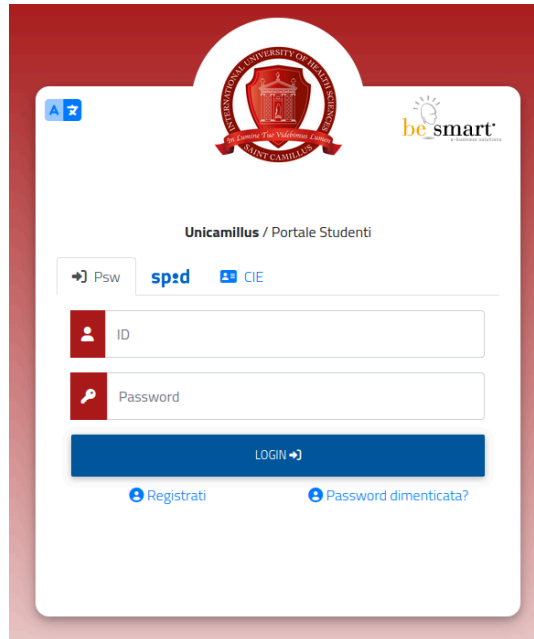
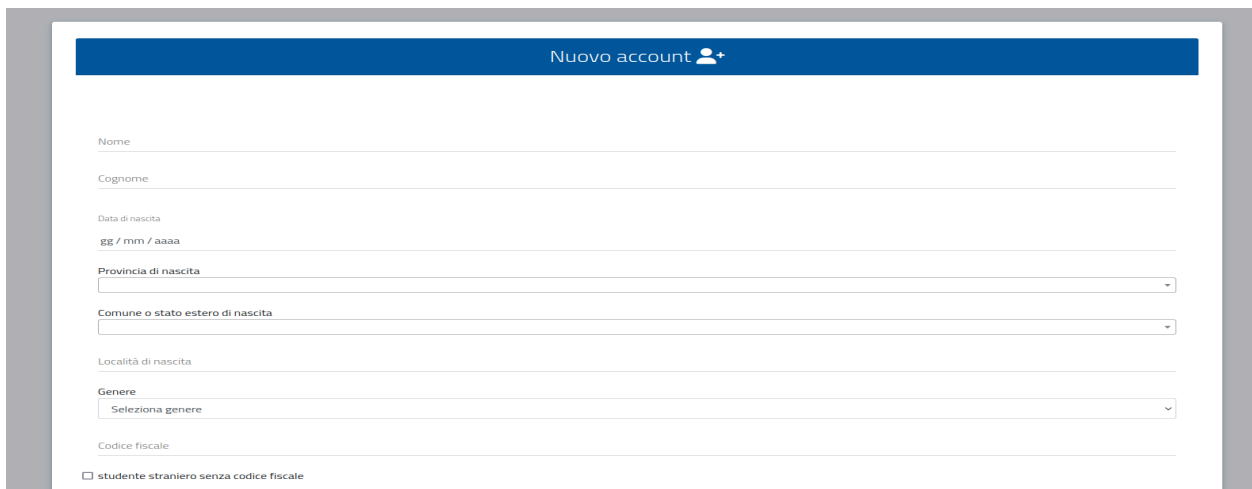


## GUIDE FOR ENROLMENT

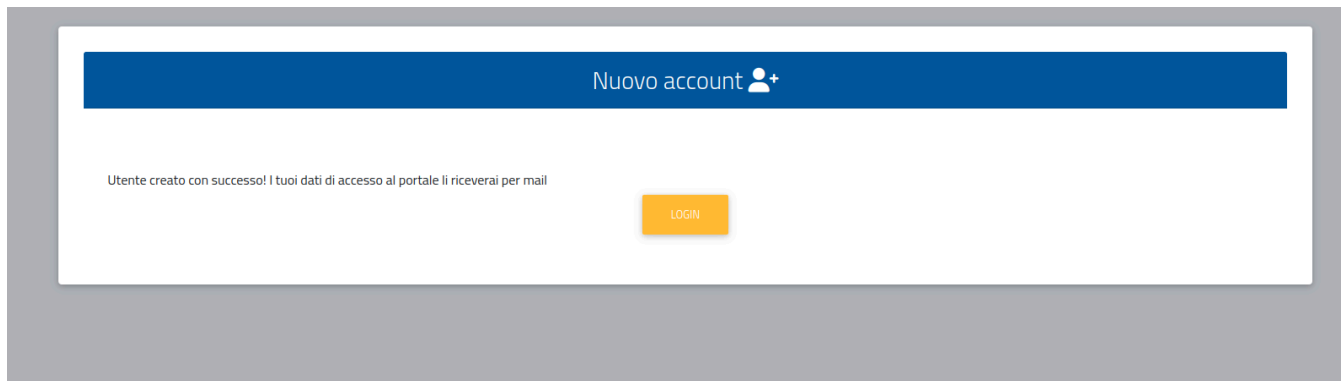
1. Click on the following link <https://unicamillus-studenti.gomp.it/Login/Index> (Gomp Student Portal).
2. Access with SPID, CIE or, if you do not have it, register by clicking on “Registrati”. **If you have already registered during the pre-enrolment period, please proceed from point 5.**



