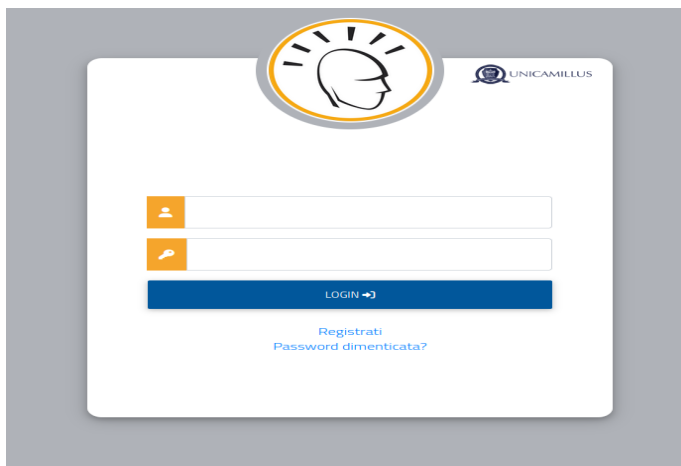
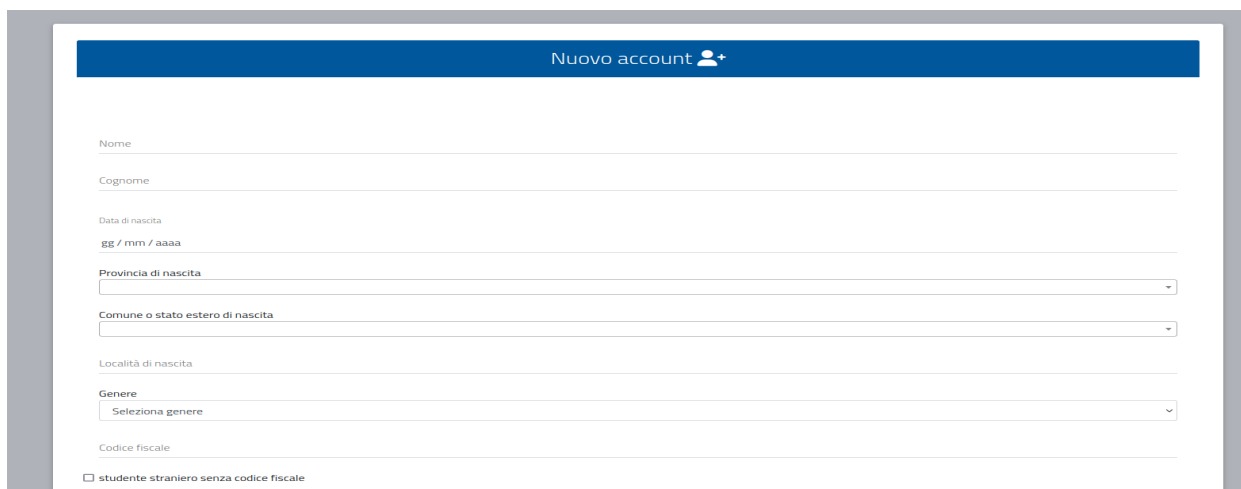


GUIDE FOR SIMPLE ENROLMENT

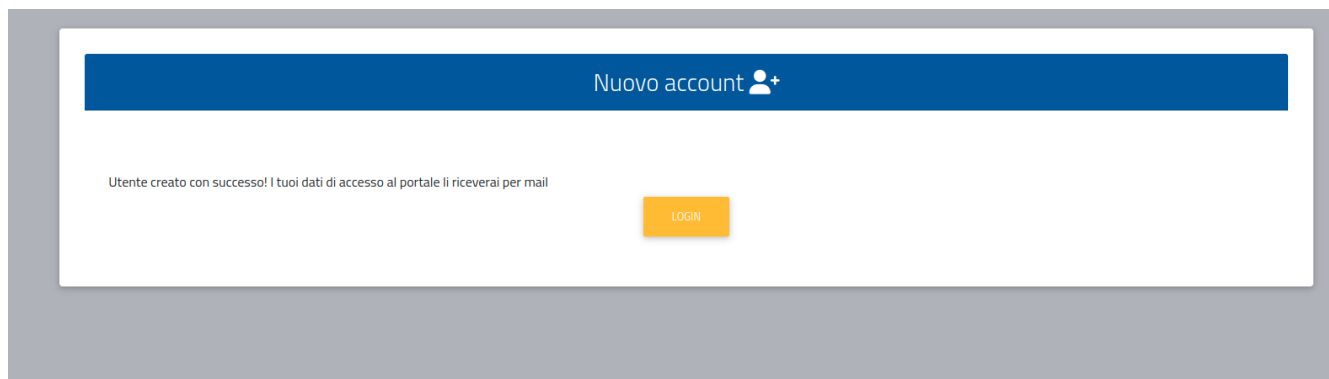
1. Access the student's portal page (<https://unicamillus-studenti.gomp.it/Login/Index>) and register by clicking on "Registrati". ***If you have already registered during the pre-enrolment period, please proceed from point 4.***



