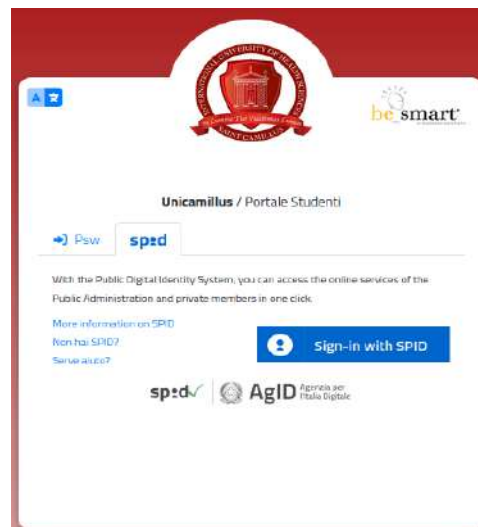


PRE-ENROLLMENT GUIDE

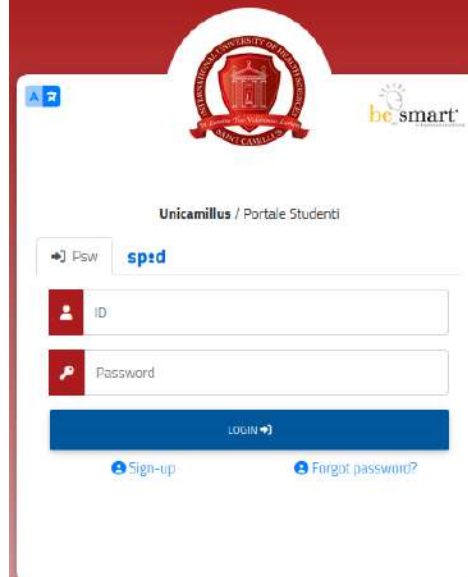
Introduction: This guide provides technical-operational instructions for carrying out the pre-enrollment procedure correctly. Please note that the content of all the images in it are purely indicative. Therefore, in relation to fee amounts, deadlines and the Admission Course, reference must be made to 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 / Portale Studenti

Psw

ID:

Password:

LOGIN

[Sign-up](#) [Forgot password?](#)

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. Students born abroad must select the "Foreign Country" option in the "Province of Birth" section and tick the phrase "foreign student with no tax code."

Nuovo account  [Create new account](#)

Name

Surname

Date of birth

dd/mm/yyyy

town or place of birth for foreign students

Gender

Male/Female

Tax code

studente straniero senza codice fiscale *Foreign student with no tax code*

sono uno studente incoming nell'ambito di un programma di mobilità internazionale *Incoming Erasmus student*

Username

La username sarà inviata per mail a fine registrazione A reminder will be sent to your email containing your username and password

Password

Confirm password

Emergency question

Emergency answer

E-mail

Landline

Mobile

Accettazione informativa privacy: [Informativa privacy](#)

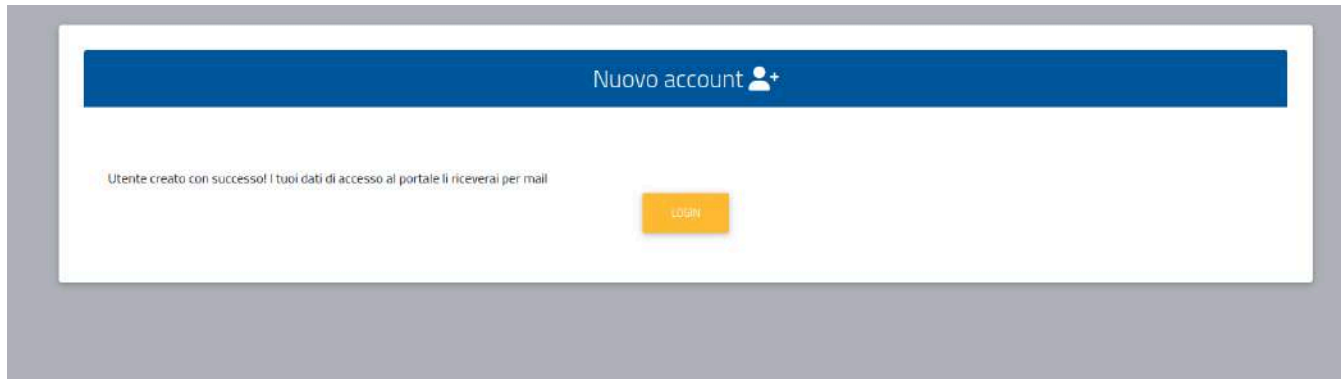
Accetto l'informativa privacy *I accept the terms and conditions outlined in the privacy information*

