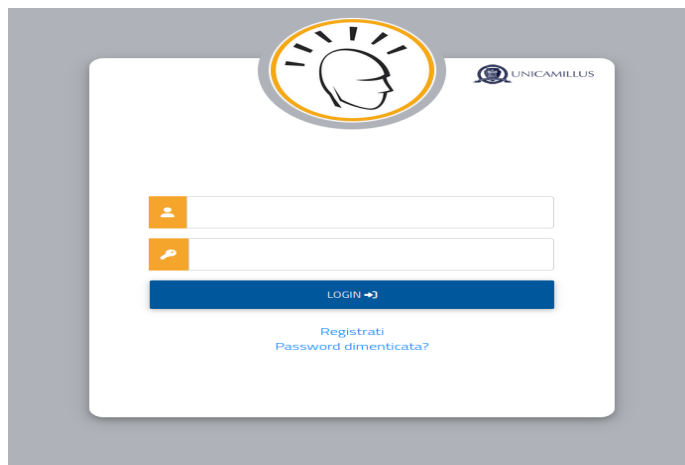
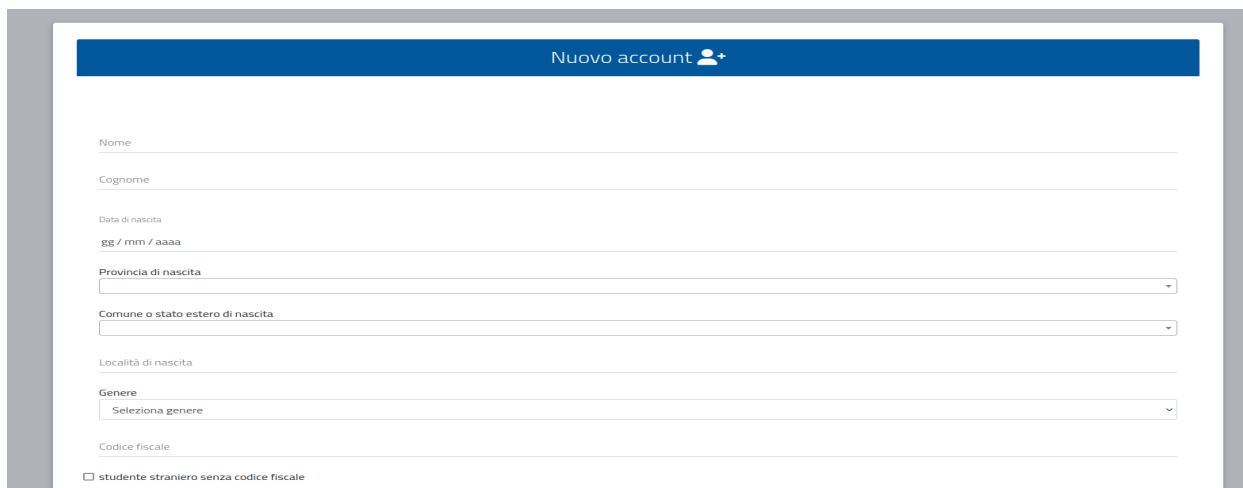


