



UNICAMILLUS

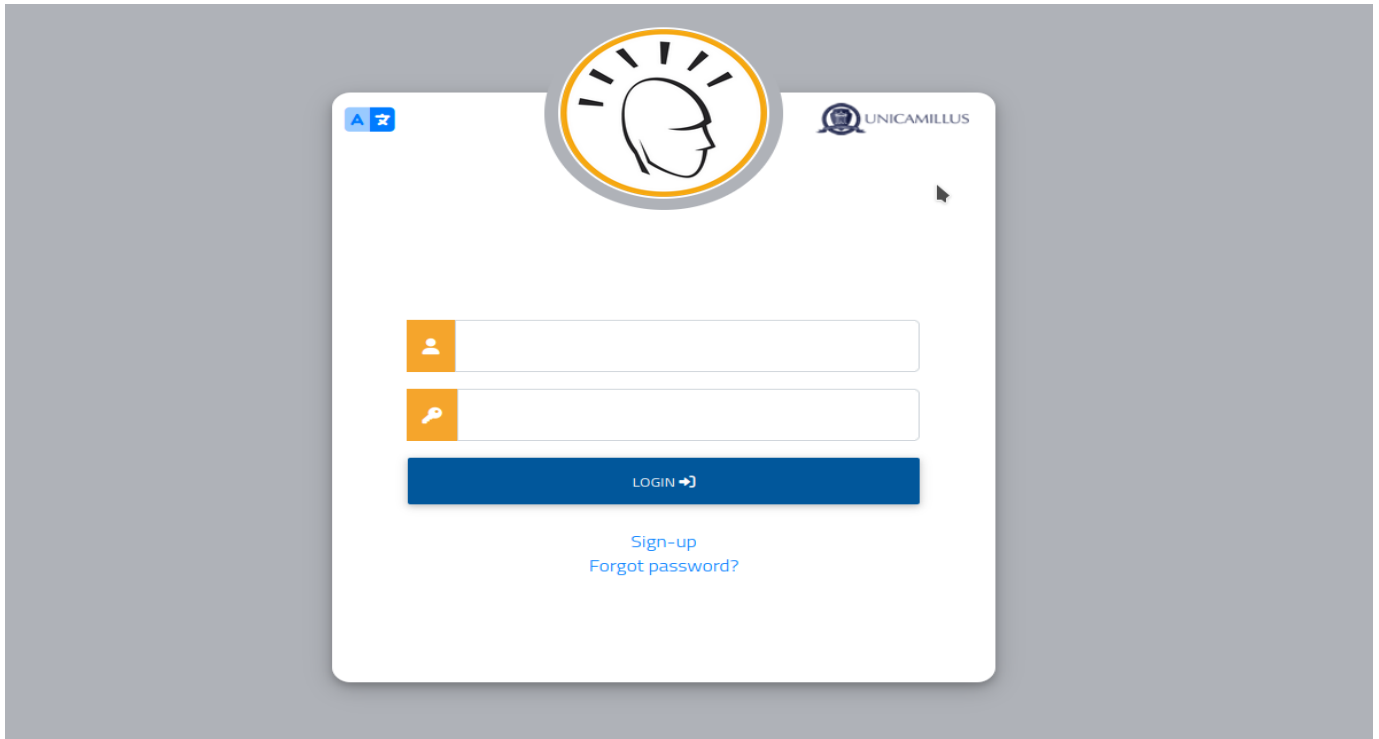
PRE-REGISTRATION GUIDE

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.


You must have the following documents with you before proceeding with registration:

- **Photo (maximum 30MB in .jpg or .png format)** - mandatory
- **Identification document (in PDF format)** - mandatory
- **Curriculum Vitae (in PDF format signed and dated)** - mandatory
- **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- if you have one of these documents you can attach it, otherwise as soon as you acquire it it should be sent to postlaurea@unicamillus.org prima of the end of the Master/Course classes
- **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.

1. Log in to the student portal (<https://unicamillus-studenti.gomp.it/Login/Index?ReturnUrl=%2f>) and register by clicking on the "Sign-up" button. **If you have already registered in our portal, please continue from step 4.**



2. You will be redirected to the registration page, where you will have to enter all your personal information, to be confirmed by clicking on the "Proceed" button. Foreign-born students will need to select the "Foreign State" option in the "Province of Birth" section and select the words "foreign student without tax ID number."

New Account  +

Name

Surname

Date of Birth
mm / dd / yyyy

Municipality or Foreign Country

Place of Birth

Gender
Select Gender

Taxpayer's code number

Place of Birth

Gender
Select Gender

Taxpayer's code number

Foreign student without tax code

Username
La username sarà inviata per mail a fine registrazione

Password

Confirm Password

Emergency question

Emergency answer

Emergency question

Emergency answer

E-Mail

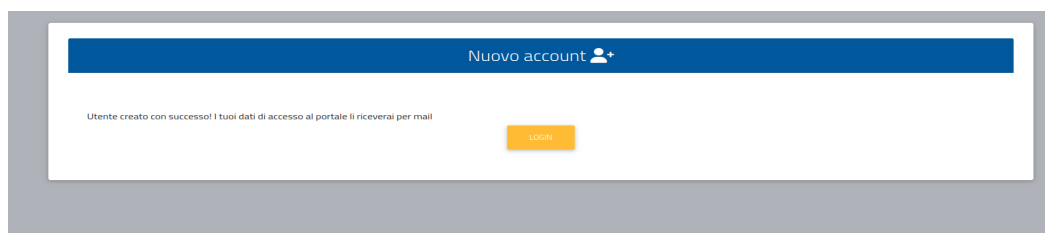
Phone Number

Mobile Number

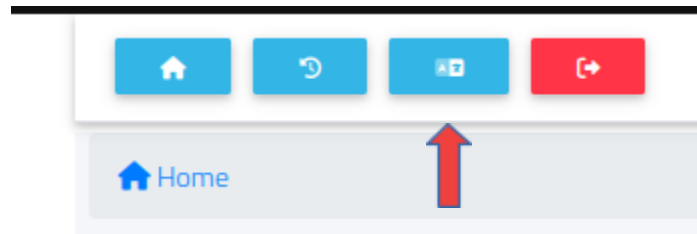
Privacy policy acceptance [Informativa privacy](#)
 I accept the privacy policy

LOGIN PROCEED

3. Once you have completed the registration process, you will be emailed the credentials to access your personal area, which you should keep carefully , if you do not receive them send an email to the address postlaurea@unicamillus.org .

