UNIVERSITÀ
DI SIENA
1240

APPLICATION FORM FOR ENROLMENT IN SINGLE COURSES

ACADEMIC YEAR

To ensure readability of the data, please complete this application form in capital letters

SECTION A PERSONAL DATA

Student number (*matricola*)

Italian fiscal code

The undersigned, name_____ surname_____

born on ___/___/_____ in _____

Country_____citizenship_____

resident in

address (street and number) _____

city_____ province_____

Postal Code_____ phone ____ email _____

was awarded in the year_____ the final School-leaving qualification in _____

_____ (if your School-leaving certificate was awarded abroad,

please indicate the total number of years of schooling_____)

with the following grade/marks:____/____ from the School_____

city_____ province___

Postal Code_____ Country_____address (street and number) _____

_____issued on ___/___/_____

Tick the relevant box (only one):

☐ student enrolled in / graduated from a foreign university (Art. 24, par. 1 of the University Programme Regulations)

☐ individual not enrolled in any university study programme holding a school-leaving certificate allowing admission to university study programmes (Art. 24, par. 2 of the University Programme Regulations)

☐ individual holding a degree in _____

from the University of_____ for the purpose of admission to a master's degree programme or a postgraduate school

☐ University of Siena employee (or other Public Administration employee: _____).

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SECTION B LIST OF COURSES

REQUESTS ADMISSION TO THE FOLLOWING SINGLE COURSES
(maximum 60 CFU per academic year) AND TO TAKE THE EXAMS IN THE SESSIONS OF THE SAME A.Y. _____

CODE	COURSE	CREDITS	BACHELOR'S/MASTER'S DEGREE PROGRAMME

TOTAL CREDITS

Siena,_____ Student's signature _____

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SECTION C ADDRESS IN SIENA OR PROVINCE

Address (street and number)_____

city_____

province _____ postal code_____ phone _____

☐ Tick the box if the student is still looking for accommodation in Siena or its province. The student must communicate his/her Siena address and any subsequent changes to the *Ufficio studenti e didattica* (Students and Course Administration Office).

The applicant has been identified by means of his/her

☐ identity card number _____ issued on _____

by _____

☐ passport no. _____ issued on _____ by

_____

☐ other (specify) _____ no_____

issued on_____ by _____

Siena, _____ Student's signature_____

The undersigned, pursuant to art. 46 of Presidential Decree no 445/2000, aware that anyone who issues false statements, falsifies documents or uses them is punished pursuant to the Penal Code and special laws on the matter (art. 76 of Presidential Decree no 445/2000), SELF-CERTIFIES his/her above mentioned status, personal qualities and details.
The University administration establishes the methods through which the declarations made on this or other supports - paper or electronic - are checked annually, analytically or on a sample basis.

Siena, _____ Student's signature_____

PART RESERVED FOR THE PERSON IN CHARGE OF THE REGISTRATION/ENROLMENT PROCESS

The undersigned _____ certifies that the aforementioned declaration, read and confirmed by the declarant, was made and signed in his/her presence.

Siena, _____ Employee's signature_____

The undersigned also DECLARES, under his/her responsibility

☐ that he/she has received, read and understood the privacy policy pursuant to European Regulation no. 679/2016, GDPR - Code regarding the protection of personal data available in the section of the portal Home ▸ Ateneo ▸ Adempimenti ▸ Privacy e Cookie policy (Home ▸ University ▸ Requirements ▸ Privacy and Cookie policy)

☐ that he/she consents to the processing of data by the University for institutional purposes only in connection with the procedures referred to in this request.

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The declarations can be presented already signed only if they are accompanied by the unauthenticated photocopy of the declarant's identity document and by a written third-party authorization (*delega*) prepared in accordance with the regulations in force.

SECTION D DECLARATIONS

Lastly, the undersigned DECLARES that he/she is aware that:

- the career will **end on 30 April 2028**, without any further communication from the administration office, even if there are still credits to be acquired; the career will be closed earlier if the student has acquired all the credits of the chosen singles courses;
- enrolment will be considered completed once the following steps have been taken:
  - payment of the enrolment fee of **130 Euros** for **humanities-social studies courses** and of **150 Euros** for **technical-scientific and EU-regulated healthcare courses** (the administration office will indicate methods and timing);
  - payment of the credits (cost per credit: **15 Euros for humanities-social studies courses** and **20 Euros for technical-scientific and EU-regulated healthcare courses**) amounting to € _____ (the administration office will indicate methods and timing);
- it is possible to add one or more training activities by submitting the appropriate request and paying the fee for the number of credits (CFU) added;
- it is possible to replace one or more training activities, **only once** and with other training activities awarding the same number of credits (CFU);
- enrolment on single courses relating to programmes with a cap on enrolment is subject to specific limitations.

To this end, the undersigned ATTACHES:

(for non-EU citizens only) a passport with entry visa for study at university/individual courses and documentation received from the Italian Representation relating to their academic qualification. Appropriate authorization from the staff at the Admission Office

Equivalent non-EU citizen, non-EU citizens regularly residing in Italy and non-EU citizens holding a higher education qualification awarded abroad may enrol in individual courses after obtaining appropriate authorization from the staff at the Admission Office responsible for checking study documents and permits of stay.