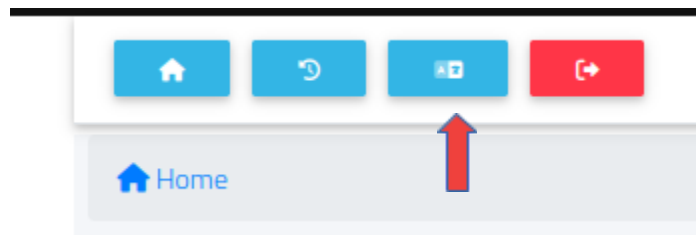
3. You will be redirected to the registration page, where you will be asked to insert all your personal data, that you will have to confirm by clicking on the button “Next”. Take note that foreign students must choose the option “Stato Estero/Foreign Country” in the “Provincia di Nascita” section and tick the box “studente straniero senza codice fiscale”.



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

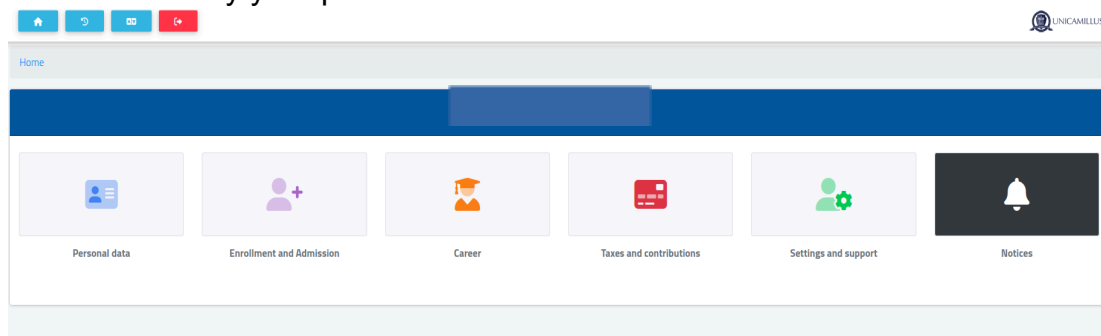


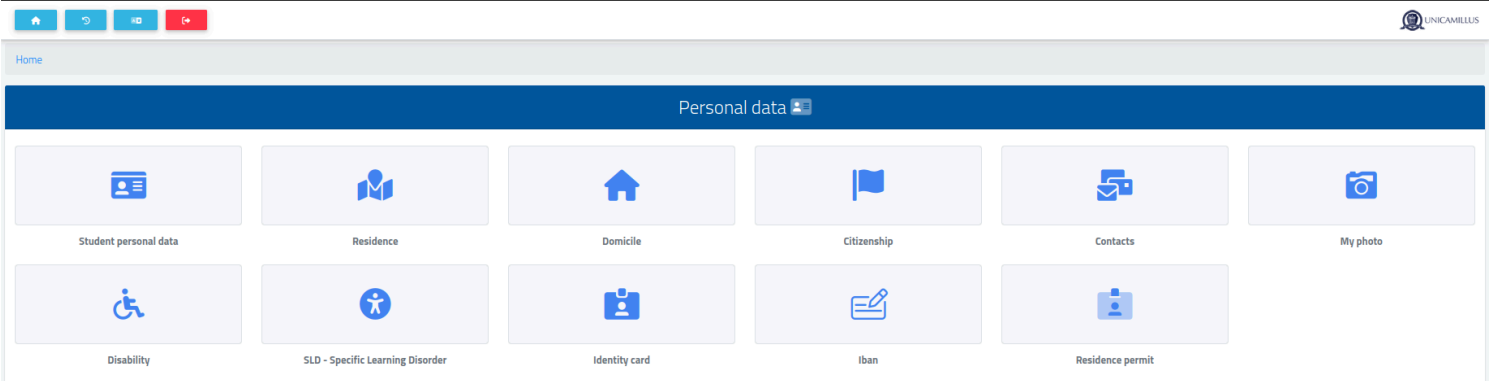
5. Access with your credentials or with SPID your personal area on the student's portal (<https://unicamillus-studenti.gomp.it/Login/Index>) and click on the third blue button on the left in order to change the language option.



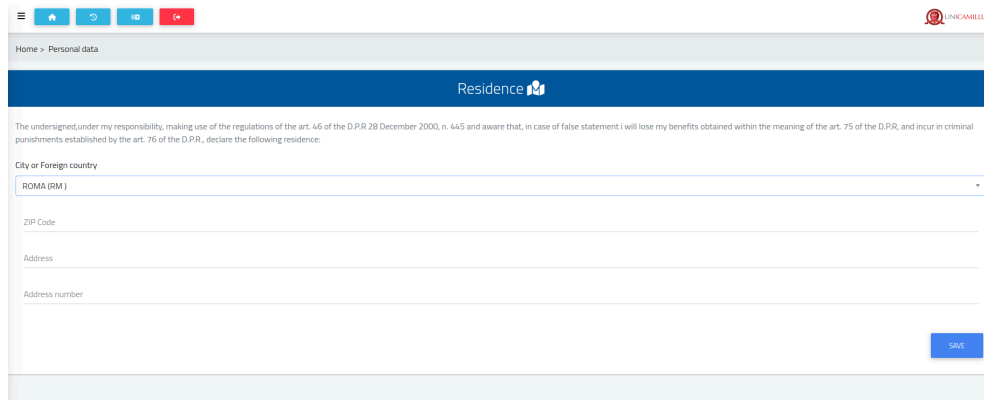
**Please note that. If you need to retrieve your credentials, please write an e-mail to [office@unicamillus.org](mailto:office@unicamillus.org) specifying your name, surname, and admission course.**

6. Once you have chosen the language between Italian and English, click on "Personal Data". In this section you can add or modify your personal details.