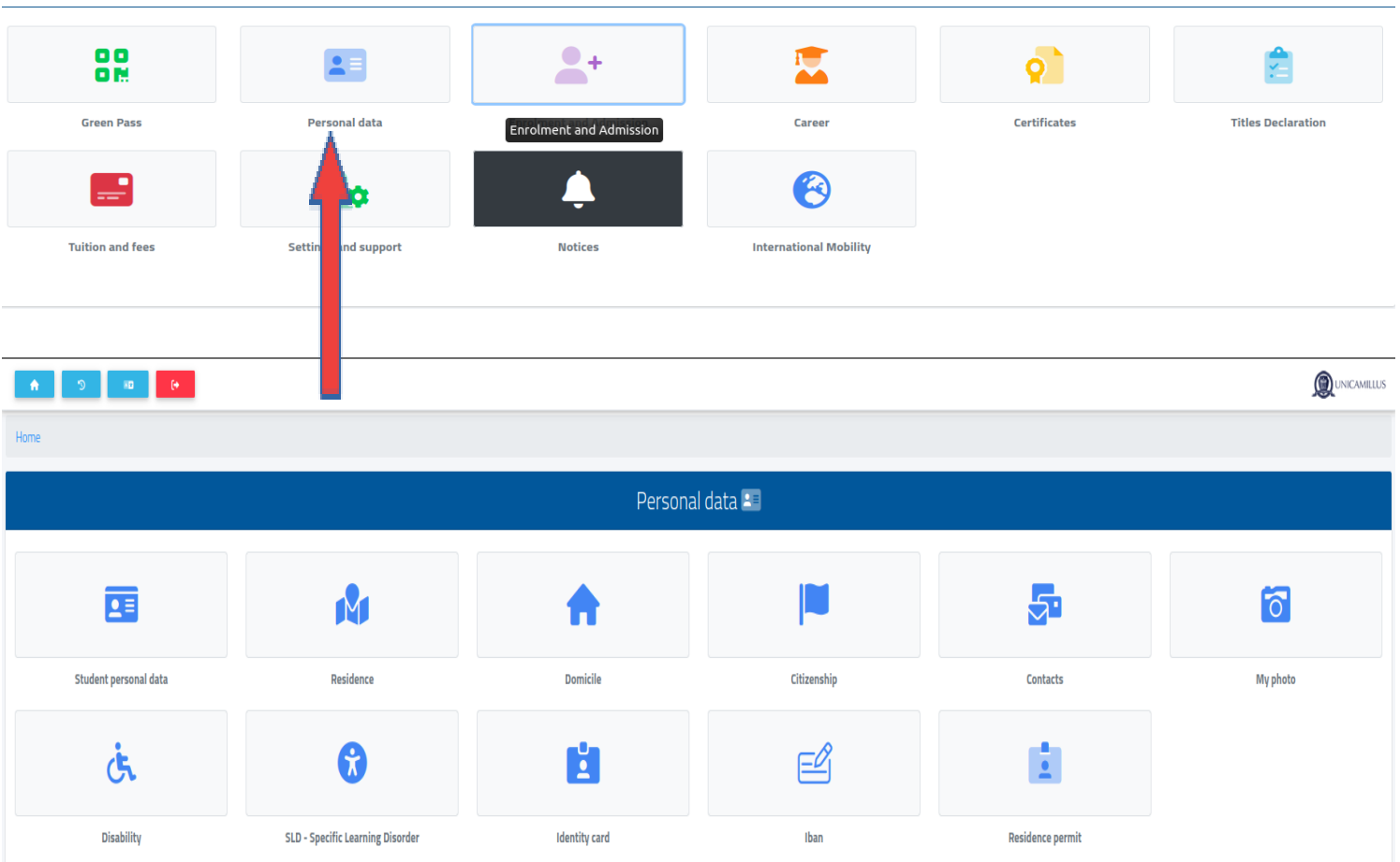


4. Log in with credentials to your personal area on the student portal (<https://unicamillus-studenti.gomp.it/Login/Index>). To change languages, click on the third blue button in the upper left corner.

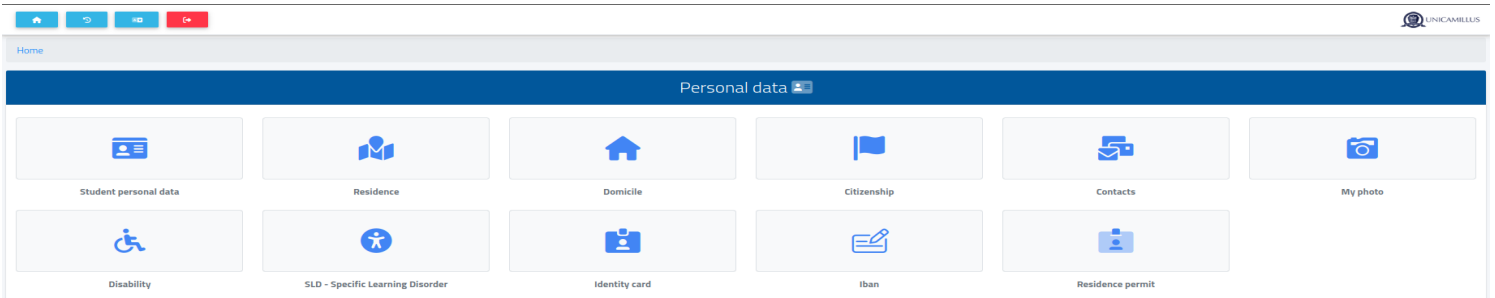


N.B. If you need to retrieve your credentials, please email us at postlaurea@unicamillus.org specifying first name, last name, admission course.

5. In the "Personal Data" section you can enter and/or modify your personal data. In case of an error in entering personal data send an 'email to the address postlaurea@unicamillus.org. The following must be entered in the "Personal Data" section: Residence, Domicile, Citizenship, Photo and ID, otherwise the system will freeze and will not let the procedure complete.

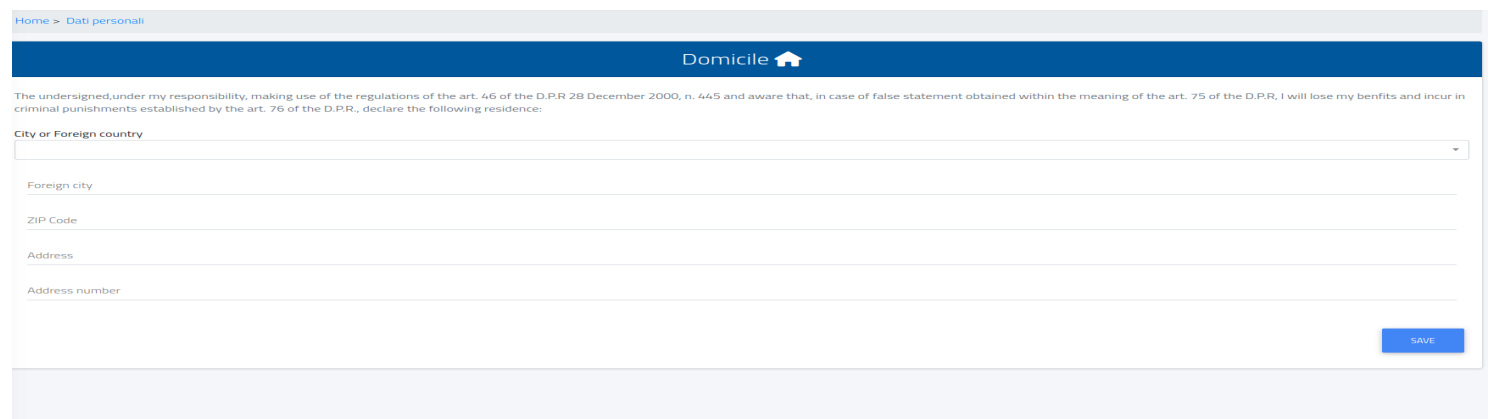


6. Click on "Residence" to enter your residential address. If you are a non-EU student, select your home country in the section on municipality.