GUIDE FOR SIMPLE ENROLMENT

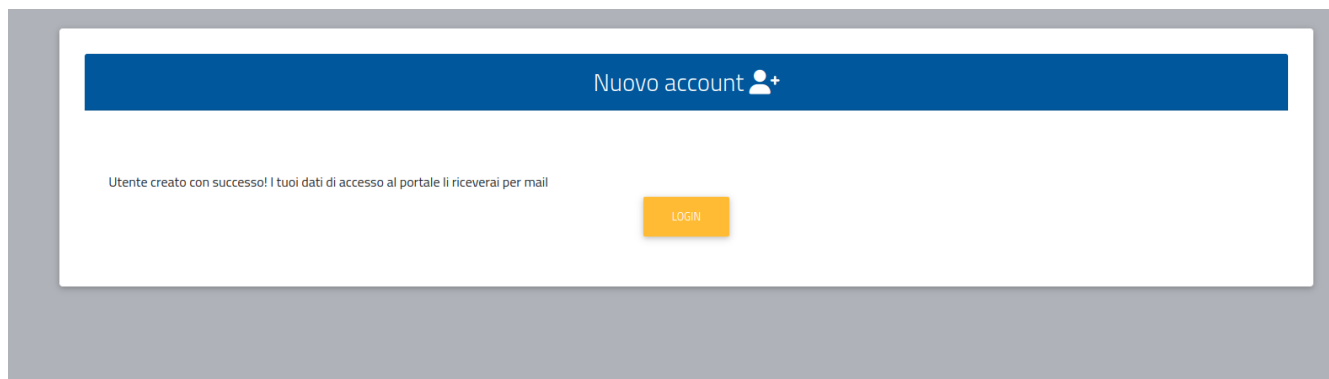
1. Access the student's portal page (<https://unicamillus-studenti.gomp.it/Login/Index>) and register by clicking on "Registrati". ***If you have already registered during the pre-enrolment period, please proceed from point 4.***



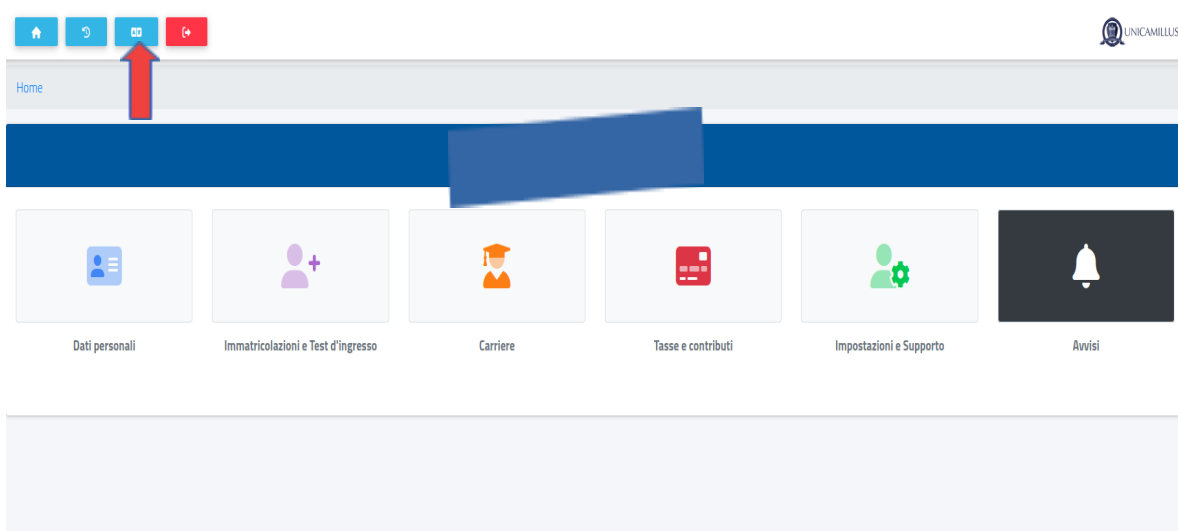
2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "Stato Estero/Foreign Country" in the "Provincia di Nascita" section and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



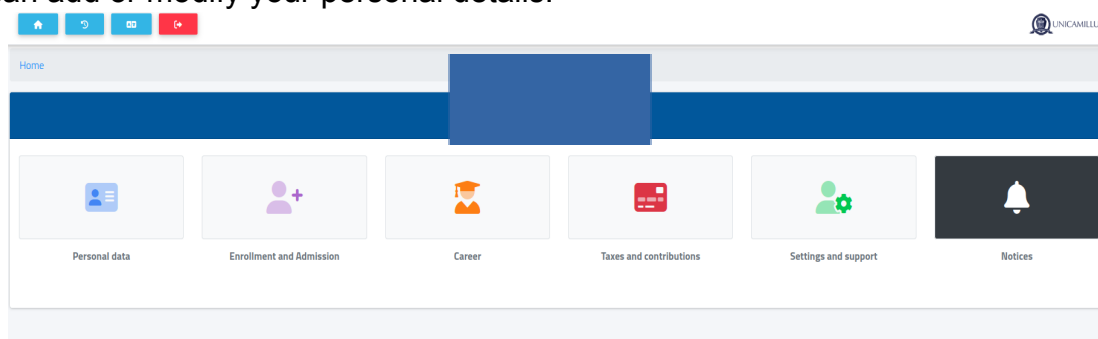
3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.

