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

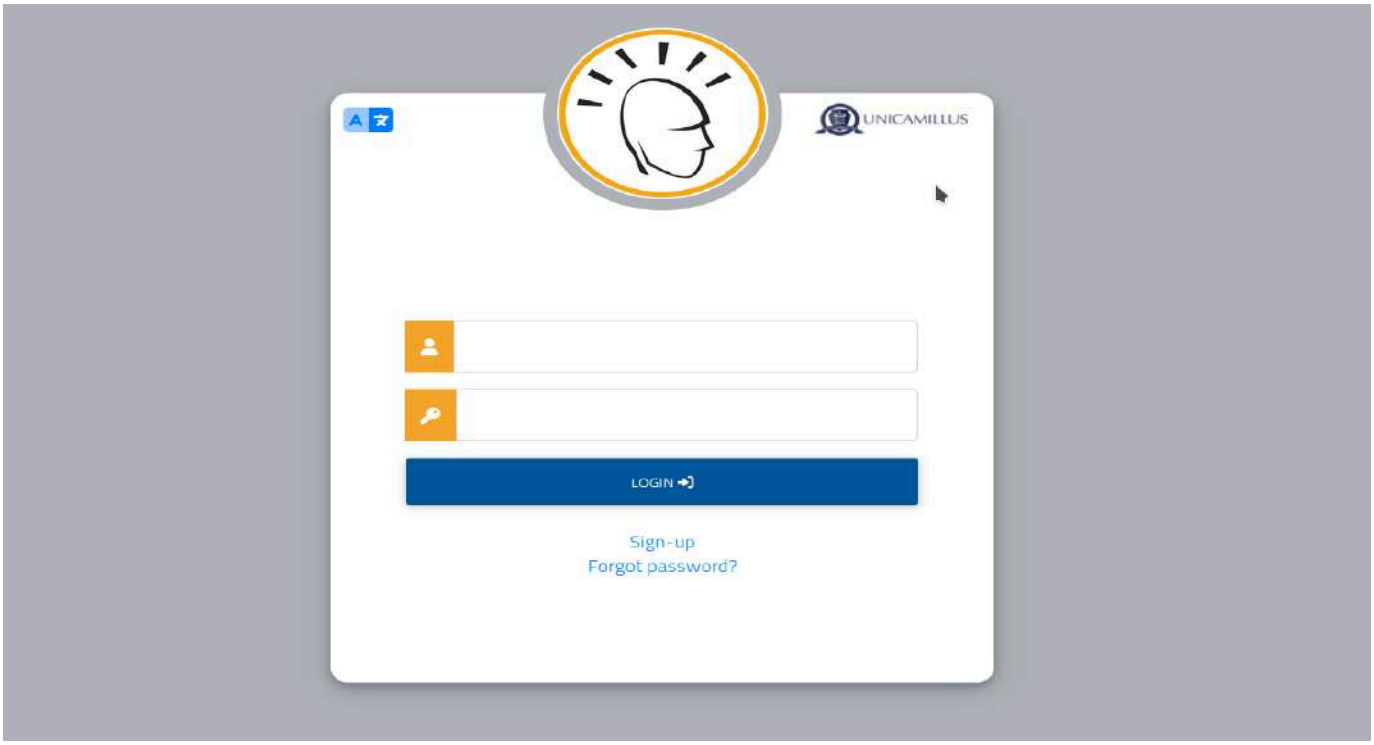
- **Health Card**- mandatory for Italian students, for foreign students it will suffice to upload a signed self-certification stating that you do not have a social security number.

-**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

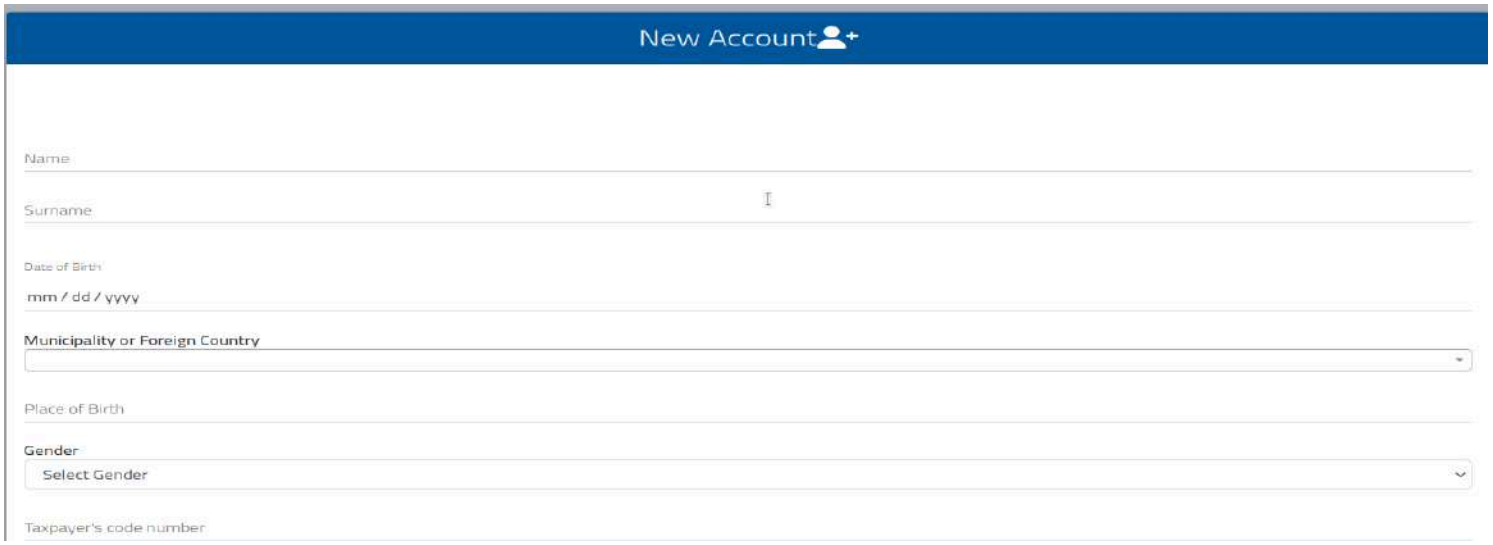
- **High School Diploma Data with details of achievement** (High School, address, academic year and grade)

