Application process

Master in Conflict Management and Humanitarian Action (CMHA) – how to apply for the admission call on the University of Siena portal

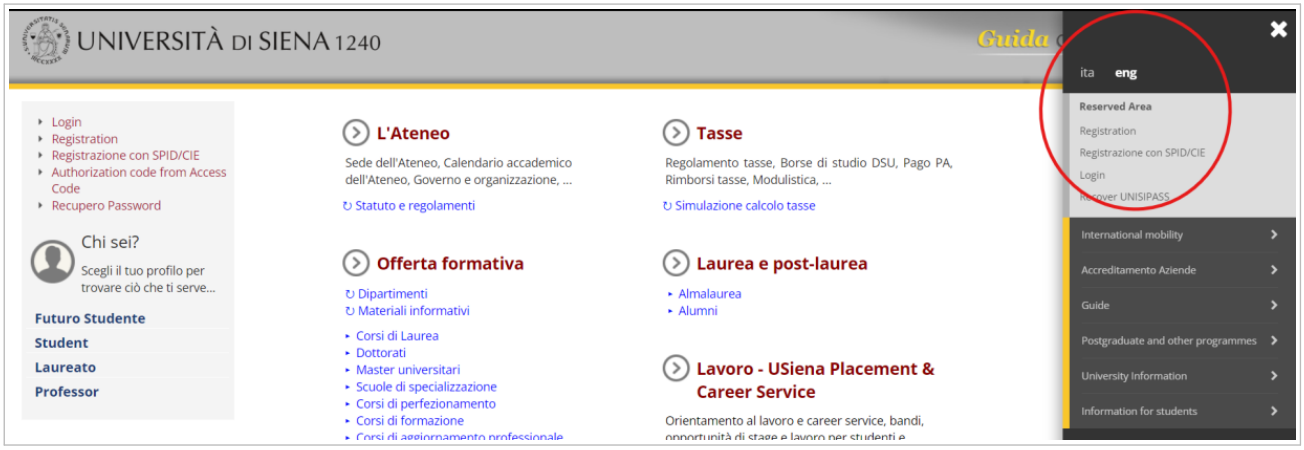
1. Register on the portal and log in

Go to https://segreteriaonline.unisi.it/Root.do. You will see the screen shown in Figure 1. If you do not speak Italian, open the Menu and select **ENG** (Figure 2).

Figure 1



Figure 2



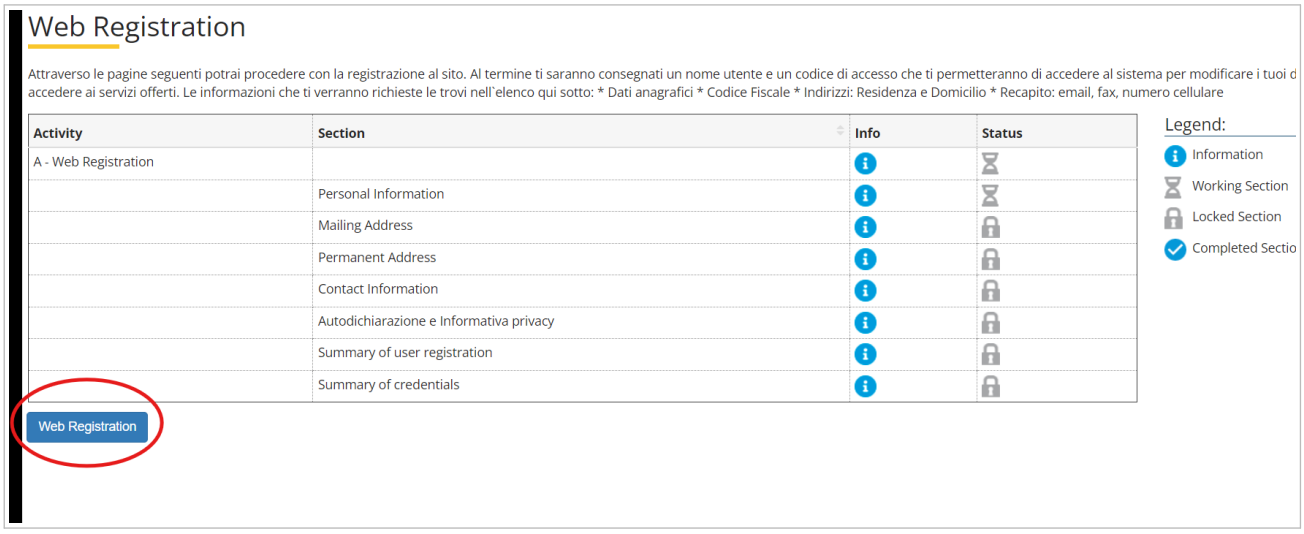
If you are not yet registered on the portal, select **Registration** (Figure 3).

