GUIDELINES FOR Completing the Application Form for the Selection Procedures on Piattaforma Integrata Concorsi Atenei – PICA (Integrated platform for university competitions – PICA) – PagoPA Version v.2022
To fill out an application, the user accesses the PICA platform via the address that the university provides for direct access to the application compilation page, for instance: https://pica.cineca.it/ente/tipologia/xxx and once he reaches the page he has to click on the button **Gestisci le domande/Manage Your Applications**.

Pica allows access to content only after registration and user authentication. If the user accesses PICA for the first time, then he must register and enter all the requested data in the form. After registration, PICA requires the user to authenticate.

The methods of authentication on PICA are:

1. Login via account PICA, LOGINMIUR, REPRISE o REFEREES
2. Login via SPID (only for federated institutions)
3. Login via SSO (only for configured institutions)
Logging via **Login via SPID or INSTITUTIONAL CREDENTIALS**, the page containing all the FEDERATED INSTITUTIONS will be shown.

**NB:** *In case of login via SPID, no signature will be required when submitting the application.*

The user selects the **reference institution** and is redirected to the relevant credentials entry page. Once logged in, the user is redirected to the PICA page of the university where he can start filling in his application by going to **Compila una nuova domanda/New submission**.
The application form is divided into pages and sections. Fill in every single page in all its sections.

After completing a page press the **Salva e Prosegui/Save and Proceed** button at the bottom of the page.

If the entry was successful, the system passes to the next page; otherwise error messages/warnings will appear and the user will have to correct the data already entered or insert the missing data. To view the contents of the pages only, click on **Successiva/Next** (top right).
Some personal information in Personal Data and contact details will already be pre-filled. If there are errors in the personal data entered during registration, the user can modify them by accessing the "User profile" at the top right.

<table>
<thead>
<tr>
<th><strong>DATI ANAGRAFICI</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dati della registrazione utente. Per modificare o integrare, utilizzare la voce 'Profilo utente' nel menu utente sito in alto a sinistra e successivamente ricaricare questa pagina.</strong></td>
</tr>
<tr>
<td><strong>Nome</strong></td>
</tr>
<tr>
<td>Maria</td>
</tr>
<tr>
<td><strong>Cognome</strong></td>
</tr>
<tr>
<td>Rossi</td>
</tr>
<tr>
<td><strong>Sesso</strong></td>
</tr>
<tr>
<td>M</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td><strong>Data di nascita</strong></td>
</tr>
<tr>
<td>01 - 01 - 2004</td>
</tr>
<tr>
<td><strong>Cittadinanza italiana</strong></td>
</tr>
<tr>
<td>S</td>
</tr>
<tr>
<td>N</td>
</tr>
<tr>
<td><strong>Codice fiscale</strong></td>
</tr>
<tr>
<td>RSSMRAD4AA1HS01K</td>
</tr>
<tr>
<td><strong>Stato di nascita</strong></td>
</tr>
<tr>
<td>Italia</td>
</tr>
<tr>
<td><strong>Comune di nascita</strong></td>
</tr>
<tr>
<td>Roma, RM</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RESIDENZA</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indirizzo (riga 1)</strong></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Indirizzo (riga 2)</strong></td>
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<td></td>
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</tbody>
</table>
It is important to fill in all the mandatory fields:

**Allegati**

**CARICARE I SEGUENTI ALLEGATI**

Documento di identità in corso di validità

Carica: Nessun file selezionato.
- Dato obbligatorio / Mandatory field

Codice fiscale (non obbligatorio, se straniero)

Carica: Nessun file selezionato.

Curriculum dell’attività scientifica e didattica

Carica: Nessun file selezionato.
- Dato obbligatorio / Mandatory field

Elenco datato di tutti i titoli ritenuti utili ai fini della selezione (1 cittadini extracomunitari non in possesso di regolare permesso di soggiorno devono caricare i titoli in formato PDF e i certificati rilasciati dalle competenti autorità dello Stato di cui lo straniero extracomunitario è cittadino, corredati di traduzione in lingua italiana autenticata dall’autorità consolare italiana che ne attesta la conformità all’originale.)

Carica: Nessun file selezionato.
- Dato obbligatorio / Mandatory field

Otherwise warnings will be present:
Once you reach the last page of the announcement, click on **Salva e torna al cruscotto/Save and back to dashboard**

Once all the pages/sections have been completed, the candidate will see the application to be presented on the dashboard, with the status "in bozza / draft". Applications in "in bozza / draft" status can be modified and verified through the special keys.

