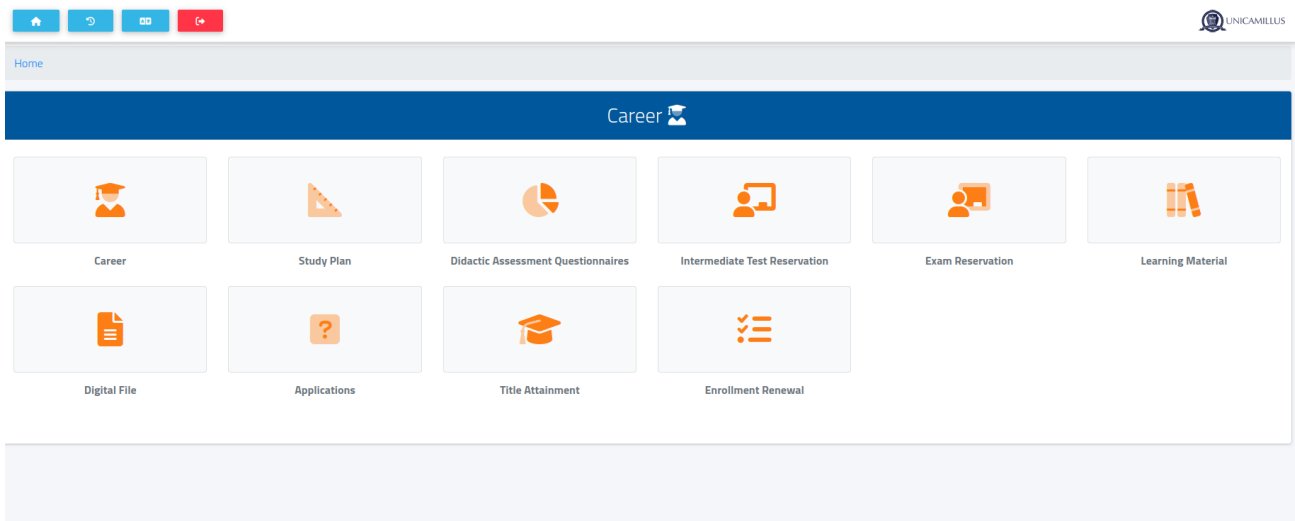


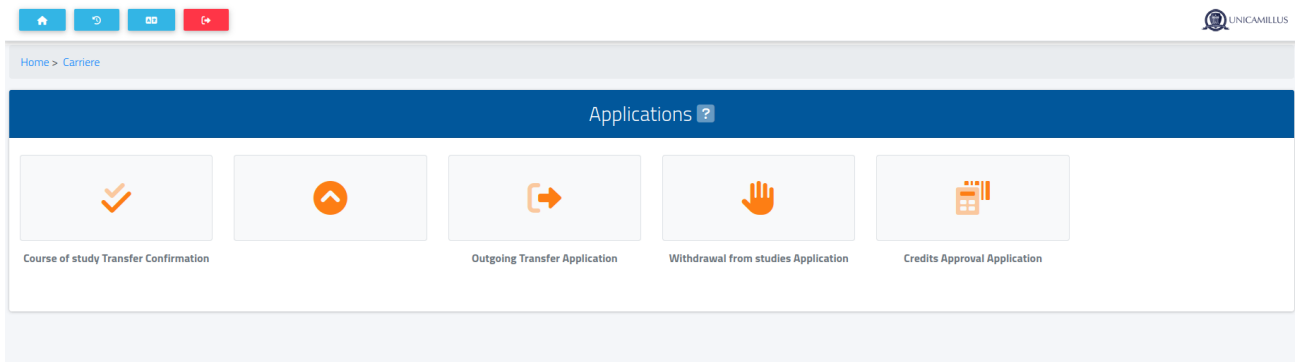
Guide for presenting a credit recognition request

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.

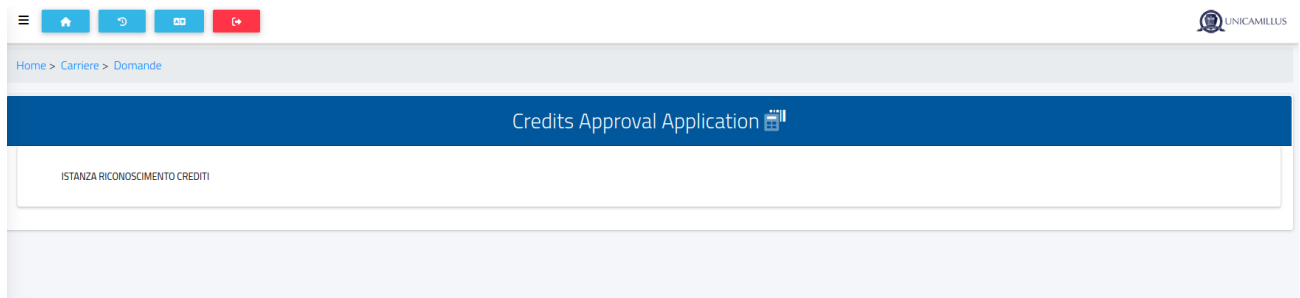
In the section "Career", subsection "Applications".



