# GUIDE FOR PRE-ENROLMENT

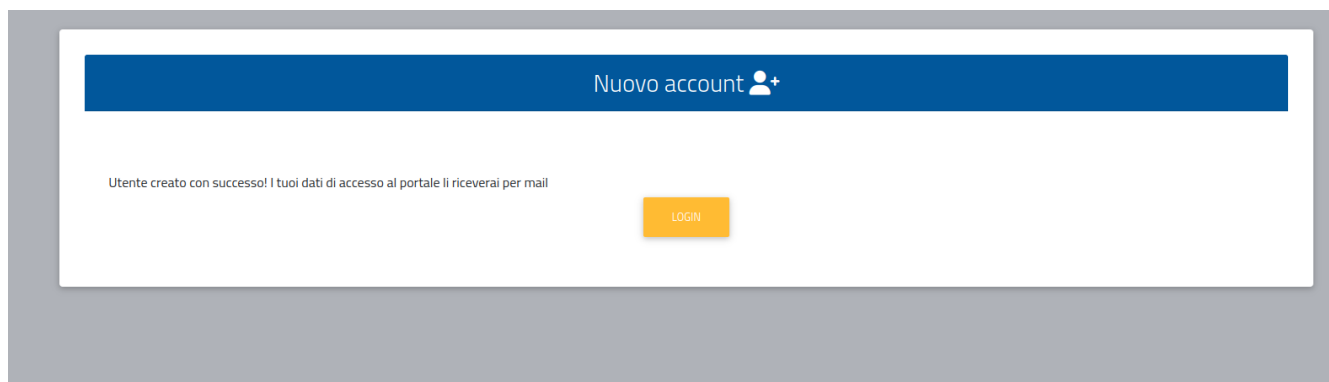1. Access the student's portal page (https://unicamillus-studenti.gomp.it/Login/Index) and register by clicking on "Registrati". ***If you have already registered to the GOMP, please proceed from point 4.***
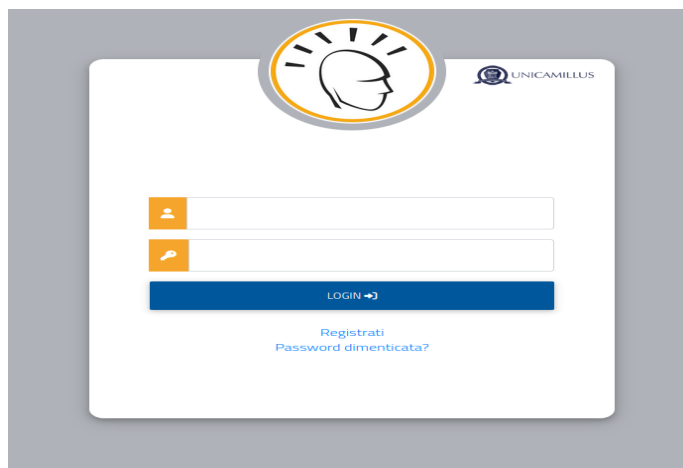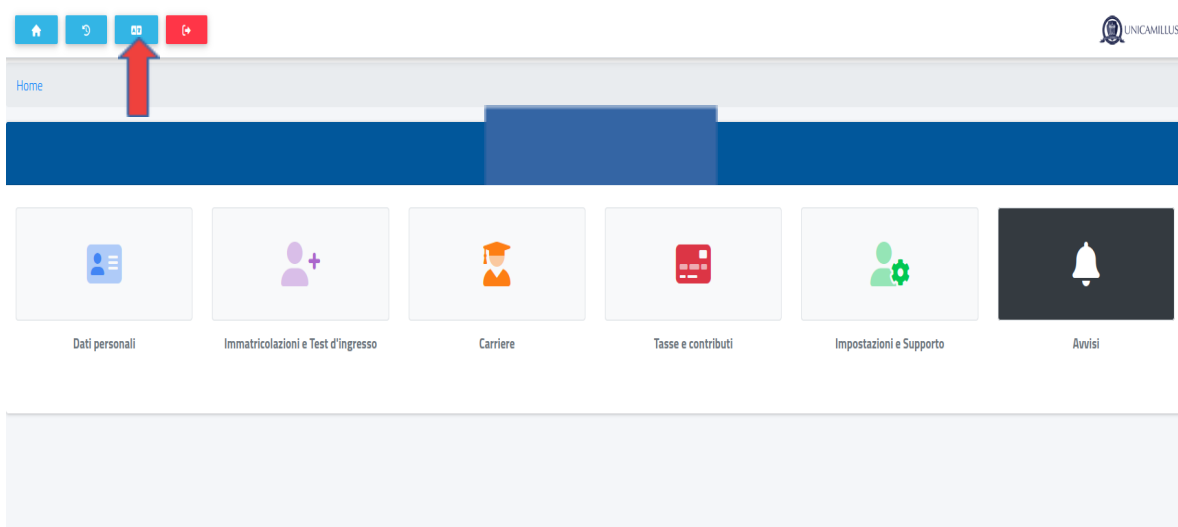


