@nline services for student

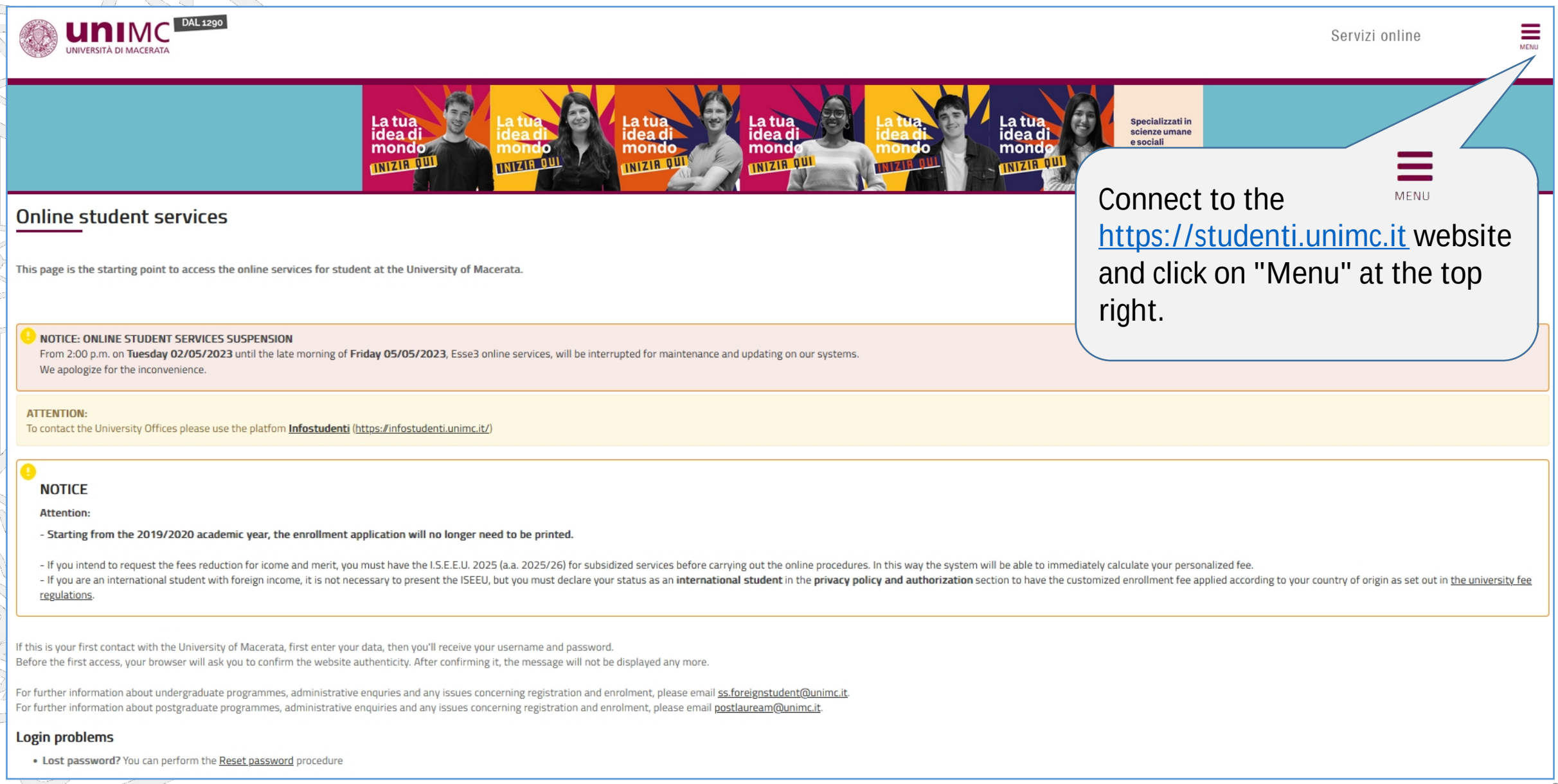
A single password for multiple services

Online enrollment tutorial

This document provides the guidelines for the registration procedure for single-cycle degree programs, including the completion of the fee reduction application (ISEE-U self-certification).

ATTENTION: Completing the application for tuition reduction, as opposed to previous academic years, is no longer necessary. Now It's automatically filled in by the system when the student provides authorization for the discharge of his/her Single Substitute Declaration (DSU) with attestation ISEE-U in the consents and privacy section of the new procedure.
This procedure is available only for students enrolling in degree courses, single-cycle master's degrees and post-graduate courses. IT'S EXCLUDED for post-graduate courses and specialization schools.

