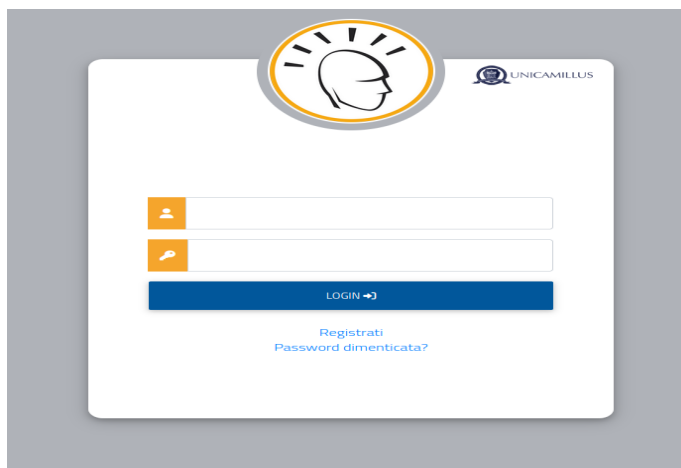
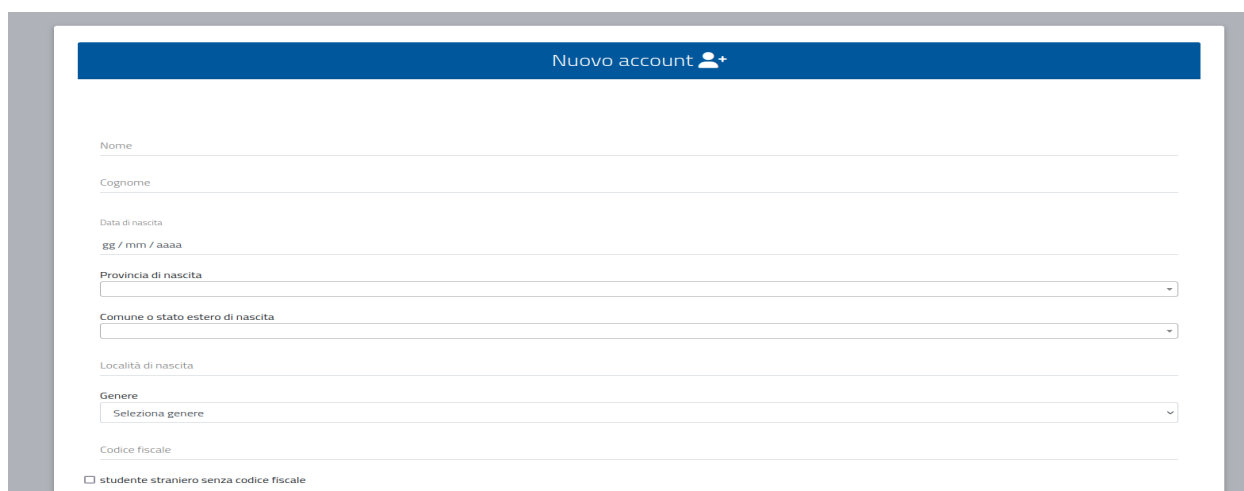


GUIDE FOR ENROLMENT

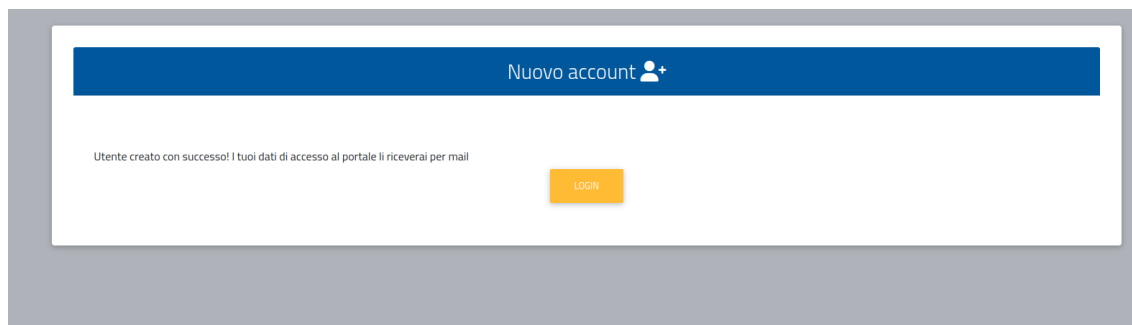
1. Access the student's portal page (<https://unicamillus-studenti.gomp.it/Login/Index>) and register by clicking on "Registrati".



