# GUIDE FOR SIMPLE ENROLMENT

It is recommended to carry out the procedure from a Windows or Android operating system device as the iOS system is not fully supported by the GOMP platform. It is also advisable not to perform the procedure from a cell phone or tablet as the procedure would fail with these.

<u>You must have the following documents with you before proceeding with registration:</u>

- **Photo (maximum 30MB in .jpg or .png format)** - mandatory

- **Identification document (in PDF format)** - mandatory

- **Curriculum Vitae (in PDF format signed and dated)**

- **Health Card**- mandatory for Italian students, for foreign students it will suffice to upload a signed self-certification stating that you do not have a social security number.

-**For applicants with degrees earned abroad**: Dichiarazione di Valore in Loco issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of final diploma) or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (by accessing the CIMEA platform) or Diploma Supplement (if it is a European degree) issued by the University of origin and legalized at the Italian Embassy from the country of study

- **High School Diploma Data with details of achievement** (High School, address, academic year and grade)

- **PDF and Data of the signed and dated Certificate/Autocertification of Graduation** obtained with detail of achievement (University, type of Degree, Degree Course, Degree Class, Academic Year, date of achievement and grade). N.B. The parchment is not sufficient as it does not contain the required data. In case you are not in possession of the Degree Certificate, please note that the Universities usually deliver it via e-mail in a few days.

![UNICAMILLUS logo]

1. Access the student's portal page (https://unicamillus-studenti.gomp.it/Login/Index) and register by clicking on "Registrati". ***If you have already registered during the pre-enrolment period, please proceed from point 4.***
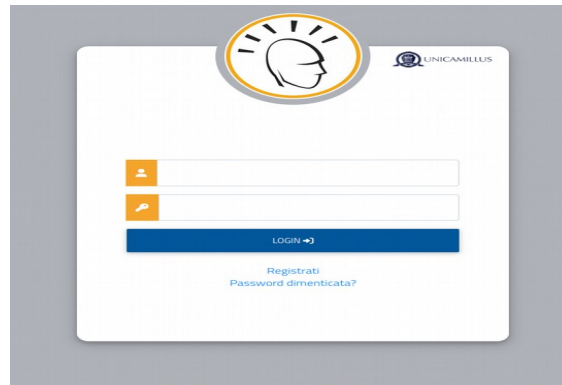
2. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button "Next". Take note that foreign students must choose the option "Stato Estero/Foreign Country" in the "Provincia di Nascita" section and tick the case "studente straniero senza codice fiscale".


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.

