



## 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](https://sol.liuc.it/esse3/Home.do?cod_lingua=eng)

The screenshot shows the browser address bar with the URL [https://sol.liuc.it/esse3/Home.do?cod\\_lingua=eng](https://sol.liuc.it/esse3/Home.do?cod_lingua=eng). The page header features the LIUC logo with the tagline "Trova il futuro che ti cerca." and the text "Segreteria Online". A hamburger menu icon is located in the top right corner. The main content area is titled "'Student Office Online' ('Segreteria Online')" and contains a welcome message and instructions for different user types: Exchange students, New user, Registered user, and Student currently enrolled or alumni of degree, masters courses and/or PhD. A footer bar includes a "Home" link and the copyright notice "2012 © by KION e CINECA Company".

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

This screenshot shows the same website as the previous one, but with the navigation menu open. The menu is located in the top right corner and contains the following items: "ita", "eng", "Reserved Area", "Registration", and "Login". The "Registration" option is highlighted. The rest of the page content remains the same as in the previous screenshot.

Click on **“Register yourself as a user in our site”**

In the following pages you will register yourself as a user in our site. At the end of the process you will be assigned a username and a password which you may use to access the system, to modify your personal data and use the services available.

Activity	Section	Info	Status
A - Registration in our site			
	Information regarding the processing of personal data		
	Basic personal data		
	Permanent address		
	Contact address (if different from permanent address)		
	Contact details		
	Access credentials		
	Registration details		
	Access credentials		

Legend:

- Information
- Working Section
- Locked Section
- Completed Section

[Register yourself as a user in our site](#)

Home

Click on **“Forward”** after having read the information on the link provided

Registration: Privacy policy for data processing

Before proceeding, we invite you to read our [Privacy Policy](#) based on the General Data Protection Regulation UE 2016/679

The user declares that he has accessed, read and understood the information contained in the Privacy Policy for data processing

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

Home

## 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.

Registration: Personal data

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

Personal data

First name(s)\* ELISABETTA

Last name(s)\* CRESPI

Date of birth\* 25/12/1999  
(dd/mm/yyyy)

Gender\*  Male  Female

Nationality\* ITALY

2° Nationality Please, select the NATIONALITY

3° Nationality Please, select the NATIONALITY

Country of birth\* Italy

Province\* Varese

Town/City\* Castellanza

Italian ID no.\* CRSLBT99T65C139X

Legend:

- Mandatory Field

Checklist

Back Continue

## 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.

Registration: Permanent address

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

Permanent address

Country\* Italy

Province\* Varese  
if in Italy

Town/City\* Castellanza

ZIP CODE\* 21053  
if in Italy

Locality

Address\* corso Matteotti  
(street, square, road)

Street no.\* 1

Telephone\* 3331122233

Current address is the same as permanent address\*  Y  N

Legend:

- Mandatory Field

Checklist

Back Forward

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

The screenshot shows a web browser window with the URL <https://sol.liuc.it/esse3/AddressBook/IndirizzoDomForm.do>. The page header includes the LIUC logo and the text "Segreteria Online". The main content area is titled "Registration: Other contact details" and contains a form for entering contact information. The form includes fields for "Delivery address", "Correspondence address", "Delivery address for University fees", "Email", "International dialling code", "Mobile phone", and "Favourite language for communications". There are also three checkboxes for agreeing to the handling, transmission, and disclosure of personal data. A legend on the right side of the page indicates that a red star symbol denotes a "Mandatory Field" and a document icon denotes a "Checklist". The form is currently filled with the following data: "Correspondence address" (Permanent address selected), "Delivery address for University fees" (Permanent address selected), "Email" (ecrespi@liuc.it), "International dialling code" (0039), "Mobile phone" (33311122233), and "Favourite language for communications" (English). The form is surrounded by a navigation bar with buttons for "Back" and "Forward".