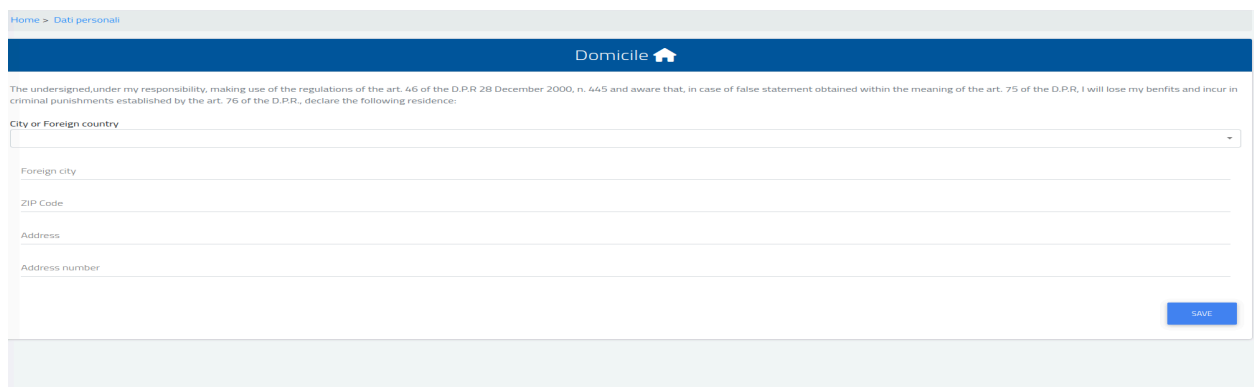




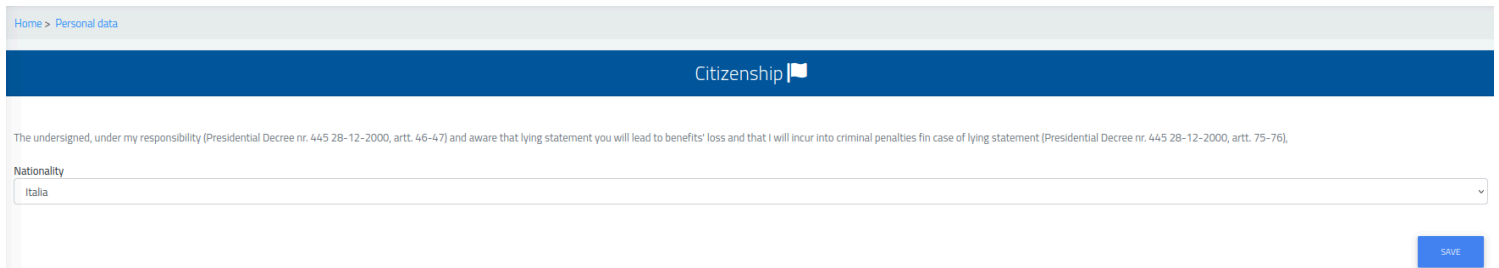
7. Click on “Address” in order to add your Residence Address. If you were admitted as a non-EU student, please select your home country.



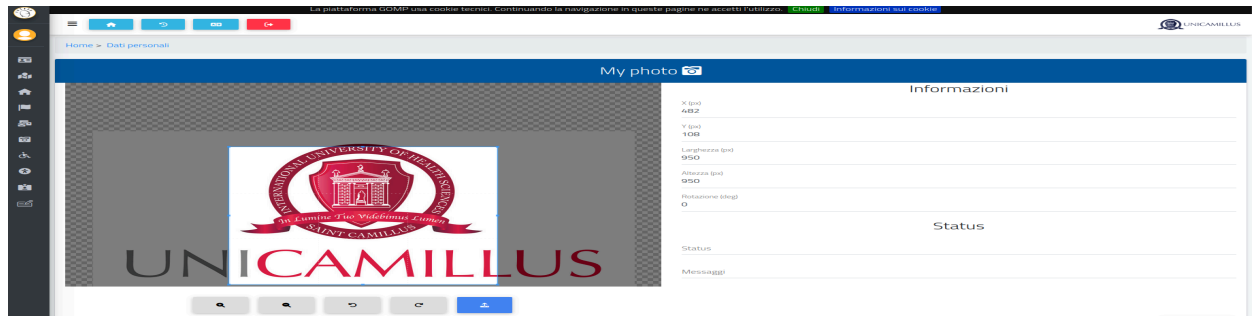
8. Click on “Domicile” in order to add your Domicile Address. It can be different from that of the Residence.