2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "Stato Estero/Foreign Country" in the "Provincia di Nascita" section and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



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 (https://unicamillus-studenti.gomp.it/Login/Index) and click on the third blue button on the left in order to change the language option.



Home

Dati personali | Immatricolazioni e Test d'ingresso | Carriere | Tasse e contributi | Impostazioni e Supporto | Avvisi

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.
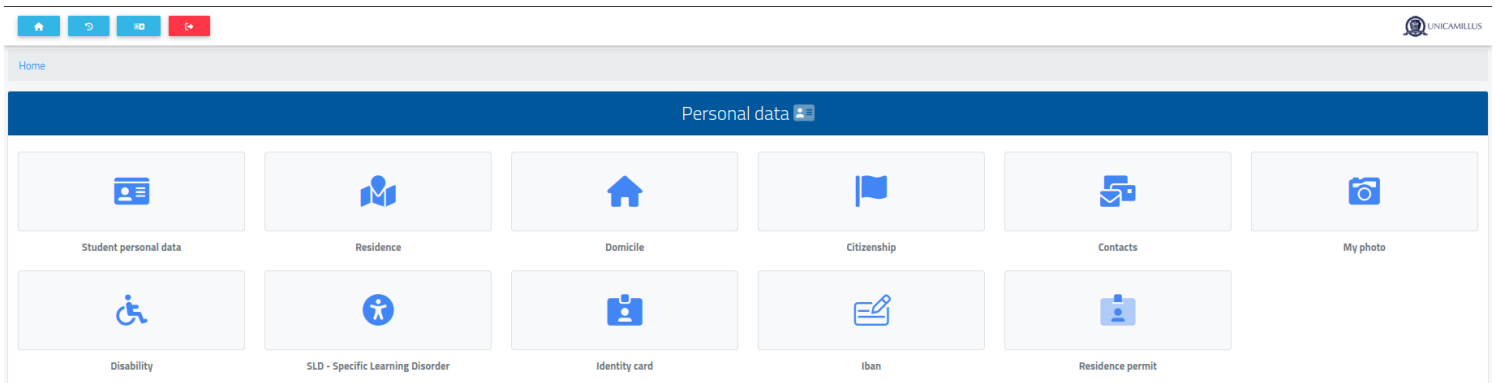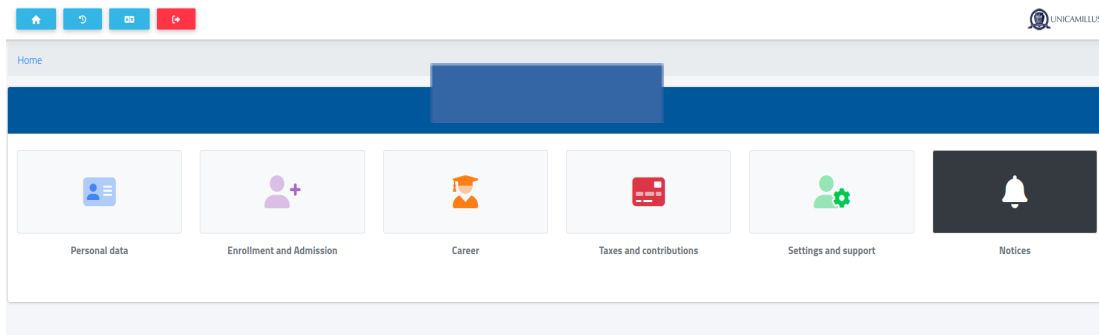