![UNICAMILLUS]
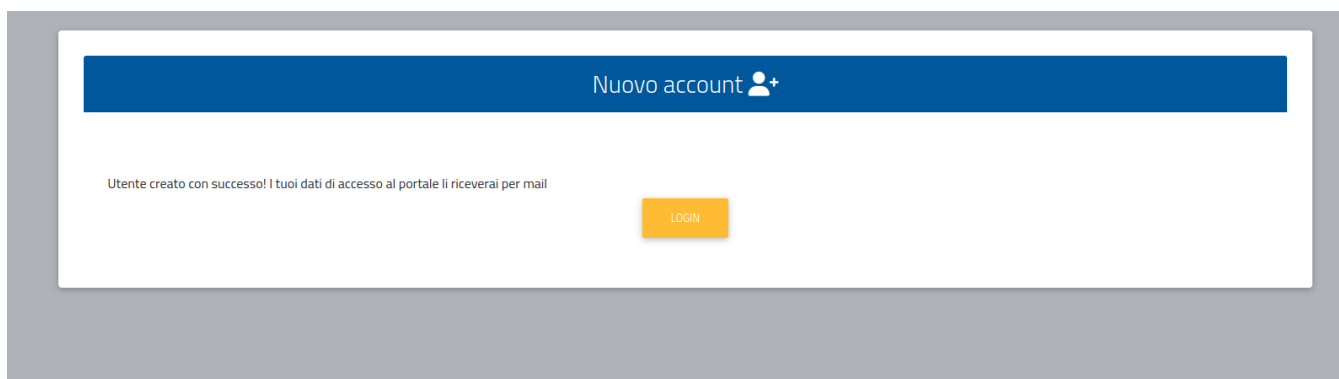
4. After completing the registration procedure, access your personal area on the student's portal (https://unicamillus-studenti.gomp.it/Login/Index) and click on the third blue button on the left in order to change the language option.
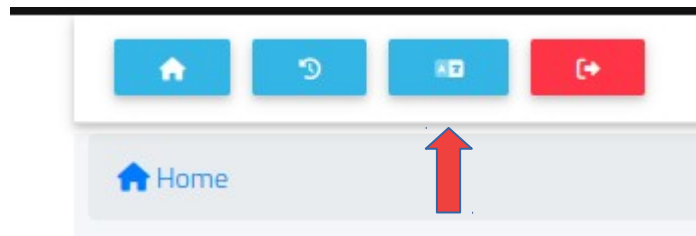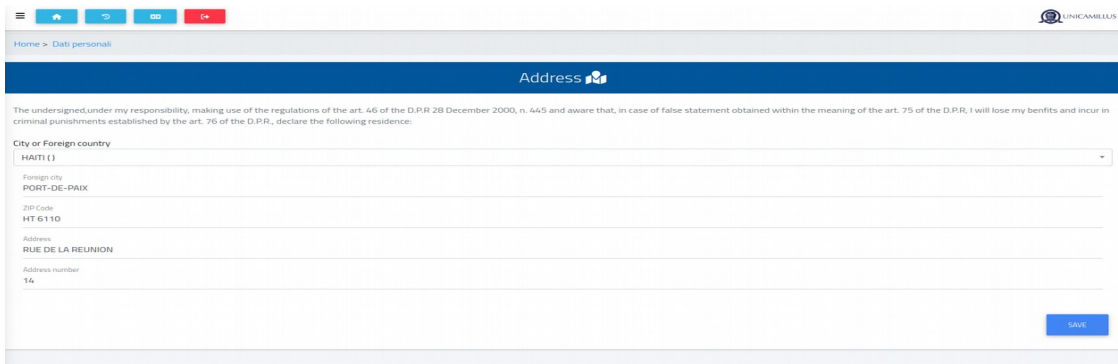