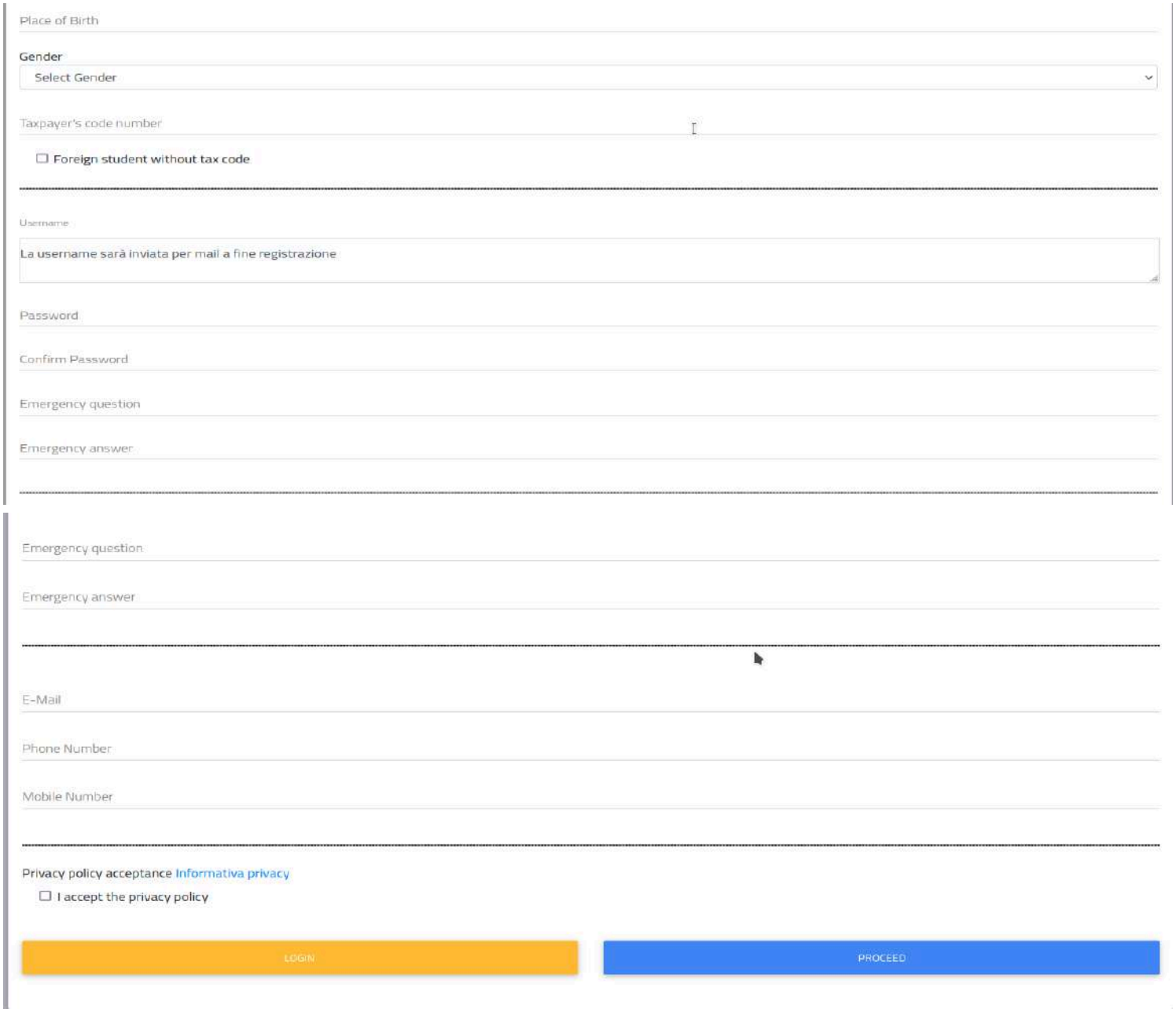
- **PDF and Data of the signed and dated Certificate/Autocertification of Graduation obtained with detail of achievement** (University, type of Degree, Degree Course, Degree Class, Academic Year, date of achievement and grade). N.B. The parchment is not sufficient as it does not contain the required 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.**

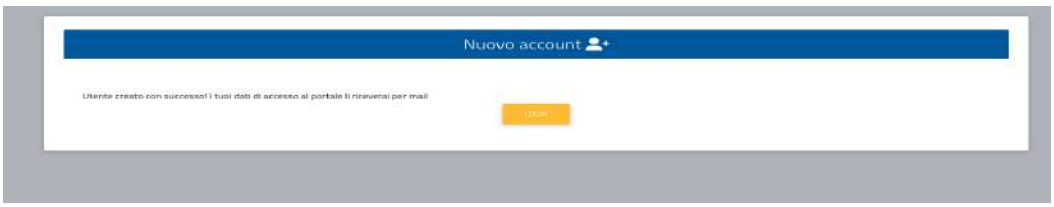


2. You will be redirected to the registration page, where you will have to enter all your personal information, to be confirmed by clicking on the "Proceed" button. Foreign-born students will need to select the "Foreign State" option in the "Province of Birth" section and select the words "foreign student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

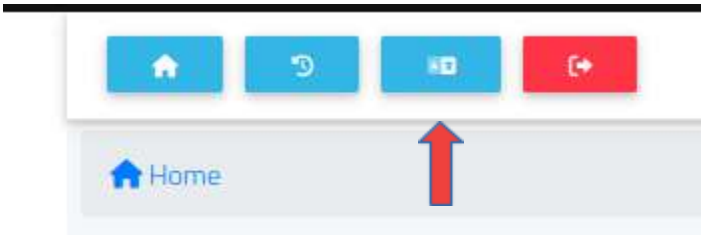




3. Once you have completed the registration process, you will be emailed the credentials to access your personal area, which you should keep carefully , if you do not receive them send an email to the address postlaurea@unicamillus.org .

