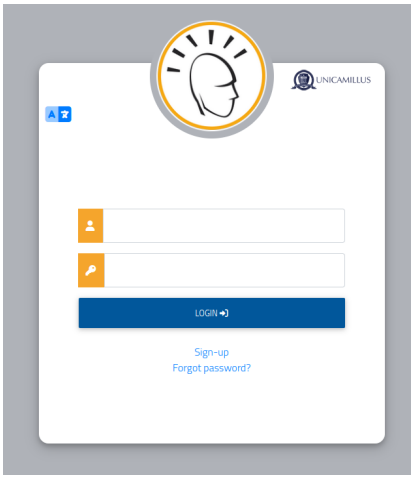
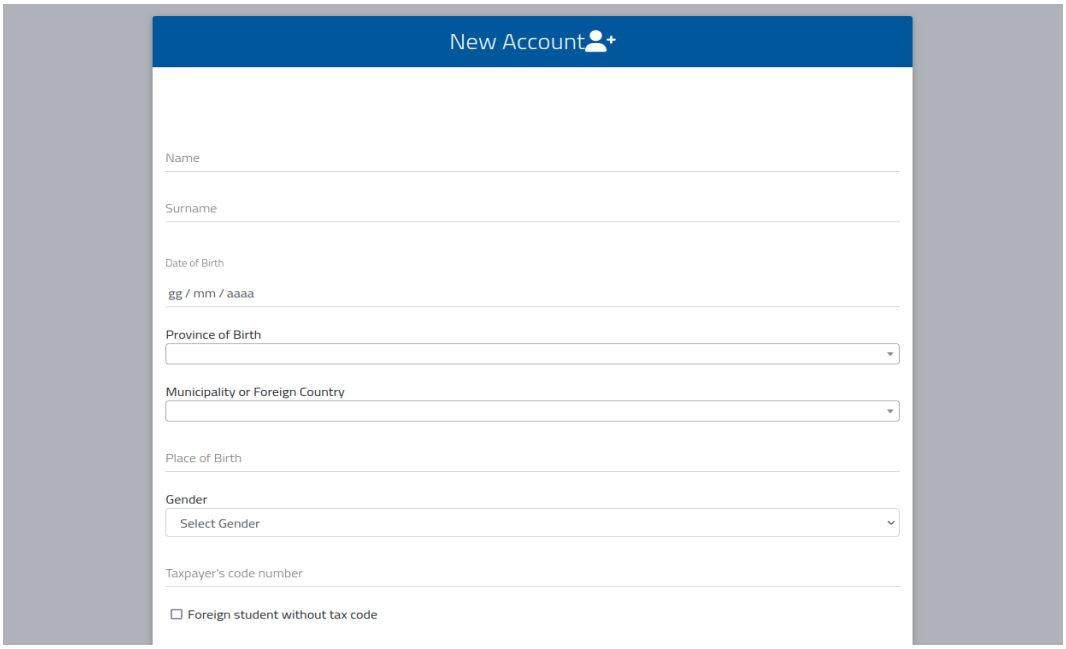
GUIDE FOR ENROLMENT AFTER WITHDRAWAL

1. Access the student's portal page (https://unicamillus-studenti.gomp.it/Login/Index) and choose a language between Italian or English by clicking on the blue button on the left. Then click on "Sign up". ***If you have already registered during the pre-enrolment period, please proceed from point 4.***

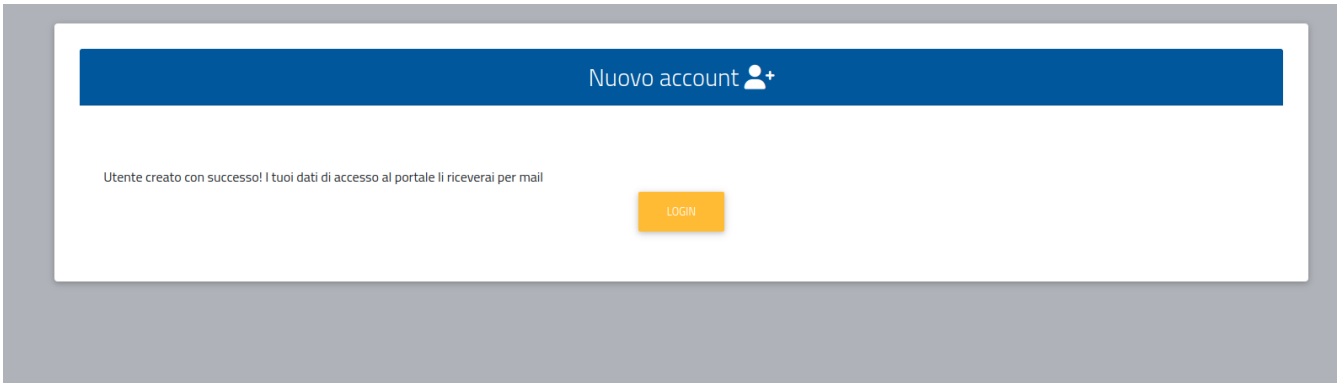


2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "STATO ESTERO" in the "Province of Birth" section and tick the case "Foreign student without tax code".