CANCELLA

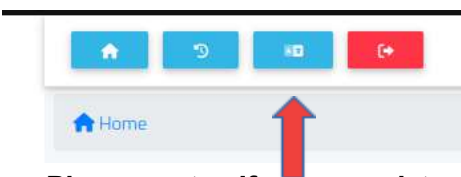
PROCEED

Proceed

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

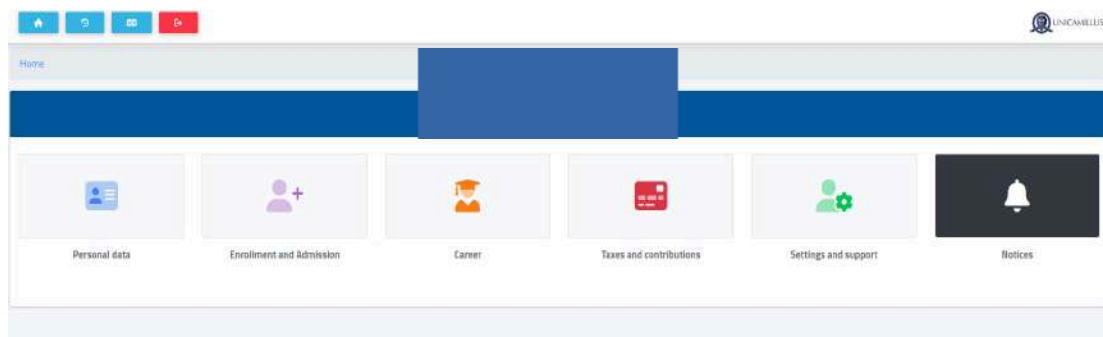


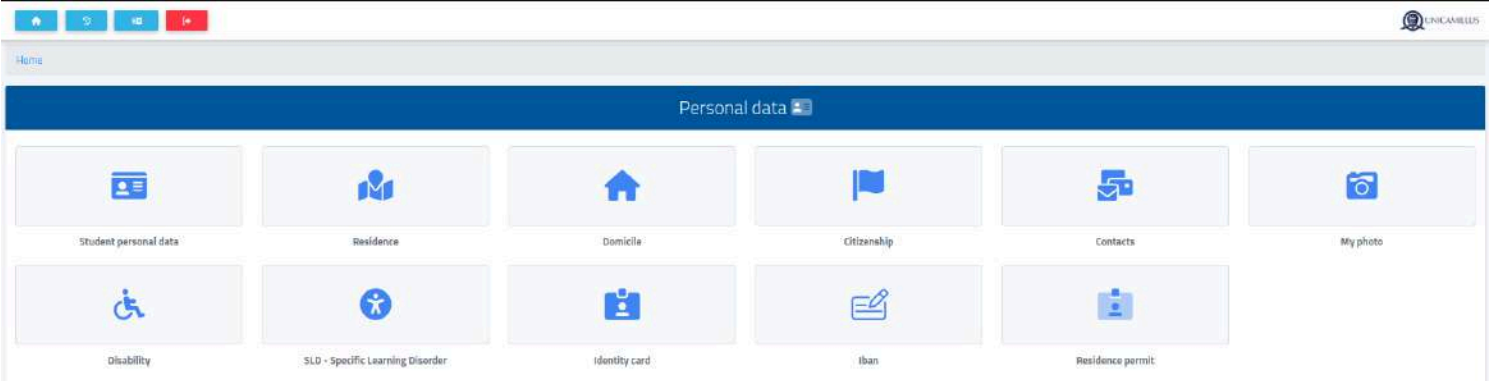
4. Log in to your personal area on the student portal by entering your credentials (<https://unicamillus-studenti.gomp.it/Login/Index>). If you wish to switch languages, click on the dedicated button.



