# PRE-REGISTRATION GUIDE
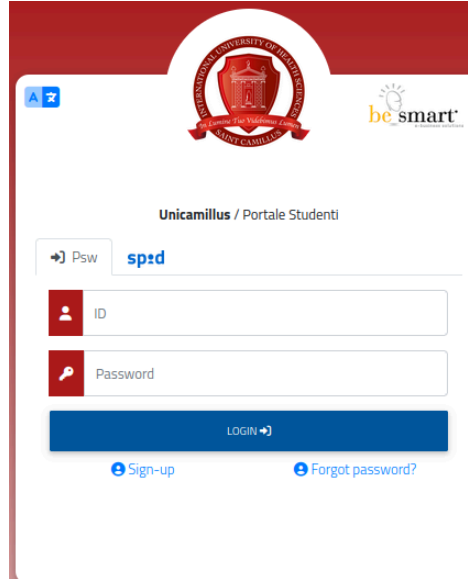
Introduction: This guide provides technical-operational instructions for carrying out the pre-registration procedure correctly. Please note that the content of all the images in it are purely indicative. Therefore, in relation to fee amounts, deadlines and the Admission Course, reference must be made to the provisions of the Call for Admission in which you have participated.

1. Access the student's portal page (https://unicamillus-studenti.gomp.it/Login/Index).
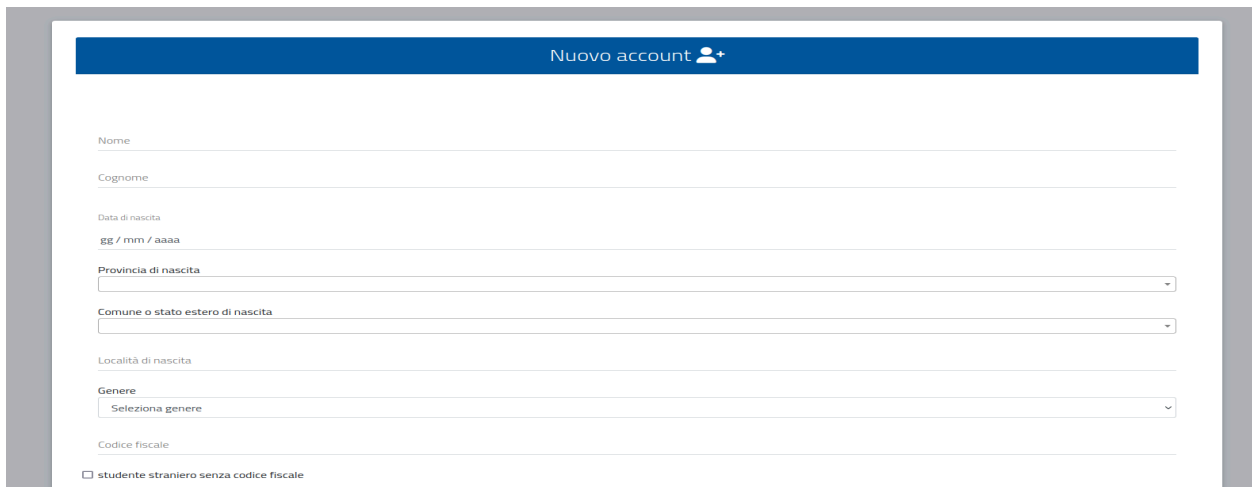
   1.a If you have a SPID code, click on "SPID" > "Enter your SPID code" **and continue from step 4.** OR
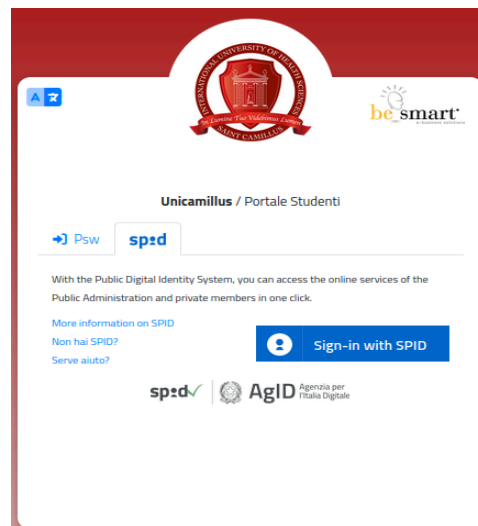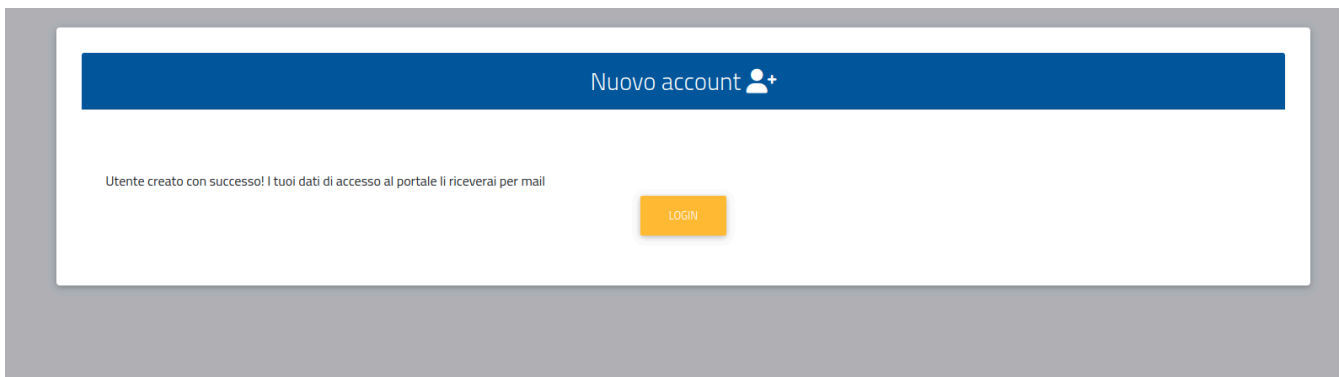

