UNICAMILLUS

ENROLLMENT IN SINGLE- CYCLE AND BACHELOR'S DEGREE PROGRAMS

Introduction: **This guide offers the instructions to help you correctly complete the Enrollment procedure. Please note that all images included are for illustrative purposes only. For accurate information regarding fees, deadlines, and the Admission Course, refer exclusively to the official Call for Applications you have applied to.**

To facilitate document review and avoid technical issues, using a smartphone to complete the procedure is strongly discouraged. We recommend using a computer with Mozilla Firefox browser installed instead.

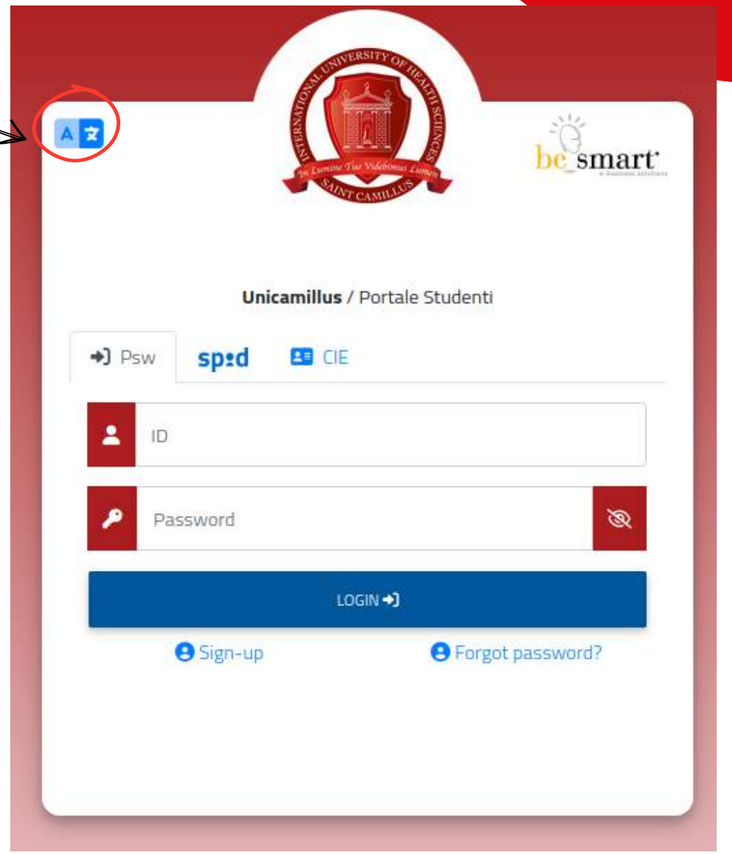


1. Access the website portal through the following link: https://unicamillus-studenti.gomp.it/Login/Index?ReturnUrl=%2fChangeLanguage%2fLanguage%2fENG

2. Log in using your credentials *, or through SPID/CIE**. If you have forgotten your password, you can recover it by clicking "*Forgot Password?*"

*Use the same credentials you created when registering for the admission test.

