GUIDE TO SUBMIT THE APPLICATION FORM FOR PhD PROGRAMMES

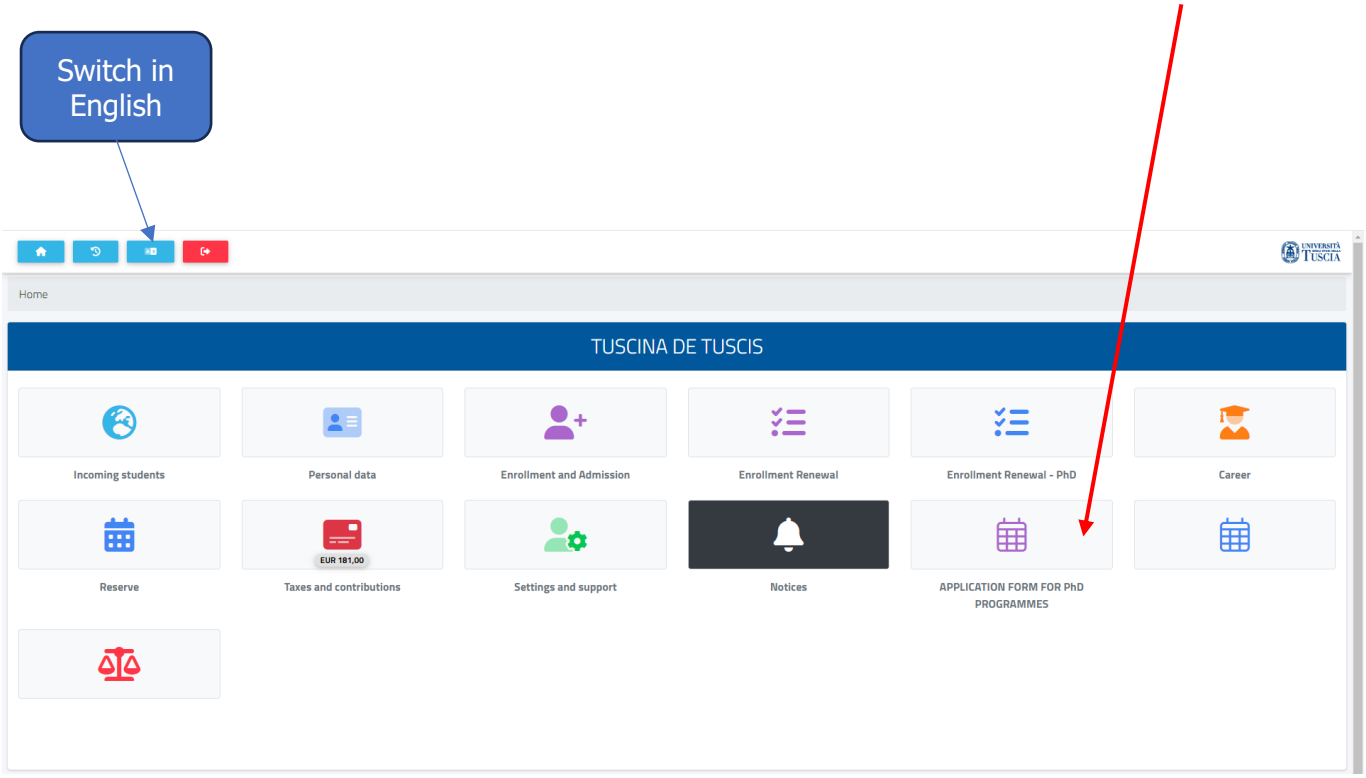
XLI CYCLE

A.A. 2025/2026

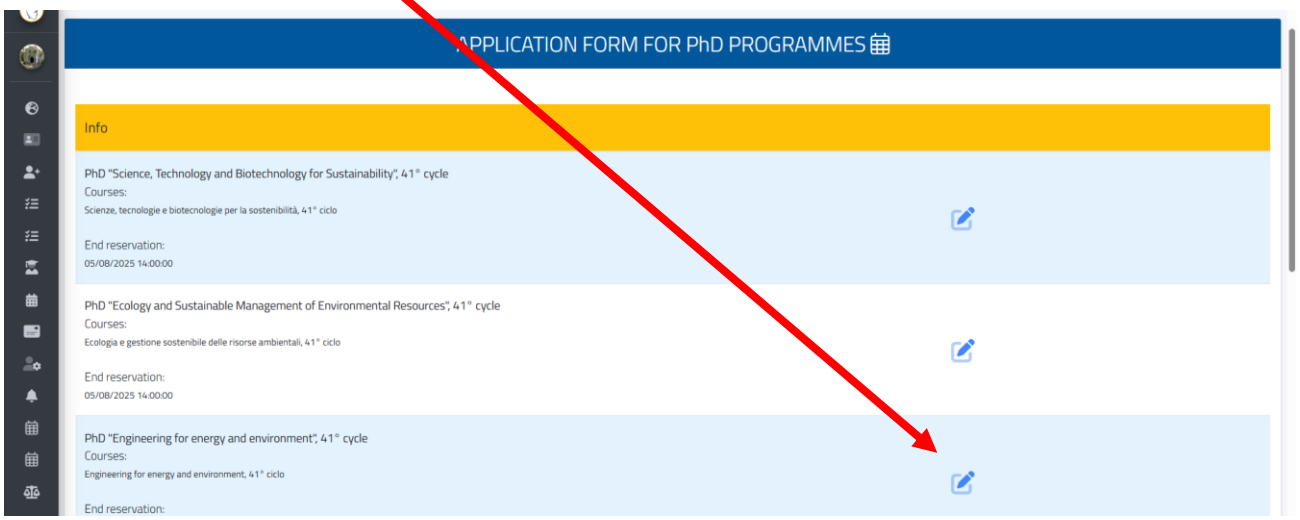
Before applying:

- **Read carefully the call and the sheet of the PhDs courses you are applying for.**
- **Check you have all the admission requirements.**
- **Prepare the PDF format of all the documents to attach.**

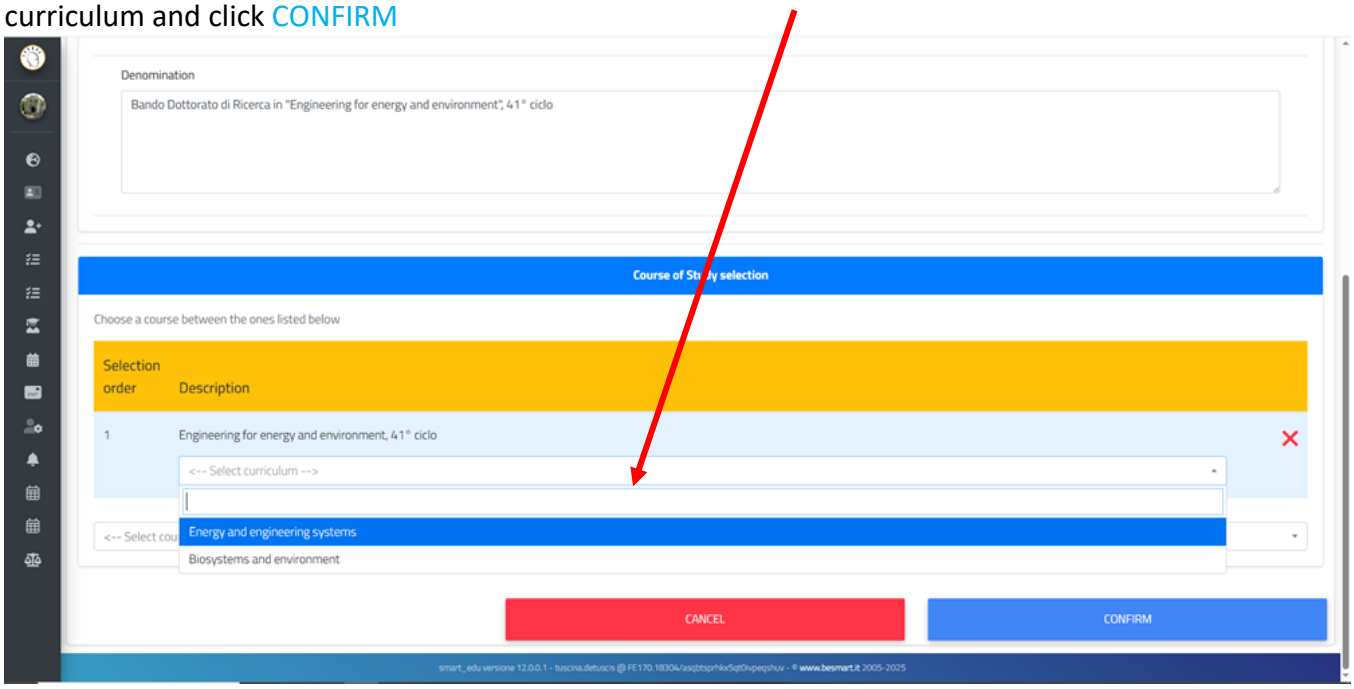
The application must be submitted following the online procedure accessible through (GOMP) student's portal at the link:
https://studenti.unitus.it/WorkFlow2011/Logon/Logon.aspx?ReturnUrl=%2f
If not already registered on Gomp, firstly it is necessary to create your account and register (see guidelines "registering on the student's portal") and obtain your credentials. Secondly the applicant will enter the portal with his credentials and click on "Application form for PhD programmes"



