



APPLICATION TUTORIAL

Before applying, make sure you have all required information and documents with you, as specified in our [website](#) and [2020/22 Call for application](#)

Read this information carefully and if you have any questions, please contact the PIXNET Secretariat at pixnet@santannapisa.it

REGISTRATION

- **REGISTER** to the online platform ESSE3 [here](#)
Be sure you entered the English version (otherwise click on 'MENU' and select the English version)
- **CLICK** on 'MENU'
- **CLICK** on 'Registration'

- **CLICK** on 'Registration' and **INSERT** your data

Activity	Section	Info	Status
A - Registration	Personal Data	?	🔒
	Permanent Address	?	🔒
	Current address where you want to be contacted during the selection (if different from permanent address)	?	🔒
	Contacts	?	🔒
	Password	?	🔒
	Registration Data Preview	?	🔒
	Username and Password	?	🔒
			?

Legend:

- ? Information
- 🔒 In progress or open section
- 🔒 Locked section: the section will unlock after completion of the previous sections
- ✓ Successfully completed section

➤ **COMPLETE** the information required on personal data:

Registration: Personal data

Personal data

Name*

Family Name*

Date of birth* (dd/mm/yyyy)

Gender* Male Female

Nationality* ITALY

Country* Italy

Province* Please, select the PROVINCE

Town/City* Please, select the Town/City

Fiscal Code (Click Forward)* (automatically calculated if not provided)

Back Next

Legend:
 * Mandatory Field
 Checklist

'Fiscal Code' section will be automatically calculated by the system

➤ **COMPLETE** the information required on your address:

Registration: Permanent address

The page shows the form for entering and modifying the user's permanent address.

Permanent address

Country* Italy

Province* Please, select the Province
 if in Italy

Town/City* Please, select the Town/City

ZIP CODE*
 if in Italy

Locality

Address*
 (street, square, road)

Street no.*

Permanent address starting date* (dd/mm/yyyy)

Current address is the same as permanent address* Y N

Back Next

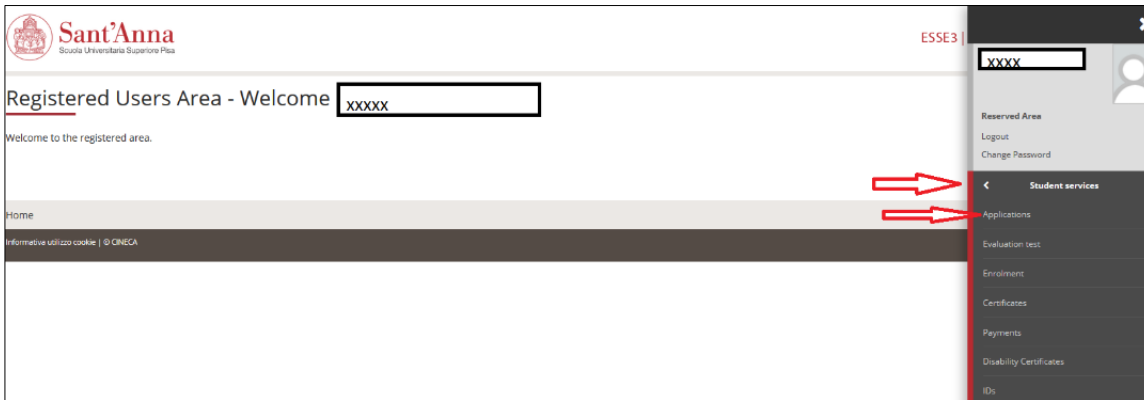
Legend:
 * Mandatory Field
 Checklist

If your current address is different from your permanent address, please click on 'N' and provide the relevant data. Your current address will be the one used to calculate the amount of the scholarship. Permanent and current addresses will also be used to ensure that the 12-month rule (check [candidate profile](#)), applicable to Programme country students with extra-EU nationality, is satisfied.

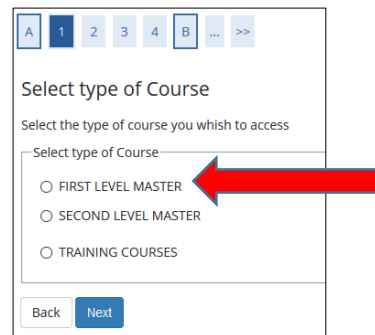
PLEASE NOTE: after completing all of the registration steps, candidates will receive a confirmation email and will be able to log-in. The e-mail provided will be the one used for official communications.