Figure 3



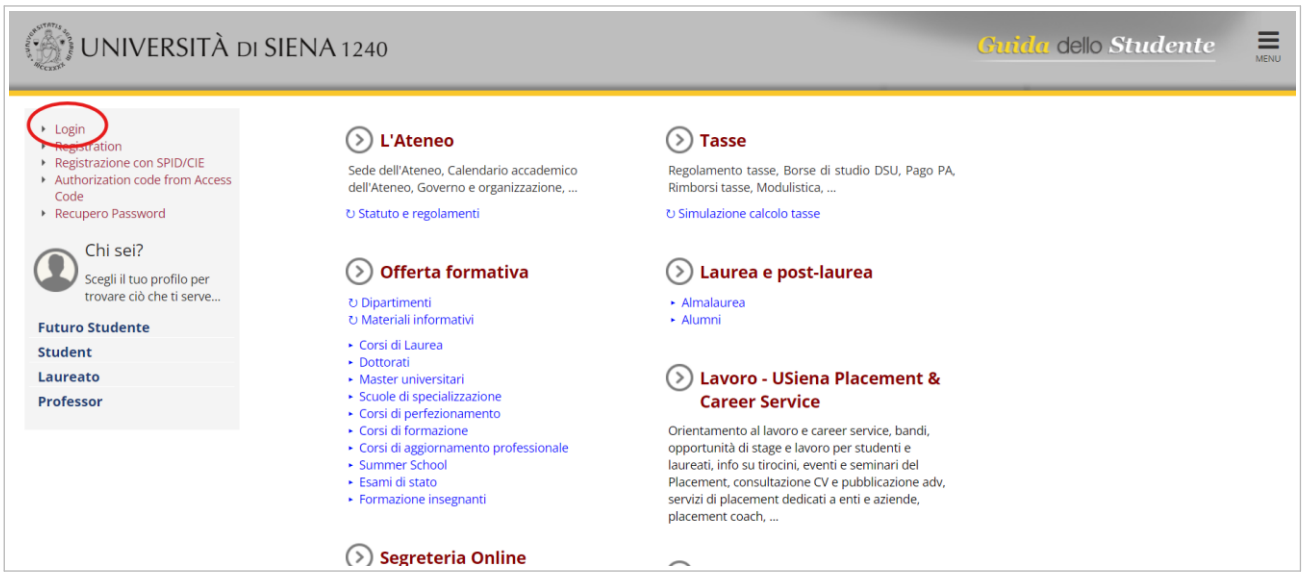
Start your online registration by clicking **Web Registration** (Figure 4). You will need to fill in five pages with your personal data; only the beginning of the process is shown here. At the end you will receive your username and password.

Figure 4



Once registration is complete, **log in** (Figure 5) with your credentials. If you are already registered, you can start directly from this step.