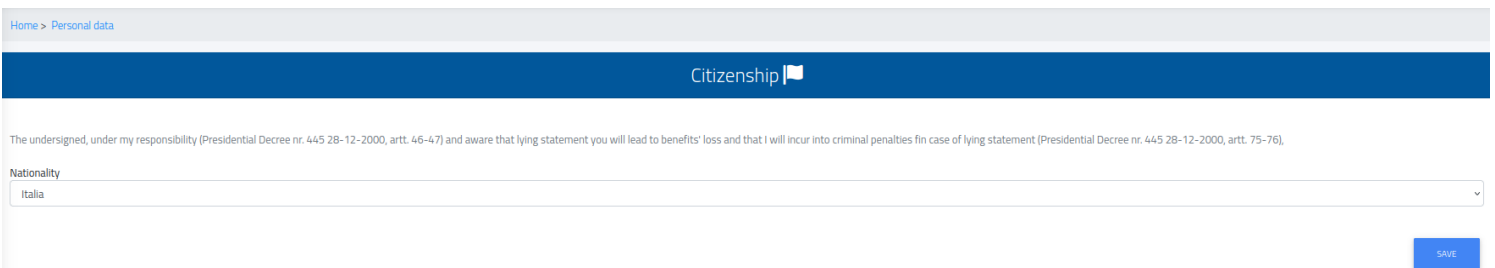
The screenshot shows a web interface with a top navigation bar containing icons for home, back, refresh, and a red notification icon. The main header is blue with the text 'Personal data' and a dropdown arrow. Below the header is a grid of ten white boxes, each with a blue icon and a label: 'Student personal data' (ID card), 'Residence' (person with house), 'Domicile' (house), 'Citizenship' (flag), 'Contacts' (envelope), 'My photo' (camera), 'Disability' (wheelchair), 'SLD - Specific Learning Disorder' (person with star), 'Identity card' (ID card), 'Iban' (document with pencil), and 'Residence permit' (ID card with star).

7. In the "Domicile" section you must enter your home address, which may be different from your residence address.



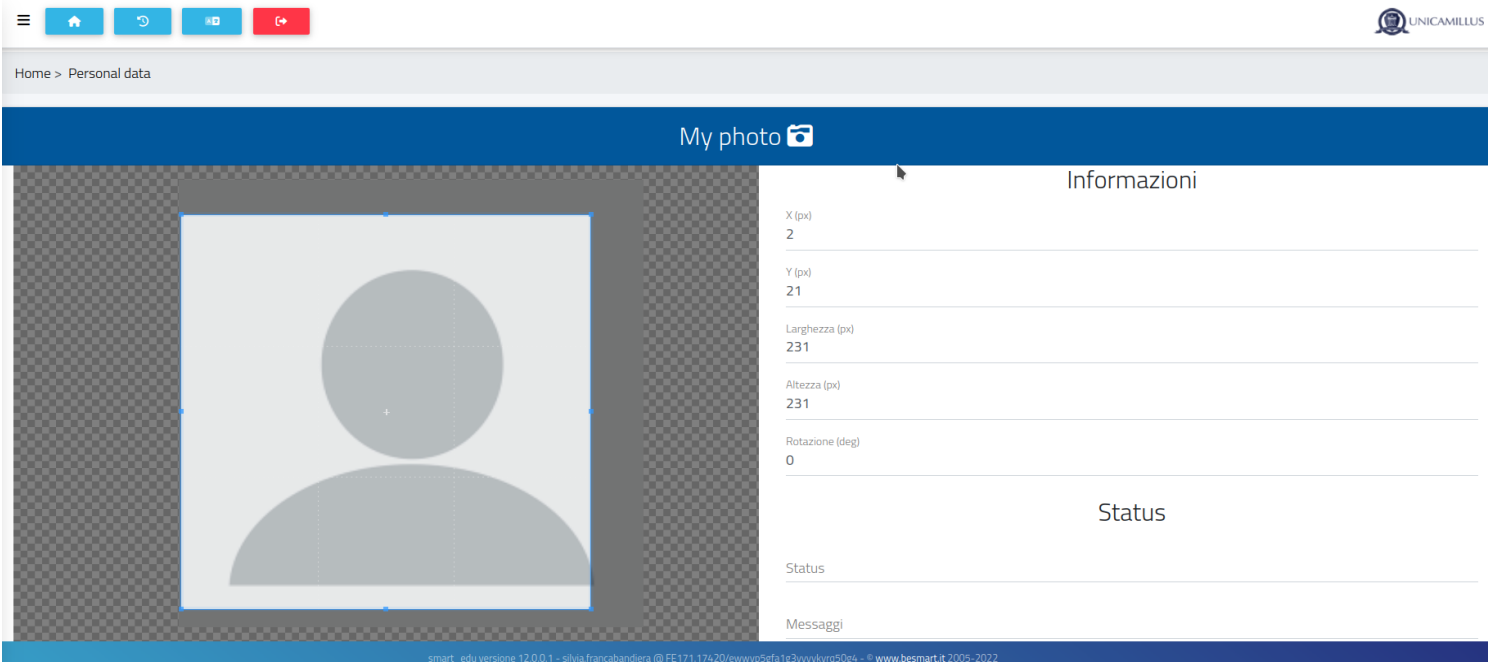
The screenshot shows the 'Domicile' form page. The header is blue with 'Domicile' and a house icon. Below the header is a disclaimer: 'The undersigned, under my responsibility, making use of the regulations of the art. 46 of the D.P.R. 28 December 2000, n. 445 and aware that, in case of false statement obtained within the meaning of the art. 75 of the D.P.R., I will lose my benefits and incur in criminal punishments established by the art. 76 of the D.P.R., declare the following residence:'. The form contains several input fields: 'City or Foreign country' (a dropdown menu), 'Foreign city', 'ZIP Code', 'Address', and 'Address number'. A blue 'SAVE' button is located at the bottom right of the form area.

8. In the "Citizenship" section you can enter your citizenship.

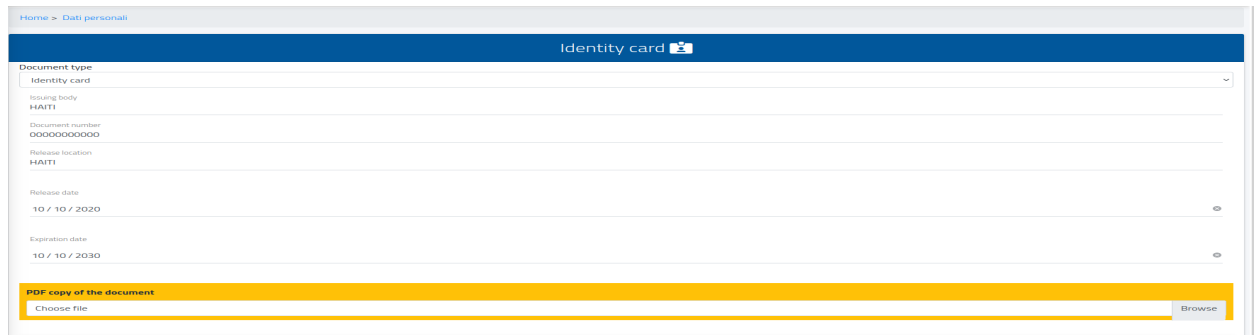


The screenshot shows the 'Citizenship' form page. The header is blue with 'Citizenship' and a flag icon. Below the header is a disclaimer: 'The undersigned, under my responsibility (Presidential Decree nr. 445 28-12-2000, artt. 46-47) and aware that lying statement you will lead to benefits' loss and that I will incur into criminal penalties fin case of lying statement (Presidential Decree nr. 445 28-12-2000, artt. 75-76),'. The form contains a 'Nationality' dropdown menu with 'Italia' selected. A blue 'SAVE' button is located at the bottom right of the form area.


