



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](#).

1

Register to the ALICE PORTAL

The portal is available in Italian and English

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

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

[Italian version.](#)

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

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](#)

Home

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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".

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

Foreign student without Italian Tax Code

Foreign student without Italian Tax Code

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

Home

Key
* Compulsory field

Informativa utilizzo cookie | © CINECA

Click "Forward" to proceed.

Fill in with your personal information.

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

Personal details

Name*

Surname*

Date of birth*

(dd/mm/yyyy)

Gender* Male Female

Primary nationality (if you are an Italian citizen, you must type in 'Italy')*

Country where you were born*

Town where you were born*

Italian tax code*

Back Forward

Key

★ Compulsory field



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

Registration: Residency permit

This page shows the form for entering the residency permit data.

Residency permit

Release Date

(dd/mm/yyyy)

Expiry date

(dd/mm/yyyy)

Type of residency permit*

Back Forward

Home

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Key

★ Compulsory field

Type of residency permit*

Permanent residence permit

Permanent residence permit

Temporary residence permit

Post office receipt attesting the submission of the residence permit application form

Back Forward

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*

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*

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 xxxxx)

Mobile phone operator

Favourite language for communications

[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

Back Forward

Key
★ Compulsory field

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

UNIVERSITÀ DI PISA

A L I C E
il portale dei servizi on line per gli studenti

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*

Back Forward

Key
★ Compulsory field

Choose your password, then click "Forward".

UNIVERSITÀ DI PISA

A L I C E
il portale dei servizi on line per gli studenti

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*

Back Forward

Home

Key
★ Compulsory field

Informative 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.

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

[Italian version](#)

Services available through Alice

My Alice
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Bachelor's and Master's degree courses

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Contact: alice@unipi.it

Area riservata
Per accedere all'area riservata è necessario autenticarsi con nome utente e password

Log in al servizio Esse3 PROD

Nome utente - Servizio di recupero password

Password

Non ricordare l'accesso

Università di Pisa - Lungotevere Pasinati, 13 - 56126 Pisa
Contatti: Tel. +39 050 221 2111 - Fax +39 050 44056
PI 0006602001 - CF 8003040096

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...

Welcome

Welcome to your personal area!

Personal details [View details](#)

Control panel [Hide details](#)

Details	Status	To do
Tax	Regular	view

Note

Note

Footnote
No notes

Student status

Messages

Personal messages

Sender	Title	Date
No messages		

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

Home

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



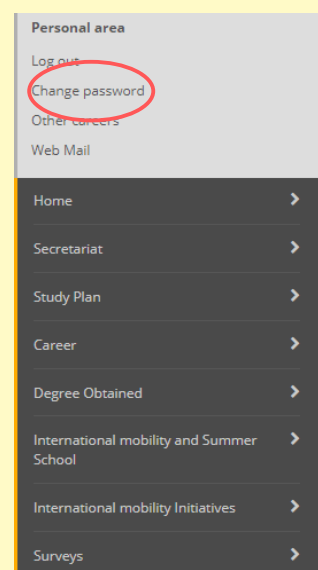
Students from the above categories **only have to follow the registration process up to the creation of a username and a password** - then they have to follow their own enrolment procedure (click on the links above to find out more information).

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.

RECUPERO PASSWORD

Inserisci codice fiscale e indirizzo e-mail privato

Se sei un utente del portale Alice devi inserire il tuo codice fiscale e il tuo indirizzo e-mail privato.

Se i dati non sono riconosciuti dal sistema oppure se hai bisogno di assistenza, scrivi una e-mail, indicando i dati anagrafici e i recapiti (cellulare, e-mail), e allegando la scansione di un documento d'identità a: recupero.password@unipi.it

Se sei un dipendente di Unipi e non hai effettuato la verifica del tuo indirizzo e-mail privato non sarà possibile procedere al recupero della password, ti invitiamo a rivolgerti al tuo polo informatico di riferimento. Visita il seguente link inerente alla [Direzione Servizi Informatici e Statistici](#), [Servizi Informatici per le Strutture Didattiche, Scientifiche e di Servizio](#) per contattarlo.

