



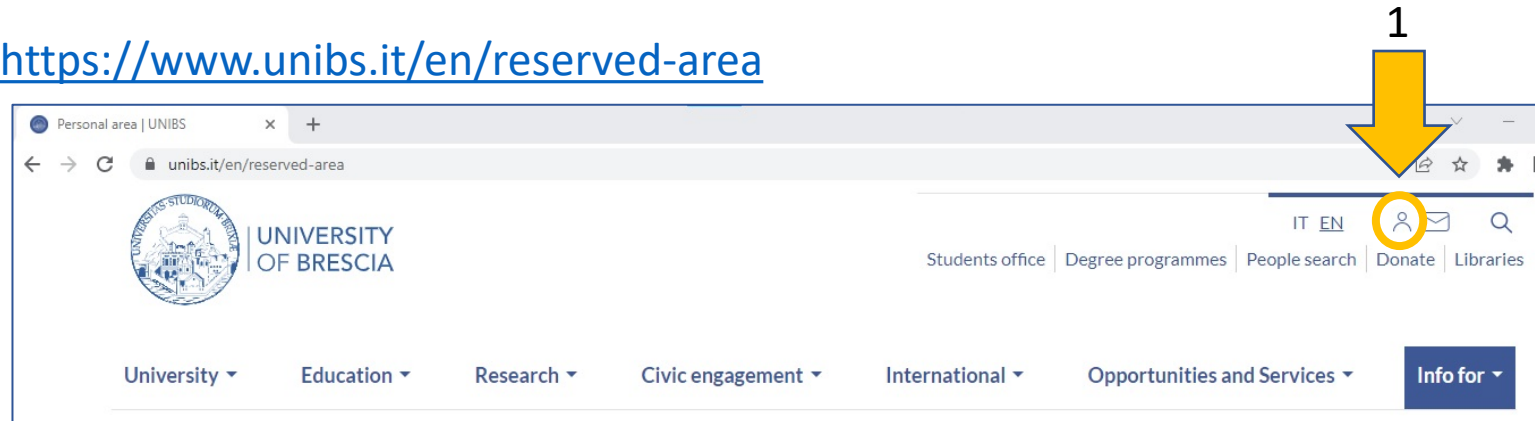
UNIVERSITY
OF BRESCIA

Online Guide

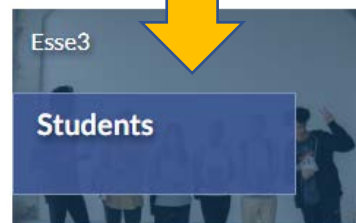
How to upload a civil disability
(L. 118/71) and/or L. 104/92
report or SLD (L. 170/2010)

1. Login to your reserved area

<https://www.unibs.it/en/reserved-area>



Personal area



2. If you have SPID or have already registered as a student, enter your credentials in your student profile.

[Activate SPID](#)

[Online services access info](#)

Before proceeding, remember to make a full scan of your documentation in pdf format

3. From the blue menu to the right of the screen, click on «Registrar's Office»



UNIVERSITÀ
DEGLI STUDI
DI BRESCIA



INFOSTUDENTE
CALL CENTER

800 66 34 23

(anche da cellulare) servizio gratuito



MENU

attivo dal lunedì al venerdì dalle 8:00 alle 18:00

ita eng



Area Registered Users - Welcome BIANCA PROVA

Personal data

Nascondi dettagli ▼

Name Surname	BIANCA PROVA
Permanent Address	PIAZZA DEL MERCATO, 15 25121 Brescia Ph. no.
Temporary Address	PIAZZA DEL MERCATO, 15 25121 Brescia Ph. no.
E-Mail	biancaprova@unibs.it
UNIBS e-mail	
Mobile ph. no.	+39 123456

BIANCA PROVA



Reserved Area

Logout

Change Password

Moodle

Home >

Registrar's Office >

International mobility >

University information >

Student Information >

3





4. From the blue menu to the right of the screen, click on «Invalidity Declaration»

The screenshot shows the user interface of the university's website. At the top left is the university logo and name. In the top right, there is a call center contact number (800 66 34 23) and a menu icon. Below the header, the user is logged in as BIANCA PROVA. The main content area displays personal data in a table. On the right side, a dark blue navigation menu is open, listing various services. The 'Invalidity Declaration' option is highlighted with a yellow box and a yellow arrow. A yellow number '4' is placed to the left of the arrow.

