

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
- Enroll to single courses ←

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

Informativa utilizzo cookie | © CINECA

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).



RESIDENCY PERMIT

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*

Residency permit - type/reason

Back Forward

Type of residency permit*

Permanent residence permit

Permanent residence permit

Temporary residence permit

Student who does not have the residency permit because currently residing abroad/postponed entry into Italy

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

Back Forward

If you **have a residency permit**, select "Temporary residence permit" and put the Release and the Expiry date.

If you **have already applied for the residency permit**, select "Post Office Receipt" and put the date of the appointment with the Questura in the Release box, and a date three months after the date of the appointment in the Expiry date box.



If you don't have any of these documents, please select "Student who does not have the residency permit ..."

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". We suggest to put an Italian address.

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 +xxx)

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".

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...
Bank Branch
By Transfer

Back Forward

Key
★ Compulsory field

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*

Back Forward

Key
★ Compulsory field

Home

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

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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 - Lingua Pubblica S.p.A. - 05136 Pisa
Contatti: Tel. +39 050 2211111 - Fax +39 050 40924
PI 0006020011 - CF 800040006

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

Enroll to SINGLE COURSES

Registered Users Area - Welcome

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

Welcome to University of Pisa on line services.
If you click on a button you can apply to a competition (also post-doc), to an entering test or chose a free access course.

If you are an ERASMUS INCOMING STUDENT, please check the following **page** in order to complete your enrollment.

Choose one of the following options:

- [Sign up to an admission exam](#)
- [Choose a degree programme](#)
- [Sign up to an evaluation test](#)

PROVA

Personal area
Log out
Change password
Web Mail

Secretariat

- Admission test
- Evaluation test
- Suite Exams
- Enrolment
- Payments
- Degrees/Qualifications
- Invalidity Declaration
- Certificati
- Identity documents

From the menù on the right, select "Secretariat" and then "Enrolment".

Enrollment

Through the following pages you can proceed with the enrollment.

Enrolments in the three-year and one-cycle degree courses open on 27 July 2021.

For enrolments in master's degree programmes (level II courses) you DO NOT have to choose the course. All information [on the university website](#).

Master I livello (First Level Professional Master's Programme) and Master II livello (Second Level Professional Master's Programme) are 2nd cycle programmes. Before enrolling in a Professional Master's Programme (I or II level), please check the information available [on the university website](#).

Enrollment

Click on "Enrolment".

Enrolment: Selection of the type of degree programme

In this page you can view the choice of the course of study type you have to enroll for

Selection of the type of degree programme

Master di II livello (First Level Professional Master's Programme)

Single Course

Back Forward

Key
★ Compulsory field

Select "Single Courses" and then "Confirm".

Confirm the degree programme you have chosen

This is a summary of all the choices you have made. If correct, please confirm them. Otherwise, click on the Back button to make any changes

Degree programme

Type of entry to the University	
Academic year	2021/2022
Degree programme	Corso singolo

Back Confirm

Personal information

Click on the red icon to update personal details such as name, date of birth, addresses etc. If necessary, you can change these details by clicking "edit".

Personal details

Name	PIRELLA
Surname	PIRELLA GEMELLI
Gender	Female
Date of birth	05/11/1993
Place of birth	MODENA
Country of birth	ITALIA/ITALY
The University entered was not found among those listed	PIRELLA GEMELLI
Italian tax code	PIRELLA GEMELLI
Residence type	Private

Residency permit

Residency permit reason	
Date of issue	05/11/2018
Expiration date	05/11/2020

Residence (permanent address)

Country	ITA
Province of residence	MO
City	MODENA
Post code	41013
Zone sub-division	
Address	VIA BRINIA
House number	17
Postal phone	
Temporary Italian address is the same as permanent home address	Yes

Contact info

Residence address	Permanent home address
Delivery address for University fees	Permanent home address
Bank	UNICREDITBANCA
Age	
Mobile phone	
Mobile phone operator	TELECOM
Publication	ALICE/ALICE
Preferred language to communicate with the University	Italian
I read the privacy policy on the ALICE portal and consent to the processing of my personal data pursuant to Art. 130/1302 on the personal data protection	Yes
I consent to the use of my personal data 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 mail message by the mobile phone to be activated in my name registered by the University	Yes
I wish to receive a mail message by the mobile phone to be activated in my name registered by the University	Yes

Confirm

Check your personal data in the summary page and then click "Confirm".

Identification

This page displays the list of identity documents. You can modify or insert other documents. If you have enrolled in a degree programme, you must have inserted at least one valid document.

Type of document	Document number	issued by	Date of issue	Expiry date	Status	Attached	Modify document
Passport	2785753	comune	01/11/2018	25/11/2032	●	Yes	

Insert a new document

Back Forward

Upload an ID document and click "Forward".