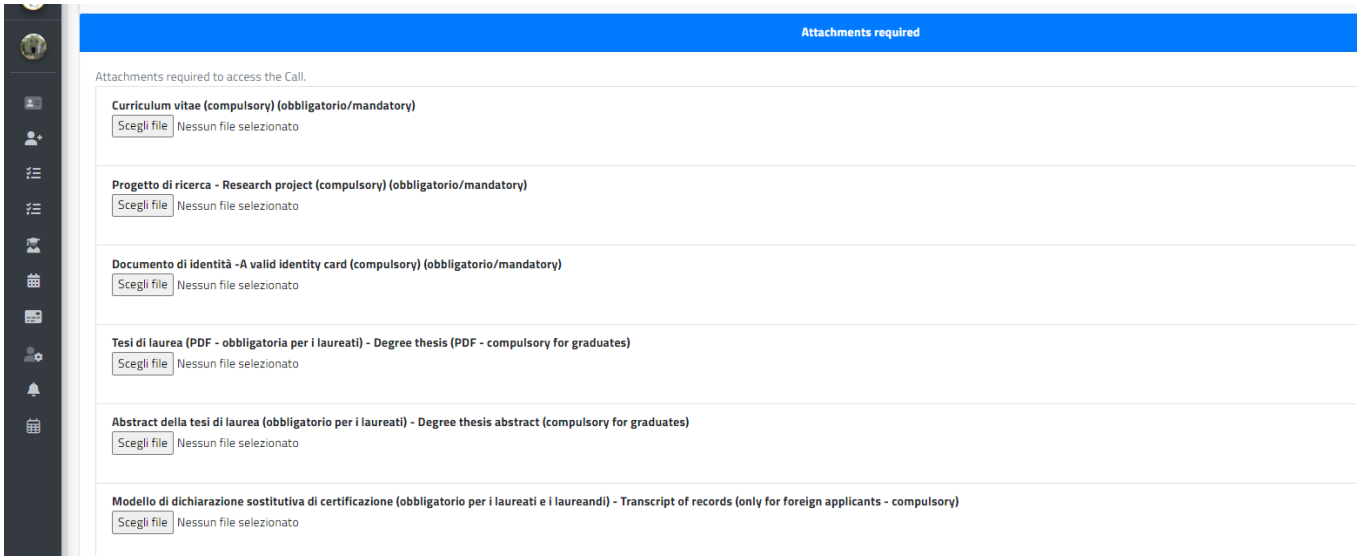
Now select PhD course



By clicking on select on course of study and after select curriculum if the Phd is structured in different curriculum and click CONFIRM



The next step will be for uploading the documents, in pdf.