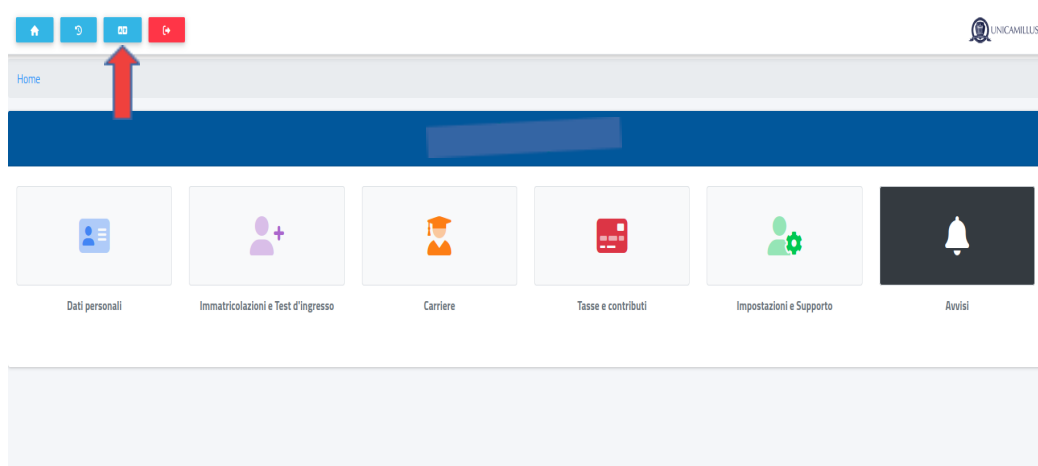
2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that as a non-EU student you must choose the option "Stato Estero" in the "Provincia di Nascita" space and tick the case "studente straniero senza codice fiscale".



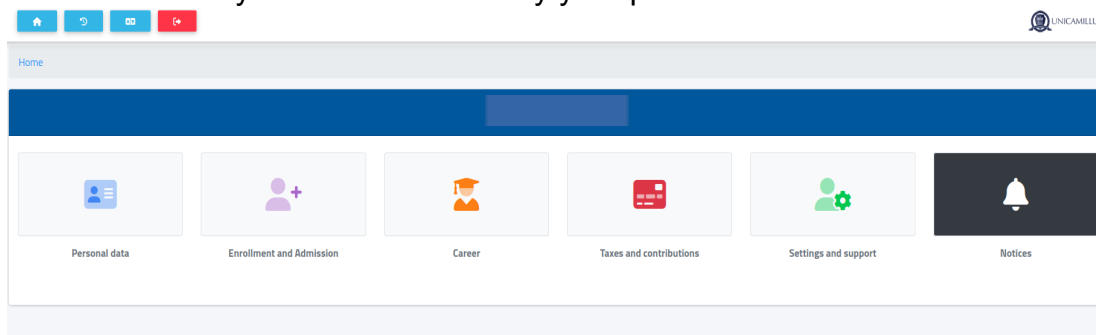
3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.



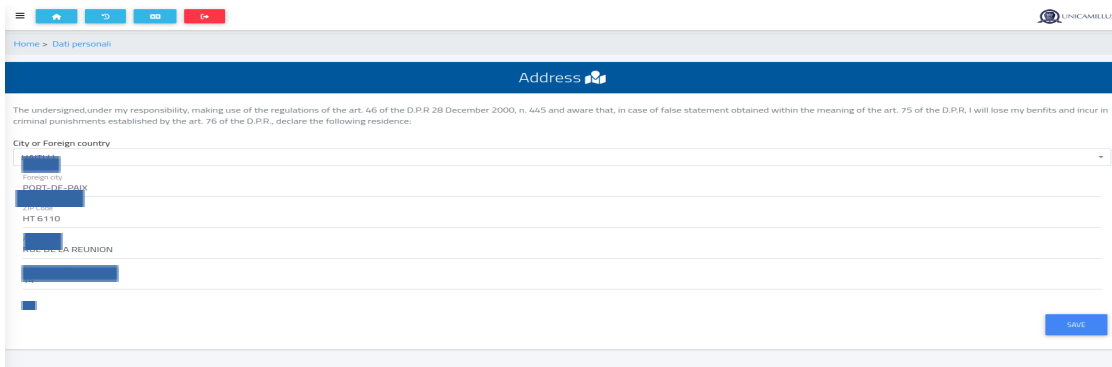
4. After completing the registration procedure, access your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Login/Index>) and click on the third blue button on the left in order to change the language option.



