

MUSEUR “Music and Culture Practice in Europe” Musicology Masters Course A.Y. 2017/2019

How to apply in 10 steps

Deadline June 30

- 1) **REGISTRATION** by accessing the Reserved Area of the University of Pavia website:
<https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do> - in order to obtain username and password to apply
- 2) **ADMISSION TEST:** Reserved Area → Login with username and password → Admissions
- 3) **DOCUMENTS REQUESTED to fill in the admission test:**
 - a) A copy of the **academic qualification** requested for admission with details of examinations taken and the marks awarded, translated into Italian;
 - b) A copy of the **‘declaration of value in loco’** issued by the competent Italian representative for the country in which the awarding institution is based;
 - c) **A curriculum vitae (CV) in European format;**
 - d) **A motivational letter**
- 4) **PAY the MAV** (Payment against notice) of 33,00€ as a “Masters admission fee”.
Candidates resident abroad can make a bank transfer to UNIVERSITA’ DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI- Banca Popolare Commercio e Industria
IBAN: IT 38H 03111 11300 000000046566, SWIFT: BLOPIT 22776 BIC: POCIITM1XXX.

Students from outside the EU: you must ensure to select, in the field related to the bank operation costs, the OUR code and not the SHARE code. If the SHARE code is selected, the payment will be incomplete and candidates will be asked to make up the missing amount by making a second bank transfer.
- 5) **PRINT THE MAV:** Reserved Area → Payments → click on the number entered in the Invoice column → click on PRINT MAV tab
- 6) **DOCUMENTS TO PRINT**
 - The signed admission test
 - The MAV
- 7) **DOCUMENTS TO SEND**
 - The signed admission test (documents on point 3 included)
 - The MAV
- 8) **YOU CAN SEND THE DOCUMENTS within June 30 VIA:**
 - Registered post addressed to *Servizio Sistemi Archivistici dell’Università degli Studi di Pavia – Protocollo – Palazzo del Maino, Via Mentana n. 4 – 27100 Pavia*
 - certified electronic post (PEC) sent to: amministrazione-centrale@certunipv.it
- 9) **SCHOLARSHIP:** The Walter Stauffer Foundation awards 3 scholarships to cover the registration fees for the first year (3,500 €). Application form available:
<http://museur.unipv.it/admissions.html>

10) Good luck!

ATTENTION!

We suggest you to prepare, in case you should be admitted to the Master, the following documents:

- **Passport format photograph** that shows the candidate's face clearly and in full
- A **photocopy** (front-rear) **of the personal identity document** used during registration
- A **photocopy of the fiscal code card**
- A **photocopy of the residence permit/card** (*only for candidates not EU*)
- A **copy of the academic qualification** requested for admission with details of examinations taken and the marks awarded, translated into Italian
- A copy of the '**declaration of value in loco**' issued by the competent Italian representative for the country in which the awarding institution is based

For any further information: museur@unipv.it