APPLICATION PROCESS

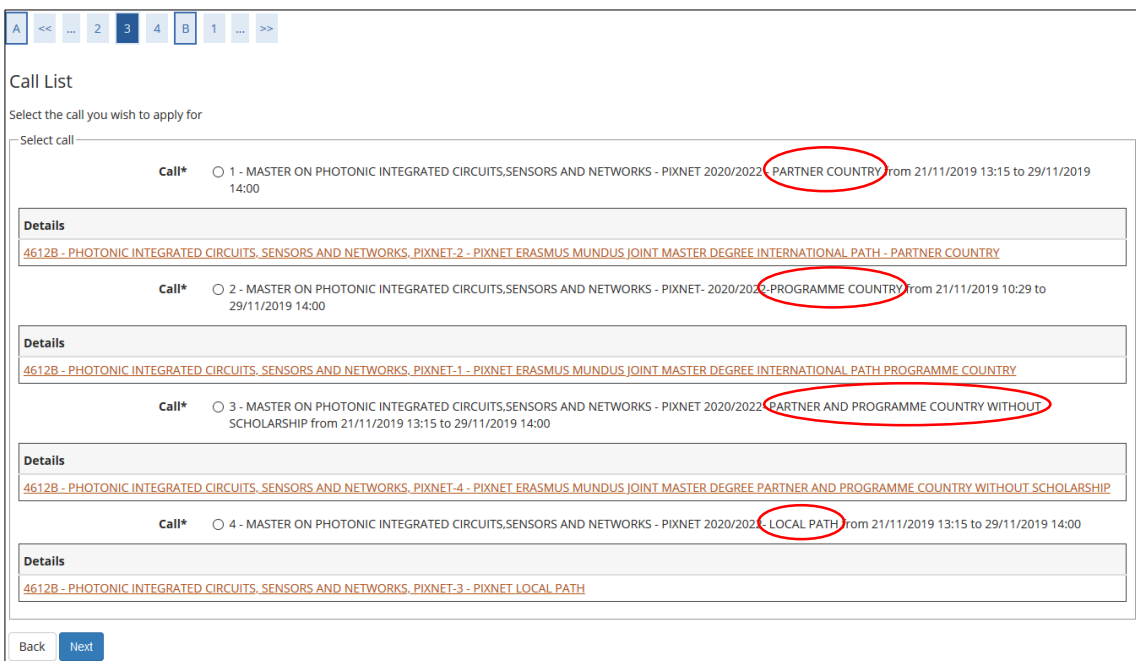
- LOG IN
- CLICK on 'MENU → Student Services → Applications'



- CLICK on 'Call application'
- SELECT the option: 'FIRST LEVEL MASTER'



- SELECT Course: "Photonic Integrated Circuits, Sensors and Networks – PIXNET (held in English)"
- SELECT one of the 4 calls available



Verify the **profile** you belong to (<http://pixnet.santannapisa.it/admission/candidate-profile/>) and the **category** you are applying under (<http://pixnet.santannapisa.it/apply/application-procedure/>):

- Partner country applicant
- Programme country applicant
- Partner and Programme country applicants without scholarship applicant
- Local path applicant

You can apply only for one category at a time. If you are interested in more than one category, you need to do another application.

For example, if you are a Partner country applicant interested in the Masters both with and without a scholarship, you will have to apply twice. Firstly, under the 'Partner country' category and secondly, with a new application, under the 'Partner and Programme country without scholarship' category.

IDs section:

- **CLICK on 'Enter New Identity Document'**

Please **attach exclusively your PASSPORT**. No other documents are accepted in the PIXNET selection!

A screenshot of a web form titled "ID". The form contains several fields: "Document type*", "Number*", "Issued by*", "Issue date*", and "Expiry Date*". The "Issued by*" dropdown menu is open, showing three options: "Driving license", "Identity card", and "Passport". The "Passport" option is circled in red, and a red arrow points to it. The "Issue date*" field has a placeholder "(dd/mm/yyyy)". The "Expiry Date*" field also has a placeholder "(dd/mm/yyyy)". At the bottom of the form, there are "Back" and "Next" buttons.

- **CLICK on 'Next' to confirm your ID details**
- **CLICK on 'Upload Attachment' to insert your passport (pdf format of the personal data page)**
- **CONFIRM data and attachment (only one attachment is required - PASSPORT)**

Disability section:

- **Complete relevant data**

Educational Careers/Titles section:

- If you are applying under the call for *Partner country category*, upload your degree ‘Foreign certificate’ in the option provided
- If you are applying under the calls for: *Programme country category, Partner and Programme country without scholarship category or Local path category*, upload the relevant degree certificate choosing the correct option as follows:

Educational Careers/Titles

To continue, it is mandatory to enter at least one title.

Title qualifications

⚠ To continue, it is necessary to enter all the educational qualifications of at least one optional block.

option 1:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Foreign Certificate		e	Upload

option 2:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Laurea di Primo Livello	Only Italian Bachelor degree	e	Upload

option 3:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Laurea	Only Italian Master degree	e	Upload

option 4:

task completed	Title	notes	State	Actions
<input checked="" type="checkbox"/>	Secondary School Certificate	Not relevant for PIXNET. Do not upload your Secondary School Certificate	e	Upload

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- **COMPLETE** relevant data and confirm

‘Management of certificates and documents for evaluation’ section:

Please make sure that you have with you all of the mandatory documents, in the pdf format, to upload (check document list at: <http://pixnet.santannapisa.it/apply/application-procedure/>)

Management of certificates and documents for evaluation

Please declare certificates and documents useful for evaluation.

