Ca' Foscari School for International Education
Standard Italian Courses: Guide to Enrolment
(Submission of the enrolment request form / "Questionario")

1. Use the direct link to start: esse3.unive.it/auth/Enrollment/EImmatricolazioneNewAction.do?cod_lingua=eng . You need to log in using the **username and password** you received at the **end of the registration procedure** and click on "Enrolment".

2. Select "Enrolment to unlimited admission Programmes" and click on "Next"

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3. Select "Continuing Education" and click on "Next"

4. Select "School for International Education" and click on "next"

5. Click on "Confirm"

6. The enrolment form requires you to upload a photograph (in passport form, frontal and clear) in .jpeg. You can upload a picture from the files on your computer, clicking on "*Sfoglia*". After uploading the photograph, click on next:

Registered user

NUMEROSESSANTATRE FITTIZIO

Home
Personal data
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Registration: Personal Photo

This photo will be used for your student card. It must be a close-up picture, good quality, JPG format, 4MB max. Please select your picture and click on "Upload photo".

Photo preview

Sfoglia
Note: the image size must be 35x40mm (max5MByte)

Upload photo

Photo preview not supported by Internet Explorer prior of version 10
Press "Upload Photo" to upload the selected image

Back   Next

7. Select "Compila" to start filling out the Enrolment form, also called "Questionario"

HOME   HOME PAGE UNIVE.IT   AREA RISERVATA   LOGOUT

Registered user

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Elenco questionari

In questa pagina sono elencati i questionari compilabili.

Questionario	Status	Azioni
Corsi standard di italiano /Standard Italian language courses *	🔴	Compila

Indietro

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8. You are then required to specify the following information:

    a) Type of student (which determines your course fee)
    b) Your placement test result
    c) Language level you want to enrol in

Once you have completed all fields, click first on "I confirm", then on "Avanti".

Please note: the screenshots below are just an example of the request form/"Questionario". All specific information about courses (dates/levels) do not refer to the current session.

a)

Io sono/I am: - scegli la categoria di appartenenza per determinare la quota di iscrizione/please choose the category to which you belong, so as we will define your course fee.*

○ Studente regolarmente iscritto a Ca' Foscari/Student regularly enrolled at Ca' Foscari
○ Studente internazionale in scambio/International exchange student at Ca' Foscari
○ Studente di altre istituzioni/Student from other intitutions (e.g. IUAV)
○ Professore, PTA, dottorando, borsista o titolare di assegno di ricerca a Ca' Foscari/Professor, administrative personnel, CEL, PhD student, scholarship or research fellowship holder at Ca' Foscari
○ Docente, ricercatore, visiting staff di altre istituzioni universitarie/Professor, researcher, visiting staff from other institutions
○ Familiare e/o parente di ciascun ricercatore, professore, CEL, PTA, assgnista o dottorando a Ca' Foscari/Family member of a researcher, professor, administrative personnel, CEL, research fellow at Ca' Foscari
○ Utente esterno a Ca' Foscari che ha già frequentato un corso alla SIE o al CLA/User previously enrolled at SIE or CLA
○ Altro utente che non rientra nelle precedenti categorie/External applicant

b)

Risultato del test di piazzamento / Result of placement test*

c)

Livello a cui desideri prendere iscrizione / Level for which you want to register - Mark only one oval.*

○ A1 - Principiante (diurno) - data d'inizio 18 settembre / Beginners (day class) - start date September 18th
○ A1 - Principiante (serale) - data d'inizio 17 settembre / Beginners (evening class) - start date September 17th
○ A1 - Principiante (serale) - data d'inizio 1 ottobre / Beginners (evening class) - start date October 1st
○ A2 - Elementare / Elementary
○ B1 - Pre intermedio / Pre intermediate
○ B2 - Intermedio / Intermediate
○ C1 - Avanzato / Advanced
○ C2 - Padronanza / Fluency