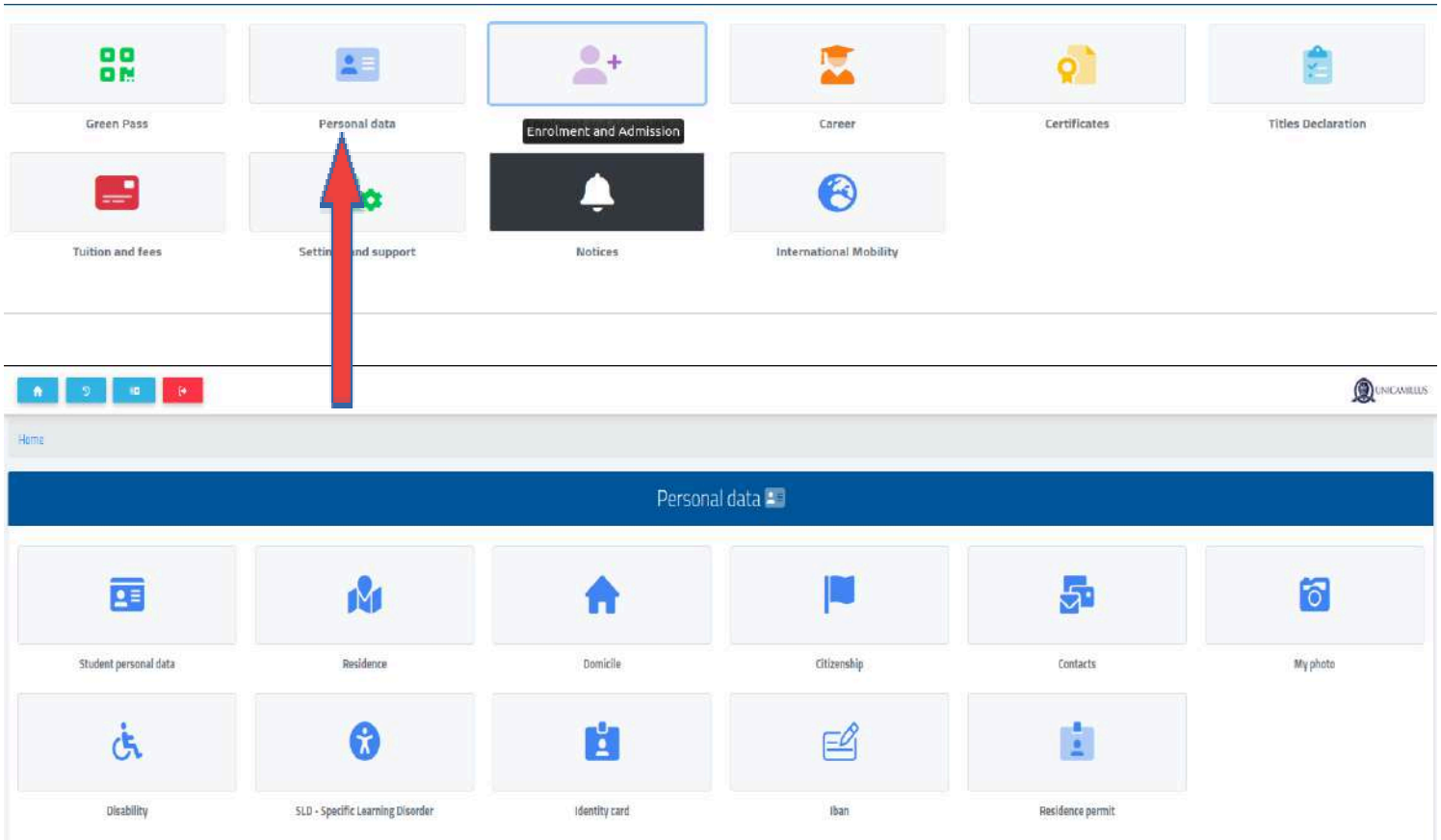


4. Log in with credentials to your personal area on the student portal (https://unicamillus-studenti.gomp.it/Login/Index). To change languages, click on the third blue button in the upper left corner.

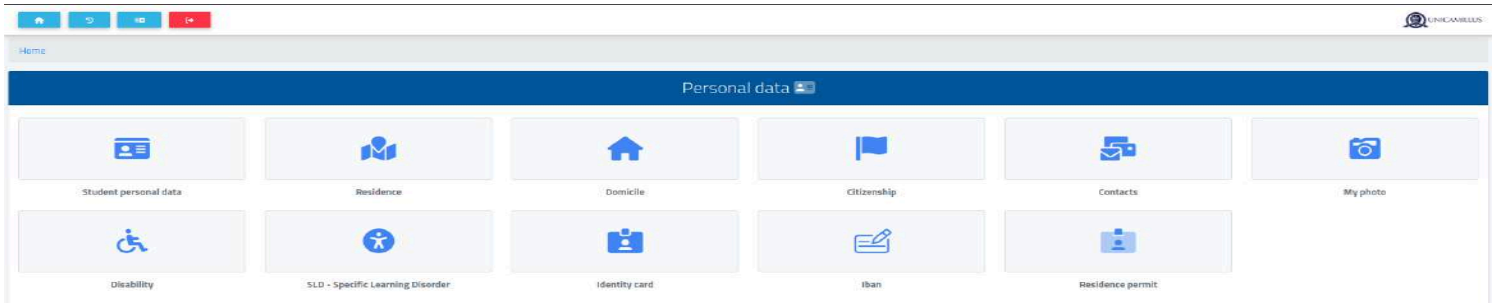


N.B. If you need to retrieve your credentials, please email us at postlaurea@unicamillus.org ***specifying first name, last name, admission course.***

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.



