

# **GUIDE FOR SIMPLE ENROLMENT**

It is recommended to carry out the procedure from a Windows or Android operating system device as the iOS system is not fully supported by the GOMP platform. It is also advisable not to perform the procedure from a cell phone or tablet as the procedure would fail with these.

You must have the following documents with you before proceeding with registration:

- Photo (maximum 30MB in .jpg or .png format) mandatory
- Identification document (in PDF format) mandatory
- Curriculum Vitae (in PDF format signed and dated)

- **Health Card**- mandatory for Italian students, for foreign students it will suffice to upload a signed self-certification stating that you do not have a social security number.

-For applicants with degrees earned abroad: Dichiarazione di Valore in Loco issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of final diploma) or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (by accessing the CIMEA platform) or Diploma Supplement (if it is a European degree) issued by the University of origin and legalized at the Italian Embassy from the country of study

- **High School Diploma Data with details of achievement** (High School, address, academic year and grade)

- PDF and Data of the signed and dated Certificate/Autocertification of Graduation obtained with detail of achievement (University, type of Degree, Degree Course, Degree Class, Academic Year, date of achievement and grade ). N.B. The parchment is not sufficient as it does not contain the required data. In case you are not in possession of the Degree Certificate, please note that the Universities usually deliver it via e-mail in a few days.



1. Access the student's portal page (<u>https://unicamillus-studenti.gomp.it/Login/Index</u>) 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 case "studente straniero senza codice fiscale".

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Nome		
Cognome		
Data di nascita		
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Provincia di nascita		
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		*
Località di nascita		
Genere		
Seleziona genere		~
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.

	Nuovo account 🛂
Utente creato con successo! I tuoi dati di accesso al portale li riceverai per mail	LOGIN



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



<u>N.B. If you need to recover your access credentials, please write an email to</u> <u>master@unicamillus.org specifying your name, surname and course of admittance.</u>

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

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Student personal data	Residence	Domicile	Citizenship	Contacts	My photo
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Disability	SLD - Specific Learning Diso	rder 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.

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Address 🖓	
e 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 benfits and in minal punishments established by the art. 76 of the D.P.R, declare the following residence:	incur in
y or Foreign country	
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voregin ofy PORT-DE-PAIX	
1PCode 4T 6110	
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7. Click on "Domicile" in order to add your Domicile Address. It can be different from that of your residence.

2018년 1월 1919년 1월 19	Domicile 🏫
e undersigned,under my responsibility, making use of the regulations of the art. 46 of the D.I ninal punishments established by the art. 76 of the D.P.R., declare the following residence:	PR 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.1 will lose my benfits and incur
y or Foreign country	
Foreign city	
ZIP Code	
Address	
Address number	
	SAVE

8. Click on "Citizenship" in order to add your citizenship.

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	
Itala	· · · · · · · · · · · · · · · · · · ·
	SAVE

9. Click on "My Photo" in order to add your personal picture in a .jpg or .png format, that will be shown on the left of your Student's Area.

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

Identity c	ard 🖆
Document type	
Identity card	
haung body HAITI	
Decument number 0000000000	
Release location HAITI	
Release date	
10 / 10 / 2020	0
Expiration date	
10 / 10 / 2030	0
PDF copy of the document	
Choose file	Proven



# 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">"<u>Master</u>">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Enrollment Application"

		Enrolment and	Admission ᆂ+		
Three-year and single- cycle Degrees Home > Enrolment and ad	Master's Degree	Master	D	Single Courses	Advanced Course
		Maste	r 📫		
<b>First level Master</b>	Second level Master				
		First level N	Naster 🖍		



the first option "Enrolment" and click on "Confirm".





13. 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! Error! Error! Error! Error! Error! Error! Error! Domicile has not been added Domicile has not been added Utzenship has not been added. The Identity Document has not been added Photo not uploaded.

#### 14.

Back to

the enrolment section, the following page with the summary of the Course chosen will be shown.

	Enrollment 🎽	
	Degree Course	
nomination		
edicina e chirurgia		
gree Class 4-41		
gal duration		
years		
cess Requirements acement Test, Diploma di scuola secondaria superiore		
ademic year of first access to the national university system		
2021/2022		

15. Lower in the page you will be asked to insert your Degree Title and 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:

- Degree title:
  - Academic year of title obtainment (i.e. 2020/2021)
  - Precise date of title obtainment (i.e. 22/07/2021)
  - □ Name of the University
  - □ Name of the study course
  - Type of title (three-year, single-cycle, master's degree etc.)
  - Degree class (i.e. LM-41, L/SNT1 etc.)
  - ☐ Final mark



## • High school diploma:

- 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

	Academic Qualifications	
		MORE ACTIONS ~
Academic Year	Details	Grade
	NO UNIVERSITY TITLE	
	Details of the access title	
Declared Diploma		
		ALTRE AZIONI 🕶
Information about the title	Institute	

16. After completing the Academic Titles and High School Diploma section, download the enrolment documentation under the "Forms" section, fill them out and upload them in a PDF format that weighs no more than 30MB.

### You cannot proceed with the enrolment if you do not upload these documents.

17. Once you have inserted all the required data, you will find a list of all the instalments due for the a.y., and you can complete the enrolment procedure by clicking on the blue button "Continue". You will be redirected to the enrolment request, that must be confirmed by clicking once again on the blue button "Continue".

Enrollment 🏂
Enrollment Application Receipt
Th enrollment application has been sent successfully on the 17/06/2021 at 15:00, with the number 320353.4 and authentication code 8FE12560A5E100797CA0F90985D98701FBF7419FA87A229F9BF8822221563A
DOWNLOAD THE RECEIPT

You can download the enrolment receipt by clicking on the blue button "Download the Receipt".



18. In order to finalize your enrolment go back to the Homepage and follow the path "Taxes and contributions" > "Payments".

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Payments Refu	und Application Exer	mptions										

19. In the "Payments" section you can verify the instalments due for the academic year and pay them by ticking the box at its left and choosing the method of payment.

Home > Tasse e contributi													
Payments =													
Taxes due													
	Description			Amount (€)	Expiry								
•	Contributo Onnicomprensivo			6.000,00	17/06/2021	regen	Ŧ						
•	Contributo Onnicomprensivo			6.000,00	31/01/2022	5	<u></u>						
•	Imposta di Bollo Contributo Onnicomprensivo			6.016,00	17/06/2021	line.	*						
			Total	18.016,00									
Paid taxes													
Description			Amount (€)		Payment date								
		Total	0.00	2									

19.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.

19.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).

PagoPA

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

## SHOULD YOU ENCOUNTER ANY KIND OF PROBLEMS, PLEASE CONTACT THE MASTER'S OFFICE BY CALLING +39 06400640 OR VIA EMAIL AT master@unicamillus.org.