ALICE PORTAL

HOW TO REGISTER

What is the ALICE PORTAL?

❓ What is it?

The Alice Portal is the online portal where every student of the University of Pisa has to register and create a personal account. After the registration, the student gets their own username and password to log-in on the portal and to access all the services of the University (starting from the official enrollment).

❓ What can I do on the Portal?

- Change and update your personal information
- Upload identity documents (ID) and residency permit
- Check fees status
- Download certificates
- Check that exams taken have been registered correctly
- Sign up to an evaluation test
- Sign up to an admission exam
- Enroll to a Bachelor's Degree course
- Enroll to single courses or to the PF24 program
- Apply for a Summer School

🧑 Who and how?

- Free Mover students
- Exchange students/Scambi internazionali
- Erasmus + students
- Foundation Course students
- Other mobility programmes (CILS, CaoYang, etc)

Students from the above categories **only have to follow the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (click on the links above to find out more information).

- Bachelor's Degree programmes (Laurea triennale)

These students have to follow the enrolment procedure up to the creation of the application form FORIM and the tuition fees invoice.

Students applying to a Bachelor's Degree programme with an admission exam have to register to the exam on this portal, then, if they are winners, follow the enrolment procedure until the creation of the application form FORIM and the tuition fees invoice, within the deadlines.

Then they have to take their documents to the WIS! helpdesk.

- Master's Degree programmes (Laurea Magistrale)

These students only have to follow the registration process up to the creation of a username and a password - then they have to bring documents to the WIS Helpdesk to complete the enrollment.

Only students applying to a Master's Degree programme with an admission exam have to register to the exam on this portal. Then they have to take their documents to the WIS helpdesk.

Register to the ALICE PORTAL

The portal is available in Italian and English

📍 https://www.studenti.unipi.it/Home.do?cod_lingua=eng

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

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".

Click "Forward" to proceed.

Fill in with your personal information.

⚠ Put your name and surname as they are reported on the ID you will upload.

⚠ If you don't have a Tax Code, double click on "Forward" (the system will calculate it automatically - remember to request the official one, once you are in Italy).

❯ ONLY FOR NON-EU STUDENTS

If you don't have a residency permit, put 30th of June (of the current year) as expiry date, and "Post office receipt" as "Type of residency permit".

⚠ Remember to apply for the residency permit within 8 working days from your arrival date in Italy.

Fill in with the information about your residence address.

Registration: Residential address

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

Permanent home address

Country*	Italy
Province*	Select a Province
	if in Italy
Town*	Select a town
Post code*	
	if in Italy
Town sub-division	
Address*	
	(street, square, road)
House number*	
On what date did you move to this address? 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*	(dd/mm/yyyy)
Landline phone number *	
	(if you do not have it, type inxxxx)
Temporary Italian address is the same as permanent home address*	○ Yes ○ No

Back | Forward

Key
* Compulsory field

⚠️ If you do not have a landline phone number, you can type XXXX.

⚠️ If your permanent address and the current one are the same, click "Yes". If your current address is different (e.g. your address in Italy), click "No".

Registration: Current home address

Please type in (or modify) your current home address

Current home address

C/o	
Country*	Italy
Province*	Select a Province
	if in Italy
Town*	Select a town
Post code*	
	if in Italy
Town sub-division	
Address*	
	(street, square, road)
House number*	
On what date did you move to this address? 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*	(dd/mm/yyyy)
Landline phone number *	
	(if you do not have it, type inxxxx)

Back | Forward

Key
* Compulsory field

Insert your email address and your phone number, then click "Forward".

Registration:Contacts

Contacts

Mailing address*	● Permanent home address ○ Italian home address
Delivery address for University fees*	● Permanent home address ○ Italian home address
Email*	
Certified email	
International code of mobile phone*	
	(es: +39 - or +xx)
Mobile phone*	
	(es: 3486767676 - or to insert xxxx)
Mobile phone operator	Selezionare l'operatore telefonico ▾
Favourite language for communications	Italian ▾
	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
SMS*	I wish to receive a text message on my mobile phone to be informed on any event organized by the University ● Y ○ N

Key
★ Compulsory field

Back   Forward

Select "Bank Branch", then click "Forward".

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 "Refund at the bank counter" and send the bank account data (IBAN, Country, SWIFT, Account Number, Bank) to the e-mail address calcolorid@adm.unipi.it
Students with a foreign bank account in the SEPA Area, please select "Refund by bank transfer" and enter all the required data.

Bank account number for Refunds

Payment methods*	Select... ▾
	Select...
	Bank Branch
	By Transfer

Key
★ Compulsory field

Back   Forward

Choose your password, then click "Forward".

