Documents ready before being able to proceed with the Application online

❑ 1 photo (possibly in JPEG) which will be used for your LIUC student card (so please choose a nice one showing only your face!!! DO NOT SEND SELFIES AND OTHER FORMATS!!!)

❑ Scanned and readable file of your IDENTITY CARD or PASSPORT

❑ Scanned copy of a recent TRANSCRIPT OF RECORDS (updated academic records from your university)

❑ Scanned copy of your English LANGUAGE certification or the PROFICIENCY FORM provided by LIUC in the Information package (if you are not English mother tongue)

All the documents must be in pdf format, in order to upload them on the portal when required.

PLEASE SCROLL DOWN AS THERE ARE MORE PAGES AFTER THIS ONE…

STEP 1 create your credentials, proceed with the application and upload the relevant documents.

LET'S START!

Website where to obtain the credentials to complete the online Application

Starting from the website: https://sol.liuc.it/esse3/Home.do?cod_lingua=eng

FIRST Click on the hamburger icon (up right), then "**Registration**".

Click on "**Register yourself as a user in our site**"

Click on "**Forward**" after having read the information on the link provided

1) **Completing your data** (Please fill in ALL boxes!)

Please complete the section with your personal details. DO NOT complete the Italian ID number but click on CONTINUE and the system will automatically calculate the "Italian ID number", like in the following screenshot.

2) **Addresses:**

The PERMANENT ADDRESS is the one where you and/or your parents live, the CURRENT ADDRESS is the one you will be using until your departure to Italy, in both cases you DO NOT have to indicate the address you will have in Italy.

If the PERMANENT ADDRESS is the same as the CURRENT ADDRESS tick "Y" (where it asks you "Current address is the same as permanent address*").

If the addresses are not the same, please tick "N" and proceed in completing also the information requested for the CURRENT ADDRESS.

Please be careful because you can choose the language for communication!

3) Choose your password

Then you will have a summary of the details indicated (please see the following page).

Your Registration as user in our website is completed!

Now you have your credentials (Username and Password) to proceed with the online application to the Summer School! You will also receive an email from "LIUC - Servizi Informatici / IT services" with the reminder of your credentials.

You can print your credentials or start right away the application clicking on "Login"

You will have a summary of the details indicated

We are about to start the real APPLICATION.

Application Online for your Summer School at LIUC:

Click on the Hamburger icon choose HOME …

… and then click on ADMISSION AND SELECTION

LIUC
Trova il futuro che ti cerca.

Segreteria Online

≡ MENU

Admission and Selection

Through the following pages it will be possible to register for admission and Selection.

Admission and Selection

Home

CLICK ON "**Admission and Selection**" and then choose "**Summer School in LIUC**"

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≡ MENU

A 1 2 B 1 C … >>

Choice category

Select category of course you wish to access.

Choice category

Category*	○ Admission Degree courses
	○ Selection Master
	● Summer School in LIUC

Back Next

📌 Legend:
★ **Mandatory Field**

Home

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A 1 2 B 1 C … >>

List

Select the course type to which you wish to register.