   1.b Register by clicking on "Sign Up". **If you have already signed up for the portal, continue from step 4.**
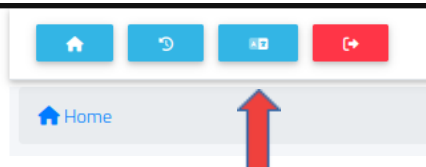
UNICAMILLUS

2. You will be redirected to the sign-up page, where you have to enter all your personal data, which must be confirmed by clicking on the "Next" button. Foreign-born students will need to select the "Foreign country" option in the "Province of birth" section and select the phrasing "Foreign student without tax identification number."

3. Once the sign-up procedure is completed, you will be emailed credentials to access your personal area, which you should not reveal to anyone.

4. Log in to your personal area on the student portal by inserting your credentials (https://unicamillus-studenti.gomp.it/Login/Index). If you wish to switch language, click on the third blue button on the left.
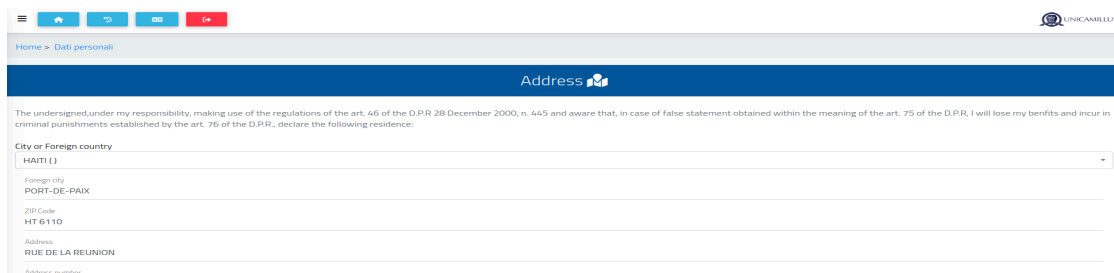

Please note: If you need to retrieve your credentials, email us at *office@unicamillus.org* specifying your name, surname and degree course.