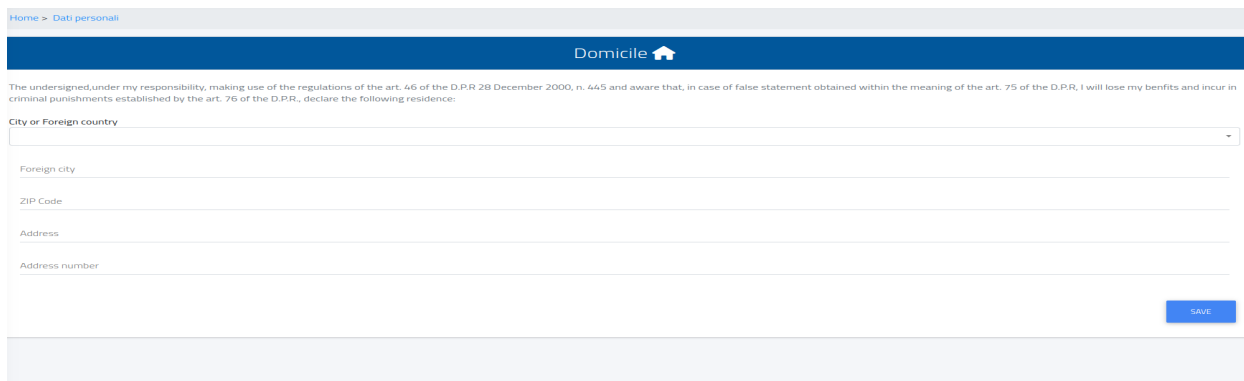
5. Once you have chosen the language between Italian and English, click on “Personal Data”. In this section you can add or modify your personal details.



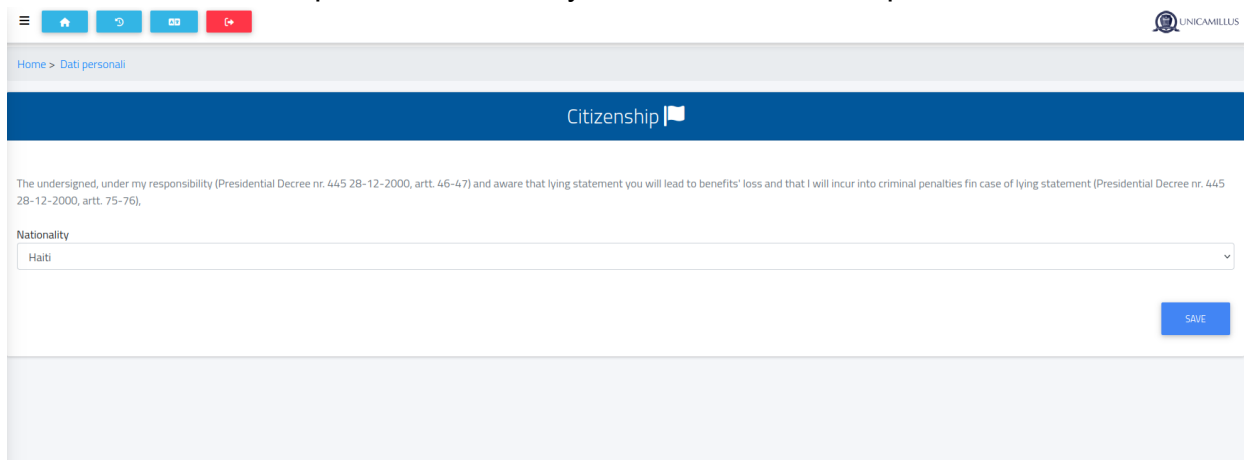
6. Click on “Address” in order to add your Residence Address. If you were admitted as a non-EU student, please select your home country.



