

# Prior Assessment for the access to the Master's degree courses with a foreign degree

## Registration

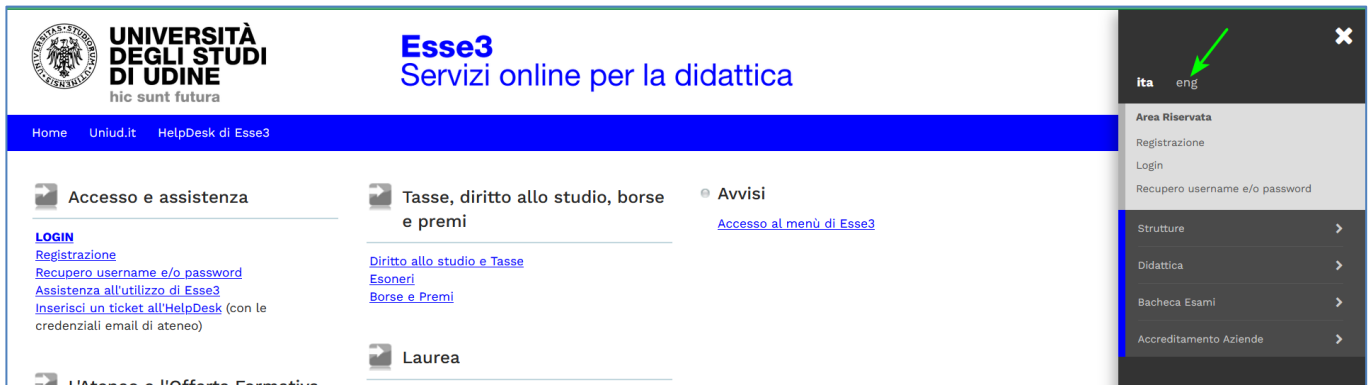
ESSE3 homepage <https://uniud.esse3.cineca.it/Home.do>

From the menu



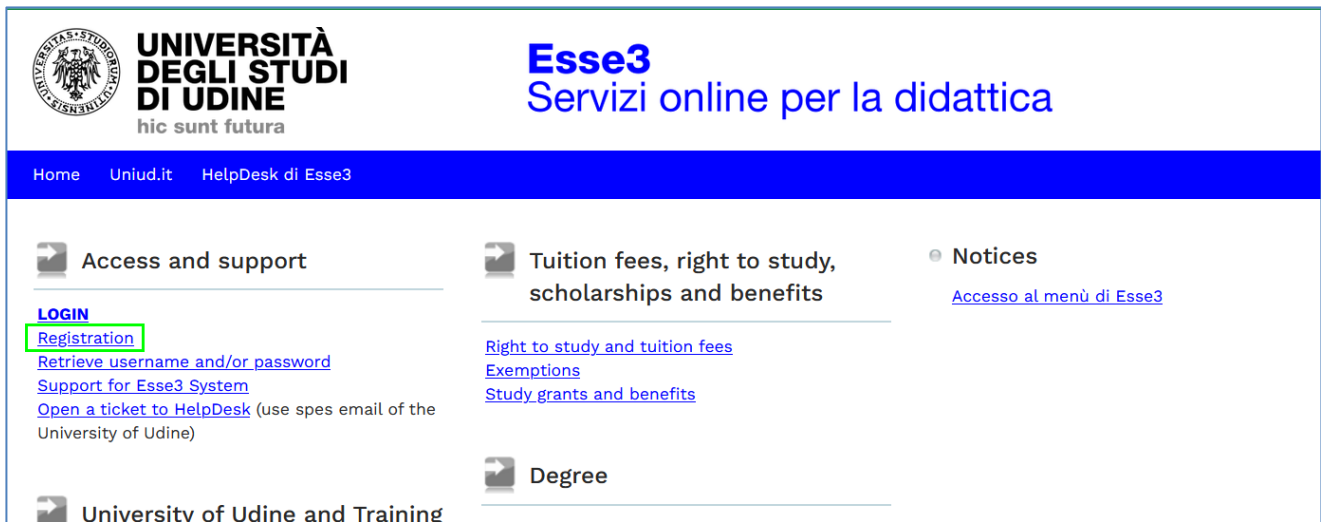
The screenshot shows the top navigation bar of the ESSE3 website. On the left is the University of Udine logo and name. In the center is the 'Esse3' logo and the tagline 'Servizi online per la didattica'. On the right is a 'MENU' button with a green arrow pointing to it. Below the navigation bar is a blue horizontal bar with links for 'Home', 'Uniud.it', and 'HelpDesk di Esse3'. The main content area is divided into three columns: 'Accesso e assistenza' with a 'LOGIN' section containing links for registration, password recovery, and assistance; 'Tasse, diritto allo studio, borse e premi' with links for rights, taxes, exemptions, and scholarships; and 'Avvisi' with a link to the menu.

Select English



This screenshot is similar to the previous one but with the language selection menu open on the right side. The menu shows 'ita' (Italian) and 'eng' (English) options, with a green arrow pointing to 'eng'. Below the language options are several menu items: 'Area Riservata', 'Registrazione', 'Login', 'Recupero username e/o password', 'Strutture', 'Didattica', 'Bacheca Esami', and 'Accreditamento Aziende'.

