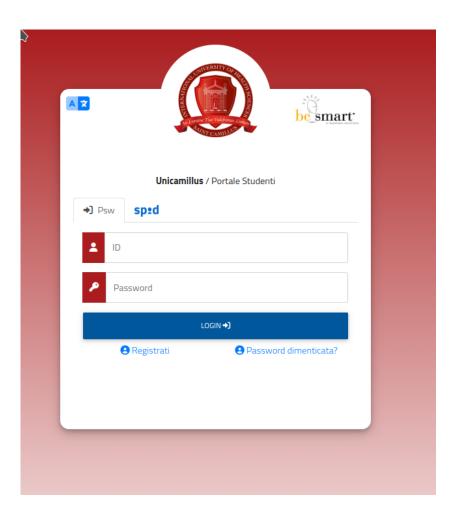


## GUIDELINES FOR THE SUBMISSION OF APPLICATIONS FOR THE ADMISSION CALLS TO THE MEDICINE AND SURGERY, AND DENTISTRY DEGREE PROGRAMMES FOR EU STUDENTS ACADEMIC YEAR 2023-2024



To proceed with your application, you must register at the following link by clicking on **SIGN UP**:

https://unicamillus-studenti.gomp.it/Login

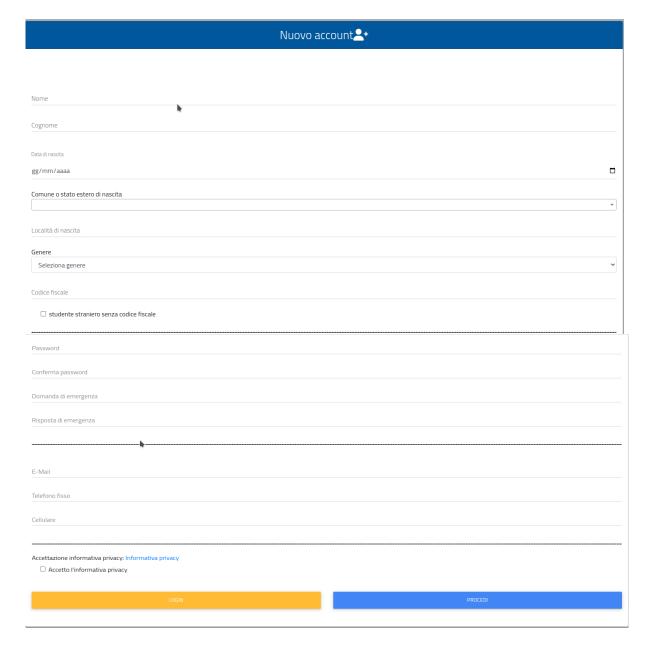


A form will open after clicking on the link. The following information must be entered:

- Name;
- Surname;
- Date of birth;
- Foreign country (in the case of foreign nationality) or municipality of birth;
- Birthplace;
- Tax code (in the case of a foreign student, it is possible to specify "foreign student without tax code" by ticking the appropriate box);
- Password chosen by the student (must be confirmed twice);
- Security question (for the recovery of your credentials);
- Answer to the security question;
- E-mail address;
- Phone number and mobile phone number.



You must also accept the Privacy Policy after reading it.

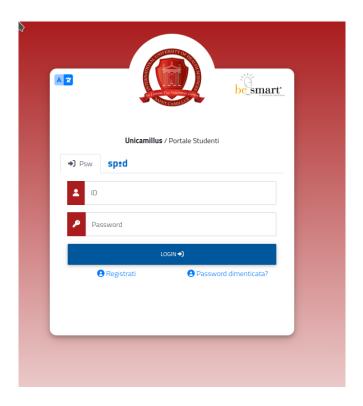


To complete your registration, click on **PROCEED**. You will receive a confirmation of the successful procedure in the e-mail box provided during the registration.

