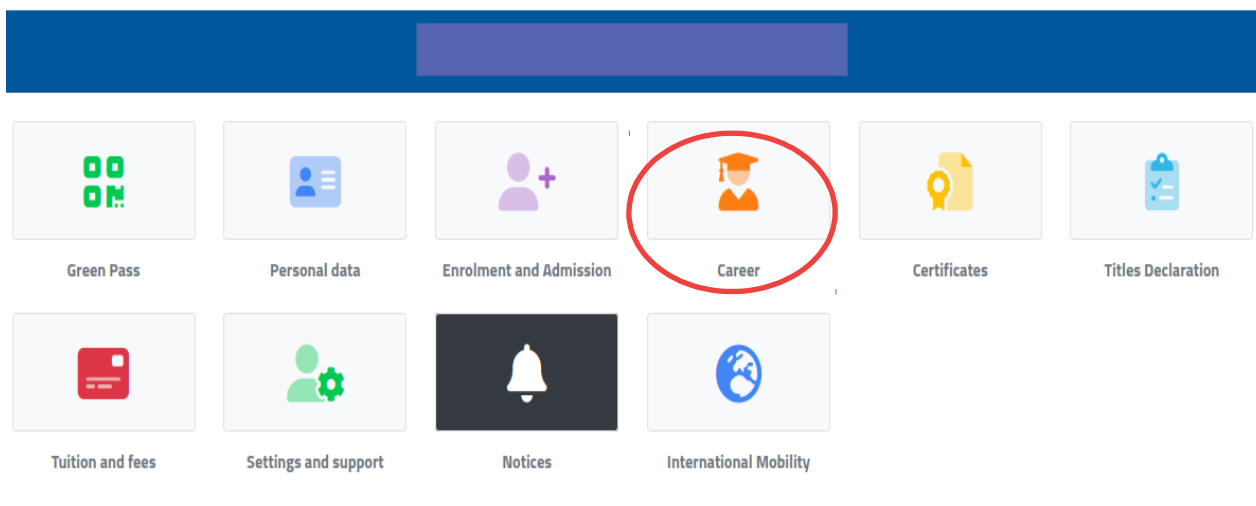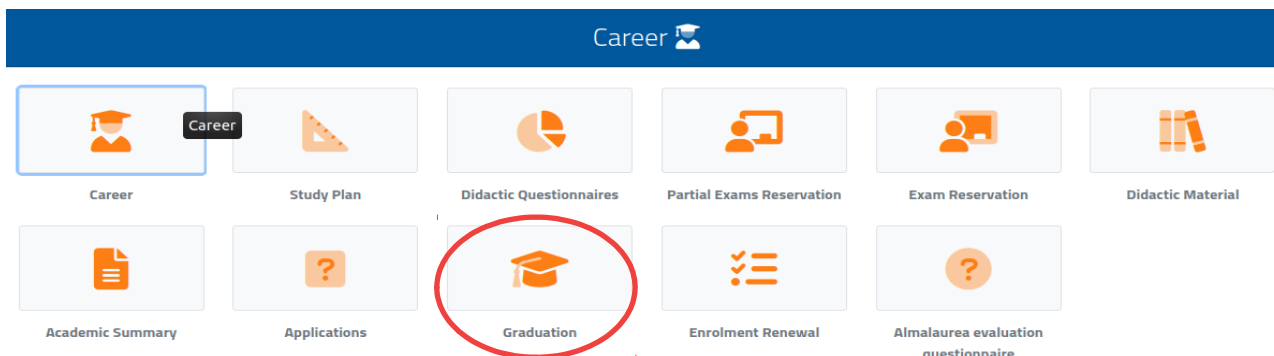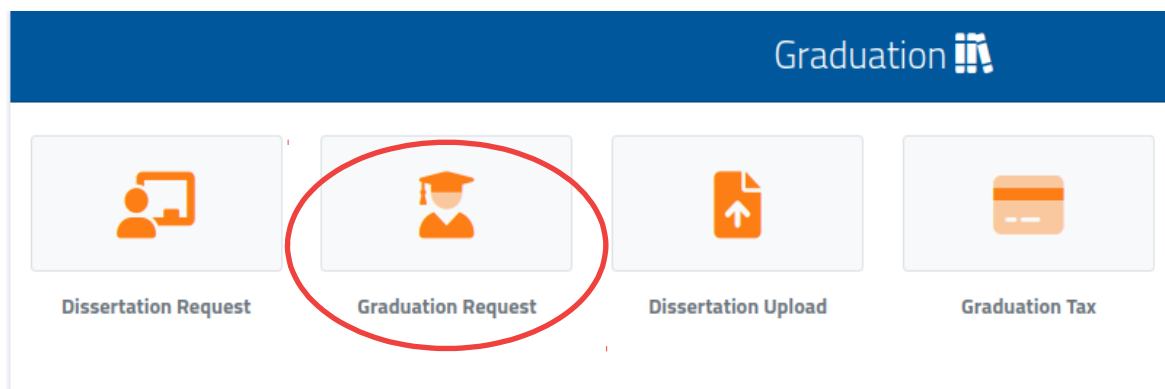# GUIDE TO GRADUATION APPLICATION PROCEDURE