## Select Registration



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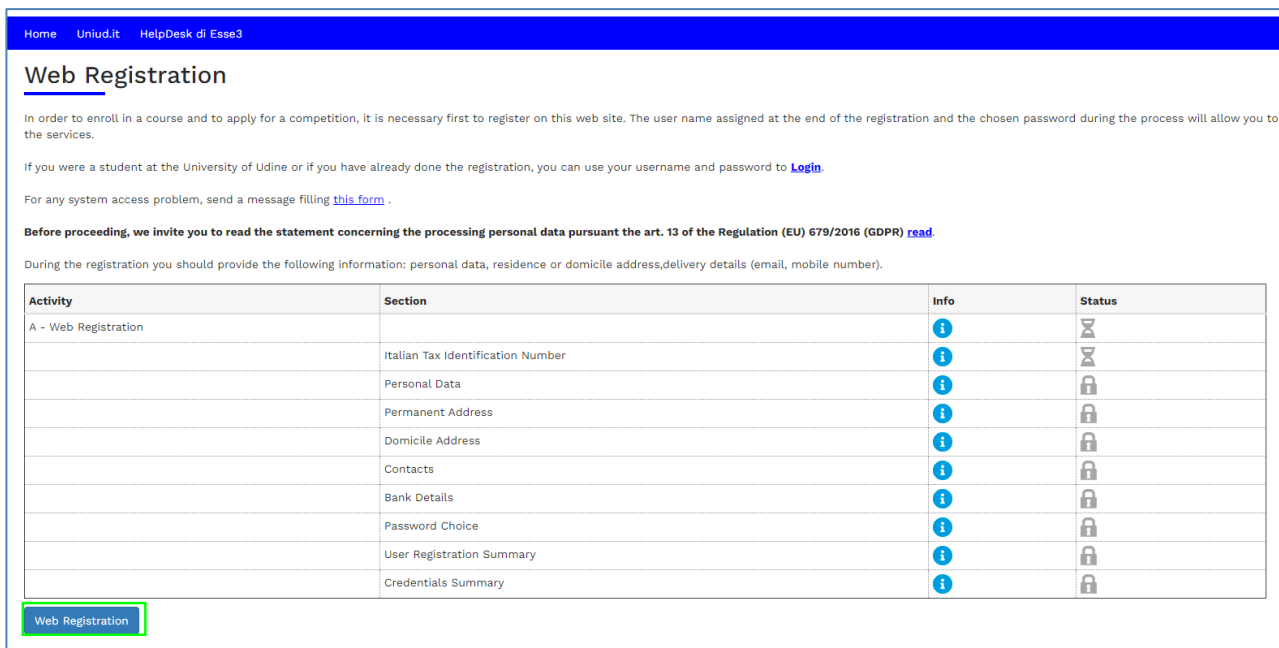
# Esse3

## Servizi online per la didattica

Home Uniud.it HelpDesk di Esse3

- Access and support**
  - LOGIN**
  - Registration**
  - [Retrieve username and/or password](#)
  - [Support for Esse3 System](#)
  - [Open a ticket to HelpDesk](#) (use spes email of the University of Udine)
- Tuition fees, right to study, scholarships and benefits**
  - [Right to study and tuition fees](#)
  - [Exemptions](#)
  - [Study grants and benefits](#)
- Notices**
  - [Accesso al menù di Esse3](#)
- University of Udine and Training**
  - Degree**

## Start Registration



Home Uniud.it HelpDesk di Esse3

### Web Registration

In order to enroll in a course and to apply for a competition, it is necessary first to register on this web site. The user name assigned at the end of the registration and the chosen password during the process will allow you to the services.

If you were a student at the University of Udine or if you have already done the registration, you can use your username and password to [Login](#).

For any system access problem, send a message filling [this form](#).

**Before proceeding, we invite you to read the statement concerning the processing personal data pursuant the art. 13 of the Regulation (EU) 679/2016 (GDPR) [read](#).**

During the registration you should provide the following information: personal data, residence or domicile address, delivery details (email, mobile number).

Activity	Section	Info	Status
A - Web Registration	Italian Tax Identification Number		
	Personal Data		
	Permanent Address		
	Domicile Address		
	Contacts		
	Bank Details		
	Password Choice		
	User Registration Summary		
	Credentials Summary		

[Web Registration](#)

If you have an Italian tax code enter it, otherwise raise the flag and then Next



Home Uniud.it HelpDesk di Esse3

### Tax Identification Number

Enter your Tax Identification Number and select "Next"

Tax Identification Number

**Tax Identification Number\***

**Foreign student without an Italian Tax Identification Number**  I declare to be a foreign student without an Italian Tax Identification Number

Back Next

Enter your personal data at the next step.

If you entered a tax code

Home Uniud.it HelpDesk di Esse3

### Tax Identification Number

Enter your Tax Identification Number and select "Next"

Tax Identification Number

**Tax Identification Number\*** TF [REDACTED] 7L

**Foreign student without an Italian Tax Identification Number**  I declare to be a foreign student without an Italian Tax Identification Number

Back **Next**

some data are already filled out

### Registration: Personal data

In this web form you can enter or change your personal data and your place of birth

Personal data

**Name\***

**Surname\***

**Date of birth\*** 01/01/2000

(dd/mm/yyyy)

**Gender\***  Male  Female

**Nationality\*** ITALY

**Country\*** Italy

**Province\*** Please, select the PROVINCE

**Town/City\*** Please, select the Town/City

**Fiscal code\*** TF [REDACTED] 7L

Back Next

If the flag was lifted

Home Uniud.it HelpDesk di Esse3

### Tax Identification Number

Enter your Tax Identification Number and select "Next"

Tax Identification Number

**Tax Identification Number\***

**Foreign student without an Italian Tax Identification Number**  I declare to be a foreign student without an Italian Tax Identification Number

Back Next

you have to insert all the data and then select Next

Home Uniud.it HelpDesk di Esse3

### Registration: Personal data

In this web form you can enter or change your personal data and your place of birth

Personal data

**Name\*** TOM

**Surname\*** SAWYER

**Date of birth\*** 30/01/2000  
(dd/mm/yyyy)

**Gender\***  Male  Female

**Nationality\*** UNITED STATES

**Country\*** United States

**City not listed\*** St. Petersburg

**Fiscal code\***   
(Fiscal code automatically generated)

Back Next

The system will compute the tax code



Home Uniud.it HelpDesk di Esse3

### Registration: Personal data

In this web form you can enter or change your personal data and your place of birth

Personal data

<b>Name*</b>	TOM
<b>Surname*</b>	SAWYER
<b>Date of birth*</b>	30/01/2000 <small>(dd/mm/yyyy)</small>
<b>Gender*</b>	<input checked="" type="radio"/> Male <input type="radio"/> Female
<b>Nationality*</b>	UNITED STATES
<b>Country:*</b>	United States
<b>City not listed*</b>	St. Petersburg
<b>Fiscal code*</b>	SWYTM000A30Z404C <small>(Fiscal code automatically generated)</small> <small>Warning: The fiscal code is automatically generated;</small>