### 3) Choose your password

The screenshot shows a web browser window with the URL <https://sol.liuc.it/esse3/AddressBook/SceltaPasswordForm.do>. The page header includes the LIUC logo and the text "Segreteria Online". The main content area is titled "Registration: Choose password" and contains a form for defining a personal access password. The form includes a "Choose password" section with two input fields: "Password\*" and "Confirm password\*". A warning message states: "WARNING: the password entered must meet the following requirements: • there must be at least 8 characters • there must be at least 1 characters of the set A-Za-z • there must be at least 1 characters of the set 0-9 • there must be no more than 16 characters". A legend on the right side of the page indicates that a red star symbol denotes a "Mandatory Field" and a document icon denotes a "Checklist". The form is surrounded by a navigation bar with buttons for "Back" and "Forward".

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

← → ↻ 🏠 <https://sol.liuc.it/esse3/AddressBook/DomandaSegretaForm.do> 📄 ☆ 🗑️ 📏 📄 ⋮

**LIUC** Segreteria Online  
Trova il futuro che ti cerca.

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

**Personal Data**

Name	ELISABETTA
Family Name	CRESPI
Gender	Femile
Date of birth	25/12/1999
Nationality	ITALIA
Country of birth	ITALY
Province of birth	VARESE (VA)
Township of birth	Castellana
Italian ID no.	048187005C1390

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

**Passport Details**

Type of Passport	
Issuing Agency	
Passport Number	
Issuing Date	
Expiring Date	
Business entrances	

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

**Permanent address**

Country	Italy
Province	VARESE (VA)
Township	Castellana
ZIP CODE	21053
Locality	
Address	corso Matteotti
Street no.	1
Phone number	0331122233
Current address is the same as permanent address	<input type="checkbox"/>

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

**Other contact details**

Correspondence address	Permanent address
Delivery address for University fees	Permanent address
Email	ecrespi@liuc.it
Mobile phone	+39 0331122233
Favourite language for communications	English
I agree to the handling of my Personal Data pursuant to art. 7 of Leg. decree no. 196 of 30 June 2003	<input type="checkbox"/>
I agree to the transmission of my Personal Data in compliance with current legislation	<input type="checkbox"/>
I agree to the disclosure of my Personal details in accordance with current legislation	<input type="checkbox"/>

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

Back [Continue](#)

**Legend:**  
★ Mandatory Field  
📄 Checklist

Posta - Elisabetta Crespi - C My LIUC - Intranet dell'Uni Università di LIUC

← → ↻ 🏠 <https://sol.liuc.it/esse3/AddressBook/RiepilogoCredenziali.do> 📄 ☆ 🗑️ 📏 📄 ⋮

**LIUC** Segreteria Online  
Trova il futuro che ti cerca.

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.

**Credentials (username and password) for accessing the system**

First name(s)	ELISABETTA
Last name(s)	CRESPI
E-Mail	ecrespi@liuc.it
Username	el25.crespi
Alias	
Password	Indirizzo00

📄 Your access credentials have been sent to the E-Mail address you supplied in your registration

[Login](#)  
[Print](#)  
[Exit](#)

**Legend:**  
★ Mandatory Field  
📄 Checklist

Scrive qui per eseguire la ricerca

13:46  
19/12/2019

**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"

← → × 🏠 <https://sol.liuc.it/esse3/AddressBook/RiepilogoCredenziali.do> 📄 ☆ ⌵ 📄 ⌵ ⌵

**LIUC** **Segreteria Online** ☰ MENU

Trova il futuro che ti cerca.

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📄 << ... 6 7 8

**Registration:Registration completed**  
 All the required information has been entered correctly. To enter your new Personal Information, please recommend you keeping this information safe for future access.

**Credentials (username and password) for accessing the system**

First name(s) \_\_\_\_\_  
 Last name(s) \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Username \_\_\_\_\_  
 Alias \_\_\_\_\_  
 Password \_\_\_\_\_

📄 Your access credentials have been sent to the E-Mail address you supplied in your registration.