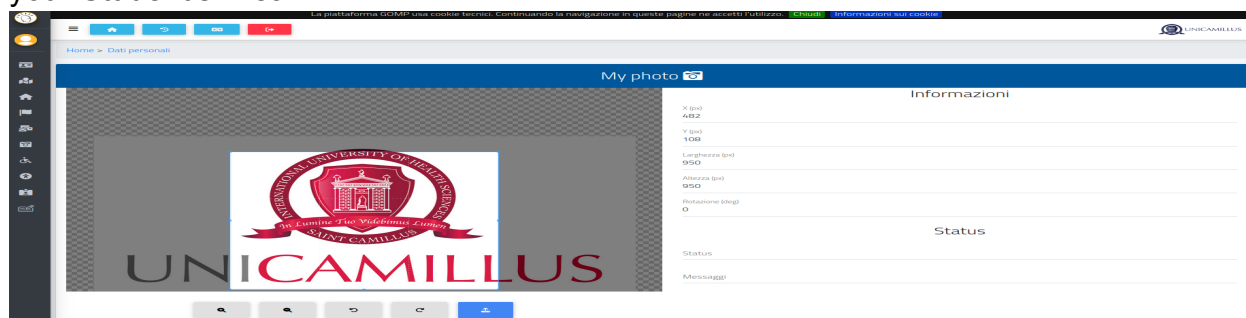
7. Click on “Domicile” in order to add your Domicile Address. It can be different from that of the Residence.



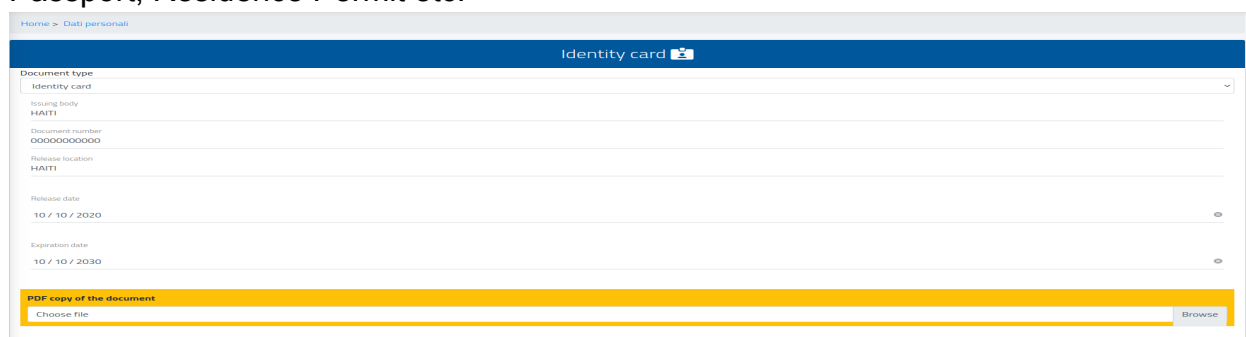
8. Click on “Citizenship” in order to add your non-EU citizenship.



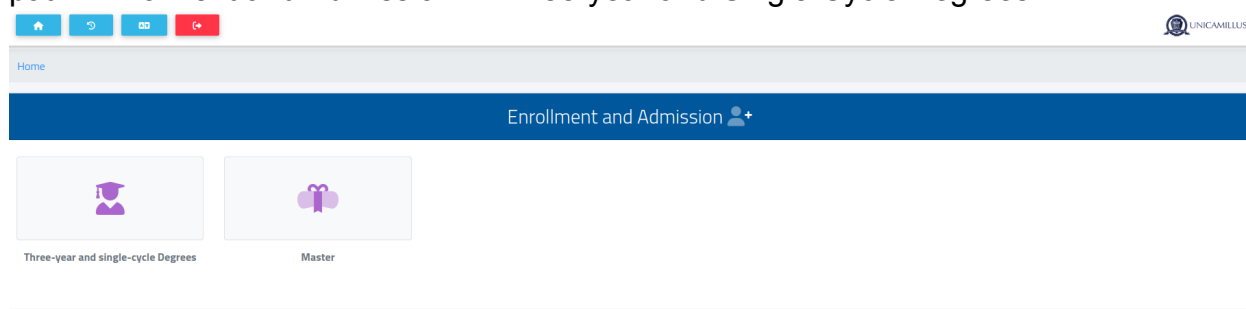
9. Click on “My Photo” in order to add a picture of you that will be shown on the left of your Student’s Area.