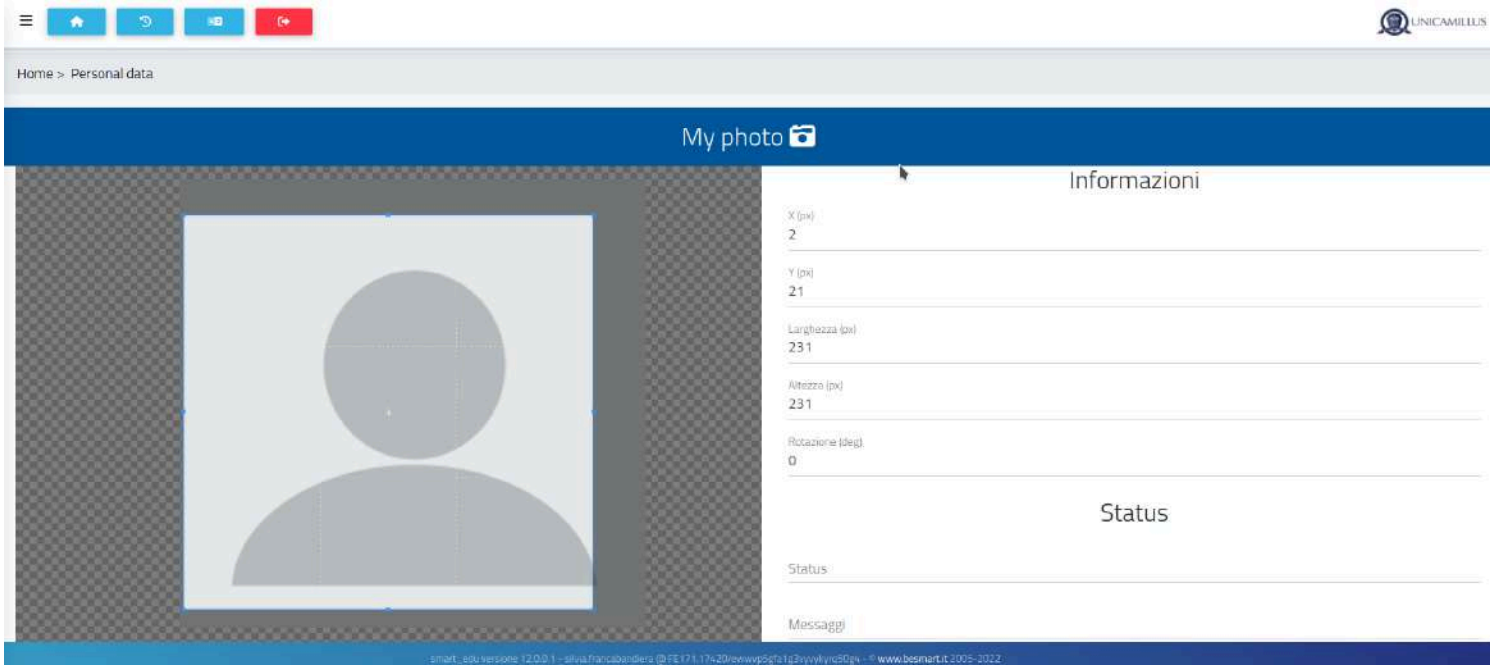
6. Click on "Residence" to enter your residential address. If you are a non-EU student, select your home country in the section on municipality.



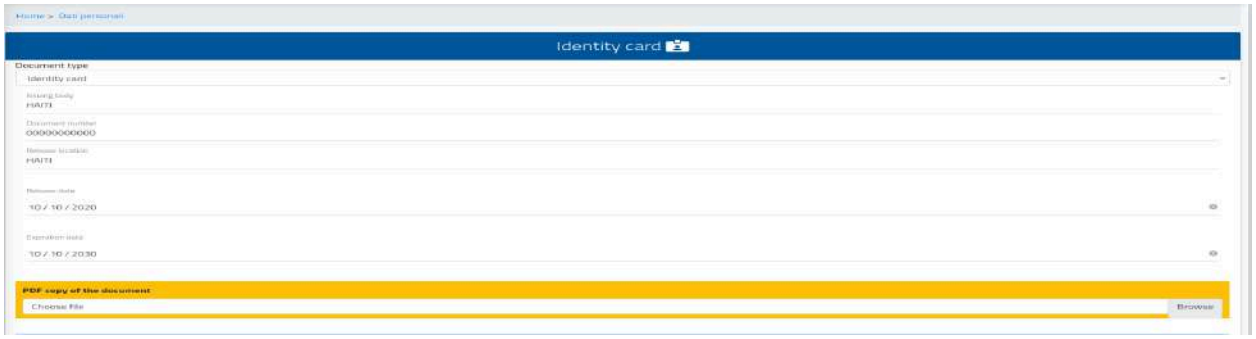
7. In the "Domicile" section you must enter your home address, which may be different from your residence address.

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

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.



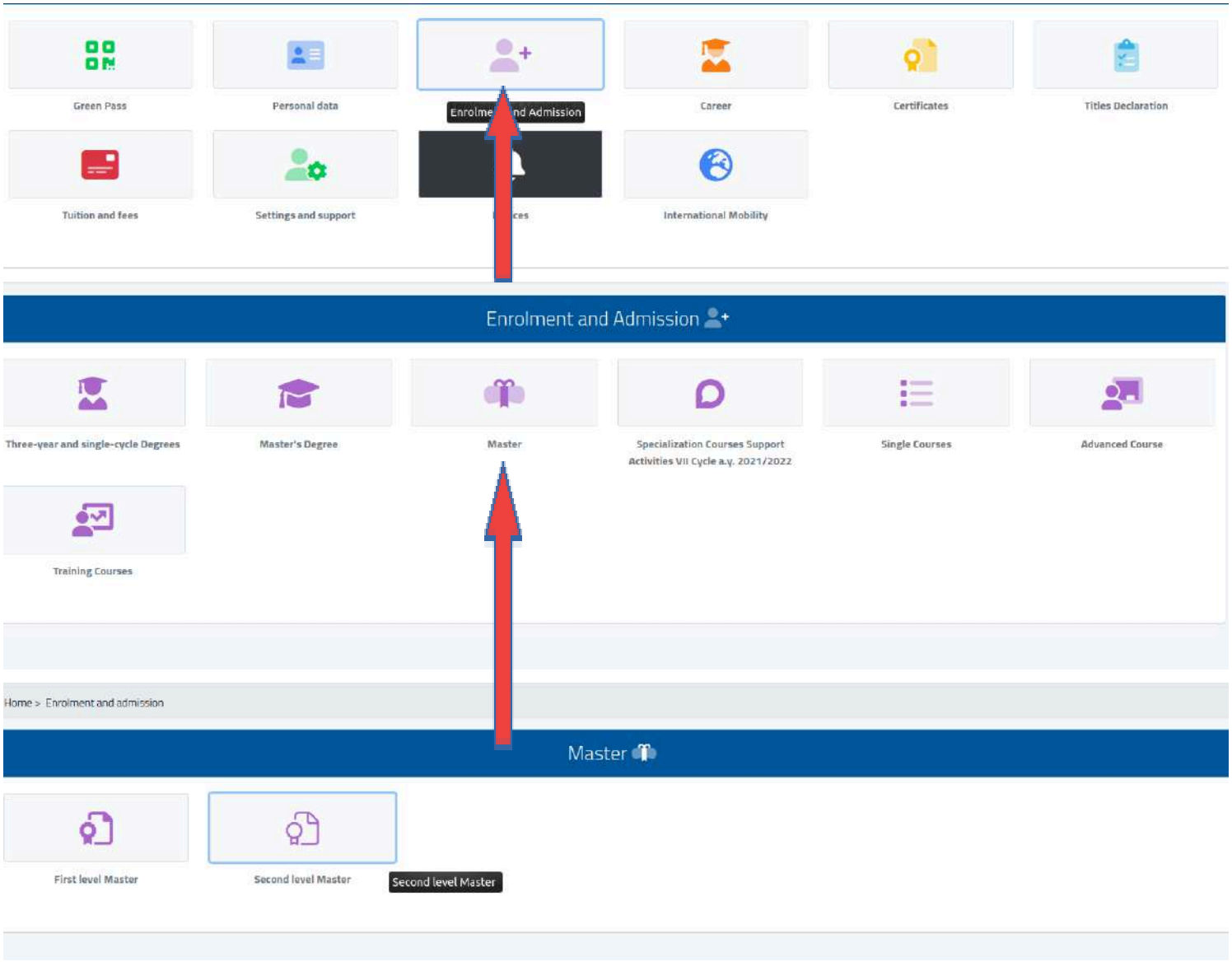
10. Finally, click on "Identity Document" to enter your personal document in .pdf format, whether it is ID Card, Passport, Residence Permit, etc.