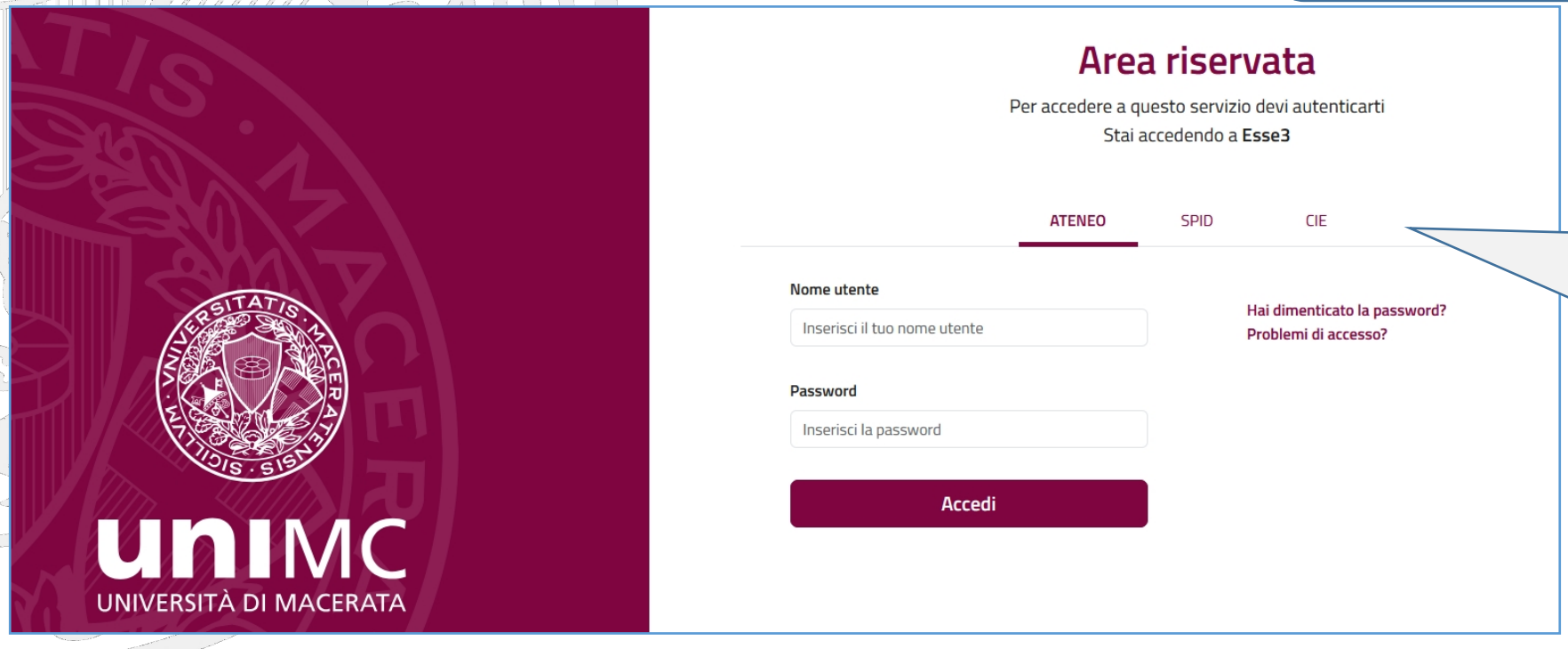
This guide provides operating instructions.



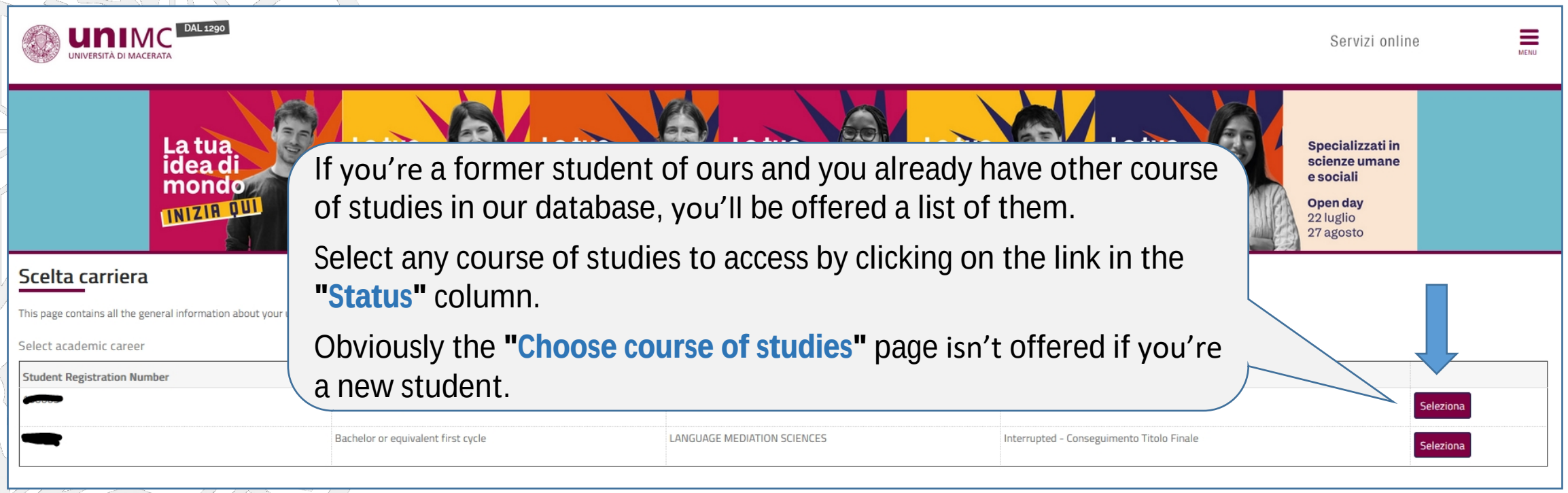
Connect to the https://studenti.unimc.it website and click on "Menu" at the top right.