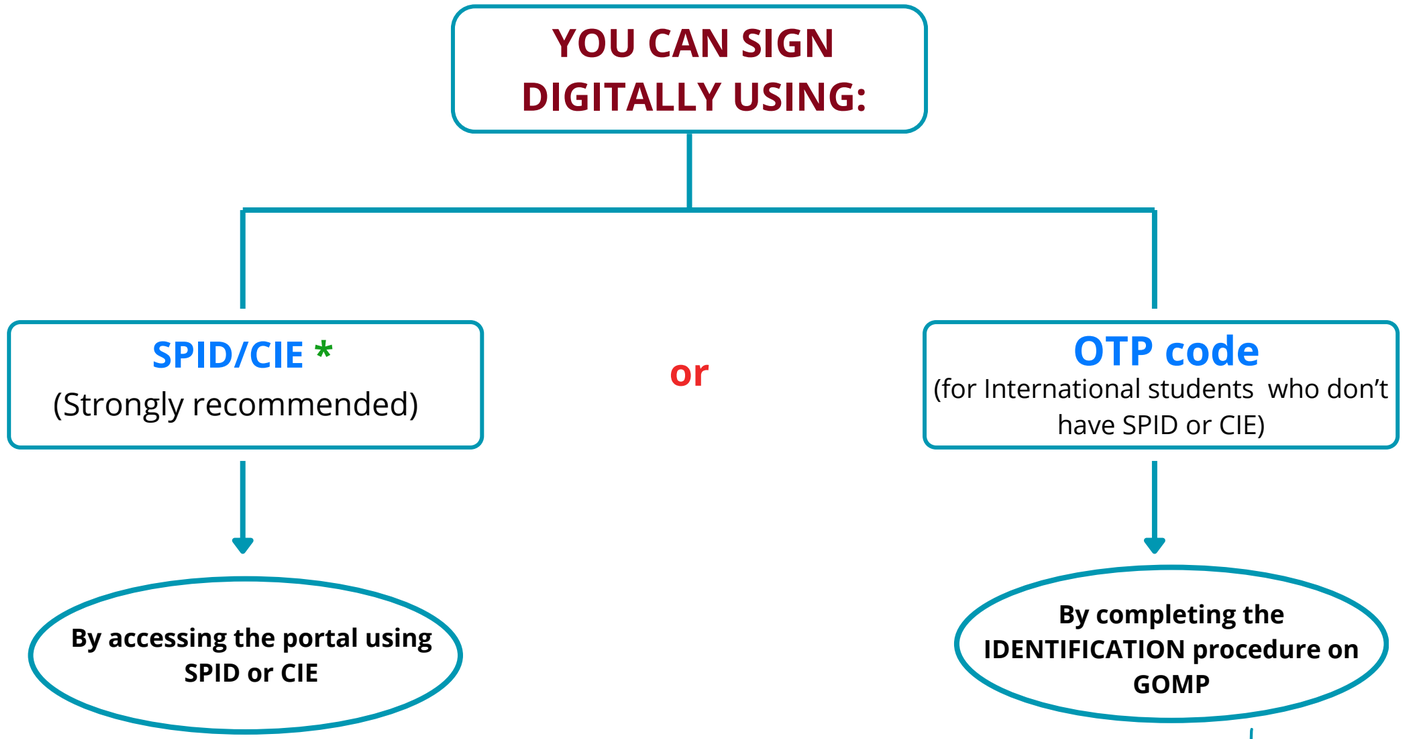
YOU CAN SWITCH BACK TO ITALIAN BY CLICKING HERE



**SPID= Italian Digital Identity System
CIE= Electronic Identity Card

Please note:

The Enrollment must be digitally signed by the student or, in the case of minors, by a legal guardian.



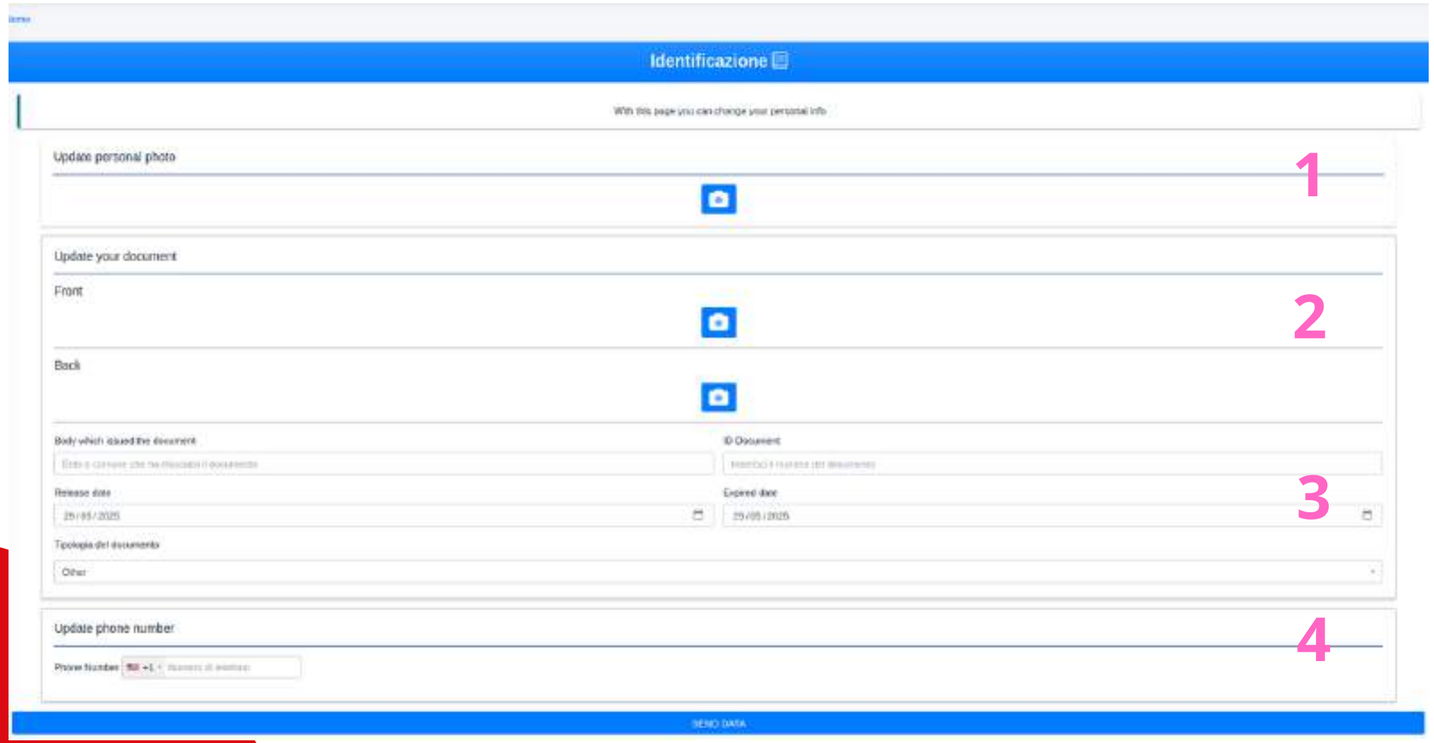
*SPID= Italian Digital Identity System
CIE= Electronic Identity Card

