APPLICATION GUIDE TO THE MASTER’S DEGREE PROGRAMME IN

INTERNATIONAL MANAGEMENT

Admission procedure for extra-UE students residing abroad, applying for a visa
Connect to the web address www.esse3.unimore.it. The following page will open (Fig. 1):

**Figure 1 – ESSE3 home page**

From the Menu, click on “eng” to change the language

**Figure 2 – How to register**

- **IF YOU ARE ALREADY A REGISTERED USER (even in the past):** you already have the login credentials to access the service via the "Login" function located in the "Reserved Area" section of the right-hand menu.

If you have forgotten your user name and/or password, please follow the instructions on the homepage (Fig. 1) or under “Forgotten password” on the website www.esse3.unimore.it.
• IF YOU ARE NOT ALREADY A REGISTERED USER: click on "Registration" under the Reserved Area section of the menu on the right and proceed by filling in all the required data.

At http://www.unimore.it/servizistudenti/guideesse3.html you can find the 'Online Registration Guide', which describes in detail the procedure you have to follow.

By completing registration, you will obtain your UNIMORE credentials (username and password) to access ESSE3.

![Registration Window](image)

FIGURE 3 – End of registration window

To authenticate yourself, click on "Perform Login" and enter your UNIMORE credentials in the Username and Password fields (Fig. 4).

![Login Window](image)

FIGURE 4 – Login
Once you have gained access to the reserved area, click on “Registered Visitor Area / Student Area” and then “Admission” on the right-hand menu (Fig. 5).

![Registered visitor area or Student area](image)

**Figure 5— Registered visitor area or Student area**

Click **Admission Procedure** to submit your application

![Admission Procedure](image)

**Figure 6— Admission**
On the next page choose “second level degree” and click the NEXT button to continue.

Figure 7 - Degree type selection

Then select “master degree course”

Figure 8 - Course type selection

The Degree Programmes of the type chosen will now be displayed (Fig. 9), check the box ○ next to “International students applying for a visa: Admission to the Master Degree in INTERNATIONAL MANAGEMENT...” and then select NEXT to continue.
After confirmation, you will be asked to check the correctness of your personal data in the system. Check the data, update any incorrect information and click the “Confirm” button to continue.
On the next screen you will be asked to list your preferences, the system automatically loads the 993 non-EU citizen preference.

Afterwards (Fig. 13), you will have to choose the administrative category, if any, and specify whether you require adequate disability resources for the admission test.
You can choose **Yes** or **No** to specify your needs, if any.
If you choose "Yes", you can fill in the data for any necessary aids. Click NEXT to continue.

During the procedure you will be asked to enter data on one or more disability/DSA declarations, if any.

Click the button “Enclose a document and for a new declaration of disability/SLD” to enter the data or click “Next” to continue without attaching anything.
Continue following the instructions on the screen.

Authorisation to process data will then be requested.
You will be asked to enter the details of the qualifications you hold which are required by the call for applications.

now you will be asked to enclose the documents necessary for the selection Committee to assess the candidates.
You will be asked to choose whether you wish to attach documents to your application: to attach them or to list their contents in the text field, select the “Yes” option on the screen shown in Fig. 20 and click the NEXT button.

Once you have finished select the “No” option and click the NEXT button (Fig.21)
On the next screen you are asked to fill in the questionnaire: click on “FILL IN”

Indicate the Embassy and confirm on the next page.

Filling of questionnaire “STUDENT STATUS: Applying for a visa”

Are you an International Student, with a foreign degree, residing abroad, applying for a visa through the Italian Embassy/Consulate?

- Yes, please type in the Italian Embassy/Consulate you refer to for the VISA APPLICATION.

Figure 22 - Attached qualifications and documents summary

Figure 23 - Questionnaire

Figure 24 - Italian Embassy consulate

Figure 25 - Questionnaire confirmation
Click NEXT to continue.

Consent to the processing of data for the purpose of publication of the ranking list

Next, you will be shown the screen explicitly confirming the validity of the application

Now you can:

1) Choose "No" for the "explicit confirmation of the validity of application" option
Click on NEXT and on SAVE THE DATA on the next page.

In this way, your application WILL BE SUSPENDED, but you will be able to MODIFY it at any time, within the deadline set out in the call for applications. To make changes to the data entered after clicking SAVE DATA, the MODIFY APPLICATION button will appear.

ATTENTION THE SUSPENDED APPLICATION WILL NOT BE ASSESSED
Within the deadline, applicants must choose “YES” for the “explicit confirmation of the validity of application” option and SAVE THE DATA on the next page in order to finalize the application.
2) Choose "Yes" for the "explicit confirmation of the validity of application" option
Click on NEXT and on SAVE THE DATA on the next page.
In this way, your application is FINAL.

Check the summary of the data entered and if you have already saved the data, report any corrections to segrstud.economia@unimore.it.