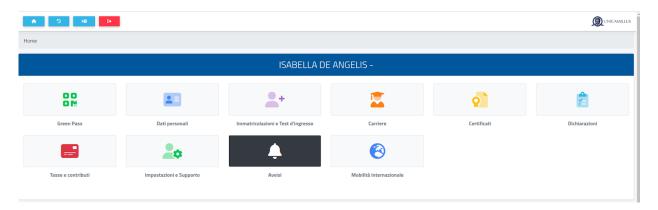
PLEASE NOTE: always use a valid e-mail address for the registration.

Once the registration is complete, you can **LOG IN**:



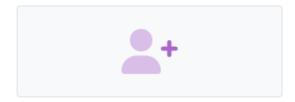


The Homepage of the GOMP student portal will be displayed:



## Click on REGISTRATION AND ENTRY TESTS:

You will be redirected to a new page. Click on the BACHELOR'S AND SIX-YEAR







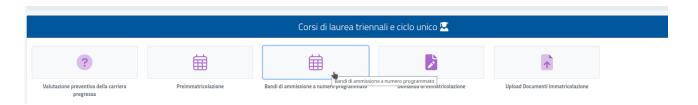
## **DEGREE PROGRAMMES** icon:





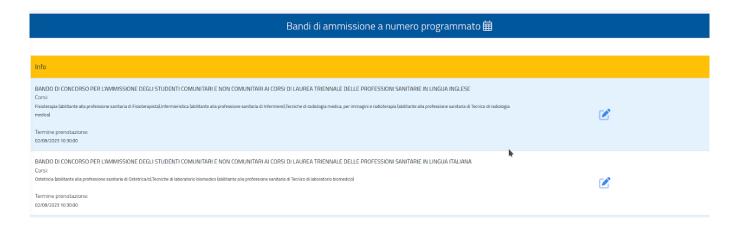
Corsi di laurea triennali e ciclo unico

In this new section, click on: LIMITED NUMBER ADMISSION CALLS.



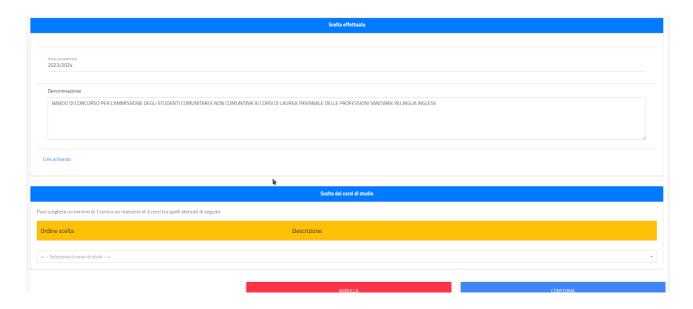
You will be redirected to the page displaying the various limited number admission calls, sorted by degree programmes.

To fill in the application form, click on <u>the pencil icon</u> on the right of the admission call you are interested in:



Fill in the participation FORM, following the steps indicated by the system one by one, and the suggestions indicated in the form.





On the first screen of the form, you will immediately see:

- the academic year of the call;
- the description of the call;
- the link to the public webpage of the call.

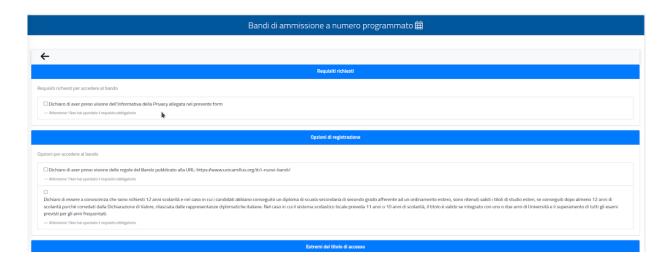
To complete the filing of the form, click on the **CONFIRM** button at the bottom of the page.



