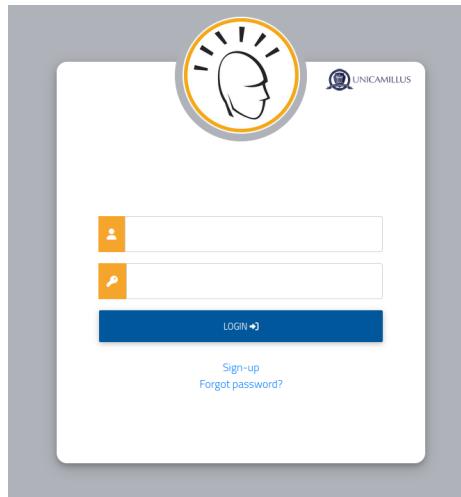
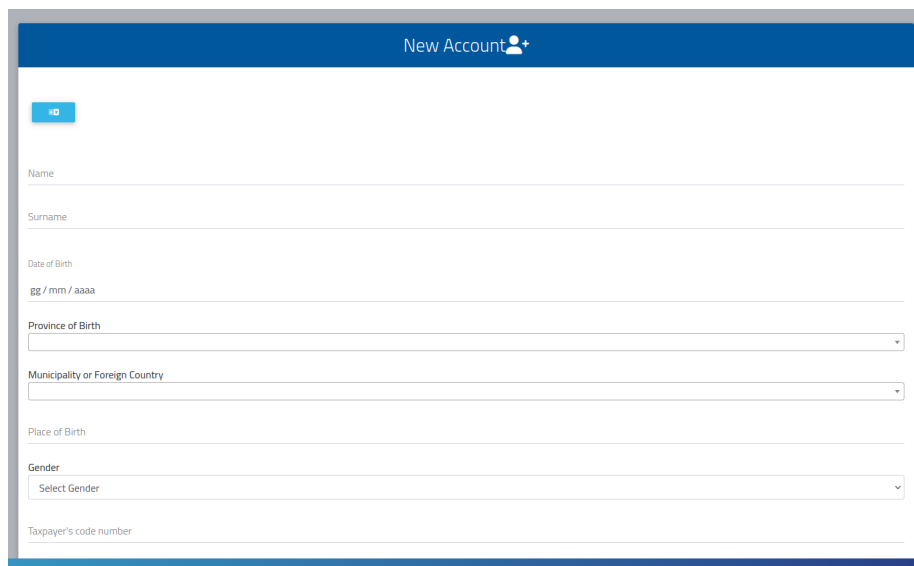


## GUIDE FOR PRESENTING AN INCOMING TRANSFER REQUEST

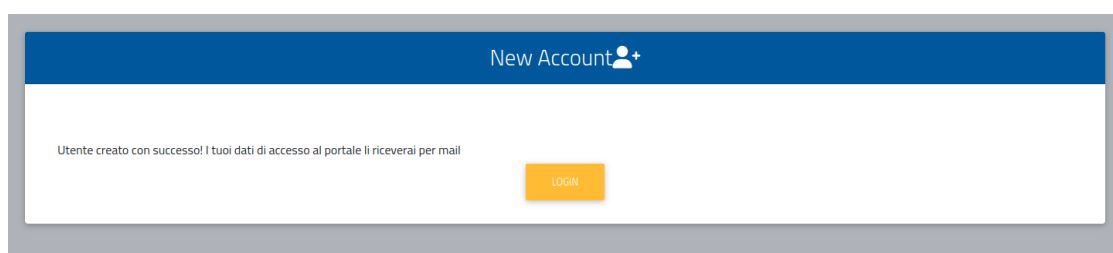
1. Access the student's portal page by this [link](#) and register by clicking on "Sign up".



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 "Proceed".