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"

UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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"

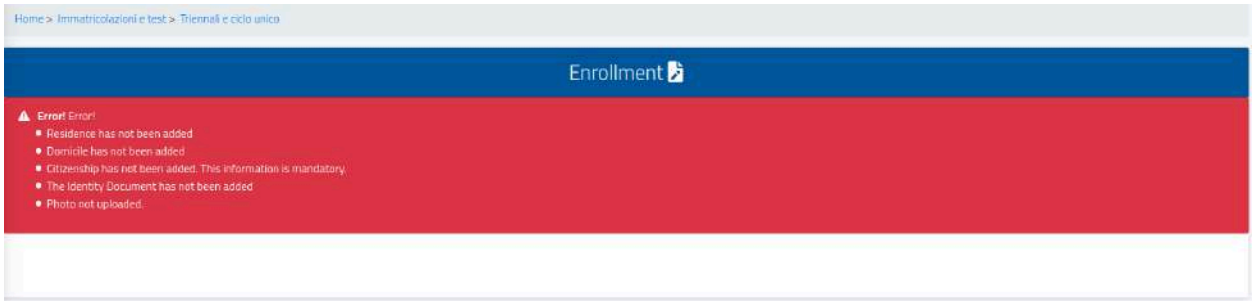


11.A Select "Pre-Enrollment Application"

UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant’Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all’attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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

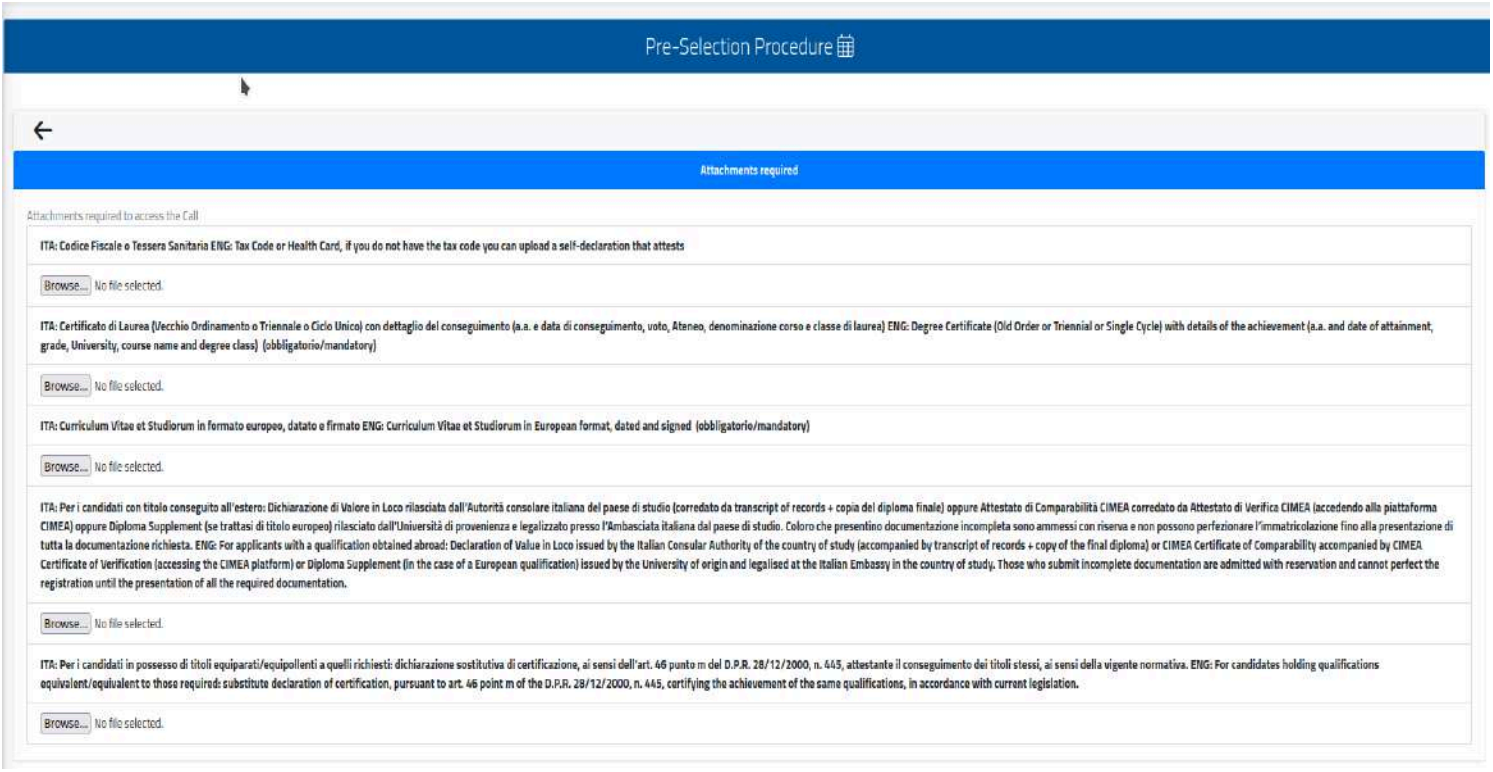
13. If the system shows this message in red, you will have to enter some missing personal data: go back to the Homepage, go to "Personal Data," and enter the required information in the sections "Residence," "Domicile," "Citizenship," "My Photo," and "ID Document."