N.B. If you need to recover your access credentials, please write an email to master@unicamillus.org specifying your name, surname and course of admittance.
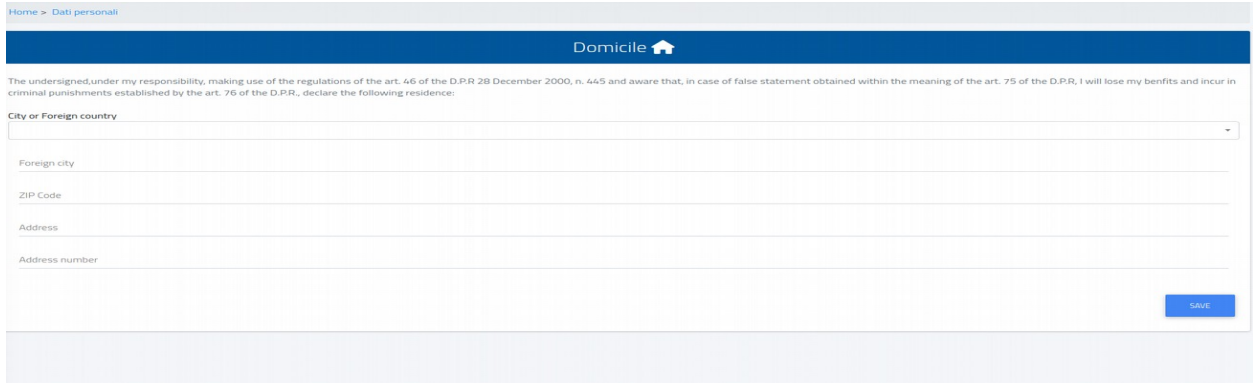
5. Once you have chosen the language, click on "Personal Data". In this section you can add or modify your personal details.
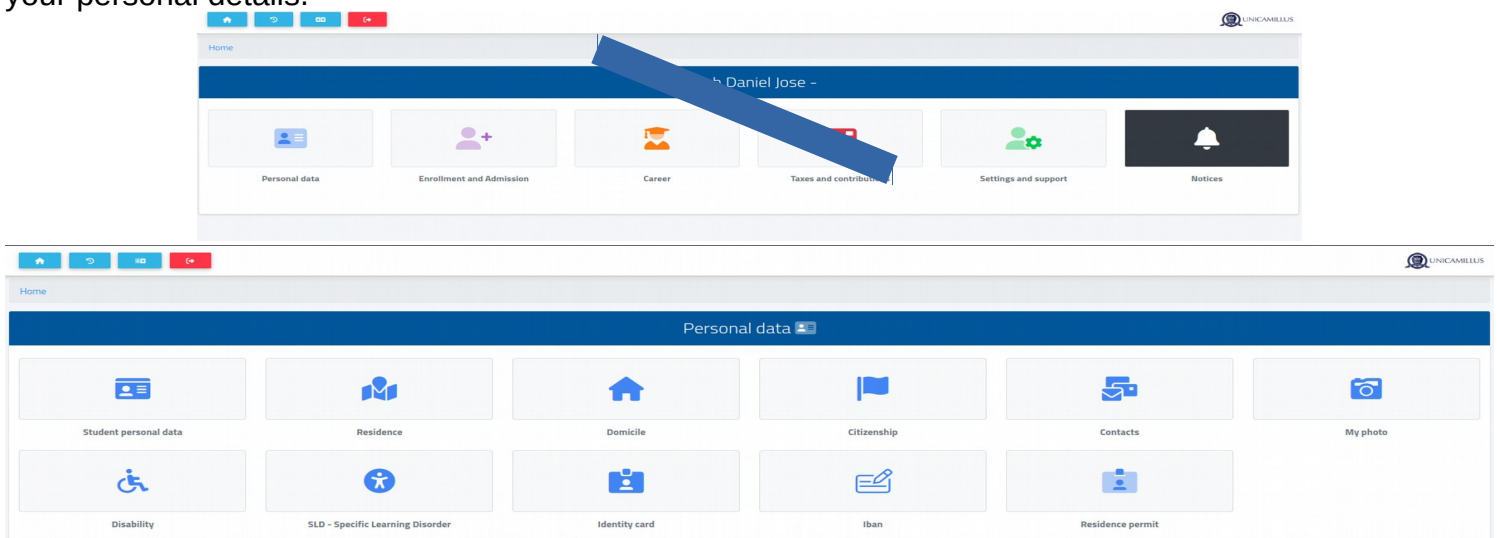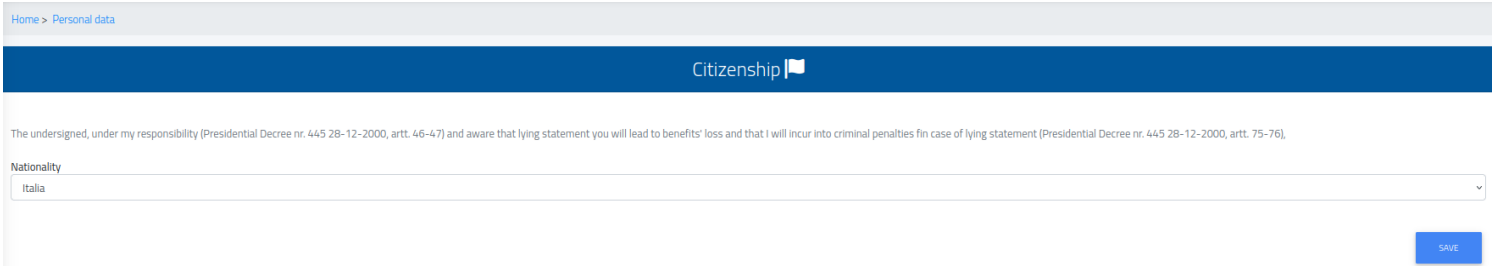