9. In the "My Photo" section, you will need to upload a passport photo of yourself in .jpg or .png format, which will be shown on the left in your personal area, and which will be used for your badge.



10. Finally, click on "Identity Document" to enter your personal document in .pdf format, whether it is ID Card, Passport, Residence Permit, etc.



Home > Dati personali

Identity card 

Document type
Identity card

Issuing body
HAITI

Document number
0000000000

Release location
HAITI

Release date
10 / 10 / 2020

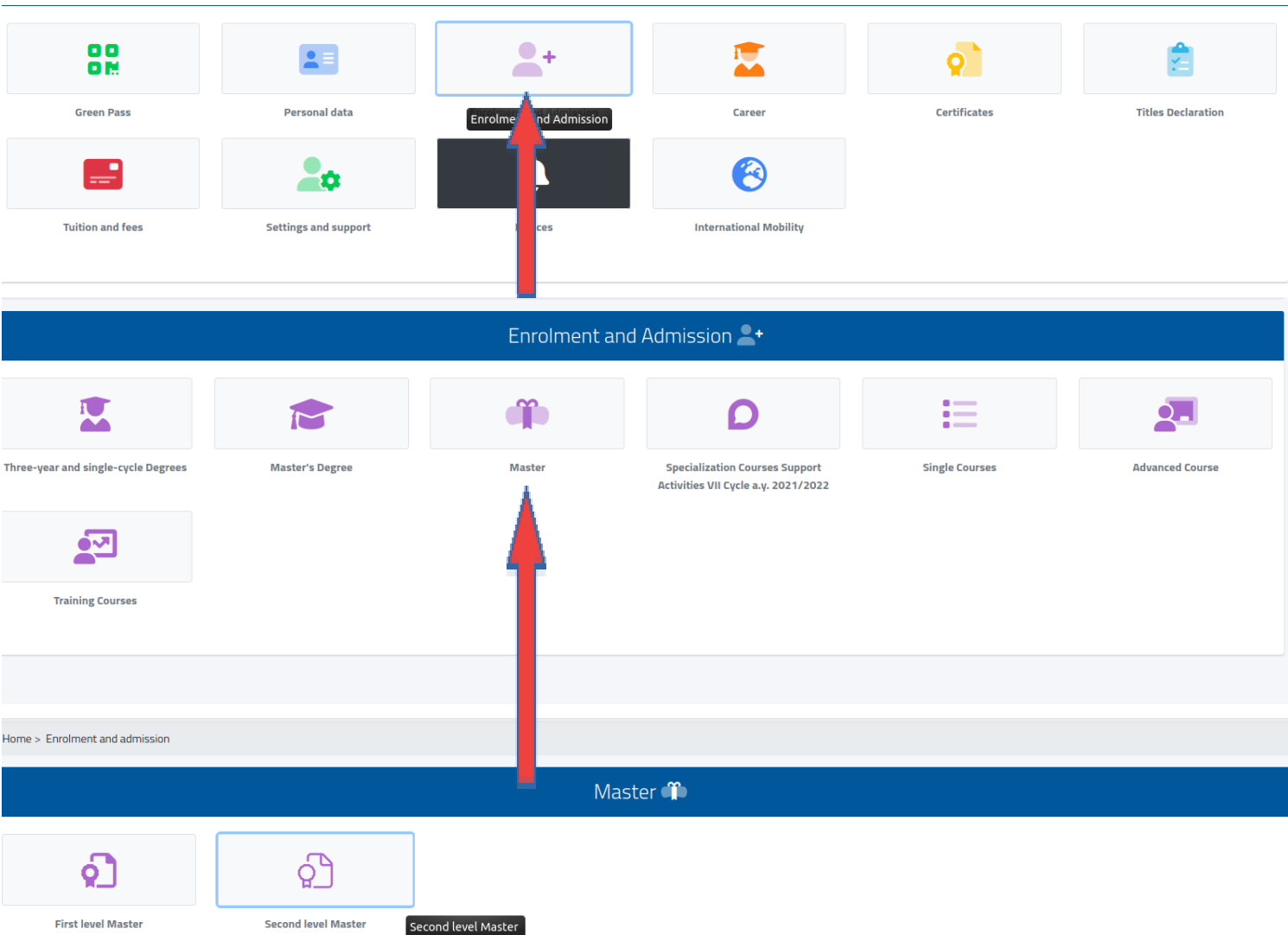
Expiration date
10 / 10 / 2030

PDF copy of the document

Choose file

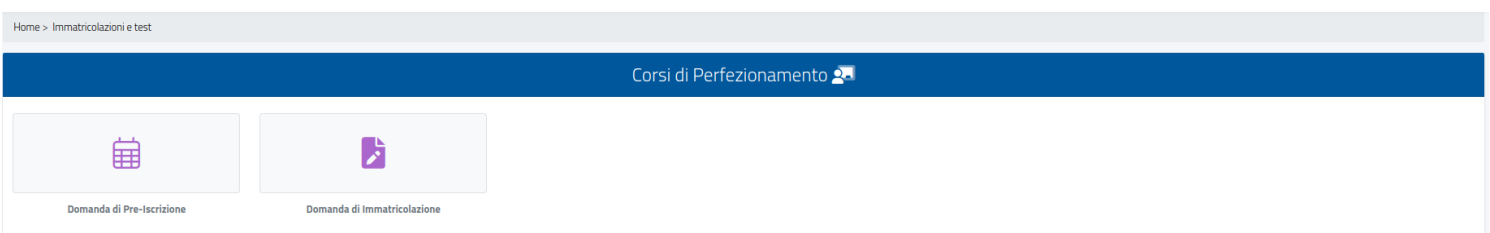
N.B. Students who would like to add a statement of disability and/or DSA (Specific Learning Disorder) can do so under "Personal Data">"Disability" and "Personal Data">"SLD"

11. After entering your personal information, return to the Homepage and follow the pathway "Enrolment and Admission"> "Advanced Course" or "Training Courses" >"Pre-Selection Procedure"> or "Enrolment and Admission">"Master">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Pre-Enrollment Application"



The screenshot shows a multi-step navigation process on the UniCamillus website. At the top, a grid of service tiles includes 'Enrolment and Admission', which is highlighted with a red box and a red arrow pointing to it. Below this, a blue header bar reads 'Enrolment and Admission'. Underneath, a row of course options includes 'Master', which is also highlighted with a red box and a red arrow. Below the 'Master' option, another row shows 'First level Master' and 'Second level Master', with the latter highlighted by a red box and a red arrow. The breadcrumb trail at the bottom of the page reads 'Home > Enrolment and admission' and 'Master'.