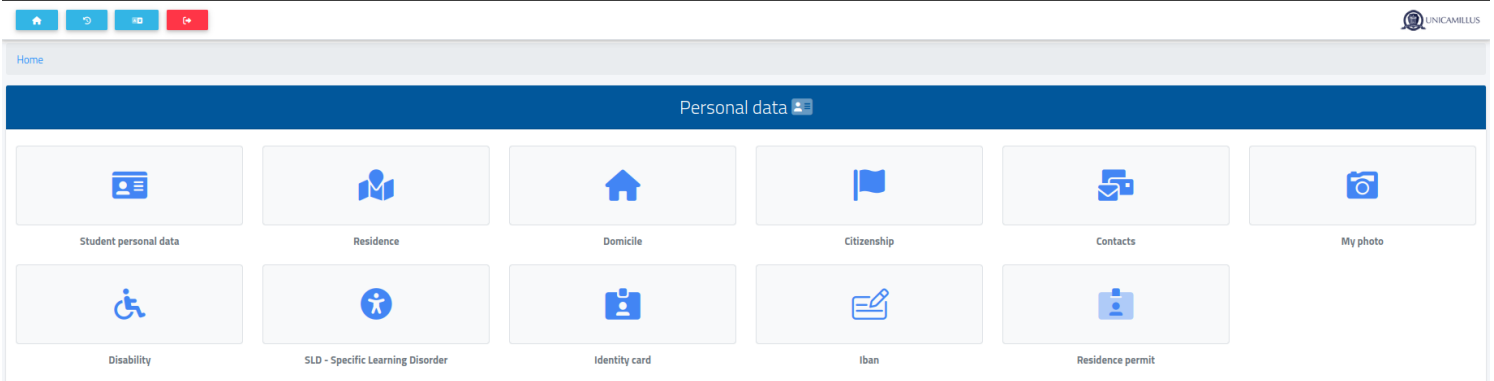


4. After completing the registration procedure, access your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Login/Index>) and click on the third blue button on the left in order to change the language option.