6. Click on "Address" in order to add your Residence Address. If you were admitted as a non-EU student, please select your home country.
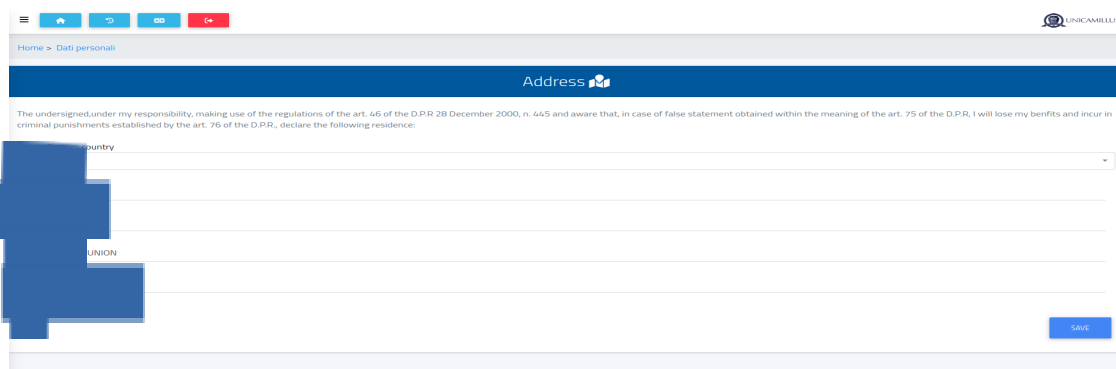
7. Click on "Domicile" in order to add your Domicile Address. It can be different from that of the Residence.



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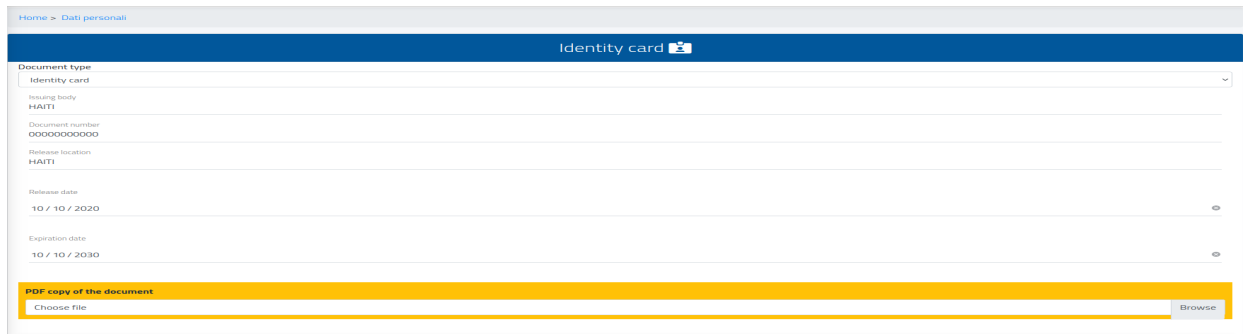
**10.** Lastly, click on "Identity Card" in order to add a personal document, such as an ID, Passport, Residence Permit etc.
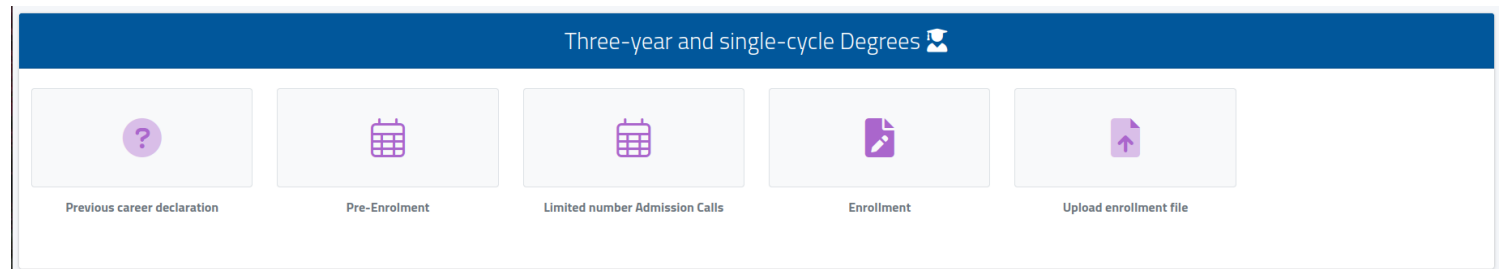