Area Registered Users - Welcome BIANCA PROVA

Personal data Nascondi dettagli

Name Surname	BIANCA PROVA
Permanent Address	PIAZZA DEL MERCATO, 15 25121 Brescia Ph. no.
Temporary Address	PIAZZA DEL MERCATO, 15 25121 Brescia Ph. no.
E-Mail	biancaprova@unibs.it
UNIBS e-mail	
Mobile ph. no.	+39 123456

Navigation Menu:

- Registar's Office
 - Admission test
 - Evaluation test
 - State Exams
 - Pre-Evaluation Application
 - Enrolment
 - Study qualification
 - Self-certification
 - Payments
 - Invalidity Declaration**



5. Click the blue button «Include a new statement about disabilities»



Disability Statement Management

This page contains your Disability Statement.

From this page you can check the details, if necessary modify it, to upload the attachments or remove them.

When uploading a new declaration it is mandatory to attach:

- **Civil Disability Report (Law 118/71) or Report of Law 104 or the complete Specific Learning Disorders Diagnosis (Law 170/2010) including neuropsychological tests;**

Before proceeding with the application, remember to scan the above-mentioned documents.

After uploading, your application will be evaluated and you will receive an email confirmation that your application has been validated.

Please contact us at inclusione@unibs.it if you have any doubts, information or needs.

There no statements of disabilities assigned yet

[Include a new statement about disabilities](#)



5



6. Click the blue button «Invalidity statement management»

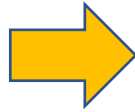
The screenshot displays the student portal interface. At the top left is the University of Brescia logo and name. On the right, there is a contact center information: 'INFOSTUDENTE CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito' and a menu icon. Below this, a blue bar indicates the service is 'attivo dal lunedì al venerdì dalle 8:00 alle 18:00'. The main content area features the heading 'invalidity statement management' with a red underline. Below it, a text line reads 'on the following pages you can proceed with the management of invalidity declarations'. A yellow box highlights a blue button labeled 'invalidity statement management', with a yellow arrow pointing to it from the number '6'. On the right side, a dark blue sidebar menu is visible, containing options like 'BIANCA PROVA', 'Reserved Area', 'Logout', 'Change Password', 'Moodle', and a 'Registrar's Office' section with various services including 'Admission test', 'Evaluation test', 'State Exams', 'Pre-Evaluation Application', 'Enrolment', 'Study qualification', 'Self-certification', 'Payments', and 'Invalidity Declaration'. The bottom navigation bar includes links for 'Home', 'InfoStudente', 'Email di ateneo', 'COVID-19', and 'Corsi di studio'. A footer note reads 'Informativa utilizzo cookie | © CINECA'.



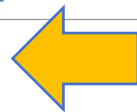
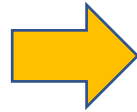
7. and 8. Please, read the content about the Privacy Policy and the declaration in lieu of affidavit. Choose the option «Yes»

9. Click the blue button «Forward»

7



8



9

A 1 2 3 4 B ... >>

Edit Privacy Policy: Summary

This page displays the forms for expressing consent or changing authorisations. Each consent shall be demanded valid until revoked.

Policy Privacy Information - User with disability and SLD - University of Brescia

Inclusion Services

Yes No

I declare that I have read and accept the Privacy Policy for users with disability and SLD

[View the full document](#)

Declaration in lieu of affidavit

Inclusion Services

Yes No

I declare that I have read and accept the declaration in lieu of affidavit for users with disability and SLD.
Furthermore, declares that the medical certificate produced is in accordance with the original and that what is attested in the documentation has not been revoked, suspended or modified.

[View the full document](#)

Back **Forward**

ita eng

BIANCA PROVA

Reserved Area

Logout

Change Password

Moodle

Registrar's Office

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- Evaluation test
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- Invalidity Declaration
- Missions

Home InfoStudente Email di ateneo COVID-19 Corsi di studio

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10. Fill in the required fields and Click the blue button «Forward»

If your document does not provide for an expiry date, write a generic 31/12/2222



A 1 2 3 4 B 1

Disability Statement

Please, introduce the detail of the disability statement

New Disability Statement

Different sort of Disabilities:*

Disability percent level:*

Insert a value between 0 and 100

I ask assistance and/or specialized tutoring services:

I give the permission to the administration offices to contact me directly at the telephone number or e-mail address indicated, in order to organize the assistance:

Beginning date on Disability Certification: (Please insert the Beginning date of Disability Certification) *

(gg/mm/aaaa)

Final date on Disability Certification: (Please insert the expiry date of your Disability Certification, if the Certification has not an expiry date please insert the date 31/12/2222) *

(gg/mm/aaaa)

legal frame work about your Disability Classification:

Legend:

* Mandatory Field

ita eng

BIANCA PROVA



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11. Check the summary about your disability information. If there are right, please Click the blue button «Forward», otherwise click on the white button «back» and edit the content, then return to this screen and click on the blue button «Forward».

