

## TO APPLY AND PAY ON su Nettuno PA

NettunoPA is an Italian website and enrollment platform used to collect applications and student data. The full application procedure must be conducted in Italian. The document you are reading will attempt to guide you through the procedure. If you need further help, you can try Google Translate, or contact the Siena Jazz offices at [info@sienajazz.it](mailto:info@sienajazz.it).

Begin by clicking the following link:

<https://registroelettronico.nettunopa.it/ammissioni/?id=118001>

Click ORDINAMENTO and choose “Dottorato di ricerca (A.A. 2024/2025)” then click CORSO and choose “Dottorato di ricerca in Linguaggi dell’improvvisazione nelle musiche contemporanee”

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Insert all personal data requested. If you have Special Educational Needs (such as language or motor difficulties) please click on BES. If you have a learning disability (such as dyslexia, ADHD, autism) please click on DSA. More details can be found here: <https://www.scuola.net/news/652/dsa-e-bes-differenze-e-che-cosa-prevede-la-normativa-scolastica-a-riguardo>

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### ACADEMIC QUALIFICATION

**Specify type of degree/diploma, name of institution and academic year  
(In Italian: Specificare tipo di diploma, nome dell'istituto e anno accademico)**

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### CARICA ALLEGATI (FIRST PART)

- **Ricevuta pagamento tassa ammissione di 50 euro.**  
IMPORTANT: The page asks you to upload a payment receipt, but the first time you visit this page, you will not have the receipt for payment, because the fee document will only be generated at the end of the application process. You will return later to upload the receipt, so you can just skip this for now (details are below).
- **Identity documents**

## CARICA ALLEGATI (SECOND PART)

- **Allegato A** – academic and artistic qualifications. Link: [https://www.sienajazz.it/wp-content/uploads/2024/08/Allegato-A\\_domanda-di-ammissione-e-titoli.pdf](https://www.sienajazz.it/wp-content/uploads/2024/08/Allegato-A_domanda-di-ammissione-e-titoli.pdf) and also link to the self-declaration <https://www.sienajazz.it/wp-content/uploads/2024/08/Autocertificazione-Titolo-di-studio.pdf>

**IMPORTANT:** For degrees obtained outside of Italy, you will need to obtain a *dichiarazione di valore in loco* from the Italian Consulate or Embassy with territorial authority over the university where you studied. Here is a link to a description of the process (but you will need to refer to whichever Consulate is competent for your university): <https://constoronto.esteri.it/en/servizi-consolari-e-visti/servizi-per-il-cittadino-italiano/dichiarazioni-di-valore-in-loco-per-titoli-di-studio/>

- **Allegato B** – proposed doctoral research project. Link: [https://www.sienajazz.it/wp-content/uploads/2024/08/Allegato-B\\_progetto-di-ricerca.pdf](https://www.sienajazz.it/wp-content/uploads/2024/08/Allegato-B_progetto-di-ricerca.pdf)
- **Curriculum Vitae**

At the end of the registration procedure, Nettuno will show you a summary of the data and documents uploaded. You will need to flag the checkboxes and confirm your registration for admission.

After clicking ‘Conferma’, you will receive an email (at the address you indicated in the registration procedure) with the details of the admission request, and the Pago PA bill to be paid in order to complete the registration.

You can pay the PagoPA bill either online using the QR code inside, or at the bank, post office, or tobacco shops. Once you have paid, you will need to click the link in the email you received and upload the receipt for payment on the page CARICA ALLEGATI. Then continue through the pages until the end (your data will have been automatically saved by the system from the first time through). Click Conferma a second time, and you will have completed the application. In case of problems with the upload we ask you to send us the receipt by email ([info@sienajazz.it](mailto:info@sienajazz.it))

For further information contact the office. [info@sienajazz.it](mailto:info@sienajazz.it)