*N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can do so in the section "Personal data">"Disability" or "Personal data">"SLD".*

**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"
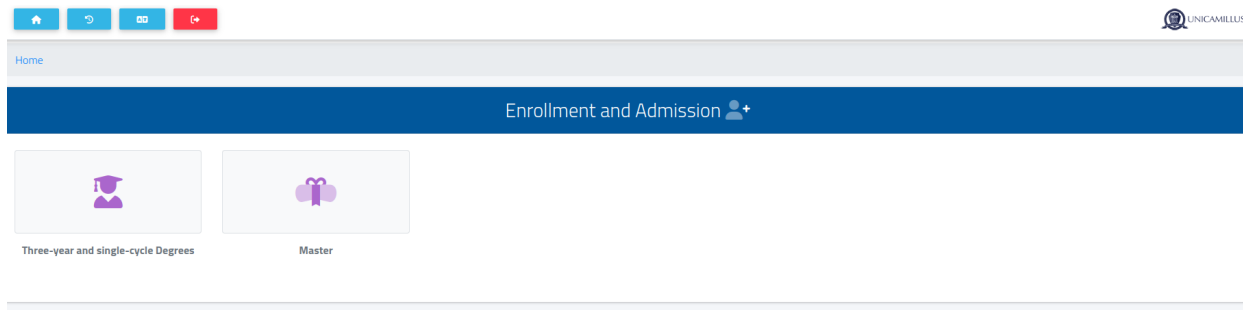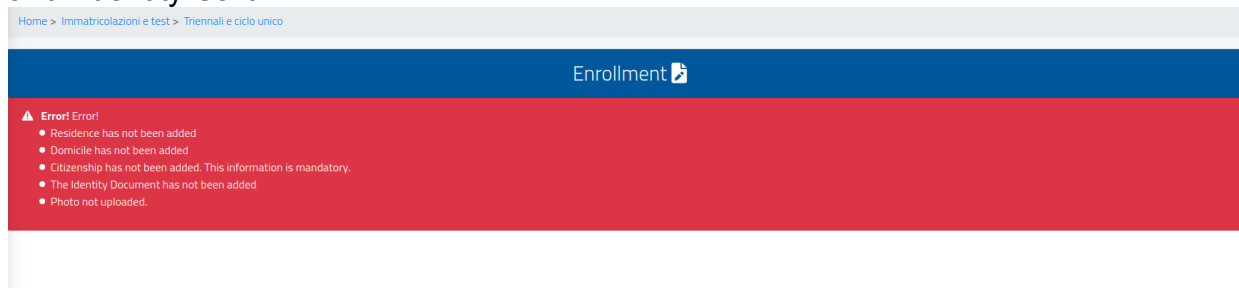


**11.a** Select "Pre-Enrolment"



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

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".



14. Back to the competent section, you will be shown the name of the Course for which you are completing your pre-enrolment. From the menu in the section "Declaration", you must select the degree course to which you were admitted.