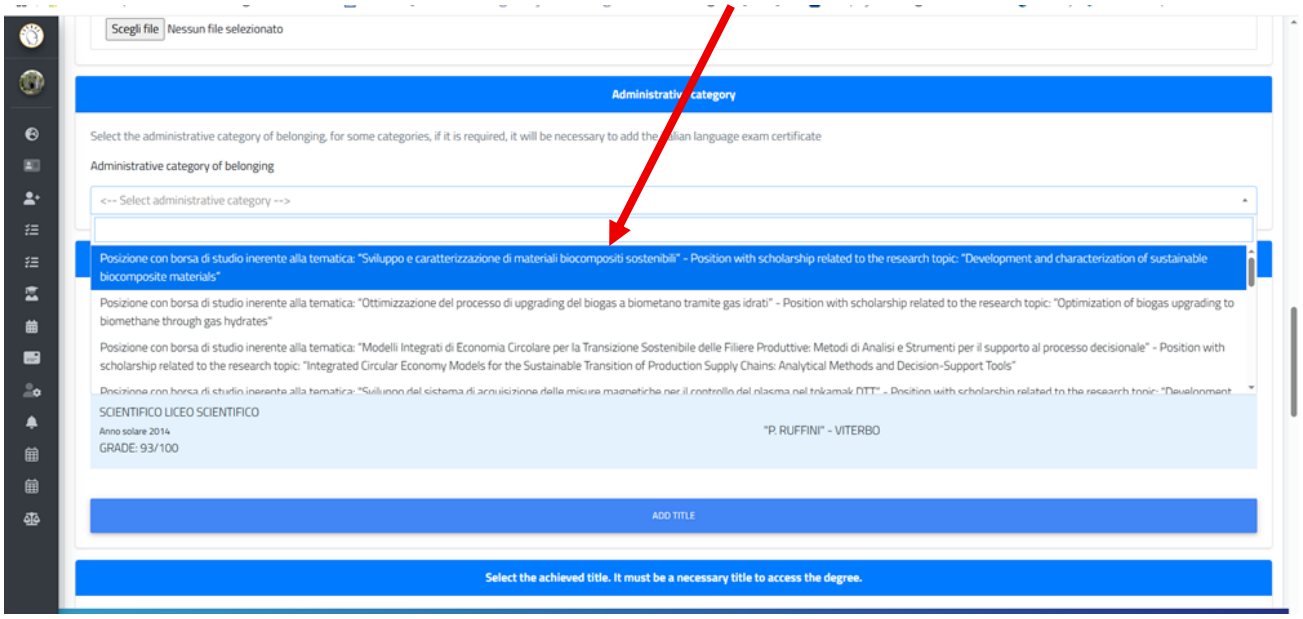


Each file must not exceed 10MB. Each file's name must include the candidate's surname and the type of qualification (e.g., surname_curriculumvitae).

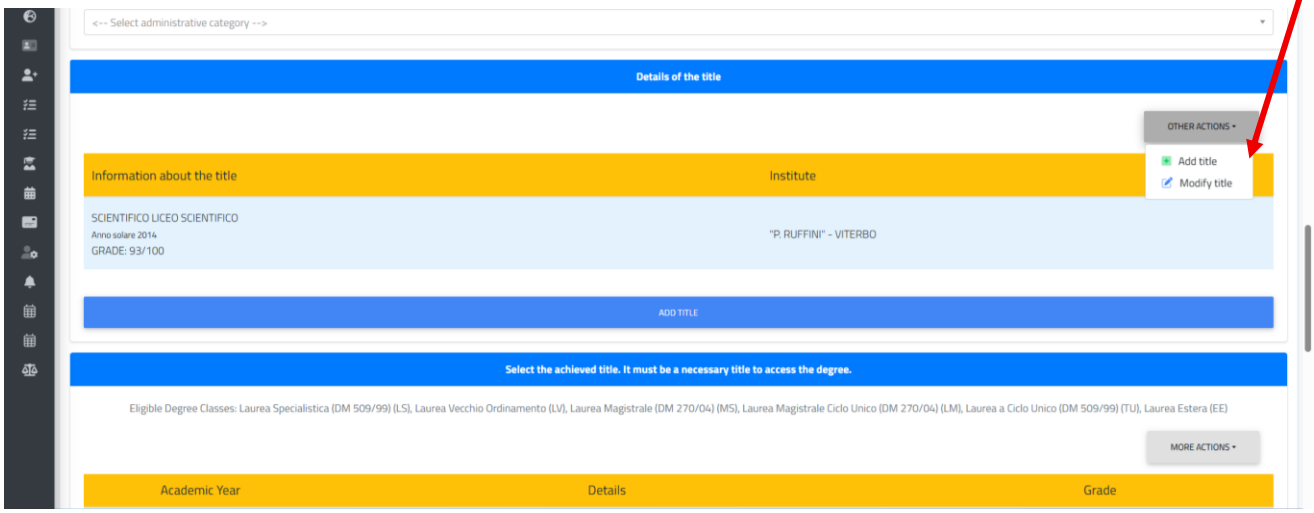
The applicant must necessarily attach all documents defined as "Mandatory" in the description, otherwise it will not be possible to continue.

As for the documents to be attached, the candidate is invited to carefully read the instructions for the chosen course.

