

# ONLINE ENROLMENT GUIDE FOR INCOMING STUDENTS

Go to the link at <https://poliba.esse3.cineca.it/Home.do>



Politecnico di Bari

ESSE Servizi online



Home page



Politecnico di Bari per il tuo futuro.

Scopri l'offerta formativa, clicca dal menu sulla voce **Guida**.

**Elenco classi comuni**

Click on the **MENU** icon in the top right corner of the screen.

**Politecnico di Bari**

ESSE Servizi online

ita **eng**

Area Riservata

Registrazione

Registrazione con SPID

Login

Login con SPID

Password dimenticata

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Home page



Politecnico di Bari per il tuo futuro.

Scopri l'offerta formativa, clicca dal menu sulla voce **Guida**.

**Elenco classi comuni**

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Reserved Area

**Registration**

Registrazione con SPID

Login

Login con SPID

Forgotten password

Exams >

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Didactics Structure Area

This is page is the starting point for browsing the information regarding the University's didactics. You can access the pages from the single faculties and from the other University information pages

Home

Select **ENG** followed by **REGISTRATION**.

## Web Registration

With reference to Legislative Decree n.196 (30 Jun 2003) "Personal Data Protection Regulations", in particular art. 13, the treatment of personal data is for university related purposes.

**The provision of data is obligatory for the purposes of university administration** (privacy policy). The following pages allow students to **register** on the ESSE3 portal.

Registration guide. After registration, students will receive a **user name** and **password** to allow them to access private areas and use the available services.

| Activity             | Section                   | Info                                                                              | Status                                                                              |
|----------------------|---------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| A - Web Registration |                           |  |  |
|                      | Personal Data             |  |  |
|                      | Address of residence      |  |  |
|                      | Permanent address         |  |  |
|                      | Contact details           |  |  |
|                      | Password                  |  |  |
|                      | Summary user registration |  |  |
|                      | Summary of credentials    |  |  |

Legend:

-  Information
-  Working Section
-  Locked Section
-  Completed Section

Web Registration

A registration screen will appear with all the fields to be compiled. To begin compilation, click on **WEB REGISTRATION**.

## Registration: Personal data

The page shows the form for entering and modifying the user's personal data and place of birth.

Personal data

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| Name*            | GUILLEME                                                           |
| Family Name*     | MARTIN                                                             |
| Date of birth*   | 05/08/2001<br><small>(dd/mm/yyyy)</small>                          |
| Gender*          | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Nationality*     | FRANCE                                                             |
| Country*         | France                                                             |
| City not listed* | Paris                                                              |
| Italian ID no.*  | MRTGLM01M05Z110B                                                   |

Legend:

 Mandatory Field Checklist Back

Insert all personal data required not using special characters such as Š, Ě, Ů, Ñ, Ğ etc. (if your nationality is German, select GERMANIA, not Germany). In order to calculate the Italian Fiscal code go to the link [Calcolo Codice Fiscale](#)). When this is complete, click on the **FORWARD** icon.

## Registration: Permanent address

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

Permanent address

|                                                     |                                                            |
|-----------------------------------------------------|------------------------------------------------------------|
| Country*                                            | France                                                     |
| The town entered was not found among those listed.* | Paris                                                      |
| ZIP CODE                                            |                                                            |
| If in Italy                                         |                                                            |
| Locality                                            |                                                            |
| Address*                                            | 5 Pass. Philippe-Auguste<br>(street, square, road)         |
| Street no.*                                         | 2                                                          |
| Telephone                                           |                                                            |
| Current address is the same as permanent address*   | <input type="radio"/> Y <input checked="" type="radio"/> N |

## Legend:

★ Mandatory Field

☑ Checklist

Continue with data compilation, ensuring that all data is completed in the mandatory fields marked with an asterisk. Write **N** in the final space. Click on the **FORWARD** icon to move to the next page.