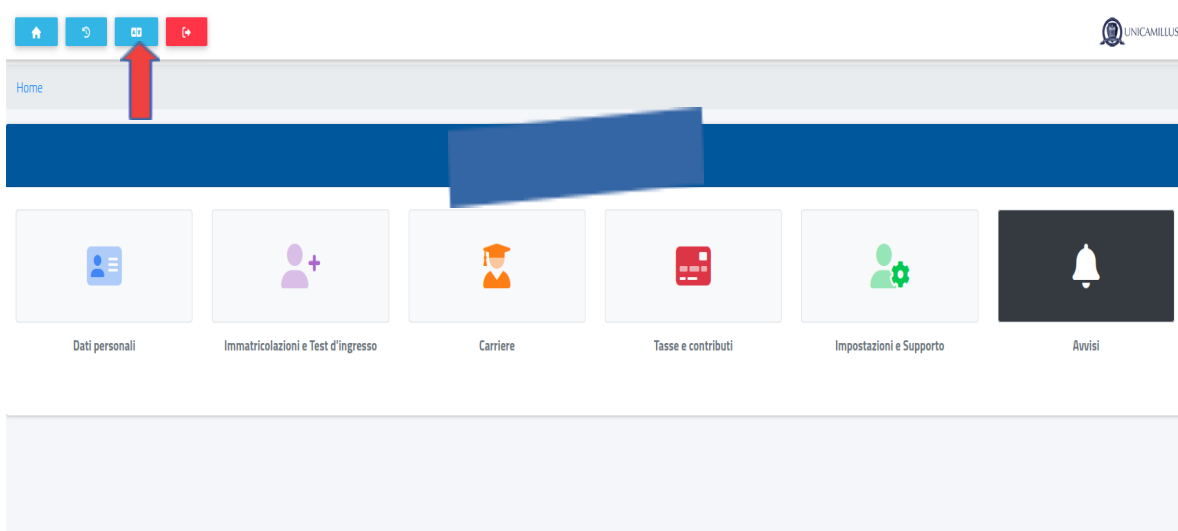
2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "Stato Estero/Foreign Country" in the "Provincia di Nascita" section and tick the box "studente straniero senza codice fiscale".



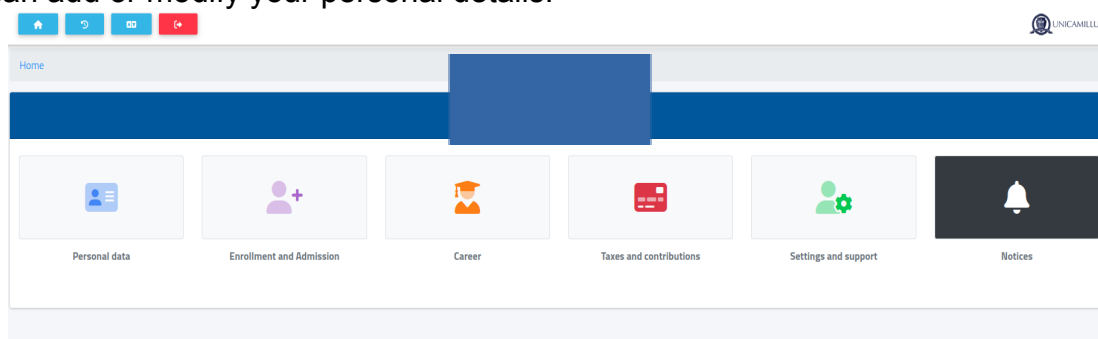
3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.