Attachments to the statements of disability

In this page you can upload documents related to the statement of disability.

List of attachments

attachment type	Number of attachments Min	Number of attachments Max	file extension	Progress of attachments	Number of attachments	Name of the attachment	Description of the attachment	Option for the attachment
Certification	1	2	*.pdf, *.pdf/A		0			Upload attachment

[back](#) [forward](#)

11

Legend:

- attachments confirmed
- unconfirmed attachments
- provided for

Detail

Edit

Delete

Information

BIANCA PROVA



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Self-certification

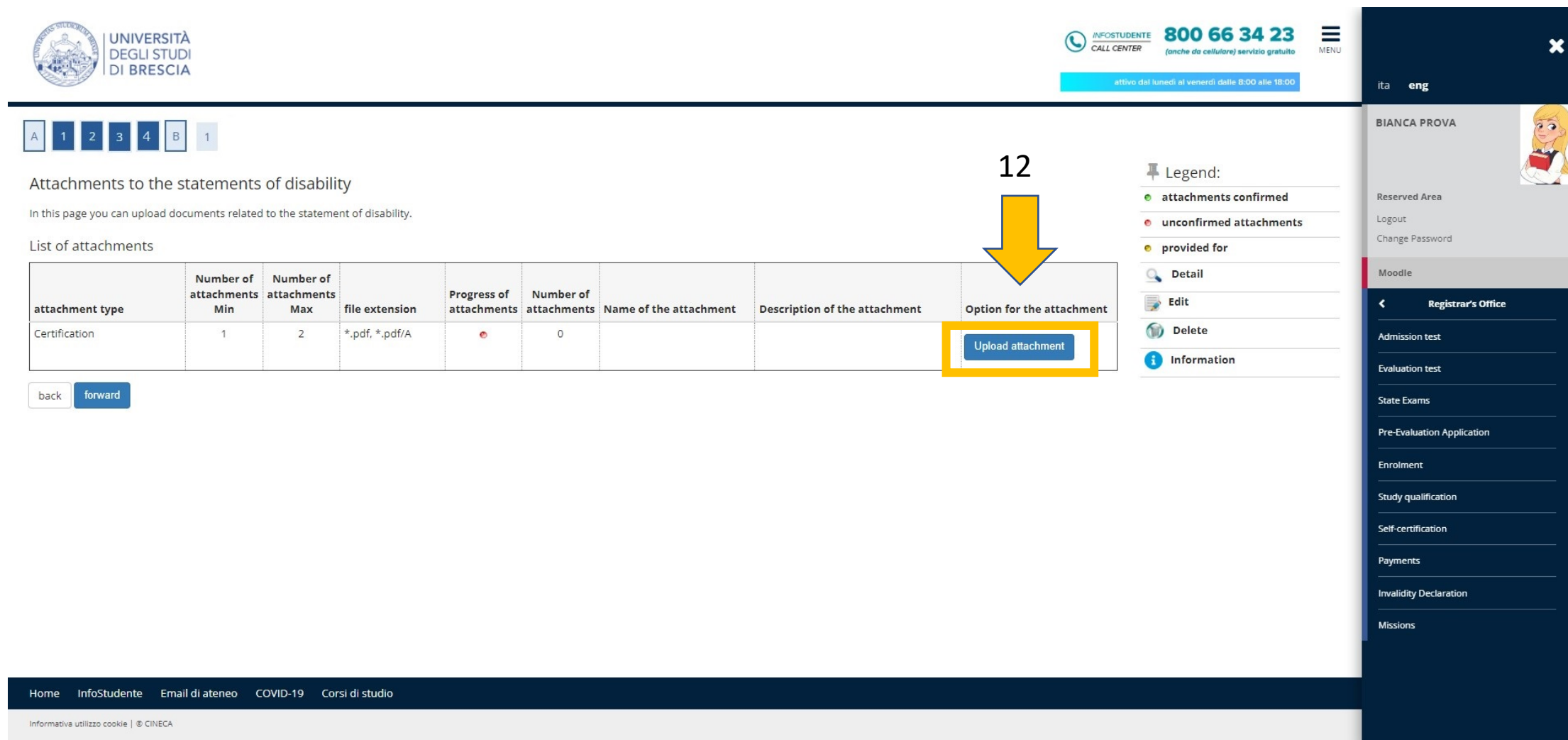
Payments

Invalidity Declaration

Missions

12. Click the blue button «Upload attachment» to upload your complete pdf certification.
To join several pages pdf, please you can use the programme available at the following link:

https://acrobat.adobe.com/link/acrobat/combine-pdf?x_api_client_id=adobe_com&x_api_client_location=combine_pdf



UNIVERSITÀ
DEGLI STUDI
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INFOSTUDENTE CALL CENTER 800 66 34 23 (anche da cellulare) servizio gratuito MENU

attivo dal lunedì al venerdì dalle 8:00 alle 18:00

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BIANCA PROVA

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A 1 2 3 4 B 1

Attachments to the statements of disability

In this page you can upload documents related to the statement of disability.

List of attachments

attachment type	Number of attachments Min	Number of attachments Max	file extension	Progress of attachments	Number of attachments	Name of the attachment	Description of the attachment	Option for the attachment
Certification	1	2	*.pdf, *.pdf/A		0			Upload attachment

back forward

Legend:

- attachments confirmed
- unconfirmed attachments
- provided for

Detail
Edit
Delete
Information

Home InfoStudente Email di ateneo COVID-19 Corsi di studio

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13. e 14. Upload your pdf certification pressing on the grey button «scegli file», next press the blue button «Forward»



Disability Statement

Please indicate the information about the attachments.

Disability statement:

Different sort of Disabilities:	Visually impaired
Disability percent level:	100
I ask assistance and/or specialized tutoring services:	Yes
I give the permission to the administration offices to contact me directly at the telephone number or e-mail address indicated, in order to organize the assistance:	Yes
Beginning date on Disability Certification (dd/mm/yyyy):	03/01/2023
Final date on Disability Certification (dd/mm/yyyy):	05/01/2026
legal frame work about your Disability Classification:	Certificazione di invalidità civile (L. 118/71)

Document details

Name of the attachment:* Certification

Description of the attachment:* Certification

Attachment: Scegli file nessun file selezionato
(The supported extensions are: *.pdf, *.pdf/A)

Back Forward



14



13



15. Click the blue button «Forward»



A 1 2 3 4 B 1

Attachments to the statements of disability

In this page you can upload documents related to the statement of disability.

List of attachments

attachment type	Number of attachments Min	Number of attachments Max	file extension	Progress of attachments	Number of attachments	Name of the attachment	Description of the attachment	Option for the attachment
Certification	1	2	*.pdf, *.pdf/A		1			Upload attachment
						Certification	Certification	

back

forward



15

Legend:

- attachments confirmed
- unconfirmed attachments
- provided for
- Detail
- Edit
- Delete
- Information

BIANCA PROVA



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16. Click the blue button «Forward»

The screenshot shows the student portal interface. At the top left is the university logo and name. To the right, there is contact information for 'INFOSTUDENTE CALL CENTER' with the number 800 66 34 23. A blue banner below indicates the service is active from Monday to Friday, 8:00 to 18:00. The main content area is titled 'Disability Statement' and 'Disability Statement Summary'. It features two buttons: 'Back' and 'Forward'. A yellow arrow points to the 'Forward' button, which is highlighted with a yellow border. The number '16' is placed next to the arrow. A legend indicates that a red star symbol denotes a 'Mandatory Field'. The right sidebar contains the user's name 'BIANCA PROVA', a profile picture, and a list of navigation links under the 'Registrar's Office' section, including 'Admission test', 'Evaluation test', 'State Exams', 'Pre-Evaluation Application', 'Enrolment', 'Study qualification', 'Self-certification', 'Payments', 'Invalidity Declaration', and 'Missions'. The bottom of the page has a dark navigation bar with links for 'Home', 'InfoStudiante', 'Email di ateneo', 'COVID-19', and 'Corsi di studio', along with a small footer notice about cookie usage.



When you return to this screen, you have completed the process.

Remember that your certificate will remain in the 'submitted' status (yellow dot) until it is validated by the appropriate office.



