Guide to Application

1. After completing the registration, connect to https://phd.uniroma2.it/application/. Log in with the credentials you received through the system registration email.

2. By logging in, you will view your dashboard. Click on “Bando Ordinario 39° ciclo” to access.

3. Then click on the green button labeled with "Submit a new application"
4. Select from the drop-down menu the PhD Course to which you intend to apply. After that, click on "Proceed with application" to continue.

5. You will be redirected to a page with all the specific informations about the course (Objectives, requirements, etc.)

Carefully read all the informations. If you intend to continue, proceed to submit your application by clicking on the red button at the bottom of the page.
6. On the next page, you will be asked to accept the conditions that you will find listed. Check "I declare the above and wish to proceed." After that, click on the red button to continue filling out the application.

7. Next, you’ll see which languages every applicant is required to know in order to take part in the PhD Course for which you are applying. If you meet this requirement, proceed by clicking on the green button.

8. You will be redirected to a page with a summary of the exams you entered during the registration. On the same page you will find fields where you can enter additional information that may be an element for the candidate's evaluation (awards, certificates, certified skills, etc.). Fill in the fields where in possession of what is required. After that, continue by clicking on the red button.
9. On the following page, you will be asked to specify the admission procedure you intend to compete with. Select one of the available options from the drop-down menu

**Modalità di ammissione al bando**

**Admission procedure**

Select an item from the drop-down menu and then click on "confirm this option"

After selecting one of the available items, the following green button will appear. Click it if you intend to confirm the selected option.

At this point you will be able to click on "Continue with completing the application" to proceed
10. On the next page you may be asked for attachments if required by the conditions of participation in the PhD Course for which you are applying. If necessary, select the type of file you wish to attach from the drop-down menu shown below and then upload your file

All the uploaded files will appear at the top as shown in the figure. Once the required files have been entered, click on "Proceed to complete the application" to continue.

11. On the next page, if you are in possession of some publications, you can upload them here. Select the files you wish to attach, then continue by pressing "Proceed with completing the application"

12. At this point you will be redirected to a summary page with all the entered data and the attached files. Check carefully that all the data are correct. After that, click on the red button to submit the application.
At this point the application will be entered into the system. It will be possible to edit the application and any attached files by the deadline of the Call for Application.

13. Returning to your dashboard you will view all the entered applications and the ones that have to be completed.

For an entered application to be valid, the applicant is required to pay a € 35 fee. Click on the red button to proceed to pay the fee for the entered application.
14. This page will be displayed. Click on the highlighted link below to be redirected to the online portal for the payment

Ripartizione III – Scuola di Dottorato Tor Vergata

Art. 6 – Contributi di partecipazione al concorso

1. È obbligatorio provvedere al versamento del contributo di partecipazione al concorso pari a € 35,00.

2. Per effettuare il pagamento sarà necessario seguire la procedura di seguito indicata:

Collegarsi al sito https://easy-webreport.cod.uniroma2.it/easycollection/Identity/Account/Login
Effettuare il login con la propria mail e password associata (in alternativa procedere con il reset password)
ed accedere alla sezione “i miei ordini”
Individuare lo IUV corrispondente al corso per il quale si sta presentando domanda:

Once payment is done, the application process will be completed.