5. In the "Personal Data" section enter or modify your personal data.
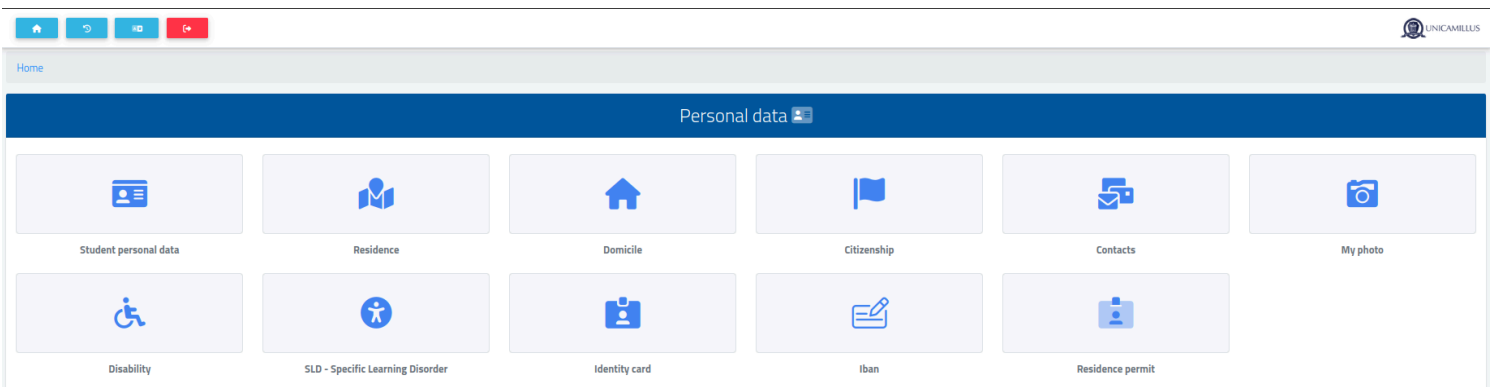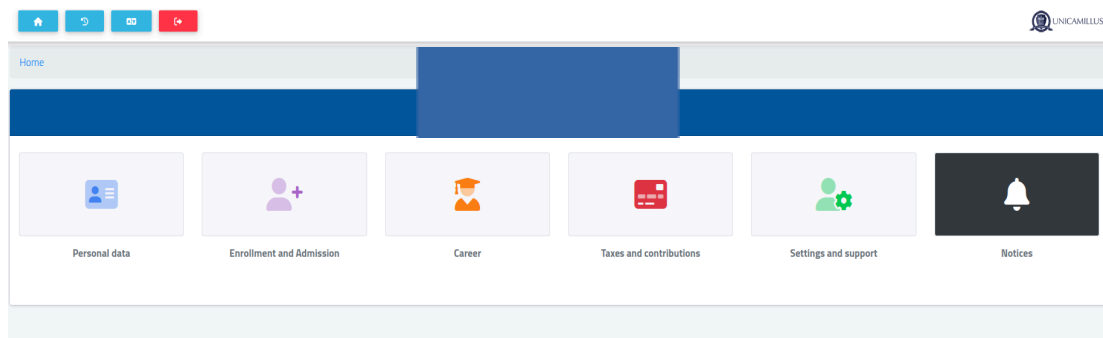
6. Click on "Residence" to enter your residential address. If you are a non-EU student, just select your country of origin in the local council section.

7. In the "Home" section you must enter your home address, which may be different form your residential address.

Domicile 🏠

The undersigned,under my responsibility, making use of the regulations of the art. 46 of the D.P.R 28 December 2000, n. 445 and aware that, in case of false statement obtained within the meaning of the art. 75 of the D.P.R, I will lose my benfits and incur in criminal punishments established by the art. 76 of the D.P.R., declare the following residence:

City or Foreign country

Foreign city

ZIP Code

Address

Address number

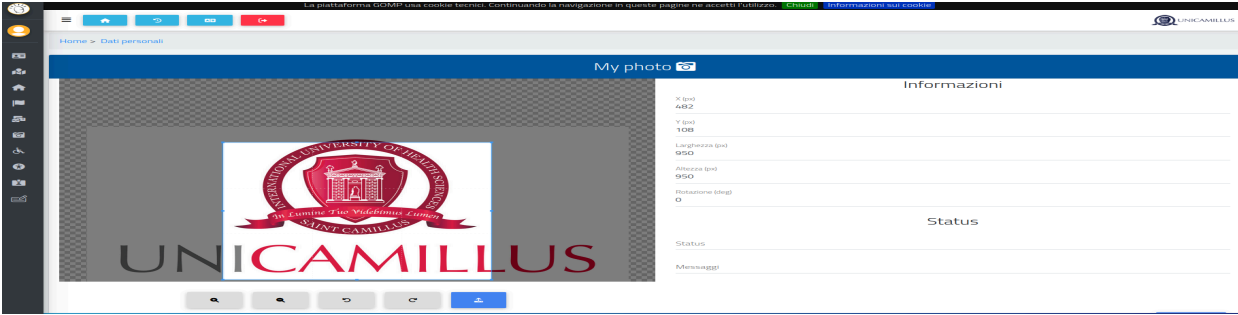SAVE

8. In the "Citizenship" section enter your citizenship.

Citizenship 🏴
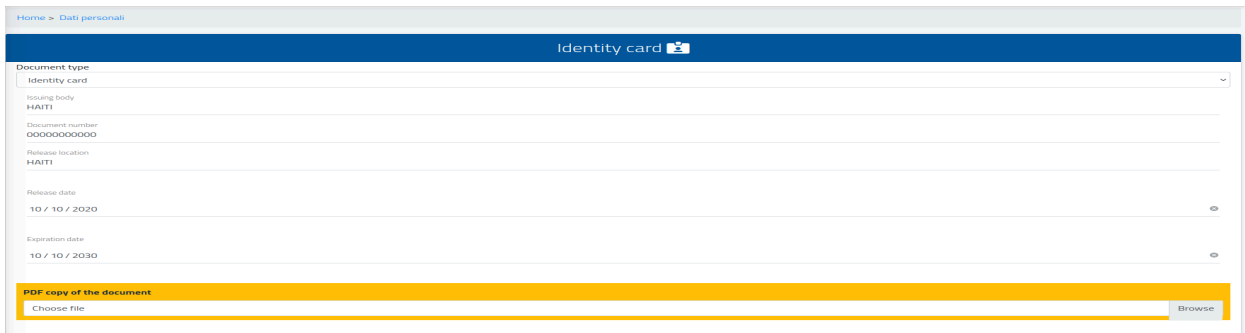
The undersigned, under my responsibility (Presidential Decree nr. 445 28-12-2000, artt. 46-47) and aware that lying statement you will lead to benefits' loss and that I will incur into criminal penalties fin case of lying statement (Presidential Decree nr. 445 28-12-2000, artt. 75-76),

Nationality

Italia

SAVE

9. In the section called "My photo" you should upload a photo ID of yours. This will appear on the left side of the screen in your personal area section and will be used for your badge.
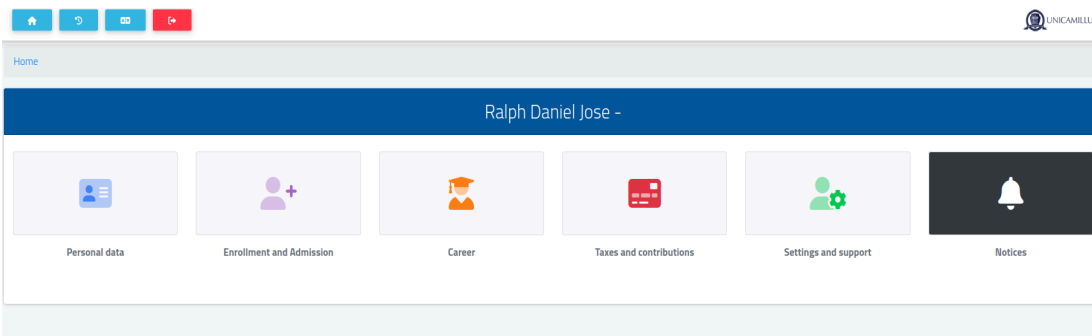
10. Click on "Identity document" to enter your personal document, e.g. ID card, passport, driver's license, etc.

Please note: Students who have support requirements as a result of a recognised disability and/or SLD (specific learning difference) can fill in a form by going to "Personal data">"Disability" and/or "Personal data">"SLD."

11. After entering your personal information, go back to the home page and click on "Registration and entry tests">"Bachelor's and single-cycle degree programmes".