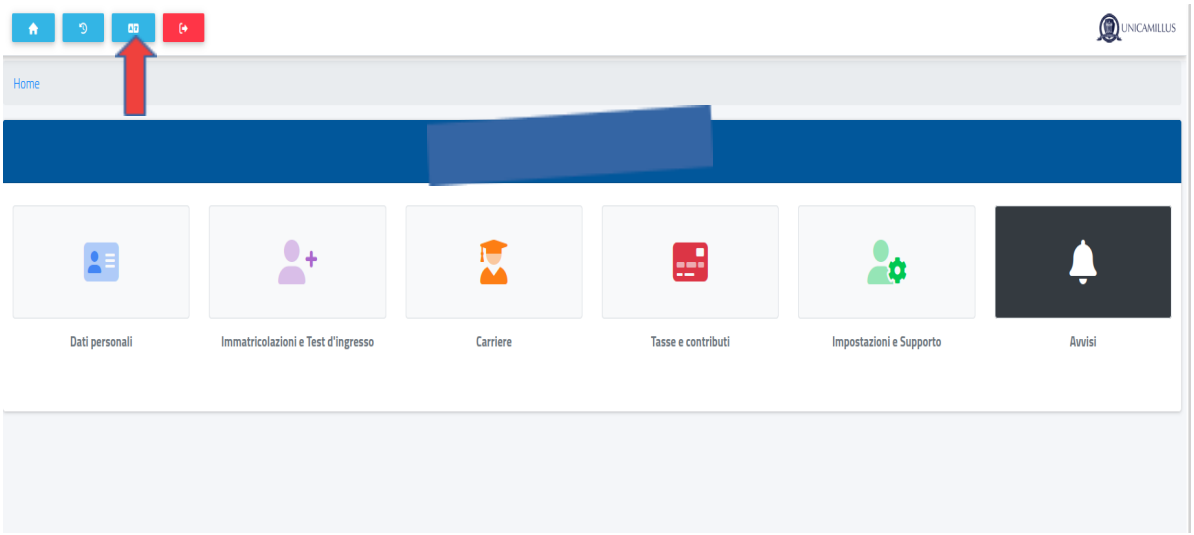


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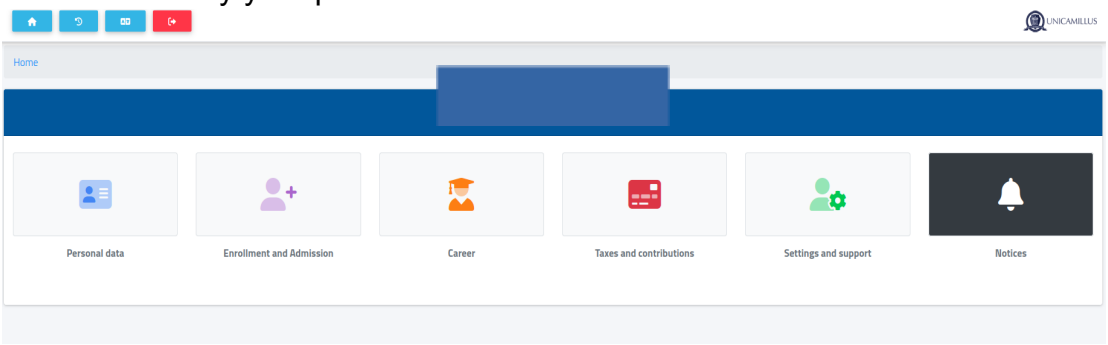
3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.



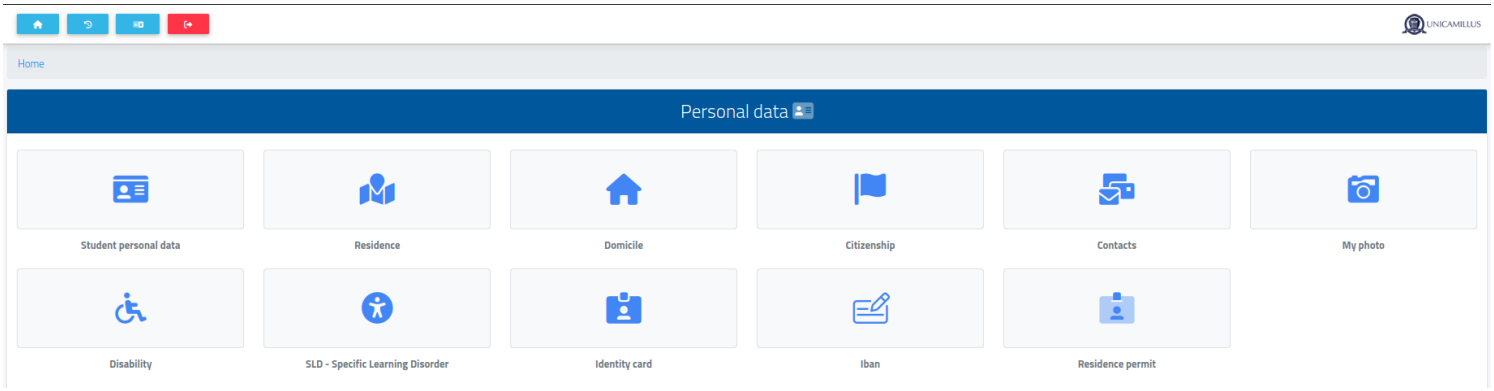
4. After completing the registration procedure, access your personal area on the student's portal (https://unicamillus-studenti.gomp.it/Login/Index) and click on the third blue button on the left in order to change the language option.



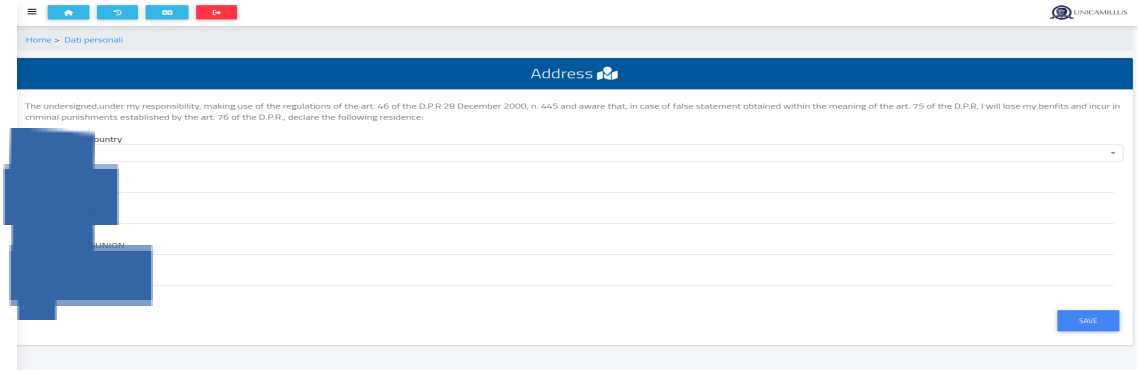
5. Once you have chosen the language between Italian and English, click on "Personal Data". In this section you can add or modify your personal details.