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

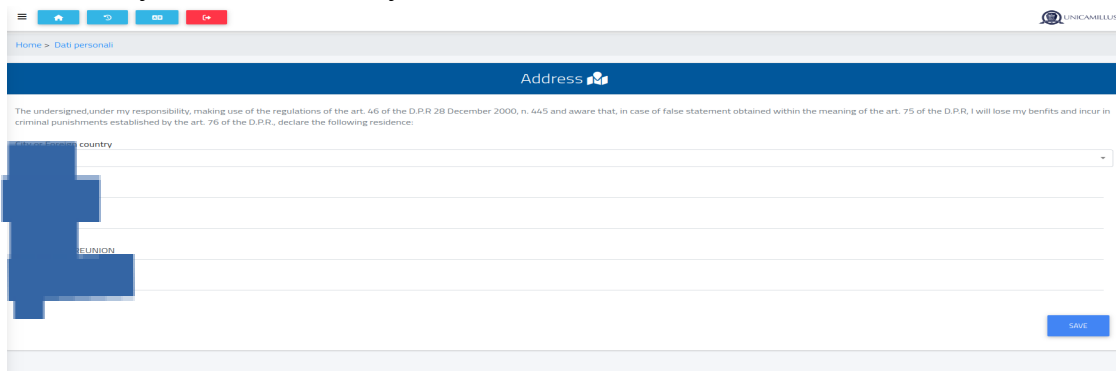
SLD - Specific Learning Disorder

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

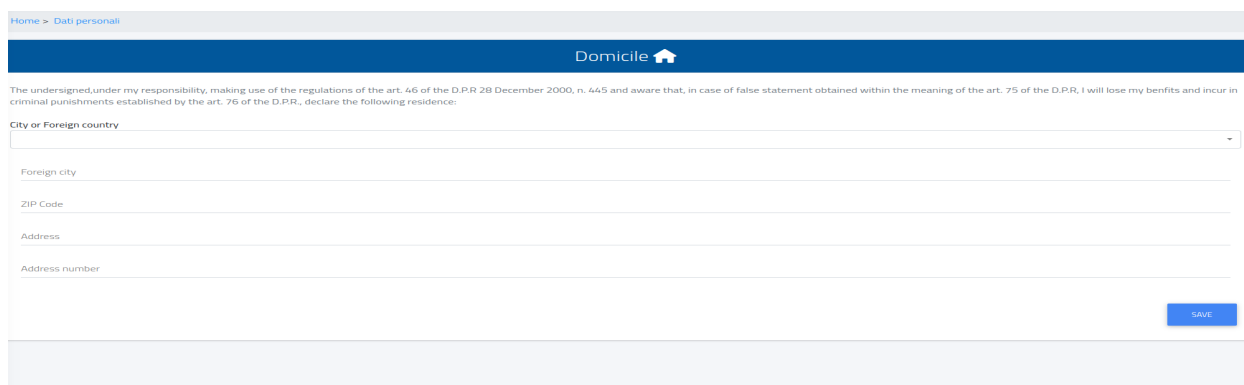
ZIP Code

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.

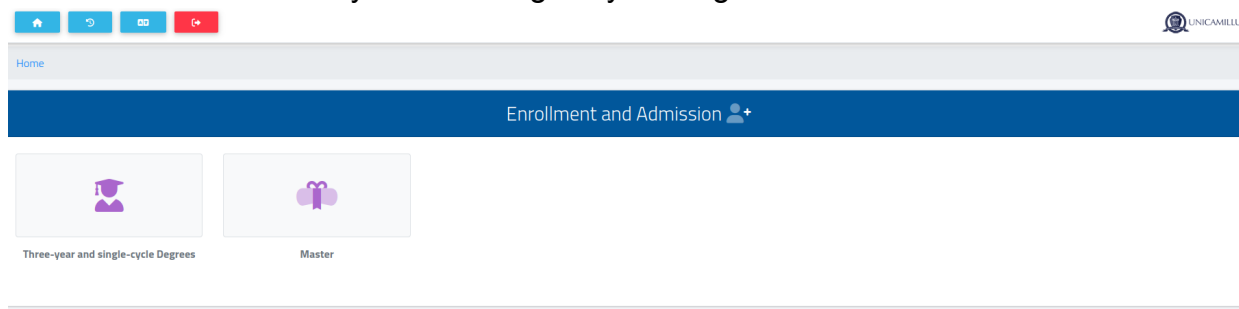


10. Lastly, click on “Identity Card” in order to add a personal document, such as an ID, Passport, Residence Permit etc.

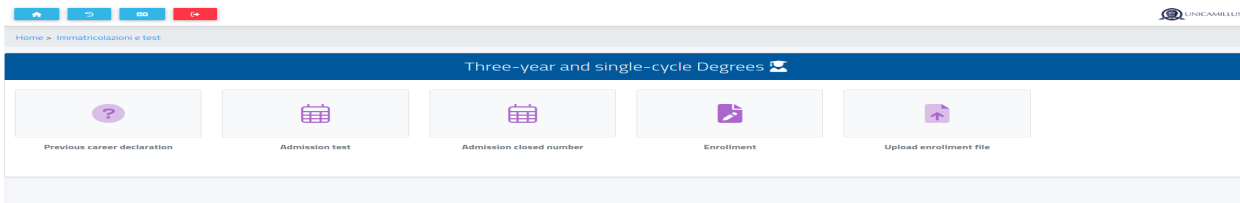


N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can do so in the section “Personal data”>”Disability” or “Personal data”>”SLD”.

