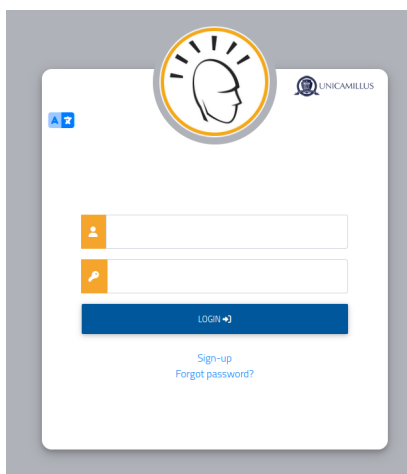
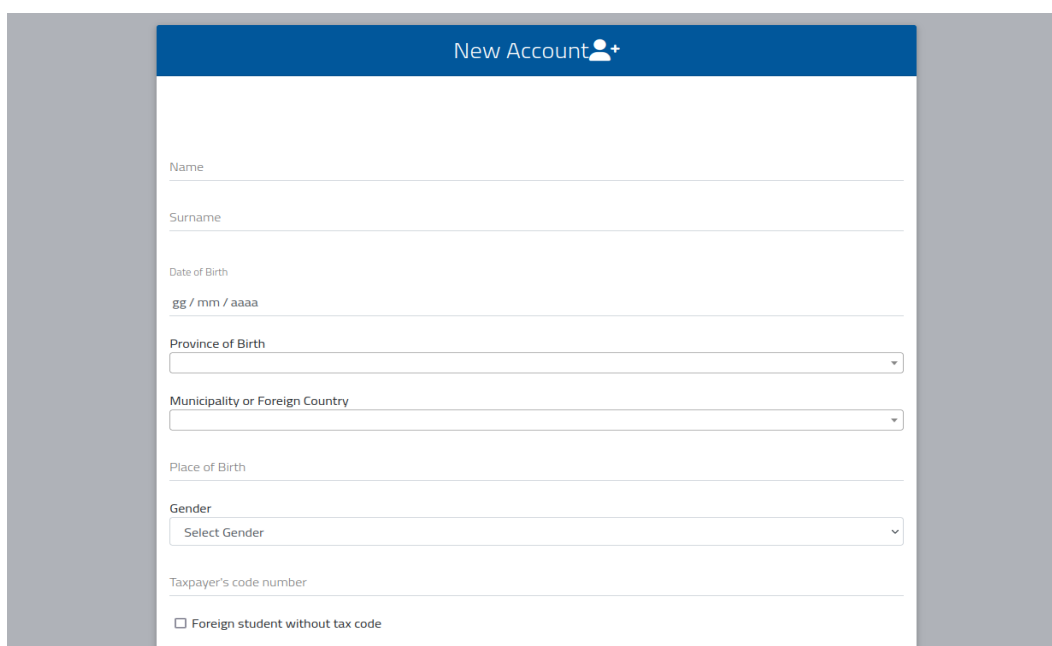


GUIDE FOR ENROLMENT WITH PREVIOUS CAREER

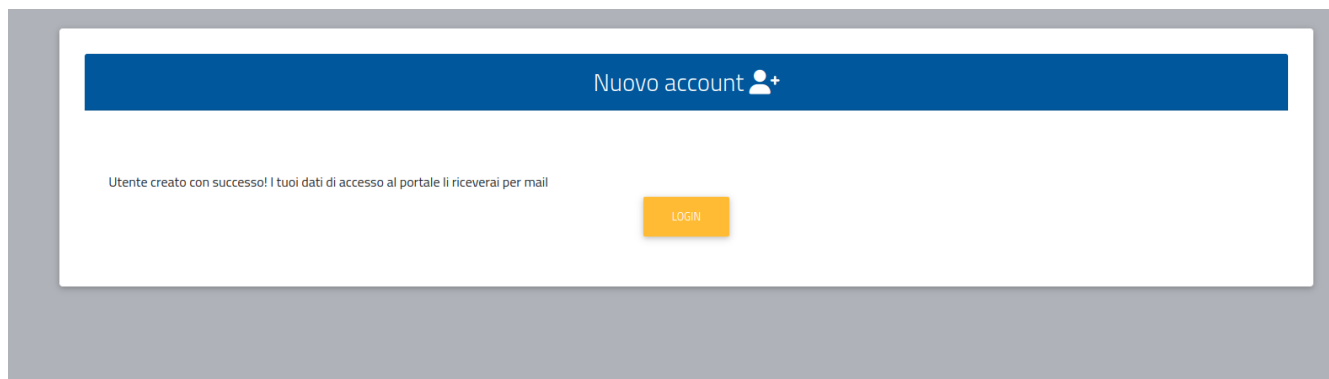
1. Access the student's portal page (<https://unicamillus-studenti.gomp.it/Login/Index>) and choose a language between Italian or English by clicking on the blue button on the left. Then click on "Sign up". **If you have already registered during the pre-enrolment period, please proceed from point 4.**