Registration:Password

⚠ ATTENTION ------- THE PASSWORD:
• there must be at least 8 characters
• there must be no more than 200 characters
• there must be no more than 0 characters of the set |

Password

| Password* | |
| Confirm the password* | |

Key
★ Compulsory field

Back   Forward

Home

Informativa utilizzo cookie | €

Check the information that you have put, then click "Confirm".
We suggest you to save or print the reminder with your personal credentials (Username and Password).

Log-in on the ALICE PORTAL

Log-in on the portal using your username and password.

This is the Homepage of your personal account.
On the menu on the right you can: sign up to evaluation or admission tests, check the fees, download certificates, upload documents, etc...

- [Free Mover students](#)
- [Exchange students/Scambi internazionali](#)
- [Erasmus + students](#)
- [Foundation Course students](#)
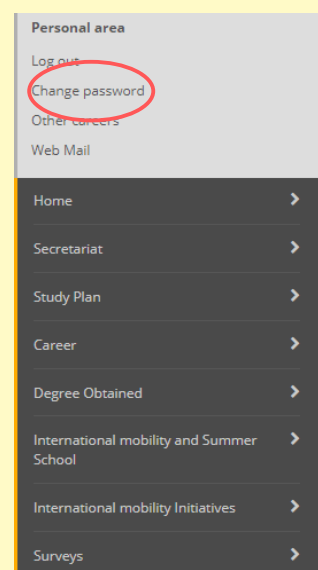- [Other mobility programmes (CILS, CaoYang, etc)](#)

Students from the above categories **only have to follow the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (click on the links above to find out more information).

What can I do on the Portal?

Set a new password
After the official enrolment remember to set a new password in order to access all the services of the University.

You can do it from "Change password"
or at [this link.](#)

You have to insert your Tax Code and email, then you will receive an email with a link to change the password.

Personal Area

If you need to view and update your personal information (e.g. address, email, phone number, ...) click on "Personal Area".

Personal area
Log out
Change password
Other careers
Web Mail

Home >
Secretariat >
Study Plan >
Career >
Degree Obtained >
International mobility and Summer School >
International mobility Initiatives >
Surveys >

Welcome GRETA MARIOZZI

Welcome to your personal area!

Personal details	Hide details ▼

Photo

Name Surname
Residency

Edit

Address

Edit

Web Mail

Edit

University email

Cellphone

Edit

Student status

Academic Year:
Regulation Year:
Carrear Status: for

Course:
Department:
Curriculum:
Class:

Duration: anni	Course Year:

University System:	Norm:

Date of Enrolment:

▬ Exams Summary ▬▬▬▬▬▬▬

Registered exams

🔴 go to my booklet

Control panel	Hide details ▼

Details	Status	To do
Tax	🟢 Regular	view

Messages	Hide details ▼

Personal messages

Sender	Title	Date
	No messages	

Press the symbol "Edit" to update personal details. Then "Save".

📝 Edit

You can also find info on your Student Status; the control panel for the fees; messages; ...

🏠 › Fees

List of Fees

This page displays the list of fees and their respective amounts.

For payments using non-MAV payment slips, you must go to a branch of bank Banca di Pisa e Fornacette credito cooperativo.
For payments using post office account make the payment to a/c no. .
When using MAV payment slips you can go to any bank.
PhD course – To payment of 30,00 euro for the application process of each PhD course, the candidate must pay by methods indicated on the website of the University of Pisa at http://dottorato.unipi.it/ - "Admission".

Addebiti fatturati

Cerca 🔍 ▾

Invoice	IUV Code	Description	Expiry date	Amount	Status	Payment PagoPA	Print
+				€	🟢 paid		
+				€	🟢 paid		
+				€	🟢 paid		

Fees:
- 🟢 Green light: regular
- 🟡 Yellow light: fees to pay not expired
- 🔴 Red light: fees to pay already expired

You can Logout.

If you have more careers, switch to another career.

Access to your personal University web mail, activated once enrolled.