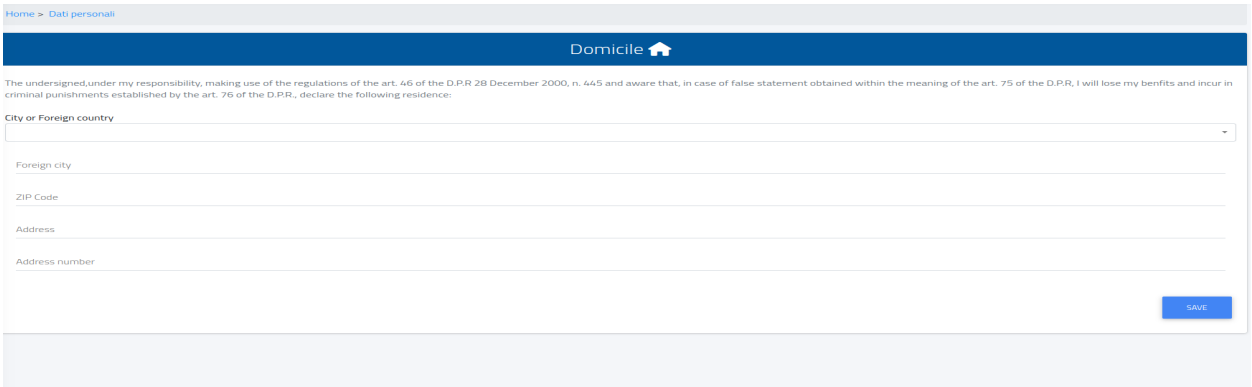
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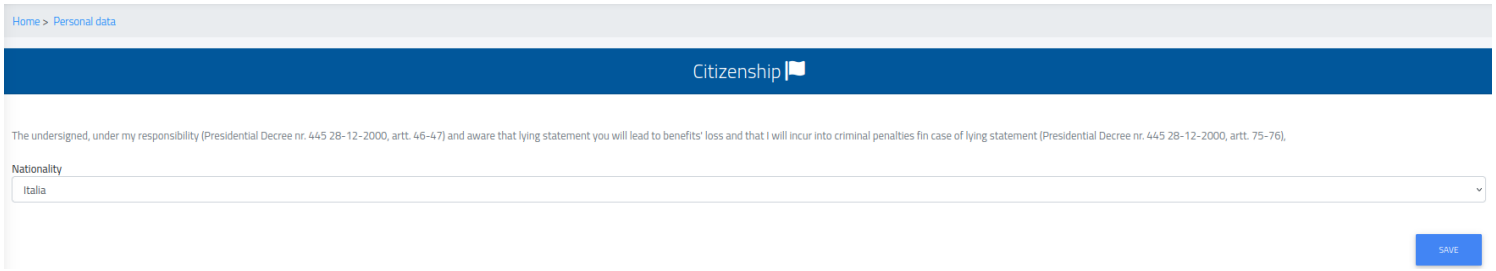
6. Click on “Address” in order to add your Residence Address. If you were admitted as a non-EU student, please select your home country.



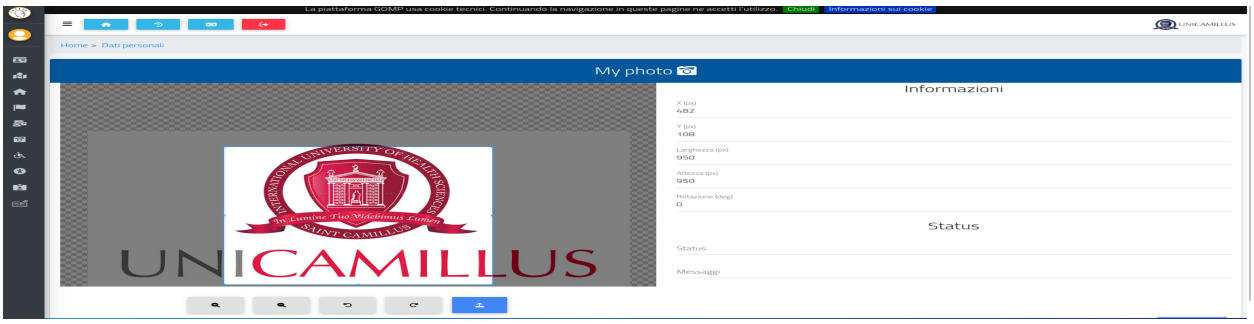
7. Click on “Domicile” in order to add your Domicile Address. It can be different from that of the Residence.



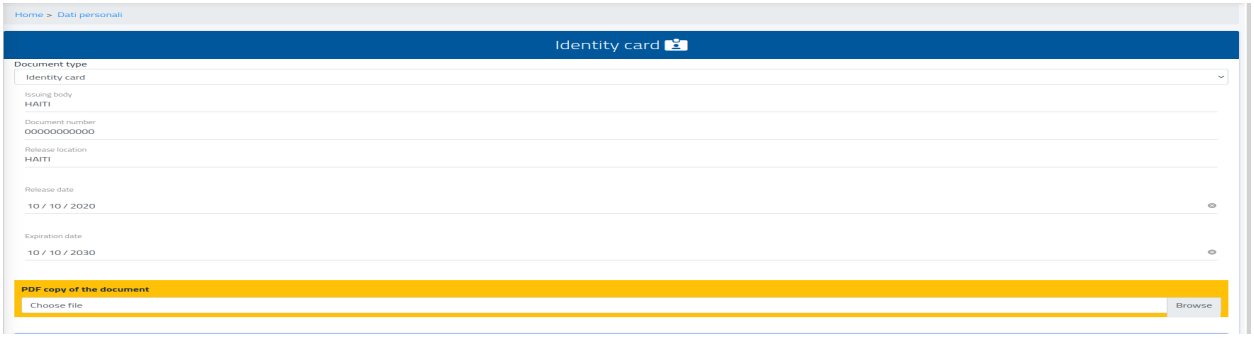
8. Click on “Citizenship” in order to add your non-EU citizenship.



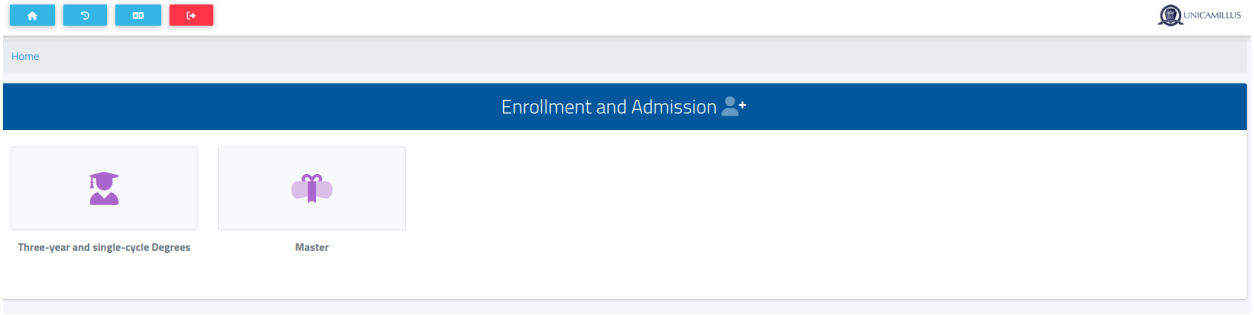
9. Click on “My Photo” in order to add a picture of you that will be shown on the left of your Student’s Area.