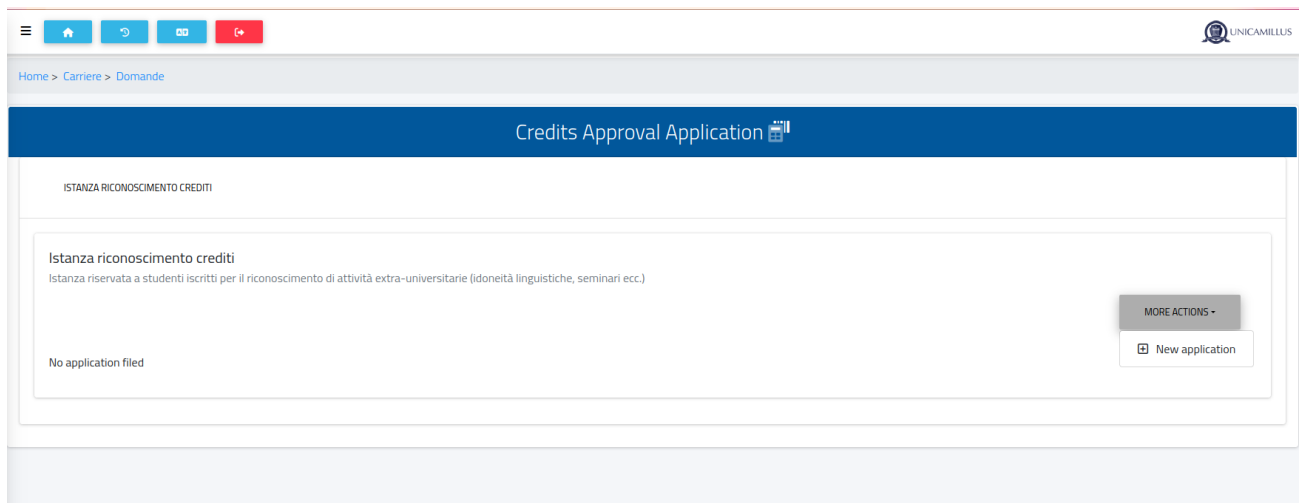
Select "Credits Approval Application".



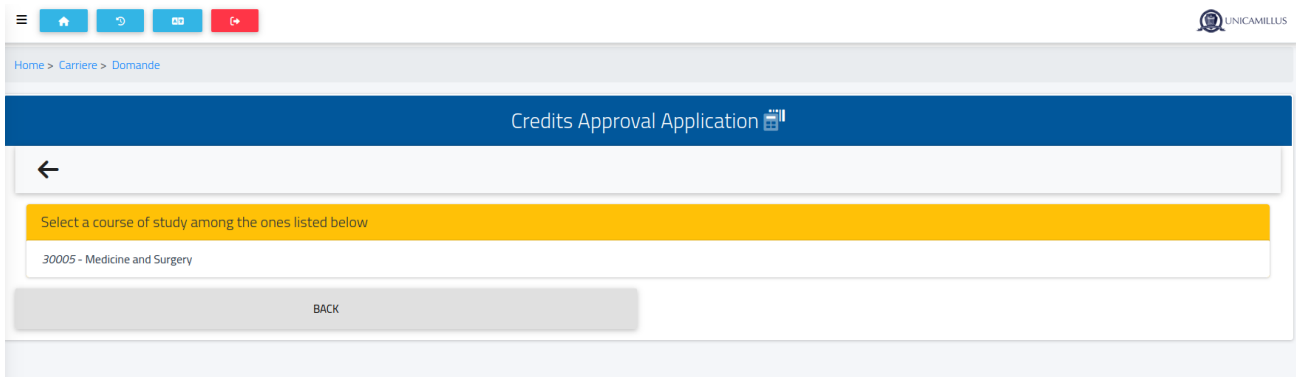
Select “ISTANZA RICONOSCIMENTO CREDITI”.



Select “MORE ACTIONS” → “New application”.

