



Luiss University Application: Instructions

You should by now have received the following e-mail containing the access code (token) and further instructions about the application.

Dear

Congratulations!

You have been nominated by your home university at Luiss University for the academic year

You have been assigned the following ACCESS CODE

Follow these steps to submit your application and to be successfully admitted to Luiss:

(If this is not the case, please check your spam folder. If the email is not even there, please contact us immediately so we can resend the information to you)

If you have prepared all the required documents, it will only take about ten minutes to complete your application.

Simply follow these two steps:

- 1. Register to Web Self-Service** – Create an account to access the online platform.
- 2. Complete the application** – Fill out the required details and provide the necessary information to complete the process.

STEP 1: Register to the Web Self-Service platform

You should have received a link in your e-mail.

1. REGISTRATION:

Register to the Web Self-Service platform by clicking here <http://bit.ly/1dU70rZ>

By clicking there, you will land on the [LUISS Web Self-Service platform](#).

LUISS  Servizi Web Self - Service

Registration to the Web Self-Service

Welcome to the LUISS Web Self-Service platform.

You should register by using the ACCESS CODE we sent to your e-mail address and entering the exact data in the First Name, Family Name and Date of Birth fields.

Your personal details must correspond to those in your ID or passport.

By proceeding you declare that you have viewed the [Privacy Notice](#). You also authorize the processing of your personal data in compliance with The General Data Protection Regulation (GDPR) (EU) 2016/679, for the purpose of the program and for the purposes educational initiatives.

Access authorization form

ACCESS CODE*	<input type="text"/>
First Name*	<input type="text"/>
Family Name*	<input type="text"/>
Date of birth*	<input type="text"/> 

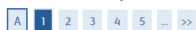
(dd/mm/yyyy)

[Proceed](#)



To proceed with your registration to the Web Self-Service, you will have to enter your access code, first name, family name **in capital letters**, and your date of birth. (***If you have multiple first names or surnames, include all of them exactly as they appear on your ID or passport—even any commas—since your registration is based on that document.***)

Now enter your personal information.



Registration: Personal information

Please enter or change your personal information.

Legend

* Required information

Personal information

First name	<input type="text"/>
Last name	<input type="text"/>
Date of birth	<input type="text"/>
	(dd/mm/yyyy)
Gender*	<input type="radio"/> Male <input type="radio"/> Female
Citizenship*	<input type="text"/>
Country of birth*	<input type="text"/>
Province of birth*	Please, select the PROVINCE
Municipality/City of birth*	Please, select the Town/City
Italian Tax Code Number *	<input type="text"/>

Back Next

If you are not in possession of your Italian tax code number yet, just click on **“Next”** and it will be generated automatically by Web Self-Service. (Please note that this auto-generated tax code **has no legal value** but serves only for the purpose of completing your enrollment.)

In the next pages, you will be asked to indicate your residency address, your email, mobile phone, and to choose your password. Continue with your registration until it's completed.

Registration: Completed

All required information has been entered correctly. To access your new page, you will need to log in by entering, when prompted, the username and password below. We recommend that you keep this information in a safe place for future logins.

Login information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Username	<input type="text"/>
Alias	<input type="text"/>
Password	<input type="password"/>

Your login information has been sent to your email address.

Continue logging in

Print this page

Quit

If your registration is successful, you will be allowed to login to the system using your newly assigned **username** and **password**. We recommend you save this page or note down your credentials for future use.



STEP 2: Luiss Application

Once you have completed the Web Self-Service registration, you can proceed to the next step, that is, the application itself. By logging into the system, you will be able to proceed to the next step.

From your Web Self-Service user page, in the right -hand panel, click on **“Study abroad”** → **“Application Form for Incoming students for Erasmus/Exchange/QTEM/Partnerships/ENGAGE OEI”** (if you are an Erasmus/Exchange/QTEM/Partnerships/ENGAGE OEI student) **OR** **“Application Form for Incoming students Double Degree”** (if you are a Double Degree student)

LUISS Servizi Web Self - Service

Personal area - Welcome

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Student-only area

Logout

Change Password

Study abroad

Application Form for Incoming students for Erasmus/Exchange/QTEM/Partnerships/ENGAGE OEI

Application Form for Incoming students (Double Degree)

Personal information Hide details

Photograph

First and last name

Permanent residence

tel:

Click on **“Apply now”** to start your application. Please insert all necessary information.

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Apply Now

Make sure you have all necessary documents before proceeding with the application. Prepare legible scans beforehand. Depending on your preferences you will have to upload different documents. Once you are ready to begin you may click on the 'Apply Now' button.

[Apply Now](#)

In the next pages, you will have to enter your home institution, the department and the field of study of your program.

Then you will have to indicate your emergency contact information and start uploading the documents we asked you to prepare in our first welcome e-mail.



Data related to secondary school diploma / bachelor degree

Please visualize your data

Alternative Degrees

In order to proceed you need to complete the information of your academic qualification in at least one of the options below. The alternatives are:

Option 1:

Status	Title	Dettagli ammessi:	Note	Status	Steps
✓	Bachelor Degree				Add

Option 2:

Status	Title	Dettagli ammessi:	Note	Status	Steps
✓	foreign qualification				Add

Option 3:

Status	Title	Dettagli ammessi:	Note	Status	Steps
✓	Master's Degree				Add

Back Next

Legend

- Complete
- To complete
- Diploma / Bachelor declared
- Diploma / Bachelor required
- No required diploma / bachelor
- Change
- Visualize
- Cancel

In the page dedicated to the academic qualification, you will have three options:

- Bachelor's Degree – Upload your most recent Transcript of Records (if you're a bachelor's student) or your bachelor's degree certificate (if you're a master's student).
- **Foreign Qualification** – Upload a single PDF containing both your bachelor's degree certificate and most recent Transcript of Records (if you're a master's student or. Bachelor's students should only upload their Transcript of Records).
- Master's Degree – Upload your most recent Transcript of Records (for master's students).

Exchange and QTEM students must upload their Transcript of Records and may also include their high school diploma (optional).

Lastly, ensure you upload the signed privacy statement, which was linked in our first welcome e-mail.

Your application is now complete. Congratulations! 😊

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Application Form for Incoming Students

You have successfully submitted your application. By clicking on print you can view, save and print the Application summary.

Print

For double degree and QTEM students:

Please remember to print, sign, scan, and send the application receipt to incoming.ido@luiss.it.