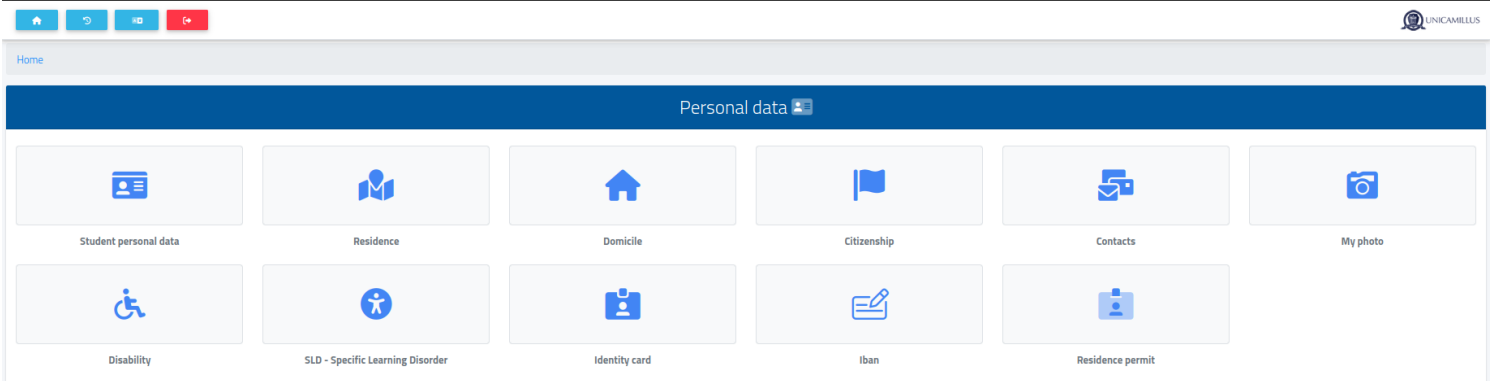


4. After completing the registration procedure, access your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Login/Index>) and click on the third blue button on the left in order to change the language option.



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

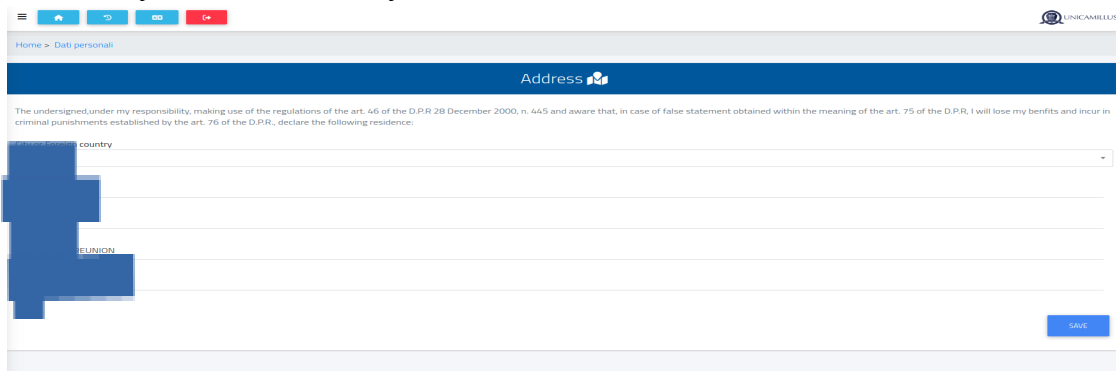
SLD - Specific Learning Disorder

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:

City or Foreign country

Foreign city

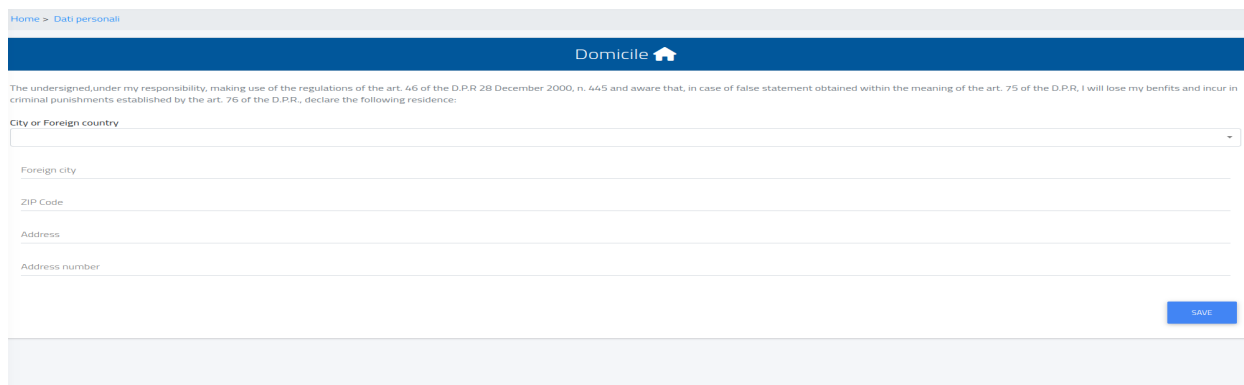
ZIP Code

Address

Address number

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

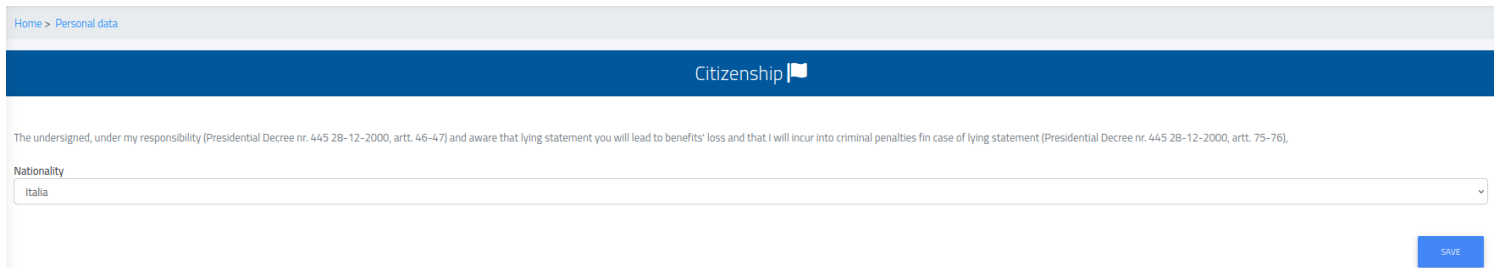
ZIP Code

Address

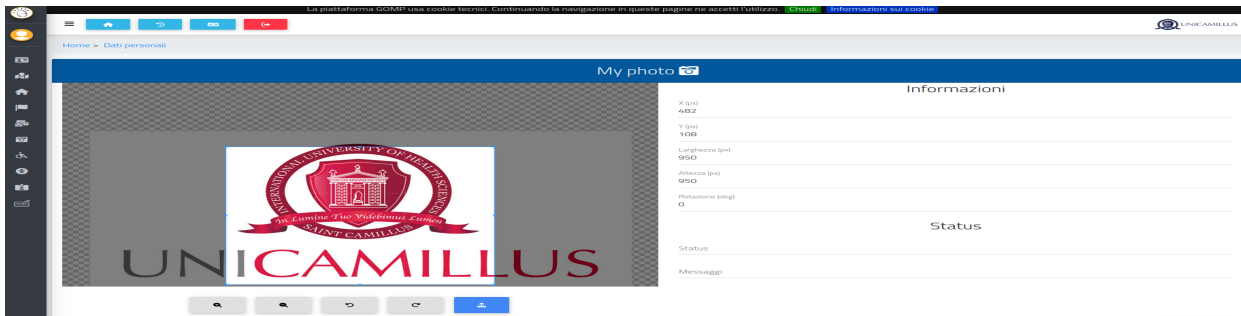
Address number

SAVE

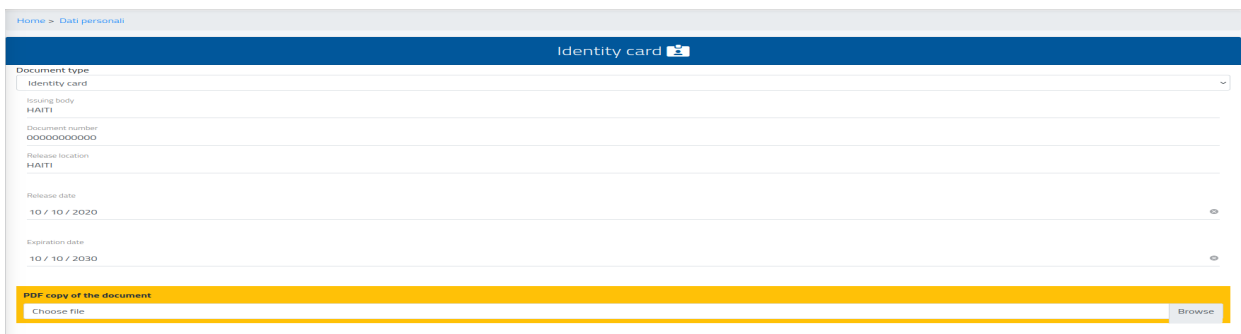
8. Click on “Citizenship” in order to add your non-EU citizenship.