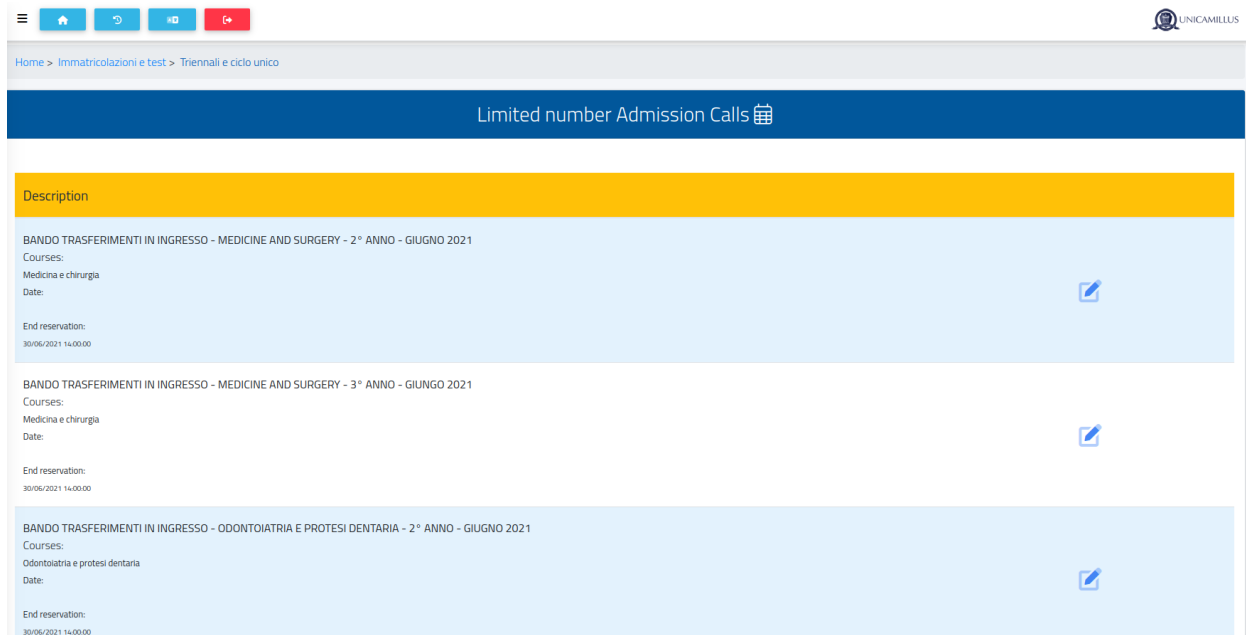


3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.



4. After completing the registration procedure, access your personal area on the student's portal ([link](#)) and follow the path “Enrolment and admission”>”Three year and single cycle Degrees”>”Limited number admission Calls”.

5. In the following page there will be shown a list of all degree courses for which it is possible to present a request for incoming transfer after the publication of the related Call for Application. Select the degree course you are interested in by clicking on the blue pencil on the right.



Home > Immatricolazioni e test > Triennali e ciclo unico

### Limited number Admission Calls

**Description**

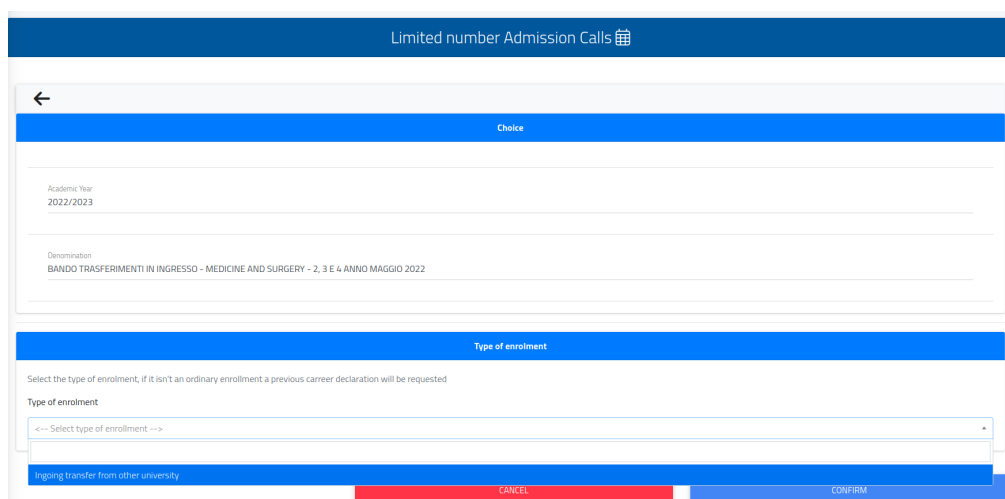
**BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 2° ANNO - GIUGNO 2021**  
 Courses: Medicina e chirurgia  
 Date:  
 End reservation: 30/06/2021 14:00:00

**BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 3° ANNO - GIUGNO 2021**  
 Courses: Medicina e chirurgia  
 Date:  
 End reservation: 30/06/2021 14:00:00

**BANDO TRASFERIMENTI IN INGRESSO - ODONTOIATRIA E PROTESI DENTARIA - 2° ANNO - GIUGNO 2021**  
 Courses: Odontoiatria e protesi dentaria  
 Date:  
 End reservation: 30/06/2021 14:00:00

6. In the following page you will have to fill out all the information regarding your previous academic career.

- Select the type of enrolment.



Limited number Admission Calls

←

**Choice**

Academic Year  
2022/2023

Denomination  
BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 2, 3 E 4 ANNO MAGGIO 2022

**Type of enrolment**

Select the type of enrolment, if it isn't an ordinary enrollment a previous career declaration will be requested

Type of enrolment  
 <- Select type of enrollment ->

Ingoing transfer from other university

CANCEL CONFIRM

- In case of one or more Academic Qualifications, fill out the related section with the required data.

Academic Qualifications		
Academic Year	Details	Grade
	NO UNIVERSITY TITLE	

[MORE ACTIONS ▾](#)  
[Add qualification](#)

**Main data of the academic qualification**

Academic Year (xxxx/yyyy es. 2013/2014)\*

Date of achievement (gg/mm/aaaa es. 01/12/2019)\*  
 gg / mm / aaaa

Foreign University

University\*

Course of Study\*

Type of Title\*

Degree Class\*

— The fields with the \* are mandatory

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— The fields with the \* are mandatory

**Final mark or result**

I haven't graduated yet but I will within the deadline established by the regulations

Activate if the degree has an evaluation but not a grade

Evaluation

Weighted average of exams

— The fields with the \* are mandatory

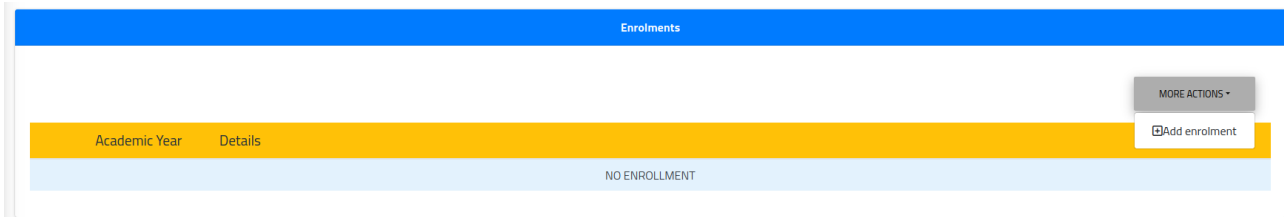
**Attachment**

Sfogli... Nessun file selezionato.

DELETE
OK

**Please note that it is not necessary to attach the graduation certificate to this section because it will be required in a second moment.**

- In the section “Enrolments”, you will have to insert **all** the academic years of enrollment to the previous University. Please note that there must be a match between the academic years in which you took exams and the academic years of enrollment, otherwise the request **will fail**.



- In the declaration of enrolment you have to fill out the required data. Please note that if in the list there is not your previous University, please click on “foreign university”.

Main data of the enrolment

Academic Year (xxxx/yyyy es. 2013/2014)\*

Anno accademico dell'iscrizione

Anno di corso\*

Anno di corso

Foreign University

University\*

Course of Study\*

Denominazione del corso di studi

Recognition / Suspension

— The fields with the \* are mandatory

Attachment

Sfogli... Nessun file selezionato.