Disability declaration

There are not disability declarations

Upload disability declaration

Back Forward

If you have a disability click on "Upload disability declaration". If you don't have it, click "Forward".

Registration:Your photo

On this page you must attach a photo of your face (dimensions 480x480 pixel-min 200dpi). It is obligatory to upload your photo. The photo must respect the instructions which you will find on www.unipi.it. You can use either a .jpeg or .jpg for greater than 2 Megabytes. Once you have saved the photo, it will be uploaded on the left-hand side column next to your name and at that point, it will no longer be possible to change it.

Photo preview

Scegli file Nessun file selezionato

The uploaded photo will be printed on your university booklet and on the 'Cartapiù' card therefore it is necessary to be able to recognize your face. Photo dimensions 35x40mm(Max3 MByte)

Upload photo

The preview of your photo is not supported by Internet Explorer versions which are earlier than version 10
To upload your photo, please click on the "Upload photo" button

Back Forward

Upload a personal photo. Click on "Scegli File", select the photo and then click on "Upload Photo". Then click "Forward".

Qualifications required

Enter / check the data relating to your academic qualifications obtained or to be achieved and then click on "Forward". If you have entered the data and you need to upload the translated foreign diploma, click on the MAGNIFYING GLASS in the Actions column. If you have a qualification obtained abroad you must also upload the declaration of value or, alternatively, the Enic-Naric certificate of comparability

Compulsory study titles

To proceed you must insert all the compulsory academic qualifications.

State	Admission requirements	Note	Status	Actions
<input checked="" type="checkbox"/>	Upper Secondary School diploma (State Exam) or equivalent foreign qualification		●	Type in

Back Forward

Upload an Upper Secondary School diploma.

Admission requirements

To continue with the enrolment to the course of study you must specify Country where the title was issued and obtained

Country where the title was issued and obtained

High School Diploma

Obtained at:

Italian

Foreign

Italian Institution

Foreign Institution

Back Forward

If you have a foreign diploma, select "Foreign".

Information regarding the Foreign Diploma

Now enter the type of foreign diploma, the year in which it was obtained, the grade or judgment (in case of judgment enter grade=00). In order to proceed with the enrollment process it is necessary to upload the official translation into Italian of the foreign diploma and the declaration of value or, alternatively, the Enic-Naric certificate of comparability. For further information please see the dedicated pages <https://www.unipi.it/index.php/enrolment/itemlist/category/1326-qualifications-obtained-abroad>

Diploma Information

Foreign Diploma* Choose...

Degree description

Institution

Year of graduation**

Overall Grade*

Country of origin

Country of Institution*

Back Next

Select the type of diploma, then put the Year of Graduation, the final Grade, and the Country of Institution.

Attachments High School Diploma

You can upload the Attachments for the High School Diploma

Attachments list

No attachments uploaded

Insert attachment

Back

Forward

Click on "Insert attachment".

High School qualifications attachments

Insert details about the attached document

Document details

Title:*

Description:*

Caratteri rimanenti: 255

Attach: Nessun file selezionato

Back

Forward

Write the Title and the Description of the Diploma and finally upload the document from "Scegli File".

Enrolment: Enrolment Information

On this page, you will be asked other necessary information in order to enrol

Type of enrolment

Type:* Regular Enrolment

Date of the first time you enrolled at any University (only fill this out if you already enrolled previously)

Academic year* 2021/2022

Name of the university where you first enrolled (if other than the University of Pisa)

Other information

University locations* Università di Pisa

Do you have any Special Needs? SI No

Back

Forward

Check the information about the enrolment and click "Forward".

Enrolment: Corsi singoli

Puoi immatricolarti ai corsi singoli per sostenere gli [esami dell'offerta formativa dei corsi di studio dell'Università di Pisa](#), oppure per integrare CFU in determinati settori scientifico-disciplinari (SSD) per l'accesso alla formazione insegnanti.

- [Informazioni - Corsi singoli](#)
- [Informazioni - Integrazione CFU per l'accesso alla formazione insegnanti](#)

Per informazioni relative alla formazione insegnanti [clicca qui](#).

Ricorda che:

- l'iscrizione ai corsi singoli non è compatibile con quella per l'integrazione CFU per l'accesso alla formazione insegnanti, e viceversa
- l'iscrizione ai corsi singoli non è consentita per un **numero di CFU parziale** rispetto a quello previsto nell'offerta formativa
- se nel corso dello stesso anno accademico vuoi aggiungere altri esami alla tua richiesta, devi scrivere a corsiingoli@unipi.it

Nella finestra "Tipo" seleziona "Corsi singoli (CFU 1 - 25)".

Nella finestra "Scelta CFU" seleziona la somma dei CFU degli esami che vuoi sostenere.

