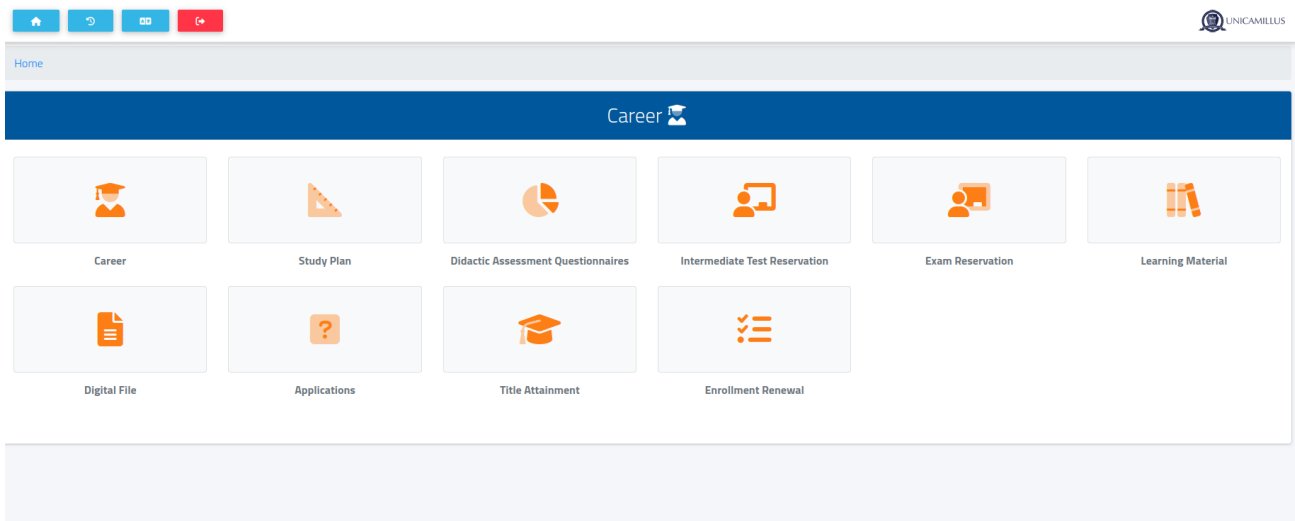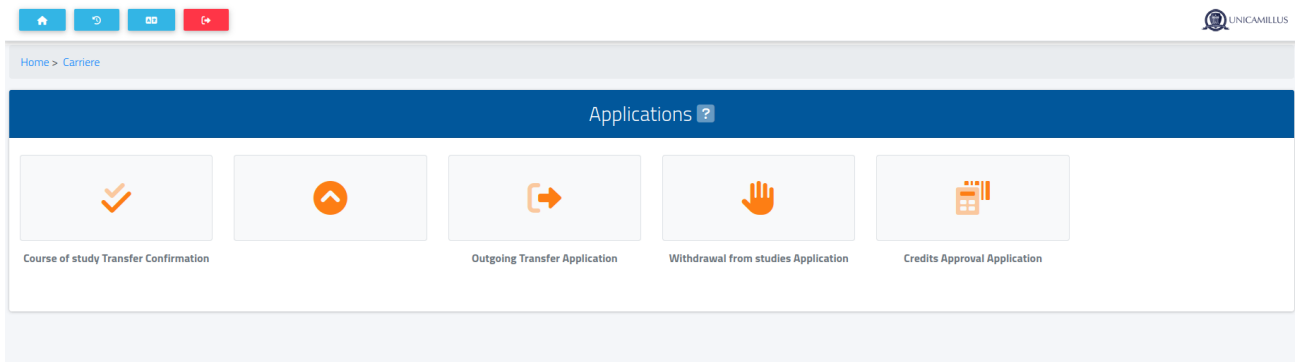# Guide for presenting a credit recognition request