<<12345>>

Registration: Current address

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

Legend:

Mandatory Field

Checklist

Current address

C/o

Country\*

Province\*

if in Italy

Town/City\*

ZIP CODE\*

if in Italy

Locality

Address\*

(street, square, road)

Street no.\*

Data inizio validità \*

(gg/mm/aaaa)

Telephone

Forward

Insert your residency address in Italy, specifying in the final section the date when residency commenced (this must be before the date of form compilation). To complete registration, move forward to the next section.

## Registration:Delivery details

The page shows the form for entering and modifying the user's delivery details.

Legend:

★ Mandatory Field

Checklist

Delivery address

**Correspondence address** ☒ Permanent address ☐ Current address

**Delivery address for University fees** ☒ Permanent address ☐ Current address

**Email\***

**FAX**

if you can't find your international dialling code write it in the blank field (e.g.: for UK insert +44)

**International dialling code**

**International dialling code\***

(international dialling code - number)

**Mobile phone\***

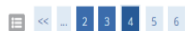
Maximum length 16 characters including the international dialling code

**Privacy\*** I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003  
☒ Y ☐ N

**Comunicazioni\*** I agree to the transmission of my Personal Data in compliance with current legislation  
☒ Y ☐ N

**Diffusione dati personali\*** I agree to the disclosure of my Personal Data in compliance with current legislation  
☒ Y ☐ N

Continue with compilation, ensuring that mandatory fields are completed.



## Registration:Choose password

You can define your personal access password on this page.

All the spaces at the beginning and end of the password will be eliminated.

**WARNING:** the password entered must meet the following requirements:

- there must be at least 8 characters
- there must be no more than 8 characters

Choose password

|                   |                          |
|-------------------|--------------------------|
| Password*         | <input type="password"/> |
| Confirm password* | <input type="password"/> |

[Back](#) [Forward](#)

Legend:

★ Mandatory Field

 Checklist

[Home](#)[Informativa utilizzo cookie](#) | © ONECA

Select a **PASSWORD**, following the on-screen instructions.

## Registration:Registration Summary

The information entered in the previous sections can be reviewed on this page.

 [Passport Details](#) Use the link to edit Passport Details

### Permanent address

|                                                  |                            |
|--------------------------------------------------|----------------------------|
| Country                                          | France                     |
| Town/City not listed                             | Paris                      |
| ZIP CODE                                         |                            |
| Locality                                         |                            |
| Address                                          | 5 Pass. Philippe - Auguste |
| Street no.                                       | 2                          |
| Phone number                                     |                            |
| Current address is the same as permanent address | Y                          |

 [Edit Permanent Address](#) Use the link to edit Permanent Address

### Delivery Details

|                                                                                                       |                    |
|-------------------------------------------------------------------------------------------------------|--------------------|
| Correspondence address                                                                                | Permanent address  |
| Delivery address for University fees                                                                  | Permanent address  |
| Email                                                                                                 | g.martin@gmail.com |
| Fax                                                                                                   |                    |
| Mobile phone                                                                                          | +33 3855694127     |
| Mobile phone operator                                                                                 |                    |
| Profession                                                                                            |                    |
| I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003 | Y                  |
| I agree to the transmission of my Personal Data in compliance with current legislation                | Y                  |
| I agree to the disclosure of my Personal details in accordance with current legislation               | Y                  |

 [Edit Delivery Details](#) Use the link to edit Delivery Details

### Personal Question

|                   |  |
|-------------------|--|
| Personal question |  |
| Answer            |  |

 [Edit Personal Question](#) Use the link to edit Personal Question

Indietro [Conferma](#)

 Legend:

 Mandatory Field

 Checklist

A summary of all data inserted will now appear on the screen. Click on the **FORWARD** icon to complete the registration procedure.

Registration:Registration completed

All the required information has been entered correctly. To enter your new Personal Area you must login using the access keys showed below. We recommend you keeping this information safe for future access.

**Personal Authorization Details:**

|             |                    |
|-------------|--------------------|
| Name        | GUILLEME           |
| Family Name | MARTIN             |
| E-Mail      | g.martin@gmail.com |
| Username    | g.martin           |
| Alias       |                    |
| Password    | POLIBA22           |

 The access keys have been sent successfully to the e-mail address you provided:

 Login Print Exit

Legend:

 Mandatory Field Checklist[Home](#)

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Your access data will now appear on the screen. Click on **LOGIN** for authentication. Click on the **PRINT** icon to obtain a printout of your data.

