

# **GUIDE FOR INCOMING TRANSFER ENROLMENT**

1. Click on the following link https://unicamillus-studenti.gomp.it/Login/Index (Gomp Student Portal).

2. Access with SPID or, if you do not have it, register by clicking on "Registrati". *If you have already* registered during the pre-enrolment period, please proceed from point 5.

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|-------|------------|---------------------------|----------------------|
|       | Unicamill  | l <b>us</b> / Portale Stu | identi               |
| ➔ Psw | sped       |                           |                      |
|       |            |                           |                      |
| 🔎 Pa  | issword    |                           |                      |
|       |            | LOGIN +)                  |                      |
|       | Registrati | e Pa                      | assword dimenticata? |

3. 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 foreign students must choose the option "Stato Estero/Foreign Country" in the "Provincia di Nascita" section and tick the box "studente straniero senza codice fiscale".

| 10               | * |
|------------------|---|
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| stero di nascita | • |
|                  |   |
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| re               | ~ |
|                  |   |
|                  |   |



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

| Utente creato con successo! I tuoi dati di accesso al portale li riceverai per mail |   | Nuovo account 🚬+ |
|---|---|------------------|
|   | Utente creato con successo! I tuoi dati di accesso al portale li riceverai per mail | LOGIN            |

5. Access with your credentials or with SPID your personal area on the student's portal (<u>https://unicamillus-studenti.gomp.it/Login/Index</u>) and click on the third blue button on the left in order to change the language option.



<u>Please note that. If you need to retrieve your credentials, please write an e-mail to office@unicamillus.org</u> <u>specifying your name, surname, and admission course.</u>

6. 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.

| A 9 00 (*     |                          |        |                         |                      |          |
|---------------|--------------------------|--------|-------------------------|----------------------|----------|
| Home          |                          |        | _                       |                      |          |
|               |                          |        |                         |                      |          |
|               | +                        |        |                         | 20                   | <b>Ļ</b> |
| Personal data | Enrollment and Admission | Career | Taxes and contributions | Settings and support | Notices  |
|               |                          |        |                         |                      |          |



| A 3 KD (+             |                                  |               |             |                  |          |
|-----------------------|----------------------------------|---------------|-------------|------------------|----------|
| Home                  |                                  |               |             |                  |          |
| Personal data 🖼       |                                  |               |             |                  |          |
| <b>L</b>              | 1 <sup>2</sup> 1                 | <b>A</b>      |             | 5                | 6        |
| Student personal data | Residence                        | Domicile      | Citizenship | Contacts         | My photo |
| فتر                   | •                                | Ľ             | e           | 1                |          |
| Disability            | SLD - Specific Learning Disorder | Identity card | Iban        | Residence permit |          |

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

| e (* )  |   |
|---|---|
| Home > Personal data  |   |
| Residence 🕅   |   |
| 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 i wi<br>punishments established by the art. 76 of the D.P.R, declare the following residence:<br>City or Foreign country | ill lose my benefits obtained within the meaning of the art. 75 of the $\ensuremath{DPR}$ and incur in criminal |
| ROMA (RM )  | •   |
| ZIP Code  |   |
| Address   |   |
| Address number  |   |
|   |   |
|   | SAVE  |
|   |   |

8. Click on "Domicile" in order to add your Domicile Address. It can be different from that of the Residence.

| Home > Uati personali  |
|--|
| 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<br>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   |
|  |
|  |



9. Click on "Citizenship" in order to add your non-EU or EU citizenship.

| Home > Personal data   |      |
|--|------|
| 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 |

10. Click on "My Photo" in order to add a picture of you that will be shown on the left of your Student's Area.

| La piattaforma GOMP usa cookie tecnici. Continu | uando la navigazione in queste pagine ne accetti l'utilizzo. Chiudi Informazion |              |
|---|---|--------------|
| Home > Dati personali                           |   |              |
|   | My photo 🛜  |              |
|   | Y (pu)<br>402<br>100<br>100<br>950<br>Adarca (pi)<br>950<br>Hadarow shing       | Informazioni |
| UNICAMILLU                                      | US Status<br>Messaggi   | Status       |

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

| Heme > Dati personali          |        |
|--------------------------------|--------|
| Identity card 🖄                |        |
| Document type                  |        |
| Identity card                  | ~      |
| Issueg gooy<br>HARTI           |        |
| Document number<br>00000000000 |        |
| Refease location<br>HAITI      |        |
| Release date                   |        |
| 10 / 10 / 2020                 | 0      |
|                                |        |
| Expiration date                |        |
| 10 / 10 / 2030                 | 0      |
|                                |        |
| PDF copy of the document       |        |
| Choose file                    | Browse |
|                                |        |

<u>N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can</u> <u>do so in the section "Personal data">"Disability" or "Personal data">"SLD".</u>



Before going ahead and proceeding with enrolment, make sure that you can digitally sign in via SPID or via the OTP code that will arrive by text message on the phone number you have previously been identified by the Registrar's Office. If you do not have SPID and have not yet identified yourself with the OTP code, please follow the brief steps below. (Otherwise, go directly to point 18).

