



APPLICATION FORM FOR ENROLMENT TO 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)

--	--	--	--	--	--	--	--	--	--

fiscal code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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. _____ / _____

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 2026, 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).

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 URP – International Place.

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