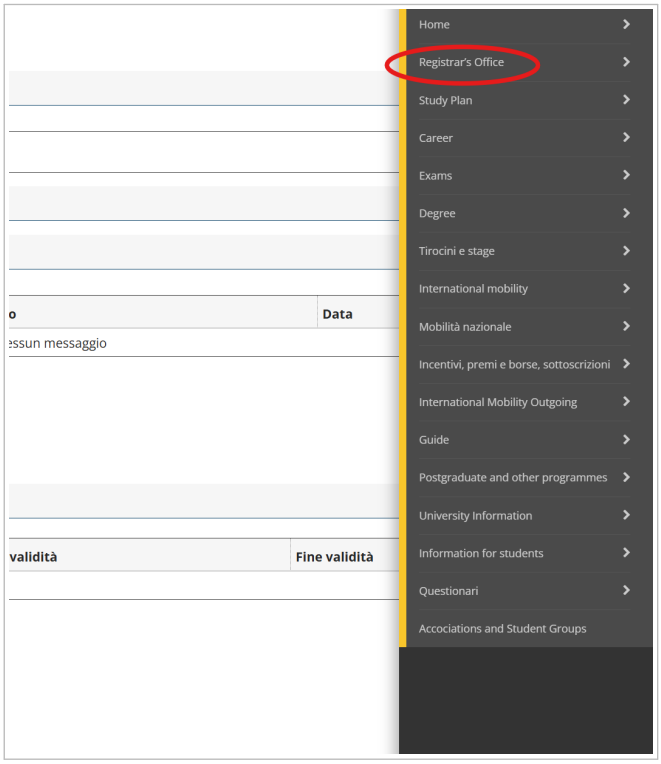
Figure 5



2. Apply for the CMHA admission call

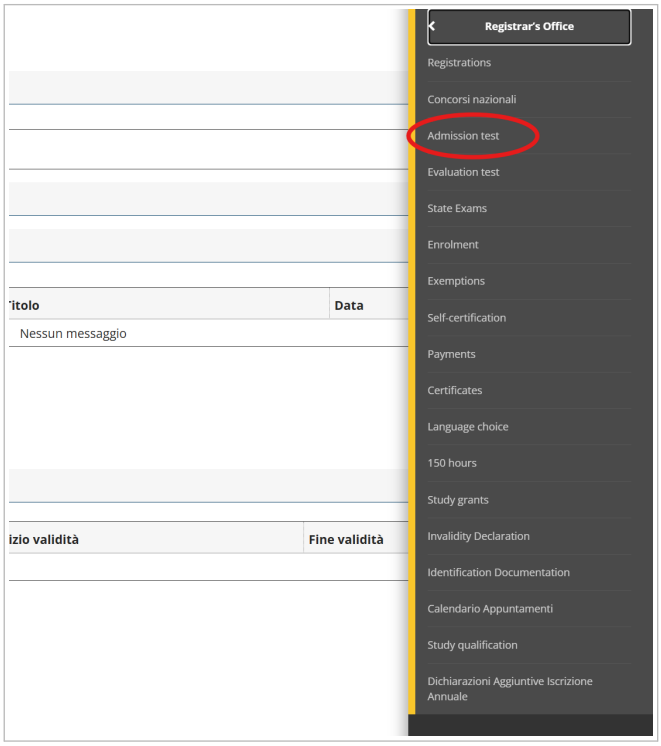
Open the Menu and select **Registrar's Office** (Figure 6).

Figure 6



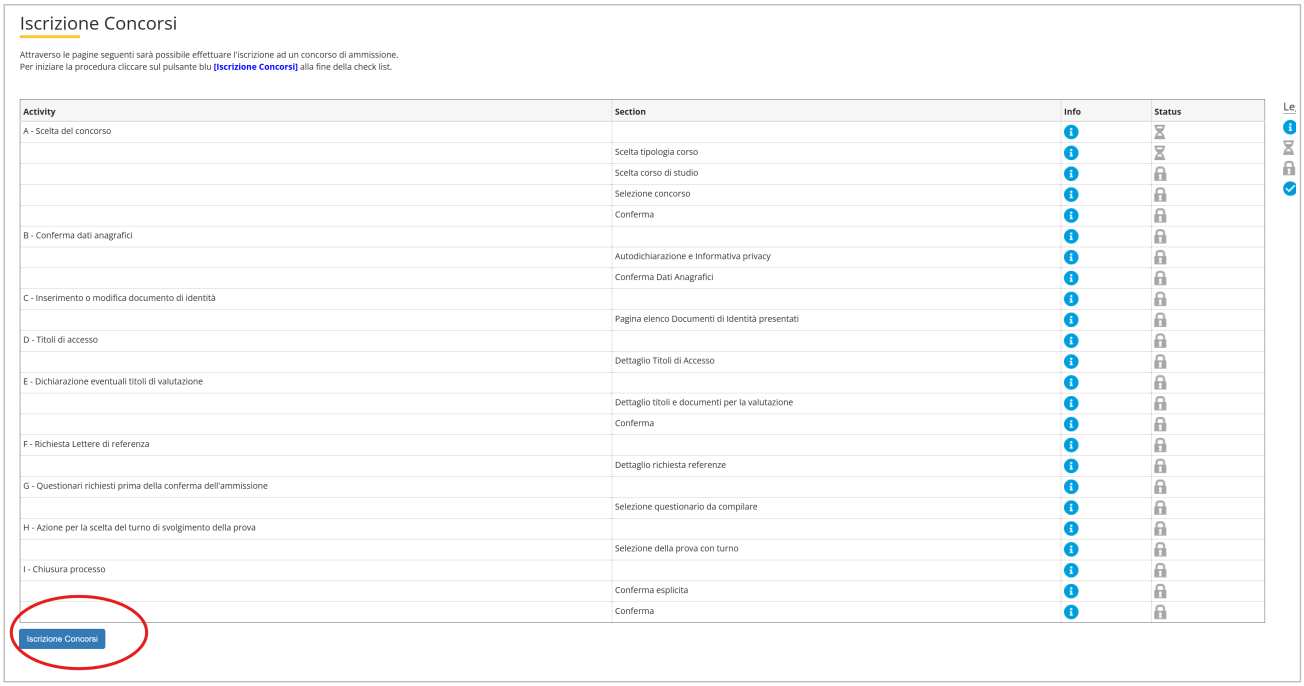
In the Registrar's Office menu, select **Admission test** (Figure 7).