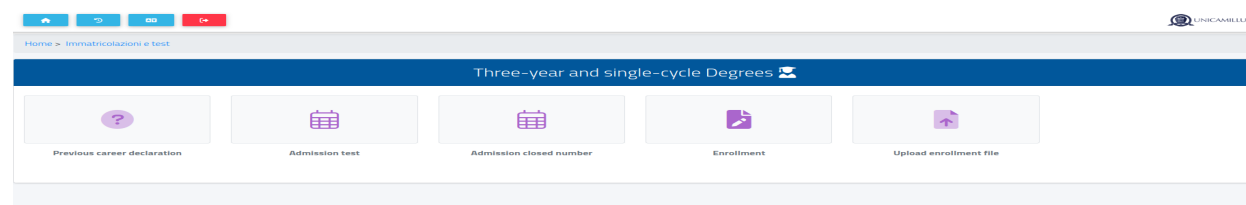
10. Lastly, click on “Identity Card” in order to add a personal document, such as an ID, Passport, Residence Permit etc.



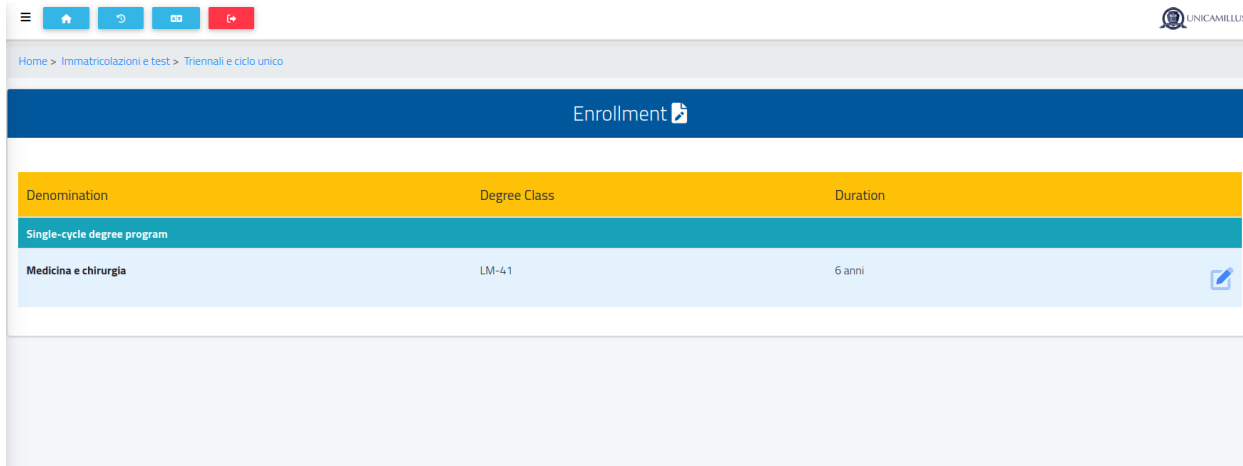
11. After completing the personal data section, go back to the Homepage and follow the path “Enrolment and Admission”>”Three-year and Single-Cycle Degrees”




11.a Select “Enrolment”



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

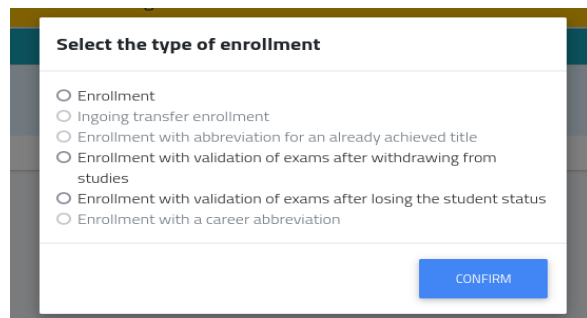


Home > Immatricolazioni e test > Triennali e ciclo unico

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”.

