

# CONTACTS

## FOR ADMISSION AND INFORMATIONS ON DIDACTICS

### ORGANIZATIONAL SECRETARY

DEPARTMENT OF ELECTRICAL, COMPUTER AND BIOMEDICAL ENGINEERING

*Contact person:* Prof. Carlo E. Rottenbacher

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*Phone:* +39 0382.6992200

### **MCTRE - CAR TEST DRIVING AND SIMULATION FOR VEHICLE DYNAMICS DEVELOPMENT**

*E-mail:* [info.vehicledyn@unipv.it](mailto:info.vehicledyn@unipv.it)

*Web:* <http://vehicledynamics.unipv.it/>

### **MCTRE - RACE ENGINEERING**

*E-mail:* [info.raceeng@unipv.it](mailto:info.raceeng@unipv.it)

*Web:* <http://raceengineering.unipv.eu/>

## FOR ALL INFO REGARDING REGISTRATION, NEEDED DOCUMENTS, FEES AND WITHDRAWAL OF CERTIFICATES OR PARCHMENTS

### ADMINISTRATIVE SECRETARY

UOC POST LAUREA

Via Ferrata, 5 - 27100 Pavia

*Contact person:* Dr. Ester Faroni

*E-mail:* [master.ateneo@unipv.it](mailto:master.ateneo@unipv.it)