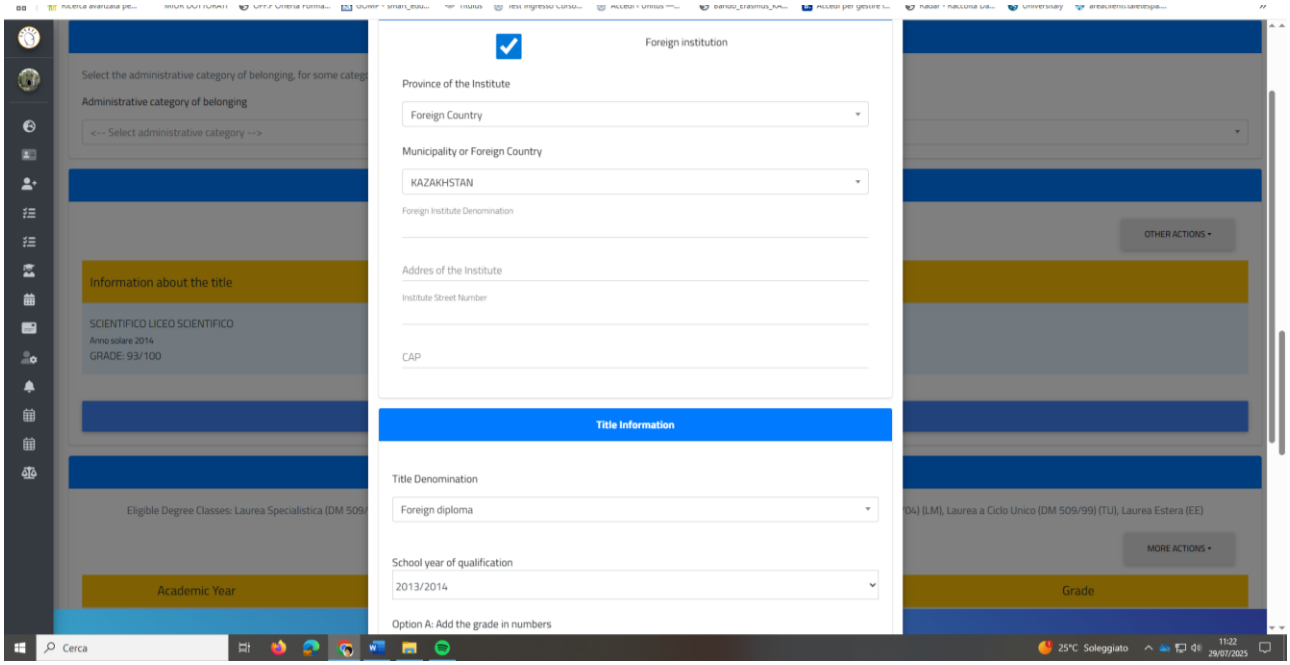
Select the relevant category (positions in the competition)



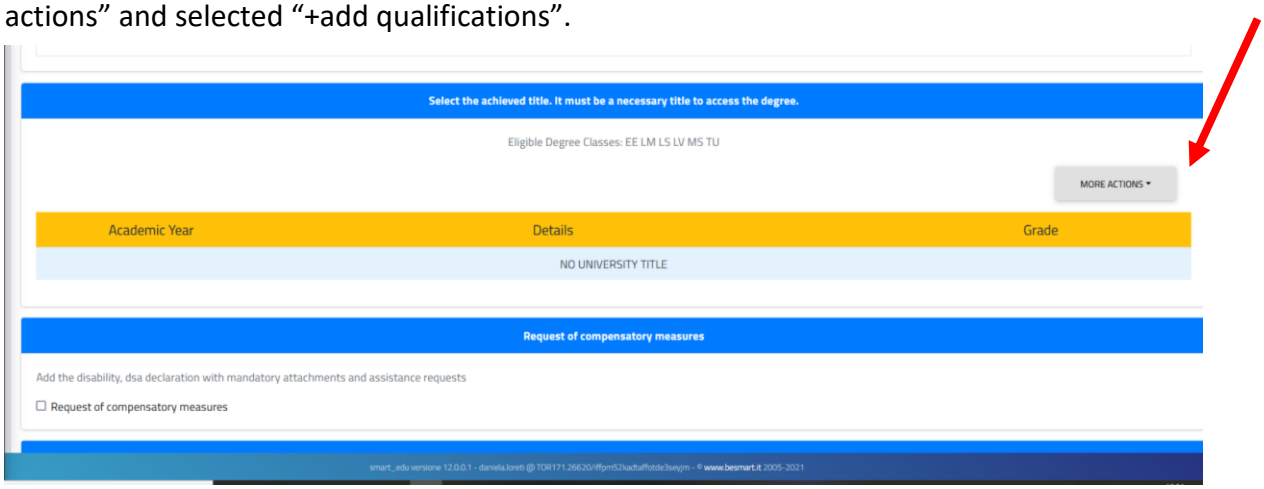
Now you need to enter your high school diploma information. Click “Other Action” and “Other title”



