

ALICE PORTAL REGISTRATION

****NEW USER REGISTRATION WITH ALICE****

TO CREATE AN ONLINE ACCOUNT WITH **ALICE**, YOU ARE REQUIRED TO HAVE A VALID EMAIL ADDRESS.

IT IS ADVISED TO CREATE ONLY **ONE ACCOUNT** AND TO FILL OUT THE ONLINE FORM WITH YOUR MOST CURRENT AND ACCURATE INFORMATION.

THE ALICE ACCOUNT WILL BE USED TO GIVE YOU AN ID NUMBER, TO ACCESS THE UNIVERSITY OF PISA WIFI AND PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE.

THERE ARE 7 STEPS TO COMPLETE THE ALICE ONLINE FORM, TO GO ON FROM ONE STEP TO ANOTHER JUST CLICK "FORWARD":

Alice, the online service portal for students of the University of Pisa

[Italian version](#)

[On line classes: guide for students](#)

If you have to get your username and passwords back or to set a new password, [click here](#).

Services available through Alice

My Alice

From your reserved area you have access to the most important online functions: from choosing the course of study to signing up to admission exams and from consulting your student booklet to paying your fees.

In order to surf on the portal, use the menu on the top right corner.

If you are an enrolled student you can access from [here to your](#) institutional email.

In order to access these features, you must [Login](#) or [Register](#) if you're a new user.

Bachelor's and Master's degree courses

Registration for admission exams, evaluation tests and enrolment

In order to register to an admission test to a degree course with limited places, to an evaluation test or to enroll, you have to access your reserved area and select the option of interest from the menu.

All information (deadlines and procedures) are published on the [Matricolandosi portal](#) If you graduated in a Bachelor's or Master's degree, you can print off your Diploma Supplement at any time and free of charge.

Contact: alice@unipi.it

Postgraduate Degree Programmes

Registration for admission exams, pre-enrolment and enrolment

If you need to register for an admission exam in order to gain entry into a postgraduate degree programme (PhDs, Specialisation Schools managed at university level and other specialized categories particularly for those interested in teaching within the Italian school system), or if you need to pre-enrol onto a one year specialization program, you must login to the Alice portal/My Alice and then click the appropriate links.

Information about the post-degree courses (PhDs, one year specialisation programs, Specialisation Schools, TFA, PAS) can be found at: <https://www.unipi.it/index.php/study/itemlist/category/297>.

Click on "Register" and then on "New user Registration".

New user registration

The following pages will allow you to register as a new user of the portal.

When you do so, make sure to have an I.D. and tax code (codice fiscale) readily available: you will need to type in some personal details and phone numbers.

Once you have registered, you will be given a users name and you will need to create a password in order to have access to some areas of the portal. You will then be able to:

- Sign up to public selection procedures (concorsi) and evaluation tests;
- Choose a Degree programme with open access (enrollment);
- Do the online registration if you are an international student (ERASMUS, Free Mover, Summer school, other exchange programmes).

ATTENTION: access to the University of Pisa's wireless network will only be possible once you have enrolled in a Degree programme.

[New user registration](#)

Tax Code

Insert your tax code (codice fiscale) or, if you do not have an Italian tax code, select the box below. Then click next.

Tax Code

Tax Code

Foreign student without Italian Tax Code I declare that I am a foreign student without an Italian Tax Code and that I undertake to request it from the Italian tax authority (Agenzia delle entrate) as soon as possible. This data must be communicated to UNIFI.

[Back](#) [Forward](#)

 Key

 **Compulsory field**

Insert your Tax Code if you already have one.
If you don't have a Tax Code, tick the box "Foreign student without Italian Tax Code".

STEP 1: PERSONAL DETAILS

WARNING: ONCE YOUR APPLICATION HAS BEEN SUBMITTED, THIS SECTION CANNOT BE CHANGED AND IT CONTAINS THE DETAILS OF YOUR IDENTITY!
*It is important that your **name** and **surname** correspond exactly to those recorded on your passport/Id, including your full surnames and names*

Registration: Personal details

Please use the following form to type in (or change) your personal data as well as birth place. Should your name have any accents, do not type them in since the system will give you an error message

 Key

 Compulsory field

Personal details

Name*	<input type="text"/>
Surname*	<input type="text"/>
Date of birth*	<input type="text"/> 
	(dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Primary nationality (if you are an Italian citizen, you must type in 'Italy')*	<input type="text" value="Please, select the NATIONALITY"/> 
Country where you were born*	<input type="text" value="Please, select the COUNTRY of BIRTH"/> 
Town where you were born*	<input type="text"/>
Italian tax code*	<input type="text"/>

