sciences and Technologies**

And I'm from: **<select your country>**

You will see some padlocks opening. Click on the open padlock to have information.

We thank you for your understanding and for the professionalism and commitment that you have shown in these difficult days.

IWD Staff

I participate in the program

At the Department

and I'm from

Prospective Student 2022/2023

MATHEMATICS AND PHYSICS

Select a country

Useful links

- Request your Fiscal Code
- Request your Permit of stay
- Access to the accommodation service
- Open your new bank account
- Private Health Insurance
- Renew your Permit of stay
- Richiesta certificato di alloggio da presentare alla Rappresentanza Diplomatica.

Dipartimento di Architettura e Disegno Industriale

Mandatory STEPS AND DOCUMENTS TO FINALISE THE ENROLLMENT

For your arrival in Italy you will need a temporary VISA (Contact the embassy in your country), see pages.19-23 of https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023_EN.pdf

When you arrive in Italy you have 8 days' time to do the following:

- 1) Ask for a tax code (CODICE FISCALE)
- 2) Ask for the PERMIT of STAY
- 3) Register to the WEB SERVICES of University of Campania L. Vanvitelli (see the guide GUIDE TO REGISTER TO THE WEB SERVICES). This will allow you to use the wi-fi connection of the University too. Before the registration you should have an Italian address and a tax code (CODICE FISCALE) assigned by authorities
- 4) **Go to SEGRETERIA STUDENTI with the following mandatory documentation:**
 - a. The tax code (CODICE FISCALE)
 - b. The PERMIT of STAY or, if not yet obtained, the certificate of request of PERMIT OF STAY
 - c. Your passport
 - d. RECOMMENDED! The Declaration of Value (Dichiarazione di Valore) released by your embassy (see the section, DECLARATION OF VALUE)
 - e. Alternatively, to **d.** you must deliver legal transcriptions in English or Italian of:
 - i. original copy of final secondary education leaving qualification, obtained after at least 12 scholastic study years, or a fully legal substitute certificate; the final qualification may be accompanied by a statement released by the Italian ENIC-NARIC center (CIMEA), by a declaration of official foreign institutions.
 - ii. certificate declaring the pass grade of a special academic competence exam eventually required for entry to University in the Country of Origin;

You need to pay university fees 202 euros to university and 160 euros to ADISURC (instructions will be delivered after point 4) ends successfully), within a year in order to be allowed to take exams. If you don't take at least one exam in one year your PERMIT OF STAY will expire.

NOTE: it is strongly suggested to obtain the Declaration of Value (Dichiarazione di Valore) before arriving in Italy since the alternative documentation may require long times for checking them.

Once enrolled

[IMPORTANT 1]

Most of you don't know that you are recommended to use the university email (name.surname@studenti.unicampania.it) because:

- 1) all the official communications will be delivered to that email address;
- 2) you have a free license for Microsoft office 365 and Teams (see here <https://international.unicampania.it/index.php/en/students/students-on-line-services/office365-proplus>);
- 3) your access to Teams and all its professional features is allowed only to those accessing with the institutional e-mail;
- 4) you have a free WiFi connection in several universities in Europe through the Eduroam network and to all the WiFi of the University of Campania (see here <https://international.unicampania.it/index.php/en/students/students-on-line-services/wi-fi>);
- 5) you have access to a very large set of eBooks and many other advantages.

[IMPORTANT For international students only]

According to your mobile device, you can download and install the international welcome APP for students Play Store (ANDROID):

<https://play.google.com/store/apps/details?id=it.erasmus.welcome&hl=it&gl=US>

App Store (IOS):

<https://apps.apple.com/it/app/students-welcome-students/id1497423644>

If you have not activated your institutional email, please do so as soon as possible!

COURSES

Courses are generally arranged into semesters and lessons timetable are available at the following link:

[Microsoft Word - Molecular biotechnology I sem 2022 23.docx \(unicampania.it\)](#)

Molecular Biotechnology application requirements

For International students only the access requirements to apply at Molecular Biotechnology Master's degree will be assessed by the Board Study Course who will check the documentation sent by the students and evaluate as if there are proper knowledges in the fields of: Anatomy and/or Cytology, Biochemistry, Microbiology, Genetics, and/or Molecular Biology, Pharmacology, Physiology.