Identification Procedure

-Only for International students or students who don't have SPID or CIE-

Log in to the GOMP portal >> Click on Personal Data >> Go to the Identification section





In this section, you need to upload:

1. A front-facing close-up photo of your face (like a selfie). Passport-style photos or unclear pictures will not be accepted.
2. Both the front and back of a valid identity document.
3. The details related to the identity document provided.
4. A phone number where you can receive the OTP code.

Note: Make sure to include your country code (e.g., Italy +39) and enter the digits manually, avoiding the use of autofill.

Warning: For applicants who are under 18, the procedure must be completed by a parent or legal guardian, who will need to upload their own photo and identity document along with the relevant details.

After clicking on **SEND DATA,** you will receive an OTP (One Time Password) code on the phone number provided and will be redirected to this section:



Enter the OTP code received via SMS and click **CONCLUDI** to submit your phone number identification request to the Registrar's Office.

The Registrar's Office will confirm the procedure during office hours:

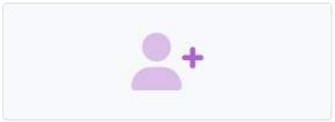
- If your identity is confirmed, you will receive a confirmation SMS and email.
- Otherwise, you will receive an email explaining the reason for the rejection, and you will be able to submit a new request.

The Registrar's Office will process identification requests during the following hours:
Monday to Friday
9:00 AM – 1:00 PM
2:00 PM – 5:00 PM

Note: please, complete this step before starting the enrollment procedure

Go back to the HOME PAGE and follow this path:

1.Enrollment and Admission Test Registration



2. Bachelor’s and Single-Cycle Degree Programmes

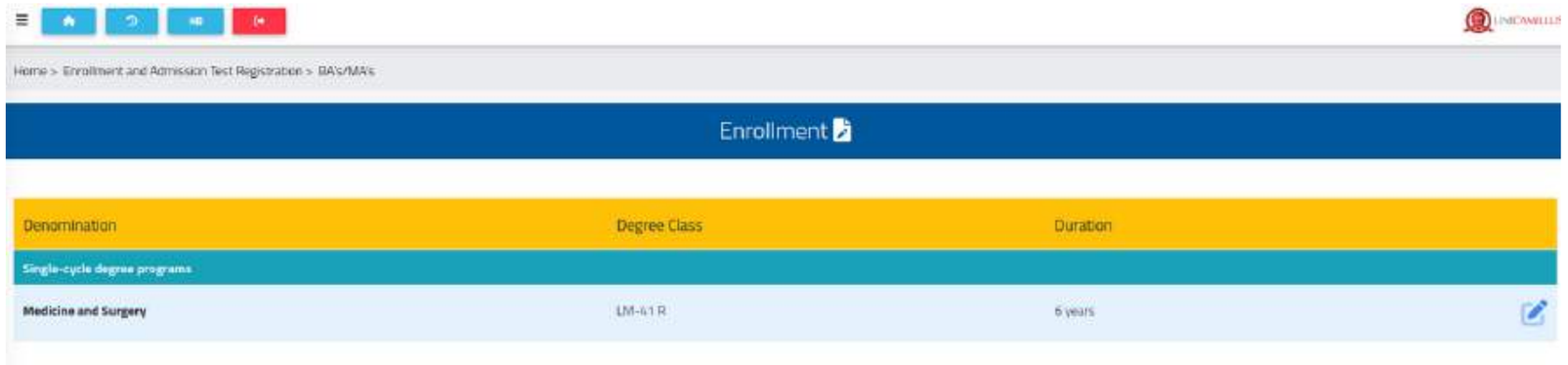


3.Enrollment



At this point, you will be redirected to the list of courses available for Enrollment.

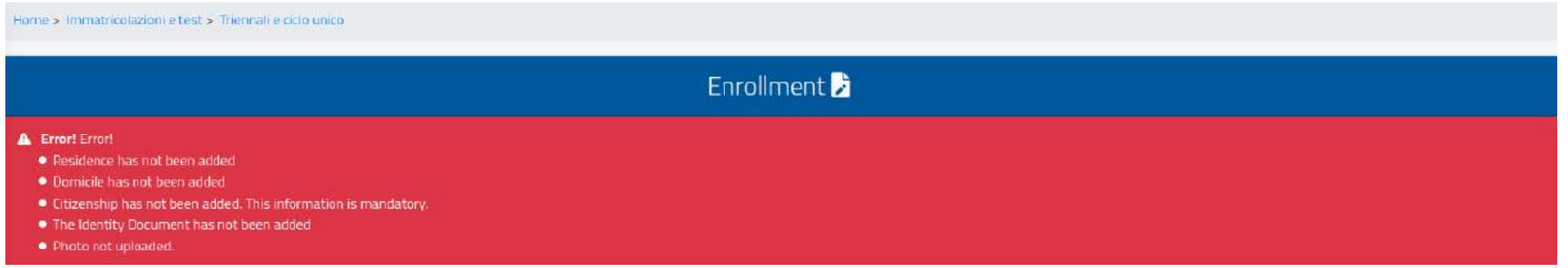
Select the admission course you intend to enroll in by clicking on the this icon



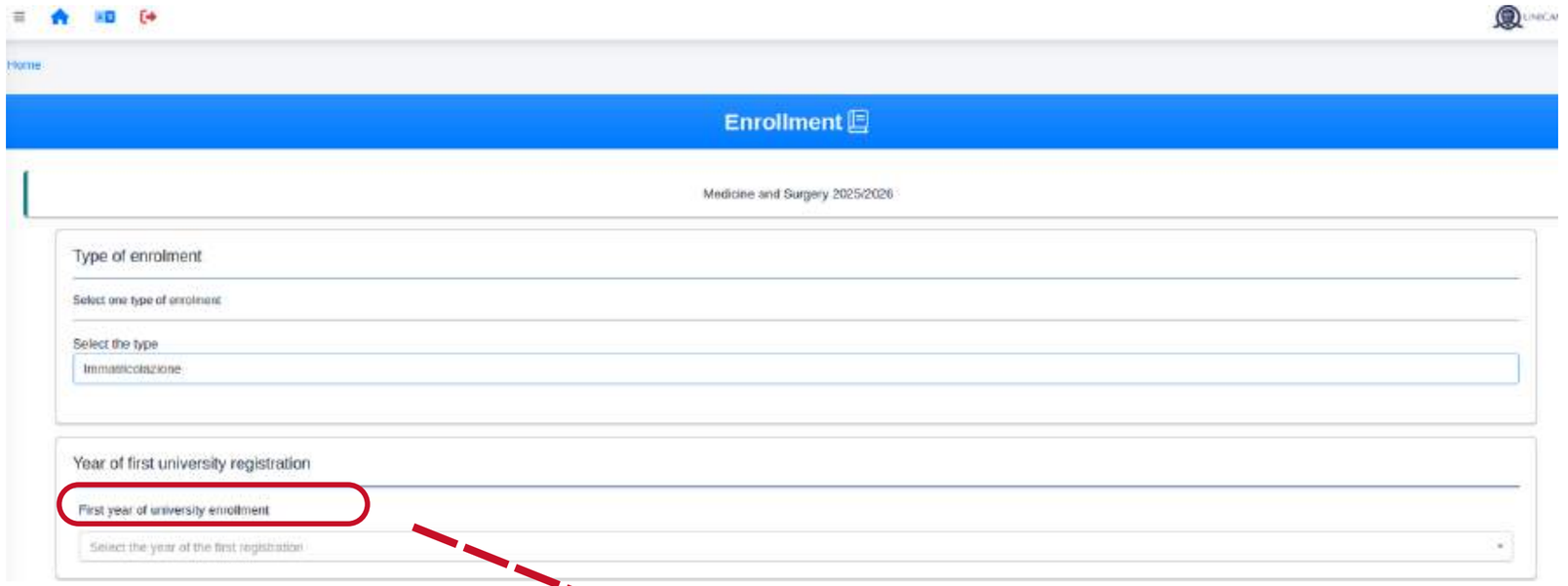
WARNING: The information displayed in this image is purely for demonstration purposes and is not necessarily relevant to your specific case.