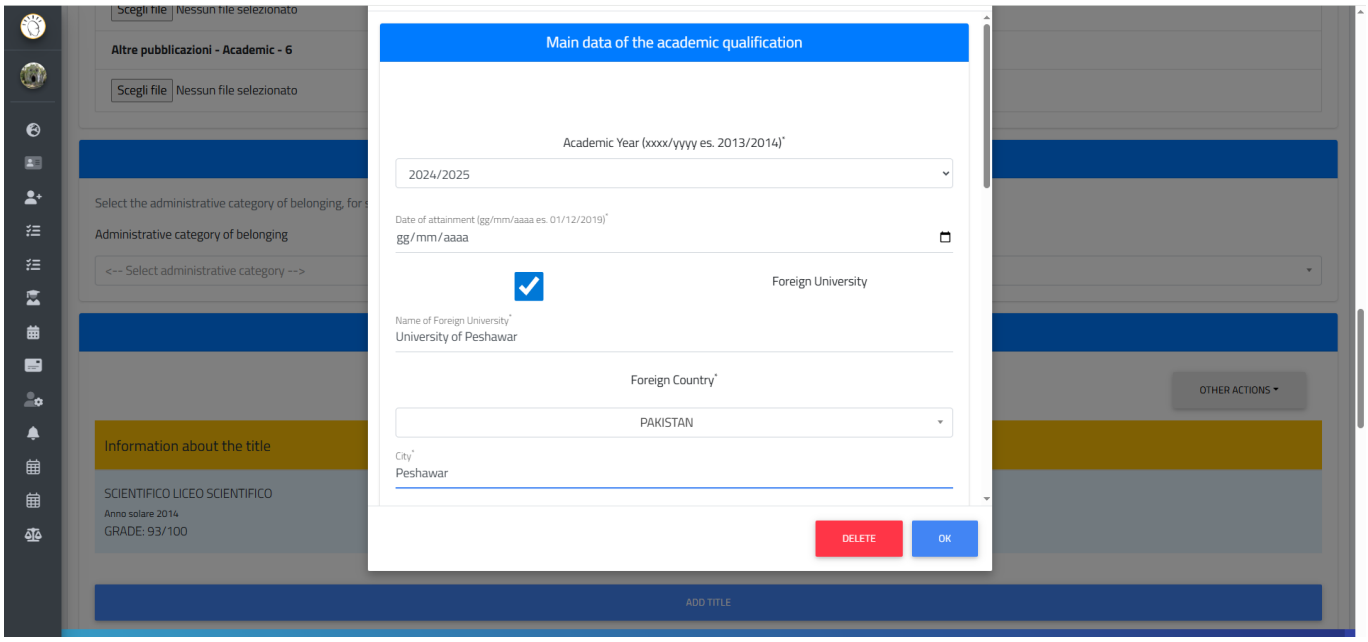
Enter the requested information.

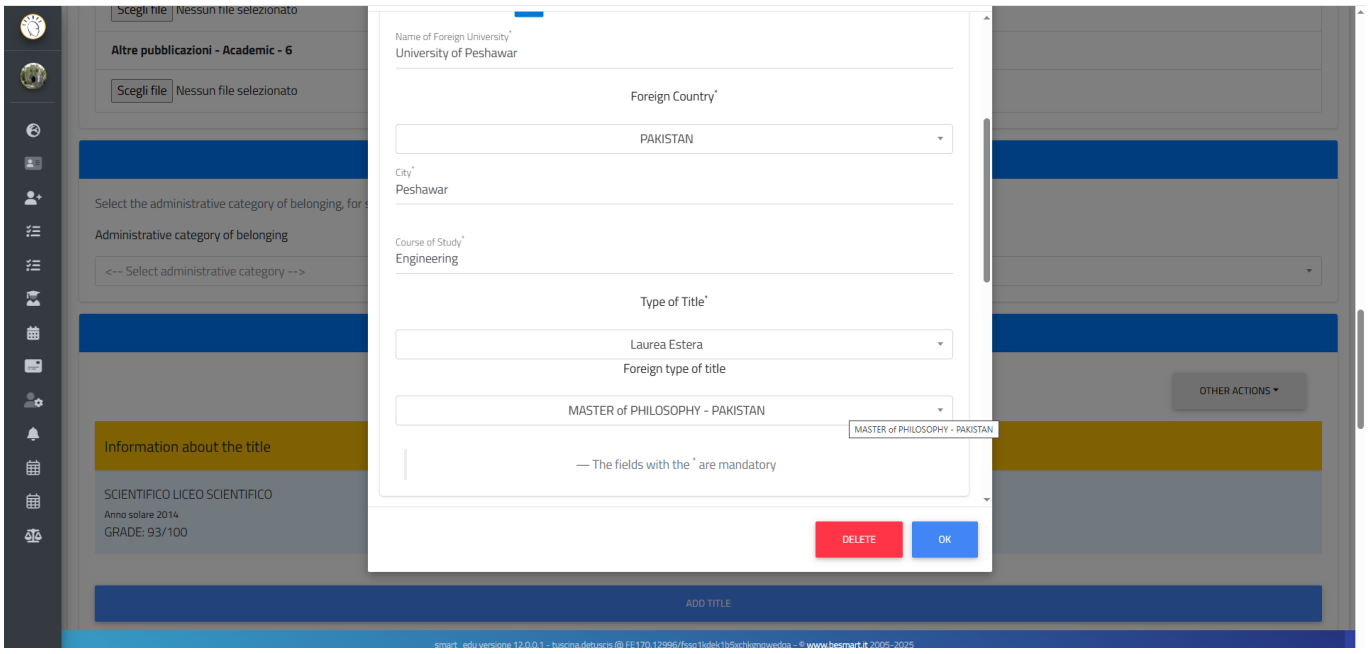


The next step “Select the achieved title It must be a necessary title to access the degree” click “more actions” and selected “+add qualifications”.