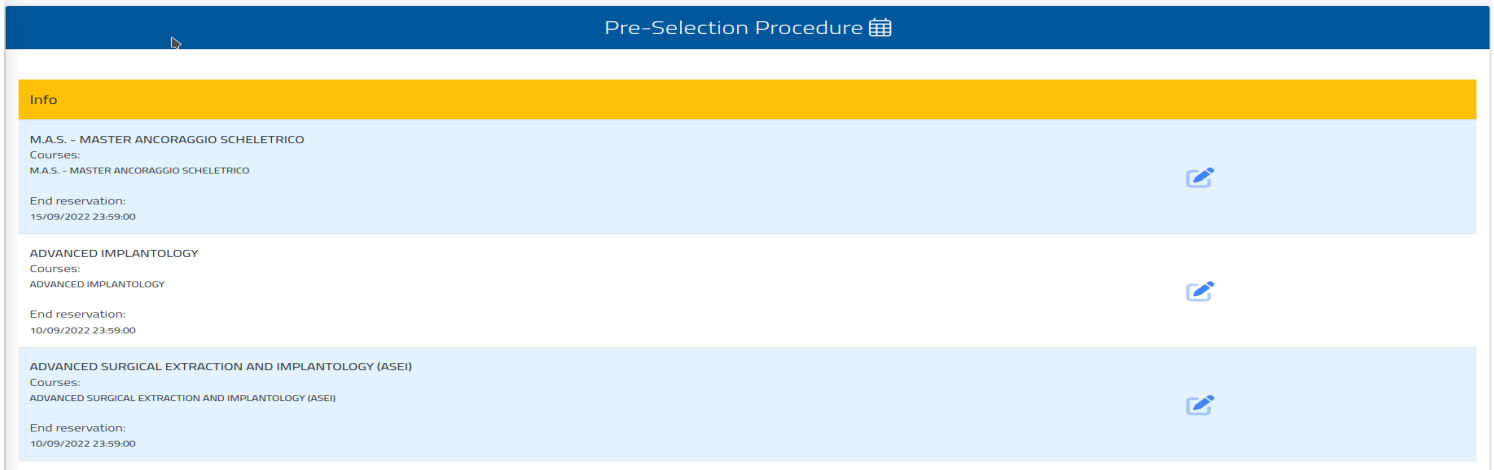
11.A Select "Pre-Enrollment Application"



The screenshot shows the 'Corsi di Perfezionamento' section of the website. The breadcrumb trail at the top reads 'Home > Immatricolazioni e test'. Below the header, there are two main options: 'Domanda di Pre-iscrizione' (represented by a calendar icon) and 'Domanda di Immatricolazione' (represented by a document icon).



12. Select the course you are interested in and click on the blue button to the right



Pre-Selection Procedure

Info

M.A.S. - MASTER ANCORAGGIO SCHELETRICO
 Courses:
 M.A.S. - MASTER ANCORAGGIO SCHELETRICO

End reservation:
 15/09/2022 23:59:00

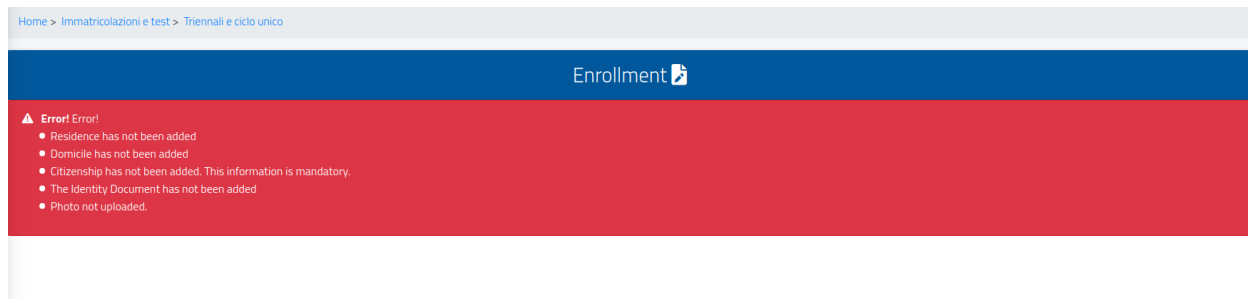
ADVANCED IMPLANTOLOGY
 Courses:
 ADVANCED IMPLANTOLOGY

End reservation:
 10/09/2022 23:59:00

ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)
 Courses:
 ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)

End reservation:
 10/09/2022 23:59:00

13. If the system shows this message in red, you will have to enter some missing personal data: go back to the Homepage, go to "Personal Data," and enter the required information in the sections "Residence," "Domicile," "Citizenship," "My Photo," and "ID Document."



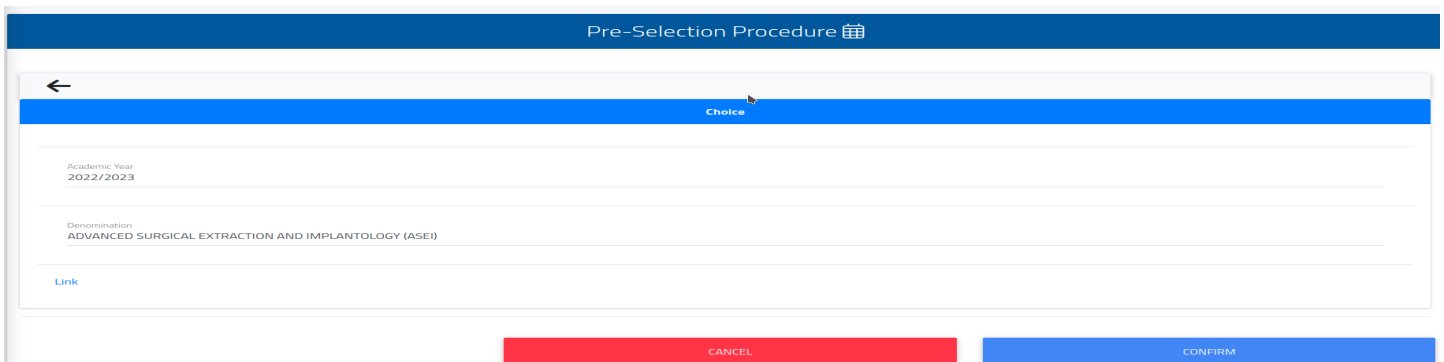
Home > Immatricolazioni e test > Triennali e ciclo unico

Enrollment

Error! Error!

- Residence has not been added
- Domicile has not been added
- Citizenship has not been added. This information is mandatory.
- The Identity Document has not been added
- Photo not uploaded.

14. After insert the missing personal date, and have done again the percourse: "Enrolment and Admission"> "Advanced Course" or "Training Courses" >"Pre-Selection Procedure"> or "Enrolment and Admission">"Master">"First level Master" or "Second level Master" (depending on the master's degree of interest)>"Pre-Enrollment Application" > Select the course you are interested in and click on the blue button to the right. At this point you will be shown a summary of the Master/Course of your interest, click on the "Confirm" button