OTHER GUIDES



Università
degli Studi
della Campania
Luigi Vanvitelli

GUIDE FOR REGISTERING TO THE WEB SERVICES

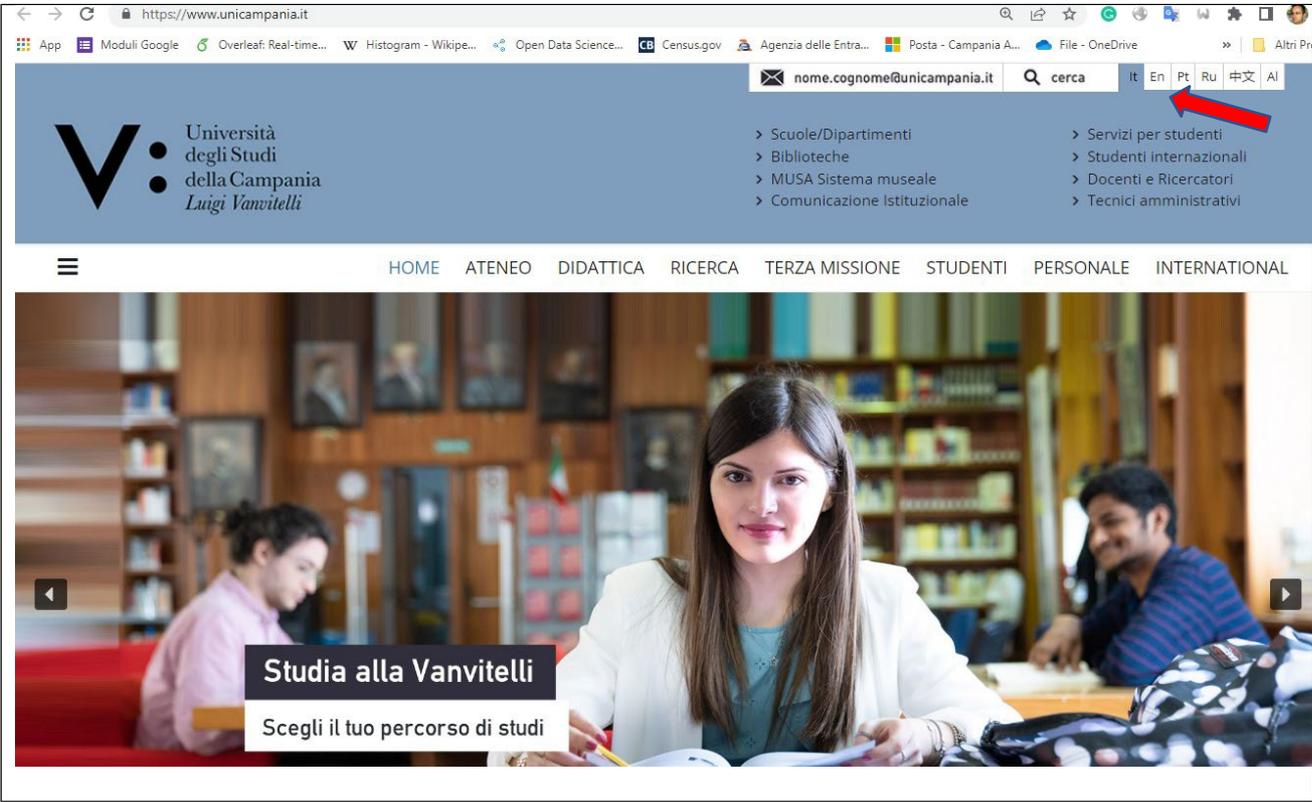
The access to the web services of Università degli Studi della Campania “Luigi Vanvitelli” will allow:

- the submission of online applications for participation in the Self-Assessment Tests;
- the submission of online applications for participation in admission competitions to limited attendance courses or other calls for students;
- the submission and registration of applications for enrollment in the University Degree Programs;
- the visualization of data relating to the university career;
- the online presentation of the Study Plan;
- online booking for exam sessions;
- the registration of the Equivalent Economic Situation Indicator (ISEE);
- to view and / or print the forms necessary for the payment of the contribution;
- the printing of pre-filled self-certification declarations;
- the use of the institutional e-mail address;

In order to be able to use the web services of the University of Campania "Luigi Vanvitelli", you must acquire the login credentials through the Registration procedure detailed below.

NOTE: the web services are in Italian, this Guide will help you to fill the right information.