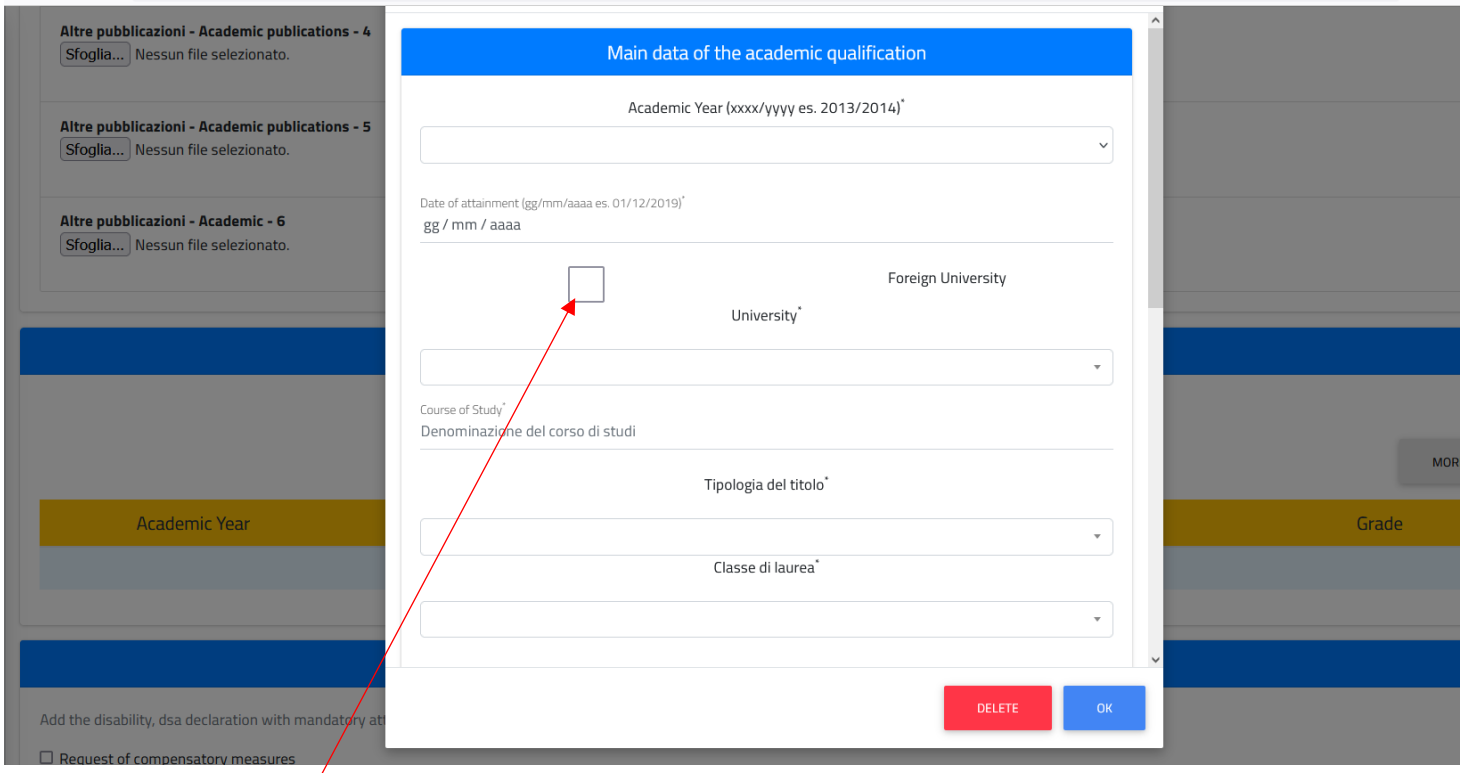


Enter your bachelor's degree information.