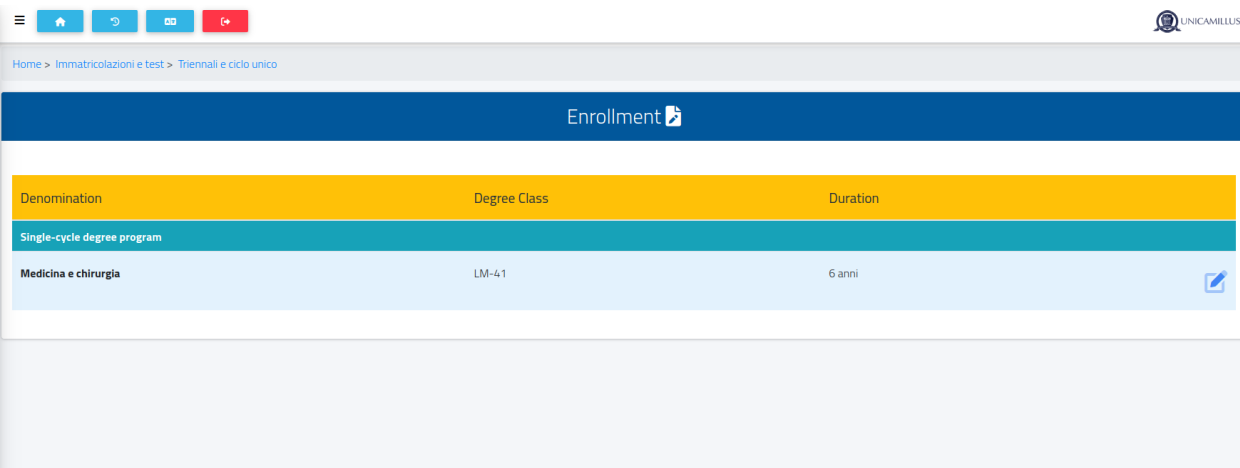
11. After completing the personal data section, go back to the Homepage and follow the path “Enrolment and Admission”>”Three-year and Single-Cycle Degrees”



11.a Select “Enrolment”

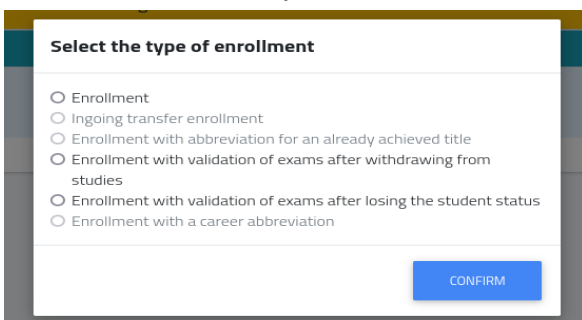


12. Select the course to which you were admitted and click on the blue button on the right.



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”.