UNICAMILLUS

Home

Enrollment and Admission 👤⁺

Three-year and single-cycle Degrees

Master
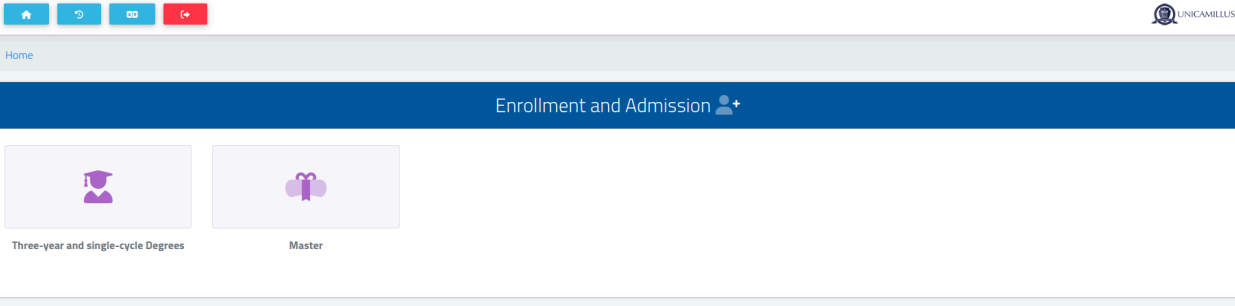
11.a Select "Pre-registration"

Three-year and single-cycle Degrees 👤

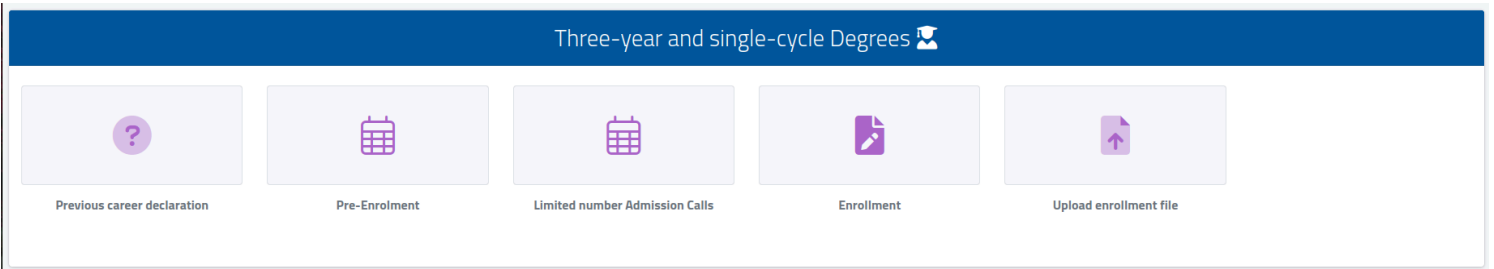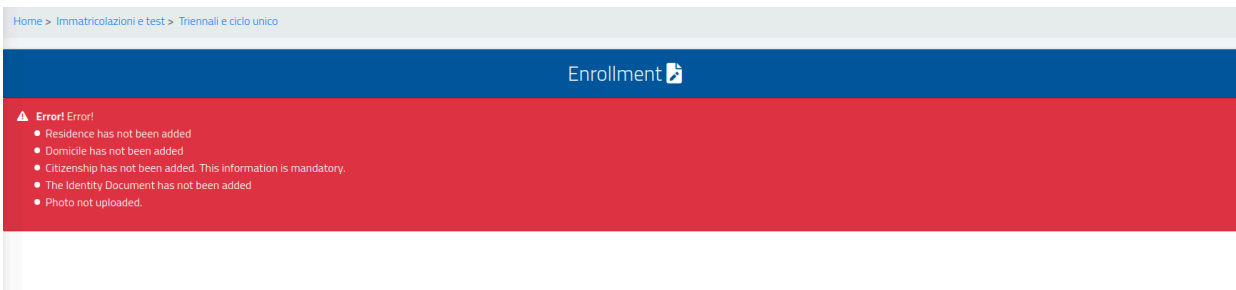| Previous career declaration | Pre-Enrolment | Limited number Admission Calls | Enrollment | Upload enrollment file |