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.

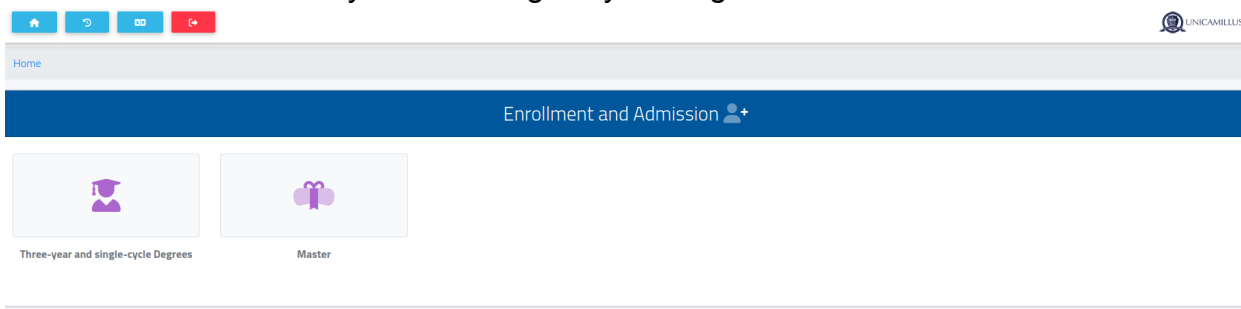


10. Lastly, click on “Identity Card” in order to add a personal document, such as an ID, Passport, Residence Permit etc.

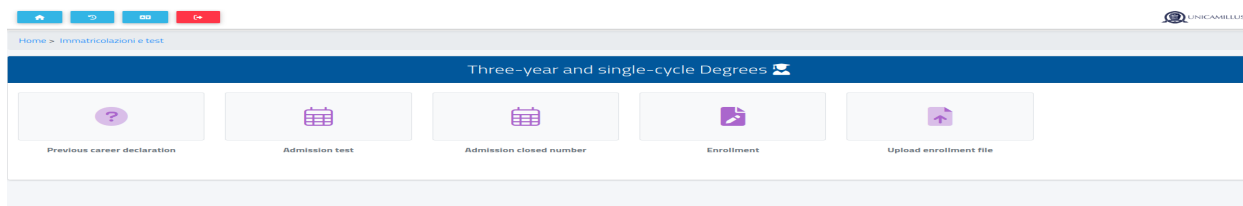


N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can do so in the section “Personal data”>”Disability” or “Personal data”>”SLD”.

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”