It is possible to present a recognition of previously earned credits on the student's portal, after completing the online enrolment or enrolment renewal procedure.
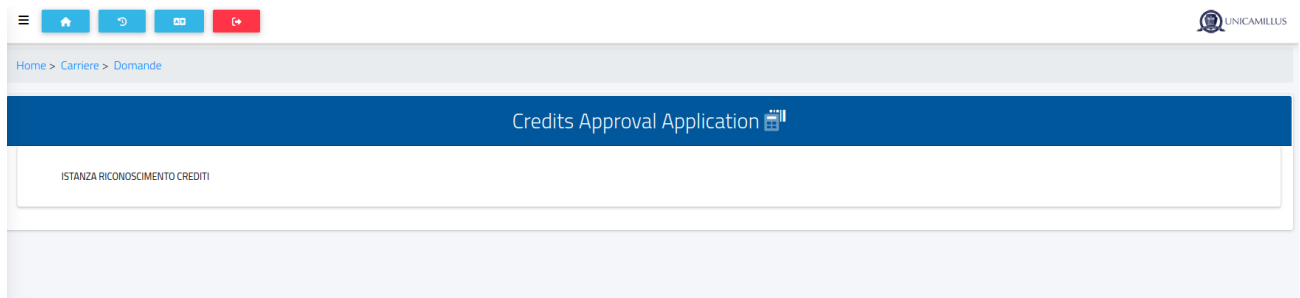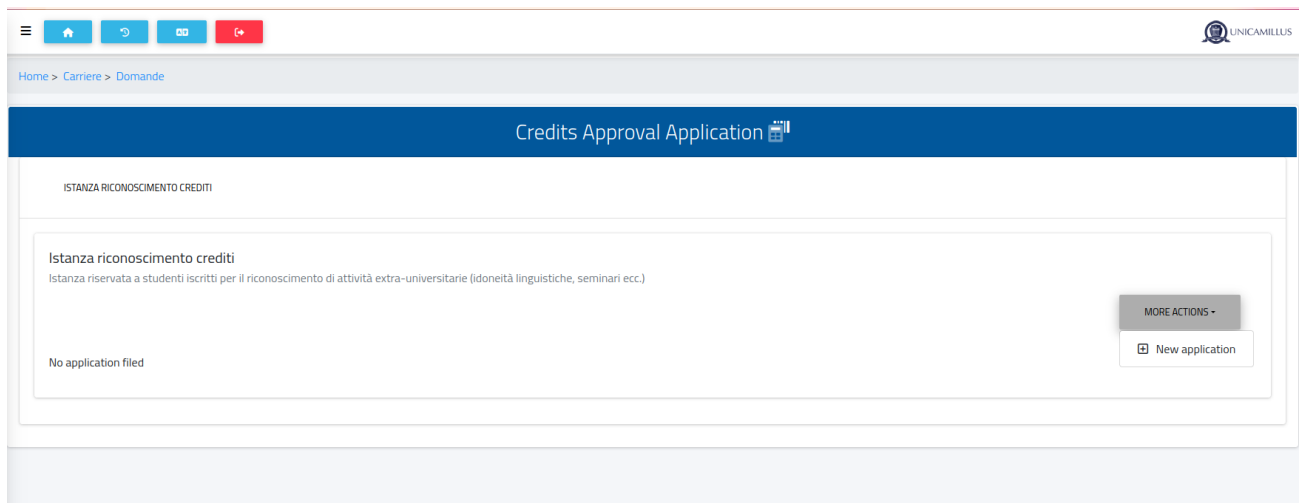
In the section "Career", subsection "Applications".

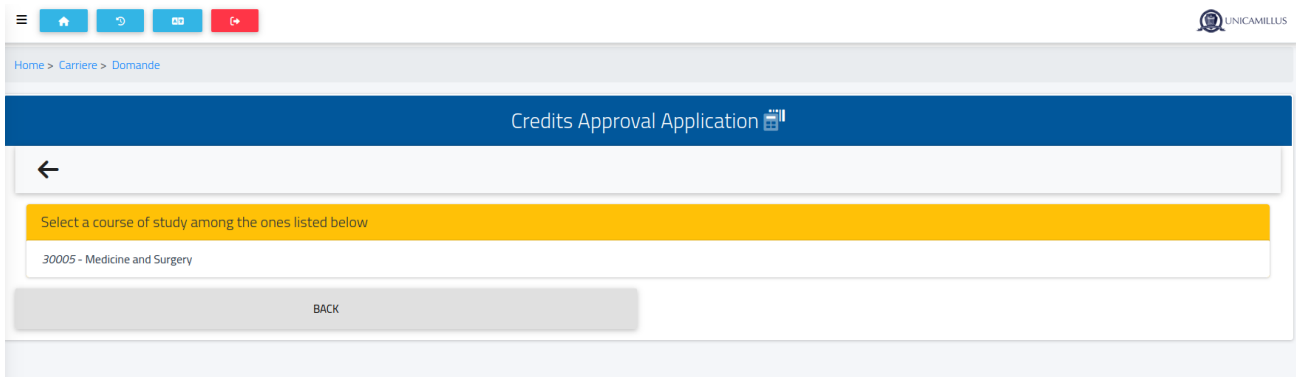
Select "Credits Approval Application".

Select "ISTANZA RICONOSCIMENTO CREDITI".