6. Click on "Address" in order to add your Residence Address. If you were admitted as a non-EU student, please select your home country.
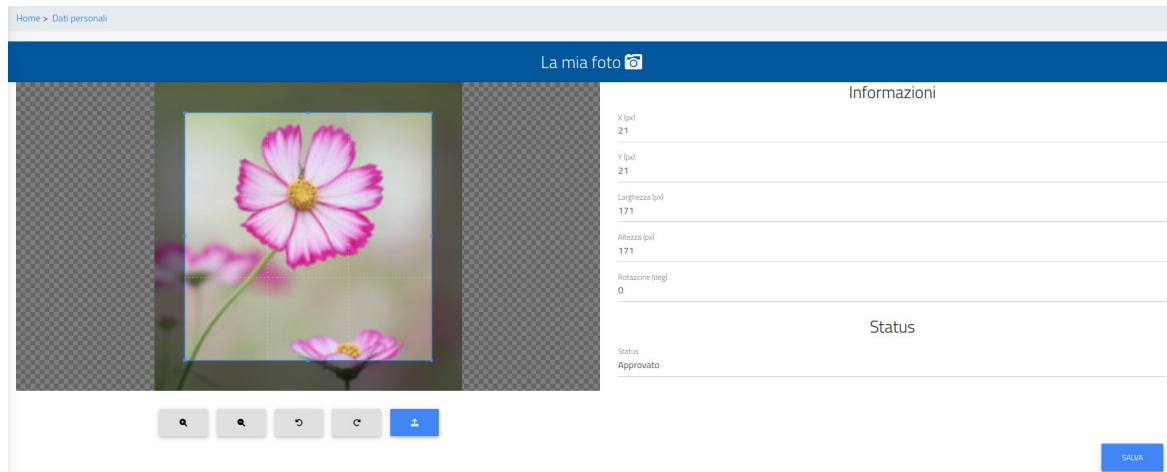
![UNICAMILLUS]

7. Click on "Domicile" in order to add your Domicile Address. It can be different from that of your residence.
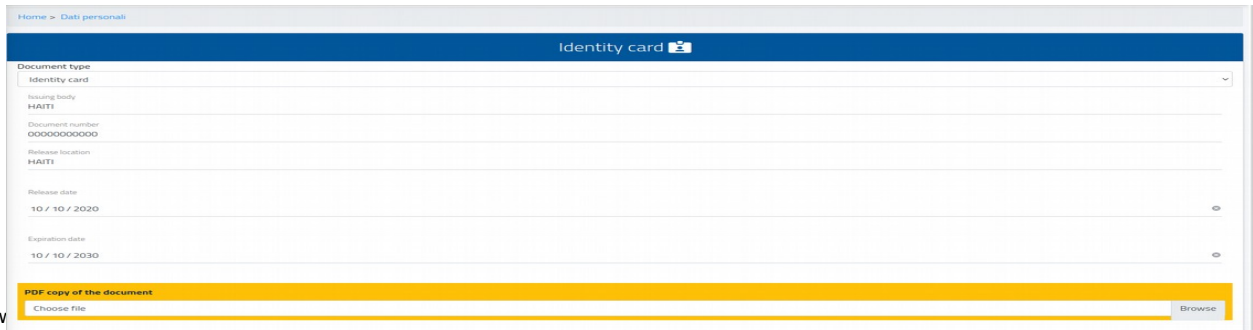