If the system displays this message in red, you will need to enter some missing personal information:

Return to the Home page, go to 'Personal Data', and fill in the required information in the relevant sections.



Back in the enrollment section, select the type: Immatricolazione -“Enrollment”



In this section, you must enter the academic year for which you are enrolling.
If you have a previous university career, you should enter the first year of enrollment for that academic path.



Enter the requested information. To find the name of the other University you are enrolled in, first type the first 3 letters of its name (e.g. SOR for Universitè Sorbonne) and then select it from the list.

This section must be filled out **only if you are already enrolled in another degree program**, in accordance with Ministerial Decree No. 930 dated 29-07-2022. It is the student's responsibility to self-declare that the requirements established by this decree are met; therefore, we encourage you to carry out the necessary checks by consulting the mentioned Decree available here: https://www.mur.gov.it/it/decreto-930-del-29-07-.

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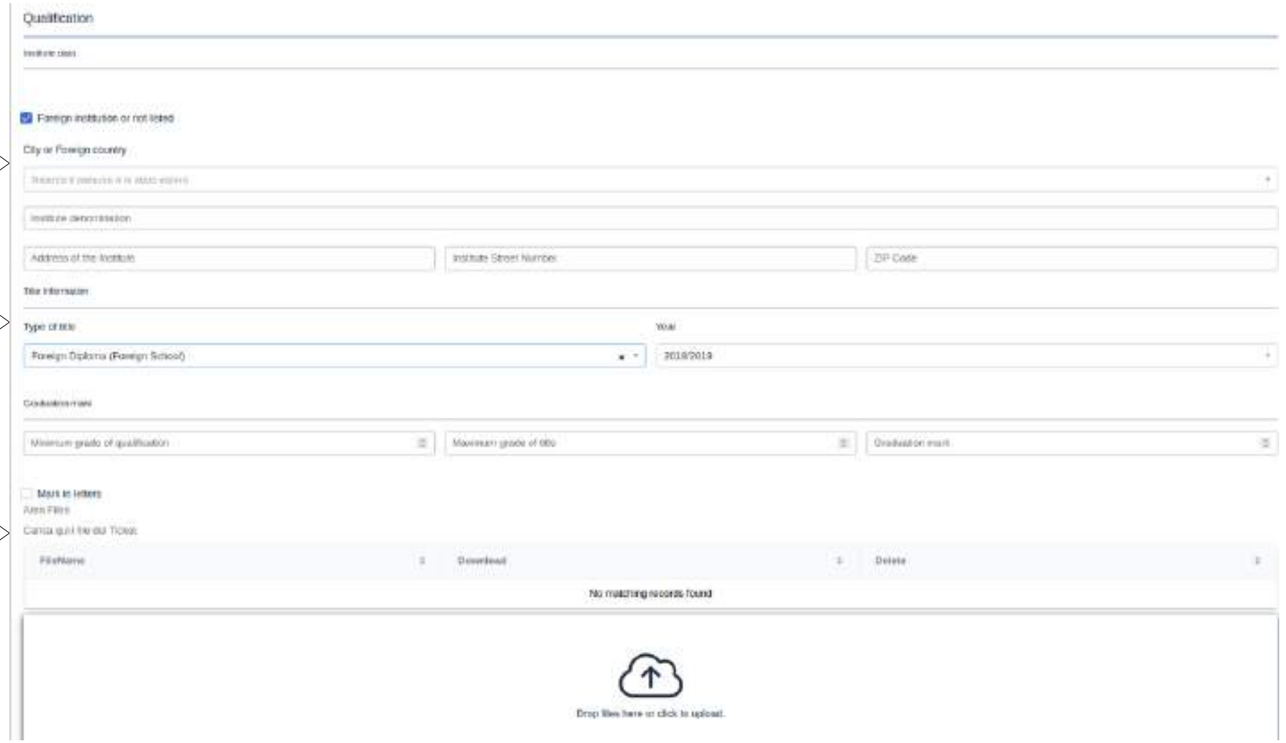
Next, enter the details of your secondary school **diploma**.
You will not be able to proceed with enrollment if this information is not completed.