Corsi singoli

Tipo:*

- Apri il menu a tendina
- Apri il menu a tendina**
- Corsi singoli (CFU 1 - 25)

Back Forward

From the menu select "Corsi Singoli".

Enrolment: Corsi singoli

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- [Informazioni - Corsi singoli](#)
- [Informazioni - Integrazione CFU per](#)

Per informazioni relative alla formazione in

Ricorda che:

- l'iscrizione ai corsi singoli non è compatib
- l'iscrizione ai corsi singoli non è consentit
- se nel corso dello stesso anno accademic

Nella finestra "Tipo" seleziona "Corsi singo

Nella finestra "Scelta CFU" seleziona la son

Corsi singoli

Tipo:*

Scelta numero CFU:*

1

Back Forward

Then choose the number of credits you want to obtain.

Confirm

In this page there is summary of all the choices made. If correct click "Confirm" or click "Back" to make the changes.

Enrolment Information

Academic year	2021/2022
Study course	Corso singolo

Back Confirm

Finally click on "Confirm".

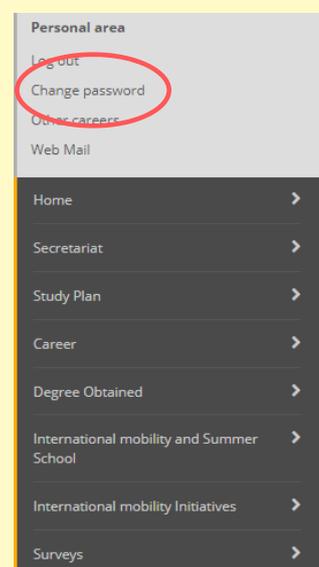
We will check the procedure and complete your enrolment.

When the enrolment will be completed you will receive an email.

From that moment on you can access all the university services using your Alice credentials (username and password).

How to activate your personal credentials?

- ✓ Go to the "Authentication Portal" at <https://autenticazione.unipi.it/auth/auth.signin> and log in using the same credentials that you used when you registered for the first time to Alice portal
- ✓ Once you logged in, a webpage will appear containing your official university email address which will be like: "***@studenti.unipi.it"
- ✓ Now, to activate this email address, you need to renew your password. At the top middle of the same page, click on "Cambio Password" to renew your password. Type in your old password – i.e. the one you used when you registered the first time – in the 1st password space and then type in your new one in the 2nd and 3rd password spaces
- ✓ Once renewed your password, go to Outlook.com and login using your university email and your renewed password. It will direct you to an official university webpage. Enter your username (which is simply the initial part of your email address – i.e. the part before the "@" sign) and your renewed password.
- ✓ You can access Microsoft Teams the same way you logged in to your University of Pisa email. Simply use your UniPi email and your renewed password.



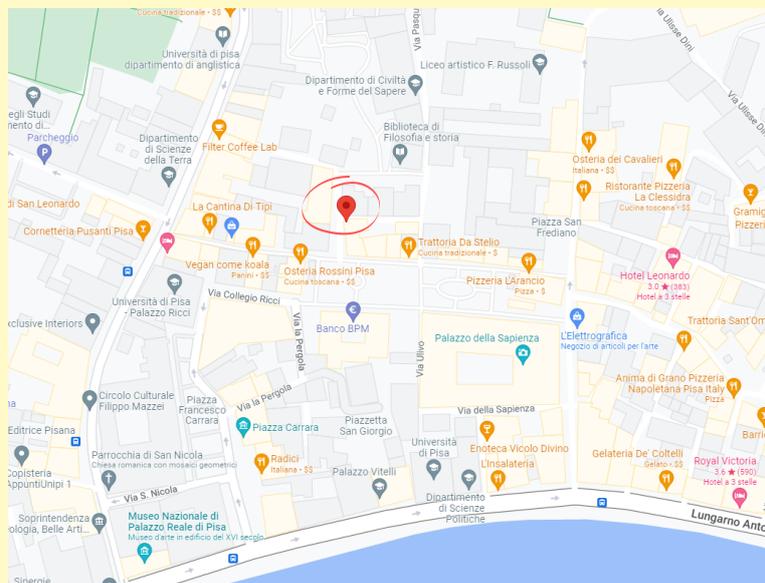
How to collect your student card?

- ✓ Once registered to single courses please remember that you have to collect your student's card.



- ✓ The student card can be collected by appointment, by writing an email to cooperations@unipi.it

- ✓ Collection takes place at Palazzo Modica, Piazza Torricelli n. 4, 56126 Pisa (Unità Cooperazione Internazionale - Ufficio Relazioni Internazionali)



What can I do on the Alice portal?

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 Edit

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 Logout.

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

 [Edit](#)

Menu

"Secretariat" to access tests, certificates, fees, documents, enrolment procedure, download certificates, upload identity documents (ID) and residency permit.

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

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



SEE YOU SOON IN PISA!

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