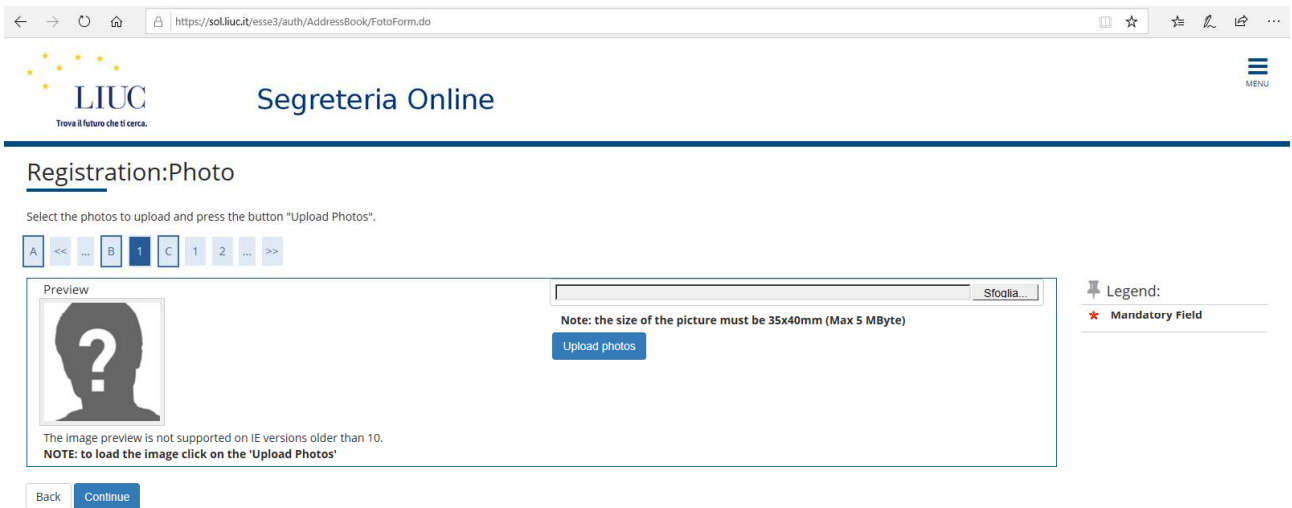**Choice courses**

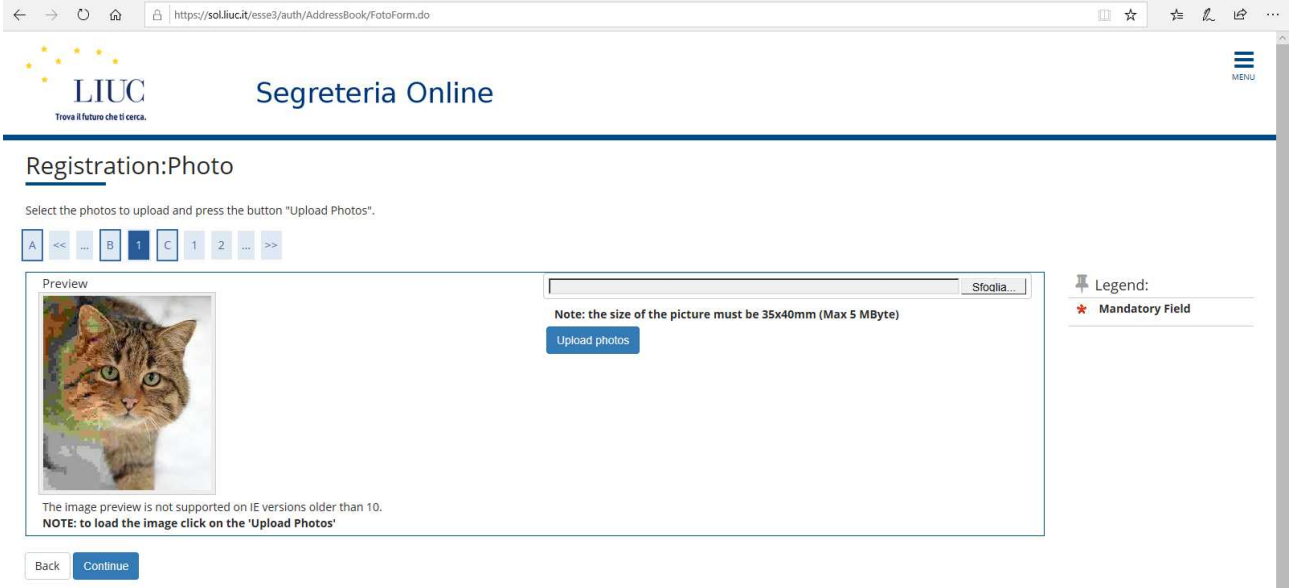|	
List*	● Summer School in LIUC

Back Next

📌 Legend:
★ **Mandatory Field**

Home

4) Uploading files:

We are now starting to upload the documents you have previously prepared, starting with the PHOTO:

Click **SFOGLIA** and find your photo and then **UPLOAD PHOTOS**, afterwards **CONTINUE**

Please note: remember that the photo you are uploading will be shown on the student card therefore :

ONLY YOUR SMILING FACE
NO SELFIES DONE WITH THE MOBILE PHONE
NOT IN BLACK AND WHITE

Uploading the other documents:

-IDENTITY CARD or PASSPORT -> **compulsory**

-TRANSCRIPT OF RECORDS -> **compulsory**

-ENGLISH LANGUAGE CERTIFICATION OR PROOF-> compulsory ONLY if you are not English mother tongue

Click on YES and Next to upload the first document

Choose which document you want to upload on the drop-down menu, you can insert also a Title and a Description.

Then in order to find the proper file click on **SFOGLIA**.

Please follow the same steps for the other files you have to upload. After having uploaded all the compulsory documents you should see:

If everything is ok, click on **NO** that you do not want to attach any other document and **NEXT**

Click on Complete Admission and …

You will see:

YOU MADE IT!!! WE HAVE FINISHED!!!!

Final screenshot. Please remember to logout from the hamburger icon.