1) Access the website www.unicampania.it set your preferred language clicking on En:



The screenshot shows the website <https://www.unicampania.it> in a browser. The top navigation bar includes the university logo, a search bar, and a language selection menu. The language menu is open, showing options: It, En, Pt, Ru, 中文, and AI. A red arrow points to the 'En' option. Below the navigation bar, there is a main menu with links: HOME, ATENEO, DIDATTICA, RICERCA, TERZA MISSIONE, STUDENTI, PERSONALE, and INTERNATIONAL. The main content area features a large image of a student in a library with the text 'Studia alla Vanvitelli' and 'Scegli il tuo percorso di studi'.

2) Click on "Students":

name.surname@unicampania.it search En It Pt Ru 中文 AI

Università degli Studi della Campania Luigi Vanvitelli

- > Schools
- > Departments
- > Libraries
- > University Museum of Arts and Sciences

HOME ABOUT US TEACHING RESEARCH STUDENTS INTERNATIONAL

GIANFRANCO NICOLETTI
APPOINTED SECRETARY
GENERAL OF THE
CONFERENCE OF ITALIAN
UNIVERSITIES RECTORS
(CRUI)
IT | EN The President of the
Conference of Italian Universities
Rectors, prof. Ferruccio Resta, during
the meeting of the...

STUDY PROGRAMMES
Check out all our opportunities

ORIENTATION AND PLACEMENT
Future student/ Student/ Graduate

ON LINE STUDENT OFFICE
ESSE 3 user section

THIRD MISSION
University for society

V:≡
verysoon

2) If this is the first time you register at the Vanvitelli Web services, click on Students' office portal:

name.surname@unicampania.it search En It Pt Ru 中文 AI

Università degli Studi della Campania Luigi Vanvitelli

- > Schools
- > Departments
- > Libraries
- > University Museum of Arts and Sciences

HOME ABOUT US TEACHING RESEARCH STUDENTS INTERNATIONAL

You are here: STUDENTS

Information and enrolment
IT | EN

HOW DOES IT WORK?
You can register directly from your computer, thanks to a completely online procedure. No paper document, no forms to turn in the students' office, no waiting time.

REGISTER
Only the first time, it is necessary to register on the Students' office portal. The procedure is designed to guide you in filling out the necessary data. View the guide for registration (in italian) in this section.

LOGIN

- > SERVICES FOR STUDENTS
- > SERVICES FOR FOREIGN STUDENTS
- > **INFORMATION AND ENROLMENT**
 - > Enrolment
 - > Fees and contributions
 - > Transfers
 - > Profit Exams and Final Graduation Exams
 - > Interrupting studies
 - > Insurance
 - > Enrolment in single courses

4): Click on REGISTRAZIONE WEB (note this is the only page in Italian)

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registrazione Web

Attraverso le pagine seguenti potrai procedere con la registrazione al sito. Al termine ti saranno consegnati un nome utente e un codice di accesso che ti permetteranno di accedere al sistema per modificare i tuoi dati e accedere ai servizi offerti. Le informazioni che ti verranno richieste le trovi nell'elenco qui sotto: * Dati anagrafici * Codice Fiscale * Indirizzi: Residenza e Domicilio * Recapito: email, fax, numero cellulare

Activity	Section	Info	Status
A - Registrazione Web			
	Dati Personali		
	Inserimento o modifica documento di identità		
	Indirizzo Residenza		
	Indirizzo Domicilio		
	Recapito		
	Riepilogo Registrazione Utente		
	Riepilogo Credenziali		

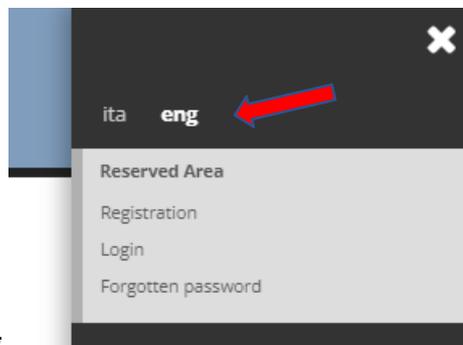
Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Registrazione Web

NOTE: On any page of the Vanvitelli, you can select the English version just by following the following steps:

- a. Click on the symbol  on the top right corner of the page



- b. click on **eng**
- c. Click on **x** in the top right corner to close the menu

5) Fill with your personal data (Dati Personali) and click on FORWARD:

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Legend:
★ Mandatory Field
Checklist

Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

Name*	JEAN PIERRE
Family Name*	PERPIGNAC
Date of birth*	10/05/2002 <small>(dd/mm/yyyy)</small>
Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality*	KAZAKHSTAN
Country*	LESOTHO
City not listed*	Maseru
Italian ID no.*	PRPJPR02E10Z359U <small>(automatically calculated if not provided)</small> <small>Attenzione: Italian ID no. has been calculated automatically; check that it is correct and continue.</small>

Back Forward

Attention if, after clicking on next, the message **utente già registrato (user already registered)** appears, skip points 6 to 13 and continue reading to recover the access credentials.