Pre-Selection Procedure

← Choice →

Academic Year
 2022/2023

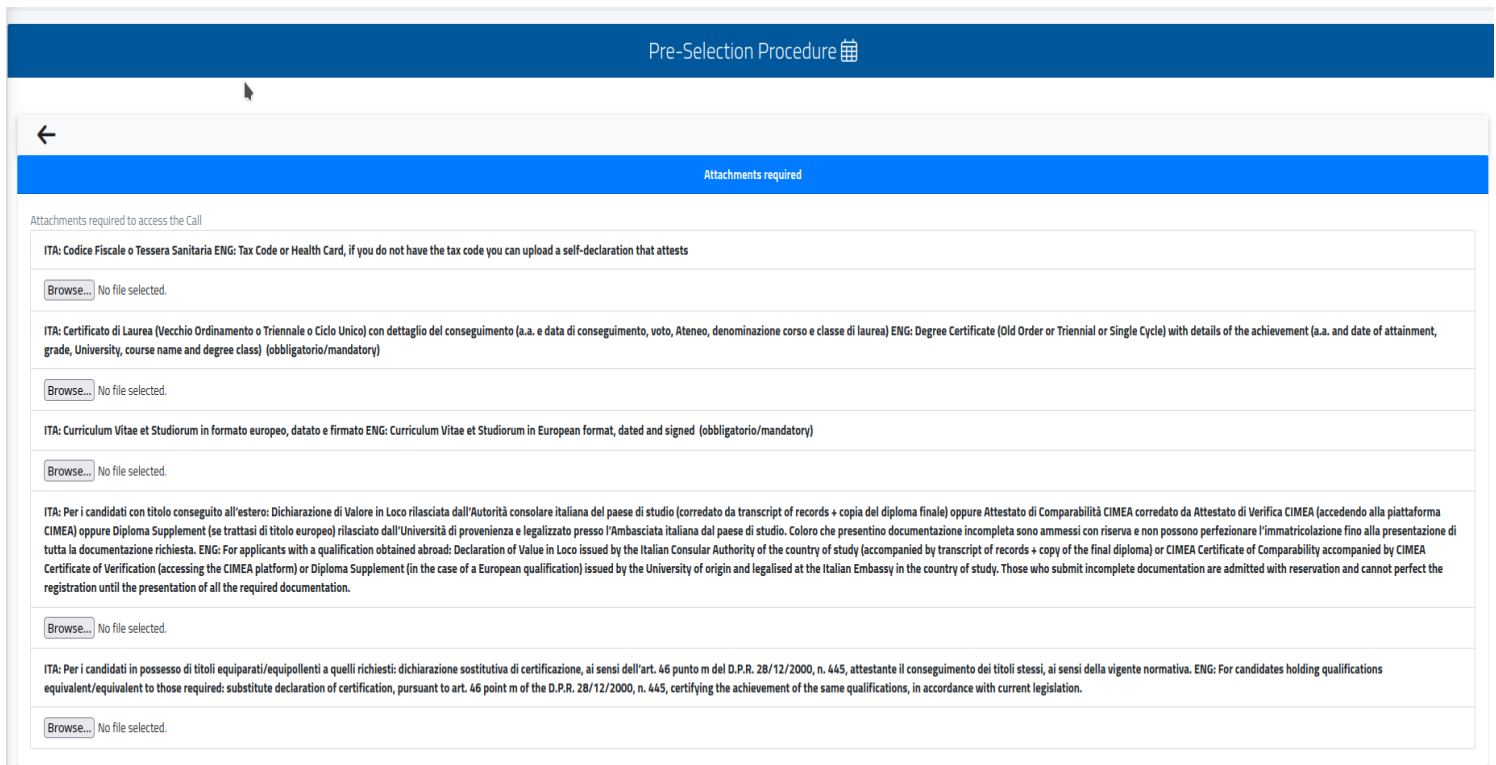
Denomination
 ADVANCED SURGICAL EXTRACTION AND IMPLANTOLOGY (ASEI)

Link

CANCEL CONFIRM

15. Enter the **required mandatory attachments**: Curriculum Vitae, Degree Certificate, Tax Code (for foreign students it will be sufficient to upload a signed self-certification stating that you do not have a tax code) .

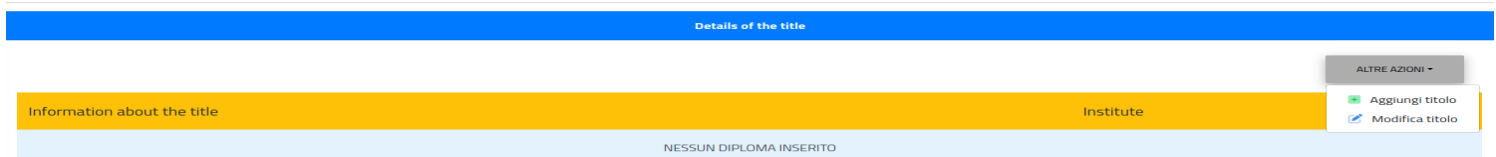
For applicants with a degree obtained abroad if you have one of the documents attesting to the equivalence of the degree you can upload it (Dichiarazione di Valore in Loco issued by the Italian Consular Authority of the country of study or CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification or Diploma Supplement for European degree), if you do not have at the time of pre-registration this document when you acquire it will have to be sent to the address postlaurea@unicamillus.org, This is to be done before the end of the Master/Course classes.



Scrolling down, you will find the section where you will enter the mandatory data related to your **bachelor's degree** and **high school diploma**.

You will not be able to proceed with matriculation if these details are not filled in.

- 15.A Enter the **Secondary School Diploma** in the "**Extremes of Entry Title**" section by clicking on "Other Actions "and "Add Title">"Confirm". If you need to change the data, click on "Other Actions">"Edit Title."



- **High school diploma obtained in Italy:**

Add the details of the title

Institute Details

Foreign institution

Institute Name

Title Information

Title Denomination

Year

Grade

Base Grade

Cum Laude

- Institute name (example: To find the institute "Giosuè Carducci" in Volterra, just type the word "Carducci" and select the correct institute in the city of Volterra from the dropdown)
- Title name (example: for "scientific high school" or "classical high school" write one word "scientific" or "classical" and of for "scientific high school" or "scientific baccalaureate" and select the full name of the title name from the drop-down)
- School year of achievement (example: 2009/2010)
- Final grade (in the item "Grade" indicate the grade achieved, in the item "Grade base" indicate the maximum grade, in the case of Italian diploma obtained before the academic year 1997/1998 grade base 60, in the case of Italian diploma obtained since the academic year 1998/1999 grade base 100)

- **High school diploma earned abroad:** as first thing, flag the check mark on the square shown next to "Foreign/Unlisted Institute" then fill in the data as below:

Add the details of the title

Institute Details

Foreign institution

Province of the Institute

Municipality or Foreign Country

Foreign Institute Denomination

Address of the institute

Institute Street Number

ZIP code

Title Information

Title Denomination

Year

Grade

Base Grade

Cum Laude

- Province of the Institute (click on the string and type a single word "Foreign" and select "Foreign Country")
- Municipality or foreign country (click on the string and write one word and select the country of interest, example: for "United Kingdom" write "United" and select the country of interest)
- Foreign institute denomination (write the name of the institution)
- Address of the Institute
- Institute street number
- ZIP code
- Title denomination (write "foreign" and select "Foreign Diploma")
- Year (click on the string and select your academic year of achievement, example :2014/2015)
- Grade and Base Grade (write down the grade you earned and the maximum grade obtainable)

- 15.B Enter the **University Title** in the section "**Select the title earned. It must be one of the qualifications provided for access to the degree program**" by clicking on "Other Actions "and "Add Title">"Confirm". If you need to change the data, click on "Other Actions">"Edit Title." NB. Under the blue string there are the Degree Classes required to access the Master/Course, if your degree title is different send an email to postlaurea@unicamillus.org asking if it is accepted for the Master/Course of your interest, otherwise the system not recognizing the class will not let the procedure finish.