Figure 7



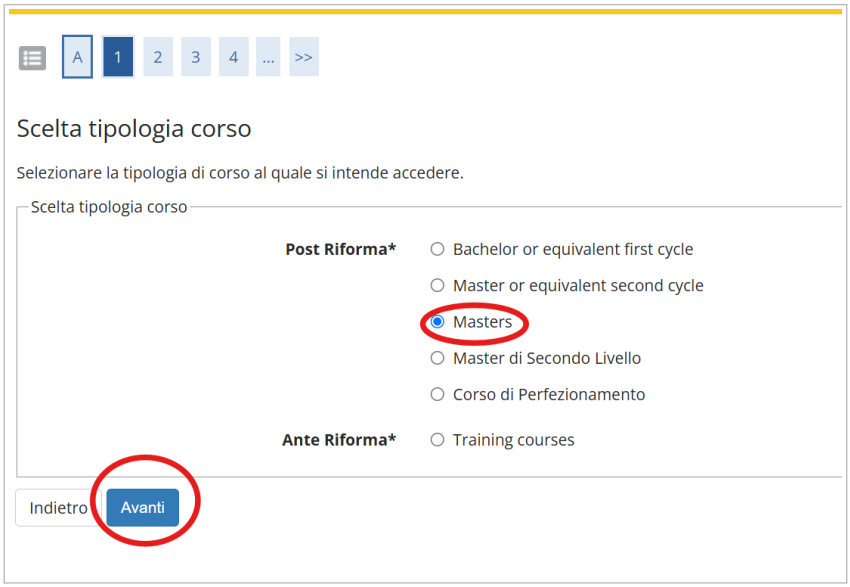
You will see the *Iscrizione Concorsi* page, with a checklist of all the steps of the application. Click the blue **Iscrizione Concorsi** button at the bottom of the checklist to start (Figure 8).