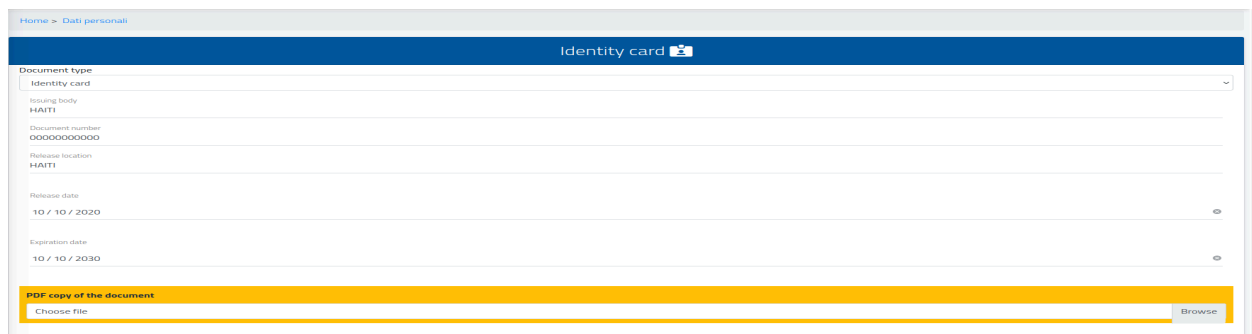
9. Click on “Citizenship” in order to add your non-EU or EU citizenship.



10. Click on “My Photo” in order to add a picture of you that will be shown on the left of your Student’s Area.



11. Lastly, click on “Identity Card” in order to add a personal document, such as an ID, Passport, Residence Permit etc.

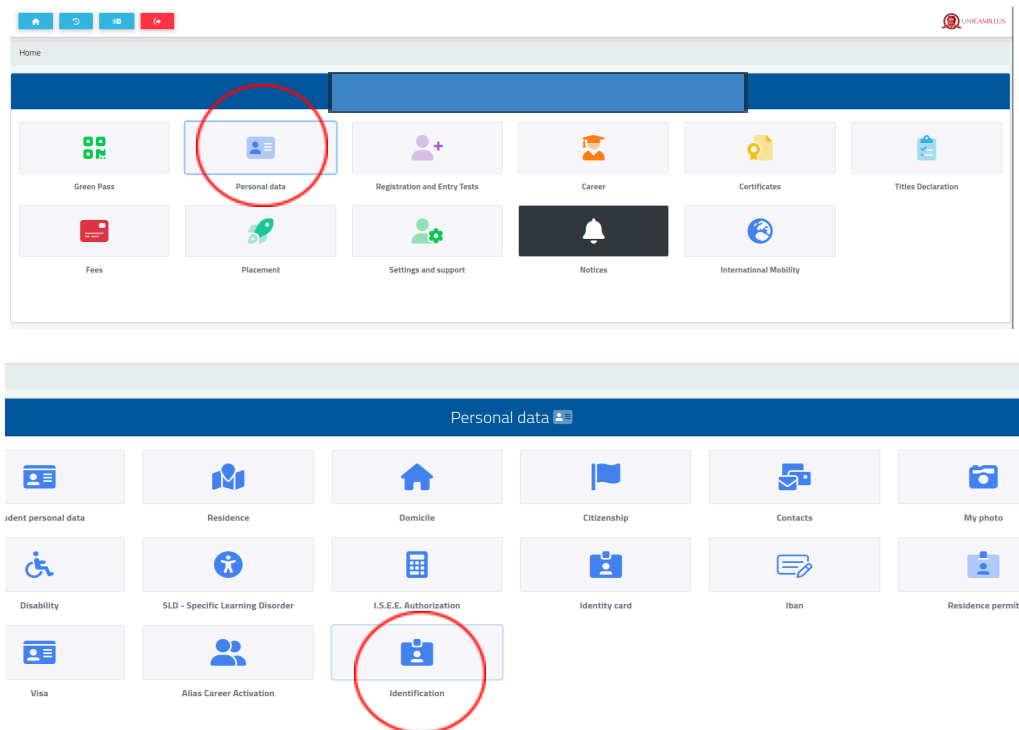


**N.B. Students who may want to add a certificate of disability and/or SLD (Specific Learning Disorder) can do so in the section “Personal data”>”Disability” or “Personal data”>”SLD”.**

Before going ahead and proceeding with enrolment, make sure that you can digitally sign in via SPID, CIE or via the OTP code that will arrive by text message on the phone number you have previously been identified by the Registrar's Office. If you do not have SPID or CIE and have not yet identified yourself with the OTP code, please follow the brief steps below. (Otherwise, go directly to point 18).

**PLEASE NOTE that without identification it is not possible to digitally sign and consequently you cannot complete the enrolment procedure.**


12. At the "Personal Data" section, click on "identification":






13. At the following section, click on the bottom  and upload a live close-up photo of the front face (like a selfie) and your ID document front and back.