Legend:



Edit



Delete



Confirmed



Provided for

Disability Statement Management

This page contains your Disability Statement.

From this page you can check the details, if necessary modify it, to upload the attachments or remove them.

When uploading a new declaration it is mandatory to attach:

- **Civil Disability Report (Law 118/71) or Report of Law 104 or the complete Specific Learning Disorders Diagnosis (Law 170/2010) including neuropsychological tests;**

Before proceeding with the application, remember to scan the above-mentioned documents.

After uploading, your application will be evaluated and you will receive an email confirmation that your application has been validated.

Please contact us at inclusione@unibs.it if you have any doubts, information or needs.

Type of disability	Disability percent level	Assistance by a tutor	Contact consent	Beginning date on Disability Certification	Final date on Disability Certification	legal frame work about your Disability Classification	Progress of the Disability Statement	Presence of attachment	Actions
Visually impaired	100	Yes	Yes	03/01/2023	05/01/2026	Certificazione di invalidità civile (L. 118/71)		Yes	

[Include a new statement about disabilities](#)

BIANCA PROVA



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DI BRESCIA

Check your email
students.unibs.it to see
if you have received the
automatic email
indicating that the
upload was successfully
completed.

UNIBS - Dichiarazione invalidità presentata / Disability statement submitted > Posta in arrivo x



Università degli studi di Brescia <noreply@unibs.it>
a bianca.prova

13:51 (0 minuti fa) ☆ ↶ ⋮

inglese > italiano Traduci messaggio

Disattiva per: inglese x

Gentile
BIANCA PROVA

ti ringraziamo per aver inserito una certificazione attestante una situazione di DISABILITA' con tipologia "Disabilità visive".

Durante la presentazione della domanda di invalidità hai acconsentito al trattamento dei tuoi dati personali come da informativa trattamento dati utenti con disabilità e dsa e hai altresì dichiarato la conformità all'originale del certificato medico prodotto con dichiarazione sostitutiva di atto notorio.

Riceverai apposita comunicazione, una volta che la tua domanda di invalidità sarà stata valutata e confermata.

Ti invitiamo a contattare la U.O.C. Inclusione, Partecipazione e Residenze Universitarie in caso di dubbi, informazioni o necessità.

Cordiali saluti

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Università degli Studi di Brescia - indirizzo: [Via Valotti 3/B - 25133 Brescia](#)

[U.O.C. Inclusione, Partecipazione e Residenze Universitarie](#)

Assistenza studenti con disabilità e DSA - inclusione@unibs.it

Segreteria Commissione Ateneo per le Disabilità - capd@unibs.it

Tel: +39 030 20 16 094 - Tel: +39 030 20 16 095 - Tel: +39 030 20 16 060

gli uffici sono aperti dal lun-gio: 8.30-16.00 ven: 8.30-12.00

Sportello online/presenza mar 9:00-12:00 e ven 9:00-12:00: <https://calendari.unibs.it/PortalePlanning/welcome.php>

PEC: ammcentr@cert.unibs.it

Dear
BIANCA PROVA

We thank you for the upload of Your Disability Statement that certifies the following situation: "Disabilità visive".

When submitting your disability application, you have consented to the processing of your personal data as set out in the Privacy Policy information for users with disability and SLD, and you have also declared that the medical certificate produced in declaration in lieu of affidavit is in accordance with the original and that what is attested in the documentation has not been revoked, suspended or modified.

After your Disability Statement addition will be examined and you will receive an e-mail with the confirmation of the good result.

We invite you to keep in contact with the office named "U.O.C. Inclusion, Participation and University Campus" in case of dubs, information or specific needs.

Best regards,

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University of Brescia - Location: [Via Valotti 3/B - 25133 Brescia](#)

[UOC Inclusion, Participation and University Campus](#)

Support for Student with Disabilities and SLD - inclusione@unibs.it

Support for University Commission for Disabilities - capd@unibs.it

Tel: +39 030 20 16 094 - Tel: +39 030 20 16 095 - Tel: +39 030 20 16 060

Opening: Monday - Thursday: 8.30 a.m. - 4.00 p.m. and Friday: 8.30 a.m. - 12.00 a.m.

Service Desk online/in presence: Tuesdays 9:00-12:00 and Friday 9:00-12:00: <https://calendari.unibs.it/PortalePlanning/welcome.php>

PEC: ammcentr@cert.unibs.it

↳ Rispondi

↳ Rispondi a tutti

↳ Inoltra