<u>PLEASE NOTE that without identification it is not possible to digitally sign and consequently you cannot complete the enrolment procedure.</u>



12. At the "Personal Data" section, click on "identification":



13. At the following section, click on the bottom (like a selfie) and your ID document front and back.

and upload a live close-up photo of the front face

|                       | Identificazione 🗉                                |  |
|-----------------------|--|--|
|                       | With this page you can change your personal info |  |
| Update personal photo |  |  |
|                       | ٥  |  |
| Update your document  |  |  |
| Front                 |  |  |
|                       |  |  |
| Back                  |  |  |
|                       |  |  |

#### 14. Put the required data related to your ID document.

| Body which issued the document               | ID Document                       |  |  |  |
|--|-----------------------------------|--|--|--|
| Ente o comune che ha rilasciato il documento | Inserisci il numero del documento |  |  |  |
| Release date                                 | Expired date                      |  |  |  |
| 25/05/2023                                   | 25/05/2023                        |  |  |  |
| Tipologia del documento                      |                                   |  |  |  |
| Other  | ×                                 |  |  |  |
|  |                                   |  |  |  |
| Update phone number                          |                                   |  |  |  |
| Phone Number 1+39 -                          |                                   |  |  |  |
|  |                                   |  |  |  |



15. Now put your telephone number paying attention to the international area code of your country (e.g. Italy: + 39).

| Update phone number          |                            |  |  |  |
|------------------------------|----------------------------|--|--|--|
| Phone Number                 | 1 +39 • Numero di telefono |  |  |  |
| Isle of Man +44              |                            |  |  |  |
| ישראל) +972 ⊡ Israel (ישראל) |                            |  |  |  |
|                              | Italy (Italia) +39         |  |  |  |
|                              | ► Jamaica +1               |  |  |  |
| ersione                      | ● Japan (日本) +81           |  |  |  |

Click on "send data". Please note that the phone number you put will be the one to which the OTP code will be sent for the identification.

16. You will be directed to the following page and you will have to put the OTP code received by text message. Click on "concludi".

| Home   |          |
|--|----------|
| Identifica   | zione 🗉  |
| Inserire il codice OTP ricevuto via SMS al numero abbinato al profilo utente |          |
|  |          |
| INDIETRO   | CONCLUDI |
|  |          |

17. After your data has been correctly submitted. The Registrar's Office (during opening hours) will proceed with identification. If it confirms your identity, you will receive a text message and a confirmation e-mail. Otherwise, you will receive an email with the reason for rejection, at which point you can make a new request.



18. Once you have ensured that you can digitally sign, go back to the Home Page and follow the path "Registration and entry tests">"Bachelor's and Single Cycle-Degree Programmes"

|   |                 | $ \longrightarrow $          |   |                        |                    |
|---|-----------------|------------------------------|---|------------------------|--------------------|
| 00<br>0M  |                 | ( <b>_</b> + )               |   | <b>Q</b>               | Ê                  |
| Green Pass                                      | Personal data   | Registration and Entry Tests | Career  | Certificates           | Titles Declaration |
|   | \$              | 20                           | <b>Ļ</b>  | 8                      |                    |
| Fees  | Placement       | Settings and support         | Notices   | International Mobility |                    |
|   |                 |                              |   |                        |                    |
|   |                 | Registration and             | d Entry lests 🛋 🕇   |                        |                    |
|   | 1               | щ.                           | D   | =                      | 2                  |
| achelor's and Single-Cycle Degree<br>Programmes | Master's Degree | Master                       | Specialization Courses Support Activities<br>VII Cycle a.y. 2021/2022 | Single Courses         | Advanced Course    |
|   |                 |                              |   |                        |                    |
| Training Courses                                |                 |                              |   |                        |                    |
|   |                 |                              |   |                        |                    |