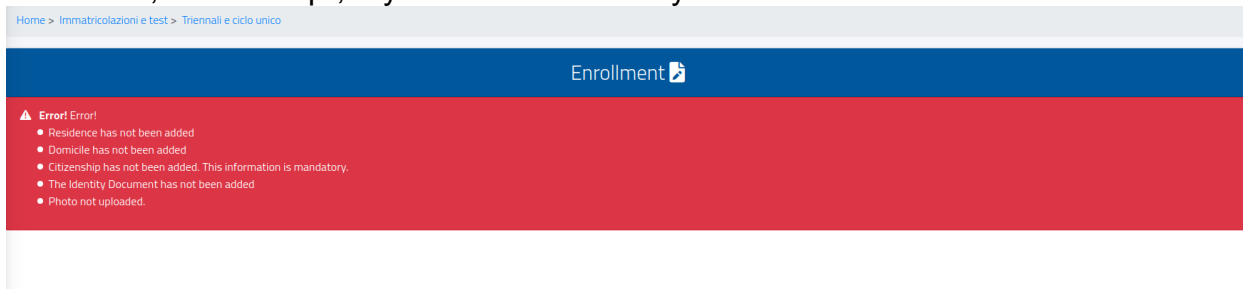


Select the type of enrollment


- ☒ Enrollment
- ☐ Incoming 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”.



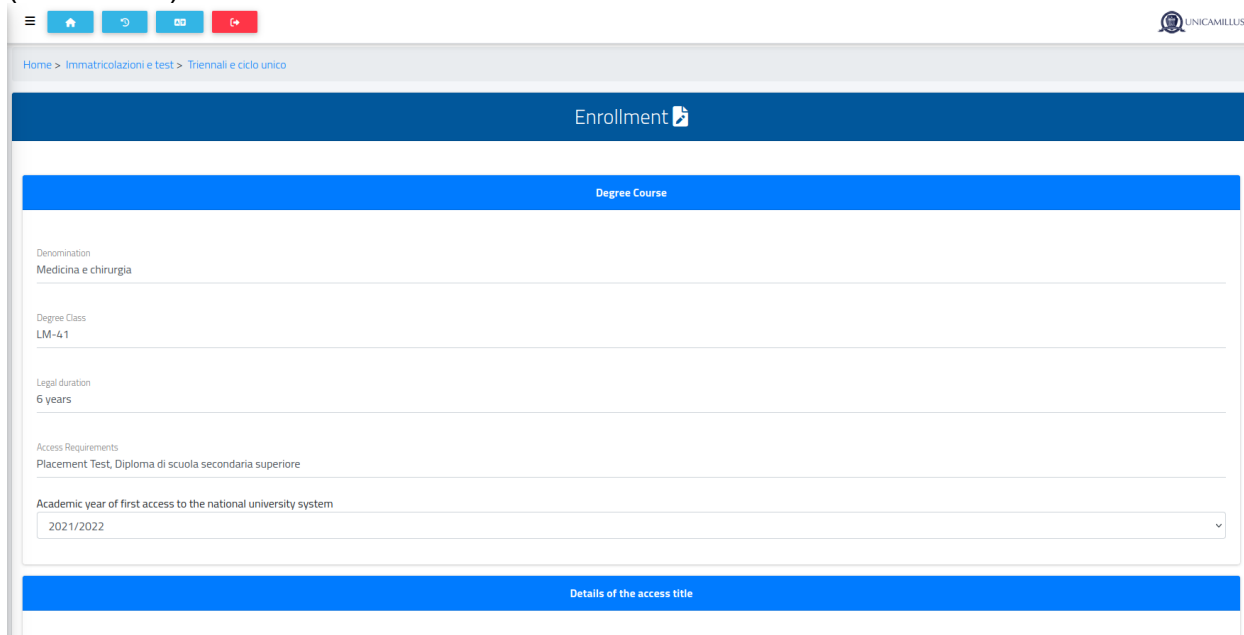
Home > Immatricolazioni e test > Triennali e ciclo unico

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 (2021/2022).