The procedure is not finished yet. You must follow the guide to the end if you want to enroll at our University.



Politecnico  
di Bari

## Benvenuto

Per accedere a questo servizio devi autenticarti, inserendo il tuo nome utente e la tua password.

Stai accedendo a [sp-esse3-unipoliba-preprod.cineca.it](#)

Nome utente

Password

[Password dimenticata?](#)

ACCEDI



ENTRA CON SPID



Politecnico di Bari - Via Amendola 126/b - 70126 Bari - c.f. 93051590722 | p.i. 04301530723  
[Informativa sulla privacy](#)  
[Informativa sui cookie](#)

sp:d✓



AgID Agenzia per  
l'Italia Digitale

Insert user name and password from your data summary and click on the **ACCEDI** icon.



## Registered Users Area - Welcome ROBERTA EIFFEL

This service was created to keep in contact with users interested in the University world. In this section you can find all the latest news and appointments and keep yourself up to date about developments in the University world.

ita **eng**

ROBERTA EIFFEL

Reserved Area

Logout

Change Password

Home >

Registrar's Office >

International mobility >

Once logged in, click on the menu icon in the top right hand corner of the screen, select **ENG** and go to the **INTERNATIONAL MOBILITY** section.



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[ita](#) [eng](#)

**ROBERTA EIFFEL** 

**Reserved Area**

[Logout](#)

[Change Password](#)

[International mobility](#)

[Application Form for Incoming students](#)

Home

13:05

Select **APPLICATION FORM FOR INCOMING STUDENTS**.



## Application Form for Incoming Students

On the following pages you can register on the website. At the end of the procedure you will be allocated a user name and an access code which allow you to log into the system to modify your data and access available services.

| Activity                                      | Section                                                                    | Info | Status |
|-----------------------------------------------|----------------------------------------------------------------------------|------|--------|
| A - Select incoming mobility application call |                                                                            |      |        |
|                                               | Select university country of origin for incoming mobility application call |      |        |
|                                               | Select university of origin for incoming mobility application call         |      |        |
|                                               | Select incoming mobility application call                                  |      |        |
|                                               | Select destination for incoming mobility application call                  |      |        |
|                                               | Select degree course enrolment for incoming mobility application call      |      |        |
|                                               | Select study programme enrolment for incoming mobility application call    |      |        |
|                                               | Summary of data input for mobility application call selection              |      |        |
|                                               |                                                                            |      |        |
| B - Access Requirements                       |                                                                            |      |        |
|                                               | Details of access requirements                                             |      |        |
| C - Mobility Enrolment                        |                                                                            |      |        |
|                                               | Mobility Enrolment                                                         |      |        |
|                                               | Summary of mobility enrolment                                              |      |        |
| D - Summary of mobility enrolment             |                                                                            |      |        |
|                                               | Summary of mobility enrolment                                              |      |        |

### Legend:

- Information
- Working Section
- Locked Section
- Completed Section

Application Form for Incoming Students

Click on **APPLICATION FORM FOR INCOMING STUDENTS** again.



### Program Selection: Origin Institution Country

Select a Origin Institution Country

Origin Institution Country

☐ France

Back

Forward

Legend:

★ Mandatory Field

Checklist

Select country of your Home University.



Program Selection: Select Institution of Origin

Select Institution of Origin

Institution of Origin

☒ ECOLE LA MACHE

Buttons: Back, Forward

Legend:

★ Mandatory Field

Checklist

Select your Home University. Click on the **FORWARD** icon.

## Program Selection: Program Selection

The page shows the form for select a Program

Legend:

★ Mandatory Field

 Checklist

## Data Entered

Institution of Origin:

'ECOLE LA MACHE'

## Program Selection

| Program                                      | Institution of Origin | Type of Program   | Project                    |
|----------------------------------------------|-----------------------|-------------------|----------------------------|
| <input checked="" type="radio"/> Bando Unico | 'ECOLE LA MACHE'      | EXCHANGE PROGRAMS | Programma Dipartimento DEI |
| <input type="radio"/> Bando Unico            | 'ECOLE LA MACHE'      | EXCHANGE PROGRAMS | Programma Dipartimento DEI |

Back Forward

Select the **BANDO UNICO** which corresponds to your Home University and continue with the registration process.