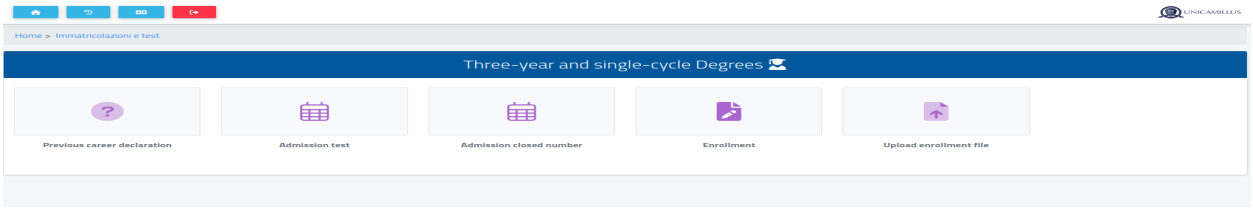
10. Lastly, click on “Identity Card” in order to add a personal document, such as an ID, Passport, Residence Permit etc.



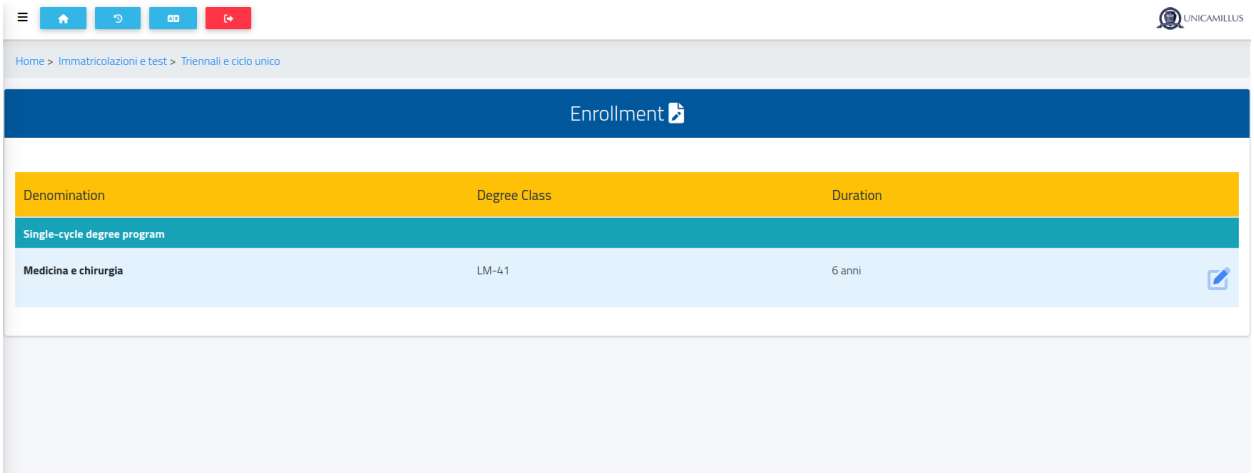
11. After completing the personal data section, go back to the Homepage and follow the path “Enrolment and Admission”>”Three-year and Single-Cycle Degrees”



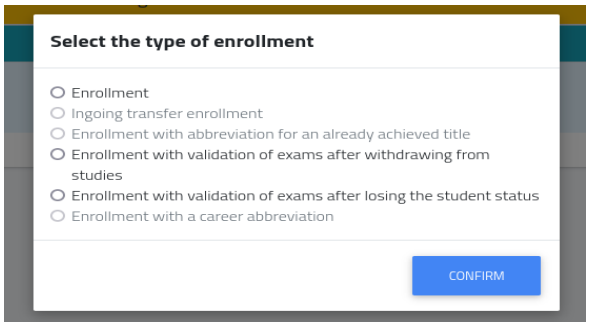
11.a Select “Enrolment”



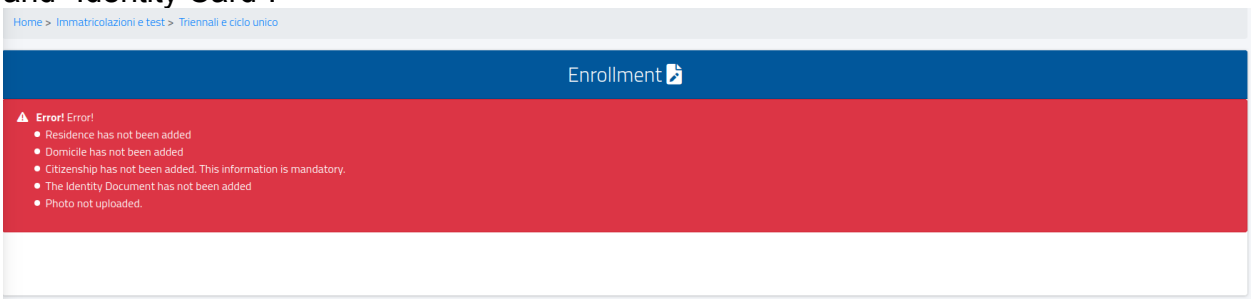
12. Select the course to which you were admitted and click on the blue button on the right.



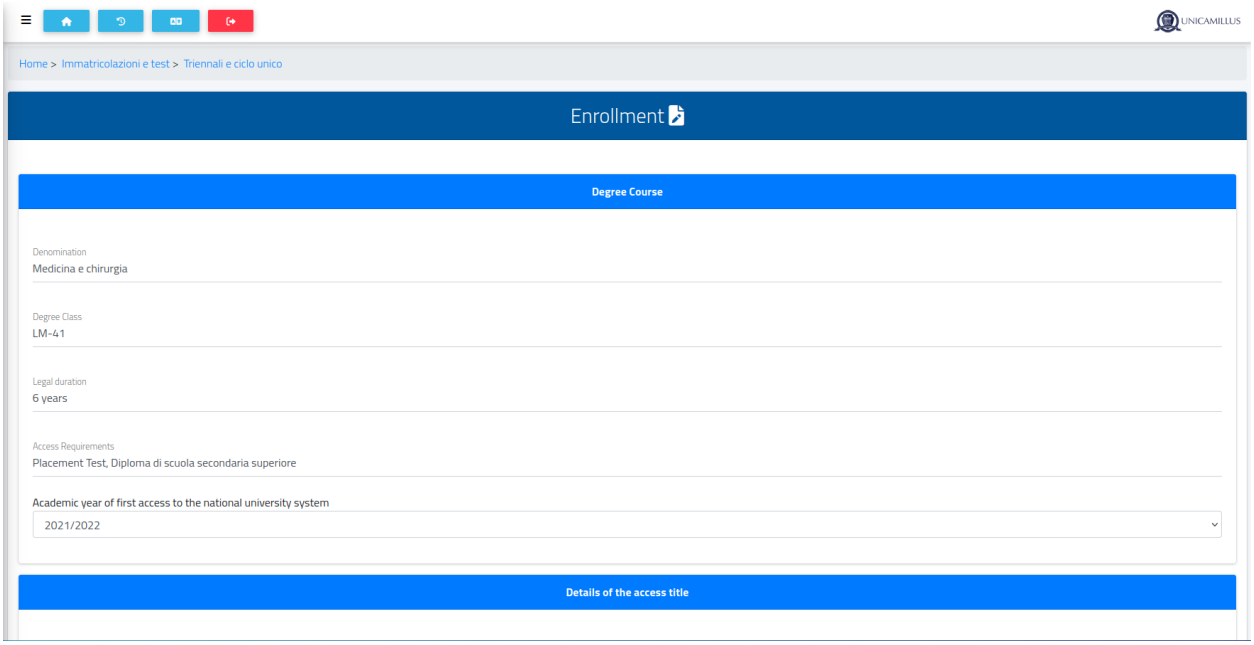
13. Select the option “Enrolment with validation of exams after withdrawing” and then click on “Confirm”.



