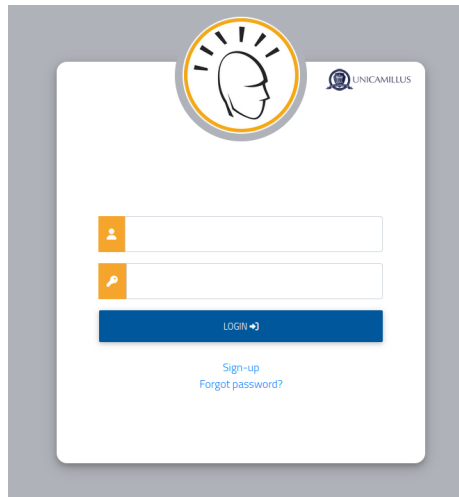
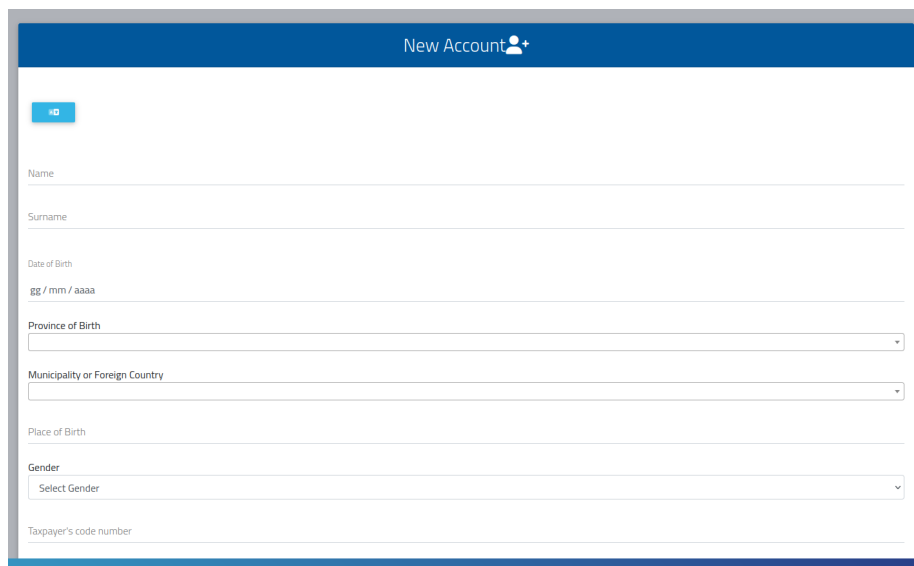


## GUIDE FOR PRESENTING AN INCOMING TRANSFER REQUEST

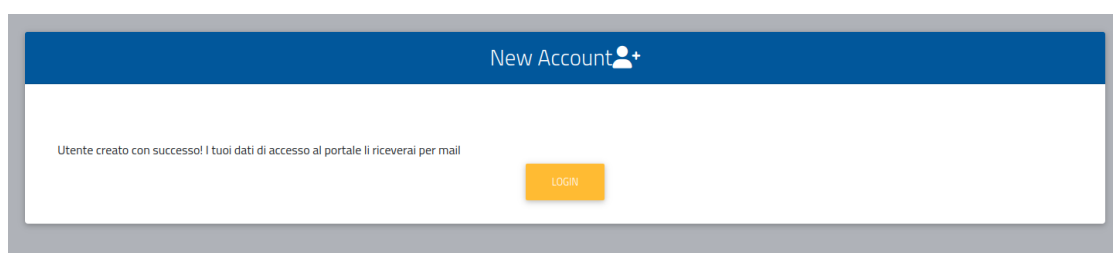
1. Access the student's portal page by this [link](#) and register by clicking on "Sign up".



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".

