HOW TO APPLY FOR INCLUSION IN THE LOCAL MERIT RANKING RESERVED FOR NON-EU CANDIDATES RESIDING ABROAD WHO HAVE TAKEN THE ADMISSION TEST FOR THE UNIVERSITY OF CAGLIARI- MASTER'S DEGREE IN MEDICINE AND SURGERY (ENGLISH-TAUGHT PROGRAM) – ACADEMIC YEAR 2025/2026

Access the University of Cagliari portal







Step 1 - Connection

To submit an application for inclusion in the local merit ranking reserved for non-EU candidates residing abroad who took the admission test for the University of Cagliari, for the single-cycle Master's Degree in Medicine and Surgery (English language) of the Faculty of Medicine and Surgery, you must have an internet connection and Adobe Reader® installed. To access the online services, go to the university's homepage at www.unica.it > blue button at the top right > Esse3 (Students and professors), or directly via https://unica.esse3.cineca.it/Home.do.

Step 2 – Accessing the reserved area of online services

Click Login and enter your username and password to access your personal reserved area.

Step 3 - Credentials assignment (for those who have never been enrolled at the University of Cagliari)

If you have never been enrolled in any study program at the University of Cagliari and have never registered your personal data before, you do not have credentials yet. You must register by clicking "Registration" in the left-hand menu within the Online Services for Students section.

Since October 2021, Italian citizens of legal age must register using **SPID** credentials (Public Digital Identity System). Foreign students without an Italian Tax Code do **not** need to use SPID credentials.

The Web Registration page will display a checklist summarizing the information required for registration (personal data, residence, contact details, etc.). You will then be asked to create a password (8 alphanumeric characters). After confirming, a summary page will appear, which you must confirm to complete your registration.

Your credentials will then be emailed to the address provided.

Once the confirmation has been completed, the registration process is finalized, and you may print the registration summary or, by entering your username and password, log in and access the reserved area of the University's online services for students.

Finally, the system will send your credentials to the email address provided during registration.

Candidates must complete the personal data registration on the University of Cagliari portal using the same information declared on the Universitaly portal (name, surname, tax code, email address) in order to ensure the correct association of scores and inclusion in the ranking.

Step 4 – Credential recovery (for those previously registered at the University of Cagliari)

If you do not remember your credentials to access the online services, you can recover them by clicking "Recover password" in the menu on the left.

By entering your tax code, you can request that an email containing your credentials be sent to the email address stored in the database.

If there is no email address on record or if it is no longer active, you must follow the instructions below:

Send a request to add or update an email address in the University's database.

Along with the request, you must attach a copy of an identity document and include your personal details, residence, and tax code.

The request can be sent by email to helpservizionline@unica.it, attaching the file containing the scanned image of the identification document.

The user will receive the credentials at the email address indicated in the request within three working days from the date the request is received.

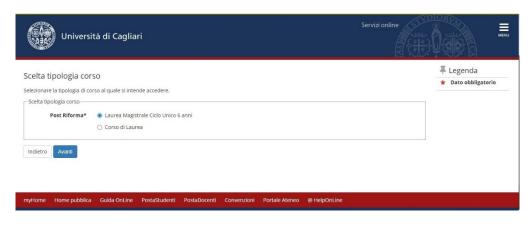
Step 5 – Submitting the application for inclusion in the local merit ranking (for non-EU candidates residing abroad) Access the reserved area by clicking Login and entering your username and password. To submit your application for inclusion in the local merit ranking, within the reserved area, open the MENU at the top right, then click on "Segreteria" (Administration Office) and select "Test di Ammissione" (Admission Test).



You will be asked to select the **type of degree program** you wish to apply for, and you must choose:

• **Single-cycle Master's Degree – 6 years** (for *Medicine and Surgery, Dentistry and Dental Prosthetics, Medicine and Surgery* in English)

Then click the **Next** button.



You will be asked to select the **competition** you wish to apply for, and you must choose the following option:

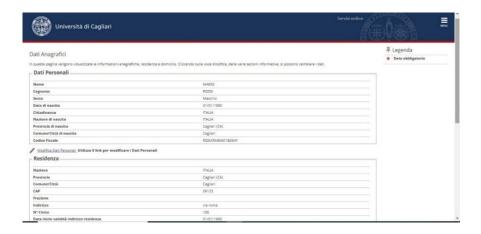
 "Medicine and Surgery – Inclusion in the local ranking for non-EU candidates who applied for the admission test at the University of Cagliari."