[Login](#)  
[Print](#)  
[Exit](#)

Sicurezza di Windows

**Microsoft Edge**

Il server sol.liuc.it sta richiedendo nome utente e password.

Il server segnala anche: "ESSE3".

el25.crespi

••••••••

OK Annulla

Legend:  
 ★ Mandatory Field  
 📄 Checklist

You will have a summary of the details indicated

← → 🔄 🏠 <https://sol.liuc.it/esse3/auth/studente/HomePageRegistrato.do> 📄 ☆ ⌵ 📄 ⌵ ⌵

Trova il futuro che ti cerca.

**Home page for registered users not yet enrolled - Welcome ELISABETTA CRESPI**

Personal data Hide details ▾

<b>First and last name(s)</b>	ELISABETTA CRESPI
<b>Permanent address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233
	<a href="#">Modify</a>
<b>Current address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233
	<a href="#">Modify</a>
<b>E-Mail</b>	ecrespi@liuc.it
	<a href="#">Modify</a>
<b>Mobile number</b>	+39 33311122233
	<a href="#">Modify</a>


Home

We are about to start the real APPLICATION.

**Application Online for your Summer School at LIUC:**

Click on the Hamburger icon choose HOME ...

← → ↻ 🏠 🔒 https://sol.liuc.it/esse3/auth/studente/HomePageRegistrato.do



# Segreteria Online


## Home page for registered users not yet enrolled - Welcome ELISABETTA CRESPI

Personal data Hide details ▾

<b>First and last name(s)</b>	ELISABETTA CRESPI	
<b>Permanent address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233	<a href="#">Modify</a>
<b>Current address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233	<a href="#">Modify</a>
<b>E-Mail</b>	ecrespi@liuc.it	<a href="#">Modify</a>
<b>Mobile number</b>	+39 33311122233	<a href="#">Modify</a>

https://sol.liuc.it/esse3/Home.do?menu\_opened\_cod=navbox\_registrato\_Area\_Registrato

ita eng

ELISABETTA CRESPI 

Reserved Area

Logout

Change Password


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Home >

International mobility >

... and then click on ADMISSION AND SELECTION

← → ↻ 🏠 🔒 https://sol.liuc.it/esse3/auth/studente/HomePageRegistrato.do



# Segreteria Online


## Home page for registered users not yet enrolled - Welcome ELISABETTA CRESPI

Personal data Hide details ▾

<b>First and last name(s)</b>	ELISABETTA CRESPI	
<b>Permanent address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233	<a href="#">Modify</a>
<b>Current address</b>	corso Matteotti, 1 21053 Castellanza Tel:33311122233	<a href="#">Modify</a>
<b>E-Mail</b>	ecrespi@liuc.it	<a href="#">Modify</a>
<b>Mobile number</b>	+39 33311122233	<a href="#">Modify</a>

https://sol.liuc.it/esse3/auth/studente/Admission/BachecaAmmissione.do?menu\_opened\_cod=menu\_link-navbox\_registrato\_Area\_Registrato

ita eng

ELISABETTA CRESPI 

Reserved Area

Logout

Change Password

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< Home

Personal Data

Admission and Selection

Photo

Evaluation test

State Exams

Application

Academic qualifications

Payments

Invalidity Declaration

Identity Document

Windows Taskbar: Scrivi qui per eseguire la ricerca | 13:48 | 19/12/2019



## Admission and Selection

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

Admission and Selection

CLICK ON “Admission and Selection” and then choose “Summer School in LIUC”

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

A 1 2 B 1 C ... >>

### List

Select the course type to which you wish to register.