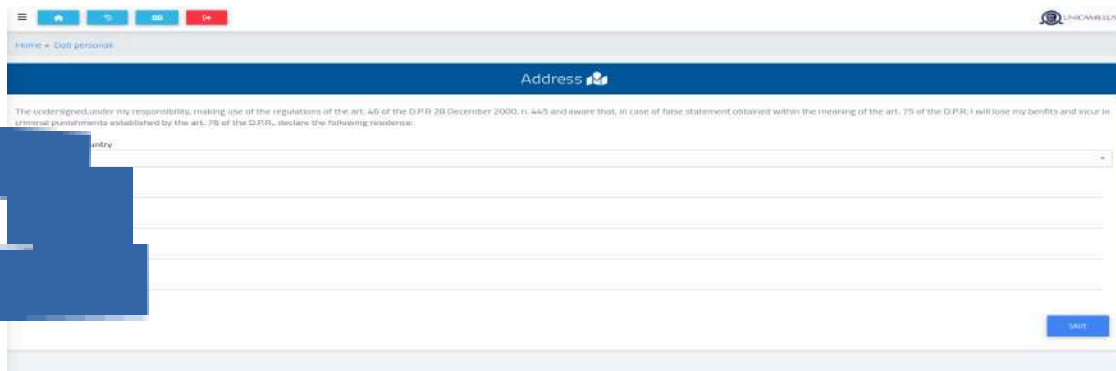
Please note: If you need to retrieve your credentials, email us at office@unicamillus.org specifying your name, surname and degree course.

5. In the “Personal Data” section enter or modify your personal data.

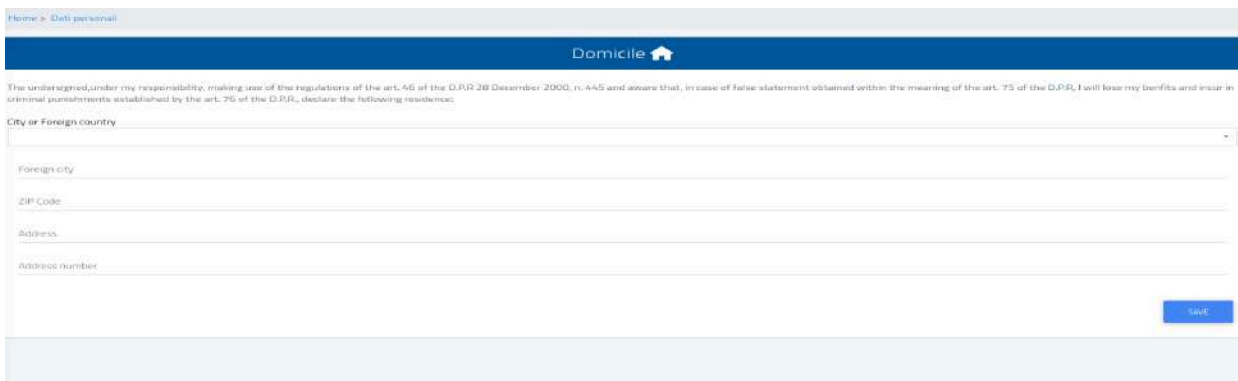




6. Click on “Residence” to enter your residential address. If you are a non-EU student, just select your country of origin in the local council section.



7. In the “Home” section you must enter your home address, which may be different from your residential address.



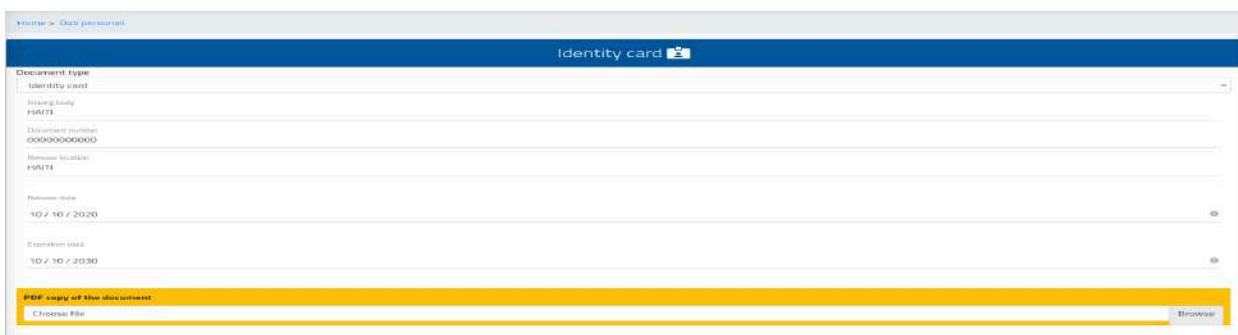
8. In the “Citizenship” section enter your citizenship.



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.