## Program Selection: Program Origin Selection

The page shows the form to select a Program Origin

### Data Entered

|                        |                            |
|------------------------|----------------------------|
| Institution of Origin: | 'ECOLE LA MACHE'           |
| Program:               | Bando Unico                |
| Type of Program:       | EXCHANGE PROGRAMS          |
| Project:               | Programma Dipartimento DEI |

### Program Origin Selection

| Select                           | Program Origin   | Area | Departmental coordinator: | Institutional coordinator: |
|----------------------------------|------------------|------|---------------------------|----------------------------|
| <input checked="" type="radio"/> | 'ECOLE LA MACHE' |      |                           |                            |

[Back](#)
[Forward](#)

Legend:

★ Mandatory Field

Checklist

Confirm data with the **PROGRAM ORIGIN SELECTION** option.



## Program Selection: Resume

Please, confirm the datas you entered.

Legend:

★ Mandatory Field

Checklist

### Data Entered

|                            |                                                      |
|----------------------------|------------------------------------------------------|
| Institution of Origin:     | 'ECOLE LA MACHE'                                     |
| Program:                   | Bando Unico                                          |
| Type of Program:           | EXCHANGE PROGRAMS                                    |
| Project:                   | Programma Dipartimento DEI                           |
| Origin:                    | 'ECOLE LA MACHE'                                     |
| Area:                      |                                                      |
| Departmental coordinator:  |                                                      |
| Institutional coordinator: |                                                      |
| Level of Study:            | Ambito di Mobilità: Exchange Programs                |
| Department:                | Department of Electrical and Information Engineering |
| Course of Study:           | Programma Dipartimento DEI                           |
| Field of Study:            | comune                                               |

Back Forward

A summary of all data entered will appear on the screen. Click on the **FORWARD** icon to continue.

## Application Form for Incoming Students

The page shows the required datas for the Application Form

 Legend: Checklist

-Period of Study-

Academic Year

2021/2022

Planned arrival date\*

(gg/mm/aaaa)

Planned departure date\*

(gg/mm/aaaa)

Expected duration\*

Enter the start and end date of the exchange period, your total duration of stay and type of accommodation used.

## Application Form for Incoming Students

The page shows the Application Form Datas

## ■ Students Office reservation

Non risulta assegnato alcun turno di segreteria.



Enter the start and end date of the exchange period, your total duration of stay and type of accommodation used.

Your registration is now complete.

The Application Form is saved in the Download folder of your computer. With these credentials it will be possible to visualise your enrolment number, an authentication code assigned to all students, which is registered on the Politecnico di Bari's ESSE3 platform.

Please remember that this is a pre-registration, which can be completed starting from the date mentioned in the acceptance email. The registration will be validated and finalized only when you physically arrive in Bari. **N.B.** For KA131 students, it is mandatory to submit the Learning Agreement exclusively through EWP (and it must be submitted before the start of the period of the mobility).

The display of your enrolment number will be possible only after we validate your registration: by entering your page, selecting **MENU**, then **CAREER**, and then **BOOKLET**, the enrolment number will appear at the top, under the heading STUD.ID. On this same page you can also see the list of exams you want to take, with all the useful information.

Your personal **@STUDENTI.POLIBA.IT** address is registered on the TEAMS platform, allowing you to follow online lessons.

Please don't forget to upload your identification document after the validation of your enrolment. It is mandatory. After logging into Esse3, go to **MENU**, then to **CAREER**. Finally, click on **ALLEGATI CATTIERA**. This page will appear. By clicking on **INSERISCI ALLEGATO**, you will be able to upload your document

To activate your @studenti.poliba.it account, you will need to register on **Accedi a Office 365 | Microsoft Office** using your credentials.

