After the publication of the final rankings on the website of the University of Florence [https://www.unifi.it/p11361.html]:

- **Students selected for a position with scholarship**, will receive a notice (to the e-mail address used to apply for the competition), containing information and dead line to accept the position and to complete the enrolment procedure, as well as the information to renounce (rtf - pdf) the position.

- **Students selected for positions without scholarship** only after all positions with scholarship will be assigned, will receive a notice (to the e-mail address used to apply for the competition), containing information and dead line to accept the position and to complete the enrolment procedure, as well as the information to renounce (rtf - pdf) the position.

- **Eligible Students, in case of renounce by candidates highest ranked**, will receive a notice (to the e-mail address used to apply for the competition), containing information and dead line to accept the position and to complete the enrolment procedure, as well as the information to renounce (rtf - pdf) the position.

- **Students admitted to supernumerary positions**
  - **Students selected by the Admission Board** and whose names are in the final ranking, **after the publication of the final ranking** will receive a notice (to the e-mail address used to apply for the competition), containing information and dead line to accept the position and to complete the enrolment procedure;
  - **Students selected by the Academic Board** of the Ph.D course and whose names are not in the final ranking, **will be admitted to the Programme by a Rectoral Decree;** after the signature of the official document, they will receive a notice (to the e-mail address used to apply for the competition), containing information and dead line to accept the position and to complete the enrolment procedure.
ENROLLING WITH SCHOLARSHIP

Documents required:

• copy of Identification Document;
• enrolment form with scholarship (rtf - pdf) - filled and signed, it has to be provided in original copy (delivered by mail or by hand) to: Ufficio Dottorato - Piazza San Marco n. 4 - 50121 FIRENZE. Those students who are not in Italy shall advance the application form by e-mail to dottorat@unifi.it;
• revenue stampa ("marca da bollo") of € 16,00. (Those students who are not in Italy shall provide it with the original copy of the application form after their arrival in Italy);
• receipt of the payment of the regional tax of € 140,00 (as per article 18, par. 8 D. Lgs n. 68, March 2012) as follow: by a postal account n. 30992507 - to: Università di Firenze - object: Dottorato in __________ - Tassa Regionale a.a. 2018/2019; or by a bank transfer to: Unicredit s.p.a. - Via Vecchietti, 11 50123 Firenze - object: Dottorato in __________ - Tassa Regionale a.a. 2018/2019 IBAN: IT88A0200802837000041126939 swift code: UNCRITM1F86
• graduation documents (Bsc and Msc Degrees) awarded by foreign Universities translated in Italian language, legalizated with Declaration of Value issued by the competent Italian Consulate/Embassy in the Country where the qualifications were obtained;

HOW TO SUBMIT THE ENROLMENT FORM

Documents required for the enrolment shall be delivered by mail or by hand to:
Università di Firenze – Ufficio Dottorato
Piazza San Marco, 4 - 50121 Firenze

Opening time for the enrolment at the first year:
Ph.D. Office - Piazza San Marco, 4 - 50121 Firenze
First Floor - rooms n. 27-28-29
From Monday until Friday from 9.00 a.m. to 1.00 p.m.

Contact us:
Phone: +39 055 2757 - 673 - 675 - 668 - 681 - 678 - 671
e-mail: dottorat@unifi.it ; carriere.dottorato@unifi.it

FURTHER INFORMATION

The Doctoral Programme is three years length, from 1st November 2018 until 31st October 2021.

Students perceiving Pegaso Scholarship 2018 funded by Tuscan Region, shall compile additional documents provided by the Ph.D. Office.

To perceive the scholarship is necessary an Italian bank account or a pre-paid card provided with an IBAN code, assigned to the scholarship recipient.

All the Students receiving a scholarship shall register with INPS Welfare Contributions. The registration shall be done only via electronic link by the concerned scholarship recipient, the service is available on INPS website at this link https://www.inps.it/nuovoportaleinps/default.aspx?itemdir=50175 . In order to access the registration area, the contributor shall use a PIN code given by INPS during the first step of registration. This procedure shall be completed within the end of the first month of the course (30th November). Delivering the receipt of the registration to the University of Florence is not required.
**Italian tax identification number** - “Codice Fiscale” - it is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth and it is used by the Public Administration to identify the citizens living in Italy.

The Codice Fiscale is necessary for the enrolment at the University of Florence, to apply for the residence permit and to open an Italian bank account.