For the call you chosen the following types of documents and/or certificates are required, since they contribute to make the ranking. It is mandatory to attach documents and/or certificates when “Document type” value is greater than 0 (zero). Maximum value means the maximum number of documents that can be attached:

Document Type	Min	Max
Residence certificate	1	1
Language Certificate	1	3
Curriculum Vitae	1	1
Copy of Degree certificate	0	1
Copy of GRE	0	1
Letter of Motivation	1	1
Reference Letter	2	2
Questionnaire	1	1
Transcript of records	1	1
Other Documents	0	3

Declared certificates

No document and/or certificate entered.

Do you want to attach other documents?*

Yes

No

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- Candidates must upload documents one by one, selecting 'Yes'. **Mandatory** ones are shown in the table as 'Min 1-2' and **Optional** ones are 'Min 0'. You cannot exceed the Max no. shown.
- Download the **Questionnaire** for your category at: <http://pixnet.santannapisa.it/apply/apply-here/>. Please make sure to use the Questionnaire corresponding to the category you are applying for.
- If you are a Programme country applicant, because you satisfy the 12-month rule (check [candidate profile](#)), you must attach your evidences in 'Other documents'.
- Candidates will be able to continue the application only when all of the mandatory documents have been correctly uploaded, respecting the Min and Max criteria.
- Once you will have uploaded all mandatory documents click 'No' and continue the application

'Final Check and confirmation' section:

- **CHECK your uploaded documents**
- **CLICK on 'Back' if you need to modify/add/delete one or more documents**
- **CLICK on 'Next' to finalise the process**

Type	Document
Copy of Degree certificate	Degree_Surname_Name
Curriculum Vitae	CV_Surname_Name
Language Certificate	English_Language_Certificate_Surname_Name
Letter of Motivation	Letter_of_Motivation_Surname_Name
Other Documents	12month_rule_Surname_Name
Questionnaire	Questionnaire_Surname_Name
Reference Letter	Reference_Surname_Name
Reference Letter	Reference_Surname_Name
Residence certificate	Residence_Certificate_Surname_Name
Transcript of records	Transcript_Surname_Name

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'Submission' section:

At this stage, you can definitively **SUBMIT** your application.

Before submitting, if you wish to modify it again and re-enter your application:

- **CLICK on 'Back'**

Call	Valid for	Administrative category and disability aids
Certificate Type First Level Master's Diploma Description 2 - MASTER ON PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS - PIXNET- 2020/2022- PROGRAMME COUNTRY	Detail 4612B - PHOTONIC INTEGRATED CIRCUITS, SENSORS AND NETWORKS - PIXNET, PIXNET-1 - PIXNET ERASMUS MUNDUS JOINT MASTER DEGREE INTERNATIONAL PATH PROGRAMME COUNTRY	I need disability aids Yes Tipologia di invalidità Metabolic diseases Percentuale di invalidità 20% Notes on disability aids no

Back Submit your application

➤ **CLICK on ‘this link’**

Call application

The following pages allow you to apply for a call.

If you have an application in progress:

- Click "Call application" to continue the registration where you left it
- click [this link](#), to choose whether to continue or start over to review all the steps.

[Call application](#)

➤ **SELECT the pending call**

➤ **CLICK on ‘Undo process’**

List of Pending Processes

Pending Processes

List of Processes

Select	Description	Info	Status
<input type="radio"/>	Call application: 2 - MASTER ON PHOTONIC INTEGRATED CIRCUITS,SENSORS AND NETWORKS - PIXNET- 2020/2022-PROGRAMME COUNTRY		

[Forward](#) [Undo process](#)

➤ **CLICK ‘Call application’ and go through again your steps and documents**

‘Application Summary’ section:

At the end of the process you will reach the ‘Application Summary section’. **Print** it for your records. If you click on ‘Call’, you can start another application under a new category.

Please note:

If you LOG OUT during the ongoing application process, in order to go back to the List of Pending Processes, follow these steps:

- **GO BACK to the Home page**
- **SET the English version**
- **LOG IN again**
- **CLICK on ‘MENU → Student Services → Applications’**
- **SELECT ‘Call application’**
- **CLICK on ‘Forward’**

List of Pending Processes

Pending Processes

List of Processes

Select	Description	Info	Status
<input type="radio"/>	Call application		

[Forward](#) [Undo process](#)

Legend:

[Hide details](#) ▾

- Information
- In Progress or Open Section
- Completed Section