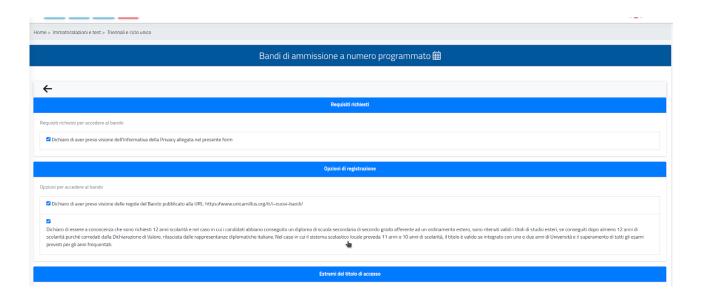
On the next screen, you will be asked to confirm the following requirements (the acceptance of which is mandatory in order to continue):

- I declare that I have read the Privacy Policy attached to this form;
- I declare that I have read the regulations of the call published at this link: https://www.unicamillus.org/new-calls/;
- I declare that I am aware that 12 years of schooling are required and, in the event of candidates having obtained a high school diploma from a foreign school system, that foreign qualifications are considered valid, if obtained after at least 12 years of schooling. These qualifications must be accompanied by a Declaration of Value issued by the Italian diplomatic representations. In the event of local school systems requiring 11 years or 10 years of schooling, the qualification is valid if complemented by one or two university years and the passing of all the exams envisaged for the years attended.





Tick the boxes to confirm the requirements:



Next, you must enter the details of your qualification (high school diploma):



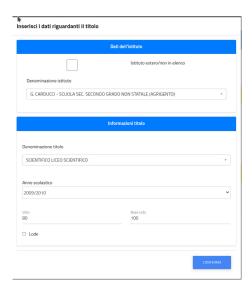
To enter the required qualification, click on the "OTHER ACTIONS" button on the right, then click on "ADD QUALIFICATION".





**PLEASE NOTE:** If an error occurs, once the required qualification is entered, you can edit it by clicking on the "OTHER ACTIONS" button on the right. Then, click on "EDIT QUALIFICATION".

The following overlay pop-up will appear on the screen:



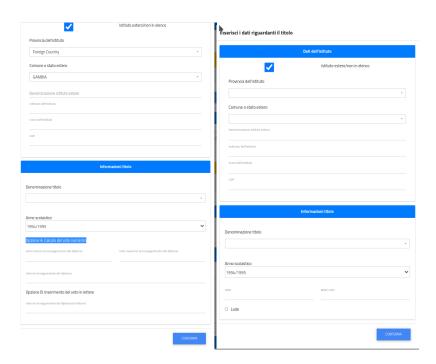
In the case of an Italian qualification, it will be possible to specify:

- the name of the institution (by typing the name in the relevant section, the system will automatically indicate all possible solutions matching public and private institutions in Italy);
- the type of qualification;
- the school year of achievement;
- the grade, the grade base and any eventual honours.



In the case of a foreign qualification (European or Non-European)/institution no longer present in Italy, it will be possible to declare the required details by ticking the "FOREIGN/NOT LISTED INSTITUTION" box:

- Province of the institution/Foreign country;
- Municipality/Foreign country;
- Name of the institution (also if foreign);
- Address of the institution;
- Street number (if any);
- Postcode (if any);
- Title of the qualification;
- School year;
- <u>In the case of an Italian qualification or equivalent</u>, please specify the grade, the grade base and any eventual honours.



**PLEASE NOTE:** In the case of a foreign qualification, to specify the grade, it will be possible to enter:

- Option A: Calculation of numerical grade (specifying minimum passing mark, maximum passing mark, passing grade);
- Option B: Entering the grade in letters.

Once all information is entered, click on the **CONFIRM** button.