Then the applicant will have to select the degree held

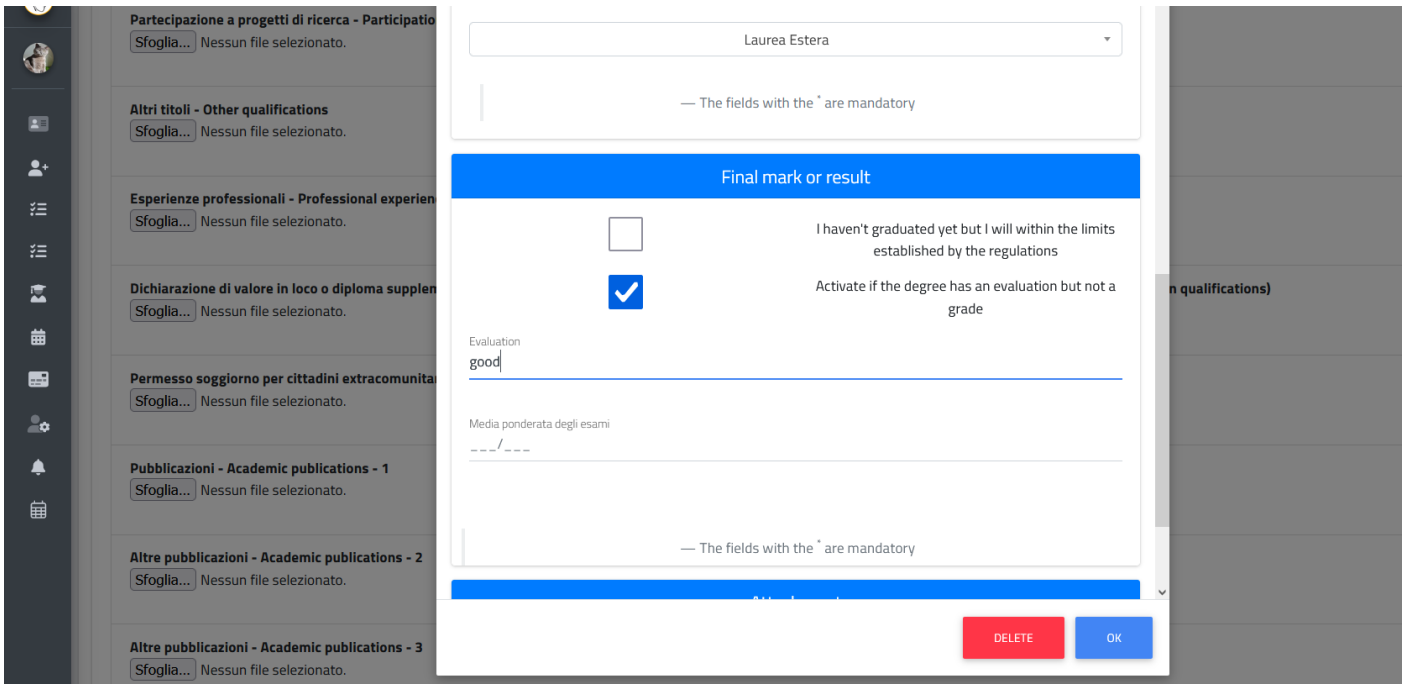


or to be achieved within **31 October 2025**, in case of ungraduated students.

Then enter the qualification obtained. If the document is already in the system, the field will appear as already filled in and it will be sufficient to tick the box, otherwise it will be necessary to upload it. Select "Foreign University" (if you got your degree in Italy, select the university from the "University" drop-down list)

Enter the date and year of graduation, the name of the University and the place (Foreign country and City). Enter the course of study.

Click on Tipologia di studio (Type of study) and select "**Laurea estera** (foreign degree)", then the graduation grade or mark and click ok.



Applicants with special needs and/or diagnosed SLD can tick the box "Request of compensatory measures". In case they intend to require additional time during the oral exam.

Declarations and requests

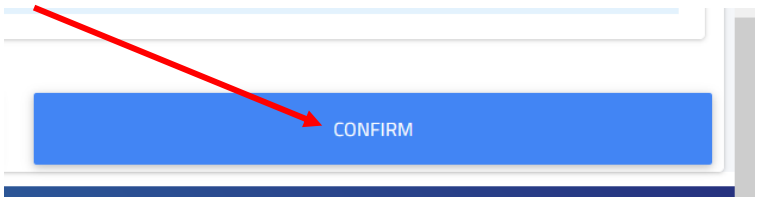
Test options (Then click the item you are interested in within)

☐ I declare to have all the requirements specified in the call that are requested in order to benefit from the scholarship

Attendance at other courses

Select:
I have benefited from other scholarships as a doctorate
Or
I have not benefited from other scholarships as a doctorate

Now click



At the end of the procedure click on CONFIRM. The summary of the application will be displayed; you can CONFIRM again or go back to make any changes.
Go on with the payment for the participation fee by clicking on Home> Tax and contribution> payment
The candidate can download the PagoPA form to pay at the bank, post offices and authorized shops or directly by credit card.
Payment must be made within the application deadline.
Once the payment has been made, the application in the call competition will be completed.