Per il corretto funzionamento del recupero ricordati di attivare javascript.

Non sono un robot

Direzione Edilizia e Telecomunicazione - Università di Pisa

Personal Area

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

Welcome GRETA MARIOZZI

Welcome to your personal area!

Personal details Hide details

Photo

Name Surname
Residency

Address [Edit](#)

Web Mail [Edit](#)

University email [Edit](#)

Cellphone [Edit](#)

Student status

Academic Year:
Regulation Year:
Career 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".

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

Invoice	IUUV 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

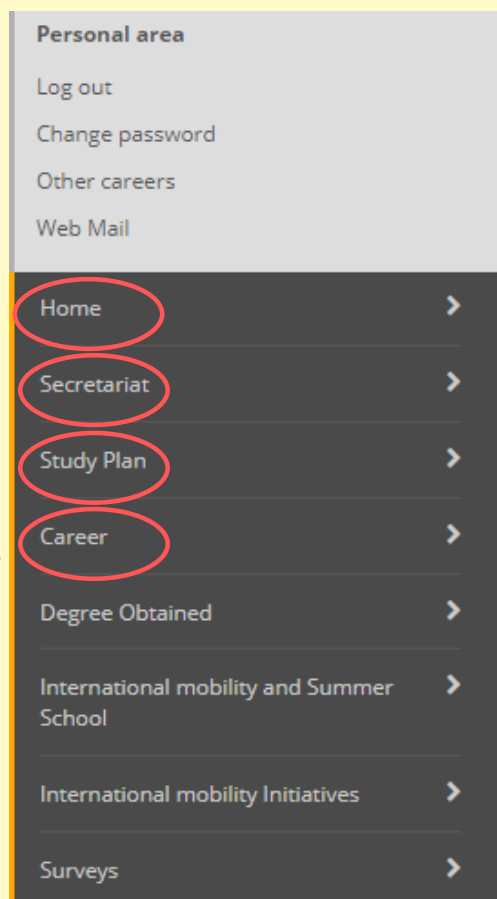
"Home" to get back to the homepage or if you have more than one career, switch to another one.

"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.



MENU: Secretariat

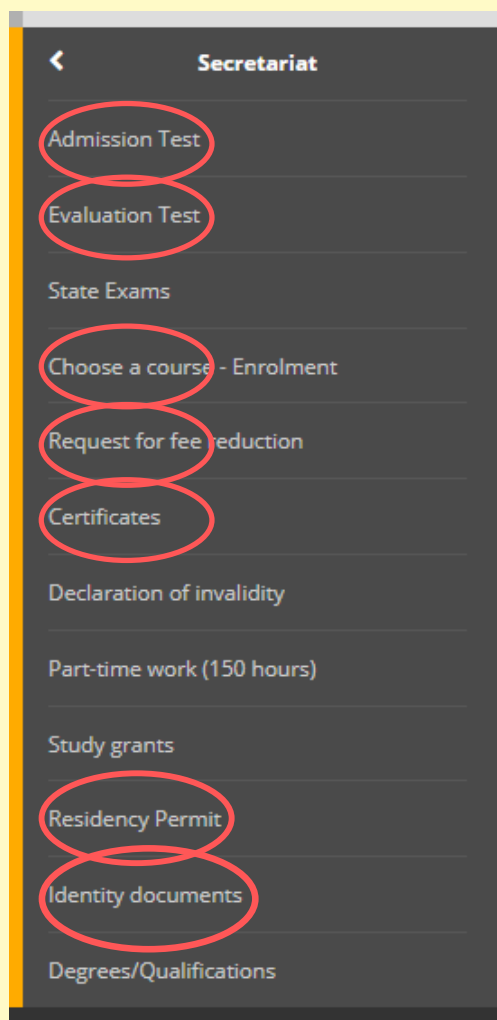
- Sign up to an admission exam
- Sign up to an evaluation test

- 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



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.