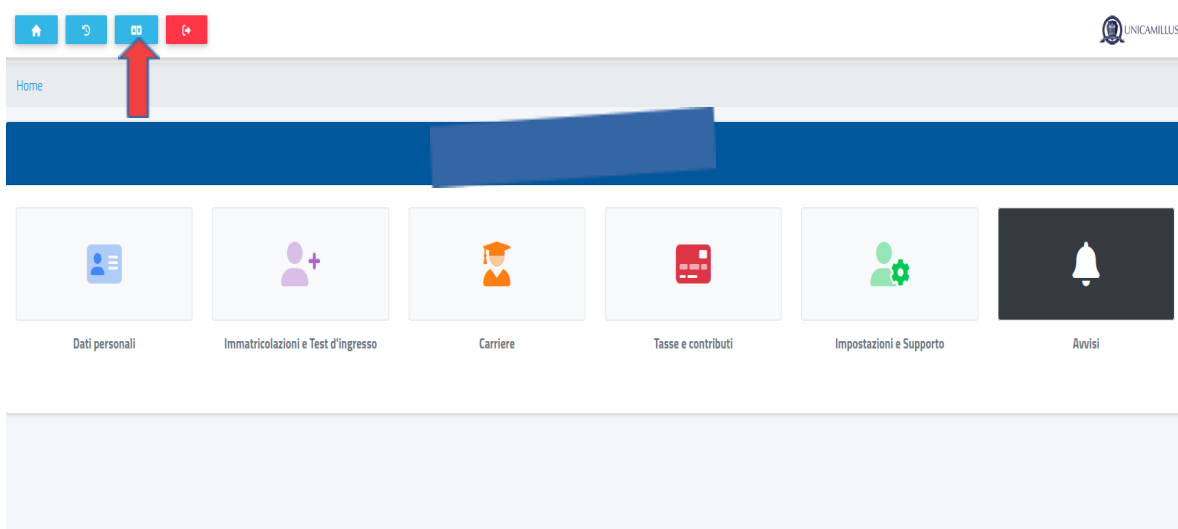
2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "STATO ESTERO" in the "Province of Birth" section and tick the case "Foreign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



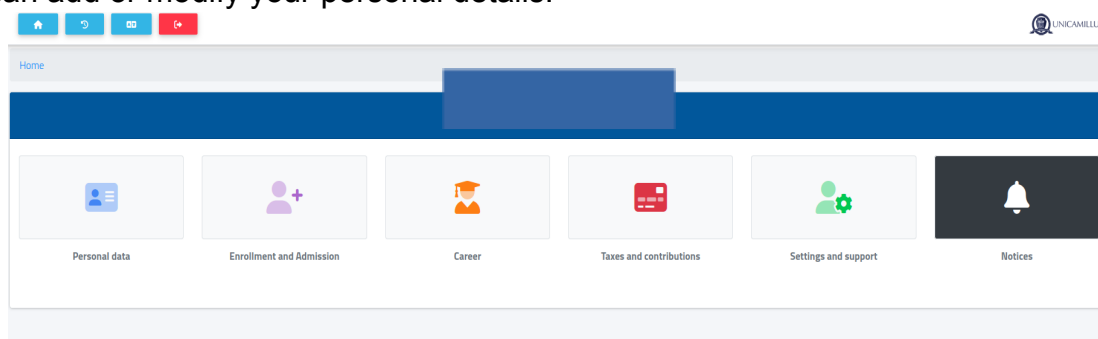
3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.