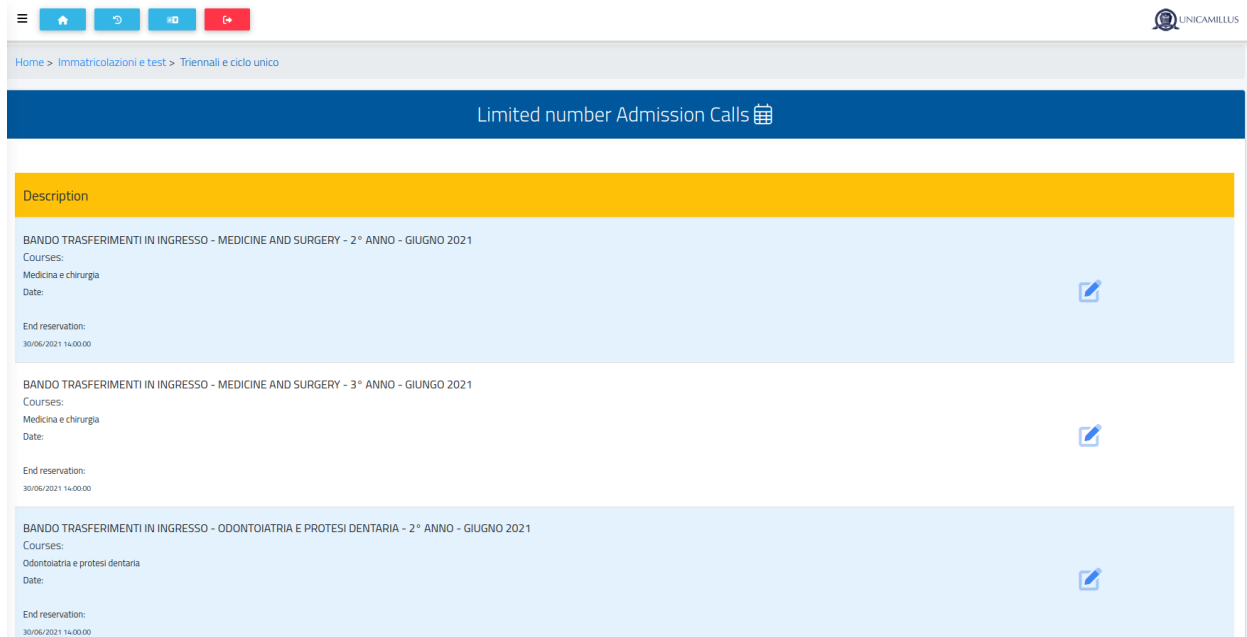


3. Once the registration procedure has been completed, you will be given the credentials to access your personal area, that you have to store carefully.






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.

