University of Cagliari: online enrolment in PhD programmes
Instructions for the academic year 2026/2027 - Cycle 42

You will need a computer with Internet connection

Step 1: Internet connection

a) Go to: https://unica.esse3.cineca.it/Home.do
or
b) Go to the homepage of UniCa website (www.unica.it), click on '*Accedi*' (on the top right), and on '*Esse 3 – Studenti e docenti*'.

Step 2: Access to personal area reserved for online services

Go to: https://unica.esse3.cineca.it/Home.do

Click on login (left menu) and type your user ID and password.
If you cannot remember your ID and password, go back to https://unica.esse3.cineca.it/Home.do, click on '*Recupero delle credenziali (Password e nome utente)*' and follow the instructions.
You may also request your credentials by email at helpservizionline@unica.it, attaching a copy of your ID or passport.

Step 3: Completion of enrolment in PhD programmes

After login, access your personal area and select the PhD programme.
The system will retrieve the information in its possession, and will ask you for further information, for example if you have any disability or your employment status (this is not relevant for enrolment in PhD programmes, so you can choose either a part-time or full-time programme).
If your personal data are not correct, click on '*Modifica*' and change them.
If your personal data are correct, select '*Conferma*' to complete your enrolment in the PhD programme.

You will be required to provide identification (ID) information and to upload a scanned copy or photo of a valid passport (front-and-back color copy of your passport, with a clear photo).
If it's not available immediately, you will be allowed to upload it after the completion of the online procedure.
The enrolment procedure will be completed upon verification by the PhD and Professional Master Office of your ID/Passport copy.

You will be also required to upload a recent passport-size photo of you (single file, max 1MB, bitmap or jpeg format).
If it's not available immediately, you will be allowed to upload it later (Select: Home > foto > upload foto > find the photo file in your PC > upload > avanti).

In the end, you will be required to upload your filled in and **signed self-certification** in **PDF format** (portable document format, max 1 MB): *Home-Segreteria-Allegati carriera.*

Click on '*Stampa domanda di Immatricolazione*' to have your enrolment application form printed, and save it.

Fees:
In order to complete the enrolment procedure, you will have to pay a stamp duty fee of EUR 16.00, within 4 days from the date of enrolment.

You can pay using **PagoPA system**. The PagoPA payment slip is available on the personal area dedicated to the online services for students:
-log-in with your user ID and password-select *Segreteria–Pagamenti*
-click on the number on the first column.
You can pay online or personally:

- To pay online, click on the red button '*Paga online con PagoPA*' and access using your SPID or e-mail address. You can pay by debit/credit card, on the bank account for payment service providers (PSP) allowing this option, or though other methods of payment.
- To pay in person, click on '*Stampa avviso per PagoPA*', download the payment slip and pay it at a PSP through the available options: home banking, ATM, app from smartphone or tablet, bank branch, SISAL/Lottomatica betting offices, etc.

To pay through CBILL, apart from the unique identifier for payment services (IUV), the University inter-bank code 10QB3 is necessary.
Payments notices issued by the University of Cagliari CANNOT be paid in person at the Post Office.
Normally, **payments through PagoPA have charges**. Please, pay attention to the different payment condition of each PSP. If you pay online, you can click on '*Stampa Quietanza di Pagamento*' to print the receipt; if you pay in person, the payment receipt will be available only when the University will receive the payment.
ATTENTION! In case the online payment procedure is interrupted or cancelled, the buttons '*Paga online con PagoPA*' and '*Stampa Avviso per PagoPA*' could not be available for about 60 minutes.

Step 4: Logout
After the completion of the enrolment procedure, remember to log out (click 'log out' from the left menu) and check if you have saved your data.

For further information and help, please send an email to: helpservizionline@unica.it or dottoratiemaster@unica.it