GUIDE TO SUBMITTING AN APPLICATION FOR ADMISSION

- Log in to the ISIDATA platform (www.isidata.net)
- Click on SERVICES FOR STUDENTS/TEACHERS AND ADMINISTRATIVE STAFF (SERVIZI PER STUDENTI/DOCENTI ATA)
- Click on MUSIC CONSERVATOIRES (CONSERVATORI DI MUSICA) in the STUDENT ACCESS section (ACCESSO STUDENTI) (or follow this link)

- Click on 1) inserimento domanda AMMISSIONE [Submit an ADMISSION application]

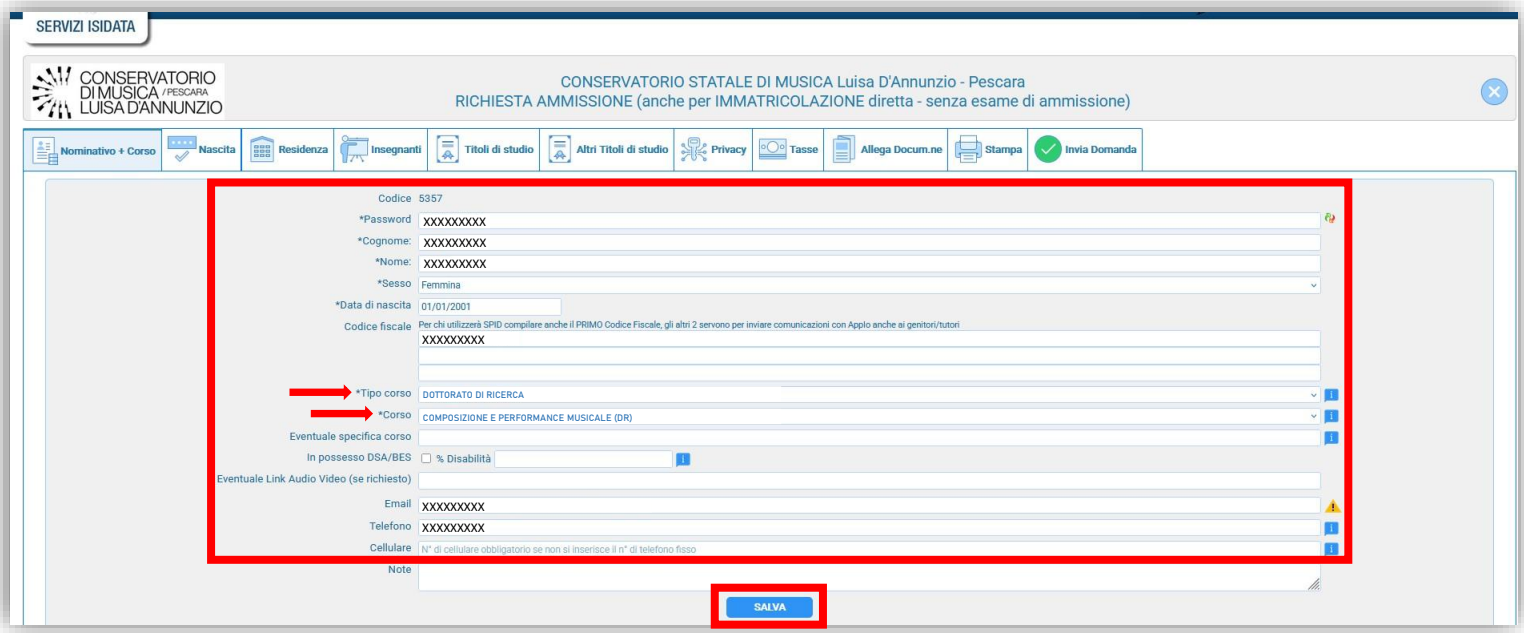
- Select the Conservatoire for your application: PESCARA
- Enter your details and the Captcha code

- Click on 'SEND CODE' (INVIA CODICE)