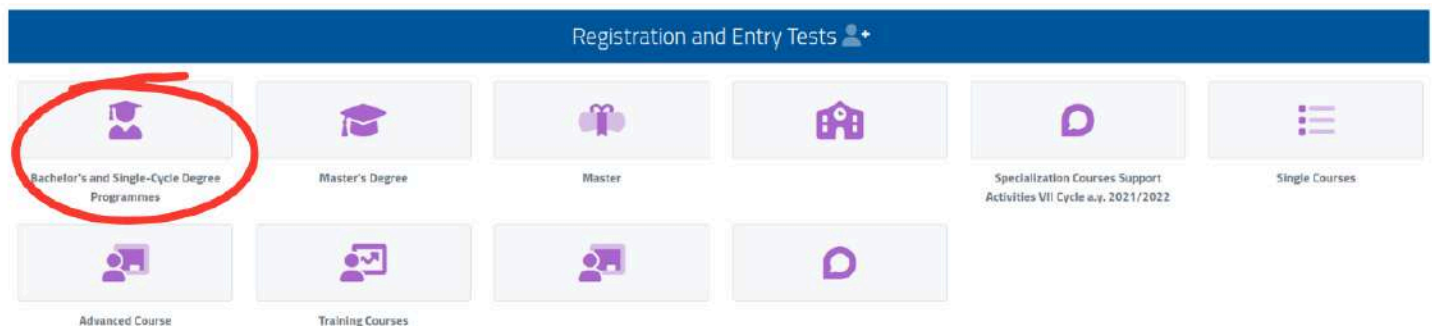
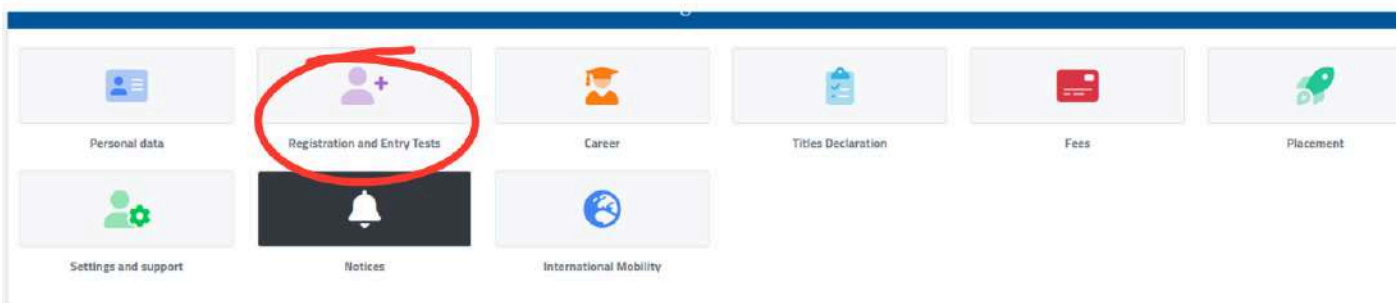
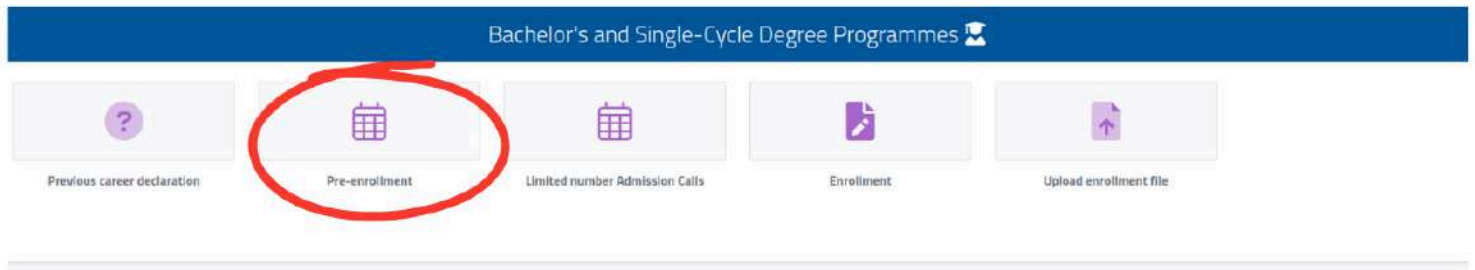
10. Click on “Identity document” to enter your personal document, e.g. ID card, passport, driver's license, etc.



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" > "Pre-Enrollment".