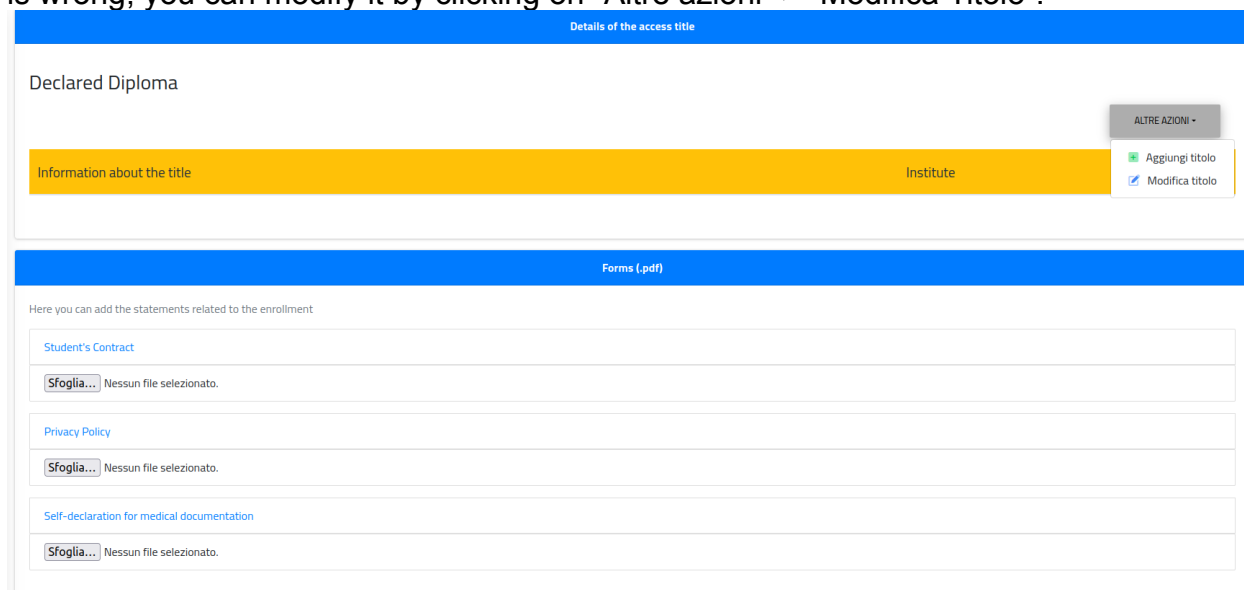


The screenshot shows the 'Enrollment' section of the Unicamillus website. The page has a blue header with the 'Enrollment' title and a document icon. Below the header, there's a section titled 'Degree Course' with a blue background. The course details are as follows:

- 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)

Below the course details, there's a section titled 'Details of the access title' with a blue background.

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' section of the Unicamillus website. The page has a blue header with the title 'Details of the access title'. Below the header, there's a section titled 'Declared Diploma' with a white background. The form contains the following elements:

- Information about the title:** A yellow bar with the text 'Information about the title'.
- Institute:** A yellow bar with the text 'Institute'.
- Buttons:** On the right side, there's a button labeled 'ALTRE AZIONI' with a dropdown arrow. Below it, there are two buttons: 'Aggiungi titolo' (with a green plus icon) and 'Modifica titolo' (with a blue pencil icon).

Below the 'Declared Diploma' section, there's a section titled 'Forms (.pdf)' with a blue background. It contains the following information:

- Student's Contract:** A button labeled 'Sfogliare...' with the text 'Nessun file selezionato.'
- Privacy Policy:** A button labeled 'Sfogliare...' with the text 'Nessun file selezionato.'
- Self-declaration for medical documentation:** A button labeled 'Sfogliare...' with the text 'Nessun file selezionato.'