Home

**Identificazione** 


With this page you can change your personal info

Update personal photo




Update your document

Front



Back



14. Put the required data related to your ID document.


Body which issued the document

Ente o comune che ha rilasciato il documento


ID Document

Inserisci il numero del documento

Release date

25 / 05 / 2023 


Expired date

25 / 05 / 2023 

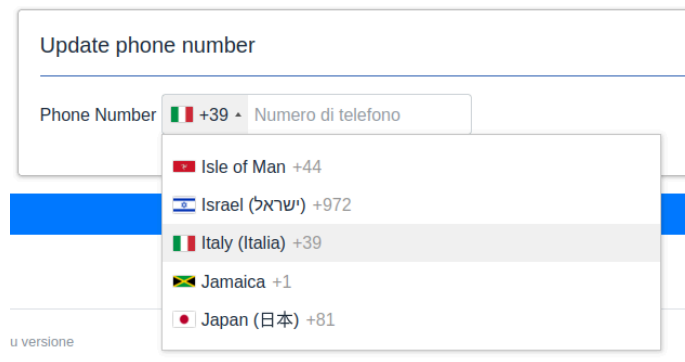
Tipologia del documento

Other

Update phone number

Phone Number  +39

15. Now put your telephone number paying attention to the international area code of your country (e.g. Italy: + 39).



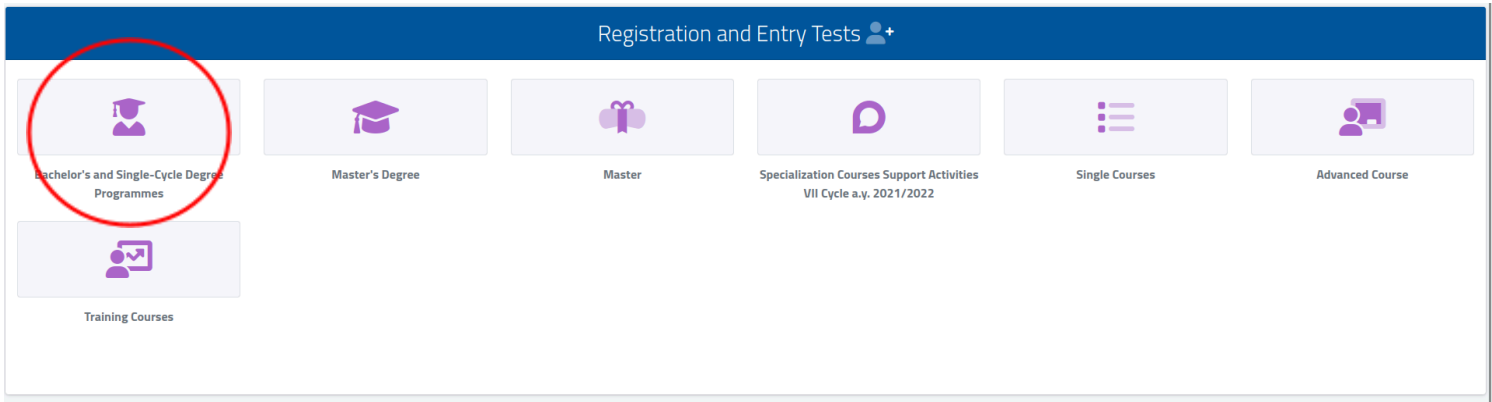
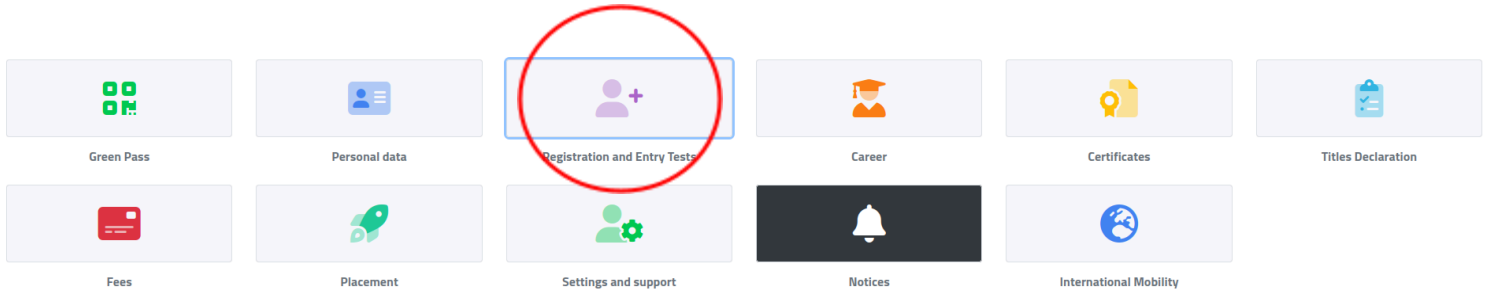
Click on “send data”. Please note that the phone number you put will be the one to which the OTP code will be sent for the identification.

16. You will be directed to the following page and you will have to put the OTP code received by text message. Click on “concludi”.