14. If the red Alert message is shown, it means that you must add your personal details: return to the Homepage, click on “Personal Data” and fill in the section “Address”, “Domicile”,“Citizenship”,”My Photo” and “Identity Card”.



15. Back to the enrolment section, the following page with the summary of the Course chosen will be shown. Please, verify that the Academic Year of first enrolment in the University system is correct (e.g. if you enrolled in a University for the first time in the a.y. 2015/2016, you will have to select that academic year).



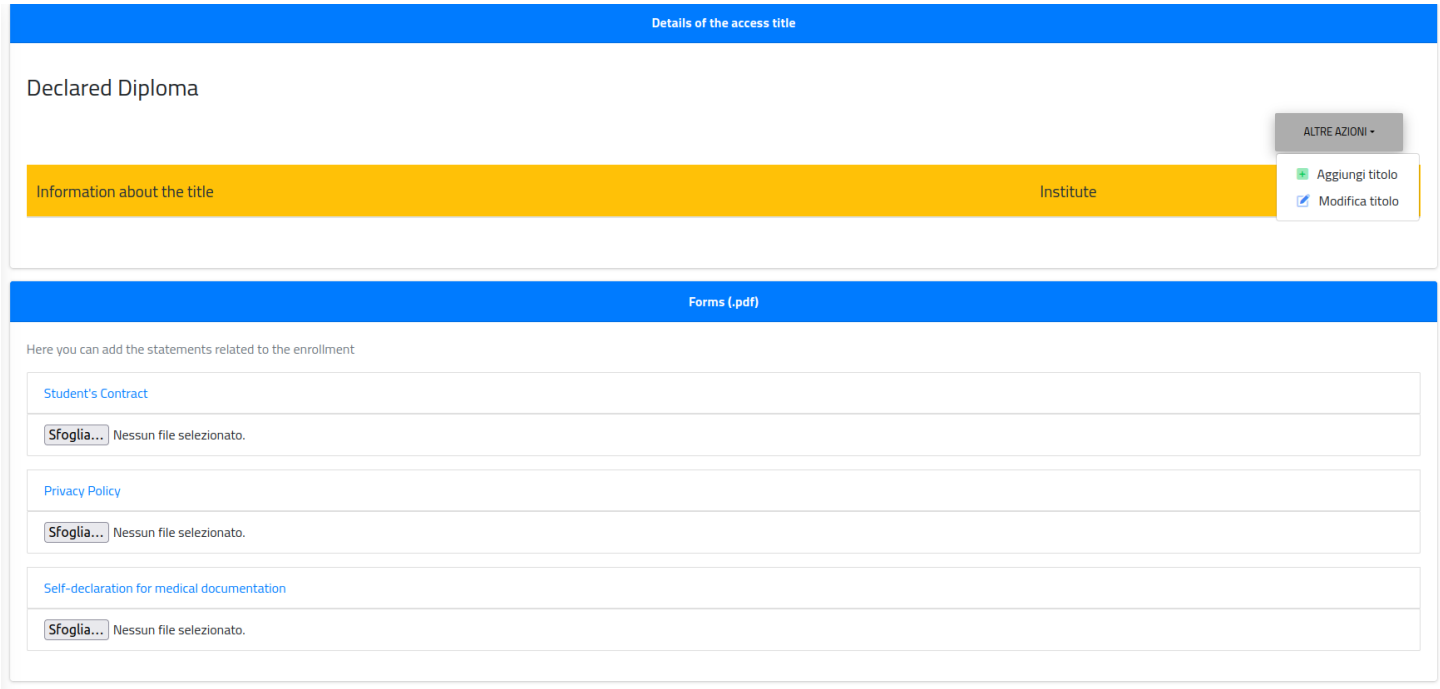
16. Lower in the page you will be asked to insert your High School Diploma details: please, click on the right on “Altre Azioni” > “Aggiungi titolo”. If the information inserted is wrong, you can modify it by clicking on “Altre azioni” > “Modifica Titolo”.

<u>You cannot proceed with the enrolment if you do not fill this data.</u>

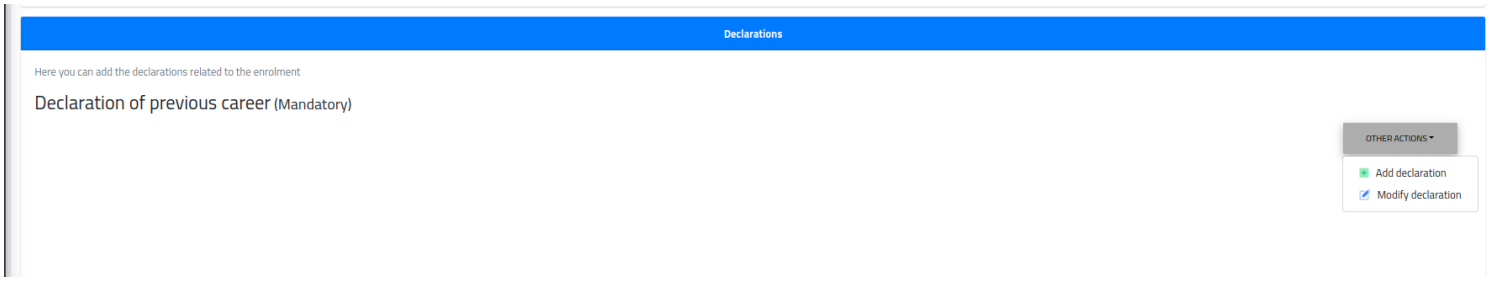
Mandatory information is:

- Name of the high school (if the school is “Giosuè Carducci” in Volterra, please only search for “Carducci” and select the one in Volterra. If the school is a foreign one, then select “foreign school” or “istituto estero”)
- Type of high school title (please search for “scientifico” or “classico”, or in case of foreign diploma select “foreign diploma” or “diploma estero”)
- Scholastic year of obtainment
- Final mark