6) Register your Identity document and click on FORWARD

the available options are Italian Identity Card, **Carta di identità**
Passport **Passaporto**
Italian Driver licence **Patente**

Choose Passaporto in Document type * field

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Identity documents

This page displays the form for entering or changing the identity document data

Identity document

Document type* Passaporto

Number* az23455fs

Released by* Country of Lesotho

Release Date* 15/05/2020 (gg/mm/aaaa)

Expiry Date Validity* 10/05/2028 (gg/mm/aaaa)

Legend: * Mandatory Field Checklist

Back Forward

7) Fill in information about your Permanent address (Permanent: is your official address, after you will fill in information about your temporary address, namely, the address you have chosen here in Italy where do you currently live for attending courses or exams) and click on FORWARD:

(If your Permanent address is in Italy)

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country* Italy

Province* Please, select the Province if in Italy

Town/City* Please, select the Town/City

ZIP CODE* if in Italy

Locality

Address* (street, square, road)

Street no.*

Data inizio validità* (gg/mm/aaaa)

Legend: * Mandatory Field Checklist

From which date do you live there?

Current address is the same as permanent address* Y N

Back Forward

If your Permanent address is outside Italy

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

1 2 3 4 5 ... >>

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country* Iran

The town entered was not found among those listed.*

ZIP CODE

if in Italy

Locality

Address* (street, square, road)

Street no.*

Data inizio validità* (gg/mm/aaaa)

Telephone*

Current address is the same as permanent address* Y N

Back Forward

Legend: *

Mandatory Field

Checklist

From which date do you live there?

8) Register your current address and click on FORWARD

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

2 3 4 5 6 ... >>

Registration: Current address

The page shows the form for entering and modifying the user's current address.

Current address

C/o

Country* Italy

Province* Please, select the Province

if in Italy

Town/City* Please, select the Town/City

ZIP CODE*

if in Italy

Locality

Address* (street, square, road)

Street no.*

Data inizio validità* (gg/mm/aaaa)

Telephone

Back Forward

Legend: *

Mandatory Field

Checklist

From which date do you live there?

9) Choose where to have communication (Permanent or Current address) and fill your Delivery details for having post mail. SMS and click on FORWARD.

NOTE: Indicate a valid personal email address that you usually use, you will need it to recover the password, in case of loss, through the appropriate regeneration service:

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Delivery details

The page shows the form for entering and modifying the user's delivery details.

Delivery address

Correspondence address* Permanent address Current address

Email*

Certified email

FAX

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

International dialling code

International dialling code

(international dialling code - number)

Mobile phone

Maximum length 16 characters including the international dialling code

Mobile phone operator

Privacy* I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003 Y N

Comunicazioni* I agree to the transmission of my Personal Data in compliance with current legislation Y N

Diffusione dati personali* I agree to the disclosure of my Personal Data in compliance with current legislation Y N

SMS* I agree to receive, on my mobile phone, SMS about University activities like events and presentations Y N

Back Forward

Legend:
★ Mandatory Field
Checklist

Privacy setting for your addresses

General privacy agreement

10) Check if the information you filled is correct and register your profile clicking on CONFIRMATION:


→ SERVIZI ONLINE STUDENTI




Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

Personal Data

Name	JEAN PIERRE
Family Name	PERPIGNAC
Gender	Male
Date of birth	10/05/2002
Nationality	KAZAKHSTAN
2° Nationality	
3° Nationality	
Country of birth	LESOTHO
The Town/City entered was not found among those listed.	Maseru
Italian ID no.	PRPJPR02E10Z359U
Mother tongue	
Marital status	

[Edit Personal Data](#) Use the link to edit Personal Data

[Passport Details](#) Use the link to edit Passport Details

Permanent address

Country	Iran
Town/City not listed	Teheran
ZIP CODE	
Locality	
Address	fifth street
Street no.	24
Phone number	+442323433322
Current address is the same as permanent address	No

