



UNIVERSITÀ DI PAVIA

Area Ricerca
e Terza Missione

**To PhD students required to enroll in the second
and third years for the academic year 2026/2027**

HOW TO ENROLL IN THE ACADEMIC YEAR 2026/2027

Dear PhD student,

Please find below the information to register for the academic year 2026/2027.

In accordance with current regulations, the Academic Board is required to evaluate the work carried out by PhD students and decide on their admission – or non-admission – to the following year.

PhD students admitted to the following year must register **by the following deadlines:**

- **PhD students whose academic year starts on October 1st: by October 31st, 2026**
- **PhD students whose academic year starts on March 1st (40th cycle, second part): by March 31st, 2027**
- **PhD students whose academic year starts on April 1st (41st cycle, second part): by April 30th, 2027.**

AlmaLaurea Questionnaire

To access their Personal Area, PhD students are required to complete the mandatory AlmaLaurea questionnaire presented upon logging in. Once the questionnaire has been completed, they will be able to proceed to pay the enrollment fee for the academic year 2026/2027.

Enrollment Procedure

Following approval for progression to the next academic year by the Academic Board, the registration fee must be paid **by the deadline indicated above.**

Starting from the academic year 2026/2027, in accordance with the UNIPV Notice on University Fees, the registration fee for PhD courses is structured as follows:

- Regional fee for the right to study: € 190.00 (exceptions apply to non-EU PhD students placed in one of the fixed-rate contribution brackets – flat rate)
- Virtual duty stamp: € 16.00.

Payment must be made using one of the following methods:

- **direct payment** (credit cards or bank transfers through the affiliated banks) in the “Payments” section of your [Personal Area](#), by clicking on the invoice number, then on the “Pay by PagoPA” button;



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- **deferred payment**, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. You can print the invoice in your [Personal Area](#), by clicking on the invoice number and then on the button “Print notice for PagoPA”.

PhD students can submit their ISEE declaration to have the regional fee recalculated.

The payment brackets are structured as follows:

- Bracket 1: € 130.00 for an ISEE not exceeding € 26,887.93;
- Bracket 2: € 160.00 for an ISEE between € 26,887.94 and € 53,775.88;
- Bracket 3: € 190.00 for an ISEE of € 53,775.89 or higher.

Regarding the choice of ISEE type:

- **PhD ISEE** (*“ISEE dottorandi”*): based on the income of the PhD student, their spouse (if applicable), and their children (if applicable)—*not* the student's family of origin—received two years prior;
- **Current ISEE** (*“ISEE corrente”*): based on the household income received the previous year;
- **Standard ISEE** (*“ISEE ordinario”*): based on the household income received two years prior.

Further information on the submission process and deadlines for the ISEE can be found at <https://phd.unipv.it/enrollment-fees/>.

If you forgot the password to access your Personal Area, you can reset it at <https://sonl.unipv.it/password/>. If you can't find the payment notice in your Personal Area, please contact uoc.formazionericerca@unipv.it.

The University will receive the payment directly from the bank. There is no need to send to the PhD office a copy of the payment.

Late Enrollment

Students who fail to pay the enrollment fee by the deadline will have to pay an additional fee of € 82,00, which will be reduced by 30% (€ 57,00) in case the enrollment fee is paid within 15 days of the deadline. The payment notice for the additional fee will be automatically generated following the payment of the enrollment fee and made available in the “payments” section of the PhD student's Personal Area.

Request for UNIPASS

To submit a UNIPASS request, according to the methods communicated by the competent office, the enrollment fee for the academic year 2026/2027 must be paid. For this reason, **the staff has already invoiced the fees for all PhD students who will have to enroll, with different deadlines, for the new academic year.** This allows those who need the UNIPASS to



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make the required payment immediately; those who do not intend to request it can comply with the deadline indicated above. Please note that the UNIPASS validity period is the same for all UNIPV students and does not necessarily coincide with the duration of the PhD program enrollment.

Should you need assistance, please contact phd@unipv.it.

Best regards

Training for Research Unit