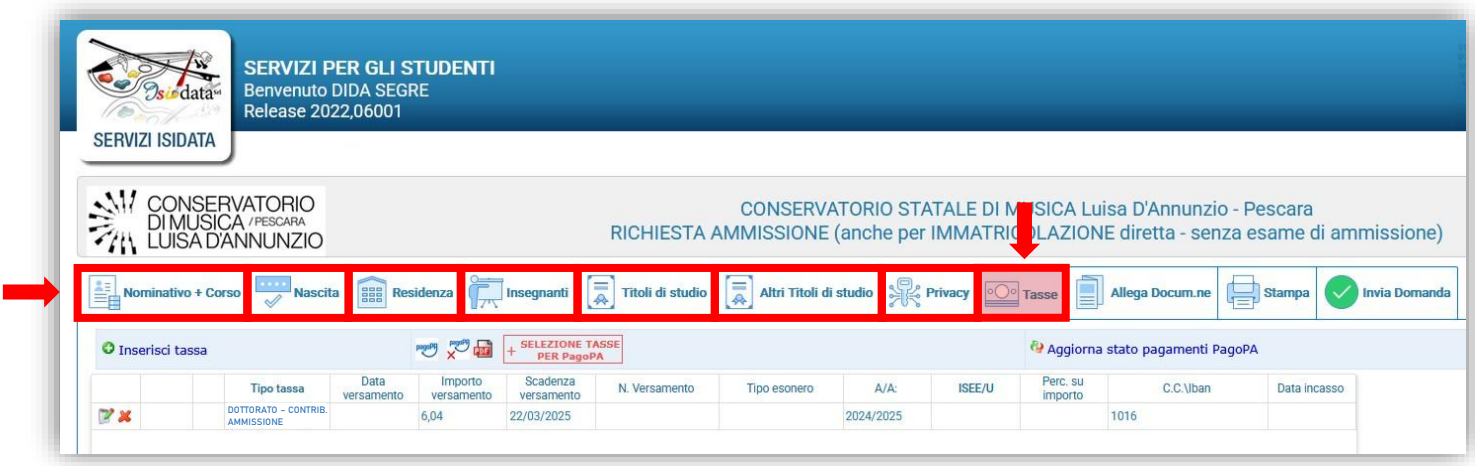
- Enter the code you received in the email specified, then click NEXT [AVANTI]

- An information message will appear; read it carefully and click on OK, Go to Enrolment >> [Ok, Vai all'Ammissione >>]

- Fill in all the fields on the application form (paying particular attention to 'Course Type' and 'Course') and save your details by clicking the 'SAVE' [SALVA] button

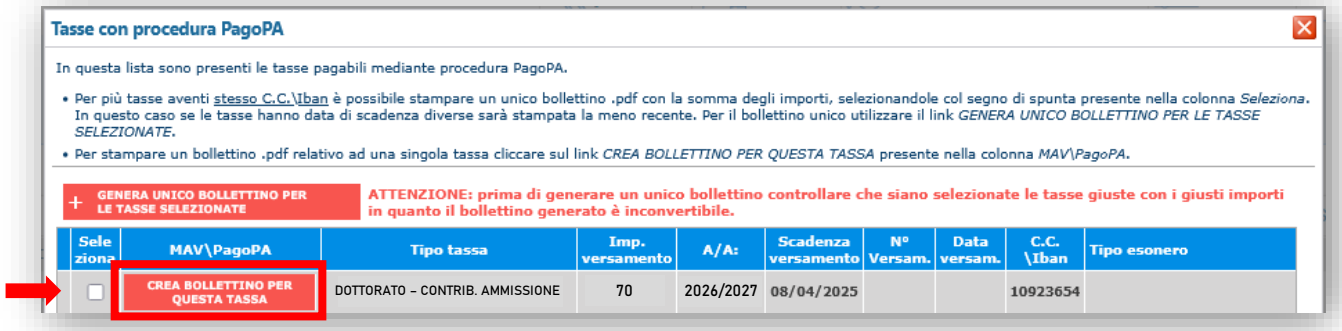


- Fill in all the forms with your personal details up to the FEES section [TASSE], where you will find the DOCTORATE – ADMISSION FEE of €70.00