Select Next to insert your contact details

### Registration: Permanent address

In this web page you can enter or change your permanent address

Permanent address

<b>Country*</b>	United States
<b>Town/City*</b>	St. Petersburg
<b>Postal Code</b>	<input type="text"/> <small>only in Italy</small>
<b>Locality</b>	<input type="text"/>
<b>Address*</b>	Mark Twain Street <small>(street, square, road)</small>
<b>Street no.*</b>	1
<b>Starting date validity of the last address*</b>	30/01/2000 <small>(dd/mm/yyyy - if the address has never changed, enter the date of birth)</small>
<b>Telephone</b>	<input type="text"/>
<b>Does the domicile address coincide with the permanent address?*</b>	<input type="radio"/> Y <input checked="" type="radio"/> N

Select Y if the domicile coincides with the residence, otherwise select N and then Next

### Registration: Domicile address

In this web page you can enter or change your domicile address.

Domicile address

<b>C/o</b>	<input type="text"/>
<b>Country*</b>	Italy
<b>Province*</b>	Udine <small>if in Italy</small>
<b>Town/City*</b>	Udine
<b>Postal Code*</b>	33100 <small>only in Italy</small>
<b>Locality</b>	<input type="text"/>
<b>Address*</b>	Vicolo Florio <small>(street, square, road)</small>
<b>Street no.*</b>	1
<b>Starting date validity of the last address*</b>	01/07/2023 <small>(dd/mm/yyyy - if the address has never changed, enter the date of birth)</small>
<b>Telephone</b>	<input type="text"/>

Back **Next**

Insert your e-mail address and your mobile phone number

Home Uniud.it HelpDesk di Esse3

### Registration: Delivery details

Enter on this page a valid and regularly use email address.

Delivery address

**Delivery address\***  Permanent address  Domicile address

**Email\*** tom.sawyer@gmail.com  
(verify the e-mail is correctly written)

**International dialling code** --

**International dialling code\*** +1  
if you cannot find your international area code you can write it here (e.g.: for UK insert +44)

**Mobile\*** 1234567890  
Write max 14 characters (ex: 3486767676)

Back **Next**

At the next step select "Not specified" as a refund method and then click Next

Home Uniud.it HelpDesk di Esse3

### Registration:Bank Account Details (Refunds)

In this web page you can enter or change your bank account details.  
**The student must necessarily be the account holder or account co-holder.**

Bank Account Details (Refunds)

**Payment methods\***

Select...  
Select...  
Not specified  
Refunds by bank transfer Not specified

Back **Next**

Choose a password for the access to the system and then select Next

Home Uniud.it HelpDesk di Esse3

### Registration:Password choice

In this web page you can create your personal password.

All the spaces left at the beginning and at the end of the password will be deleted.

**!** **WARNING:** the password should comply with the following requirements:

- there must be at least 8 characters
- there must be at least 1 characters of the set A-Za-z
- there must be no more than 0 characters of the set |><&
- there must be no more than 20 characters
- there must be at least 1 characters of the set 0-9

Password choice

**Password\*** .....

**Confirm password\*** .....

Back **Next**

Please check and confirm your master data. Pay special attention to the e-mail you insert because it will be used by the system to send you the user's activation link.



Registration:Registration Summary

This page shows a summary of your personal data reported in the previous pages.

**Personal Data**

Name	TOM
Surname	SAWYER
Gender	Male
Date of birth	30/01/2000
Nationality	UNITED STATES
Country of birth	United States
The Town/City entered was not found among those listed.	St. Petersburg
Fiscal code	SWYTM000A302404C

[Edit Personal Data](#) Use the link to edit Personal Data

**Permanent address**

Country	United States
Town/City not listed	St. Petersburg
Postal code	
Suburb	
Address	Mark Twain Street
Street no.	1
Phone number	
Does the domicile address coincide with the permanent address?	No

[Edit Permanent Address](#) Use the link to edit Permanent Address

**Domicile address**

Country	Italy
Province	Udine (UD)
Town/City	Udine
Postal code	33100
Suburb	
Address	Vicolo Florio
Street no.	1
Phone number	
C/o	

[Edit Domicile address](#) Use the link to edit Domicile address

**Delivery Details**

Delivery address	Permanent address
Email	tom.sawyer@gmail.com
Mobile	+1234567890

[Edit Delivery Details](#) Use the link to edit Delivery Details

**Bank Account Details (Refunds)**

Refund methods	Not specified
----------------	---------------

[Edit Bank Account Details \(Refund\)](#) Use the link to edit Bank Account Details (Refund)

After the confirmation you can see the username that you have to use to log on to the system

Home Uniud.it HelpDesk di Esse3

Registration:Registration completed

All the required information has been entered correctly.  
The user assigned to you is shown on this page, but **it will be active only after you click on the activation link** that the system has sent to the address you have entered on the previous pages and which is shown below:

**Personal Authorization Details:**

Name	TOM
Surname	SAWYER
E-mail	tom.sawyer@gmail.com
Username	tom.sawyer

**i Confirm the registration and activate your username by clicking on the link you have received with the email**

If you noticed that you have entered an incorrect email address and/or after 5 minutes you have not received the email with the activation link, find out more at this link <https://progettoesse3.uniud.it> and follow the instructions for FUTURE STUDENT.