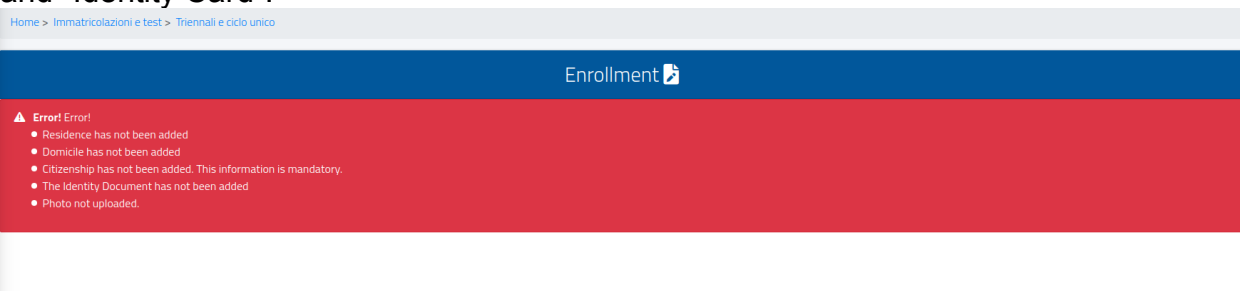


Select the type of enrollment

- ☒ 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

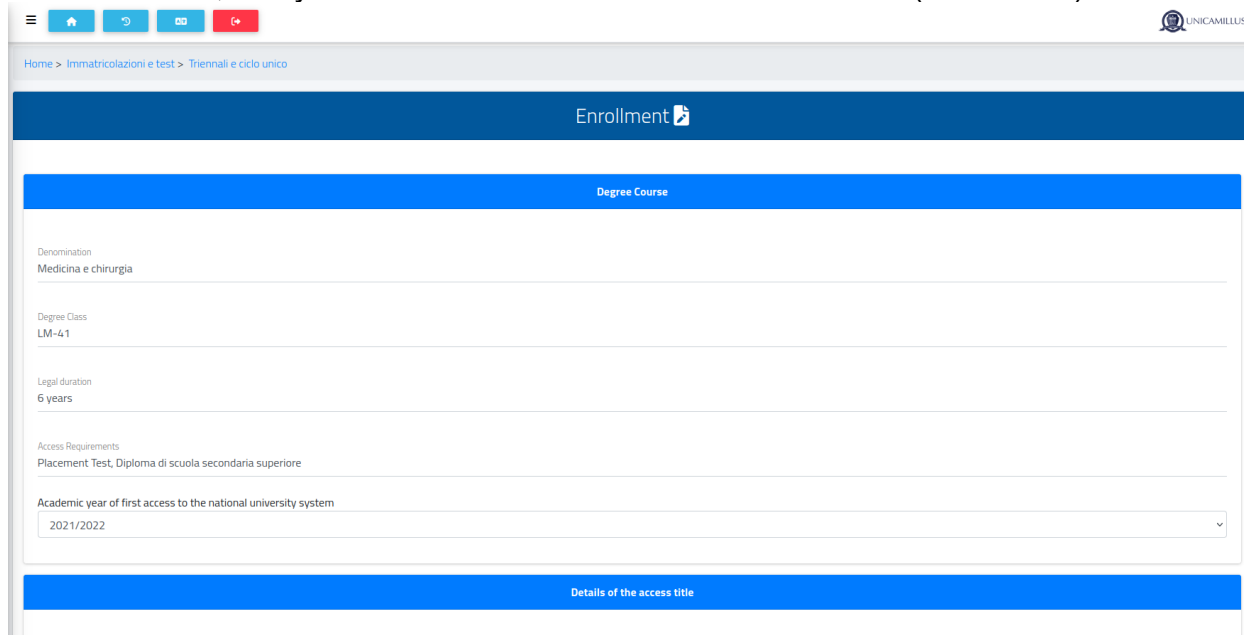
14. If the red Alert message is shown, it means that you must add your personal details: return to the Homepage, click on “Personal Data” and fill in the section “Address”, “Domicile”, “Citizenship”, “My Photo” and “Identity Card”.



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 (2021/2022).