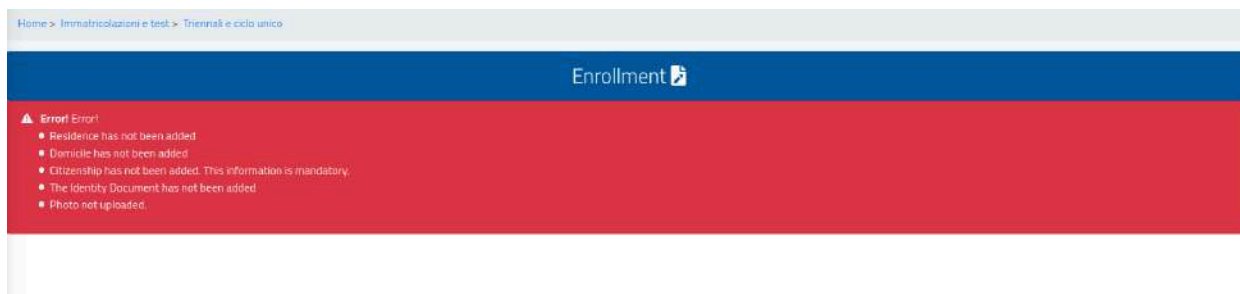




12. Select your course and click on the blue button in the right-hand side of the screen.

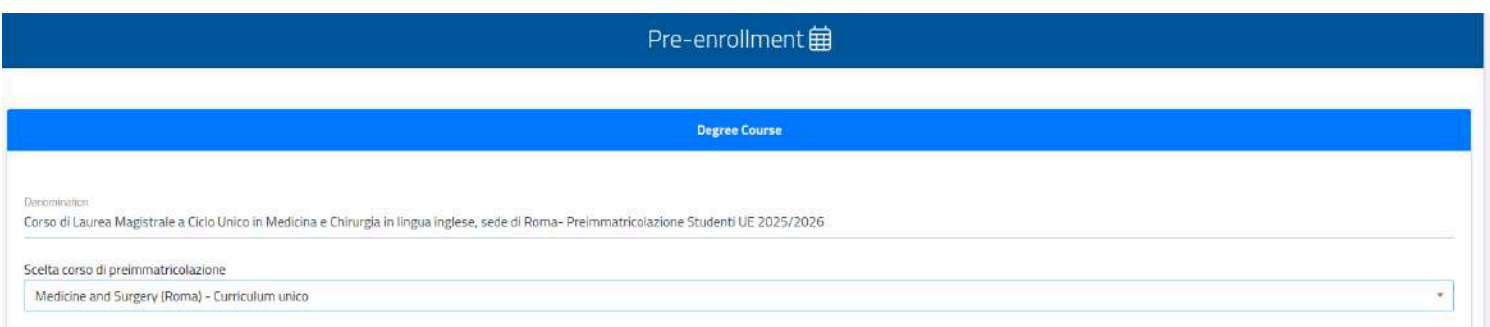


13. If the system shows this message in red, you will have to enter some missing personal data: go back to the home page, click on "Personal data," and enter the information requested in the "Residence," "Home," "Citizenship," "My Photo," and "Identity Document" sections.



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 "scelta corso di preimmatricolazione" section you will need to make your course selection for pre-enrollment. This selection is mandatory, and in its absence, you will not be able to submit the application for pre-enrollment.

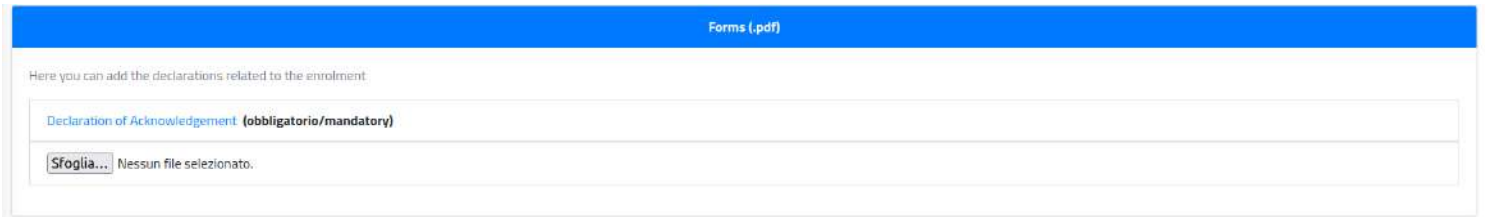


Please note: The course name must coincide with the name indicated under "denomination". If selection is made for a course to which you are not admitted, pre-registration will not be accepted.