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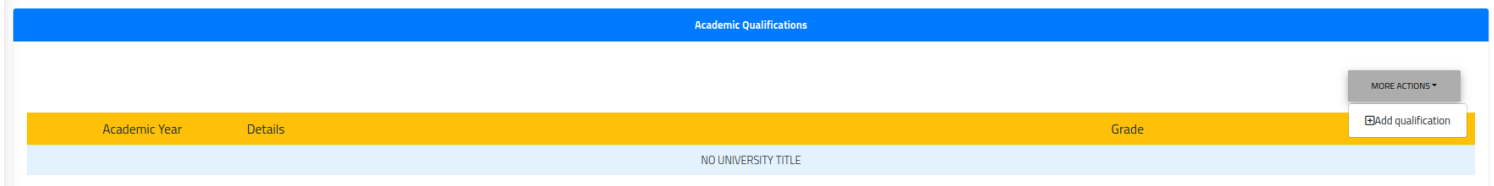


17. After completing the High School Diploma section, you must insert all data related to your previous career by clicking on the button “Other actions”>”Add declaration”.



17.a. In the first section you can add any previous obtained title (degree) clicking on “Other actions”>”Add qualifications”.

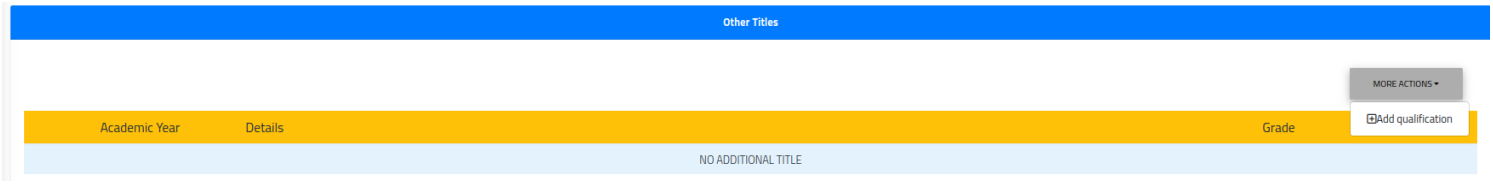
If you were enrolled in a foreign University, select the option “Foreign University”.



17.b. If you have other qualifications that are not degrees, you can add them in the section

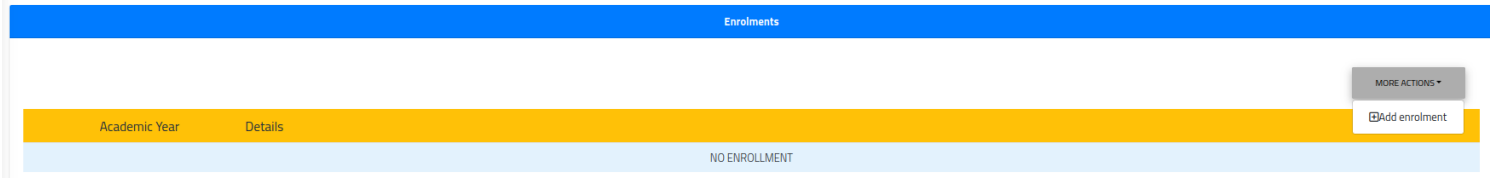
“Other actions”>”Add qualifications”.

If you were enrolled in a foreign University, select the option "Foreign University".



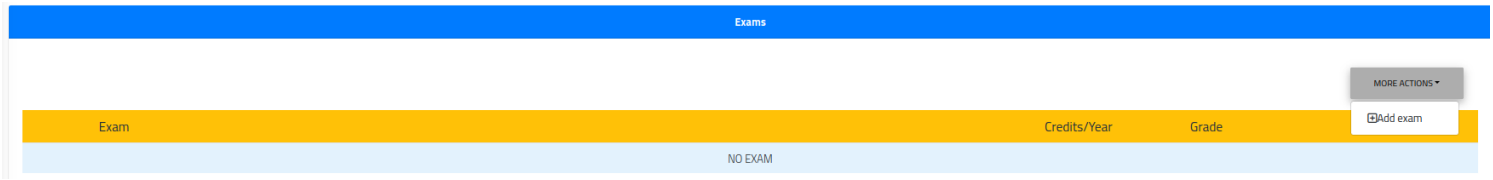
17.c. In the "Enrolments" section you must specify *each academic year in which you had an active enrolment* in previous Universities clicking on "Other actions">"Add enrolment".

If you were enrolled in a foreign University, select the option "Foreign University".



17.d. In the "Exams" section you can add all exams taken in previous careers, attaching the programs of each course, the study plan and the certificate issued by the previous University certifying the taken exams, the date, the result, the credits (*CFUs*) and the SSDs (*Academic Fields and Disciplines*).

If you were enrolled in a foreign University, select the option "Foreign University".

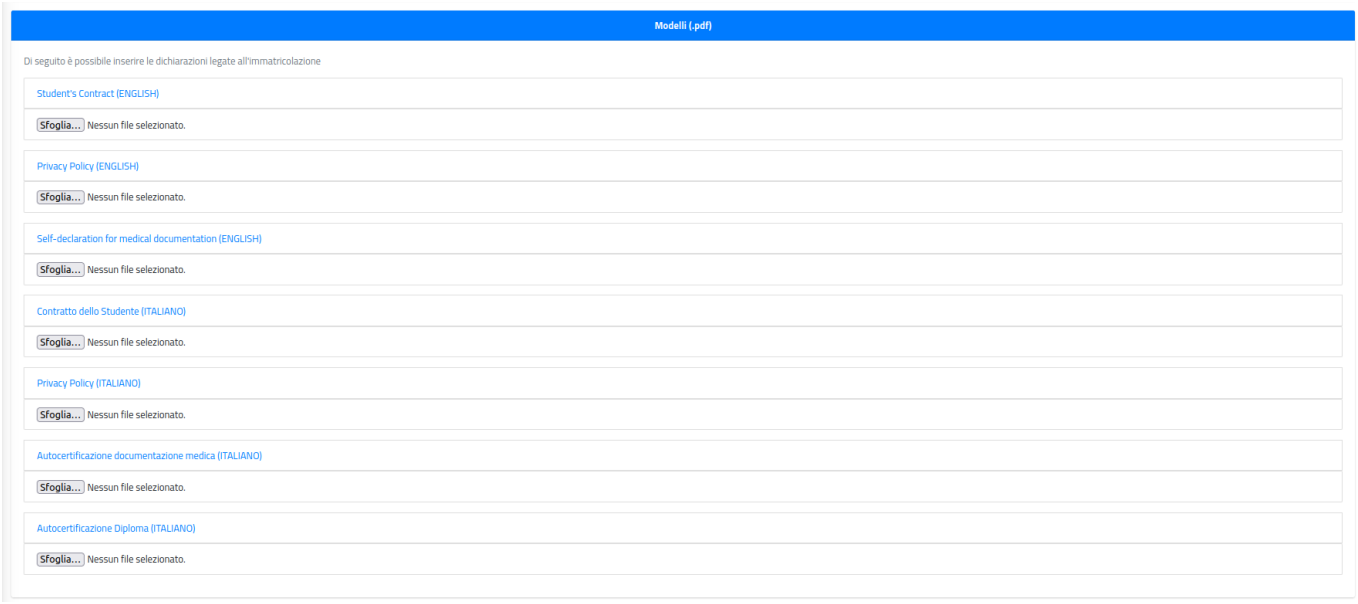


17.e. After inserting all data, click on the blue button "Confirm" on the lower right to save, and you will be redirected to the previous page so you can complete the enrolment.