If you hold a Foreign diploma tick this box: 

Then, add the following information:

- Type the first 3 letters of the country (eg. REG for REGNO UNITO - United Kingdom);
- Institute Denomination;
- Address of the School (including street number and postal code);
- Type of high school title (please type or select *"foreign diploma"* and upload the pdf file of the diploma);
- Scholastic year of obtainment;
- Final mark (base mark indicates the maximum grade, ie.100 for an Italian diploma);
- Finally, upload the pdf of your diploma.



After entering your diploma details, you will find a checklist related to the privacy policy and the contractual terms and conditions.



To proceed with enrollment, you will need to tick the *Mandatory* requirements and choose whether or not to consent to the processing of your personal data for the purposes described.

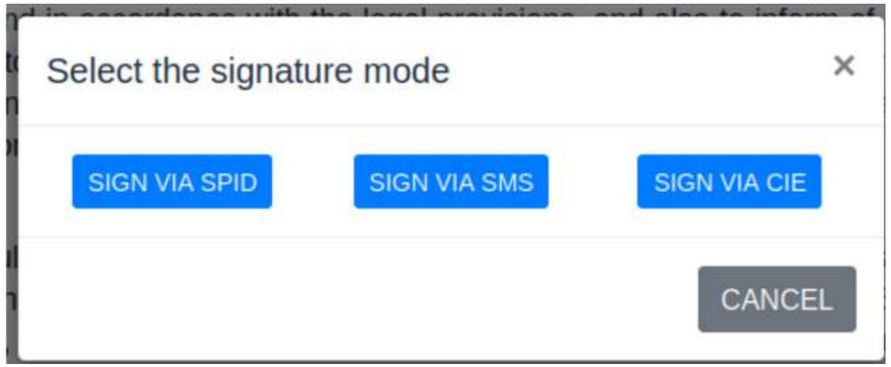
You must review the downloadable documents available under "Annexes" *

You will now see the list of installments due for the academic year of enrollment. Proceed by clicking the blue "CONTINUE" button. You will be redirected to the enrollment confirmation page and the receipt of your enrollment request.



By clicking “**CONTINUE**” you will see a summary of all the information you have already entered, along with the text of the student contract. We encourage you to read it carefully before proceeding.

Next, you'll be required to coose a digital signautre tool:



Select one of the available options to proceed with the digital signature.

Select **SIGN VIA SPID** or **SIGN VIA CIE** only if you have one of these authentication methods available.

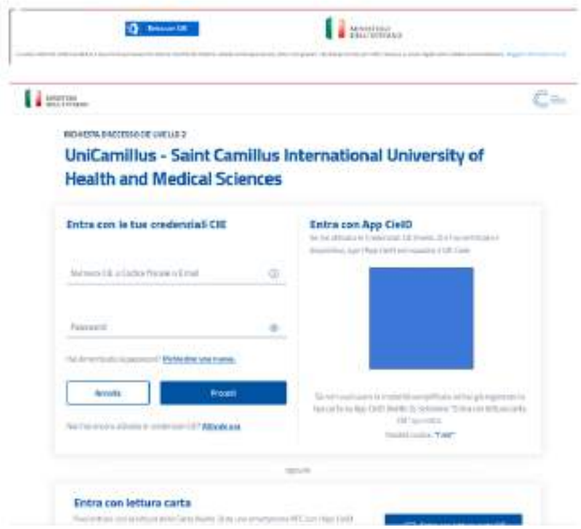
If, on the other hand, you have completed the identification process and have an **OTP** code, click on **SIGN VIA SMS**.