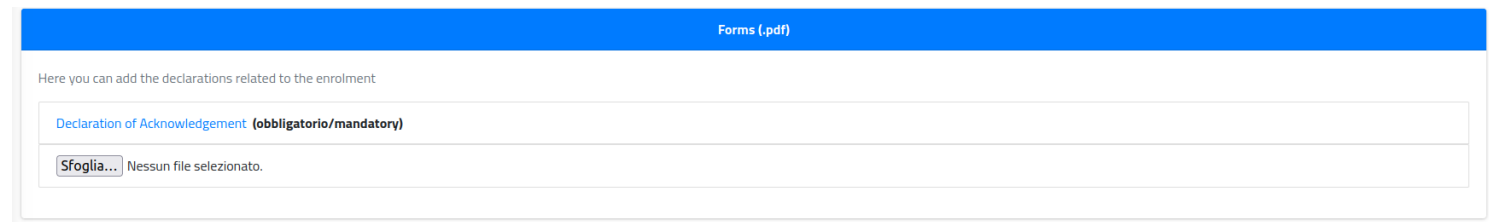***N.B. If you select a course in which you were not admitted, the pre-enrolment procedure will be considered invalid.***



15. After this step, you will find the "Forms" section: here you will have to download the given document, which you will have to fill, date and sign, and it will have to be uploaded by clicking on the gray button "Sfoglia…"

***N.B. The file must be in a PDF format and it must not exceed 30MB***

16. After uploading the document, you will find information regarding the pre-enrolment payment.

In order to forward the pre-enrolment request, you must click on the "Forward" blue button on the lower right.

| | Due Payments | | |
|---|---|---|---|
| Code | Reason for payment | Amount | Due date |
| PREIM | - Corsi di Laurea in Professioni Sanitarie in lingua inglese – Preimmatricolazione Studenti NON UE | 1500 € | 24/02/2022 13:00:00 |

| BACK | FORWARD |
|---|---|

17. At this point, the system will automatically generate a pre-enrolment request, which must be sent by clicking on the "Forward" blue button on the lower right.

Once forwarded, you can download the receipt by clicking on the blue button "Download the Receipt".

18. In order to finalize your pre-enrolment, go back to the Homepage and follow the path "Tuition and Fees" > "Payments".

UNICAMILLUS
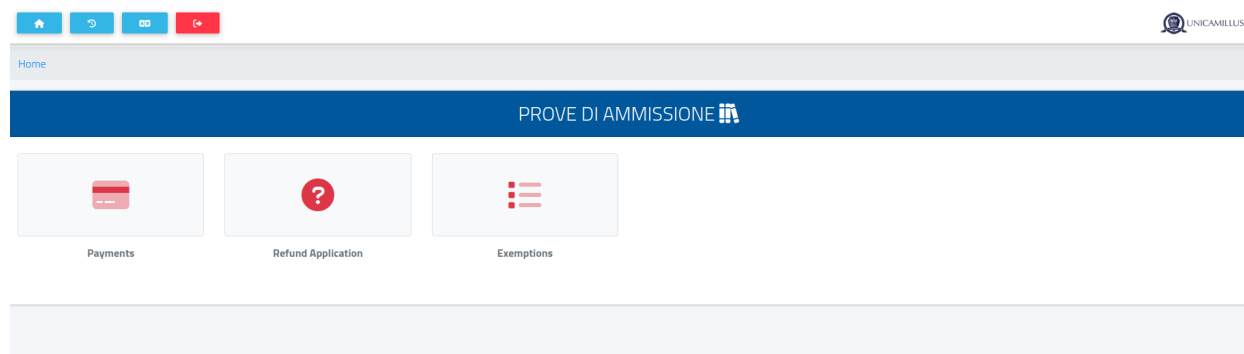
19. In the "Payments" section you can verify the payment due for pre-enrolment. After the enrolment, in this section you will also see all installments due for the academic year.

All due payments must be made by ticking the box at its left and choosing the method of payment.



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).

20. Once the payment has been made, you are officially pre-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.***