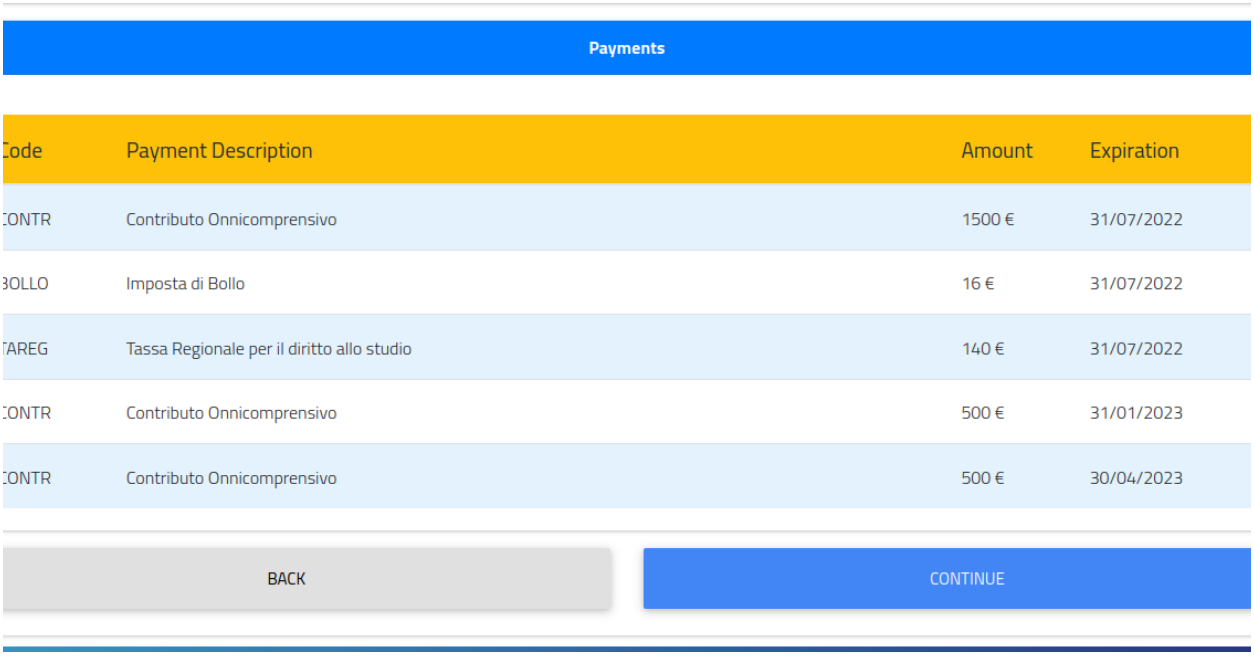
18. After inserting the previous career data, download the enrolment documentation under the "Forms" section. You will find the Change of Course Request form (*for Health Professions students only*), the Student's Contract, the Privacy Policy and the Self-Declaration for medical documentation. Print the files and fill them out.

DO NOT UPLOAD ANYTHING IN THIS SECTION.

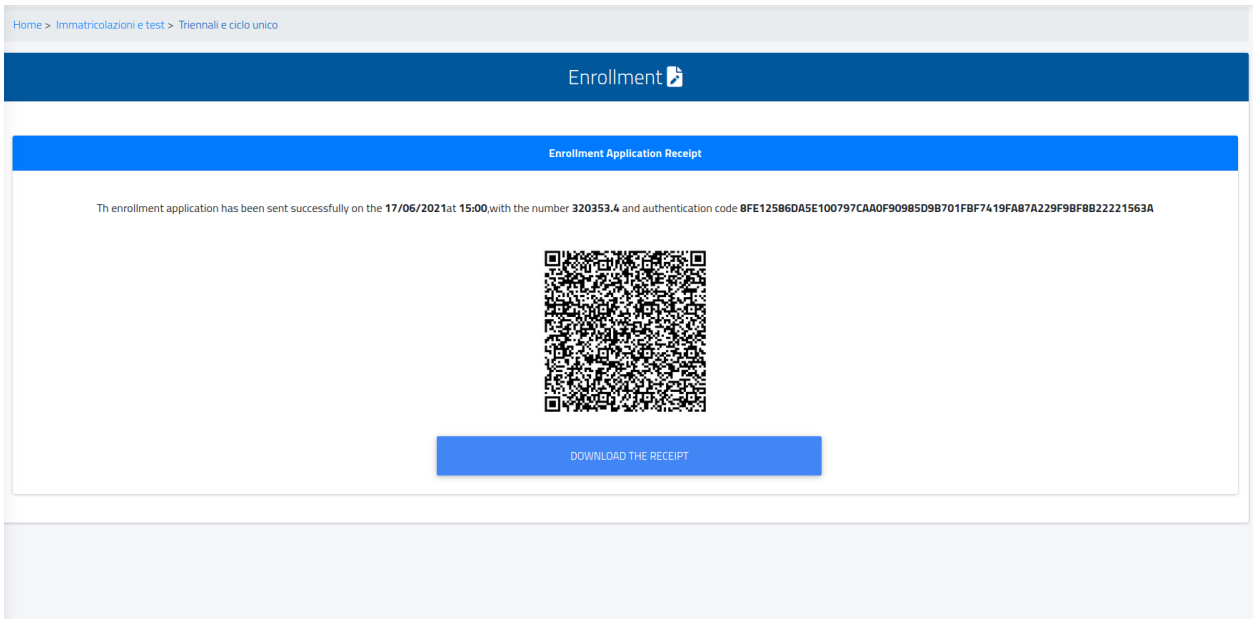
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19. Once you have inserted all the required data, click on the blue button “Continue” and you will be redirected to the receipt of the enrolment request.



You can download it by clicking on the blue button “Download the Receipt”.