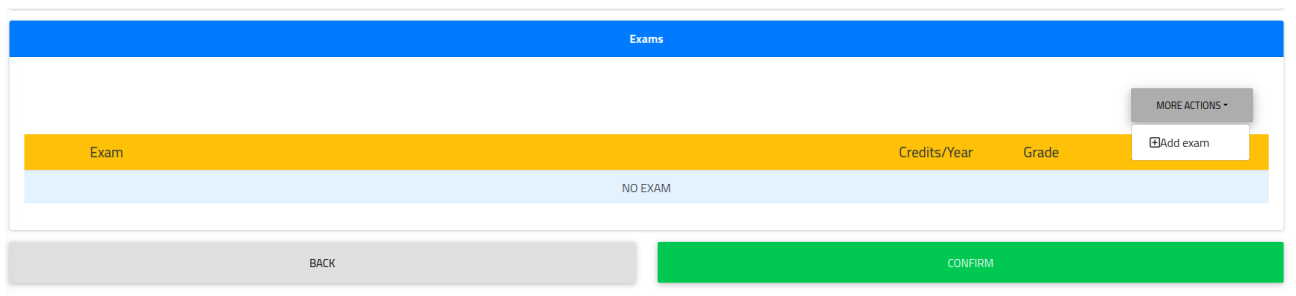


Select the study course you are enrolled in.



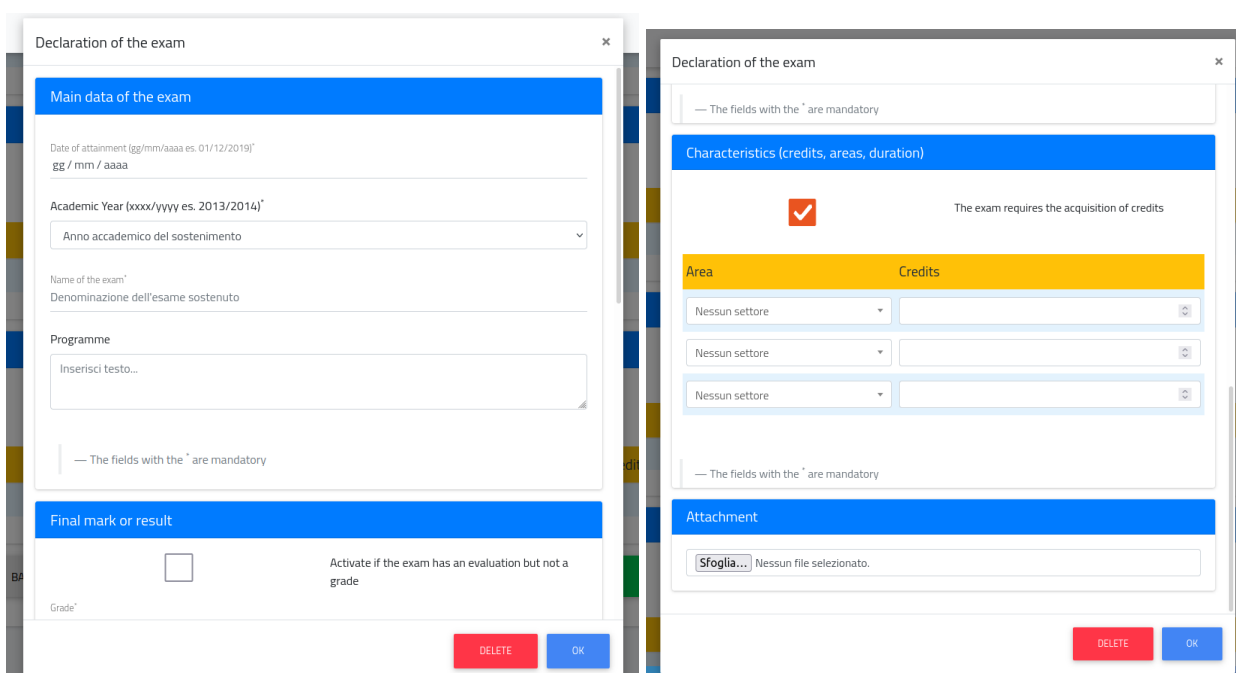
The screenshot shows a web interface for a "Credits Approval Application". At the top, there is a navigation bar with a home icon, a back icon, a refresh icon, and a red button with a right-pointing arrow. The breadcrumb trail reads "Home > Carriere > Domande". The main title is "Credits Approval Application" with a calendar icon. Below the title is a left-pointing arrow. A yellow box contains the instruction "Select a course of study among the ones listed below". Below this, a white box contains the text "30005 - Medicine and Surgery". At the bottom of the form is a grey "BACK" button.

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”:



The screenshot shows the "Exams" section of the application. It features a blue header with the word "Exams". Below the header is a table with columns for "Exam", "Credits/Year", and "Grade". The table currently contains one row with the text "NO EXAM". To the right of the table is a grey "MORE ACTIONS" button, which has a dropdown menu open showing an "Add exam" option. At the bottom of the page, there are two buttons: a grey "BACK" button and a green "CONFIRM" button.