### 19. Select "Registration"





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

| Home > Registration and Entry tests > BA's/MA's |                |          |   |  |  |
|---|----------------|----------|---|--|--|
|   | Registration 🍃 | ]        |   |  |  |
|   |                |          |   |  |  |
| Denomination                                    | Degree Class   | Duration |   |  |  |
| Three-year courses                              |                |          |   |  |  |
| Physiotherapy                                   | L/SNT2         | 3 years  | Ľ |  |  |
| Single-cycle degree programs                    |                |          |   |  |  |
| Medicine and Surgery                            | LM-41          | 6 years  |   |  |  |
|   |                |          |   |  |  |
|   |                |          |   |  |  |

21. 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 🍃   |  |
| Errort Errort Residence has not been added Domicle has not been added Othership has not been added. The klentity Document has not been added Photo not uploaded. |  |
|  |  |



22. Back to the registration section, select the type "Trasferimento da un altro ateneo", the University of origin and the first academic year of university registration:

| Medicine and Surgery 2023/2024            |   |
|---|---|
| Type of enrolment                         | ] |
| Select one type of enrolment              |   |
| Select the type                           |   |
| Trasferimento da un altro ateneo          |   |
| Select University                         |   |
| Ricerca l'Ateneo                          |   |
|   | J |
| Year of first university registration     |   |
| First year of university enrollment       |   |
| Select the year of the first registration |   |
|   |   |



# 23. Enter your qualification data by clicking on "upload diploma". <u>You cannot proceed with the</u> <u>enrolment if you do not fill this data.</u>

Mandatory information is:

- Municipality of the institute.
- Name of the institute (if the school is "Giosuè Carducci in Volterra, please only search for "Carducci" and select the one in Volterra. If the school is a foreign one, then select "foreign school" or "istituto estero")
- Type of high school title (please search for "scientifico" or "classico", or in case of foreign diploma select "foreign diploma" or "diploma estero" and upload the pdf file of the diploma)
- Scholastic year of obtainment
- Final mark (base mark indicates the maximum grade, in the case of an Italian diploma therefore 100)

| Qualification                        |             |
|--------------------------------------|-------------|
| Institute data                       |             |
| Municipality of the institute        |             |
| Research the common or foreign state | •           |
| Institute                            |             |
| Ricerca l'istituto                   | •           |
| Foreign institution or not listed    |             |
| Title Information                    |             |
| Type of title                        | Year        |
| Search the typology of the title     | 2012/2013 * |
| Graduation vote                      |             |
| C Vote                               | Base grade  |
| LAUDE                                |             |
|                                      | DELETE      |



24. After entering the Diploma data, you will find a "check box" concerning the privacy policy and contractual conditions. Take a look at the downloadable attachments under "annexes", then select under "requirements" those that are mandatory and choose whether or not you consent to the processing of your personal data for the purposes described.

| Requirements  |          |
|---|----------|
| I declare that I have read the contractual conditions that I will have to sign for enrollment (Mandatory)   |          |
| I declare that I meet all the requirements set out for the enrollment (Mandatory)   |          |
| I declare that I have read the regulation "Fees and contributions" (Mandatory)  |          |
| I declare that I have read the privacy policy attached and to accept it entirely (Mandatory)  |          |
| Consent to the treatment of my data for the purposes referred to in paragraph 4 lett. e) of these Regulations (sending of promotional communications and informative material with automated and non-automated contact modali concerning: registration to events other initiatives promoted by UniCamillus, namely by UniCamillus partners and/or third parties, cognitive surveys, statistical and/or research initiatives) (Optional)   | ties,    |
| Consent to the treatment of my data for the purposes referred to in paragraph 4 lett. I) of this notice (Communication, publication, circulation as well as storage in IT or paper archives of images and videos of students, during th execution of didactic activities. This material can be recorded in order to produce videos and multimedia products to be used as advertising, informative and publicity tools about the University activities. Images and multimedia products can be published, freely allowed, on institutional websites, social networks and on any other broadcast mean - booklets, brochures, periodicals, newspapers, exhibitions, etc) (Optional)   | ie       |
| Consent to the communication of personal data to independent third parties interested in proposing housing solutions for students of the Unicamillus university (Optional)  |          |
| Consent to the communication of personal data to independent third parties interested in cognitive activities and aimed at possible postgraduate job offers (Optional)  |          |
| I commit within 30 days of enrolment to take the tuberculin test executed with the Mantoux technique, in accordance with the guidelines of the tubercolosis disease control (measure of the State-Regions Conference of the 17.12.1998) and with the D.P.R 7.11.2001 n. 465 that regulates the antitubercolosis vaccination and the B hepatitis vaccination, within the meanings of the law n. 165 of the 27.5.1991; documents that attest the above-mentione medical certification must be submitted to the Unicamillus Registrar's Office within the due date. I commit to undergo to every vaccination available that the University requires for the student's safety and for everyone I come in close contact with in relation to the academic activities. | эd       |
| Annexes   |          |
| Informativa sulla Privacy   | +        |
| Contratto con lo Studente   | <b>V</b> |
| Student's Contract  | *        |
| Privacy Policy  | ¥        |
|   |          |