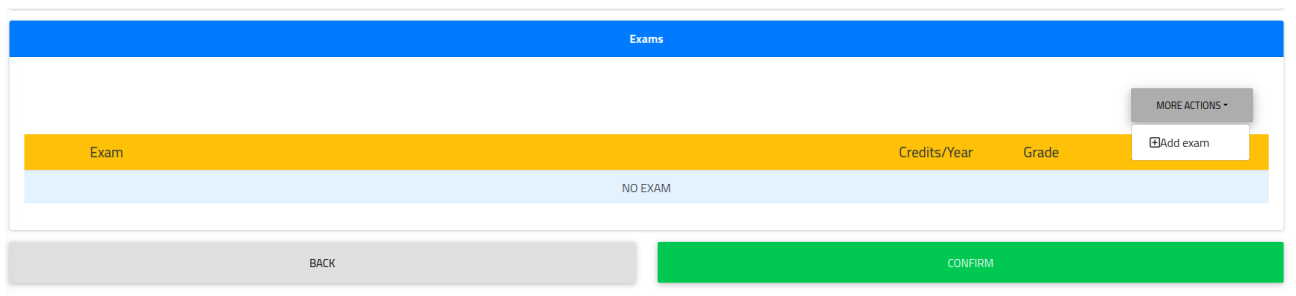Select "MORE ACTIONS" → "New application".

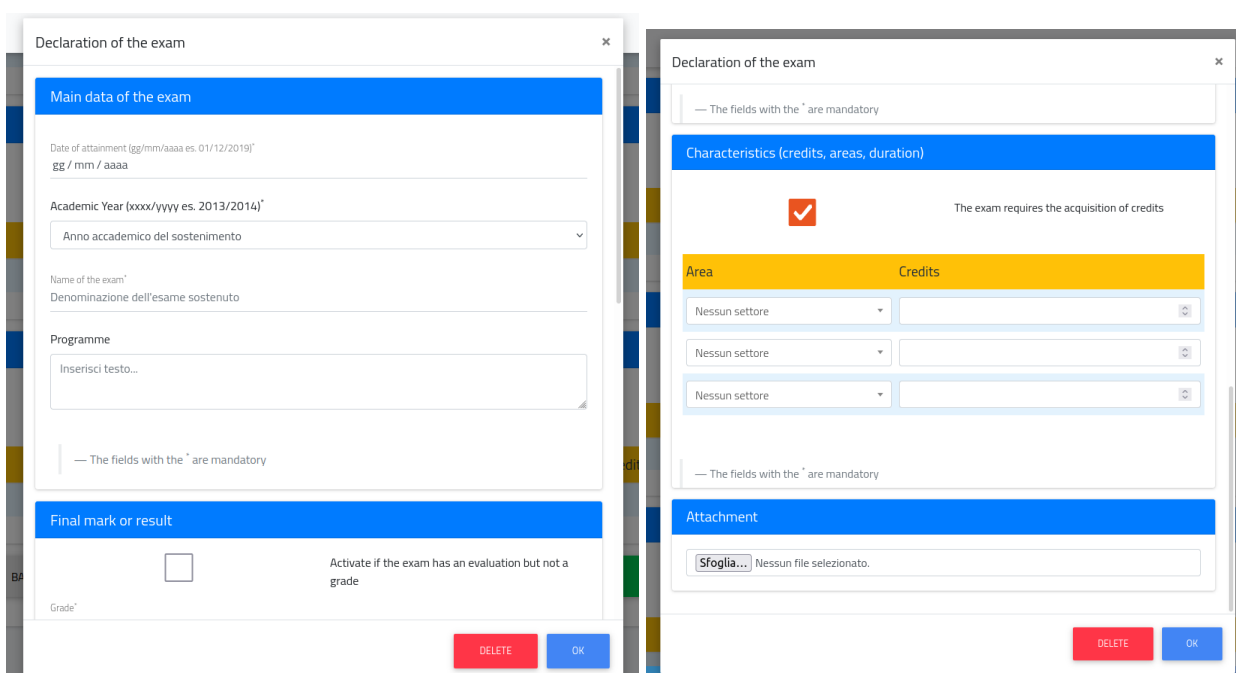Select the study course you are enrolled in.

In the "Exams" section, you will need to add all the exams for which you want to request the recognition by clicking on "MORE ACTIONS" → "Add exam":

In the declaration of the exam you will need to indicate the academic year and the day you took the exam, its name, scientific-disciplinary sector, number of credits and result. Finally, in the section "Attachment" you will need to upload one or more pdf attachments, including the self-declaration (downloadable at this link https://www.unicamillus.org/wp-content/uploads/2021/07/Mod_33-Self-declaration-for-exams.pdf), the study plan stamped and signed by the University. In case of a non-Italian University, instead of the self-declaration, you will need to produce a certificate of the taken exams signed and sealed by the office in charge of the University of provenance. The above mentioned documentation must be also accompanied by a legalized Italian translation issued by the responsible bodies pursuant to the current legislation. Moreover, the University reserves the right to ask for confirmation to the competent academic offices which issued the afore-mentioned documentation, in order to request a copy or to verify compliance with the official documentation of the University.