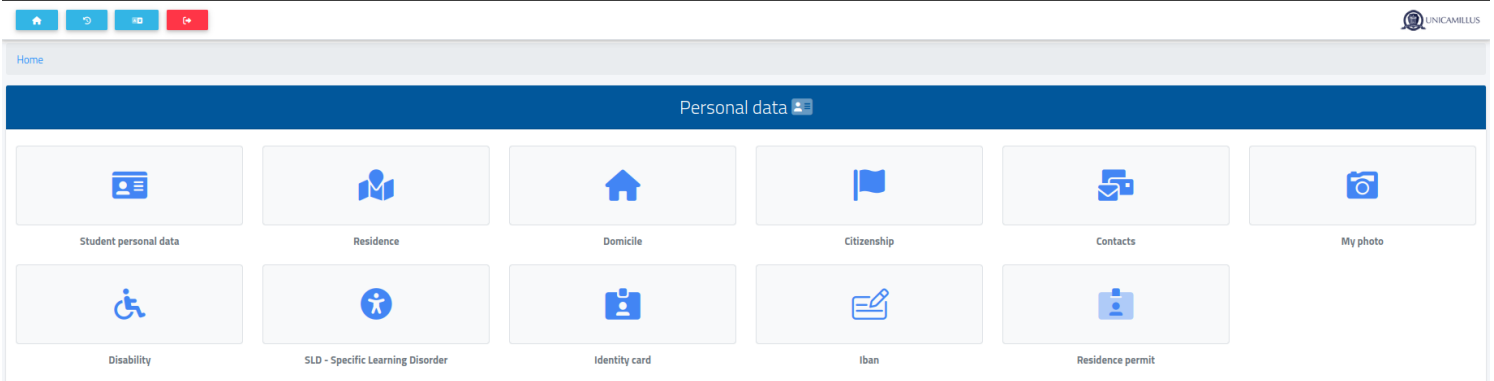


4. After completing the registration procedure, access your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Login/Index>) and click on the third blue button on the left in order to change the language option.



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.





Home

Personal data

Student personal data

Residence

Domicile

Citizenship

Contacts

My photo

Disability

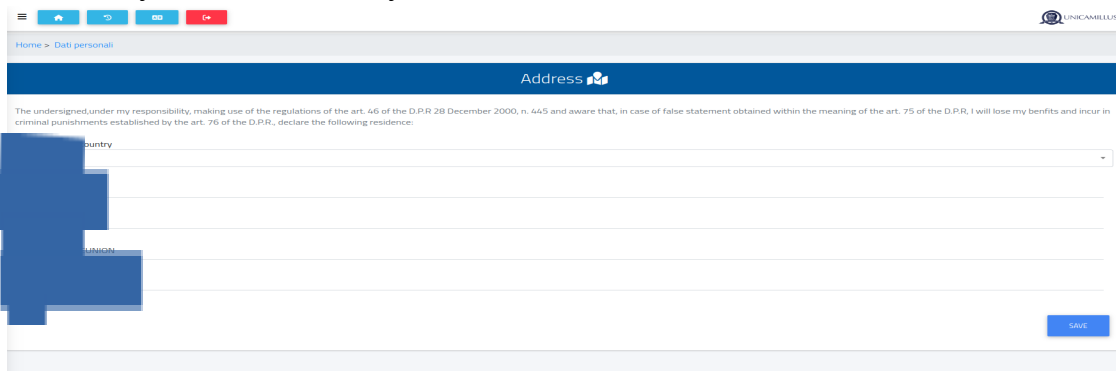
SLD - Specific Learning Disorder

Identity card

Iban

Residence permit

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.