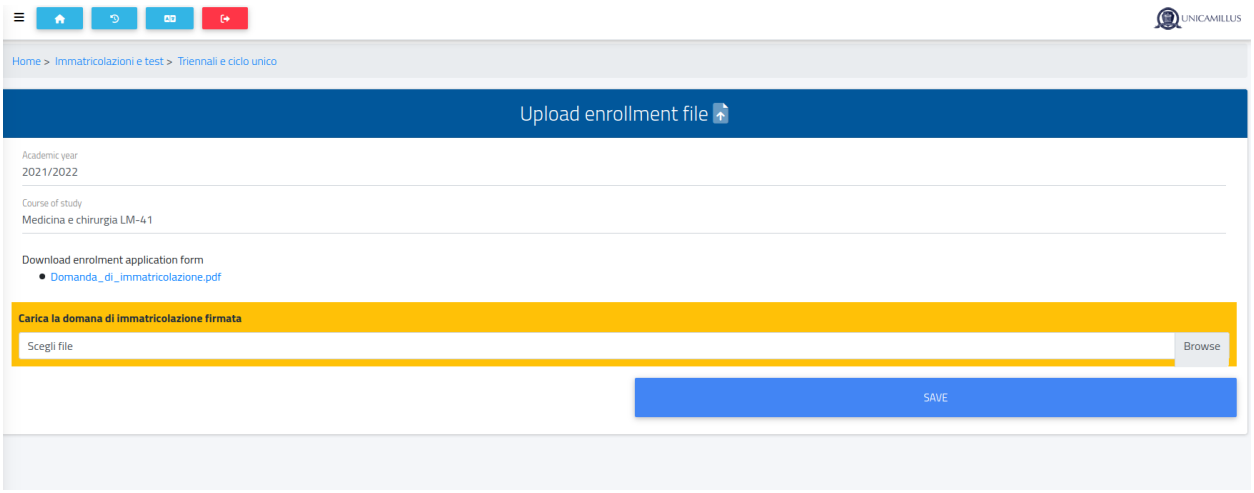


20. Go back to the “Three-year and Single-Cycle Degrees” section and select “Upload enrolment file”. Here you can upload the documentation of the enrolment previously downloaded, printed and filled out. In order to upload a file, click on the grey button “Browse” and choose a .pdf format file. You can add more than one file. Make sure to add:

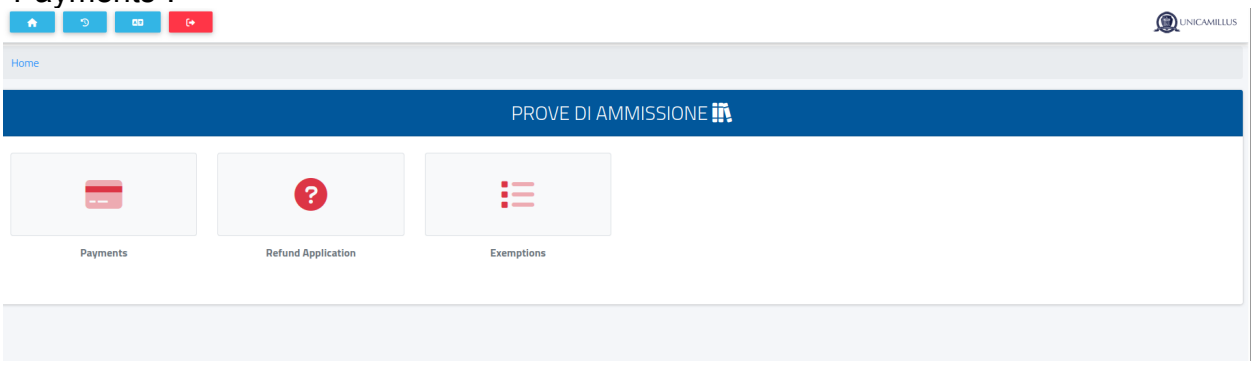
- The change of course request form (*for Health Professions students only*);

- The *study waiver certificate* issued from the previous University;
- The Student’s Contract;
- The Privacy Policy;
- The self-declaration for medical documentation.

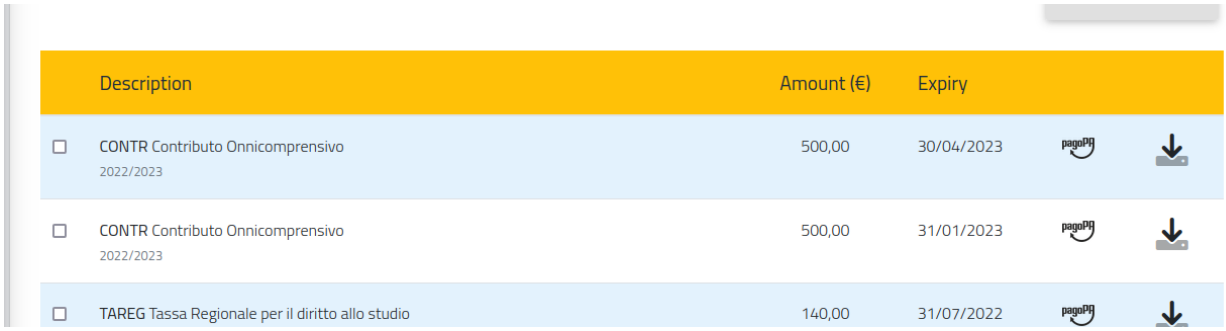
Once added the documentation, click on “Save”.



21. In order to finalize your enrolment go back to the Homepage and follow the path “Tuition and fees” > “Payments”.



22. In the “Payments” section you can verify the instalments and the Regional Tax due for the academic year and pay them by ticking the box at its left and choosing the method of payment.



22.a If you click on the button “PagoPA”, you will be redirected to the PagoPA website, where you will be able to pay via PayPal, Satispay, credit/debit card, or by inserting the data relating to your bank account.

22.b If you click on the button on the right the system will generate a PDF file containing the CBILL bulletin with all the information that will make it possible for you to pay the tuition fees either from home-banking apps, or in any licensed facility in Italy (bank office, post office, tobacco shops, newsstands, supermarkets, et cetera).

23. The last step is to upload the copy of the payment of the regional tax, that must be paid to LazioDiSCo. The file must be uploaded in the section “Enrolment and Admission”>“Three-year and Single-Cycle Degrees”>”Upload enrolment file”.

24. Once the payment has been made, you are officially enrolled.

SHOULD YOU ENCOUNTER ANY KIND OF PROBLEMS, PLEASE CONTACT US AT REGISTRAR’S OFFICE BY CALLING +39 06400640 OR VIA EMAIL AT office@unicamillus.org.

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