Guideline for Enrollment and Payments

Foundation Year Program
NOTE:
Before starting, make sure you are using your laptop and a stable internet connection. The system might not allow you to proceed in case your session timed out. In this case, refresh the page or log out and log in again.
Online enrollment
Start from here

Click on MENU

Choose Eng and select LOGIN

Online registration to Unipv website
Login using the temporary username and password that you obtained at the end of the registration.
Registered Users Area - Welcome

Select Admissions in the top right menu: a new menu will appear. Click on the item of your interest.

For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility.
Registered Users Area - Welcome

Select **Admissions** in the top right menu: a new menu will appear. Click on the item of your interest.

For **Erasmus Incoming Students**, please click on Mobilità internazionale / International Mobility.
Once you select **Home**, the system will show you a list of all the fields you will be required to fill.

**Enrolment**: select Enrolment to proceed to enrollment
The following pages will allow you to enroll in the course of your choice.

At the end of the procedure you will be able to print the enrollment application, which will allow you to effectuate the contribution installments. The payment is necessary to complete your enrolment.

We inform you that, according to Art. 48 part 1 of the Didactic Regulation, approved with Rectoral Decree n. 628/2008 of April 2, 2008, it is forbidden to enrol on more than one University course at anyone time.

**Type of University application**

- Academic career abbreviation
- Standard enrollment
- Student with academic career disrupted
- Student with formal renunciation
- Transfer: incoming students

Select “standard enrollment”
Enrollment: Method of Admission

In the following pages you will be able to enrol on a course of study.

Choose method of admission

- Enrollment to free access courses
Enrollment: Selection of type of course

Choose the type of course you wish to enroll on.

Course options

- Post reform*
  - First-cycle degree course
  - Foundation Year
  - Post-BA professional Master’s Courses
  - Second Cycle Degree Course
  - Single Cycle 5-year Degree Course
  - Individual Course

Legend

- Mandatory data
Enrollment: Selection of study course

Please select the type of course on which you would like to enroll.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preparatory Course FOUNDATION YEAR</td>
</tr>
</tbody>
</table>

Legend

- Mandatory data
Photo: Please note that if you do not upload a photo the procedure will not allow you to go forward.

Choose a photo from one of your folders. This photo will be used to issue your student card so check that it is clear and you like it in this box. If so, select Upload photo.

If everything is fine, select Forward.
- PASSPORT/ID AND HIGH SCHOOL DIPLOMA MUST BE UPLOADED TO CONTINUE.
- STATEMENT OF COMPARABILITY/DECLARATION OF VALUE CAN BE SKIPPED IF YOU STILL DO NOT POSSESS IT.
Confirm course choice

In the following page all the choices made in the previous pages are showed. Please click on 'Confirm'. In case of mistakes click on the 'Back' button in order to repeat the choice.

<table>
<thead>
<tr>
<th>Study course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of enrollment</td>
</tr>
<tr>
<td>Type of entrance in our university</td>
</tr>
<tr>
<td>Faculty/Department</td>
</tr>
<tr>
<td>Type of Study Title</td>
</tr>
<tr>
<td>Type of Study Course</td>
</tr>
<tr>
<td>Academic Year</td>
</tr>
<tr>
<td>Study Course</td>
</tr>
<tr>
<td>Order of the Study Course</td>
</tr>
</tbody>
</table>

If any of these information are incorrect, select Back and change them.

Please check that you have chosen:
- Corso preparatorio Foundation Year
Personal Data This is a summary of all the information you uploaded during registration and enrollment. Some of them can be still changed. Check if you want to make any changes.

If all the information are correct select Confirm.
Payments
Registered Users Area - Welcome

Select Admissions in the top right menu: a new menu will appear. Click on the item of your interest.

For Erasmus Incoming Students, please click on Mobilità internazionale / International Mobility.
Registered Users Area - Welcome

Select Admissions in the top right menu; a new menu will appear. Click on the item of your interest.

For Erasmus Incoming Students, please click on Mobilità Internazionale / International Mobility.
List of Fees
This page displays the list of fees and their respective amounts. Select invoice number for payment.

<table>
<thead>
<tr>
<th>Invoice</th>
<th>IUV code</th>
<th>Description</th>
<th>Expiry date</th>
<th>Amount</th>
<th>Status</th>
<th>pagoPA enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ 2601460</td>
<td>000000050242377</td>
<td>Student Id Number 510990 - Foundation Year - Preparatory Course FOUNDATION YEAR - Enrollment fee Foundation Year Year 2022/2023</td>
<td>30/09/2022</td>
<td>1.500,00 €</td>
<td>not paid</td>
<td>ABILITATO</td>
</tr>
<tr>
<td>+ 2601463</td>
<td>000000050242680</td>
<td>Student Id Number 510990 - Foundation Year - Preparatory Course FOUNDATION YEAR - Enrollment fee Foundation Year Year 2022/2023</td>
<td>30/09/2022</td>
<td>1.750,00 €</td>
<td>not paid</td>
<td>ABILITATO</td>
</tr>
<tr>
<td>+ 2601465</td>
<td>000000050242882</td>
<td>Student Id Number 510990 - Foundation Year - Preparatory Course FOUNDATION YEAR - Enrollment fee Foundation Year Year 2022/2023</td>
<td>30/09/2022</td>
<td>1.750,00 €</td>
<td>not paid</td>
<td>ABILITATO</td>
</tr>
</tbody>
</table>

Legend:
Click here to pay
CONTACTS

If you need support contact us:

- Via email at foundationyear@unipv.it
- Via chat here: https://web-en.unipv.it/chat-with-us/
- Via video-call here: http://gopa.unipv.it/home_foundyear.asp