NAME	Write your first name(s) as indicated on your passport or on your ID.
SURNAME	Write your surname as indicated on your passport or on your ID.
DATE OF BIRTH	Write your date of birth in day-month-year order
GENDER	Check the box corresponding to your gender
PRIMARY NATIONALITY	Write your nationality at birth
COUNTRY of birth	Select your country of birth from the dropdown list
TOWN of birth	Write the name of the town of birth
ITALIAN TAX CODE	<p>If not available, please click on Forward and the system will automatically calculate it.</p> <p><i>Please consider that the tax ID generated on the Alice portal is not the official one. In order to request the official one, you need to check out the following page.</i></p>

Warning: Should your name have any accents, do not type them in since the system will give you an error message.

STEP 2: RESIDENTIAL ADDRESS

THE RESIDENTIAL ADDRESS IS YOUR PERMANENT ADDRESS, THE ONE WHERE YOU RECEIVE OFFICIAL DOCUMENTS AND CORRESPONDENCE



Registration: Residential address

The page shows the form for entering and modifying the user's permanent home address.

Key

Compulsory field

Permanent home address

Country*	<input type="text" value="Germany"/>
Town*	<input type="text"/>
Post code	<input type="text"/>
	<small>if in Italy</small>
Town sub-division	<input type="text"/>
Address*	<input type="text"/>
	<small>(street, square, road)</small>
House number*	<input type="text"/>
On what date did you move to this address? <small>If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*</small>	<input type="text"/>
	<small>(dd/mm/yyyy)</small>
Landline phone number	<input type="text"/>
	<small>(if you do not have it, type inxxxx)</small>
Temporary Italian address is the same as permanent home address*	<input type="radio"/> Yes <input type="radio"/> No

COUNTRY	Select the country of your permanent address from the dropdown list
TOWN	Write the name of the town of your permanent address
ADDRESS	Write your home street name
HOUSE NUMBER	Write your house number
ON WHAT DATE	Write the exact date or your date of birth in day-month-year order
PHONE NUMBER	Enter your phone number or xxxx if you do not have one
TEMPORARY ITALIAN ADDRESS	Check the box Yes if your permanent address is in Italy, otherwise check No

STEP 3: CURRENT ADDRESS

THE CURRENT ADDRESS IS THE ADDRESS YOU HAVE WHILE ATTEMPTING YOUR COURSE; ENTER THE DETAILS OF YOUR HOME/HOTEL/GUEST HOUSE/ACCOMMODATION. I.E.: IF THE SUMMER SCHOOL'S COURSES WILL BE IN ITALY, YOUR CURRENT ADDRESS WILL BE IN ITALY

Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o	<input type="text"/>
Country*	Italy <input type="button" value="v"/>
Province*	Select a Province <input type="button" value="v"/>
	<small>if in Italy</small>
Town*	Select a town <input type="button" value="v"/>
Post code*	<input type="text"/>
	<small>if in Italy</small>
Town sub-division	<input type="text"/>
Address*	<input type="text"/>
	<small>(street, square, road)</small>
House number*	<input type="text"/>
On what date did you move to this address? <small>If you do not remember the exact date, type in your birth date or if you have changed addresses, type in 1st January of the year when you moved to this current place*</small>	<input type="text"/> <input type="button" value="c"/>
	<small>(dd/mm/yyyy)</small>
Landline phone number *	<input type="text"/>
	<small>(if you do not have it, type inxxxx)</small>

 Key

 **Compulsory field**

C/O	Write the home/hotel/guest house name if you have one
COUNTRY	Italy (or your current country from the dropdown list)
PROVINCE	Write the name of the province of your current address
TOWN	Write the name of the town of your current address
POST CODE	Write the postal code of your current address
ADDRESS	Write your current address (<i>Whether you do not have it yet, type XXX – you will amend it when you will be in Pisa or as soon as you will be able to indicate a domicile's address in Italy</i>)
HOUSE NUMBER	Write your current house number
ON WHAT DATE.....	Write the date or your date of birth in day-month-year order
PHONE NUMBER	Enter your phone number or xxxx if you do not have one

STEP 4: CONTACTS

GIVE US INFORMATION ON HOW AND WHERE CONTACT YOU



Registration:Contacts

Key

* Compulsory field

Contacts

Mailing address* Permanent home address Italian home address

Email*

International code of mobile phone*
(es: +39 - or +xx)

