

**IULM DOCTORAL PROGRAMS**  
**ONLINE ADMISSION APPLICATION GUIDELINES**

**Before starting the online application, we recommend to:**

- 1. Carefully read the information contained in public competition call document (bando di concorso) available at the admission section of IULM doctoral programs web page**
- 2. Verify that you meet the admission requirements**
- 3. Collect all documents to attach to the online application in PDF format**
- 4. Make sure that each pdf file is no larger than 25 mb**

With reference to **point 3)**, about collecting the documents to attach in pdf to the online application: please note that the details for payment, by bank transfer, of the registration fee for the PhD application, equal to €100.00, are available, in addition to the section of the Pica platform called *Informazioni per il pagamento*, also at the bottom of this document.

It is highly recommended to complete the application well in advance in order to avoid possible inconvenience in case of overloading of the system.

**It is advisable to check well the application before the final submission as no changes will be possible afterwards.**

The application must be completed no later than September 1st at 12.00.

***First of all it will be necessary to register on the website <https://pica.cineca.it/iulm/>***

***After logging in with your credentials you will need to click on:***

APPLICATION FOR PARTICIPATION IN THE SELECTION FOR ADMISSION TO THE XXXVI CYCLE / APPLICATION FOR THE ADMISSION TO PHD COURSES 36 SERIES and proceed to the completion of all the following sections:

- Personal data
- Doctoral/Phd Course
- Admission qualification - Details
- Declarations
- Documents to be submitted with the application form

Remember to always save the data entered by clicking on ***Save and continue*** at the bottom of each part of the application

## **Personal data SECTION**

- Enter all required data

Please note: enter the telephone number with a prefix followed by a space, e.g.: +39 3333333

- Save the data and proceed to the next section

## **Doctoral/Phd Course SECTION**

- Select from the drop-down menu the course of interest and, if present, the curriculum of studies of interest (**please note that selecting the curriculum of study is compulsory for those applying to the Phd in Visual and Media Studies**)

- Confirm knowledge of the foreign language
- Save the data and proceed to the next section

## **Admission qualification – Details SECTION**

- Select from the drop-down menu if the type of study title you have, or are close to obtaining, is an Italian or foreign qualification.

- Select from the drop-down menu the type of degree you have obtained, or are about to obtain.

Please note: for those who have obtained, or are about to obtain, a title of Laurea Magistrale or Laurea Specialistica, or any foreign two-year second cycle degree title (Master's degree), the system will also require the mandatory entry of the data related to the first cycle degree title of Laurea Triennale or foreign first cycle degree (Bachelor's degree).

- Select from the drop-down menu the name of the university where you obtained your qualification

*(For applicants graduated, or graduating at an Italian university: enter the University's initials and wait and select the full name that will appear in the drop-down menu*

*For applicants graduated, or graduating, abroad, just type in the name of the University where you obtained your degree)*

- Select from the drop-down menu the name of the degree course attended

***(For applicants graduated, or graduating at an Italian university: enter the initials of the course and wait and select the full name that will appear in the drop-down menu***

***For applicants graduated, or graduating abroad, just type the name of the degree course)***

- Enter the actual, or expected date, of achievement of the degree title
- Enter the vote/grade of achievement of title
  
- Save the data and proceed to the next section

### **Declarations SECTION**

Carefully read the statements reported on the online form and insert a flag where required.

- Save the data and proceed to the next section

### **Documents to be submitted with the application form SECTION**

- Insert the title of your research project proposal
- Upload the file of your research project proposal (PDF format, the size must not exceed 25mb)
- Insert the title of your thesis (four-year/five-year degree thesis, or laurea magistrale/laurea specialistica degree thesis, or any foreign university degree thesis allowing access to doctoral courses)
- Upload the file of the above mentioned thesis (PDF format, the size must not exceed 25mb)

### ***In case of scientific publications:***

- Enter manually the details of the publication type (select from the options available from the drop-down menu) and enter the bibliographic reference in citation format

***If you have any further relevant qualifications or certificates that you wish to bring to the attention of the Evaluation Committee, please enter manually:***

- title
- upload the file (PDF format, the size must not exceed 25mb)

- Upload a copy (pdf format) of the payment receipt by bank transfer of the registration fee (100,00 euros)
- Upload a clearly readable copy (pdf format) of a valid identity document
- Upload a copy (pdf format) of your curriculum vitae
- Complete the section by inserting a flag on the mandatory declarations to be made
- Click on *Save and back to the dashboard* and proceed to check the data you entered.

**Print and sign the application, save the file in pdf format and upload it to your PICA platform page.**

**Once the signed application has been correctly completed and uploaded, the applicant will receive a notification on the email address provided in the system.**

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**Bank details for the payment of the registration fee for the PhD application -  
Amount euro 100,00**

**BENEFICIARY** Libera Università di Lingue e Comunicazione IULM  
Via Carlo Bo, 1 - 20143 Milano

**BANK** BANCA POPOLARE DI SONDRIO

Via Santa Maria Fulcorina n. 1 – 20123 Milano

**\*IBAN\*** IT12M0569601600000022000X14

**BIC/SWIFT** (for international bank transfers) POSOIT22

**REASON FOR PAYMENT:** SURNAME NAME of the candidate – IULM Doctoral programs XXXVI admission registration fee

**FOR INTERNATIONAL BANK TRANSFERS: PREPARE THE BANK TRANSFER WITH “OUR” TRANSACTION CHARGES OPTION AND INSERT THE BIC/SWIFT CODE**