

Dear student, after completing the payment we need to identify you to complete the enrollment. You will be contacted via email from our offices to book an online appointment using Microsoft Teams platform

step 1

Download “Microsoft Teams”

<https://www.microsoft.com/it-it/microsoft-365/microsoft-teams/download-app> or use web application at <https://teams.microsoft.com/>

step 2

Enter your login credentials (name.surname@you.unipa.it)

### step 3

You will find the appointment in the Calendar section and you will be able to participate to the meeting.

We'll check the documentation with you

### step 4

If the check is successful, the student is informed that he has to send their documents by post to the following address:

**University of Palermo - Segreteria Studenti - Viale delle Scienze - Edificio 3 - 90128 Palermo - Italia**

The student may also ask their institution to send digitally signed copy of the academic documents

**Please note that the deadline for delivering your original/ digitally signed documents is 15th December 2020**

**For further information please contact us on the following email address: [supportosia@unipa.it](mailto:supportosia@unipa.it)**