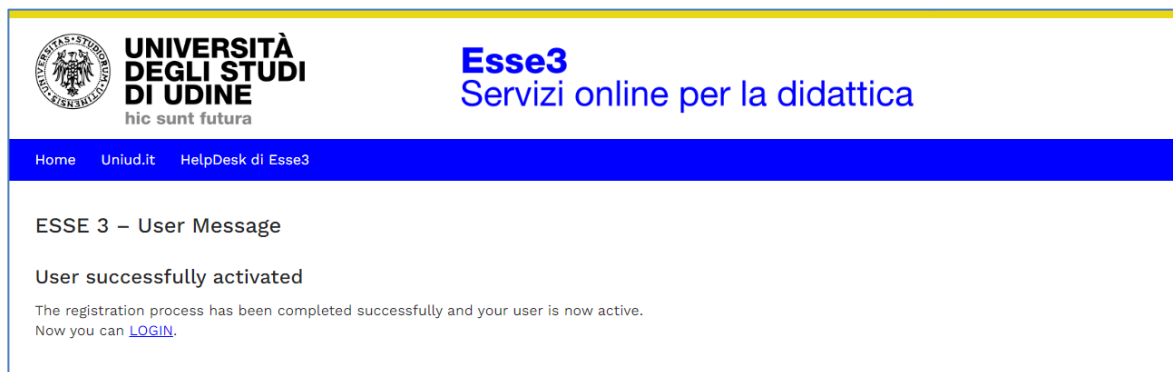
**i** We recommend you to make a note of the User Name indicated above. User name and password chosen will be essential for future access.

Please wait for the confirmation e-mail with the activation link and then select it





The system opens a page with the confirmation of the link activation



You can log in using the activation page or from the ESSE3 homepage



Login page



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## Esse3 - Servizi online per la didattica

Per accedere a questo servizio devi autenticarti

Sistema Esse3 - PREPROD

[ATENE0](#) [SPID](#)

Username  
tom.sawyer

Password  
.....

[Recupero username e/o password](#)

**Accedi**

## Privacy Policy

After the Login, the system requires a confirmation of the treatment of personal data

Home Uniud.it HelpDesk di Esse3

## Privacy policy

In the following pages you can proceed with the privacy consents

[Privacy policy](#)

View the document and then click Yes



Home Uniud.it HelpDesk di Esse3

### Privacy Policy

Regulation (EU) 679/2016

**I declare that I have received and read the information on the processing of personal data pursuant to the Art. 13 of the Regulation (EU) 2016/679**


Yes  No

More details on the Information pursuant the art. 13 of the The General Data Protection Regulation - Regulation (EU) 679/2016 are available on the University web site accessible from the link "Privacy" at the bottom of the homepage or directly from the link <https://www.uniud.it/privacy> [menu CONSENT MANAGEMENT]

[The statement pursuant the art. 13 of the Regulation \(EU\) 679/2016 \(GDPR\).](#)


Back

Click next to view the user's homepage



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**Esse3**  
Servizi online per la didattica




Home Uniud.it HelpDesk di Esse3

## Registered Users Area – Welcome TOM SAWYER

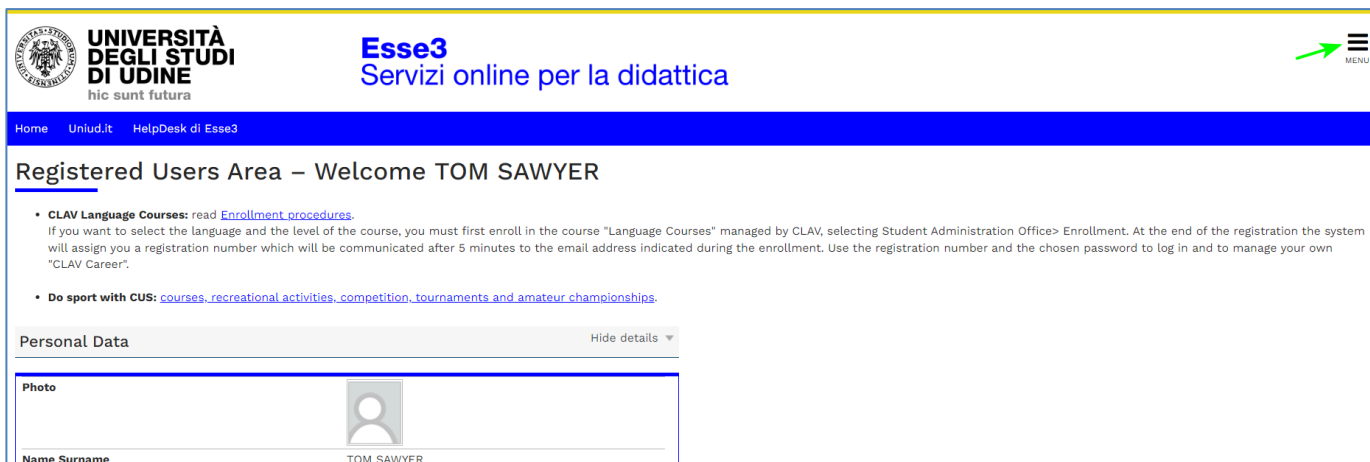
- CLAV Language Courses:** read [Enrollment procedures](#).  
If you want to select the language and the level of the course, you must first enroll in the course "Language Courses" managed by CLAV, selecting Student Administration Office> Enrollment. At the end of the registration the system will assign you a registration number which will be communicated after 5 minutes to the email address indicated during the enrollment. Use the registration number and the chosen password to log in and to manage your own "CLAV Career".
- Do sport with CUS:** [courses\\_recreational\\_activities\\_competition\\_tournaments\\_and\\_amateur\\_championships](#).

Personal Data Hide details ▾

<b>Photo</b>	
<b>Name Surname</b>	TOM SAWYER
<b>Residence</b>	Mark Twain Street, 1 St. Petersburg tel:
	<a href="#">Edit</a>
<b>Domicile</b>	Vicolo Florio, 1 33100 Udine tel:
	<a href="#">Edit</a>
<b>Email</b>	tom.sawyer@gmail.com
	<a href="#">Edit</a>
<b>Mobile</b>	+1 1234567890
	<a href="#">Edit</a>