8. Click on "Citizenship" in order to add your citizenship.

9. Click on "My Photo" in order to add your personal picture in a .jpg or .png format, that will be shown on the left of your Student's Area.
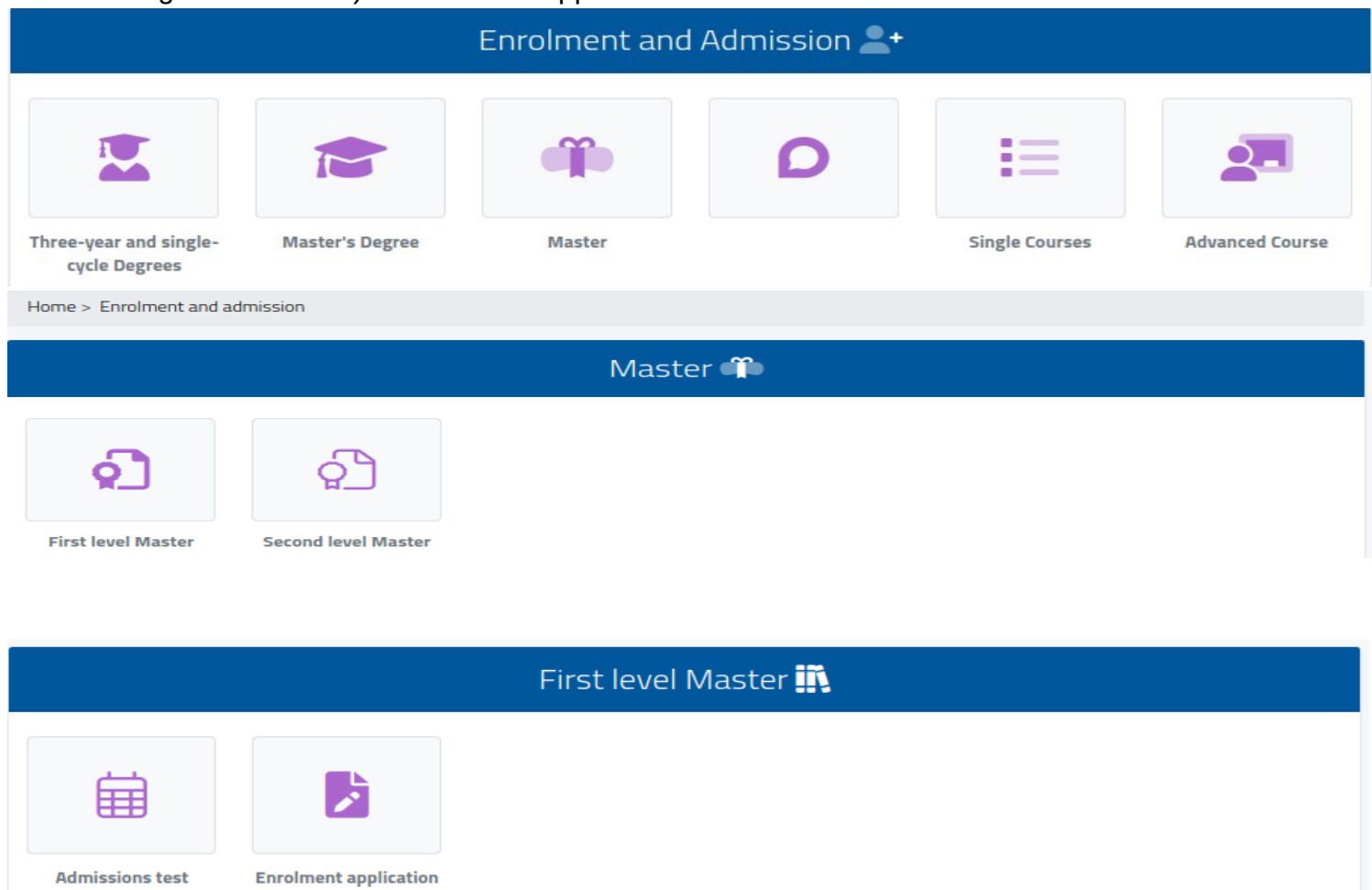

10. Lastly, click on "Identity Card" in order to add a personal document in a PDF format, such as an ID, Passport, Residence Permit etc.
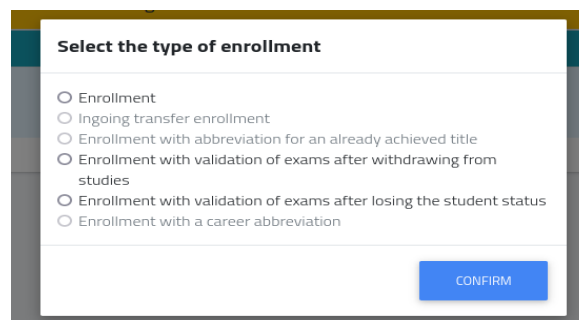
N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can do so in the section "Personal data">"Disability" or "Personal data">"SLD".

11. After completing the personal data section, go back to the Homepage and follow the path ""Enrolment and Admission">"Master">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Enrollment Application"

12. Select the course to which you were admitted and click on the blue button on the right, then select the first option "Enrolment" and click on "Confirm".