Seleziona il titolo conseguito. Deve essere uno dei titoli previsti per l'accesso al corso di laurea

Classi ammesse: LM-46 Odontoiatria e protesi dentaria, 52/5 Specialistiche in odontoiatria e protesi dentaria, L/SNT3 Professioni sanitarie tecniche, L/SNT1 Professioni sanitarie, infermieristiche e professione sanitaria ostetrica

ALTRE AZIONI ▾

Anno accademico	Dettagli	Voto
NESSUN TITOLO UNIVERSITARIO		

- **Bachelor's degree obtained in Italy:**

Main data of the academic qualification

Academic Year (xxxx/yyyy es. 2013/2014)*

Date of achievement (gg/mm/aaaa es. 01/12/2010)*
mm / dd / yyyy

University* Foreign University

Course of Study*
Course of Study

Type of Title*

Degree Class*

— The fields with the * are mandatory

Final mark or result

Activate if the degree has an evaluation but not a grade

Grade*

Base grade*

Cum Laude

Weighted average of exams
---/---

— The fields with the * are mandatory

Attachment

Browse... No file selected.

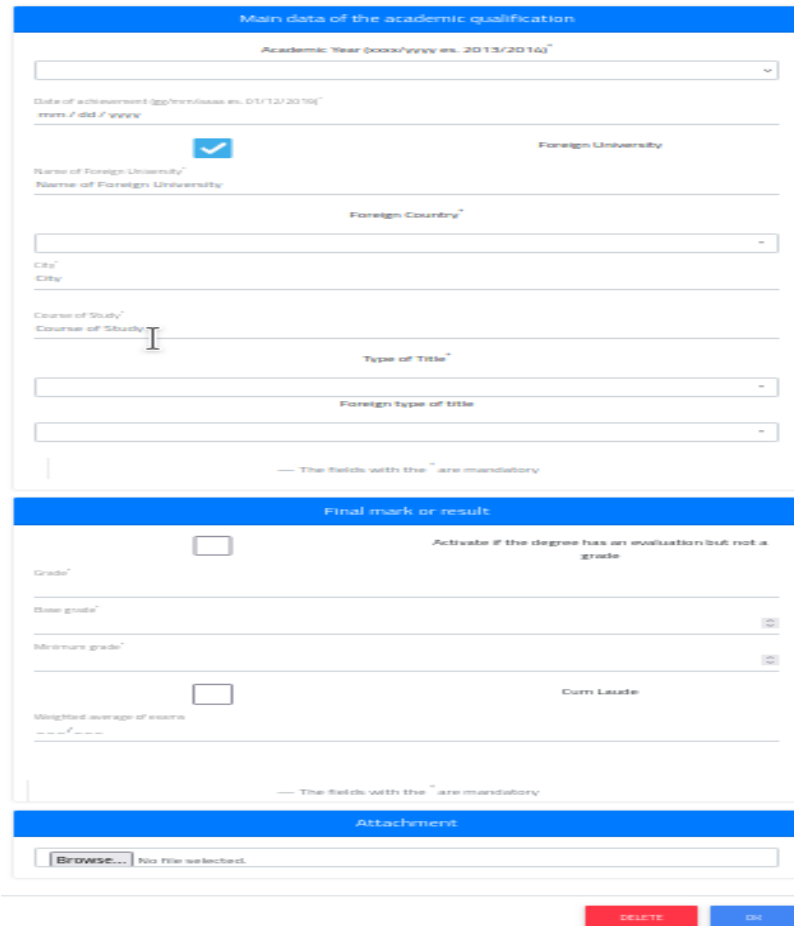
DELETE
OK

- Academic Year (click on the string and select your academic year of achievement, example :2014/2015)
- Date of achievement (write date of graduation month/day/year example 05/31/2015)
- University (write one word , the city of the university, only one word, of the full name, example: for Tor Vergata University of Rome write "Rome" and select the full name from the drop-down menu)
- Course of study (write title of degree earned, example: Bachelor's Degree in Medicine and Surgery)
- Type of Title (starting to type a word example: type "Triennial" for Bachelor's Degree, type "Master's" for Master's Degree , type "Old" for Old Degree, a drop-down will come out and select the desired item)
- Degree class (enter the class of your degree, if you do not have this information just Google "Graduating class medicine and surgery" and the designated class will come up)

examples:

- for Bachelor of Science in Nursing/Obstetrics write L/SNT1, for Master of Science in Nursing/Obstetrics LM/SNT1,
- for Master's degree in medicine/obstetrics new system write LM-41 old system write 46/S,
- for Master's Degree in Dentistry new system write LM-46 old system write 52/S,
- for Bachelor's Degree in Speech Therapy write L/SNT2,
 - for Degree in Technical Health Professions write L/SNT3, for master's degree write LM/SNT3,
 - for Degree in Health Professions of prevention write L/SNT4, for magistral write LM/SNT4
- Final mark or result (In the "Grade" field, write the grade of your completed degree, in the "Base Grade" item, indicate the maximum grade expected)
- Attachment (upload PDF degree certificate issued by the university where you received your degree, in case you do not have this please note that the universities usually deliver it via email in a few days, otherwise upload a dated and signed self-certification in which you indicate university name, type of degree, degree course, degree class, academic year, date of graduation and grade) PLEASE NOTE: Parchment is not sufficient as it does not contain the data required by the Ministry of Education.

- **Foreign University Degree:** as first thing, flag the check mark on the square shown next to "Foreign University" then fill in the data as below:



- Academic Year (example: 2014/2015)
- Date of achievement (example 01/05/2015)
- Name of Foreign University (write full name of the Athenaeum, example: Our Lady of Good Counsel University)
- Foreign country (starting to type your country will bring up a drop-down, select the country of your university)
- City (write city athenaeum)
- Course of study (write title of degree earned, example: Bachelor's Degree in Medicine and Surgery)
- Type of title (start typing "Foreign" will bring up a drop-down select "Foreign Degree")
- Foreign Type of title (writing your country will come out the types provided by it, select your own, example : writing "UK" I select "Ordinary/pass/general bachelor degree-United Kingdom")
- Final mark or result (In the "Grade" field, write the grade of your earned degree, in the "Grade base" item, indicate the maximum

- grade expected , in the “Minimun grade” write the minimun grade expected)
- **Attachment** (upload PDF degree certificate issued by the university where you received your degree, in case you do not have this please note that the universities usually deliver it via email in a few days, otherwise upload a dated and signed self-certification in which you indicate university name, type of degree, degree course, degree class, academic year, date of graduation and grade) PLEASE NOTE: Parchment is not sufficient as it does not contain the data required by the Ministry of Education).