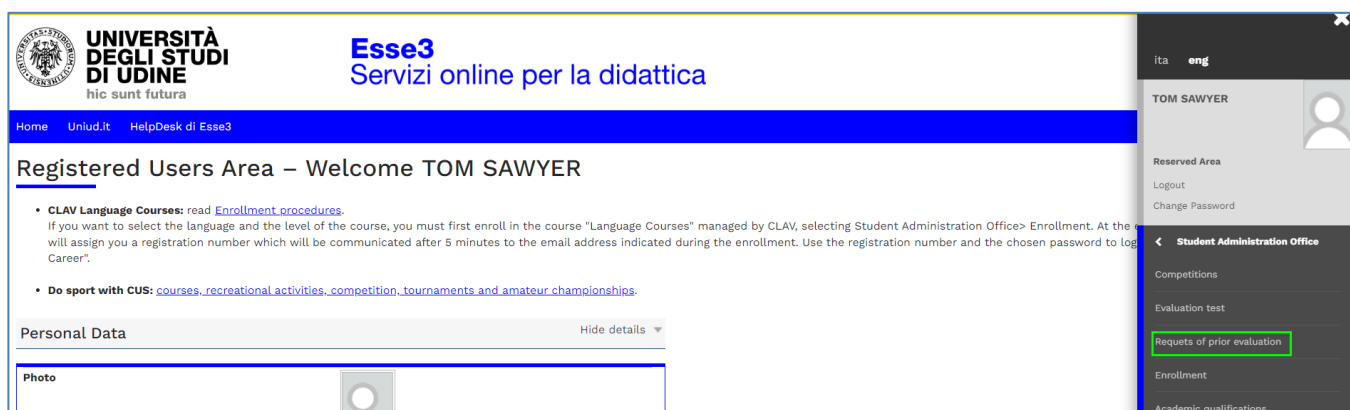
## Presentation of the Application for evaluation

### 1. Log in in Esse3 and select the menu



The screenshot shows the top navigation bar with the University of Udine logo and the 'Esse3 Servizi online per la didattica' title. Below the navigation bar, the page title is 'Registered Users Area – Welcome TOM SAWYER'. There are two main sections: 'CLAV Language Courses' and 'Do sport with CUS'. Below these is a 'Personal Data' section with a 'Hide details' dropdown. The 'Photo' field is empty, and the 'Name Surname' field contains 'TOM SAWYER'.

### Then Student Administration Office > Requests of prior Evaluation



This screenshot shows the same user profile page as above, but with a dark sidebar on the right. The sidebar contains a user profile for 'TOM SAWYER' and a list of menu items: 'Reserved Area', 'Logout', 'Change Password', 'Student Administration Office', 'Competitions', 'Evaluation test', 'Requests of prior evaluation' (highlighted with a green box), 'Enrollment', and 'Academic qualifications'.

### 2. Here you can see the List of Applications for Prior Evaluation. Select **New Application from Prior Evaluation** to insert a new Application



The screenshot shows the 'List of Applications for Prior Evaluation' page. It includes a header with navigation links and a main heading. Below the heading, there is a text box for 'Applications for Prior Evaluation' and a message: 'No Application for Prior Evaluation'. At the bottom, there is a blue button labeled 'New Application for Prior Evaluation' which is highlighted with a green box.

### 3. Summary page of the beginning process

## Applications for Prior Evaluation

Through the following pages, you can manage the Applications for Prior Evaluation.

Activity	Section	Info	Status
A - Submission of Application for Prior Evaluation	Type of application for enrolment		
	List of degree courses' types		
	List of degree courses		
	List of study courses		
	Summary of the academic choice		
	B - Admission qualifications	Details of admission qualifications	
C - Required questionnaire after the confirmation of the registration	Select the questionnaire		
	D - In this page you can upload the documents	List of attachments	
E - Confirmation of the Application for Prior Evaluation	Confirmation of the Application for Prior Evaluation		

Applications for Prior Evaluation

- Choice of the Application type. Select “Application for a Master’s degree” and then **Next**

### Application for Prior Evaluation: Choose the Application type

In this page you can choose the type of Application the Prior Evaluation.

Choose the type of Application for Prior Evaluation

Application for a Master’s degree

Back **Next**

- Choice of the degree course type. Select “SECOND CYCLE DEGREE COURSE” and then **Next**

### Application for Prior Evaluation: Choose the type of degree course

In this page you can choose the type of degree course.

Choose the type of degree course

Post-reform\*  SECOND CYCLE DEGREE COURSE

Back **Next**

- Choice of the degree course. Select the Degree Course for which you want to submit the Application for Evaluation and then Next.

**Application for Prior Evaluation: Choose the degree course**

In this page, you can choose the degree course for the Application for Prior Evaluation.

Choose the degree course

Department	Degree Course
Department of ECONOMIC AND STATISTICS	<input type="radio"/> ECONOMICS
	<input type="radio"/> INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION
Department of MATHEMATICS, COMPUTER SCIENCE AND PHYSICS	<input type="radio"/> ARTIFICIAL INTELLIGENCE & CYBERSECURITY
	<input type="radio"/> MANAGEMENT ENGINEERING
Polytechnic Department of ENGINEERING AND ARCHITECTURE	<input type="radio"/> MANAGEMENT ENGINEERING

Back Next

The “INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION” degree course, the “ARTIFICIAL INTELLIGENCE & CYBERSECURITY” degree course and the “INDUSTRIAL ENGINEERING FOR SUSTAINABLE MANUFACTURING” degree course do not provide Curricula, so their choice leads immediately to step 8.

7. Choice of the study type.
8. For the Degree Course in “ECONOMICS” you can choose one of the following curricula:
  - ECONOMICS
  - SUSTAINABLE DEVELOPMENT

**Application for Prior Evaluation: Choose the study type**

Please choose the study type you apply for.

If in the previous step you have chosen the ECONOMICS degree course, you can choose both the ECONOMICS study type and the SUSTAINABLE DEVELOPMENT study type.  
If in the previous step you have chosen the MANAGEMENT ENGINEERING degree course, you must necessarily choose the MANAGEMENT ENGINEERING study type.

Degree Course

**Degree Course:** ECONOMICS

Choose the study type

**Study type:**  ECONOMICS  
 SUSTAINABLE DEVELOPMENT

Back Next

Choose the Curricula and click **Next**

For the “MANAGEMENT ENGINEERING” degree course there are two curricula but you must choose “MANAGEMENT ENGINEERING” and click Next



### Application for Prior Evaluation: Choose the study type

Please choose the study type you apply for.

If in the previous step you have chosen the ECONOMICS degree course, you can choose both the ECONOMICS study type and the SUSTAINABLE DEVELOPMENT study type.  
If in the previous step you have chosen the MANAGEMENT ENGINEERING degree course, you must necessarily choose the MANAGEMENT ENGINEERING study type.