» Piano di studio

Piano di studio di

Puoi confrontare il tuo piano statutario - sotto riportato - con quello indicato nella [pagina web relativa al tuo corso](#) e con le informazioni relative, pubblicate sul [sito del tuo Dipartimento](#).

Non è possibile inserire on line un piano di studio individuale.

Stato: APPROVATO

Tipo Piano: Piano di studio statutario

Data: 21/07/2015

Inserimento/modifica:

Anno di offerta: 2013

Anno del regolamento: 2013

Legenda: [Attività didattiche scelte](#) [Attività didattiche obbligatorie](#) [Attività didattiche da scegliere](#)

Codice	Descrizione	Stato	Peso
171MM	CULTURAL ANTHROPOLOGY	Superata	6
126QQ	HISTORY OF INTERNATIONAL INSTITUTIONS	Superata	6
148MM	ADVANCED ARCHIVAL SCIENCE	Superata	6
188MM	CULTURAL HISTORY IN THE FIRST MODERN AGE	Superata	6
194MM	ECONOMIC AND SOCIAL HISTORY OF MEDIEVAL AGE	Superata	6
193MM	GENDER HISTORY IN FIRST MODERN AGE	Superata	6
197MM	POLITICAL AND INSTITUTIONAL HISTORY OF FIRST MODERN AGE	Superata	6
196MM	POLITICAL AND INSTITUTIONAL HISTORY OF MEDIEVAL AGE	Superata	6
122QQ	HISTORY OF THE UNITED STATES OF AMERICA	Superata	6
079MM	CONTEMPORARY HISTORY I (Corso: SCIENZE DEI BENI CULTURALI [SBC-L])	Superata	12
295LL	ENGLISH LANGUAGE LABORATORY B	Superata	6
178MM	CULTURAL STUDIES	Superata	6

MENU: Career

You can view the registration of exams already taken.

Status:

- Green light: exam passed
- Yellow light: exam not taken yet

» Libretto

Booklet of:

This pages shows the information for the academic activities in the student's booklet. In the case of academic activities not yet passed and attended there is a link in the "Exam Session" section that provides access to the list of sessions drawn up by the students' secretariat office.

Academic Activities	Year of Course	Value in credits	Status	AY att.	Grade/assessment	Exams
	1	6	●	2016/2017		
	1	6	●	2016/2017	30 - 21/06/2017	
	1	6	●	2016/2017	30L - 29/05/2017	
	1	6	●	2016/2017	30L - 26/04/2017	
	1	6	●	2016/2017	28 - 04/09/2017	

Name of the course

Details

Credits

A.Y.

Final note

MENU: International Mobility and Summer School

You can apply to a Summer or Winter School.

Application Form for Incoming Students

Start your student enrolment process here. At the end of this process you will receive a Username and Password with which you can access the ALICE system, in order to change your information and view our student services.

[Application Form for Incoming Students](#)

Confirm program

This page shows the programmes that you can select (Please choose only one).

Program Selection

Select	Program
<input type="radio"/>	Muscle Summer School: Exercise muscle in health and disease
<input type="radio"/>	Summer School: Investigating Historical Landscapes and Architectures
<input type="radio"/>	Summer School: Syria: Codicology and Paleography
<input type="radio"/>	Summer School: Body-mind interactions in health and disease
<input type="radio"/>	Summer School: Cardiology 2020: Updates in Cardiovascular/Pulmonary Pathophysiology
<input type="radio"/>	Summer School: Computer-Aided Drug design
<input type="radio"/>	Summer School: Consciousness and Cognition

Personal area

- Log out
- Change password
- Other careers
- Web Mail

← International mobility and Summer School

Application Form for Incoming students



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/>

