Registration services online:

*(insertion of personal data)*

1. Click on the following link [https://www.unifi.it/](https://www.unifi.it/)

2. Click on "SERVIZI ONLINE" in high to right.

3. Click on the written red “Futuri studenti”
4. Go at the voice **Se non sei mai stato iscritto/a all’Università di Firenze**, and click on “registrazione completa”.

5. Click on “Registrazione Web”.
6. Enter all required personal data. If you don't have an Italian tax code (Codice Fiscale) click anyway on “Avanti” and the system will generate it.

7. Insert everyone the data required in the second section and click on “Avanti”.

8. Insert the data required in the third section and click on avant.
9. Complete the **fourth section** on avanti.

10. Check The **summary (riepilogo)** and click on "conferma".
11. Click on “Prosegui”.

12. Upon completion you will receive an email and you will be directed to the page “futuri studenti”

13. Click on “Immatricolazione online”.

14. You will receive an email with your username and password. Log in with the credentials (Accedi con le credenziali) here:
15. Check it out if the data entered are correct and upload a **personal photo**.

Now you can continue with registration to a course to your choice.
Matriculation
After logging in with your credentials, you can proceed with the registration / application to the course

1. Click on “Segreteria”

2. Click on "Immatricolazione"

3. Click again on "Immatricolazione"
4. Click on "Avanti"

5. Select the type of Matriculation and then click "Avanti"

6. You choose here typology of course “CORSO DI AGGIORNAMENTO” and click on "Avanti"

7. Choose the course “Mechanized water harvesting for the restoration of degraded lands” and click on "Avanti".
8. Check it out if the selection is correct and then click "Conferma".

9. Insert a new document of identity and click on “Prosegui”.

10. Check the details of the document of identity and click on "Avanti".
11. Upload the document of identity and click on "Avanti".

12. Click again on "Avanti" and check if the summary is correct.

13. Click on “Prosegui” to complete the operation.

14. Insert a declaration invalidity/disability/DSA if necessary, or click on “Avanti”.
15. Load a **personal photo** and click on "**Conferma**".

16. Insert your **titles of study**. According to your titles of study inserted, various options will be marked in gray or green. If at least one option is green, you will be able to participate in the course. In this case, click on "**Procedi**".

17. Insert the titles of study required (those of at least one block), then click on "**Procedi**".
18. Insert the CV and other attachments (if required from the course) and click on "Avanti".

19. Check it out the data of matriculation and you choose “Contingente” (the administrative category to which you belong). Then click on “Avanti”.
20. Click on "Conferma".

21. Once you have finished registering, click on "Controlla pagamenti" to complete the payment of the taxes. The proof of the cost of the course will be uploaded later and you will be notified by the secretariat.

Very important! Students applying for the 10 emerging countries place are not requested to pay taxes and they can ignore the payment bill. The students selected for the 10 free places will be notified afterwards.