**Degree Course**

**Degree Course:** MANAGEMENT ENGINEERING

Choose the study type

**Study type:**  INGEGNERIA GESTIONALE  
 MANAGEMENT ENGINEERING

9. Choice's confirmation page. Select **Confirm** to confirm, Back to go back and modify for example the chosen course.

### Confirmation of the Application for the Prior Evaluation

In this page, you can see all your choices. If they are correct, you can proceed with the confirmation, if not, click "Back" in order to make changes.

**Application for the Prior Evaluation**

<b>Application Type</b>	Application for a Master's degree
<b>Type of admission</b>	
<b>Department</b>	Department of ECONOMIC AND STATISTICS
<b>Qualification</b>	LAUREA MAGISTRALE
<b>Type of degree course</b>	SECOND CYCLE DEGREE COURSE
<b>Academic Year</b>	2023/2024
<b>Degree Course</b>	INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION
<b>Study type</b>	PERCORSO COMUNE
<b>Teaching type</b>	
<b>Status</b>	Draft

10. Acquired qualifications. You have to specify the High school qualification and foreign university degree.

**Details of academic qualification**

In order to continue it is necessary to insert the academic qualification required for the admission to the selection process. The various options indicate qualifications that are alternative to one another. The following pages request the data about the qualification obtained in the previous years.

**WARNING: IF THE QUALIFICATION WAS ALREADY INSERTED AS NOT YET BEEN ACHIEVED, IT IS NECESSARY TO INTEGRATE THE DATA PREVIOUSLY INSERTED CHANGING THE INFORMATION ABOUT THE QUALIFICATION IN THE SECTION "Qualifications that do not validate the combination." YOU MUST NOT ABSOLUTELY MAKE A NEW DATA ENTRY**

**Qualifications required**

⚠ To continue, it is necessary to complete the integration of all the required educational qualifications.

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	High School Degree		●	<a href="#">Insert</a>

**Alternative qualifications**

⚠ In order to continue it is necessary to insert the data of at least one block option. The options display qualifications that are alternatives to one another:

Option 1:

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	FIRST CYCLE DEGREE		●	<a href="#">Insert</a>

Option 2:

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	FOREIGN QUALIFICATION		●	<a href="#">Insert</a>

Option 3:

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	LAUREA		●	<a href="#">Insert</a>

[Back](#) [Next](#)

a. Select **Insert** to insert the High school qualification.

**Qualifications required**

⚠ To continue, it is necessary to complete the integration of all the required educational qualifications.

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	High School Degree		●	<a href="#">Insert</a>

**Alternative qualifications**

Please indicate if the qualification is foreign and the institution achievement is foreign.

**Detail of required qualifications**

In order to proceed it is necessary specify the Country where the Degree was obtained.

Degree Country

**High School Degree:**  Italian  Foreign

**Obtained at:**  Italian Institute  Foreign Institute (not italian)

[Back](#) [Next](#)

Fill in at least the mandatory data (\*)



### Foreign High School Degree data

Enter now the type of Foreign High School Degree, graduation year and final mark

— Degree data —

Type of Foreign Degree	General Certificate of High School Education
Degree (free text)	
Institute	
Graduation year**	2018
Alphanumerical Mark*	A
Country	United States
Order Country*	United States

Back **Next**

b. Indicate the foreign university degree

Block status	Qualification	Notes	Qualification Status	Actions
<input checked="" type="checkbox"/>	FOREIGN QUALIFICATION		e	<b>Insert</b>

You must enter at least the mandatory data. Enter the grade obtained and its basis or any judgment in the "Final score" field

### Foreign Academic qualification

This form allows you to enter or modify the information about a foreign Academic qualification not obtained in Italy

— Foreign Academic qualification data —

Country	United States
University	Georgia State University
University (free description)	To be used if you do not find the University in the list.
Qualification*	Bachelor Degree (First Degree)
Course of study	
Years	
Graduation date*	30/05/2023 (gg/MM/yyyy)
Final score expressed out of 110	(E.G.: 98/110)
Final score (GPA) (E.G.: Score / Max Score)*	8.58/10.00

Back **Forward**




After the registration of the study qualifications, you can continue.

**Details of academic qualification**


In order to continue it is necessary to insert the academic qualification required for the admission to the selection process. The various options indicate qualifications that are alternative to one another. The following pages request the data about the qualification obtained in the previous years.

**WARNING: IF THE QUALIFICATION WAS ALREADY INSERTED AS NOT YET BEEN ACHIEVED, IT IS NECESSARY TO INTEGRATE THE DATA PREVIOUSLY INSERTED CHANGING THE INFORMATION ABOUT THE QUALIFICATION IN THE SECTION "Qualifications that do not validate the combination." YOU MUST NOT ABSOLUTELY MAKE A NEW DATA ENTRY**

**Qualifications required**

Block status	Qualification	Notes	Qualification Status	Actions
✓	High School Degree		●	  




**Alternative qualifications**

 In order to continue it is necessary to insert the data of at least one block option. The options display qualifications that are alternatives to one another:

Option 1:

Block status	Qualification	Notes	Qualification Status	Actions
✓	FIRST CYCLE DEGREE		●	<a href="#">Insert</a>

Option 2:

Block status	Qualification	Notes	Qualification Status	Actions
✓	FOREIGN QUALIFICATION		●	  

Option 3:


Block status	Qualification	Notes	Qualification Status	Actions
✓	LAUREA		●	<a href="#">Insert</a>

Back [Next](#)

## 11. Complete the compulsory assessment

**Questionnaires' list**

In this page you can see the questionnaires' list.

 << ... 1 C 1 D 1 ... >>

Questionnaire	Status	Actions
Questionario DOM_VAL_LM *	●	<a href="#">Fill out</a>

Back [Next](#)


## Start the compilation

» Questionnaires' list

### Questionnaires' summary

**Questionnaire's compilation "Prior evaluation questionnaire"**

The Questionnaire "Prior evaluation questionnaire" is compilable for a maximum of one time

 There are no other compilations.