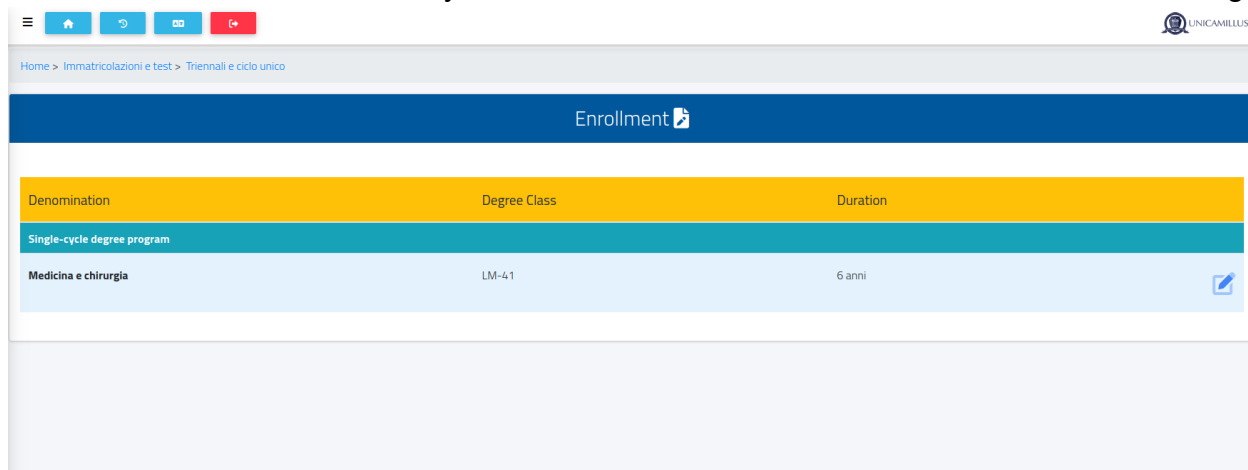


Home > Immatricolazioni e test

Three-year and single-cycle Degrees

Previous career declaration Admission test Admission closed number **Enrollment** Upload enrollment file

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

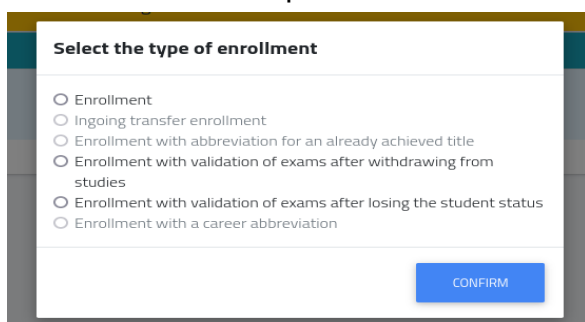


Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment

Denomination	Degree Class	Duration
Single-cycle degree program		
Medicina e chirurgia	LM-41	6 anni

13. Select the first option “Enrolment” and then click on “Confirm”.



Select the type of enrollment

☒ Enrollment

☐ Ingoing transfer enrollment

☐ Enrollment with abbreviation for an already achieved title

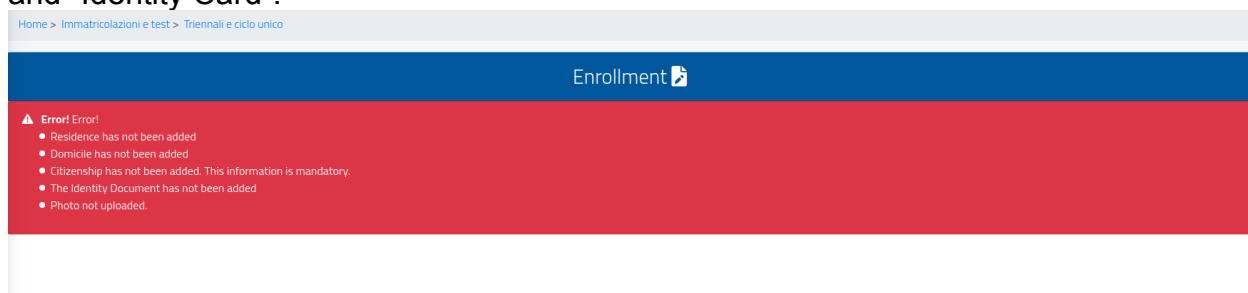
☐ Enrollment with validation of exams after withdrawing from studies

☐ Enrollment with validation of exams after losing the student status

☐ Enrollment with a career abbreviation

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”.