Home > Immatricolazioni e test > Triennali e ciclo unico

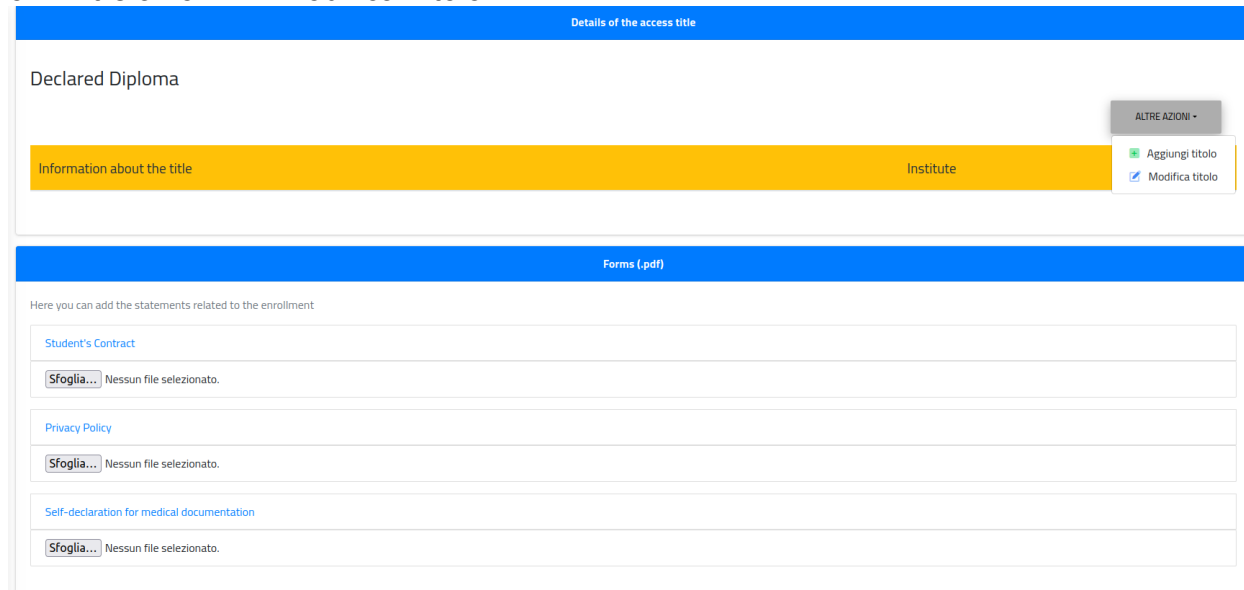
Enrollment

Degree Course

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

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”.



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	Sfogliala... Nessun file selezionato.
Privacy Policy	Sfogliala... Nessun file selezionato.
Self-declaration for medical documentation	Sfogliala... Nessun file selezionato.

17. After completing the High School Diploma section, 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.

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.

Sfoglia... Nessun file selezionato.

- By October 8th 2021, you must upload a copy of the payment of the LazioDiSCo regional tax.

Sfoglia... 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

Th enrollment application has been sent successfully on the 17/06/2021 at 15:00, with the number 320353.4 and authentication code 8FE12586DA5E100797CAA0F90985D9B701F8F7419FA87A229F98F8B2221563A