Home > Dati personali

Address

The undersigned, under my responsibility, making use of the regulations of the art. 46 of the D.P.R. 28 December 2000, n. 445 and aware that, in case of false statement obtained within the meaning of the art. 75 of the D.P.R., I will lose my benefits and incur in criminal punishments established by the art. 76 of the D.P.R., declare the following residence:

Country

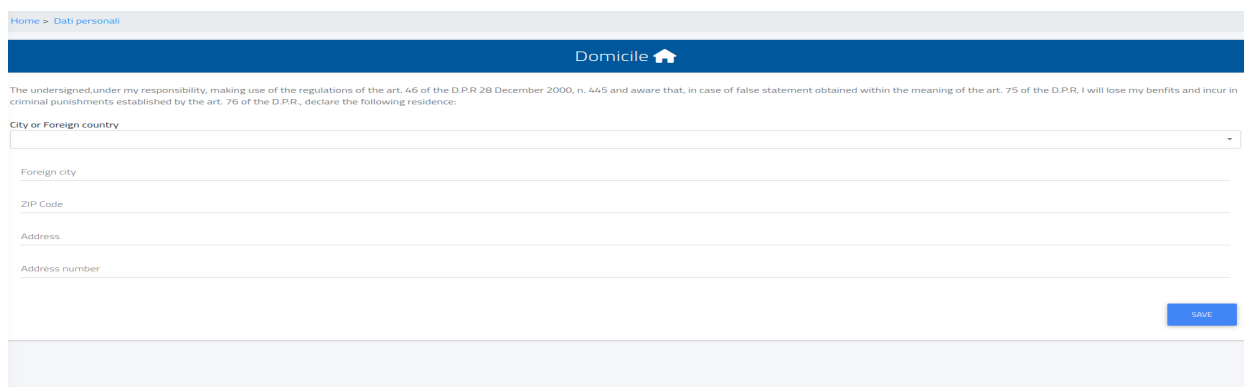
UNION

Address

City or Foreign country

SAVE

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



Home > Dati personali

Domicile

The undersigned, under my responsibility, making use of the regulations of the art. 46 of the D.P.R. 28 December 2000, n. 445 and aware that, in case of false statement obtained within the meaning of the art. 75 of the D.P.R., I will lose my benefits and incur in criminal punishments established by the art. 76 of the D.P.R., declare the following residence:

City or Foreign country

Foreign city

ZIP Code


Address

Address number

SAVE

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

Home > Personal data

Citizenship 

The undersigned, under my responsibility (Presidential Decree nr. 445 28-12-2000, artt. 46-47) and aware that lying statement you will lead to benefits' loss and that I will incur into criminal penalties fin case of lying statement (Presidential Decree nr. 445 28-12-2000, artt. 75-76),


Nationality
Italia

SAVE

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.

La piattaforma offre una console tecnica. Continuando la navigazione in queste pagine sei acconsenti l'utilizzo: [Cookie](#) [Informazioni sui cookie](#)

Home > Dati personali

My photo 

Informazioni


X (cod) 482
Y (cod) 108
Language (cod) 950
Address (cod) 950
Residence (cod) 0

Status

Status
Messaggi

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

Home > Dati personali

Identity card 

Document type
Identity card

Issuing body
HAITI

Document number
0000000000

Residence location
HAITI


Release date
10 / 10 / 2020


Expiration date
10 / 10 / 2030


PDF copy of the document
Choose file Browse

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”