12. Select your course and click on the blue button in the right-hand side of the screen. ✏️
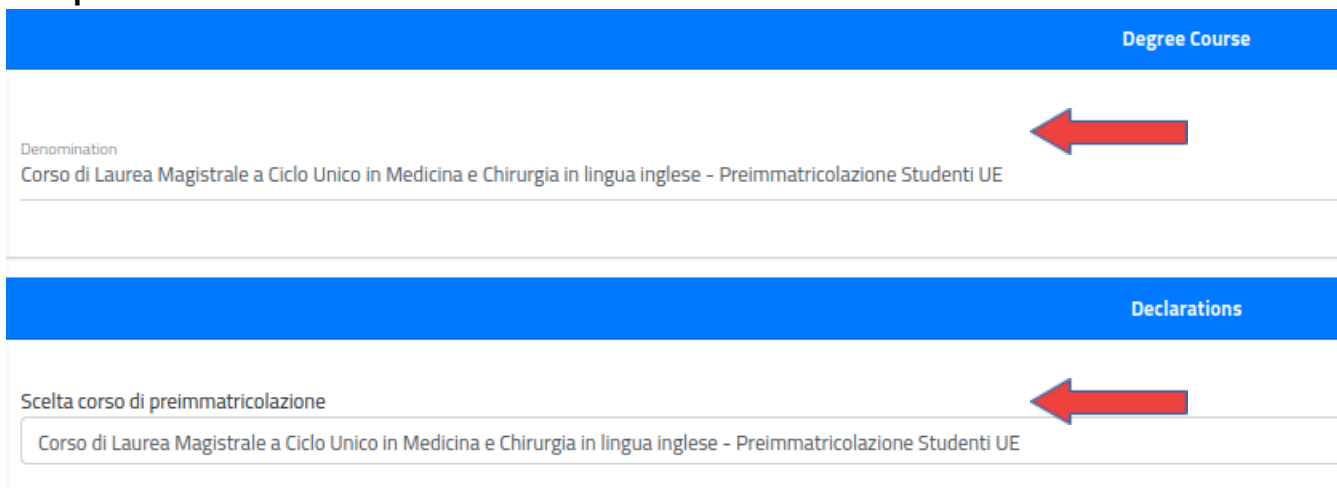
13. If the system shows this message in red, you will have to enter some missing personal data: go back to the home page, click on "Personal data," and enter the information requested in the "Residence," "Home," "Citizenship," "My Photo," and "Identity Document" sections.

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.

14. When you return to the relevant section, you will be shown the name of the announcement for which you wish to apply.

In the "Statements" section you will need to make your course selection for pre-registration. This selection is mandatory, and in its absence, you will not be able to submit the application for pre-registration.

Please note: The course name must coincide with the name indicated under "designation". If selection is made for a course to which you are not admitted, pre-registration will be not accepted.
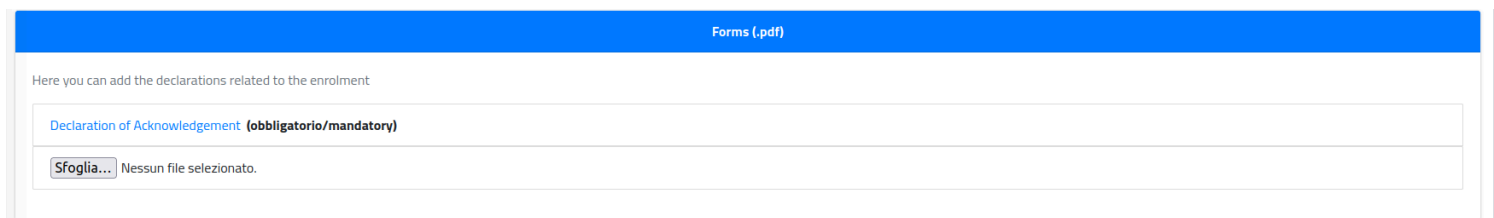
Degree Course
Denomination
Corso di Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia in lingua inglese - Preimmatricolazione Studenti UE

Declarations
Scelta corso di preimmatricolazione
Corso di Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia in lingua inglese - Preimmatricolazione Studenti UE

15. After this step, you will find a "Templates" section: here you need to download the document provided, which must be filled in, dated, signed, and uploaded by clicking on the grey "Browse..." button.

Please note: The file must be in PDF format and must not exceed the size of 30MB.

Forms (.pdf)
Here you can add the declarations related to the enrolment
Declaration of Acknowledgement **(obbligatorio/mandatory)**
Sfoglia... Nessun file selezionato.