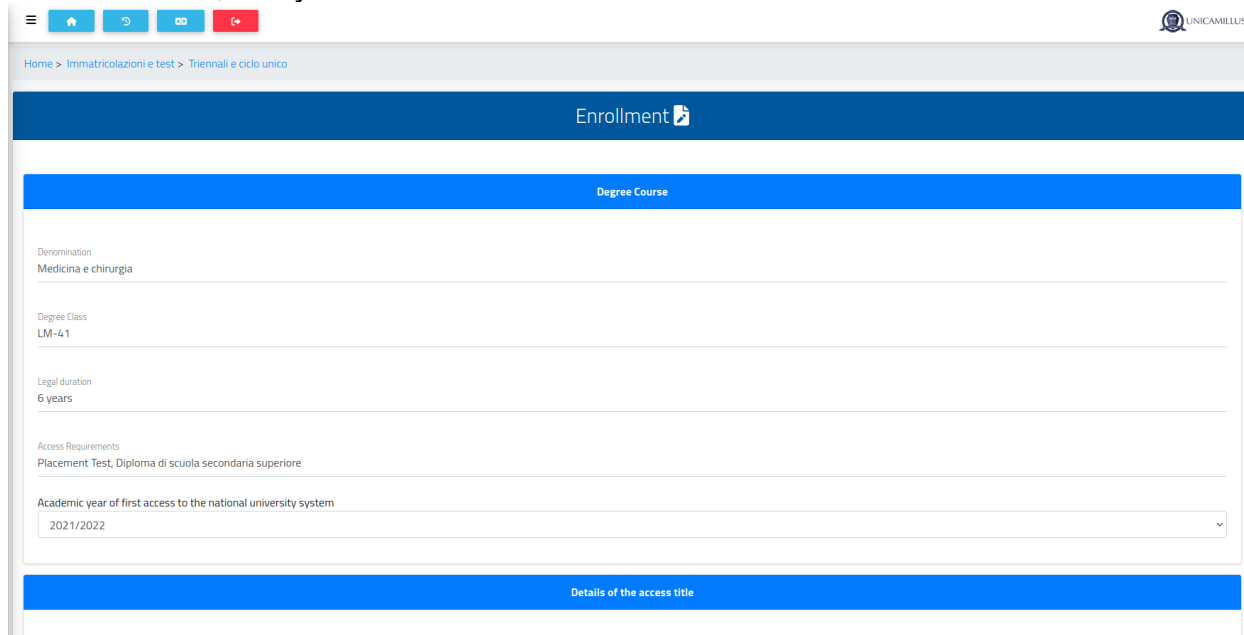
Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment

Error! Error!

- Residence has not been added
- Domicile has not been added
- Citizenship has not been added. This information is mandatory.
- The Identity Document has not been added
- Photo not uploaded.

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 is the correct one.

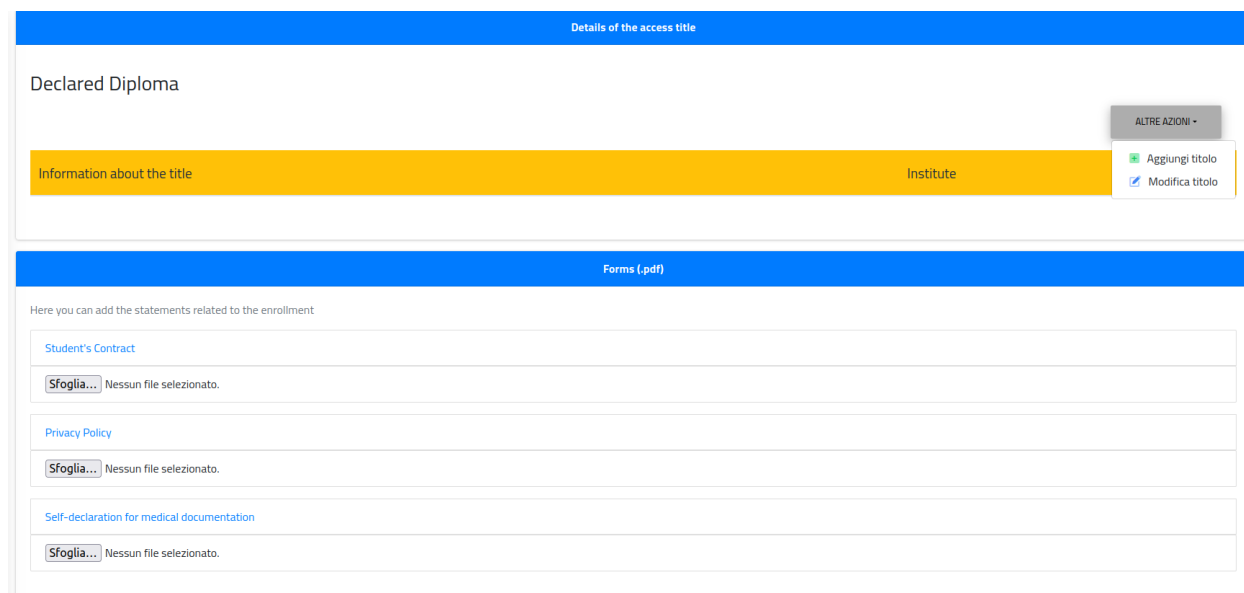


The screenshot shows the 'Enrollment' page with a blue header. Below the header, there's a section titled 'Degree Course' with a blue background. The details listed are:

- Denomination: Medicina e chirurgia
- Degree Class: LM-41
- Legal duration: 5 years
- Access Requirements: Placement Test, Diploma di scuola secondaria superiore
- Academic year of first access to the national university system: 2021/2022 (dropdown menu)

Below this section is another blue header titled 'Details of the access title'.

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”.



The screenshot shows the 'Details of the access title' page. It has a blue header. Below the header, there's a section titled 'Declared Diploma' with a white background. On the right side of this section, there's a button labeled 'ALTRE AZIONI' with a dropdown menu. The dropdown menu has two options: 'Aggiungi titolo' (with a green plus icon) and 'Modifica titolo' (with a blue checkmark icon).

Below the 'Declared Diploma' section is another blue header titled 'Forms (.pdf)'. Below this header, there's a section titled 'Here you can add the statements related to the enrollment'. It contains three rows, each with a link and a button:

- Student's Contract: Sfoglia... Nessun file selezionato.
- Privacy Policy: Sfoglia... Nessun file selezionato.
- Self-declaration for medical documentation: Sfoglia... Nessun file selezionato.

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

17. After completing the High School Diploma section, 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.

18. 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.

Required Attachments

Required attachments for enrollment

- By October 8th 2021, you must upload a copy of your request of the Permit of Stay in Italy.
[Sfogliala...](#) Nessun file selezionato.

- By October 8th 2021, you must upload a copy of the payment of the LazioDiSCo regional tax.
[Sfogliala...](#) Nessun file selezionato.

Payments

Code	Payment Description	Amount	Expiration
CONTR	Contributo Onnicomprensivo	6000 €	17/06/2021
BOLLO	Imposta di Bollo	16 €	17/06/2021
CONTR	Contributo Onnicomprensivo	6000 €	17/06/2021
CONTR	Contributo Onnicomprensivo	6000 €	31/01/2022

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 8FE12586DA5E100797CAA0F90985D98701F8F7419FA87A229F9BF8B22221563A



DOWNLOAD THE RECEIPT

19. 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

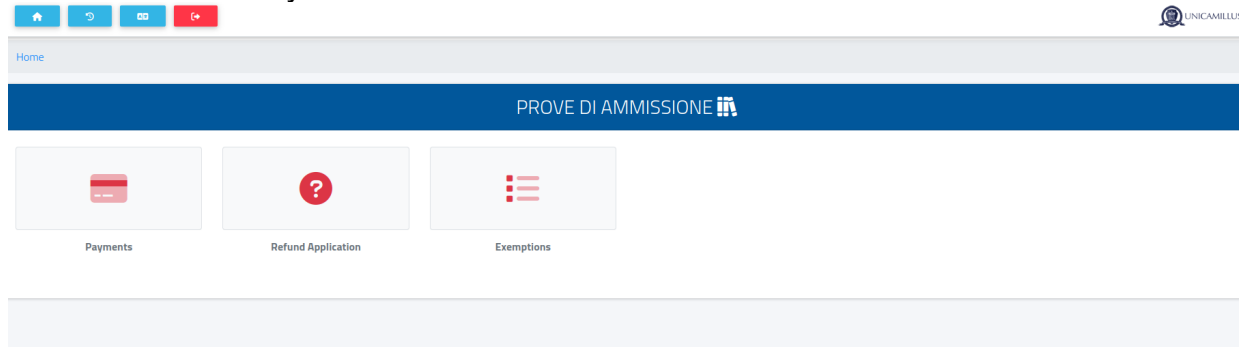
- Domanda_di_immatricolazione.pdf

Carica la domanda di immatricolazione firmata





Scegli file Browse

SAVE

20. In order to finalize your enrolment go back to the Homepage and follow the path “Taxes and contributions” > “Payments”.



21. 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		

21.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.



21.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).



22. 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.**