

## GUIDE FOR ENROLMENT RENEWAL

1. Access your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Home>) and follow the path "Career">"Enrolment Renewal".



2. The system will show you the information regarding the degree course in which you are enrolled. Scrolling down, you will find the "Declarations" section.

2.b **EXTRA UE STUDENTS** cannot benefit from the remodulation of taxes deriving from the ISEE-U declaration, therefore you can skip this following step.

2.b **FOR EU STUDENTS ONLY:** In accordance with the Taxes and Contributions Regulation of reference, if you desire to benefit from tax remodulation according to your personal ISEE-U, you will have to click on the pencil icon on the right of the section "DICHIARAZIONE ISEE" and give your consent to access the INPS database.



The system will query the INPS database and will automatically remodulate the taxes according to the Regulation for Taxes and Contribution of referral.

**N.B.** We remind all *EU* students that, in order for the remodulation to happen, you will have to present an ISEE declaration valid for the right to University education (ISEE-U) to Inps, CAF authorized or accountant. If the declaration is not valid for this right, the data will not be acquired.

We also remind students that it is necessary that the ISEE-U declaration is already calculated and registered in the INPS database by November 30th.

3. In the “Declarations” section you can also upload any certificate regarding eventual disabilities and/or SLDs (Specific Learning Disorders). We remind you that these declarations do not imply any tax remodulation.

Disability declaration (optional) OTHER ACTIONS +

Type	Percentage	Permanent	End date

Declaration of Specific Learning Disorder (optional) OTHER ACTIONS +

Upload the documentation for DSA statement

Choose file Browse

4. The last information shown in the page will be a summary of the annual fees and their deadline.

5. You can now forward the renewal request clicking on the button on the right “Confirm”.

6. At this point, the system will generate a formal request of renewal, which you will have to confirm by clicking on the button “Confirm” on the bottom right corner of the page. Once the application has been sent, the system will generate a renewal receipt that you can download.

Enrollment Renewal 

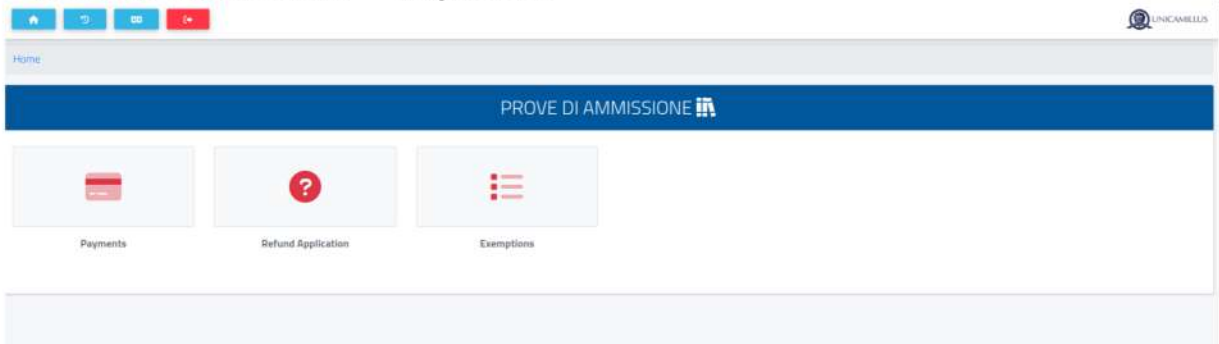
 

Enrollment renewal application receipt

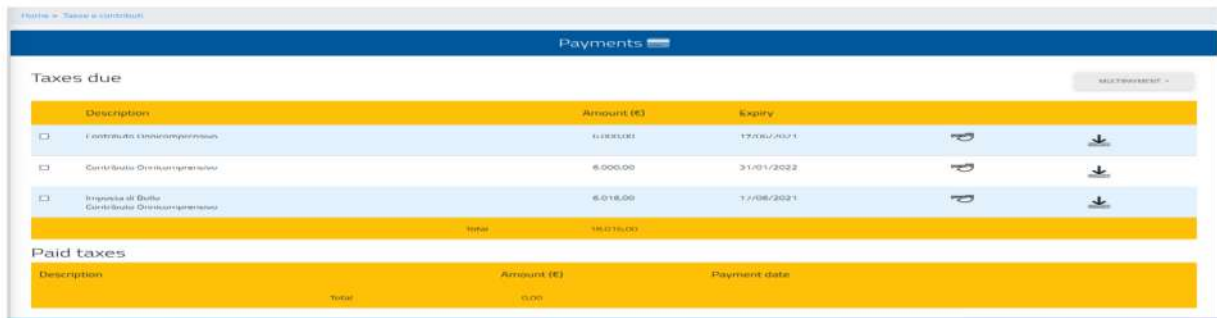
Enrollment renewal successfully made on the 05/07/2021 at 12:47, with the number and authentication code 21D3098AA283223E9F3820978A159D18E50F7EFC401E9004F5AFCCED80D863E9









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



8. 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. In this section you can also pay the regional tax that must be paid to LazioDisco.



The screenshot shows the "Payments" section of the website. It features a table titled "Taxes due" with columns for Description, Amount (€), Expiry, and a "PAGO PA" button. Below the table, there is a "Paid taxes" section with a similar table structure.

Taxes due			
Description	Amount (€)	Expiry	
<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	6.018,00	17/06/2021	 
<b>Totale</b>	<b>18.018,00</b>		

Paid taxes		
Description	Amount (€)	Payment date
<b>Totale</b>	<b>0,00</b>	

8.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.

8.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).



9. Once the payments and upload have been made, the enrolment renewal is officially completed.

**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](mailto:office@unicamillus.org).**