Once you have filled in all the information, click on the green button "confirm" and you will be redirected to the "Declaration's last check", please verify all the data you filled and click on "confirm" again.
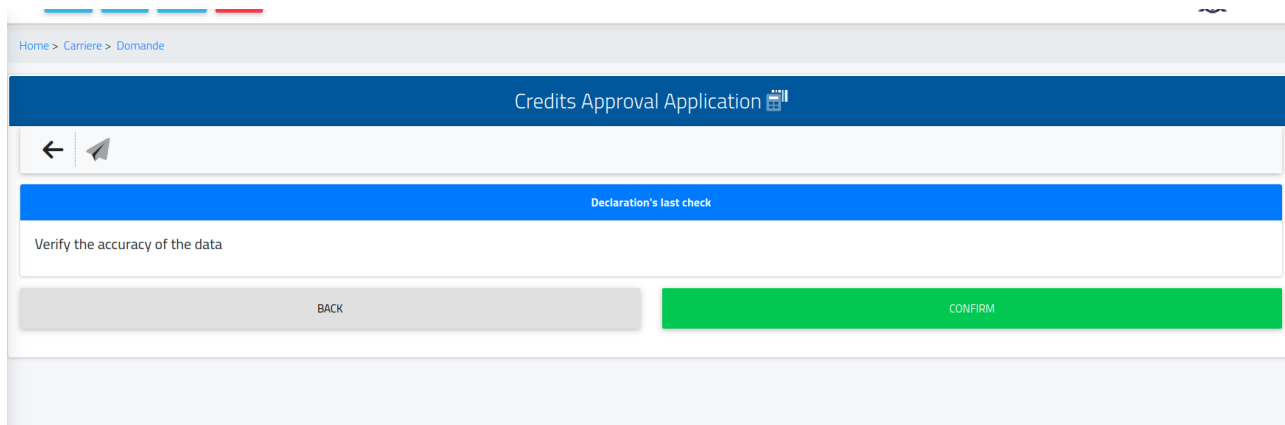
After successfully sending the request, the following message will appear: you can download the receipt or scan the QRcode.
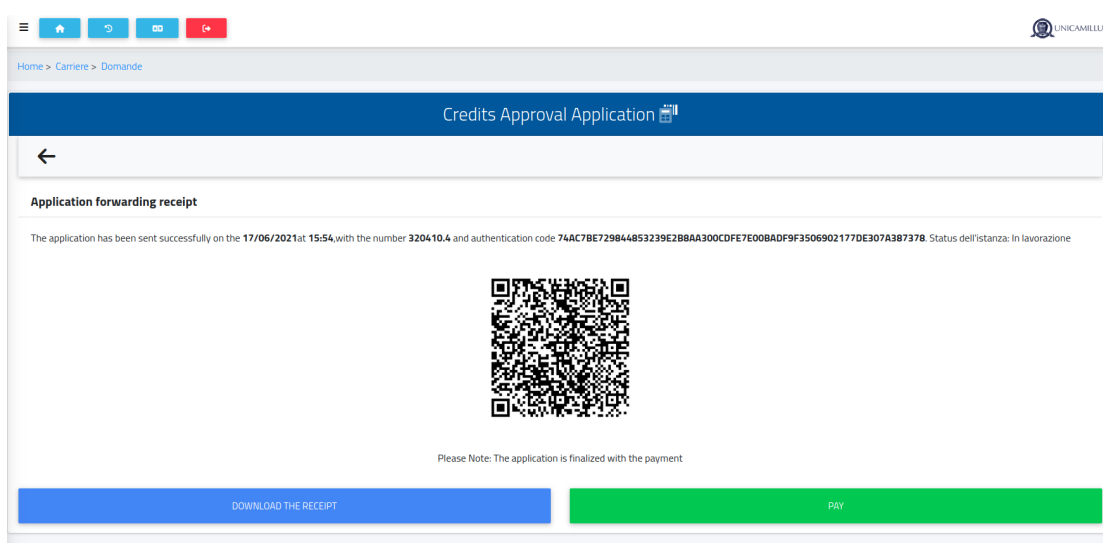
From now the application cannot be modified, nor can you present another application. Should you need any change or integration of an application already sent, in the terms established, you can contact the Registrar's Office and ask to cancel the practice, so that you can modify it and send it again.