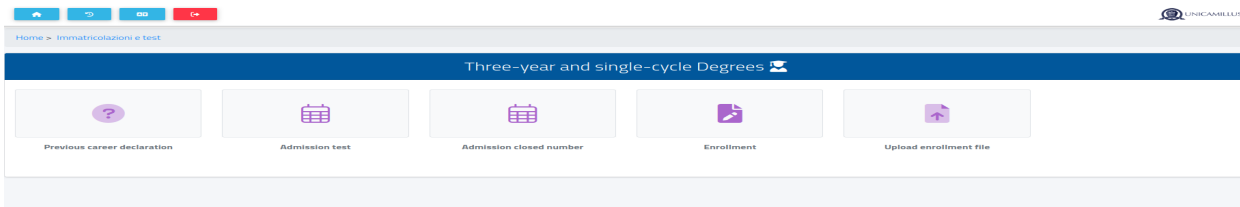
Home

Enrollment and Admission 

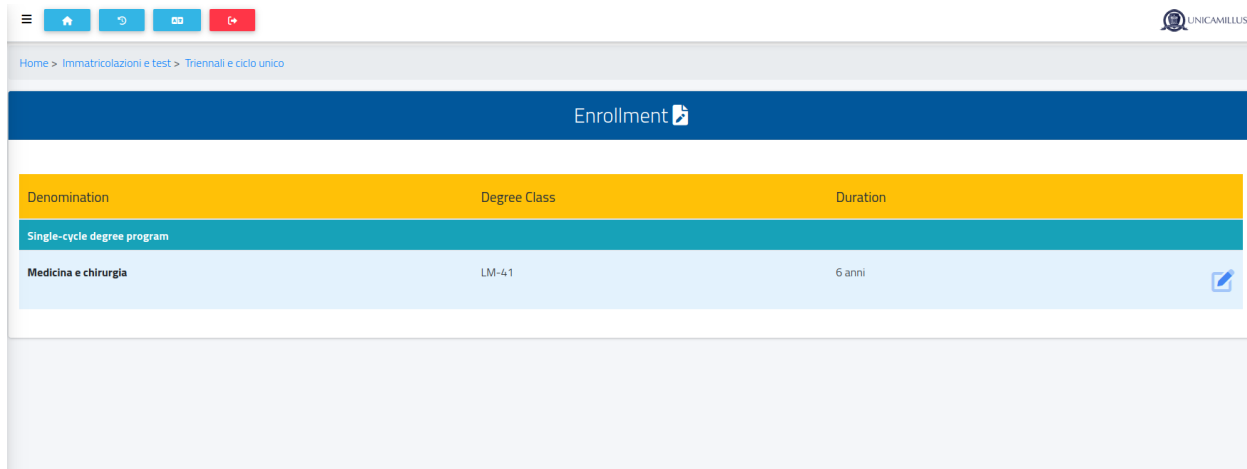
Three-year and single-cycle Degrees 

Master 

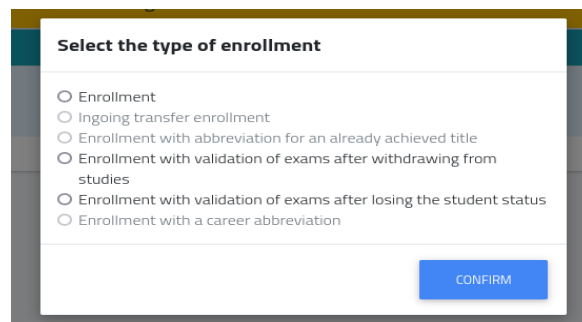
11.a Select “Enrolment”



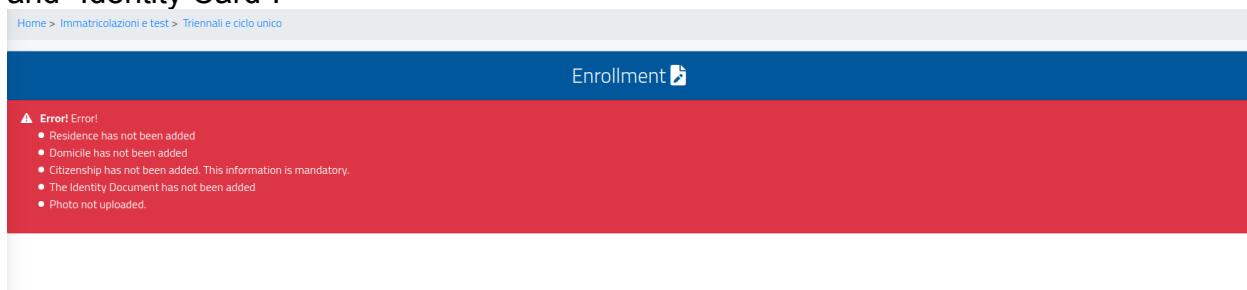
12. Select the course to which you were admitted and click on the blue button on the right.