[New compilation](#)

**Caption**

● = Confirmed   ● = Not Confirmed   ● = Not accessible

[Next](#)

Fill in the questionnaire (questions with \* are mandatory)

Questionnaire

### Fill in the survey "Prior evaluation questionnaire"

Questions with (\*) are mandatory

**Declare your level of English proficiency CEFR\***

A1  
 A2  
 B1  
 B2  
 C1  
 C2

**I have English language proficiency certification\***

Yes  
 No

Motivation letter

**Motivation letter**

**ATTENTION:** On the next page please **Confirm** and then **Print** in pdf file the summary of the completed questionnaire by selecting the relevant buttons.

On the upload page of the attachments required for the application evaluation, you will also need to upload the PDF file of the summary of this questionnaire

Once you have completed the questionnaire, select **Next** to view the summary of the provided answers.

If you need to make changes select "Modify page 1" and correct. Once the questionnaire has been confirmed, no changes can be made.

Questionario

### Summary of Prior evaluation questionnaire

**The Survey is NOT CONFIRMED.**

All the questions of the Survey are completed.

PAGE 1

<b>Declare your level of English proficiency CEFR</b>	B1
<b>I have English language proficiency certification</b>	Yes

Once you have checked what has been compiled, select **Confirm**.

Once confirmed, **first** print the questionnaire in PDF by selecting **Print** and then exit (**Exit**)

**Summary of Prior evaluation questionnaire**

**The Survey is CONFIRMED.**

Exit Print

PAGE 1

2 1

Declare your level of English proficiency CEFR

B1

I have English language proficiency certification

Yes

Exit Print

Once the questionnaire has been confirmed and printed you can proceed

**Questionnaires' list**

In this page you can see the questionnaires' list.

<< ... 1 C 1 D 1 ... >>

Questionnaire	Status	Actions
Questionario DOM_VAL_LM *	<span style="color: green;">●</span>	

Back Next

## 12. Attachment upload page.

Mandatory attachments (red light) and non-mandatory attachments (yellow light) must be inserted if required for the chosen course

## Attachments

In this page, you can upload the attachments.

### Application for Evaluation

#### Initial teaching

<b>Application type:</b>	Application for a Master's degree
<b>Academic year:</b>	2023/2024
<b>Department:</b>	Department of ECONOMIC AND STATISTICS
<b>Degree course:</b>	INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION
<b>Study type:</b>	PERCORSO COMUNE
<b>Application date:</b>	08/07/2023
<b>Status:</b>	Draft

#### List of attachments

Type of Annex	Max file size	N. max of Annexes	Status	N. Annexes	Title	Description	Actions
Application form	5 MB	1	<span style="color: red;">●</span>	0			<a href="#">Upload the attachment</a>
Statement of Comparability or Declaration of Value	5 MB	1	<span style="color: red;">●</span>	0			<a href="#">Upload the attachment</a>
Transcript of records of the Bachelor Degree	5 MB	1	<span style="color: red;">●</span>	0			<a href="#">Upload the attachment</a>

Type of Annex	Max file size	N. max of Annexes	Status	N. Annexes	Title	Description	Actions
Syllabus of the Bachelor Degree	5 MB	1	<span style="color: yellow;">●</span>	0			<a href="#">Upload the attachment</a>
Copy of a valid ID Document	5 MB	1	<span style="color: red;">●</span>	0			<a href="#">Upload the attachment</a>
Specific documentation of the course	150 MB	2	<span style="color: yellow;">●</span>	0			<a href="#">Upload the attachment</a>
Questionnaire summary	5 MB	1	<span style="color: red;">●</span>	0			<a href="#">Upload the attachment</a>

[Back](#) [Next](#)

Select "Upload the attachment" to upload an attachment and select the desired file

Details

**Title:\*** Statement of Comparability or Declaration of Value

**Description:\*** Statement of Comparability or Declaration of Value

**Annex:\***  Nessun file selezionato  
(Supported extensions are: \*.pdf, \*.pdf/A)

Click Next





Details

**Title:\*** Statement of Comparability or Declaration of Value

**Description:\*** Statement of Comparability or Declaration of Value

**Annex:\***  File1.pdf  
(Supported extensions are: \*.pdf, \*.pdf/A)

Repeat for all required attachments and then select Next

Type of Annex	Max file size	N. max of Annexes	Status	N. Annexes	Title	Description	Actions
Copy of a valid ID Document	5 MB	1	<span style="color: green;">●</span>	1	ID Document	ID Document	<input type="button" value="Upload the attachment"/>  
Specific documentation of the course	150 MB	2	<span style="color: orange;">●</span>	0			<input type="button" value="Upload the attachment"/>
Questionnaire summary	5 MB	1	<span style="color: green;">●</span>	1	Questionnaire summary	Questionnaire summary	 

Select **Next** to confirm and complete the application submission

## Confirmation of the Application for Prior Evaluation

Click "Next" to submit the Application for Prior Evaluation

Back



Next

## Summary of the submitted application

### List of Applications for Prior Evaluation

In this page you can see the List of Applications for Prior Evaluation

#### Applications for Prior Evaluation

Academic Year	Application type	Degree course	Status	Actions
2023/2024	Application for a Master's degree	INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION	Under evaluation	 

[New Application for Prior Evaluation](#)

The system will send an automatic communication to confirm the presentation to the registered email address.

### Presentazione della domanda di valutazione per l'accesso ai corsi di laurea magistrale



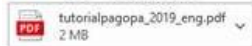
Università degli studi di Udine <esse3.preprod@uniud.it>

A esse3.preprod

Cc esse3.preprod

 Rispondi  Rispondi a tutti  Inoltra 

mercoledì 24/04/2024 13:51



 Traduci messaggio in: Italiano  Non tradurre mai da: Inglese

Gentile SAWYER,

a domanda di valutazione per l'accesso al corso di laurea magistrale in INDUSTRIAL ENGINEERING FOR SUSTAINABLE MANUFACTURING [829] è stata ricevuta.