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

15. Enter the **required mandatory attachments**: Curriculm 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 candidates with a degree obtained abroad, it is mandatory to upload one of the documents certifying the equivalence of the qualification during the pre-enrolment phase: Declaration of Value in Loco issued by the Italian Consular Authority of the country of study or CIMEA Certificate of Comparability accompanied by the CIMEA Verification Certificate or legalised Diploma Supplement for European degrees.



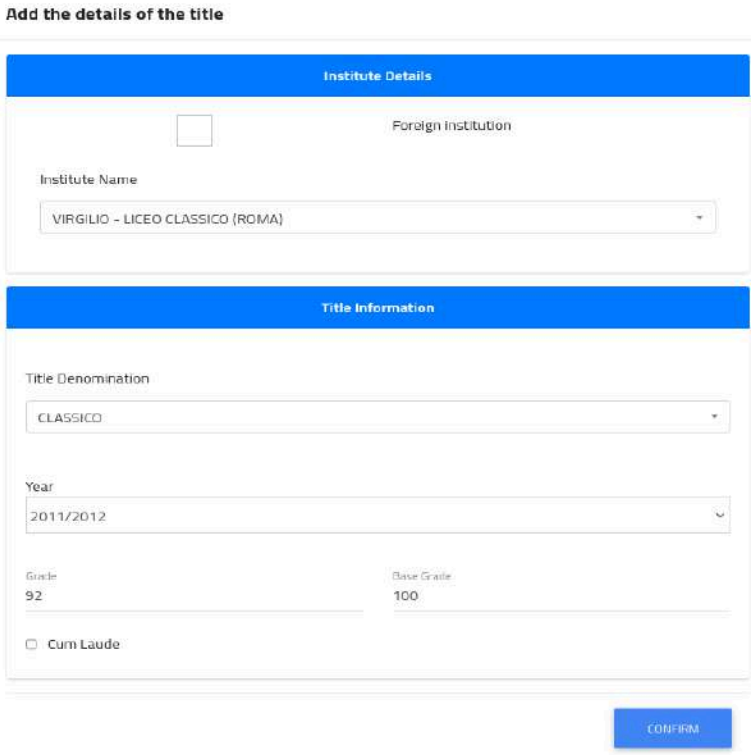
Scrolling down, you will find the section where you will enter the mandatory data related to your **bachelor's degree** and **high school diploma**.

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

- 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."

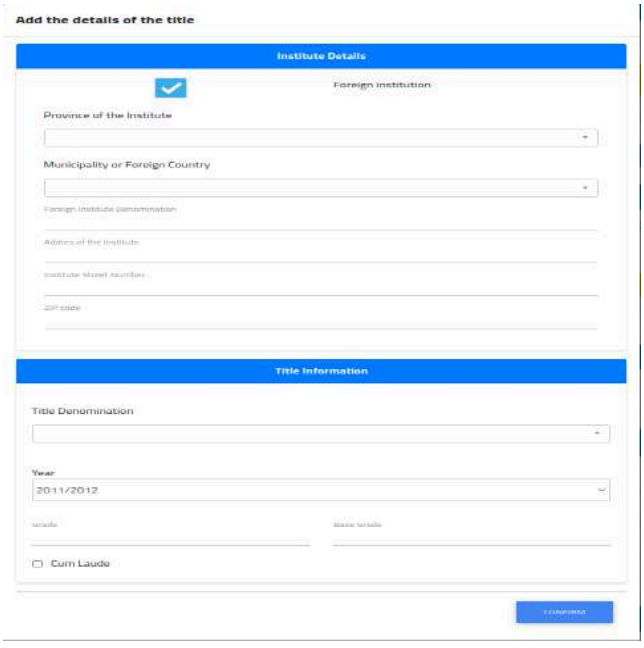
UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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



- 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:

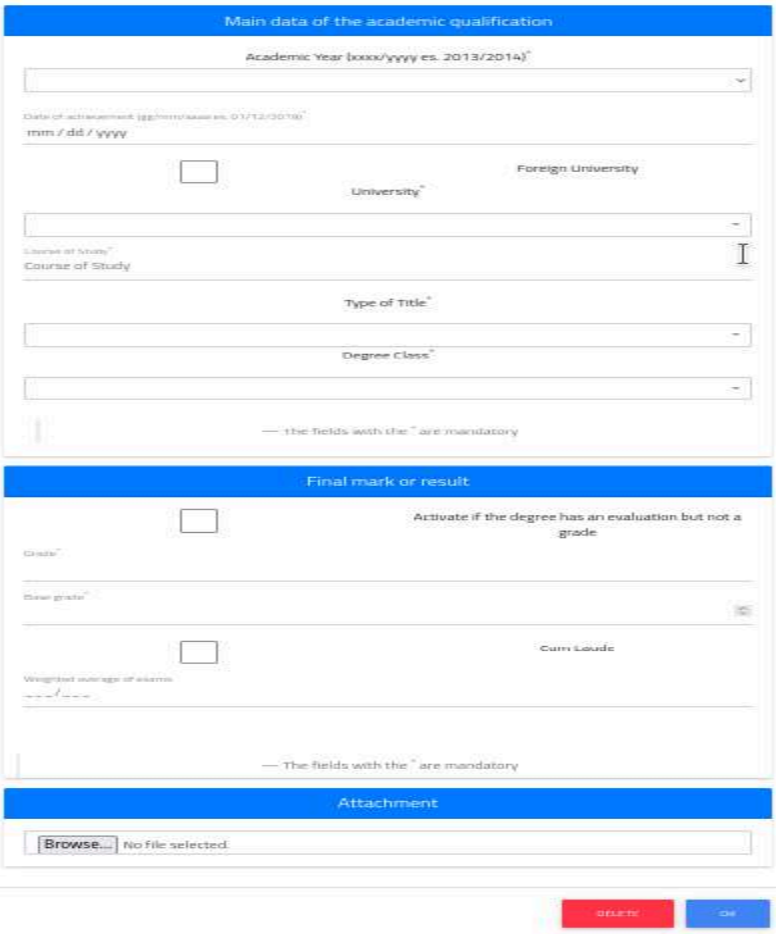


- Province of the Institute (click on the string and type a single word "Foreign" and select "Foreign Country")
- Municipality or foreign country (click on the string and write one word and select the country of interest, example: for "United Kingdom" write "United" and select the country of interest)
- 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)

UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

- 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.