*Phone:* + 39 0382.985926

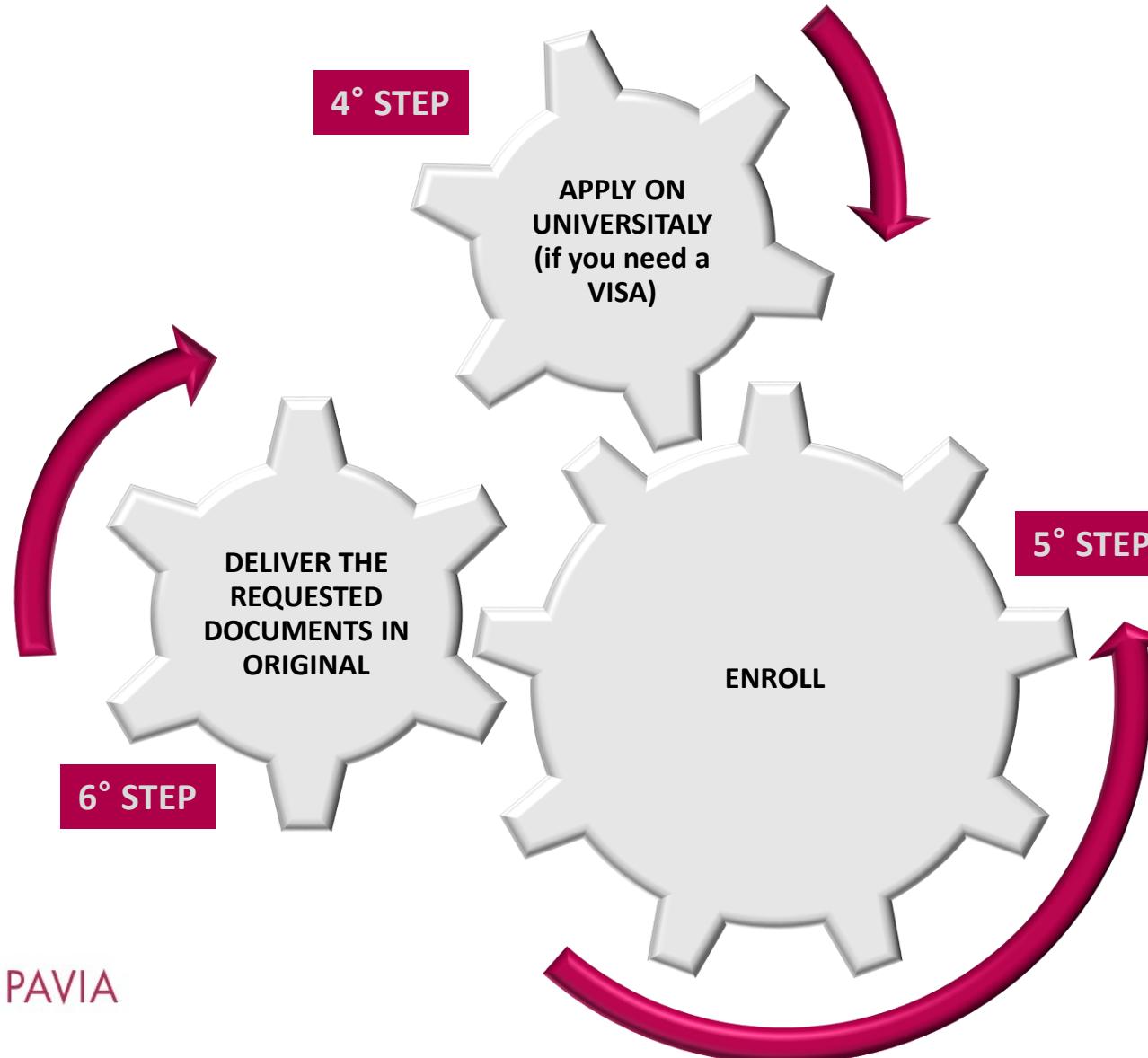


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# HOW TO APPLY - 1/2



## HOW TO APPLY – 2/2



# 1° STEP – Collect the required documents

**Before the enrolment**, you have to collect the following documents:

- 1) **Academic qualification** required for admission issued in English/Spanish/French or officially translated in Italian
  - **legalized by the Italian embassy/consulate in your country** (*not required for Belgium, Denmark, the United Kingdom of Great Britain and Ireland, France, Ireland and Germany OR for documents with an electronic/digital means of ascertaining its authenticity as QR code/string code*)
  - **OR apostilled** (*the apostille is only available for the signatory countries to the Hague Convention*)
  - **OR accompanied by CIMEA Statement of Verification** ([more info](#) on this service)
- 2) **Transcript of records** (list of exams and relevant marks) issued English/Spanish/French or officially translated in Italian
- 3) **if your title HAS NOT been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):
  - **“Declaration of Value”** issued by the Italian embassy/consulate
  - **OR CIMEA Statement of Comparability** ([more info](#) on this service)
  - **OR Diploma supplement** (*if the foreign qualification is issued by an European University*)

**if your title HAS been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#):

- **Statement of Correspondence** which can be downloaded from the [Automatic Recognition Database \(ARDI\)](#).



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## 2° STEP – Register at the Student Portal



Not registered students, will have to register at the [STUDENT PORTAL](#) (Reserved Area) filling in the fields with the required personal informations ([screenshot instructions](#)). At the end of the registration, candidates get USERNAME and PASSWORD.

## 3° STEP (a) – Apply

**Within the 20th of October 2025**, LOGIN the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the Attachment ([screenshot instructions](#)) to apply to the relevant **VOCATIONAL PROGRAM**.

**APPLICATION FEE: 50 Euro** (check on slide 11).

### [CALL FOR ADMISSION](#)

*Annex - [CAR TEST DRIVING AND SIMULATION  
FOR VEHICLE DYNAMICS DEVELOPMENT course](#)*

*Annex - [RACE ENGINEERING course](#)*



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## 3° STEP (b) – UPLOAD your documents

During the application, it's necessary to **UPLOAD** the **SCAN** of the following documents:

### EVERYBODY

1. **Application form** (*the form you can find at the end of the Attachment 1 or 2 to the Call for Admission*)
2. front-rear of the **personal identification document** uploaded during registration
3. **Letter of reference**
4. **Motivational letter**
5. **Curriculum vitae** highlighting any professional experience in work areas pertaining to the Vocational Program