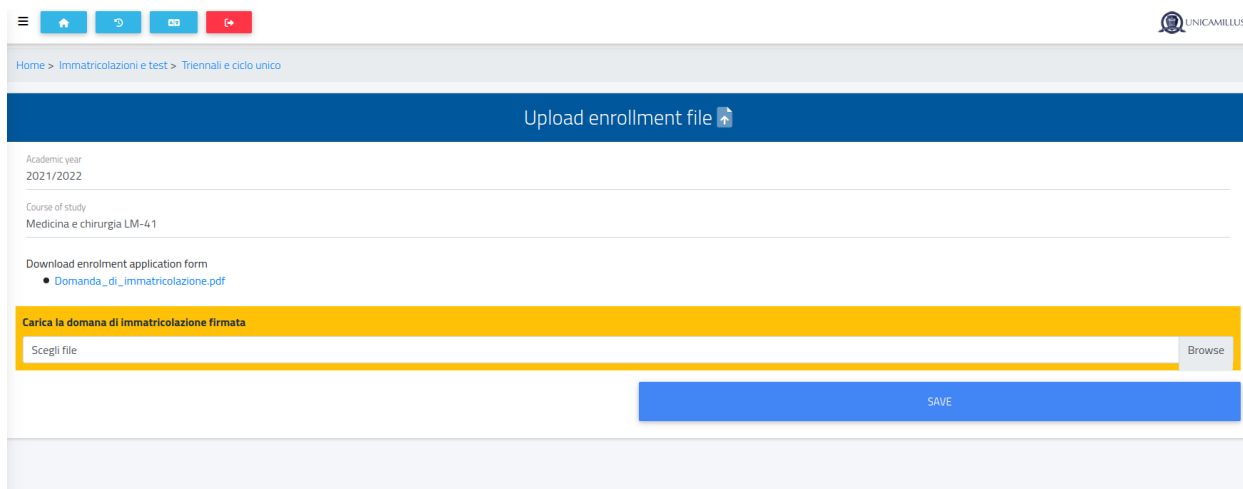


DOWNLOAD THE RECEIPT

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:

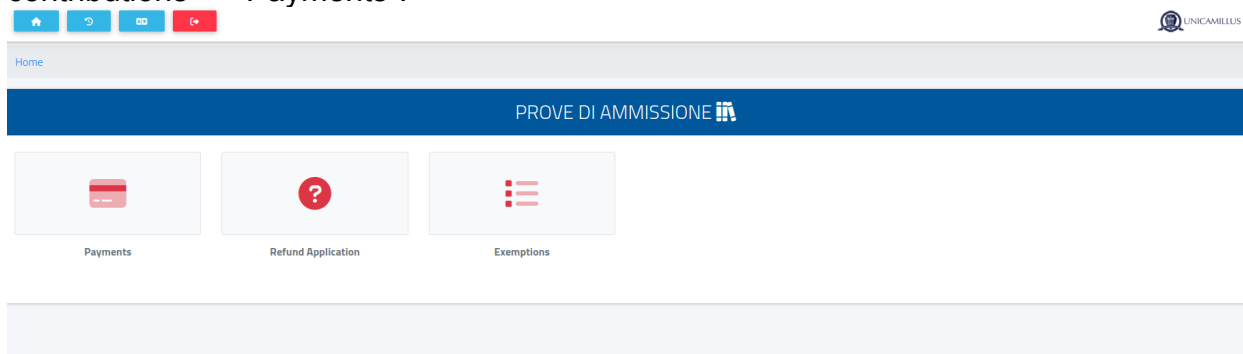
- The change of course request form (*for Health Professions students only*);
- The Student’s Contract;
- The Privacy Policy;
- The self-declaration for medical documentation.

Once added the documentation, click on “Save”.



The screenshot shows the 'Upload enrollment file' page. At the top, there is a navigation bar with a home icon, a back icon, a forward icon, and a red button with a plus icon. The breadcrumb trail reads: Home > Immatricolazioni e test > Triennali e ciclo unico. The main heading is 'Upload enrollment file' with a document icon. Below this, the 'Academic year' is set to '2021/2022' and the 'Course of study' is 'Medicina e chirurgia LM-41'. There is a link to 'Download enrolment application form' with a sub-link 'Domanda_di_immatricolazione.pdf'. A yellow banner states 'Carica la domanda di immatricolazione firmata'. Below the banner is a file selection area with the text 'Scegli file' and a 'Browse' button. At the bottom right, there is a large blue 'SAVE' button.




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



The screenshot shows the 'PROVE DI AMMISSIONE' page. At the top, there is a navigation bar with a home icon, a back icon, a forward icon, and a red button with a plus icon. The breadcrumb trail reads: Home. The main heading is 'PROVE DI AMMISSIONE' with a book icon. Below this, there are three cards: 'Payments' with a red wallet icon, 'Refund Application' with a red question mark icon, and 'Exemptions' with a red list icon.

21. 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				
<input type="checkbox"/>	Contributo Onnicomprensivo	6.000,00	17/06/2021	
<input type="checkbox"/>	Contributo Onnicomprensivo	6.000,00	31/01/2022	
<input type="checkbox"/>	Imposta di Bollo Contributo Onnicomprensivo	6.016,00	17/06/2021	
Total		18.016,00		
Paid taxes				
Description		Amount (€)	Payment date	
Total		0,00		

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.**