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

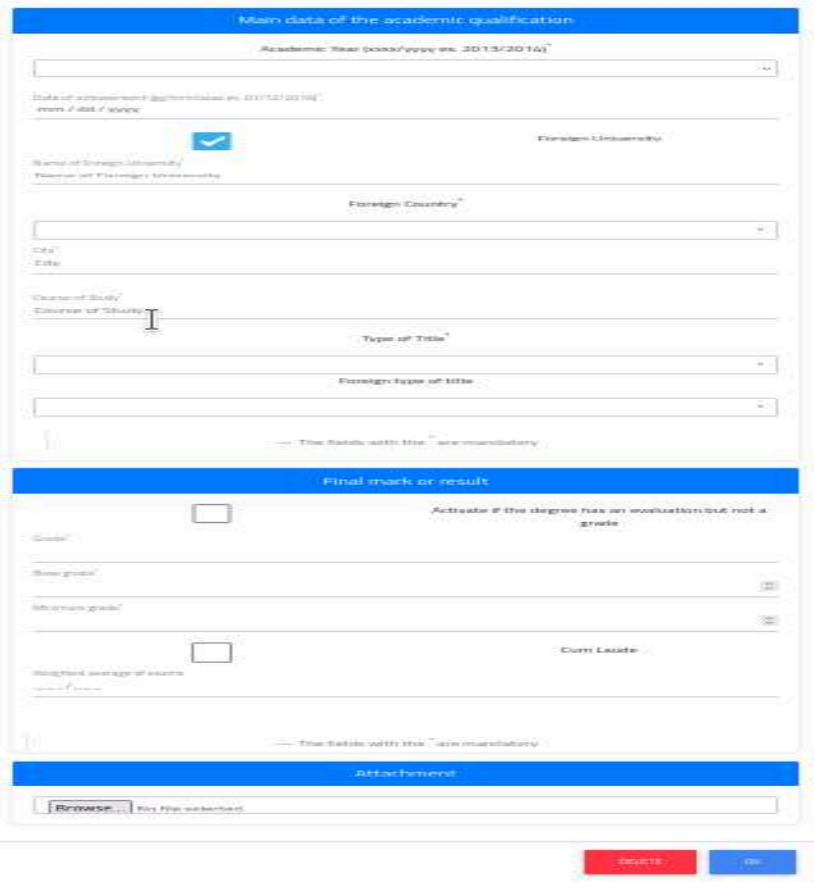


- Academic Year (click on the string and select your academic year of achievement, example :2014/2015)
- Date of achievement (write date of graduation month/day/year example 05/31/2015)
- University (write one word , the city of the university, only one word, of the full name, example: for Tor Vergata 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 aprevention 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 ForeignUniversity (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

UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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)

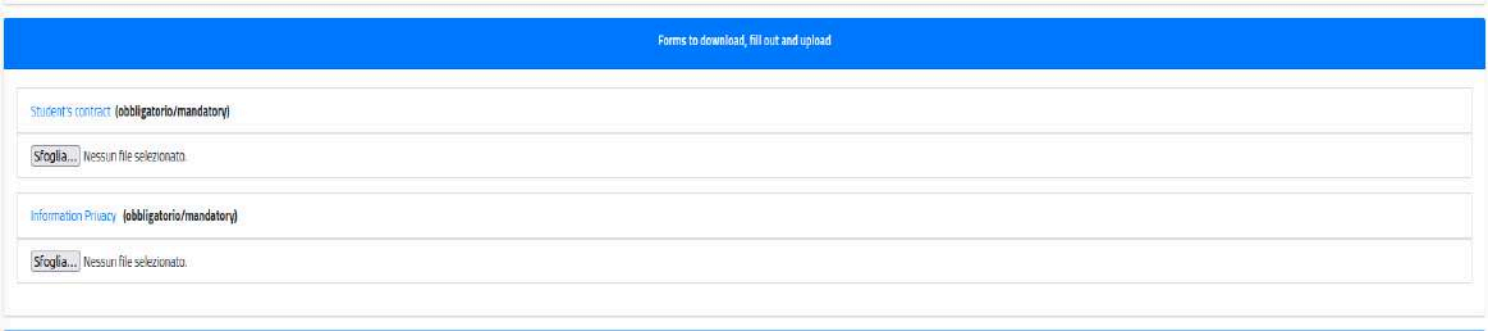
Privacy Policy Form (mandatory)

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

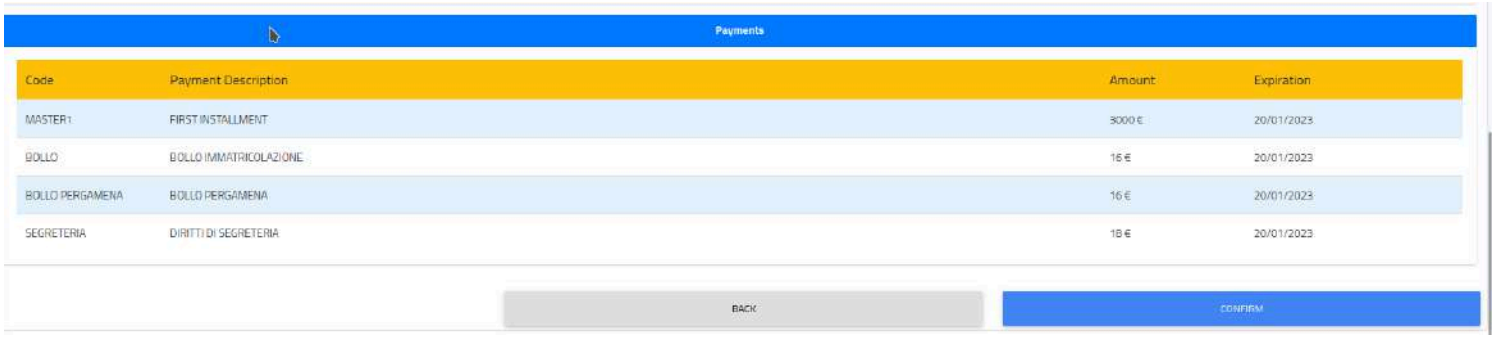
In the section “Lenguage of the exam” don’t worry if there’s write ITA, if on website of UniCamillus there’s write English, is that the lenguage of the Master/Course, this is an error of Gomp portal.