Ai fini della pre-valutazione della domanda, si rende necessario il pagamento di un'indennità non rimborsabile, pari a 20 euro. Tale l'indennità deve essere pagata entro 5 giorni dalla data di presentazione della domanda di pre-valutazione. Il pagamento deve essere eseguito con la procedura telematica PagoPA presente in Esse3, selezionando in alto a destra il MENU – SEGRETERIA - PAGAMENTI. In caso di problemi di pagamento con PagoPA, scrivere a [dirittoallostudio@uniud.it](mailto:dirittoallostudio@uniud.it) indicando in oggetto MASTER DEGREE IN ENGLISH PRE-EVALUATION APPLICATION.

L'esito della domanda sarà comunicato tramite e-mail.

Comunicazione di servizio

Dear SAWYER,

this is the confirmation that the Application for the Master degree in INDUSTRIAL ENGINEERING FOR SUSTAINABLE MANUFACTURING [829] has been received.

In order to make the pre-evaluation application valid, it is necessary to pay a non-refundable fee of 20 euro. This fee must be paid within 5 days from the date of the submission of the pre-evaluation application.

The payment must be made through the PagoPA digital payment procedure, by clicking in Esse3 on the top-right side the MENU – STUDENT ADMINISTRATION OFFICE – PAYMENTS. In case of payment problems with PagoPA, write to [dirittoallostudio@uniud.it](mailto:dirittoallostudio@uniud.it) with subject MASTER DEGREE IN ENGLISH PRE-EVALUATION APPLICATION.

You will receive an e-mail with the result of the Application.



This message is generated automatically.

By selecting the magnifying glass, the system shows the details of the application

List of Applications for Prior Evaluation

In this page you can see the List of Applications for Prior Evaluation

Applications for Prior Evaluation

Academic Year	Application type	Degree course	Status	Actions
2023/2024	Application for a Master's degree	INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION	Submitted	 

[New Application for Prior Evaluation](#)

In particular, the “Check Payments” button now appears

Home Uniud.it HelpDesk di Esse3






Application for Prior Evaluation

In this page, you can see the details of the Application for Prior Evaluation

Application for Prior Evaluation

**Application type:** Application for a Master's degree  
**Academic year of the Application:** 2023/2024  
**Department:** Department of ECONOMIC AND STATISTICS  
**Study course:** INTERNATIONAL MARKETING, MANAGEMENT AND ORGANIZATION  
**Study type:** General course of studies  
**Application date:** 19/04/2024  
**Status:** Submitted  
**Recognised credits/CFU/ECTS:** No

List of Annexes

Title	Description	Nome file	Validated	Actions
Application form	Application form	File1.pdf	✓	
Statement of Comparability or Declaration of Value	Statement of Comparability or Declaration of Value	File2.pdf	✓	
Transcript of records	Transcript of records	File3.pdf	✓	
ID Document	ID Document	File4.pdf	✓	
Questionnaire summary	Questionnaire summary	riepilogoQuestionario (5).pdf	✓	

[Check Payments](#)

[Back](#)

By selecting this button, the system takes you to the payment management function



Home Unlud.it HelpDesk di Esse3

» Fees

## List of fees

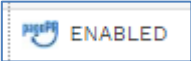
This page displays the list of fees and their respective amounts.

Invoiced charges

Invoice	Description	Expiry date	Amount	Status	PagoPA Payment
+ 1587519	SWYTM000A30Z404C - SAWYER TOM - Indennità di valutazione preventiva per il processo on line Year 2023/2024		20,00 €	Unpaid	ENABLED

Legenda:

- Unpaid
- Pending Payment
- Paid/Confirmed Payment
- PagoPA Payment enabled
- PagoPA Payment notification printed

The symbol  marks the invoices that can be paid with the PagoPA system. In order to proceed with the payment, select the invoice number

Invoiced charges

Invoice	Description	Expiry date	Amount	Status	PagoPA Payment
+ 1587519	SWYTM000A30Z404C - SAWYER TOM - Indennità di valutazione preventiva per il processo on line Year 2023/2024		20,00 €	Unpaid	ENABLED

You can choose between the following payment methods:


- 1) Pay with PagoPA (electronic/online payments)
- 2) Print the notice for PagoPA (payments through on-site counter)

» List of the Fees » Fees

## Invoice Detail

Invoice 1587519

Amount	20,00 €
Procedure	Pagamento tramite pagoPA

 Verrà richiesto di scegliere il Prestatore di Servizi di Pagamento (es. una banca o un altro istituto di pagamento) e relativo servizio da questo offerto (es. addebito in conto corrente, carta di credito, bollettino postale elettronico), per poi effettuare la transazione tramite il "Nodo Dei Pagamenti - SPC" gestito dall'Agenzia per l'Italia Digitale. Altre informazioni al link: [www.arid.gov.it](http://www.arid.gov.it)

Tasse

Anno	Instament	Item	Amount
<b>Indennità di valutazione preventiva per il processo on line</b>			
2023/2024	Rata unica	Indennità valutazione preventiva carriera progressa	20,00 €



The payments function can also be accessed from the Home page on the Esse3 portal, by selecting the **Hamburger Menu** and then **Student Administration Office → Payments**

The screenshot shows the Esse3 portal interface. At the top, there is a navigation bar with the university logo and the text 'Esse3 Servizi online per la didattica'. Below this, a blue banner reads 'Registered Users Area – Welcome TOM SAWYER'. The main content area contains several sections: 'CLAV Language Courses' with a link to 'Enrollment procedures', 'Do sport with CUS' with a link to 'courses, recreational activities, competition, tournaments and amateur championships', and 'Announcements' with a notice about 'PagoAtenei Service Suspension from 1.30 p.m. on Friday 26th of April 2024'. A 'Personal Data' section is visible, showing a profile picture placeholder and fields for 'Name Surname' (TOM SAWYER) and 'Residence' (Mark Twain Street, 1). On the right side, a dark sidebar menu is open, listing various services. The 'Payments' option is highlighted with a green box. Other menu items include 'Concorsi nazionali', 'Competitions', 'Evaluation test', 'Requests of prior evaluation', 'Enrollment', 'Academic qualifications', 'State certification exam', 'Atti Carriera', and 'Invalidity Declaration'.