In the next step, you must declare your nationality by selecting an answer in the drop-down menu from those listed below:

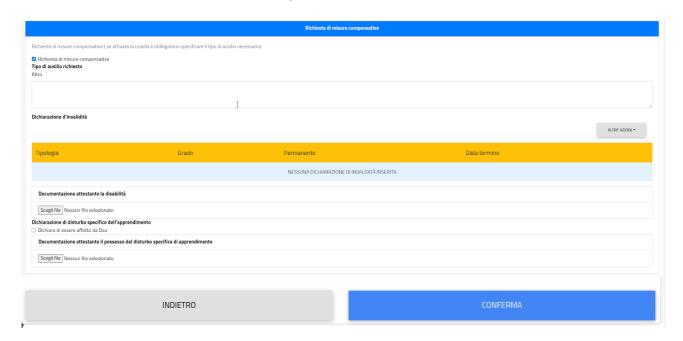


- Italian citizen;
- EU citizen;
- Citizen of one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino, Vatican State;
- Non-EU citizen with dual citizenship, of which one is EU citizenship;
- Non-EU citizen holding a long-term residence permit;
- Non-EU citizen not residing in Italy;



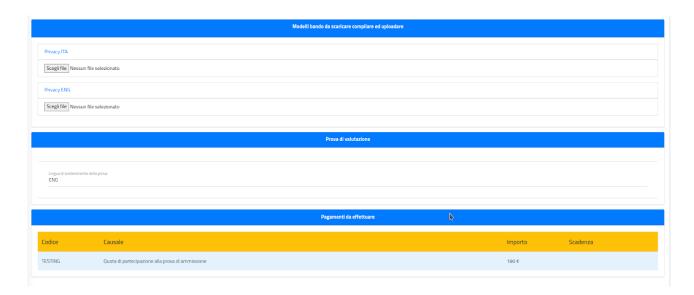
<u>PLEASE NOTE</u>: In the case of disability or specific learning disorders (SLD), you can submit a declaration and request any necessary assistance by ticking the "REQUEST FOR COMPENSATORY MEASURES" box:

If you tick the box, you must indicate the type of assistance required in the text box. In the case of a declaration of DSA or disability, you must also upload the certification in a .PDF file format, in addition to ticking the relevant boxes.



In the form, you can also find the Privacy Policy available in Italian and English, for acknowledgement:





You can also find the language of the admission test, followed by the due amount, the purpose of the payment and the deadline.

To complete the application, click on the **CONFIRM** button at the bottom of the form:



A short summary of the completed application will be shown on the screen:



To confirm, click on **CONFIRM**; once you have confirmed your application, a short questionnaire will start, requesting how you heard about UniCamillus. From the available options, you have to select the one concerning you.



Once you have indicated your answer, click on **CONFIRM** again.

The following page will be displayed:



The application will be completed successfully.

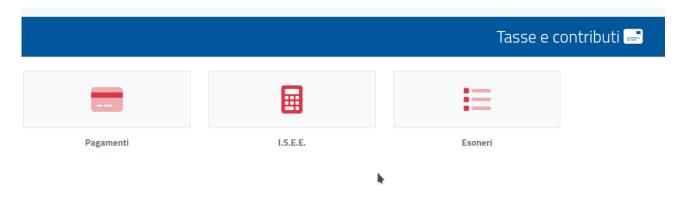
PLEASE NOTE: <u>Candidates are reminded that it is mandatory to take note of their application submission number.</u>

It will be used later to identify your position in the ranking list.

You will receive a copy of the recently completed application in the e-mail box provided during the registration on the GOMP portal. You can download a reminder of the application or send the application again in your e-mail box by logging back in to the LIMITED NUMBER ADMISSION CALLS section.

In the **HOMEPAGE** → **FEES** → **PAYMENTS** section.

you can select the participation fee and pay it directly with the PAGOPA service, or download the PAGOPA slip to be paid via your home banking.





PLASE NOTE: The application will be deemed finalised only and exclusively upon payment of the contribution in the FEES → PAYMENTS section of the GOMP portal.