Figure 8



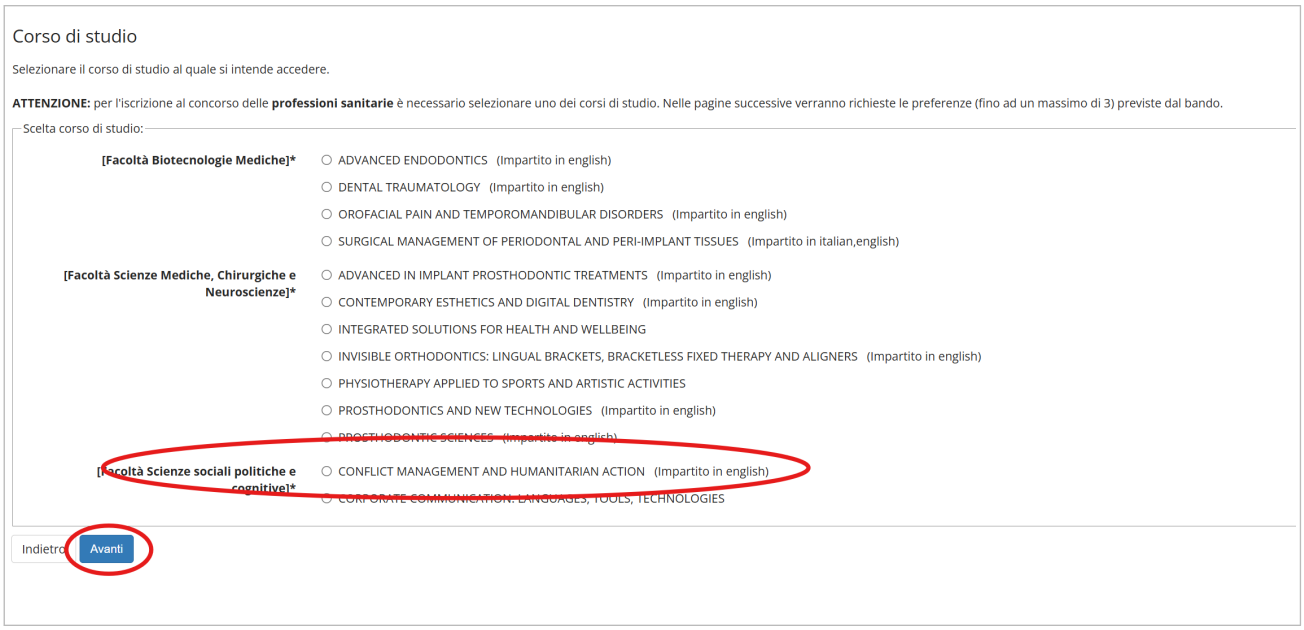
Under *Scelta tipologia corso*, select **Masters** and click **Avanti** (Figure 9).

Figure 9



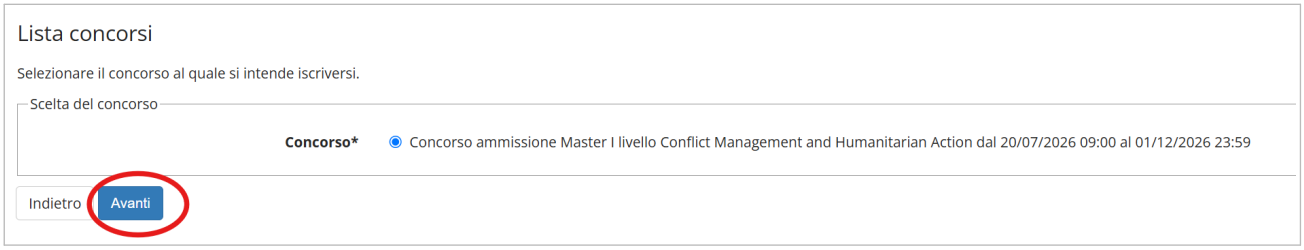
Under *Facoltà Scienze sociali politiche e cognitive*, select **CONFLICT MANAGEMENT AND HUMANITARIAN ACTION** and click **Avanti** (Figure 10).

Figure 10



Select the call **Concorso ammissione Master I livello Conflict Management and Humanitarian Action** and click **Avanti** (Figure 11). The dates shown next to the call indicate the period during which applications are open.

Figure 11



Check the summary of your choice and click **Conferma e prosegui** (Figure 12).

Figure 12



3. Complete your application

From this point on, follow the remaining sections of the checklist shown in Figure 8, entering your data and clicking **Avanti** to move from one page to the next. In particular, you will be asked to:

- accept the self-declaration and privacy notice and confirm your personal data;
- enter the details of a valid identity document and upload a scanned copy of it;
- enter your qualifications for admission (e.g. your degree) and any further qualifications or documents for evaluation required by the call;
- complete any other sections shown in the checklist (e.g. reference letters or questionnaires), where requested;
- close the process with the final **explicit confirmation**.

Important: your application is complete **only once you have paid the admission fee**. After confirming your application, go to **Menu › Registrar's Office › Payments**, where you will find the payment slip for the admission fee, and pay it before the deadline set out in the call. Applications for which the fee has not been paid will not be considered.