25. After this step, you will find the expected instalments for the academic year of enrolment listed and you can proceed by clicking on the blue "continue" button. You will then be redirected to the enrolment confirmation and receipt page.

| Payments |  |                 |        |  |  |
|----------|--|-----------------|--------|--|--|
| Code     | Description                                | Expiration date | Amount |  |  |
| CONTR    | Contributo Onnicomprensivo                 | 13/7/2023       | 7000€  |  |  |
| BOLLO    | Imposta di Bollo                           | 13/7/2023       | 16€    |  |  |
| TAREG    | Tassa Regionale per il diritto allo studio | 13/7/2023       | 140€   |  |  |
| CONTR    | Contributo Onnicomprensivo                 | 13/7/2023       | 7000€  |  |  |
| CONTR    | Contributo Onnicomprensivo                 | 24/1/2024       | 7000€  |  |  |

BACK

CONTINUE



Then click on "confirm" at the bottom of the page and choose how to digitally sign:



25.a If you decide to sign up via SPID, you will be redirected to the following page where you will have to choose the entity through which you activated your SPID, follow the steps indicated and return to the registration page and click on "pay now" in order to make the payment and complete the procedure.

Con il Sistema Pubblico di Identità Digitale accedi in un click ai servizi online della Pubblica Amministrazione e dei privati aderenti.

| Maggiori informazioni su SPID |      |        |                        |
|-------------------------------|------|--------|------------------------|
| Non hai SPID?                 |      |        | <b>Entra con SPID</b>  |
| Serve aiuto?                  |      |        |                        |
|                               |      | Alexan | (iriam)                |
|                               | SD:d |        | 2etnaD                 |
|                               |      |        | <br>Sol <u>ettoiso</u> |
|                               |      |        | States                 |
|                               |      |        | @Namirial1D            |
|                               |      |        | <b>=</b>               |
|                               |      |        | (i) INFOCERT ID        |
|                               |      |        | Q 2071+                |
|                               |      |        | Manda                  |
|                               |      |        | U hardysens D   and    |
|                               |      |        | TIMid                  |
|                               |      |        |                        |



25.b If, on the other hand, you decide to sign with an OTP code, you will be redirected to the following page where you will have to enter the code received by SMS to the telephone number that was previously identified:

| lome   |       |  |  |  |
|--|-------|--|--|--|
| Enrollment 🗉   |       |  |  |  |
| Enter the OTP code received via SMS to the number associated with the user account |       |  |  |  |
|  |       |  |  |  |
| INDIETRO   | FIRMA |  |  |  |

A receipt of successful registration will be downloaded automatically. Go back to the registration page and click on "pay now" to make the payment and complete the procedure.

26. In the "Payments" section you will be able to view the payments with the relative deadlines for the academic year and the DiSCo Lazio regional fee, and pay the amounts by ticking the box to the left of the instalment of interest and selecting the payment method.

| Home > II | Home > Immatricolazioni e test >  |           |            |         |   |  |  |  |
|-----------|---|-----------|------------|---------|---|--|--|--|
|           | Payments 💳  |           |            |         |   |  |  |  |
| Taxe      | Taxes due   |           |            |         |   |  |  |  |
|           | Description   | Amount (€ | i) Expiry  |         |   |  |  |  |
|           | CONTR Contributo Onnicomprensivo<br>2023/2024   | 7.000,00  | 24/01/2024 | tadenud | ₩ |  |  |  |
|           | CONTR Contributo Onnicomprensivo<br>2023/2024   | 7.000,00  | 13/07/2023 | Fagoph  | ↓ |  |  |  |
|           | BOLLO Imposta di Bollo 16<br>TAREG Tassa Regionale per il diritto allo studio 140<br>CONTR Contributo Onnicomprensivo 7000<br>2023/2024 | 7.156,00  | 13/07/2023 | pagapy  | Ŧ |  |  |  |

26.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

PagoPA

bank account.

26.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).



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

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