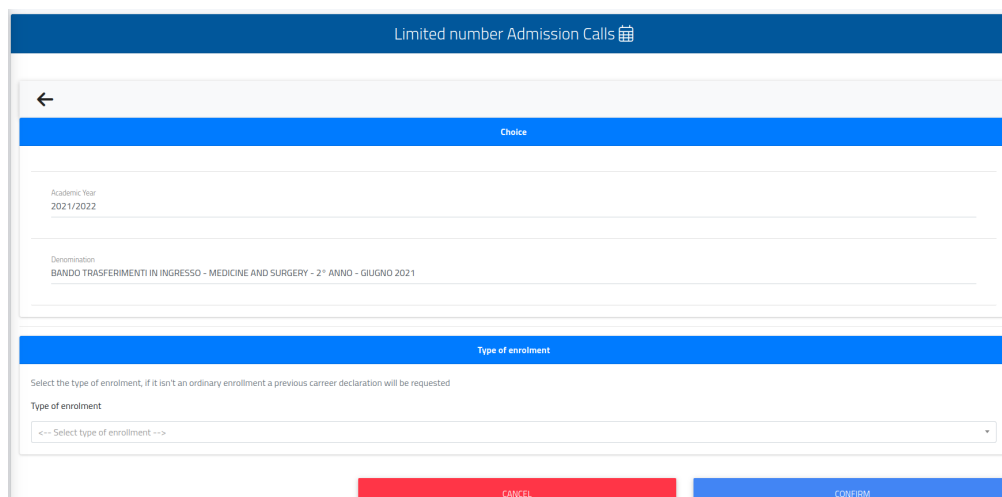


The screenshot shows a web interface titled "Limited number Admission Calls". It features a navigation bar with home, back, forward, and refresh icons. Below the navigation bar, there is a breadcrumb trail: "Home > Immatricolazioni e test > Triennali e ciclo unico". The main content area is titled "Limited number Admission Calls" and contains a table with three rows, each representing a degree course. Each row includes a description, the course name, and an edit icon (a blue pencil) on the right.

Description	Edit
<p>BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 2° ANNO - GIUGNO 2021</p> <p>Courses: Medicina e chirurgia</p> <p>Date:</p> <p>End reservation: 30/06/2021 14:00:00</p>	
<p>BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 3° ANNO - GIUGNO 2021</p> <p>Courses: Medicina e chirurgia</p> <p>Date:</p> <p>End reservation: 30/06/2021 14:00:00</p>	
<p>BANDO TRASFERIMENTI IN INGRESSO - ODONTOIATRIA E PROTESI DENTARIA - 2° ANNO - GIUGNO 2021</p> <p>Courses: Odontoiatria e protesi dentaria</p> <p>Date:</p> <p>End reservation: 30/06/2021 14:00:00</p>	

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

- Select the type of enrolment.



The screenshot shows a form titled "Choice" for selecting the type of enrolment. It includes a back arrow, a "Choice" header, and a form with the following fields:

- Academic Year: 2021/2022
- Denomination: BANDO TRASFERIMENTI IN INGRESSO - MEDICINE AND SURGERY - 2° ANNO - GIUGNO 2021
- Type of enrolment: A dropdown menu with the text "<-- Select type of enrolment -->" and a downward arrow.

At the bottom of the form, there are two buttons: "CANCEL" (red) and "CONFIRM" (blue).

- In the section “Iscrizioni”, 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**.

Academic Qualifications		
MORE ACTIONS -		
Academic Year	Details	Grade
NO UNIVERSITY TITLE		

Other Titles		
MORE ACTIONS -		
Academic Year	Details	Grade
NO ADDITIONAL TITLE		

Enrolments		
MORE ACTIONS -		
Academic Year	Details	
<input type="checkbox"/>	2021/2022      30005 - MEDICINA E CHIRURGIA	

- 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”.

Declaration of enrolment ✕

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.

DELETE
OK

- In the Declaration of the exam after clicking on “more actions” → “Add exam” 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.

### 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

### 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

Sfogliala... Nessun file selezionato.

DELETE
OK

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 “Browse”, selecting the interested file.

Home > Immatricolazioni e test > Triennali e ciclo unico

Limited number Admission Calls

←

**Attachments required**

Attachments required to access the Call  
\* = allegato obbligatorio

Study Plan\*  
Sfoglia... Nessun file selezionato.

Enrolment certificate stating passed exams or, provisionally, a self-certification \*  
Sfoglia... Nessun file selezionato.

Study Programs of passed exams\*  
Sfoglia... Nessun file selezionato.

For students from foreign universities, legalized translation of all the documentation  
Sfoglia... Nessun file selezionato.

**Details of the title**

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\*  
Sfoglia... Nessun file selezionato.

Privacy Policy\*  
Sfoglia... Nessun file selezionato.

Self-declaration for passed exams  
Sfoglia... 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.

10. If the submission is successful, you will be shown the following page. And you will be able to download the receipt by clicking on send to email or you can scan the QRcode.



SEND TO EMAIL

DOWNLOAD 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.

**PER QUALSIASI PROBLEMA SEI INVITATO A CONTATTARE L'UFFICIO  
TRASFERIMENTI AL NUMERO +39 06400640 OPPURE TRAMITE EMAIL  
ALL'INDIRIZZO [trasferimenti@unicamillus.org](mailto:trasferimenti@unicamillus.org)**