If you choose to sign using SPID, you will be redirected to the following page, where you must select the provider through which you activated your SPID.



After completing the necessary steps to sign via SPID, return to the enrollment page and click on “Pay Now” to make the payment and complete the procedure.

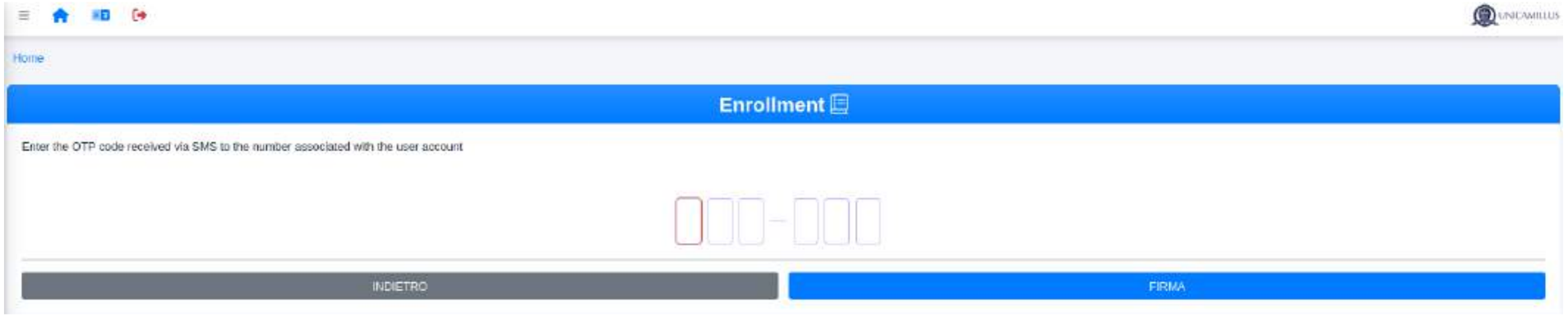
If you choose to sign using your CIE (Electronic Italian Identity Card), you will be redirected to the following page, where you must click on “Enter with CIE” and complete the login and authentication process by following the indicated steps.



After completing the necessary steps to sign via SPID, return to the enrollment page and click on “Pay Now” to make the payment and complete the procedure.

RECOMMENDED FOR INTERNATIONAL STUDENTS

If you choose to sign using an **OTP** code, you will be redirected to the following page, where you must enter the code received **via SMS** on the phone number that was previously verified.



The enrollment confirmation receipt will download automatically.
Please review it and save a copy for your records.

Return to the enrollment page and click on “PAY NOW” to make the payment and complete the procedure.

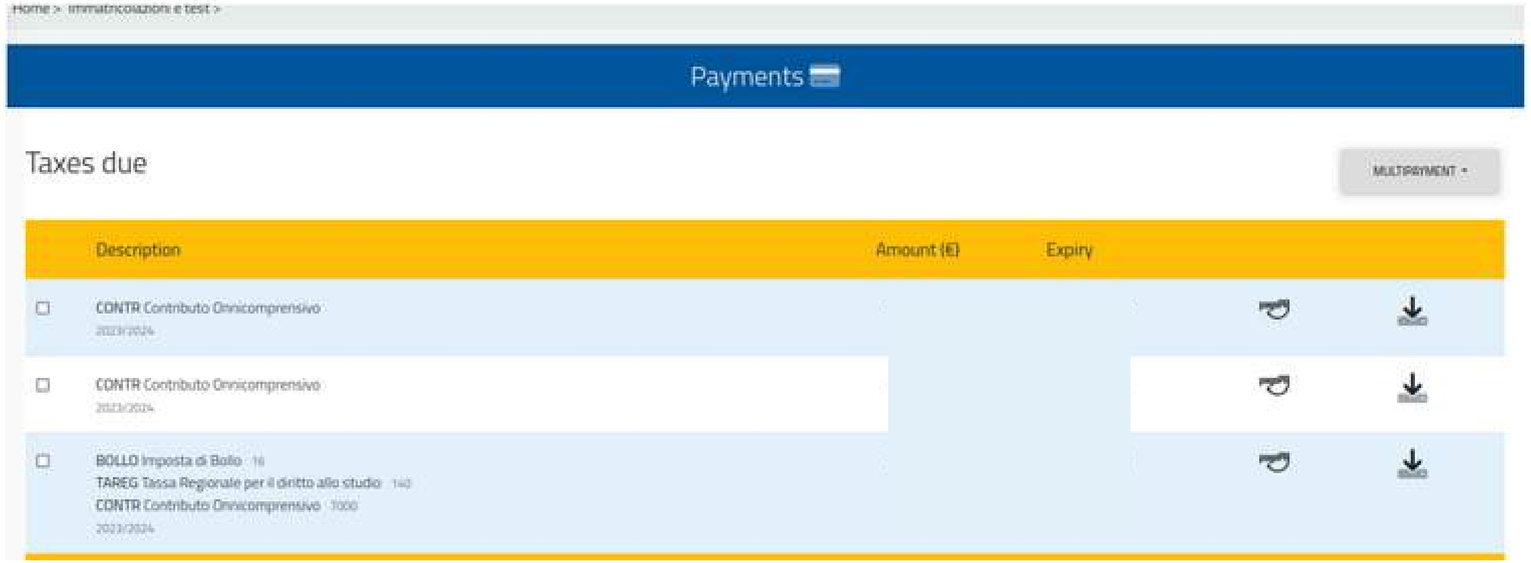
In alternative go back to the **HOME PAGE > Fees > Payments**