Once all the pages/sections have been completed, the candidate will see the application to be presented on the dashboard, with the status "in bozza / draft". Applications in "in bozza / draft" status can be modified and verified through the special keys.
After clicking "Verifica / Verify" go back to the dashboard and proceed to pay THE COMPETITION FEE.

By clicking on the “Pagamento / Payment” button it will be possible to pay by
  - Pago PA (online payment by credit card or bank transfer)

Please note that the contribution of the competition fee is mandatory, therefore only once it is registered will be possible to confirm and sign the application.

Choosing PagoPA payment, an email address will be requested to which payment confirmation will be sent
Afterwards, the *Pago PA payment procedure* will ask you to select the online payment method.

Once the payment has been issued, it will be possible to download the relative receipt.
Once the payment has been issued or uploaded, return to the dashboard and proceed with signing the application. In the event of errors, the system notifies the candidate that the application must be modified. When the system detects that the application has been correctly filled in, it allows the next step and the candidate must click on the "Firma/Submit" button at the bottom of the page.

By clicking on the **Firma e Presenta/Sign and Submit** button, the system generates a preview of the application file.

The candidate must confirm his intention to submit the application again by clicking on "**Firma/Sign**" at the bottom of the page.
Sottoscrivi

[File: Nessun file selezionato.]

Carta d'identità

Carta d'identità: obbligatoria in caso di firma manuale della domanda

Dettagli sul file allegato

[File: RECOETE_01.pdf]

Dimensione (byte)

149439

Checksum

c954985765416c2c24d5370b76f454654b0d804e1f0e25c520e06b75a12b9e

Tipo di checksum

SHA256

Sottoscrivi

[File: Nessun file selezionato.]

Altri allegati

Allegati facoltativi che il candidato ritiene utili ai fini della valutazione (ad es. master, corsi di perfezionamento post-laurea, contratti, borse di studio, incarichi, ...)

[File: Nessun file selezionato.]

È possibile inserire massimo 10 allegati

Firma/Sign
The system generates the PDF of the application and offers the different signature methods (manual, digital or via the "ConFirma" service).

The candidate must select the desired option and carefully follow the subsequent instructions in order to correctly complete the submission of the application.

If the user chooses the first procedure with **Firma Manuale / Manual Signature** (the most common choice), click on **Scarica PDF/Download PDF**

**NB:** In case of access via SPID, no signature will be required when submitting the application and it will be sufficient to click on **Presenta/Submit**
FIRMA MANUALE / HANDWRITTEN SIGNATURE

Firma il documento manualmente / Sign the application (no digital signature)

1. Scaricare (download) la form già compilata / Download your filled-in form
   - Scarica PDF / Download PDF
2. Stampare la domanda / Print out the application
3. Firmare in modo leggibile con inchiostro scuro l'ultima pagina della domanda stampata / Sign the last page of the printed application legibly, with dark ink
4. Effettuare la scansione, in un unico file PDF, della domanda firmata e del documento d'identità fronte/retro / Scan your signed application and your identity document (both sides), within a single PDF document N.B. Il documento d'identità non è necessario se già caricato all'interno della domanda / The identity document is not required if already uploaded in the application form
5. Effettuare l'upload del file PDF / Upload the PDF document
   - Sfoglia... Nessun file selezionato.

Presenta la domanda / Submit the application

Torna alla scelta della modalità di firma / Back to the choice of signature method

Save the file on your computer, print it, sign it and scan it:
To reload the signed application, click on the file, then on “Apri / Open” and then on “Sfoglia / Browse”:

Finally click on Invia la domanda/Send the application:
Once the application has been sent, which must take place within the deadlines set by the notice, the candidate will receive an e-mail confirming delivery.

At the end the system will confirm the correct sending of the application reporting a unique identifier for the submitted application:

If the candidate has submitted the application and received the submission confirmation email, it will no longer be possible to access this application to modify it, but it will only be possible to withdraw it by clicking on the "Ritira/Withdraw" button on the home page (Dashboard).

Even in the case of Withdrawal, the user must fill in the relevant page and click on Salva e torna al cruscotto/Save and back to dashboard.
You will receive an email in which you will see your request to withdraw the application

<table>
<thead>
<tr>
<th>Richiesta di ritiro - Withdrawal request</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOMANDA DI RITIRO PER LA PROCEDURA SELETTIVA 2016RUA01/withdraw of application for the admission to 2016RUA01 procedure</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID domanda da ritirare / ID of application to withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>63998</td>
</tr>
</tbody>
</table>

- Desidero ritirare / I withdraw
  - Dato obbligatorio / Mandatory field

<table>
<thead>
<tr>
<th>Motivazione del ritiro / Withdrawal motivation</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

Salva e torna al cruscotto / Save and back to dashboard