16. After uploading this document, you will find guidance on the amount to be paid for pre-registration to

![UNICAMILLUS logo]

be completed. To complete submission of your application, click on the blue "Next" button in the lower right-hand corner of the screen.

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. The system will automatically generate a pre-registration application for the course of interest, which must be submitted by clicking on the blue "Next" button.

ASKS

to pre enroll in the course **SINGLE-CYCLE MASTER'S DEGREE COURSE IN MEDICINE AND SURGERY IN ENGLISH - PRE-ENROLMENT EU STUDENTS**

DECLARES

Personal data will be treated in respect of the privcy regulations (art. 13 of the EU Regulation 2016/679 and art. 13 of the D. Lgs. 196/2003 and ss.mm.ii.)

BACK	FORWARD

Once submitted, you can download a receipt by clicking on the blue "Download Receipt" button.
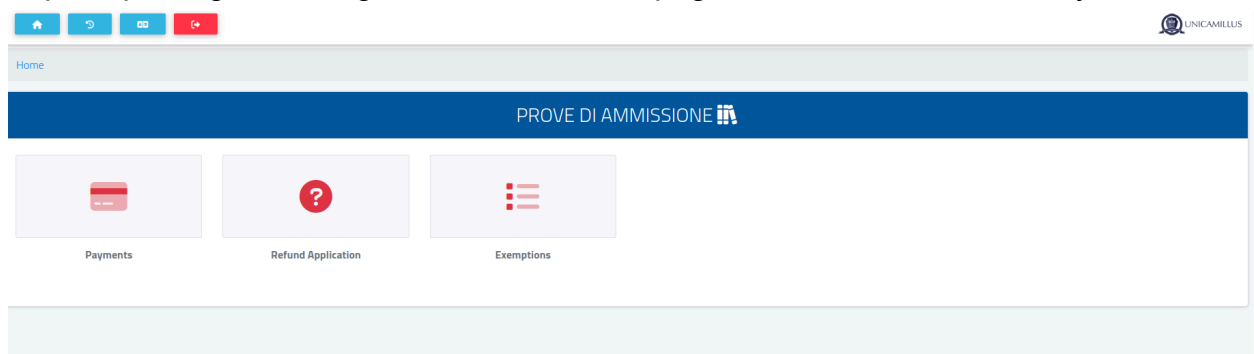
Pre-Enrolment 🗓

on the **08/02/2023** at **11:58** , with the number **2396814.51** and authentication code **904A9B8752C4CF50**

DOWNLOAD RECEIPT

18. To complete pre-registration, go back to the home page and click on "Fees">"Payments".

19. In the "Payments" section you will be able to view your scheduled payments. Subsequent to registration, this section will also include all payments and their relevant due dates divided by academic year.

Payment must be made by checking the box to the left-hand side of the instalment indicated and by selecting the payment method.

Taxes due			MULTIPAYMENT ▼
Description	Amount (€)	Expiry	
☑ PREIM - Corso di Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia in lingua inglese - Preimmatricolazione Studenti UE 2023/2024	7.000,00	23/02/2023	pagoPA ⬇

19.a By clicking on the "pagoPA" button you will be directed to the pagoPA website, where you can pay

via PayPal, Satispay, by debit or credit card, or by entering your bank account details.

19.b By clicking on the button located in the right-hand side of the screen you will be able to download a PDF file of the CBILL note, containing all the information for payment. This can be used to make payment through home banking apps or from any Italian affiliated business (post offices, banks,

tobacconists, newsstands, supermarkets, etc.).

20. Once payment for pre-registrastion has been made, the procedure is over.

FOR ASSISTANCE DURING THE PROCEDURE PLEASE CONTACT THE REGISTRAR'S OFFICE AT 06 400640 OR SEND AN EMAIL TO office@unicamillus.org.

IN CASE OF TECHNICAL DIFFICULTIES PLEASE SEND AN EMAIL TO office@unicamillus.org DESCRIBING THE TYPE OF PROBLEM ENCOUNTERED, POSSIBLY ALSO BY SENDING SCREENSHOTS.

Any requests for assistance or any reports of technical problems encountered during the preregistration procedure must be sent exclusively by e-mail to office@unicamillus.org. Such requests shall only be met if they are received within the time limits set out in the call for application for the completion of the procedure. Requests received after these deadlines or sent to different institutional e-mail addresses of the University will not be considered.