### IN CASE OF ACADEMIC QUALIFICATION RELEASED IN ITALY:

6. **Self-declaration** of the exams taken during the academic career

### IN CASE OF ACADEMIC QUALIFICATION RELEASED ABROAD:

6. **Academic qualification** required for admission issued in English/Spanish/French or officially translated in Italian (*there's no need to have the legalization/apostille/Statement of Verification if not available yet, but it will be necessary to have it, within the enrollment – see STEP 5*)
7. **Transcript of records** issued in English/Spanish/French or officially translated in Italian
8. if your title HAS NOT been obtained in one of the Countries that are signatories to the Lisbon Recognition Convention:
  - **“Declaration of Value”** issued by the Italian embassy/consulate
  - **OR Statement of Comparability**
  - **OR Diploma supplement** (*if the foreign qualification is issued by an European University*)if your title HAS been obtained in one of the Countries that are signatories to the Lisbon Recognition Convention:
  - **Statement of Correspondence** which can be downloaded from the **Automatic Recognition Database (ARDI)** (*there's no need to have the DoV/Statement of Comparability/Diploma supplement/Statement of Correspondence if not available yet, but it will be necessary to have it, within the enrollment – see STEP 5*).



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## 4° STEP – Apply on UNIVERSITALY (*if you need a VISA*)



After submitting the application on the Student Portal, **if you need a VISA** (check on <https://vistoperitalia.esteri.it/home/en>), you'll have to REGISTER and then APPLY for the relevant course, also on the **Universitaly portal** (<https://www.universitaly.it/>).

During the online process you will have to upload:

1. a **passport size photo**
2. a scan copy of your **passport**
3. **documents proving your education** (the same you've already uploaded during the application on the Student Portal).

Consult the [\*\*GUIDELINES\*\*](#) here.

Please note that at some point, you will be asked **which embassy or consulate** you are going to use for your VISA application.

The Organizational Secretary will provide you a tutorial with instructions for this application.

After your application is validated by our Office, **you'll have to get in contact with your embassy or consulate**.

## 5° STEP (a) – Enroll



**Within the enrollment deadline**, once admitted, students have to LOGIN to the [STUDENT PORTAL](#) and follow the on-line procedure described in the Call for Admission and the attachments **to enroll themselves correctly** (screenshot instructions) to the relevant VOCATIONAL PROGRAM.

During this process, the **SCAN** of the following documents will be requested:

1. a good quality **passport size photo**
2. front-rear of the **personal identification document** uploaded during registration
3. **Tax code** document
4. **Residence Permit/Card** (*only required from non-EU candidates*).

## 5° STEP (b) – Enroll

### TAX CODE

Fiscal code ("Codice fiscale") is a **tax identification number which is necessary to open a bank account, rent privately, buy a SIM card and apply for the residence permit.**

### RESIDENCE PERMIT/CARD

**Non-EU citizens, when enrolling, must present a copy of a valid Residence Permit ("Permesso di soggiorno") which must be requested within 8 days from the arrival in Italy.**

For further info about both and for assistance, please check this [WEBPAGE](#).



## 6° STEP – DELIVER the requested documents in original

Before the **enrolment deadline** (which will be communicated by the Organizing Secretary) or **AT LAST by 12 January 2026**, you will have to deliver to our office:

1. **the original of ALL documents proving your education** (see STEP 1) necessarily comprehensive, at this point, of:
  - Declaration of Value/Statement of Comparability/Diploma supplement
2. together with the **Legalization/Apostille/Statement of Verification** of the **academic qualification**.

You can book an appointment on [GOPA UNIPV](#).

**UOC Post Laurea**  
*Ufficio Master*  
via Ferrata, 5  
27100 Pavia



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# FEES

## APPLICATION FEE

Within the **20th of October 2025** is necessary to pay **50.00** Euro to finalize the **application procedure**.

## TUITION FEE

The Vocational Program's tuition fee is of **€ 15,000.00**:

- 1° installment of € 10,000.00 to be paid on-line to finalize the **enrolment procedure**
- 2° installment of € 5,000.00 to be paid by **12 January 2026**.

## FINAL EXAM FEE

To be admitted to the **final exam**, candidates must submit a specific application form along with the payment of **€ 116.00** as a fee for the issuance of the Vocational Program's diploma.

Payments will have to be done online, using the **PagoPA system** - [link](#) for more information.



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**FUEL YOUR FUTURE!**



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