Mobile phone*
(es: 3486767676 - or to insert xxxx)

[Read the privacy policy.](#)

Privacy* I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection
 Y N

[See "Privacy Code"](#)


SMS* I wish to receive a text message on my mobile phone to be informed on any event organized by the University
 Y N

[Home](#)


MAILING ADDRESS	Check the box corresponding to your preference
EMAIL	Write your email address
INTERNATIONAL CODE	Write + instead of 00 and your country international code
MOBILE PHONE OPERATOR	Write xxxx if you do not have a mobile phone.
PRIVACY	It is mandatory to check the box yes, to authorize use of your data according to italian law 196/2003 on privacy.
SMS	Choose whether you wish to receive a text message on your phone (Y) or not (N)

STEP 5: DATA BANK ACCOUNT


YOU DO NOT NEED TO LEAVE THE DETAILS OF YOUR BANK ACCOUNT: JUST SELECT THE OPTION "BANK BRANCH" FROM THE DROPDOWN LIST



UNIVERSITÀ DI PISA



ALICE il portale dei servizi on line per gli studenti



MENU


Registration:Bank account number for Refunds


For any tax refund the following fields are required:
Students with a foreign bank account not in the SEPA Area, please select "Bank Branch" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address serviziotasse@unipi.it
Students with an Italian or foreign bank account in the SEPA Area, please select "By transfer" and enter all the required data.

Bank account number for Refunds

Payment methods*

[Back](#) [Forward](#)

 Key

 **Compulsory field**

Home

STEP 6: PASSWORD

CHOOSE YOUR PASSWORD (8-25 CHARACTERS)



Registration:Password

 Key

 Compulsory field

1 ATTENTION ----- THE PASSWORD:

- there must be at least 8 characters
- there must be no more than 0 characters of the set |
- there must be no more than 25 characters

Password

Password*

Confirm the password*



[Back](#)

[Forward](#)

[Home](#)

STEP 7: SUMMARY

CHECK THE DETAILS AND CONFIRM. YOU WILL RECEIVE AN EMAIL WITH YOUR LOGIN AND PASSWORD, KEEP YOUR ACCOUNT DETAILS SAFE AND DO NOT DISCLOSE YOUR LOGIN DETAILS TO ANYONE.

☰

RegistrationSummary Key

Personal details

Name	ALBERT
Surname	GREEN
Date of birth	01/01/2000
Primary nationality	GERMANY
Country of birth	Germany
The Town/City entered was not found among those listed.	Monaco
Italian tax code	GRNUR700A012112T

[Passport Details](#) Use the link to edit Passport Details

Residence (permanent address)

Country	Germany
Town	Monaco
Post code	
Town sub-division	
Address	Angus Road
House number	24
Home phone	
Temporary Italian address is the same as permanent home address	No

[Change permanent home address](#) Use the link to change permanent home address

Italian home address

Country	Italy
Province (if in Italy)	Pisa (PI)
Town	Pisa
Post code	56121
Town sub-division	
Address	Via Verapucci
Street number	31
Phone number	
C/O	

[Change details of home address](#) Use the link to change home address

Contact info

Mailing address	Home address
Email	pincopallo@gmail.com
Certified email	
Mobile phone operator	
Preferred language to communicate with the University	Italian
I read the privacy policy (D. Lgs. 196/2003) and I consent to the processing of my personal details pursuant to D. Lgs. 196/2003 on the personal details protection	Yes
I consent to the use of my personal information by the University of Pisa	Yes
I consent to the possible distribution of my personal details in compliance with current regulations	Yes
I wish to receive a text message on my mobile phone to be informed on any event organized by the University	No

[Change contact details](#) Use the link to change your contact details

Data Bank Account (Refunds)

Refund methods	Bank Branch
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[Edit Bank Account Refund Data](#) Use the link to edit Bank Account Refund Details

[Back](#) [Confirm](#)

NOW THAT YOU ARE REGISTERED, YOU CAN:

- ACCESS THE UNIVERSITY OF PISA WIFI
- PRINT YOUR CERTIFICATE AT THE END OF YOUR COURSE

**APPLICANTS SHOULD BE AWARE THAT THE PRESENTATION OF INCORRECT/FALSE/FORGED/FRAUDULENT INFORMATION OR DOCUMENTS IS A CRIMINAL OFFENCE AND THE UNIVERSITY RESERVES THE RIGHT TO INITIATE APPROPRIATE ACTION*