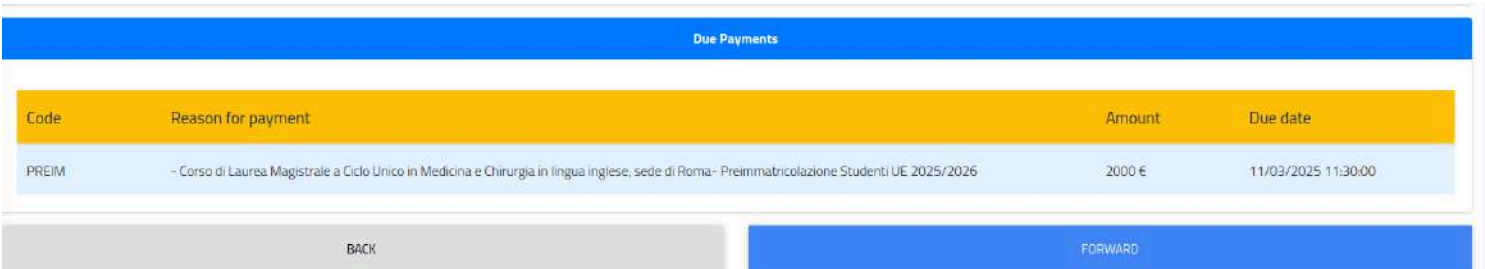
15. Below this step, you will find the "Forms" section: here you will need to download the provided

document (called [Declaration of Acknowledgement](#)), which must then be completed, dated, signed, and re-uploaded by clicking the gray "Sfoggia (Browse)..." button.

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

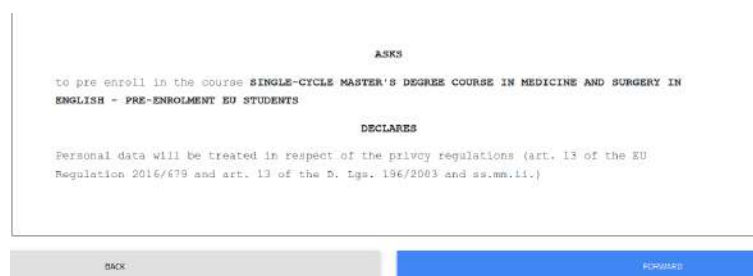


16. After uploading the document, you will find instructions on the amounts to be paid to complete the pre-enrollment process. To finalize the submission of your pre-enrollment application, click the blue 'Forward' button at the bottom right.



Code	Reason for payment	Amount	Due date
PREIM	- Corso di Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia in lingua inglese; sede di Roma- Preimmatricolazione Studenti UE 2025/2026	2000 €	11/03/2025 11:30:00

17. The system will automatically generate a pre-registration application for the course of interest, which must be submitted by clicking on the blue "Forward" 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 privacy regulations (art. 13 of the EU Regulation 2016/679 and art. 13 of the D. Lgs. 196/2003 and ss.mm.ii.)

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-enrollment, go back to the home page and click on "Fees" > "Payments".

Fees 



Payments



I.S.E.E.



Exemptions

19. In the "Payments" section, you will be able to view the required payments. After enrollment, this section will also display all the tuition fees and their related deadlines for the 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 ▾

By using Satispay, you will be able to pay the bill with a commission of only € 0.80.

Description	Amount (€)	Expiry	
<input type="checkbox"/> PREM - Corso di Laurea Magistrale a Ciclo Unico in Medicina e Chirurgia in lingua inglese, sede di Roma- Preimmatricolazione Studenti UE 2025/2026 <small>2025/2026</small>	2.000,00	11/03/2025	 
Total		2.000,00	

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 on the right-hand side you will be able to download a PDF file of the CBILL pay slip, containing all the information for payment. This can be used to make payment through home banking apps or from any Italian licensed store (post offices, banks, tabacchi, newsstands,



supermarkets, etc.).

20. The pre-enrollment procedure will be considered complete only after the successful payment.

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.

In case of technical difficulties, please send an email to office@unicamillus.org describing the issue encountered, possibly including screenshots.

Any requests for assistance or reports of technical issues encountered during the pre-enrollment procedure must be sent exclusively by email to office@unicamillus.org. 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.

ENROLLMENT: Please note that you must confirm your pre-enrollment by completing the enrollment procedure on the following dates:

From July 15, 2025, until 1:00 PM on July 22, 2025.

Failure to enroll will result in the immediate and definitive cancellation of the student's admission.

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: <https://cimea.diplo-me.eu/unicamillus/#/auth/login>
- Non-European students must also submit their **VISA or RESIDENCE PERMIT** before the start of the academic year.

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