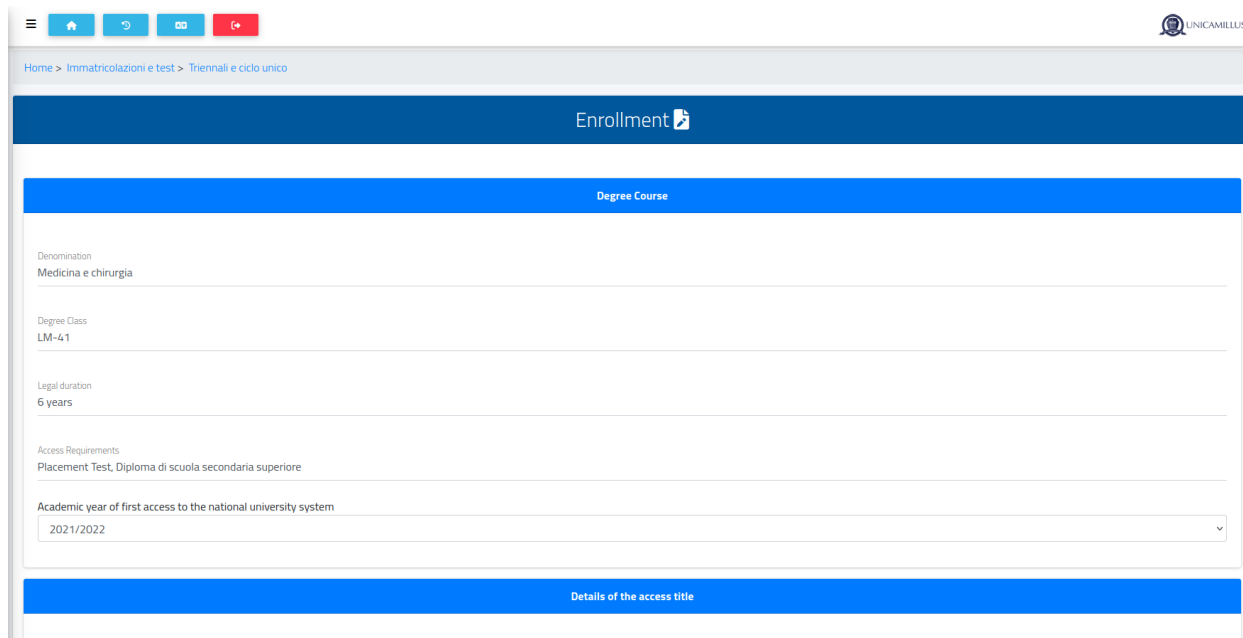
13. Select the option “Enrolment with validation of exams after withdrawing” and then click on “Confirm”.



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).



The screenshot shows a web interface for the University of Camillus. At the top, there is a navigation bar with icons for home, back, forward, and search. Below this, a breadcrumb trail reads "Home > Immatricolazioni e test > Triennali e ciclo unico". The main header is "Enrollment" with a document icon. The content area is titled "Degree Course" and contains the following information:

- Denomination:** Medicina e chirurgia
- Degree Class:** LM-41
- Legal duration:** 6 years
- Access Requirements:** Placement Test, Diploma di scuola secondaria superiore
- Academic year of first access to the national university system:** 2021/2022 (selected from a dropdown menu)

At the bottom, there is a section titled "Details of the access title" which is currently empty.

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”.

You cannot proceed with the enrolment if you do not fill this data.

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

Details of the access title

Declared Diploma

Information about the title

Institute

ALTRE AZIONI ▾

+ Aggiungi titolo

+ Modifica titolo

Forms (.pdf)

Here you can add the statements related to the enrollment

Student's Contract

Sfoglia...

Nessun file selezionato.

Privacy Policy

Sfoglia...

Nessun file selezionato.

Self-declaration for medical documentation

Sfoglia...

Nessun file selezionato.

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”.

Declarations

Here you can add the declarations related to the enrollment

Declaration of previous career (Mandatory)

OTHER ACTIONS ▾

+ Add declaration

+ Modify 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”.

Academic Qualifications

Academic Year

Details

Grade

MORE ACTIONS ▾

NO UNIVERSITY TITLE

+ Add qualification

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”.