Choice courses

**List\***

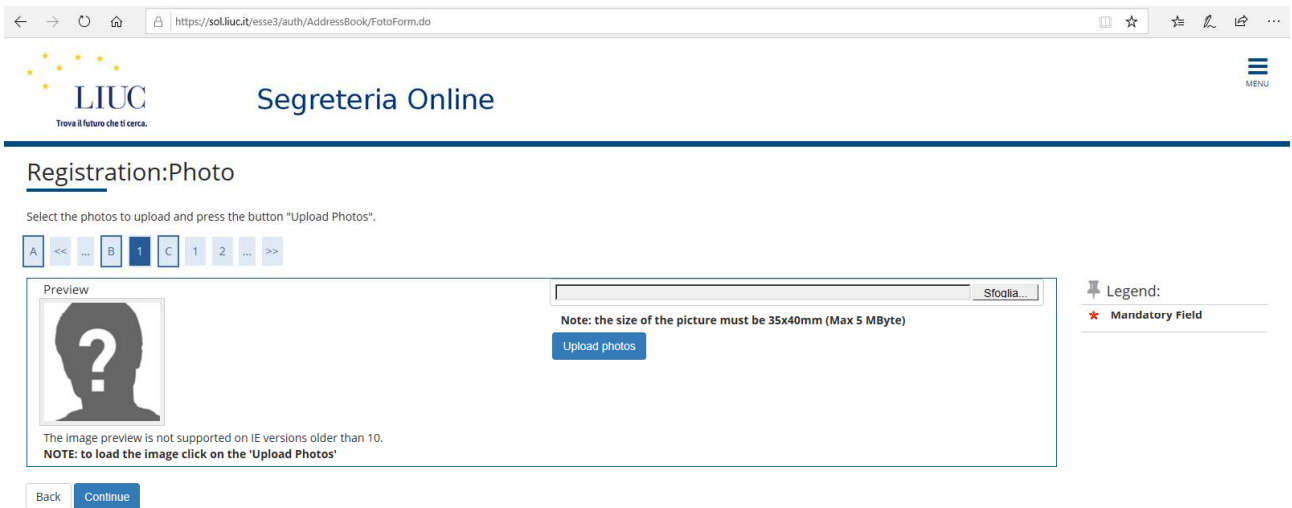
- Summer School in LIUC

Back Next

Legend:  
★ Mandatory Field

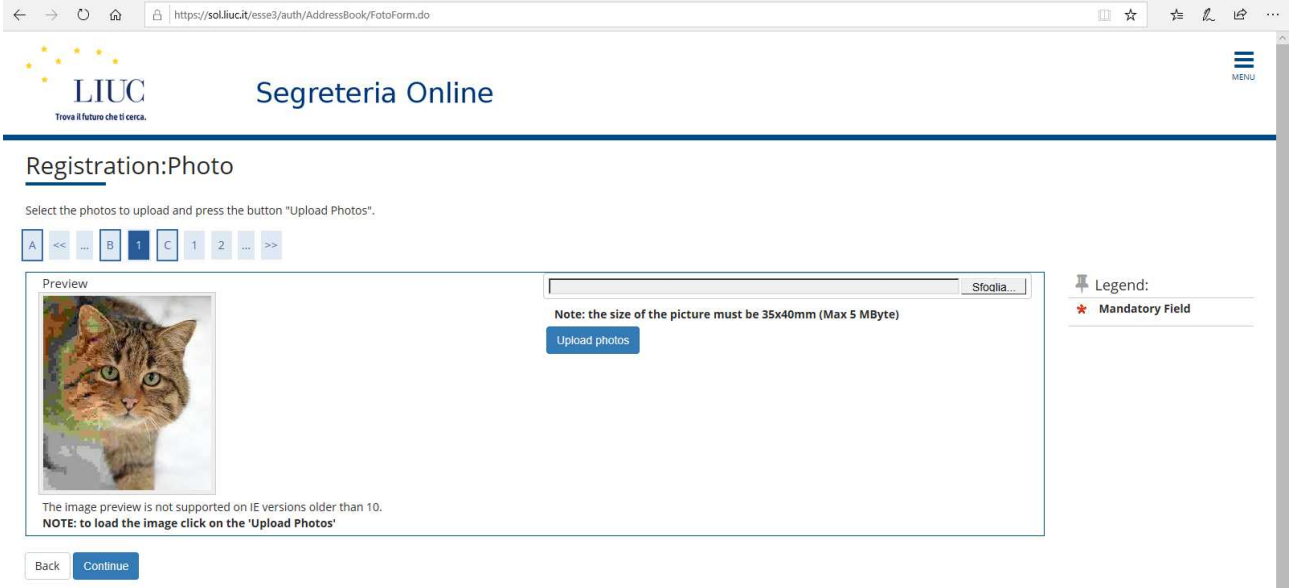
## 4) Uploading files:

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



Home

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

← → ↻ 🏠 🔒 https://sol.liuc.it/esse3/auth/studente/Admission/MsgTitValPre.do

**LIUC** Segreteria Online MENU

A << ... C **1** 2 D 1 ... >>

### Management documents for evaluation

Declare titles and documents useful for evaluation

Selection includes the following types of documents and / or titles that contribute to the evaluation of the ranking:

Type	Min	Max
Transcript	1	2
Identity document	1	2
English Language Proficiency	1	2

Titles declared

Non è stato inserito alcun documento e/o titolo di valutazione.

Do you want to attach other documents and / or titles to the application form?\*

Yes  
 No

Legend:

- ★ Mandatory Field
- 🔍 Detail
- ✎ Modify
- 🗑 Delete

Click on YES and Next to upload the first document

← → ↻ 🏠 🔒 https://sol.liuc.it/esse3/auth/studente/Admission/DichiarazioneTitoloValutazione.do

**LIUC** Segreteria Online MENU

A << ... C **1** 2 D 1 ... >>

### Dichiarazione titolo di valutazione

Indicare i dati del titolo o del documento di valutazione.

Dettaglio titolo o documento

**Tipologia:\*** -

**Titolo:\*** Identity document  
English Language Proficiency  
Transcript

**Descrizione:**

**Allegato:**

Home

Legend:

- ★ Mandatory Field

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:

Management documents for evaluation  
Declare titles and documents useful for evaluation

Selection includes the following types of documents and / or titles that contribute to the evaluation of the ranking:

Type	Min	Max
Transcript	1	2
Identity document	1	2
English Language Proficiency	1	2

Titles declared

Type	Title	Action
English Language Proficiency	TOEFL	
Identity document	Passport	
Transcript	TRANSCRIPT	

Do you want to attach other documents and / or titles to the application form?\*

Yes  No

[Back](#) [Next](#)

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

60/5000 Confirm declaration of titles and documents for evaluation  
Check the information for the titles and documents entered for evaluation.

Type	Title
English Language Proficiency	TOEFL
Identity document	Passport
Transcript	TRANSCRIPT

[Back](#) [Next](#)

Home

Click on Complete Admission and ...

Confirm  
Check the choices made in the previous pages.

**Admission**

Description: Summer School in LIUC

[Back](#) [Complete admission](#)

Home

You will see:

The screenshot shows a web browser window with the URL [https://sol.liuc.it/esse3/auth/studente/Admission/Detailiscrizione.do?tipoTestCod=A&POS\\_ID=1](https://sol.liuc.it/esse3/auth/studente/Admission/Detailiscrizione.do?tipoTestCod=A&POS_ID=1). The page header includes the LIUC logo with the tagline "Trova il futuro che ti cerca." and the text "Segreteria Online". A hamburger menu icon is visible in the top right corner.

### Admission summary

Admission has been completed successfully.

**Concorso di ammissione**

Description	Summer School in LIUC
Year	2020/2021

Titoli di valutazione

Type	Title
English Language Proficiency	<a href="#">TOEFL</a>
Identity document	<a href="#">Passport</a>
Transcript	<a href="#">TRANSCRIPT</a>

[Admission Home](#) [Change Admission](#)

Home

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

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