



Università di Siena
1240

APPLICATION FORM FOR ENROLMENT TO SINGLE COURSES ACADEMIC YEAR 2022/2023

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

SECTION A PERSONAL DATA

Student number (matricola)

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fiscal code

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The undersigned name _____ surname _____

born on ____/____/____ in _____

Country _____ citizenship _____

resident in

address (street and number) _____

city _____ province _____

Postal Code _____ phone _____ email _____

obtained in the year _____ the final Secondary Education Degree in _____

_____ (if your Secondary Education Certificate was achieved abroad,

please indicate the number of the years of the complete duration of schooling _____)

with the following grade/marks: ____/____ in the School _____

city _____ province _____

Postal Code _____ Country _____ address (street and number) _____

_____ issued on ____/____/____

Tick the pertinent box (only one):

☐ student enrolled / graduated from a foreign university

☐ person not enrolled in any university study course in possession of a final Secondary Education degree that allows the admission to university study courses

☐ person graduated at the University of _____ in the degree course in _____ with the purpose of being admitted into a master degree course or into a specialisation school

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

SECTION B LIST OF THE COURSES

ASKS THE ADMISSION INTO THE FOLLOWING SINGLE COURSES
(maximum 60 CFU per academic year) AND TO TAKE THE EXAMS IN THE SESSIONS
OF THE SAME A.Y. 2022/2023

CODE	COURSE	CREDITS	BACHELOR/MASTER DEGREE PROGRAM
TOTAL CREDITS			

Siena, _____

Student's signature _____

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 an accommodation in Siena or its province. The student must communicate his/her Siena address details and any subsequent changes to the Students Office (Secretary 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), DECLARES 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 the European Regulation no 679/2016, GDPR - Code regarding the protection of the personal data available in the section of the portal Home ► University ► Requirements ► Privacy and Cookie policy

☐ to give his/her consent to the University for processing data.

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 proxy prepared in accordance with the regulations in force.

| | |-----------| | SECTION D | |-----------| DECLARATIONS

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

- the career will end on 30 April 2024, without any further communication from the secretary's office, even if there are still credits to be acquired; the career will even be closed at a prior time, if the student has completely acquired the credits of the chosen single courses;
- enrolment will be considered completed once the following steps have been taken:

- payment of the enrolment fee of € 130,00 for humanistic-social subjects and of € 150,00 for technical-scientific and health subjects according to EU regulations (the secretary's office will indicate the methods and timing);
- payment of the amount of credits (amount per credit: € 15,00 for humanistic-social courses and € 20,00 for technical-scientific and health courses according to EU regulations) equal to € _____ (the secretary's office will indicate how much, methods and timing);
- it is not possible to request the substitution of a single training activity; it is instead possible to request enrolment in one or more additional ones; in this case a new application form must be submitted and a new contribution must be paid. In any case, the contribution is never refundable;
- the enrolment in single courses into bachelor or master programs with a limited number of students is subjected to some further specific limitations (Please ask to the competent secretary office).

The undersigned ATTACHES:

- (only for non-EU citizens) a copy of the residence permit/residence card for non-tourist purposes issued by the Questura, accompanied by a copy of the passport with the specific entry visa for study;
- (only for students in possession of a foreign qualification) a translated and legalised original diploma of the qualification obtained abroad and a declaration of its value, or, in the case of enrolment in a foreign university, a certificate of enrolment in that university, legalised and translated by the competent Italian diplomatic representatives.