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13. 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".
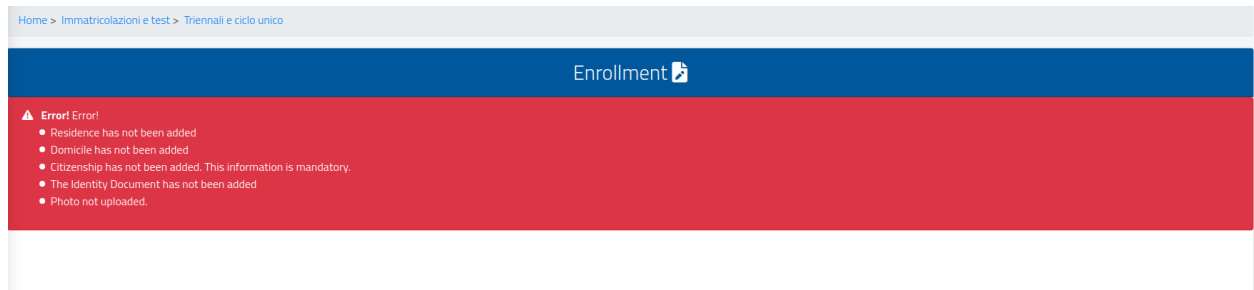
14. Back to the enrolment section, the following page with the summary of the Course chosen will be shown.
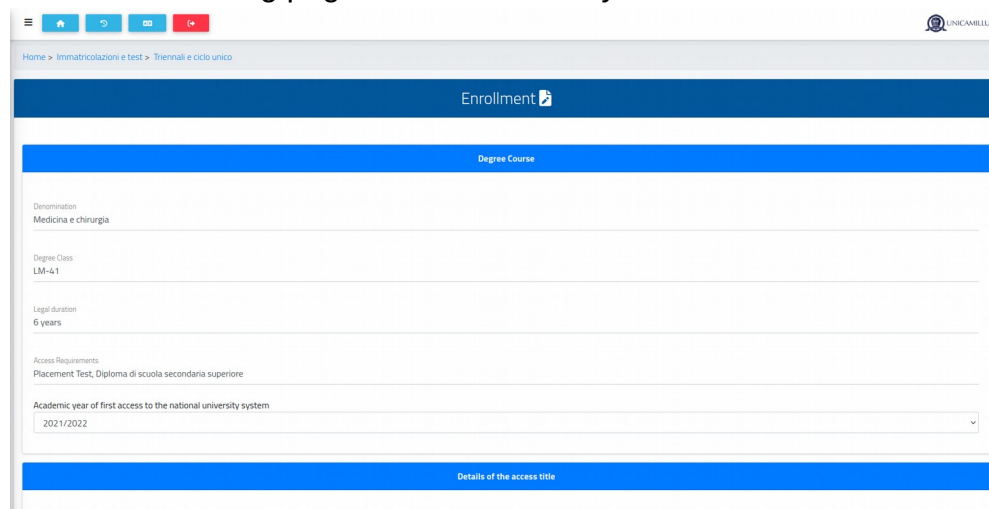
15. Lower in the page you will be asked to insert your Degree Title and High School Diploma details: please, click on the right on "Altre Azioni" > "Aggiungi titolo". If the information inserted is wrong, you can modify it by clicking on "Altre azioni" > "Modifica Titolo".

You cannot proceed with the enrolment if you do not fill this data.

Mandatory information is:

● Degree title:
    ▢ Academic year of title obtainment (i.e. 2020/2021)
    ▢ Precise date of title obtainment (i.e. 22/07/2021)
    ▢ Name of the University
    ▢ Name of the study course
    ▢ Type of title (three-year, single-cycle, master's degree etc.)
    ▢ Degree class (i.e. LM-41, L/SNT1 etc.)
    ▢ Final mark

● High school diploma:
 ▢ Name of the high school (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")
 ▢ Scholastic year of obtainment
 ▢ Final mark

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

Details of the access title		
Declared Diploma		
		ALTRE AZIONI ▾
Information about the title	Institute	

16. After completing the Academic Titles and High School Diploma section, download the enrolment documentation under the "Forms" section, fill them out and upload them in a PDF format that weighs no more than 30MB.