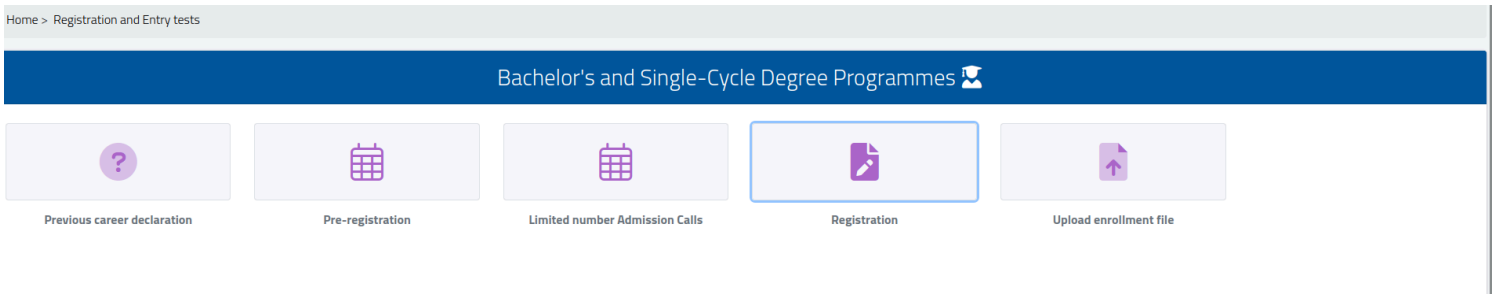


17. After your data has been correctly submitted. The Registrar’s Office (during opening hours) will proceed with identification. If it confirms your identity, you will receive a text message and a confirmation e-mail. Otherwise, you will receive an email with the reason for rejection, at which point you can make a new request.

18. Once you have ensured that you can digitally sign, go back to the Home Page and follow the path “Registration and entry tests”>”Bachelor’s and Single Cycle-Degree Programmes”



19. Select “Registration”







20. Select the course to which you were admitted and click on the blue button on the right.

Home > Registration and Entry tests > BA's/MA's

## Registration

Denomination	Degree Class	Duration	
<b>Three-year courses</b>			
<b>Physiotherapy</b>	L/SNT2	3 years	
<b>Single-cycle degree programs</b>			
<b>Medicine and Surgery</b>	LM-41	6 years	

21. 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”.

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.

22. Back to the registration section, select the type (“immatricolazione” or “immatricolazione con riconoscimento a seguito di rinuncia” if you have a previous completed career) and the first academic year of university registration:

Home

## Enrollment

Medicine and Surgery 2023/2024

Informations

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Type of enrolment

Select one type of enrolment


Seleziona la tipologia

Immatricolazione

Year of first university registration

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First year of university enrollment

Select the year of the first registration 

23. Enter your qualification data by clicking on “upload diploma”. **You cannot proceed with the enrolment if you do not fill this data.**

Mandatory information is:

- Municipality of the institute.
- Name of the institute (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” and upload the pdf file of the diploma)
- Scholastic year of obtainment
- Final mark (base mark indicates the maximum grade, in the case of an Italian diploma therefore 100)

Qualification	
Institute data	
Municipality of the institute	
<input type="text" value="Research the common or foreign state"/>	
Institute	
<input type="text" value="Ricerca l'istituto"/>	
<input type="checkbox"/> Foreign institution or not listed	
Title information	
Type of title	Year
<input type="text" value="Search the typology of the title"/>	<input type="text" value="2012/2013"/>
Graduation vote	
<input type="text" value="Vote"/>	<input type="text" value="Base grade"/>
<input type="checkbox"/> LAUDE	
<input type="button" value="DELETE"/>	

24. After entering the Diploma data, you will find a "check box" concerning the privacy policy and contractual conditions. Take a look at the downloadable attachments under "annexes", then select under "requirements" those that are mandatory and choose whether or not you consent to the processing of your personal data for the purposes described.


Requirements


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- I declare that I have read the contractual conditions that I will have to sign for enrollment (Mandatory)
- I declare that I meet all the requirements set out for the enrollment (Mandatory)
- I declare that I have read the regulation "Fees and contributions" (Mandatory)
- I declare that I have read the privacy policy attached and to accept it entirely (Mandatory)
- Consent to the treatment of my data for the purposes referred to in paragraph 4 lett. e) of these Regulations (sending of promotional communications and informative material with automated and non-automated contact modalities, concerning: registration to events other initiatives promoted by UniCamillus, namely by UniCamillus partners and/or third parties, cognitive surveys, statistical and/or research initiatives) (Optional)
- Consent to the treatment of my data for the purposes referred to in paragraph 4 lett. l) of this notice (Communication, publication, circulation as well as storage in IT or paper archives of images and videos of students, during the execution of didactic activities. This material can be recorded in order to produce videos and multimedia products to be used as advertising, informative and publicity tools about the University activities. Images and multimedia products can be published, freely allowed, on institutional websites, social networks and on any other broadcast mean - booklets, brochures, periodicals, newspapers, exhibitions, etc..) (Optional)
- Consent to the communication of personal data to independent third parties interested in proposing housing solutions for students of the Unicamillus university (Optional)
- Consent to the communication of personal data to independent third parties interested in cognitive activities and aimed at possible postgraduate job offers (Optional)
- I commit within 30 days of enrolment to take the tuberculin test executed with the Mantoux technique, in accordance with the guidelines of the tuberculosis disease control (measure of the State-Regions Conference of the 17.12.1998) and with the D.P.R 7.11.2001 n. 465 that regulates the antituberculosis vaccination and the B hepatitis vaccination, within the meanings of the law n. 165 of the 27.5.1991; documents that attest the above-mentioned medical certification must be submitted to the Unicamillus Registrar's Office within the due date. I commit to undergo to every vaccination available that the University requires for the student's safety and for everyone I come in close contact with in relation to the academic activities.