Step 1: Once you have obtained all the credits indicated in your Study Plan and ensured that your tutor or supervisor has approved your dissertation proposal, go to the GOMP portal and click on the "Career".

Step 2: Click on "Graduation":

Step 3: Click on "Graduation Request":

Step 4: : A page will appear, as shown below, in which you must fill in all the mandatory fields relating to the course for which you are submitting a dissertation proposal: type of dissertation, Italian and English title, supervisor's and assistant supervisor's names.

Step 5: To change your assistant supervisor's name, click on the red X on the right, then type his/her surname in the "Select a tutor" blank space and click on the name displayed. Once you have completed the AlmaLaurea questionnaire tick the appropriate box.
Please note: the assistant supervisor (if any) must be different from the supervisor.
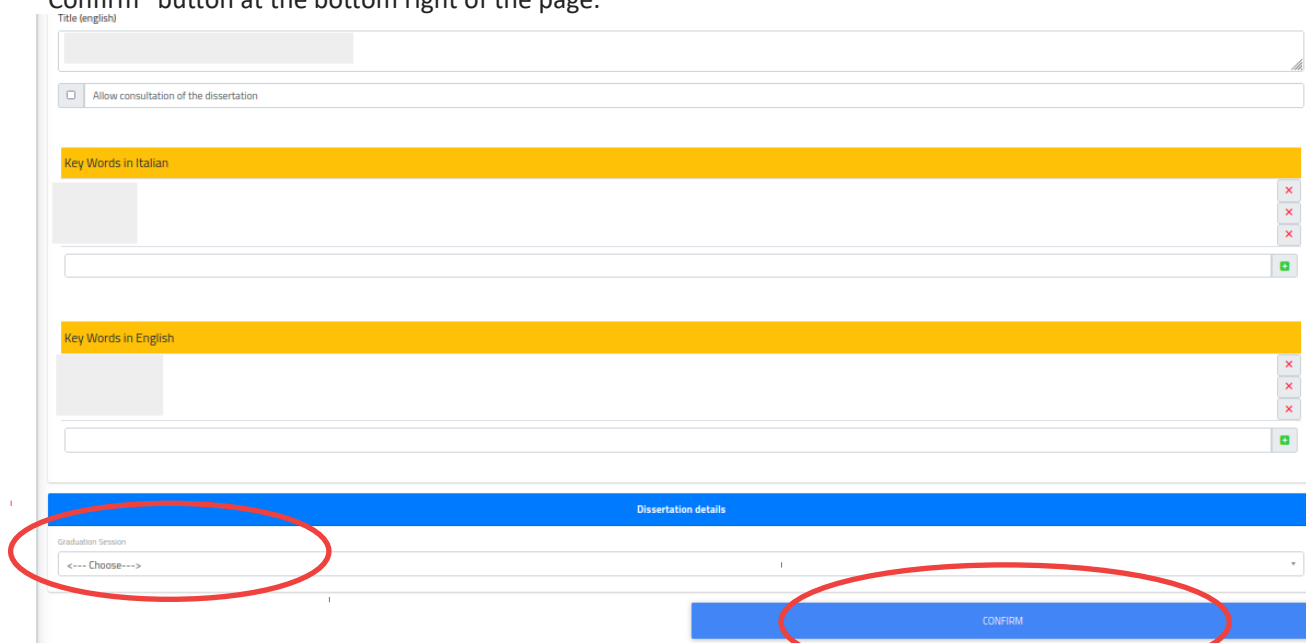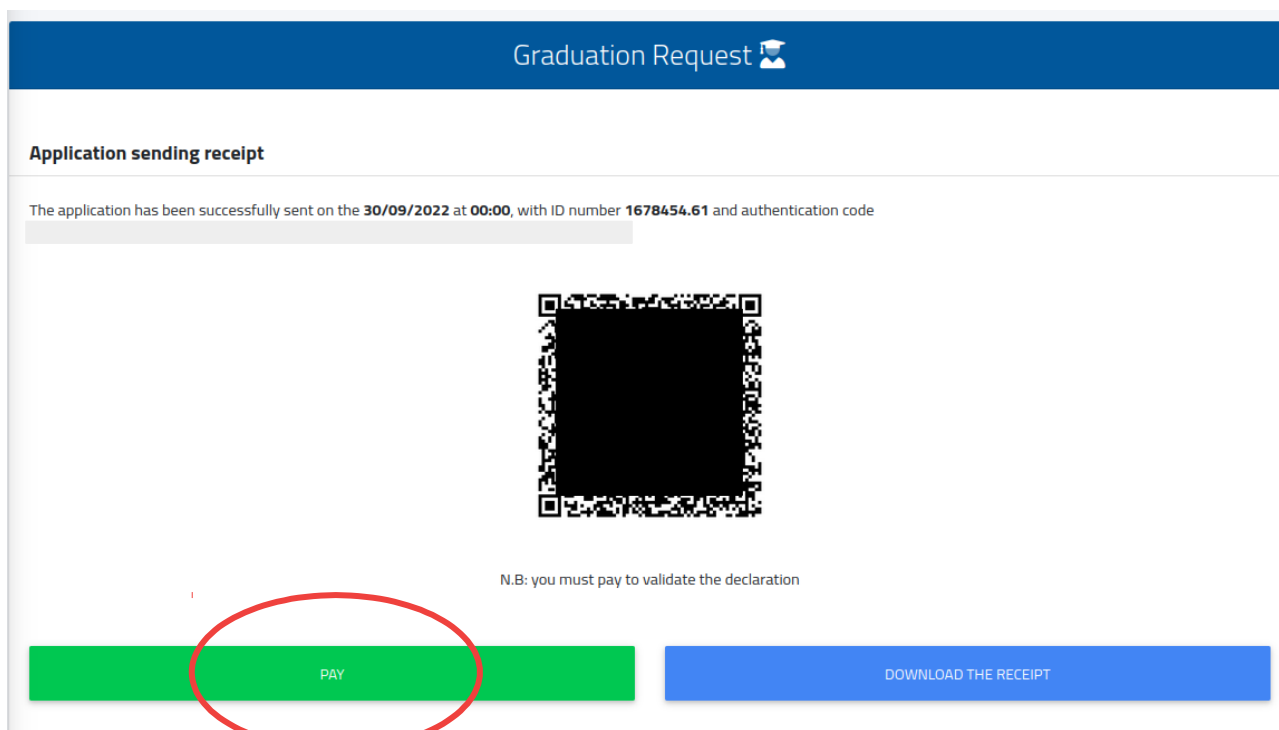
After checking all your data, select the graduation session under "Graduation Session". Finally, click on the blue "Confirm" button at the bottom right of the page.

Step 6: Once you have clicked on "Confirm", your graduation application must be confirmed through payment of a graduation fee. To pay the graduation fee, click on the green "Pay" button on the left.

Step 7: You will be redirected to the "Tuition Fees and Fundings" > "Payments" section, in which you will be able to select the graduation fee and proceed to payment via PagoPa or CBILL.

	Description	Amount (€)	Expiry		
☑	TassaLaurea TassaLaurea BOLLO BOLLO 2021/2022	366,00	15/02/2022	pagoPA	↓
	Total	366,00			

Taxes due

MULTIPAYMENT ▾

Step 8: Once the graduation fee has been paid, the following window will appear in the "Graduation Application" section, in which you will be able to download your application receipt.
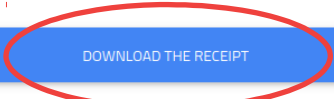
Graduation Request 🎓

Application sending receipt

The application has been successfully sent on the **29/09/2022** at **00:00**, with ID number **1674628.56** and authentication code

The payment has been done on the 12/10/2022, your declaration will be verified

DOWNLOAD THE RECEIPT

For further information on this procedure, please contact the Graduation Office at graduation@unicamillus.org.

Traduzione curata dal Centro Linguistico di Ateneo in data 02/02/2023.