[Edit Permanent Address](#) Use the link to edit Permanent Address

Current address

Country	Italy
Province	Caserta (CE)
Town/City	Caserta
ZIP CODE	81100
Locality	
Address	Via Roma
Street no.	3
Phone number	
C/o	ciro esposito

[Edit Current Address](#) Use the link to edit Current Address

Delivery Details

Correspondence address	Permanent address
Delivery address for University fees	
Email	alga.siv@hotmail.it
Certified email	
Fax	
Mobile phone	+39 12345678
Mobile phone operator	
Profession	
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	Y
I agree to the transmission of my Personal Data in compliance with current legislation	Y
I agree to the disclosure of my Personal details in accordance with current legislation	Y
I agree to receive, on my mobile phone, SMS about University activities like events and presentations	Enabled

[Edit Delivery Details](#) Use the link to edit Delivery Details

Back
Confirmation

Legend:

- * Mandatory Field
- Checklist

11) Click on PRINT for printing your registration detail and store them into a secure place;

NOTE: Store information into a secure place because here are reported your username to use when you log into the VANVITELLI web services.

AT THE END CLICK ON "LINK DI ATTIVAZIONE ESTERNO" for activating your profile:

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Registration: Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

Personal Authorization Details:

Name	JEAN PIERRE
Family Name	PERPIGNAC
E-Mail	alga.siv@hotmail.it
Username	jeanpierre.perpignac@studenti.unicampania.it
Alias	jeanpierre.perpignac@studenti.unicampania.it

Per attivare la tua utenza fai click sul seguente link: [Link Attivazione Esterno](#)

The access keys have been sent successfully to the e-mail address you provided:

Print

Exit

At this point, you need to activate your VANVITELLI (unicampania) profile. Check at your personal email address (NOT yet on the one student.unicampania.it).

12) NOTE THIS PAGE IS STILL IN ITALIAN!

Fill in the "Password" and "Confirm Password" ("Conferma Password") fields; finally click on CONTINUE.

The new password must be at least eight characters long and must contain at least one uppercase letter, at least one lowercase letter, a symbol and at least one number. It will take a maximum of 5 minutes for the registration to spread to all systems; 15 minutes for student post. Then click on

PROSEGUI

Università degli Studi della Campania Luigi Vanvitelli

SISTEMA DI AUTENTICAZIONE

Procedura di Attivazione Utenza

Procedura di Attivazione Utenza

Password: Conferma password:

Prosegui

Benvenuto nel sistema di autenticazione centralizzata della Università degli Studi della Campania "Luigi Vanvitelli".

In questa pagina è possibile attivare la propria utenza. A tale scopo è necessario scegliere una password.

La nuova password:

- deve contenere **minimo 8 e massimo 16 caratteri** scelti fra i seguenti:
 - lettere maiuscole non accentate
 - lettere minuscole non accentate
 - cifre da 0 a 9
 - i simboli @ # \$ % ^ & * - _ ! + = [] { } | : ' , . ? / ~ ` () ;
- deve contenere almeno una maiuscola, una minuscola e un numero;
- non deve contenere il nome utente;
- non deve contenere la sequenza di caratteri .@ (punto seguito da chiocciola).

idp2.cressi.unicampania.it

- 13) Once the password has been set as indicated above and clicked on continue, the user registration and activation procedure are completed with the first direct access to the personal web page where you can start using the University services: Once the password has been set as before indicated and clicked on continue, the user registration and activation procedure is finished with simultaneous first direct access to the personal web page where you can start using the University services:

Stipuro | https://esse3.ceda.unina2.it/auth/studente/areaRegistrato.do?sessionId=13B10C61CD1500AD9CC7L79E08588118.jvm2b

Università degli Studi della Campania Luigi Vanvitelli → SERVIZI ONLINE STUDENTI

Home

Registrato

UTENTE TEST4

Area Riservata

Logout

Cambia Password

Home

Segreteria

HOME

Area Utenti Registrati - Benvenuto UTENTE TEST4

Avviso

IMPORTANTE AVVISO - Tasse e Contributi A.A. 2017/2018

Si comunica che sono stati emanati i bandi per l'assegnazione di borse di studio agli studenti immatricolati A.A. 2016/17 (corsi ad accesso libero) e studenti appartenenti ad un nucleo familiare con più di un iscritto A.A. 2016/17.

[Visualizza i bandi](#)

Versione stampabile degli avvisi

Organizzazione dell'Area Registrato

Informazioni utilizzo cookie | © UBICA