Annexes

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Informativa sulla Privacy 

Contratto con lo Studente 

Student's Contract 

Privacy Policy 

25. After this step, you will find the expected instalments for the academic year of enrolment listed and you can proceed by clicking on the blue "continue" button. You will then be redirected to the enrolment confirmation and receipt page.

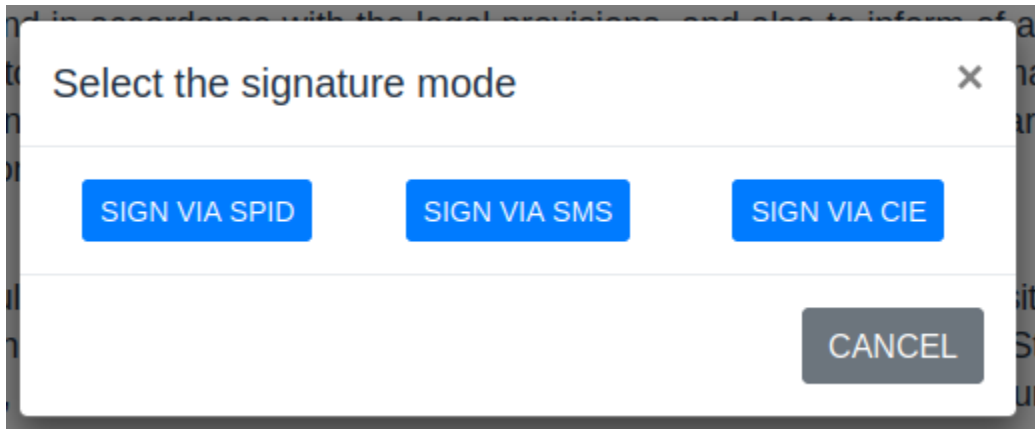
Payments

Code	Description	Expiration date	Amount
CONTR	Contributo Onnicomprensivo	13/7/2023	7000€
BOLLO	Imposta di Bollo	13/7/2023	16€
TAREG	Tassa Regionale per il diritto allo studio	13/7/2023	140€
CONTR	Contributo Onnicomprensivo	13/7/2023	7000€
CONTR	Contributo Onnicomprensivo	24/1/2024	7000€

BACK

CONTINUE

Then click on “confirm” at the bottom of the page and choose how to digitally sign:



25.a If you decide to sign up via SPID, you will be redirected to the following page where you will have to choose the entity through which you activated your SPID, follow the steps indicated and return to the registration page and click on "pay now" in order to make the payment and complete the procedure.

Con il Sistema Pubblico di Identità Digitale accedi in un click ai servizi online della Pubblica Amministrazione e dei privati aderenti.

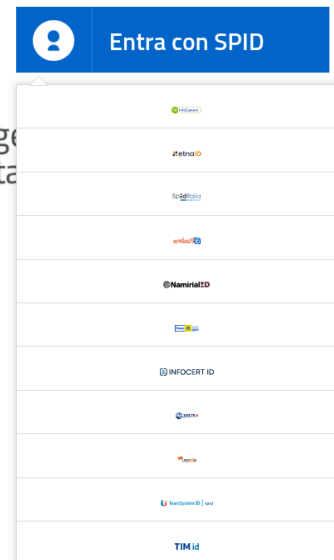
[Maggiori informazioni su SPID](#)

[Non hai SPID?](#)

[Serve aiuto?](#)



AgID  
l'Ita



25.b If you decide to sign with CIE you will be redirected to the following page where you will have to click on "Entra con CIE" and how to login and authenticate following the steps indicated. Then return to the registration page and click on "pay now" in order to make your payment and complete the procedure.



La Carta di Identità Elettronica (CIE) è il documento personale che attesta l'identità del cittadino. Dotata di microprocessore, oltre a comprovare l'identità personale, permette l'accesso ai servizi digitali della Pubblica Amministrazione. [Maggiori informazioni su CIE](#)



RICHIESTA D'ACCESSO CIE LIVELLO 2

## UniCamillus - Saint Camillus International University of Health and Medical Sciences

### Entra con le tue credenziali CIE

Numero CIE o Codice fiscale o Email 

Password 

Hai dimenticato la password? [Richiedine una nuova.](#)

Annulla

Procedi

Non hai ancora attivato le credenziali CIE? [Attivale ora](#)

### Entra con App CielD

Se hai attivato le Credenziali CIE (livello 2) e hai certificato il dispositivo, apri l'App CielD ed inquadra il QR Code.



Se non vuoi usare la modalità semplificata ed hai già registrato la tua carta su App CielD (livello 3), seleziona "Entra con lettura carta CIE" qui sotto.