Other Titles		
Academic Year	Details	Grade
NO ADDITIONAL TITLE		

MORE ACTIONS ▼
 Add qualification

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”.

Enrolments		
Academic Year	Details	
NO ENROLLMENT		

MORE ACTIONS ▼
 Add enrolment

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”.

Exams		
Exam	Credits/Year	Grade
NO EXAM		

MORE ACTIONS ▼
 Add exam

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 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.

Modelli (.pdf)

Di seguito è possibile inserire le dichiarazioni legate all'immatricolazione

[Student's Contract \(ENGLISH\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Privacy Policy \(ENGLISH\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Self-declaration for medical documentation \(ENGLISH\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Contratto dello Studente \(ITALIANO\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Privacy Policy \(ITALIANO\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Autocertificazione documentazione medica \(ITALIANO\)](#)

[Sfoglia...](#) Nessun file selezionato.

[Autocertificazione Diploma \(ITALIANO\)](#)

[Sfoglia...](#) Nessun file selezionato.

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.

Payments

Code	Payment Description	Amount	Expiration
CONTR	Contributo Onnicomprensivo	1500 €	31/07/2022
BOLLO	Imposta di Bollo	16 €	31/07/2022
TAREG	Tassa Regionale per il diritto allo studio	140 €	31/07/2022
CONTR	Contributo Onnicomprensivo	500 €	31/01/2023
CONTR	Contributo Onnicomprensivo	500 €	30/04/2023

BACK

CONTINUE


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

Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment

Enrollment Application Receipt

The enrollment application has been sent successfully on the 17/06/2021 at 15:00, with the number 320353.4 and authentication code 8FE12586DA5E100797CAA0F90985D9B701F8F7419FA87A229F98F8B22221563A



[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 Student’s Contract;
- The Privacy Policy;
- The self-declaration for medical documentation.

Once added the documentation, click on “Save”.

Home > Immatricolazioni e test > Triennali e ciclo unico

Upload enrollment file

Academic year
2021/2022

Course of study
Medicina e chirurgia LM-41

Download enrolment application form

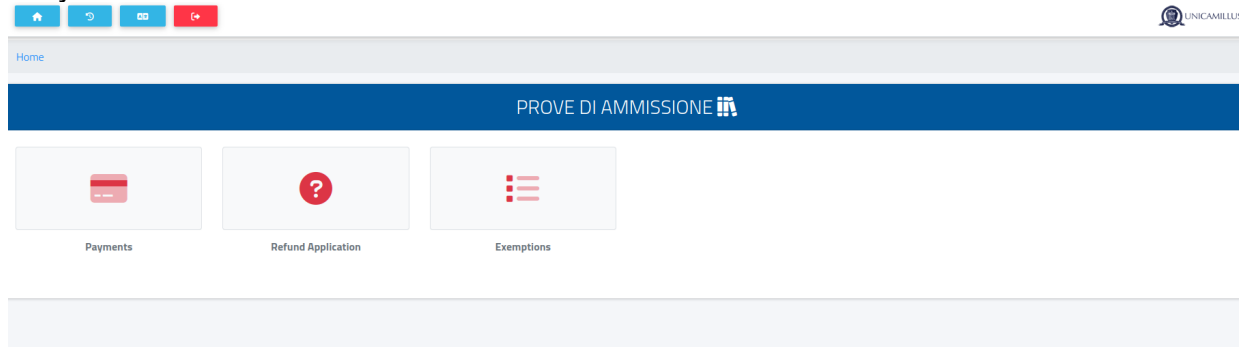
- Domanda_di_immatricolazione.pdf

Carica la domanda di Immatricolazione firmata






Scegli file [Browse](#)

[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.

Description		Amount (€)	Expiry		
<input type="checkbox"/>	CONTR Contributo Onnicomprensivo 2022/2023	500,00	30/04/2023		
<input type="checkbox"/>	CONTR Contributo Onnicomprensivo 2022/2023	500,00	31/01/2023		
<input type="checkbox"/>	TAREG Tassa Regionale per il diritto allo studio	140,00	31/07/2022		

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. 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.**