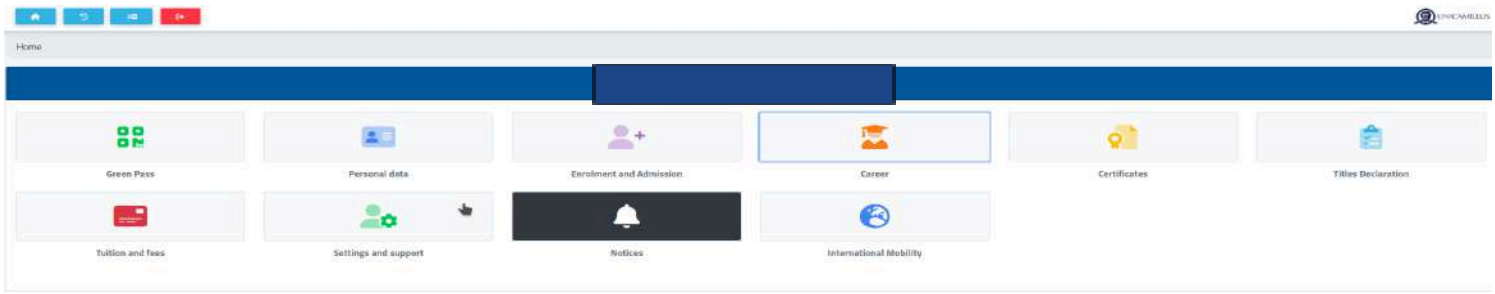
It will not be possible to proceed with pre-registration if all mandatory documents have not been completed and uploaded.

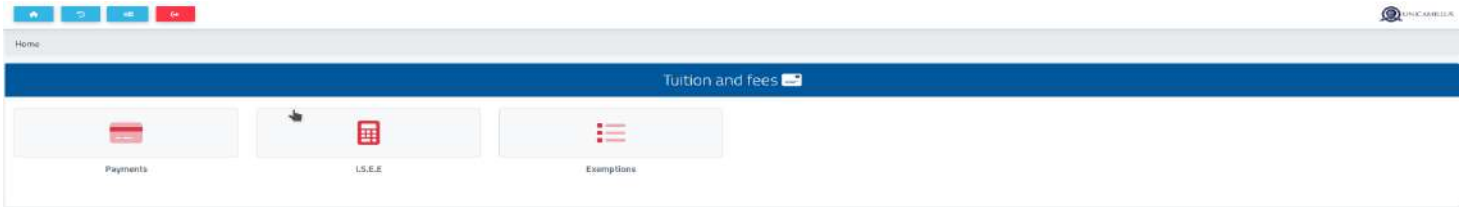
UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant’Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all’attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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.



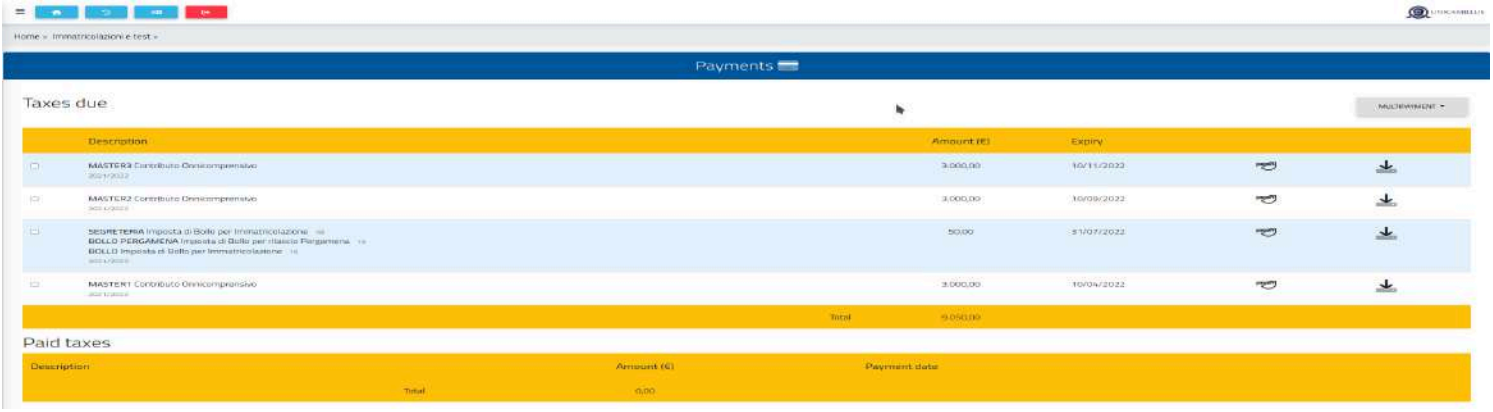
18. If pre-registration involves payments, go back to the Homepage and follow the path "Tuition and fees">"Payments"





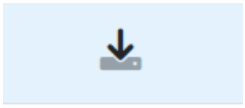
UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40

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.



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

UniCamillus – Saint Camillus International University of Health Sciences S.r.l.– Sede legale : Via di Sant'Alessandro 8 - 00131 Roma
Capitale Sociale Euro 1.000.000 i.v. - Codice Fiscale 97962900581 P.Iva. 15031161001 – REA RM 1737868
Società Unipersonale sottoposta all'attività di direzione e controllo di European Health Development S.r.l
www.unicamillus.org info@unicamillus.org PEC: unicamillus@pec.it Tel. +39 06 40 06 40