16. After entering your Degree and Diploma information, download all the documentation required for pre-registration in the "Announcement Templates to download fill in and upload" section:

Student's Contract (mandatory)

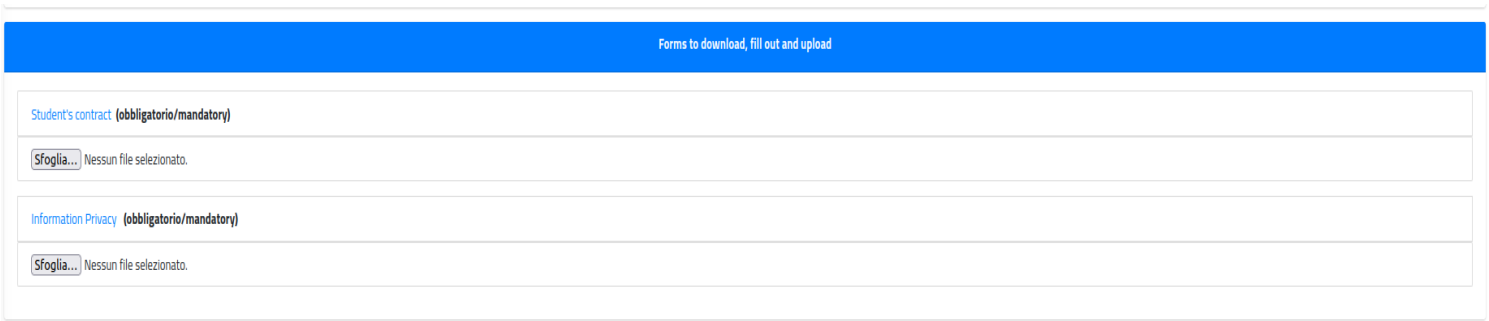
Privacy Policy Form (mandatory)

To download the 2 files click on these blue headings, fill them in all its fields, sign them, scan them and upload them in PDF format. Making sure the file size does not exceed 30MB.

To upload a file, click on the gray "Browse" button and select a file in .pdf format

Once uploaded, click on the "Save" button

In the section “Language of the exam” don't worry if there's write ITA, if on website of UniCamillus there's write English, is that the language of the Master/Course, this is an error of Gomp portal.



Forms to download, fill out and upload

Student's contract (obbligatorio/mandatory)

Sfogliala... Nessun file selezionato.

Information Privacy (obbligatorio/mandatory)

Sfogliala... Nessun file selezionato.

It will not be possible to proceed with pre-registration if all mandatory documents have not been completed and uploaded.

17. After this step, you will find listed any payments expected for pre-enrollment, and you will be able to submit the application by clicking on the blue "Confirm" button. You will then be redirected to the pre-enrollment application receipt, which you will need to confirm by clicking the blue "Confirm" button at the bottom right again. You can download the receipt by clicking on the blue "Download Receipt" button.

Payments			
Code	Payment Description	Amount	Expiration
MASTER1	FIRST INSTALLMENT	3000 €	20/01/2023
BOLLO	BOLLO IMMATRICOLAZIONE	16 €	20/01/2023
BOLLO PERGAMENA	BOLLO PERGAMENA	16 €	20/01/2023
SEGRETERIA	DIRITTI DI SEGRETERIA	18 €	20/01/2023


BACK
CONFIRM

Home > Immatricolazioni e test > Triennali e ciclo unico

Domanda di immatricolazione

Ricevuta della domanda di immatricolazione

La domanda di immatricolazione è stata inviata con successo il giorno 25/06/2021 alle ore 15:42, con numero di invio 331659.11 e codice di autentica 5BC1198AB708DA8BF65054ED5005B723F78C39DC9E0442A2F79C26103CA498



SCARICA LA RICEVUTA

18. If pre-registration involves payments, go back to the Homepage and follow the path "Tuition and fees">"Payments"

Home

Green Pass

Personal data

Enrolment and Admission

Career

Certificates

Titles Declaration

Tuition and fees

Settings and support

Notices

International Mobility

Home

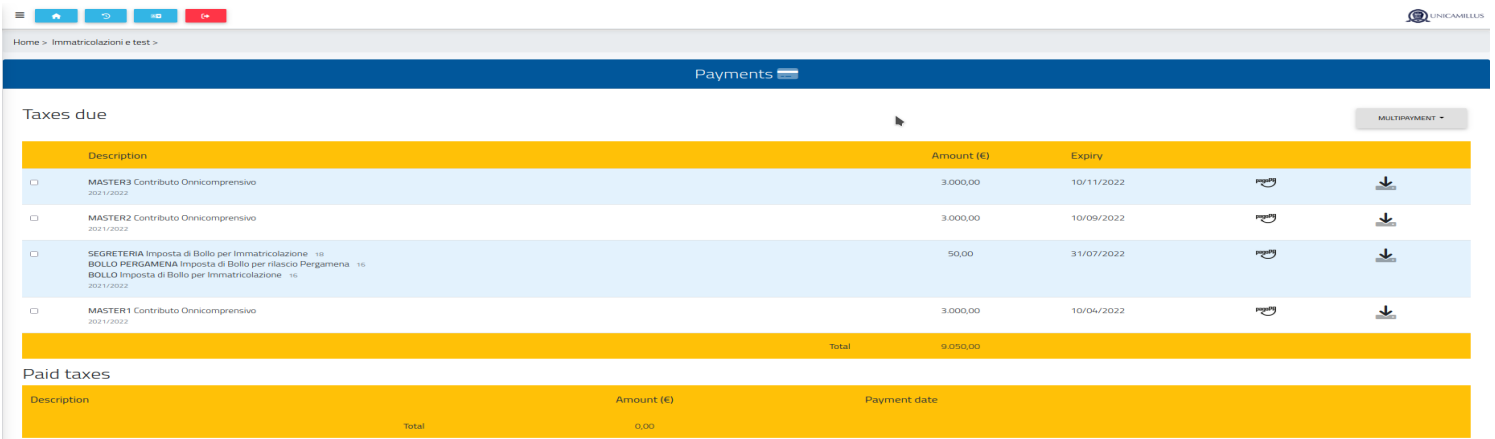
Tuition and fees

Payments

I.S.E.E.

Exemptions

19. In the "Payments" section you can view payments and their due dates, and pay the amounts by checking the box to the left of the installment of interest and selecting the payment method.



Description	Amount (€)	Expiry
<input type="checkbox"/> MASTER3 Contributo Onnicomprensivo 2021/2022	3,000.00	10/11/2022
<input type="checkbox"/> MASTER2 Contributo Onnicomprensivo 2021/2022	3,000.00	10/09/2022
<input type="checkbox"/> SEGRETERIA Imposta di Bollo per Immatricolazione 15 BOLLO PERGAMENA Imposta di Bollo per rilascio Pergamena 15 BOLLO Imposta di Bollo per Immatricolazione 15 2021/2022	50.00	31/07/2022
<input type="checkbox"/> MASTER1 Contributo Onnicomprensivo 2021/2022	3,000.00	10/04/2022
Total	9,050.00	

Description	Amount (€)	Payment date
Total	0.00	

19.a Click on the "pagoPA" button and you will be redirected to the pagoPA website, where you can pay via PayPal, Satispay, debit/credit/debit card, or by entering your bank account information.



19.b By clicking on the button to the right you can download the PDF file of the CBILL bulletin, containing all the payment information, which you can use to pay from home banking apps or at any affiliated business in Italy (post offices, bank counters, tobacconists, newsstands, supermarkets, etc.).



20. Once payment is made, the pre-registration process will be finished.

Following the closing of pre-registration, you will receive an email from the secretariat (postlaurea@unicamillus.org) notifying you of the activation of the Master/Course and registration information, or if it is not activated due to failure to reach the minimum number of enrolled students, you will still be notified by email
FOR ANY PROBLEMS YOU ARE INVITED TO CONTACT THE MASTER SECRETARIAT AT +39 06400640 OR BY EMAIL AT postlaurea@unicamillus.org