A seguito di conferma da parte della SIE della regolare attivazione del corso, mi impegno a versare la quota di iscrizione prima dell'inizio dello stesso/After confirmation from the SIE of the course start, I will pay enrolment fee before the course start*
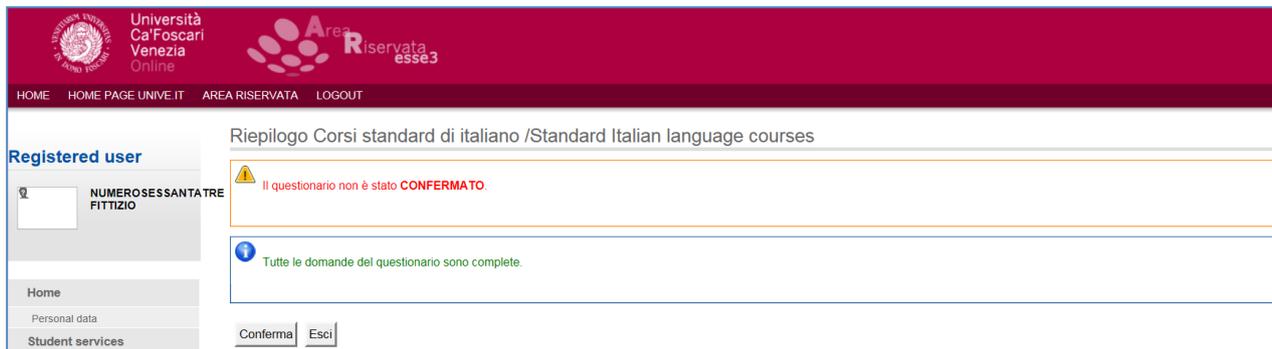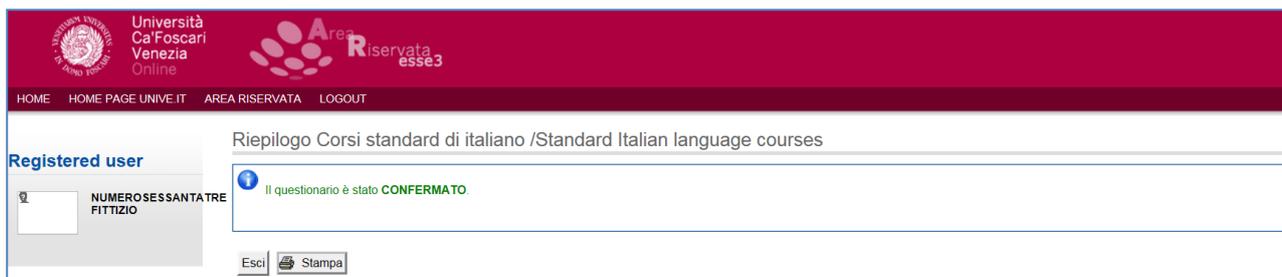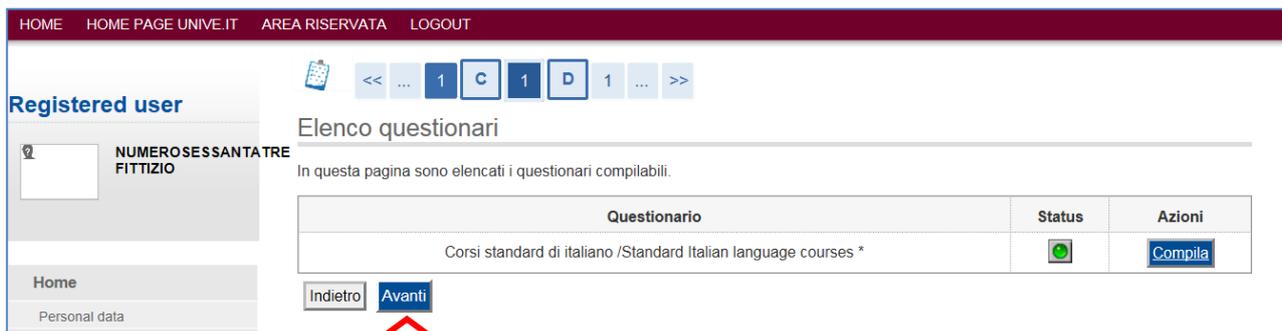
○ confermo / I confirm

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9. Click on "Conferma"

10. Click on "Esci" to continue with enrolment. (you can also print the details you have already filled out by clicking on "stampa")

11. Click on "Avanti"

12. The enrolment request form requires that you indicate if you have a disability. This helps us arranging special needs – if necessary. If not, click on "No".

13. Click on "Confirm"

14. The computer system requires you to evaluate the whole process of enrolment. You should give your evaluation in a scale from 1 to 6 (with 1 as the lowest score) with regards to the following statements:

1. The information related to the enrolment procedure is clear (staff support via e-mail, website, etc…)

2. The online application form itself is clear

15. The final page shows that the online enrolment form has been submitted. You will receive an e-mail from cfsie@unive.it, in which we will confirm/define:

- The course activation
- The amount of the course fee and the payment details