- Click on 'Genera PagoPA' to generate the PagoPA MAV and proceed with the payment

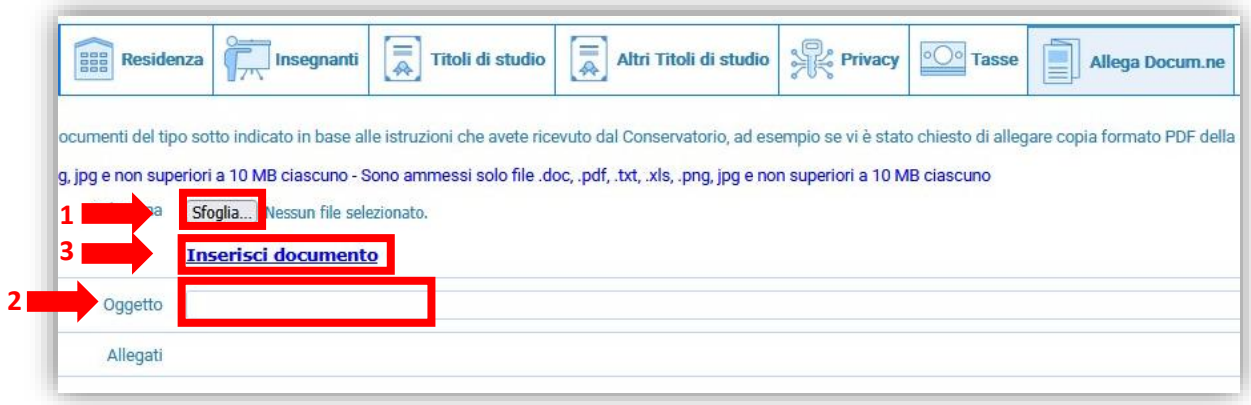
- Click on 'CREATE PAYMENT SLIP FOR THIS TAX' [CREA BOLLETTINO PER QUESTA TASSA]



- You can pay by clicking the PAGA button, or by downloading the PDF file of the MAV payment slip via the PDF button (where you will find the QR code to make the payment)

- Complete the 'Attach Documentation' form ["Allega Documentazione"]

- Click on 'Browse…' [Sfoglia] and open the document you wish to attach to the application, then fill in the 'Subject' [Sfoglia] field and click on 'Upload document'



- Once the document has been attached, it will appear in the 'Attachments' section

THERE ARE 3 DOCUMENTS TO BE SUBMITTED:

1) A copy of a valid identity document (or a copy of your passport ONLY if you are an international applicant from outside the European Union)

2) Application form (Annex A + curriculum vitae)

3) Research proposal (Annex B)

Please remember to create a single PDF for each document to be attached to the application

COMPENSATORY AND EXEMPTION MEASURES

If you fall within the categories set out in Article 20 of Law 104/1992 and/or Law 170/2010 and/or other categories protected by law, you may avail yourself of compensatory or dispensatory measures for sitting the oral examination by attaching the relevant form, available at the following link, to your application for admission: Richiesta-di-misure-per-Ammissione-Conservatorio.pdf

- Finally, click on the 'Submit Application' tab ["Invia Domanda"]

- If the application has been correctly completed in all essential sections, the lines will all be highlighted in **green** and you will be able to submit the application (otherwise, return to the previous tabs to rectify any omissions)
- Proceed to submit the application by clicking on the 'Confirm details and submit application' button ["Conferma i dati ed invia la domanda]

- Once your application has been registered by the administration office, you will receive an automatic confirmation email (it may take several days from the time you submit your application).