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.



Declaration of the exam

— The fields with the * are mandatory

Main data of the exam

Date of attainment (gg/mm/aaaa es. 01/12/2019)*
gg / mm / aaaa

Academic Year (xxxx/yyyy es. 2013/2014)*
Anno accademico del sostenimento

Name of the exam*
Denominazione dell'esame sostenuto

Programme
Inserisci testo...

— The fields with the * are mandatory

Final mark or result

Activate if the exam has an evaluation but not a grade*
Grade*

Characteristics (credits, areas, duration)

The exam requires the acquisition of credits

Area	Credits
Nessun settore	
Nessun settore	
Nessun settore	

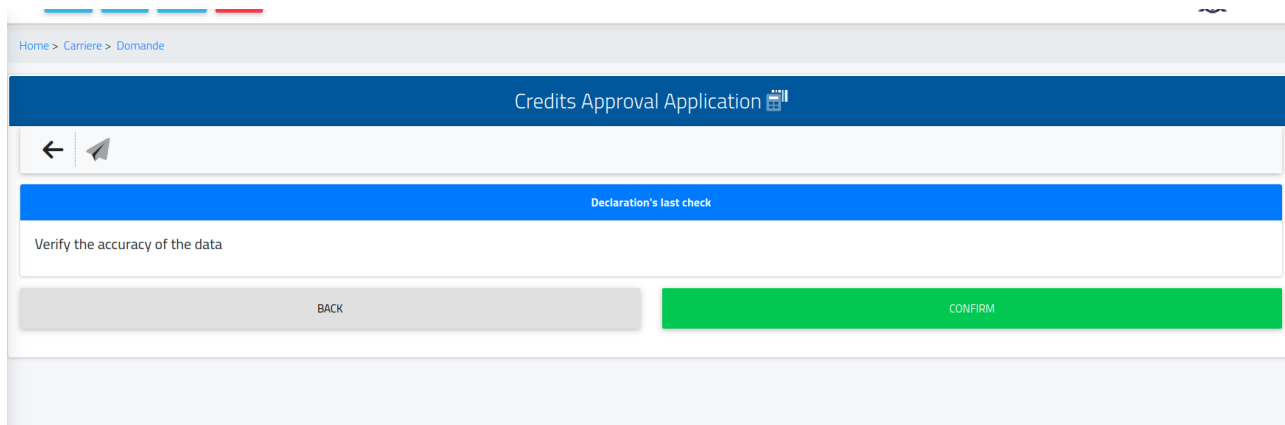
— The fields with the * are mandatory

Attachment

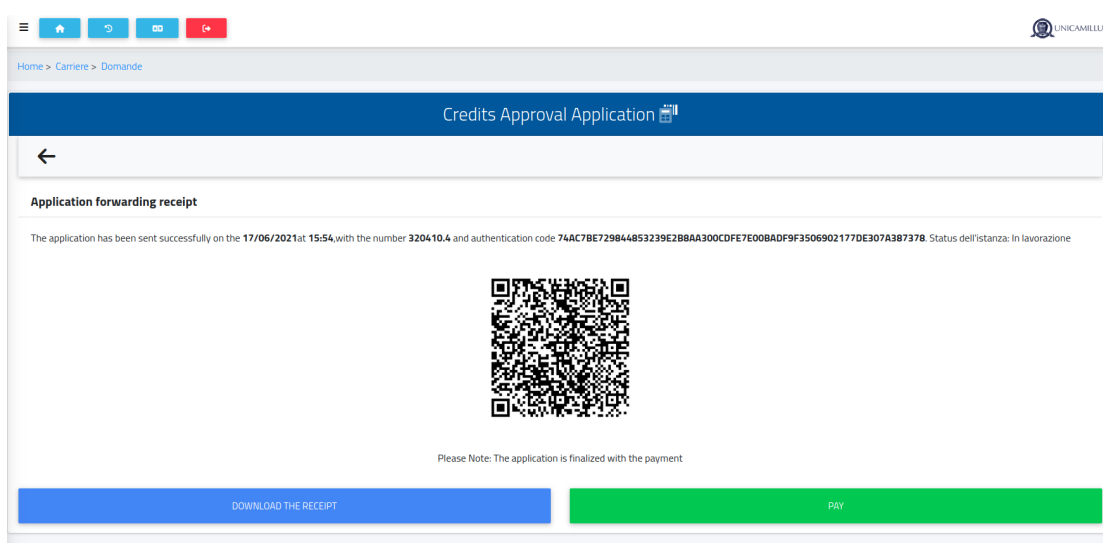
Sfogliala... Nessun file selezionato.

DELETEDELETE OKOK

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.