To obtain the Codice Fiscale: students can apply for it directly at the Italian Consulate/Embassy in the home country during the VISA application process; if the competent authorities are not able to issue the Codice Fiscale, students have to apply for it to Italian Revenue Agency (“Agenzia delle entrate” [https://www.agenziaentrate.gov.it/](https://www.agenziaentrate.gov.it/))

During their stay at the University of Florence all the students can take advantage of the **insurance** covers underwritten by the university **Insurance policies for injuries and third party liability**. In addition to the standard insurance covering all the students enrolled at the University of Florence, it is possible to set up an additional policy which amount is € 6,50. The payment shall be done in a postal office to the account number 2535 - To: Università di Firenze - object: “polizza infortuni dottorandi 01.11.2018 - 30.09.2019”; The receipt of the payment has to be sent to “Unità di Processo Affari Generali” ([affari.generali@unifi.it](mailto:affari.generali@unifi.it))

Further Information for the renewing of the coverage from 01.10.2019 are available at the following web pages:

[https://www.unifi.it/cmpro-v-p-11336.html](https://www.unifi.it/cmpro-v-p-11336.html)
[https://www.unifi.it/vp-4165-assicurazioni.html?newlang=ita](https://www.unifi.it/vp-4165-assicurazioni.html?newlang=ita)

Regarding the compatibilities and incompatibilities of the scholarship with other scholarship, grant or fellowship, check the Ph.D. Regulation of University of Florence: [https://www.unifi.it/upload/sub/statuto_normativa/dottorato_ante_xxix.pdf](https://www.unifi.it/upload/sub/statuto_normativa/dottorato_ante_xxix.pdf)

At the end of the registration process, Ph.D. students will receive the following information to obtain:

- student Card "Studente della Toscana" ([info at: https://www.unifi.it/tesserastudente](https://www.unifi.it/tesserastudente))
- e-mail box of the University of Florence ([name.surname@unifi.it](mailto:name.surname@unifi.it)). Please note that after the assignment the subsequent communications will be sent to this address.
ENROLLING WITHOUT SCHOLARSHIP
and SUPERNUMERARY POSITIONS

Documents required:

• copy of Identification Document;

• enrolment form without scholarship (rtf - pdf) - duly filled and signed, it has to be provided in original copy (delivered by mail or by hand) to: Ufficio Dottorato - Piazza San Marco n. 4 - 50121 FIRENZE. Those students who are not in Italy shall advance the application form by e-mail to dottorat@unifi.it;

• revenue stampe (“marca da bollo”) of € 16,00. (Those students who are not in Italy shall provide it with the original copy of the application form after their arrival in Italy);

• receipt of the payment of the regional tax of € 140,00 (as per article 18, par. 8 D. Lgs n. 68, March 2012) as follow: by a postal account n. 30992507 - to: Università di Firenze - object: Dottorato in ___________ - Tassa Regionale a.a. 2018/2019; or by a bank transfer to: Unicredit s.p.a. - Via Vecchietti, 11 50123 Firenze - object: Dottorato in ___________ - Tassa Regionale a.a. 2018/2019 IBAN: IT88A0200802837000041126939 swift code:UNCRITM1F86

• graduation documents (Bsc and Msc Degrees) awarded by foreign Universities translated in Italian language, legalizated with Declaration of Value issued by the competent Italian Consulate/Embassy in the Country where the qualifications were obtained;

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During their stay at the University of Florence all the students can take advantage of the insurance covers underwritten by the university Insurance policies for injuries and third party liability. In addition to the standard insurance covering all the students enrolled at the University of Florence, it is possible to set up an additional policy which amount is € 6,50. The payment shall be done in a postal office to the account number 2535 - To: Università di Firenze - object: “polizza infortuni dottorandi 01.11.2018 - 30.09.2019”; The receipt of the payment has to be sent to “Unità di Processo Affari Generali” (affari.generali@unifi.it) Further Information for the renewing of the coverage from 01.10.2019 are available at the following web pages:
https://www.unifi.it/cmpro-v-p-11336.html
https://www.unifi.it/vp-4165-assicurazioni.html?newlang=ita

Regarding the compatibilities and incompatibilities of the scholarship with other scholarship, grant or fellowship, check the Ph.D Regulation of University of Florence:
https://www.unifi.it/upload/sub/statuto_normativa/dottorato_ante_xxix.pdf

At the end of the registration process, Ph.D students will receive the following information to obtain:

- student Card "Studente della Toscana" (info at: https://www.unifi.it/tesserastudente)
- e-mail box of the University of Florence (name.surname@unifi.it). Please note that after the assignment the subsequent communications will be sent to this address.