**Please note that it is not necessary to attach the enrolment certificate to this section because it will be required in a second moment.**

- In the “Exams” section you will have to add all the exams that you took and you want them to be recognized, indicate the academic year and the date of the exam, the name, scientific-disciplinary sector, number of credits, and result. Click on the “+” sign to add more exams.

Exams		
Exam	Credits/Year	Grade
NO EXAM		

More Actions -  
+ Add exam

**Declaration of the exam**

**Main data of the exam**

Date of achievement (gg/mm/aaaa es. 01/12/2019)  
gg / mm / aaaa

Academic Year (xxxx/yyyy es. 2013/2014)  
Anno accademico del sostenimento

Name of the exam\*  
Denominazione dell'esame sostenuto

Programme  
Inserisci testo...

— The fields with the \* are mandatory

**Final mark or result**

Activate if the exam has an evaluation but not a grade

Grade\*

DELETE OK

**Declaration of the exam**

**Characteristics (credits, areas, duration)**

The exam requires the acquisition of credits

Area	Credits
Nessun settore	
Nessun settore	
Nessun settore	

— The fields with the \* are mandatory

**Attachment**


Sfoggia... Nessun file selezionato.

DELETE OK

**Please note that it is not necessary to attach the exams' programs to this section because it will be required in a second moment.**

7. Once you have filled out all the data of the previous career and checked them, click on “confirm” and you will have to upload the documents required by the Call for Applications, by clicking on “Sfoglia”, selecting the interested file.

Home > Enrolment and admission > Three/single-cycle

Limited number Admission Calls 

←

**Attachments required**

Attachments required to access the Call

<b>Study Plan (obbligatorio/mandatory)</b>
<input type="button" value="Sfoglia..."/> Nessun file selezionato.
<b>Enrolment certificate or graduation certificate stating passed exams or, provisionally, a self-certification (obbligatorio/mandatory)</b>
<input type="button" value="Sfoglia..."/> Nessun file selezionato.
<b>Didactic Study Programs of passed exams (obbligatorio/mandatory)</b>
<input type="button" value="Sfoglia..."/> Nessun file selezionato.
<b>For students from foreign universities, legalized translation of all the documentation</b>
<input type="button" value="Sfoglia..."/> Nessun file selezionato.

In “forms to download, fill out and upload” you can download the form to officially request the transfer, so that you can fill it in and then upload it by clicking on the button “Browse”, selecting the interested file.

**Forms to download, fill out and upload**

\* = allegato obbligatorio

[Attachment 1\\_Transfer Application\\*](#)

Nessun file selezionato.

[Privacy Policy\\*](#)

Nessun file selezionato.

[Self-declaration for passed exams](#)

Nessun file selezionato.

**Payments**

Code	Payment Description	Amount	Expiration
TRANSF		170 €	

BACK CONFIRM

8. After the upload of the files, you can submit the request by clicking on the button “Confirm” on the lower right.

9. In the following page there will be a sum-up of the application, which will have to be confirmed by clicking on the button “confirm” on the lower right. Please pay attention to all the data you put, because once you send your incoming transfer request, it is not possible to modify it.

Verify the accuracy of the data, once you confirm them you won't be able to modify them

## Summary

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10. If the submission is successful, you will be shown a page with a QR Code that you can scan in order to get the request receipt.

11. In order to finalize your application you will have to proceed with the payment by clicking on “Home”>“Tuition and fees”>“Payments”>“Taxes due”

12. Here you will be able to pay the transfer request tax. In order to finalize the application you must select the available payment of the transfer tax by ticking the box at its left and choose the method of payment.

12.a If you click on the button on the right “Paga ora” (= “Pay now”) 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.

12.b If you click on the blue arrow on the right “Download the notice and pay in an affiliated store”, 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).

13. Once the payment has been made, you have officially completed the application procedure for incoming transfer.

**SHOULD YOU NEED ASSISTANCE OR YOU WILL FIND DIFFICULTIES PLEASE  
CONTACT THE TRANSFER OFFICE AT +39 06400640 OR BY SENDING AN  
EMAIL TO [trasferimenti@unicamillus.org](mailto:trasferimenti@unicamillus.org) EMAIL ADDRESS**