At this point, the screen will display a list of admission competitions for which it is possible to submit an application. After selecting the desired competition (by clicking the corresponding circle), you must proceed by clicking the Next button.

✓ "Medicine and Surgery – Inclusion in the local ranking for non-EU candidates who applied for the admission test at the University of Cagliari."

You will be asked to verify and confirm the personal information entered during the registration phase on the university portal.

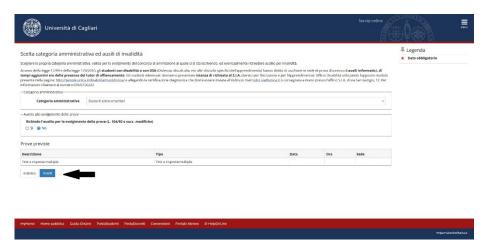
Make any necessary changes to the data, then click Next to continue.



The procedure will ask you to express your preference for the competition you have chosen. Indicate the master's degree program for which you intend to apply to be included in the local merit ranking.

Confirm, in the screen titled "Choice of administrative category and disability aids", the master's degree program for which you intend to submit your application.

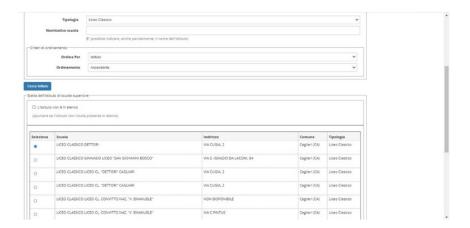
The page "Declaration of Disability and/or Dyslexia..." **MUST NOT** be completed.



At this point, the procedure will ask you to enter the details of your upper secondary school qualification. Proceed by entering the requested information.

The system allows you to search by qualification, province and municipality, type, and name of the upper secondary school where the diploma was obtained.

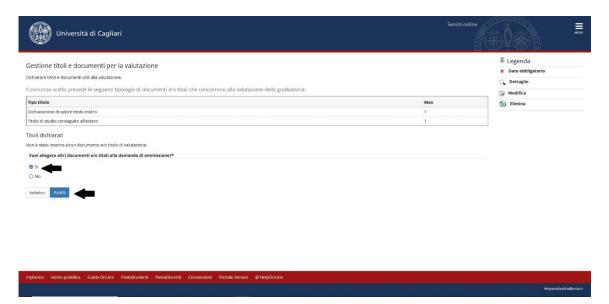
By performing the search, the system will provide a list of schools whose data match the search criteria you have set.



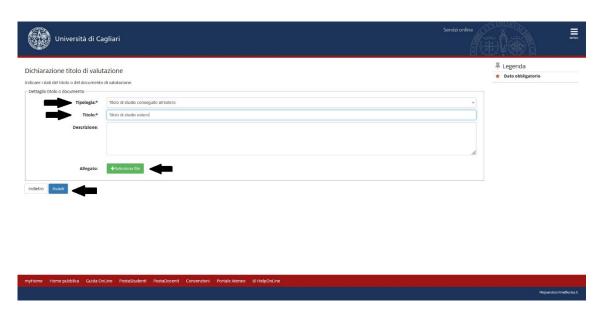
Non-EU candidates residing abroad who hold a foreign qualification must enter the details of their foreign qualification. Once you have entered the details of your upper secondary school qualification, you must proceed to upload the following attachments:

- ✓ Copy (in PDF format) of your passport (mandatory);
- ✓ Copy (in PDF format) of the documentation related to the upper secondary school qualification obtained abroad (mandatory);
- ✓ Declaration of value of the foreign qualification issued by the competent Italian diplomatic or consular representation (if available);
- ✓ Comparability certificate issued by CIMEA (if available);
- ✓ Verification certificate issued by CIMEA (if available).

The upper secondary school qualification must be accompanied by an **official translation into Italian**, as well as **legalization or apostille**.



Proceed with the **upload of the required attachments** (foreign upper secondary school qualification accompanied by an official translation into Italian, passport, etc.).



If you do not yet have the declaration of value, comparability certificate, or verification certificate, it is still possible to complete the submission of the application.

On the Confirm competition choice page, you can complete the application submission process.

The system will provide a summary of the data related to the submission for inclusion in the local merit ranking and will allow you to generate the PDF file of the application submission.