In the **"Payments"** section, you can view the university fees and contributions due for the academic year you are enrolling in, along with their respective deadlines.

To finalize your enrollment, you must pay the amount specified in the call for applications you applied for, and make the yearly payments by the specified deadlines (as established by the applicable "Tuition and Fees Regulations", available here).

To proceed with the payment, check the box to the left of the installment you wish to pay and select your preferred payment method.

WARNING: The information displayed in this image is purely for demonstration purposes and is not necessarily relevant to your specific case.



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Only two payment methods are accepted:

Pago PA 

By clicking the “pagoPA” button, you will be redirected to the pagoPA website, where you can pay via PayPal, Satispay, debit/credit card, or by entering your bank account details.

or

CBILL payslip 

By clicking the ‘download’ icon, you will download the PDF file of the CBILL payment slip, which contains all the payment details. You can use this to pay through home banking apps or at any authorized payment location in Italy (post offices, bank branches, newsstands, etc.).

WARNING: OTHER PAYMENT METHODS, SUCH AS CASH OR BANK TRANSFERS, ARE NOT ALLOWED.

IMPORTANT INFORMATION - read carefully:



ASSISTANCE AND SUPPORT:

To receive assistance during the procedure, please contact the Registrar's Office at the number 06 400640 or by writing to **office@unicamillus.org** exclusively. We'll answer from Monday to Friday (9am to 1pm and 2pm to 5pm).

In case of technical difficulties, please send an email describing the issue encountered, possibly including screenshots.

These requests will only be addressed if received within the deadlines specified in the admission notice for completing the procedure. Requests sent after these deadlines or to different institutional addresses of the University will not be considered.

REQUIRED DOCUMENTATION:

All students (both Italian and international) holding a foreign higher education diploma are required, under penalty of exclusion, to submit after the enrollment and before the start of the academic year documentation certifying the equivalency of their degree (CIMEA certificates). For more information, please consult the following link.

Non-European students must also submit their **VISA or RESIDENCE PERMIT.**

For any further requirements not specified in this guide, please refer to the relevant call for applications.

Final Warnings:

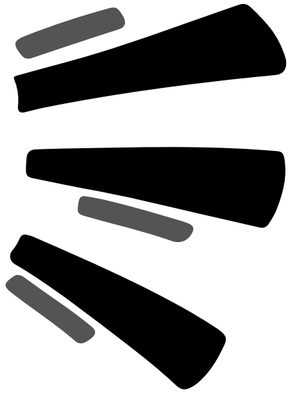
Enrollment is considered complete only after the payment has been successfully made, provided it is completed within the deadline specified in the admission call.

IMPORTANT INFORMATION

All candidates who do not complete the payment within the deadlines will be automatically considered as having withdrawn and will lose the right to enroll.



Enrollment is permitted ONLY for students who already hold an upper secondary school qualification.



THANK YOU FOR YOUR ATTENTION