

ONE YEAR MASTER - PRE ENROLLMENT PROCEDURE

FIRST STEP - REGISTRATION AND LOGIN

1. Go to University website www.unibg.it – select EN (for english language) – click DASHBOARD (at the top of the page) then click on REGISTRATION
Otherwise click directly on <https://sportello.unibg.it/Home.do> click on the THREE LINES BUTTON at the top right of the page and select EN (for english language).
2. Start to Register clicking on **NEW USER REGISTRATION** and following the steps:
 - ✓ “CODICE FISCALE” field:
 - i. If you already have an ITALIAN TAX CODE, insert it in the blank field
 - ii. If you don’t have it, flag the little box then click on AVANTI button
 - ✓ Insert your PERSONAL DETAILS (the italian tax code will be automatically calculated if not provided) then click on NEXT;
 - ✓ Insert details of your PERMANENT ADDRESS information (for the field “**data inizio validità**” insert your birth date);
 - ✓ Insert details of your DELIVERY ADDRESS
 - ✓ Choose your password following the requirements;
 - ✓ Check the registration summary then CONFIRM;
 - ✓ Now you can proceed with the secondo step or you can proceed in another moment.

SECOND STEP - LOGIN AND DATA ENTRY

3. Go to University website www.unibg.it – select EN (for english language) – click LOGIN (at the bottom of the page)
Otherwise click directly on <https://sportello.unibg.it/Home.do> click on the three THREE LINES BUTTON at the top right of the page and select EN (for english language) then LOGIN

4. Select REGISTRAR'S OFFICE then ADMISSION TEST then click on the button **ADMISSION TESTS** then
 - ✓ select the title SECOND LEVEL MASTER;
 - ✓ select the title of the master **"Cardiologia e tecnologie applicate alla cardiocirurgia"**;
 - ✓ confirm and proceed;
 - ✓ insert the documents and the details required;
 - ✓ skip the section dedicated to the declarations of invalidity, flag "NO";
 - ✓ Confirm your test registration;
 - ✓ Skip the Invalidity Declaration clicking NEXT
 - ✓ select the last field: **OPTION 4) FOREIGN DEGREE** and insert the compulsory information required (only those marked with the asterisk) – fill your MARK in the GRADE field, then PROCEED;
 - ✓ click on PROCEED;
 - ✓ click on **complete the access to the test**

5. The application is completed - Click on PRINT APPLICATION FORM – Sign where you find the field **"FIRMA (per esteso e leggibile)"** then scan the documents and send it by mail **to master@unibg.it**