Validità codice: **1:46"**

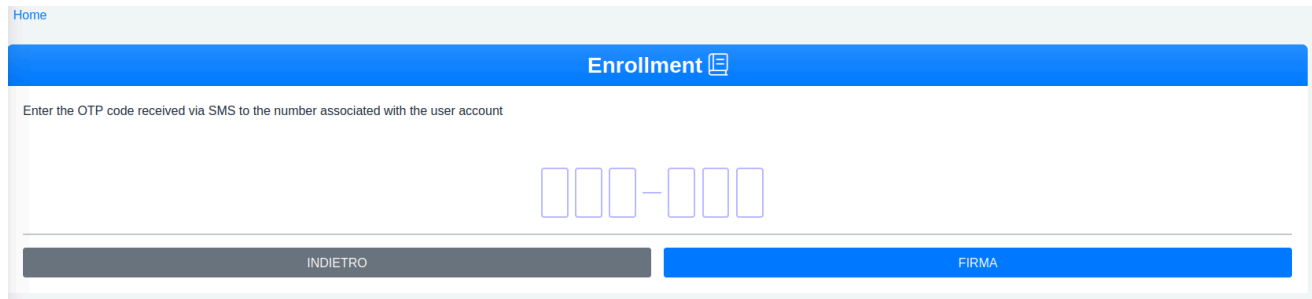
oppure

### Entra con lettura carta

Puoi entrare con la lettura della Carta (livello 3) da uno smartphone NFC con l'App CielD

[Entra con lettura carta CIE](#)

25.c If, on the other hand, you decide to sign with an OTP code, you will be redirected to the following page where you will have to enter the code received by SMS to the telephone number that was previously identified:



Home

**Enrollment**

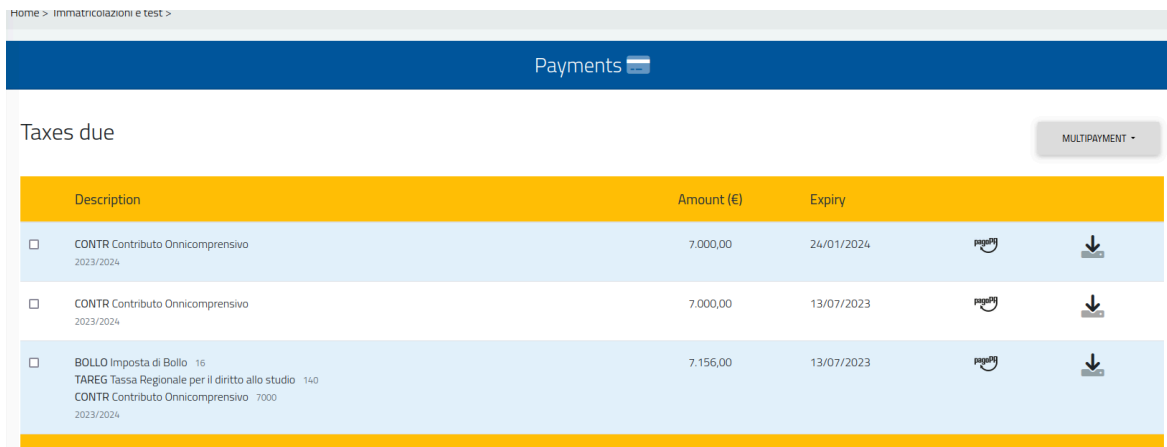
Enter the OTP code received via SMS to the number associated with the user account

□□□□-□□□□

INDIETRO      FIRMA

A receipt of successful registration will be downloaded automatically. Go back to the registration page and click on “pay now” to make the payment and complete the procedure.







26. You will be able to view the payments due for the academic year you are enrolling in with and the relevant deadlines in the “Payments” section. To complete your enrolment you will have to pay the amount required by the call for application you applied to and, during the academic year, make the following payments within the indicated deadlines (as provided for in the relevant "Tuition and Fees Regulation"). To proceed with the payment, you must tick the box next to the installment of interest and select the payment method.




Home > Immatricolazioni e test >

**Payments**

Taxes due MULTIPAYMENT -

Description	Amount (€)	Expiry		
<input type="checkbox"/> CONTR Contributo Onnicomprensivo 2023/2024	7.000,00	24/01/2024		
<input type="checkbox"/> CONTR Contributo Onnicomprensivo 2023/2024	7.000,00	13/07/2023		
<input type="checkbox"/> BOLLO Imposta di Bollo 16 TAREG Tassa Regionale per il diritto allo studio 140 CONTR Contributo Onnicomprensivo 7000 2023/2024	7.156,00	13/07/2023		

26.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. 

26.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).

27. Once the enrolment payment has been made, the enrolment procedure will be completed.

**FOR ASSISTANCE DURING THE PROCEDURE PLEASE CONTACT THE REGISTRAR'S OFFICE AT 06 400640 OR SEND AN EMAIL TO [office@unicamillus.org](mailto:office@unicamillus.org).**

**IN CASE OF TECHNICAL DIFFICULTIES PLEASE SEND AN EMAIL TO [office@unicamillus.org](mailto:office@unicamillus.org) DESCRIBING THE TYPE OF PROBLEM ENCOUNTERED, POSSIBLY ALSO BY SENDING SCREENSHOTS.**