You cannot proceed with the enrolment if you do not upload these documents.

17. Once you have inserted all the required data, you will find a list of all the instalments due for the a.y., and you can complete the enrolment procedure by clicking on the blue button "Continue". You will be redirected to the enrolment request, that must be confirmed by clicking once again on the blue button "Continue".

You can download the enrolment receipt by clicking on the blue button "Download the Receipt".

Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment 📄

Enrollment Application Receipt

Th enrollment application has been sent successfully on the **17/06/2021**at **15:00**,with the number **320353.4** and authentication code **8FE12586DA5E100797CAA0F90985D9B701FBF7419FA87A229F9BF8B22221563A**
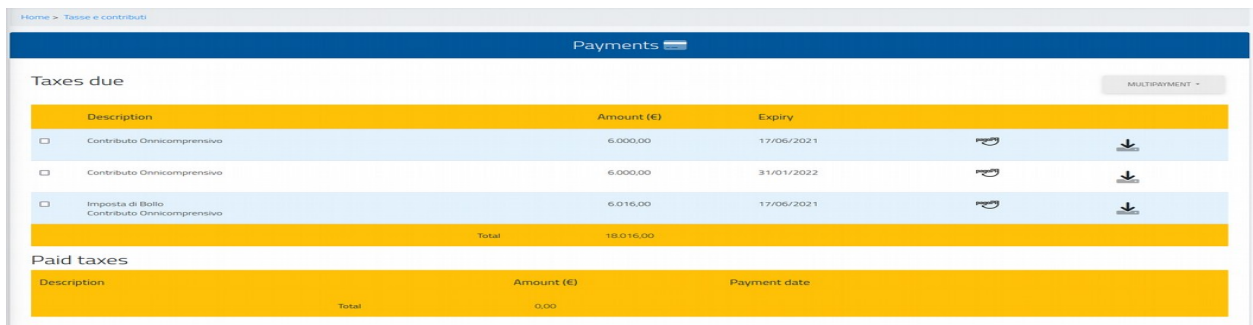
DOWNLOAD THE RECEIPT

18. In order to finalize your enrolment go back to the Homepage and follow the path "Taxes and contributions" > "Payments".
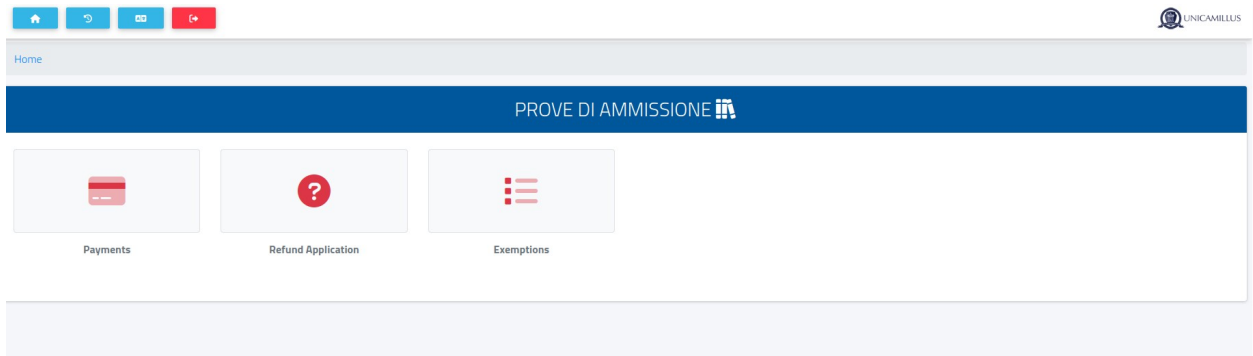
19. In the "Payments" section you can verify the instalments due for the academic year and pay them by ticking the box at its left and choosing the method of payment.

19.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

bank account.

19.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).

20. Once the payment has been made, you are officially enrolled.

__SHOULD YOU ENCOUNTER ANY KIND OF PROBLEMS, PLEASE CONTACT THE MASTER'S OFFICE BY CALLING +39 06400640 OR VIA EMAIL AT master@unicamillus.org.__