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 data required, 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 8FE12586DA5E100797CAA0F90985D9B701F8F7419FA87A229F9BF8B22221563A

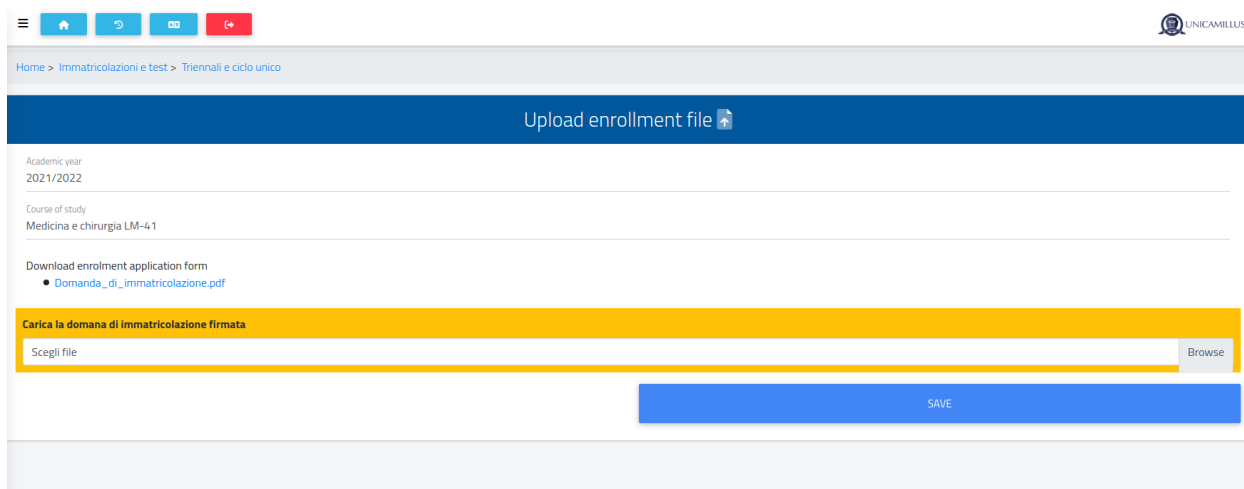


DOWNLOAD THE RECEIPT

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:

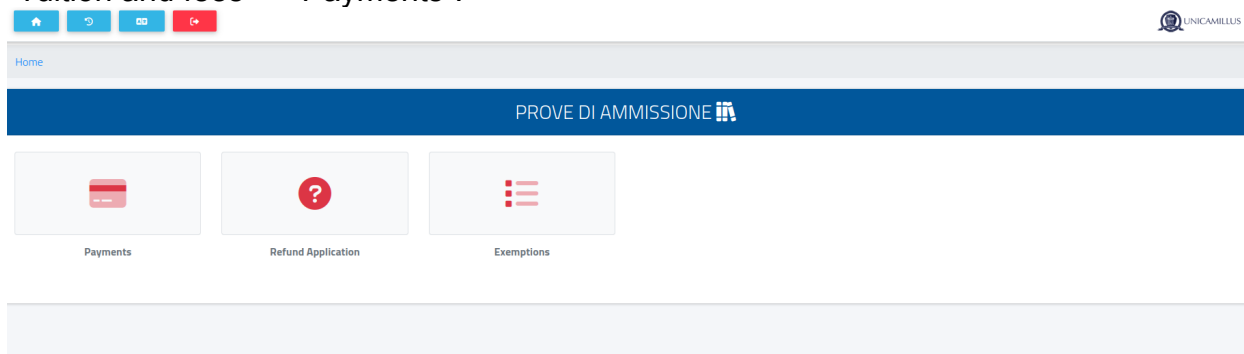
- The Student’s Contract;
- The Privacy Policy;
- The self-declaration for medical documentation.

Once added the documentation, click on “Save”.









The screenshot shows the 'Upload enrollment file' page. At the top, there is a navigation bar with a home icon, a back icon, a document icon, and a red button with a plus sign. Below the navigation bar, 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 bullet point for 'Domanda_di_immatricolazione.pdf'. A yellow banner says '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 “Tuition and fees” > “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 document icon, and a red button with a plus sign. Below the navigation bar, the breadcrumb trail reads 'Home'. The main heading is 'PROVE DI AMMISSIONE' with a document icon. Below this, there are three cards: 'Payments' with a red card 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 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 left 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.