Personal area
Log out
Change password
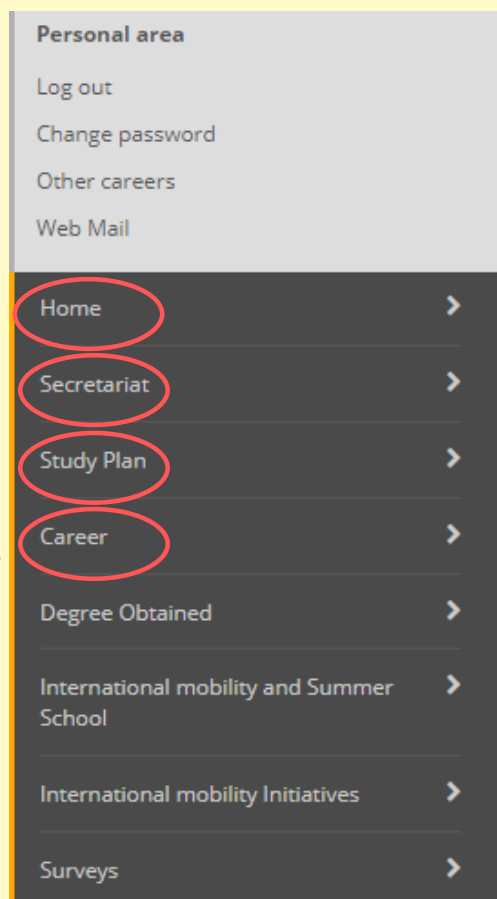Other careers
Web Mail

Home >
Secretariat >

Menu

"Home" to get back to the homepage or if you have more that one career, switch to another one.

"Secretariat" to access tests, certificates, fees, documents, enrolment procedure, etc...

"Study Plan" to check the plan of study.

"Career" to check the registration of exams already given.

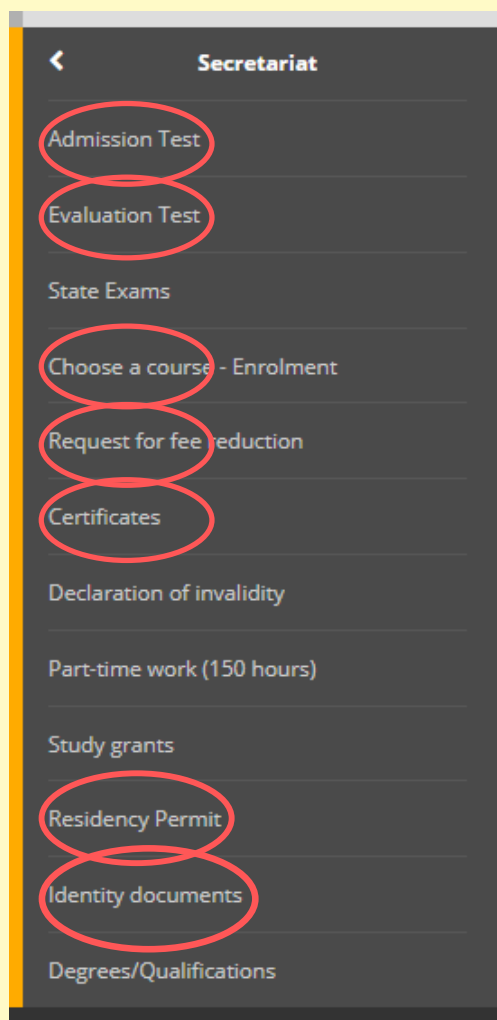"International Mobility and Summer Schools" to apply to a Summer or Winter School.

Personal area	
Log out	
Change password	
Other careers	
Web Mail	
Home	>
Secretariat	>
Study Plan	>
Career	>
Degree Obtained	>
International mobility and Summer School	>
International mobility Initiatives	>
Surveys	>

MENU: Secretariat

- Sign up to an admission exam
- Sign up to an evaluation test

- Enroll to a Bachelor's degree course

- Check the fees
- Request fee reduction

- Download certificates

- Change and update your personal information
- Upload identity documents (ID) and residency permit

‹   Secretariat
Admission Test
Evaluation Test
State Exams
Choose a course - Enrolment
Request for fee reduction
Certificates
Declaration of invalidity
Part-time work (150 hours)
Study grants
Residency Permit
Identity documents
Degrees/Qualifications

MENU: Study Plan

You can view the ordinary plan of study. We suggest to check the updated plan and the activated courses on the department's website.

MENU: Career

You can view the registration of exams already taken.

Status:
- 🟢 Green light: exam passed
- 🟡 Yellow light: exam not taken yet

Name of the course

Credits   A.Y.   Final note   Details

MENU: International Mobility and Summer School

You can apply to a Summer or Winter School.

SEE YOU SOON IN PISA!

For technical assistance on the portal: alice@unipi.it

For info about enrollment procedure and bureaucratic issues: international@unipi.it

If you have doubts, questions or issues about enrollment, University life, academic matters, life in Pisa, and if you want to be updated about our events, you can make use of the Buddy service.

You can:

- send an email to: meetyourbuddy@unipi.it to ask your questions or to book an appointment.

- follow us on Facebook https://www.facebook.com/Meetyourbuddyunipi-102160704474395/

- follow us on Instagram https://www.instagram.com/meetyourbuddy.unipi/