After opening the menu, select "**Login**" to gain access.



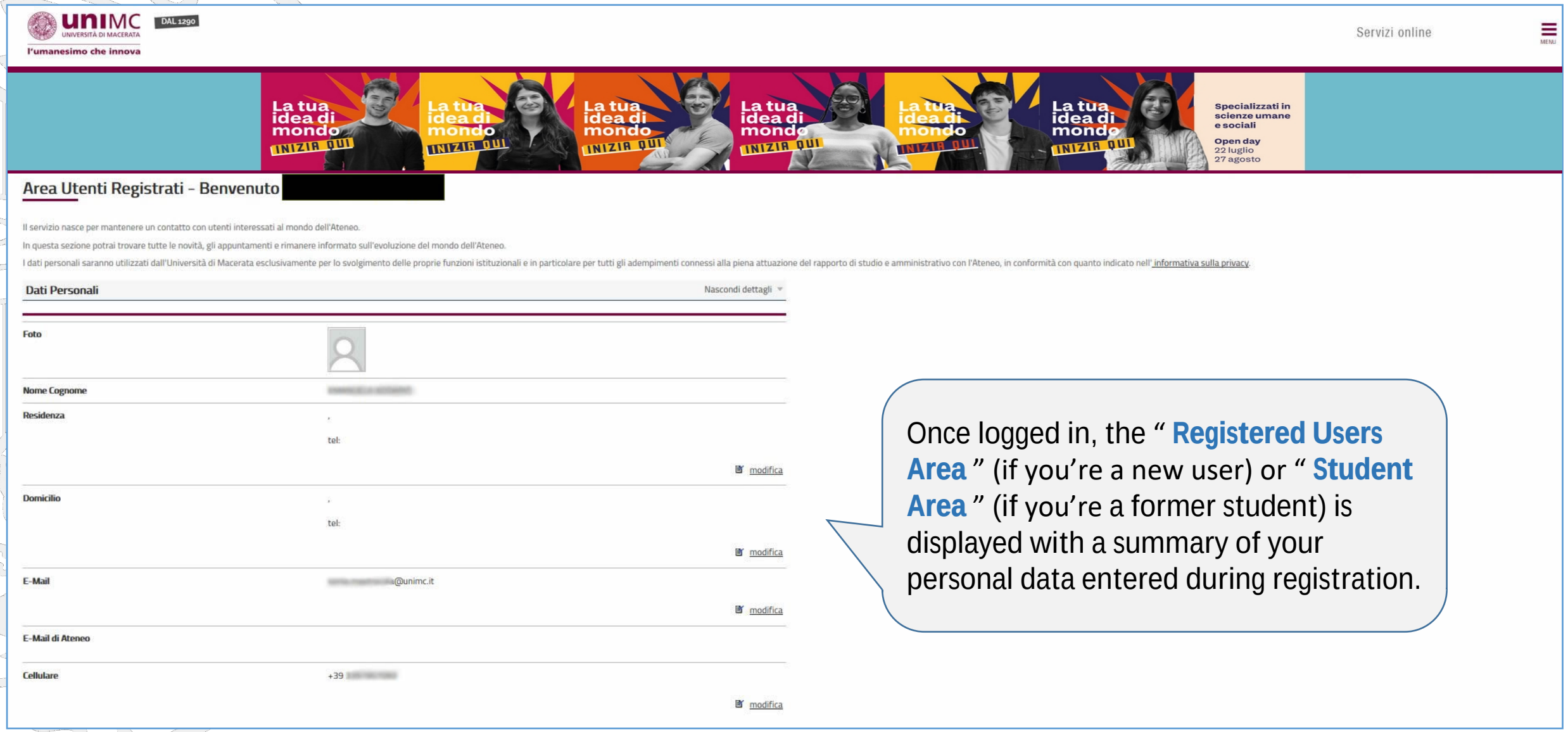
Select the desired login method (University credentials, SPID, CIE) and enter the corresponding credentials.



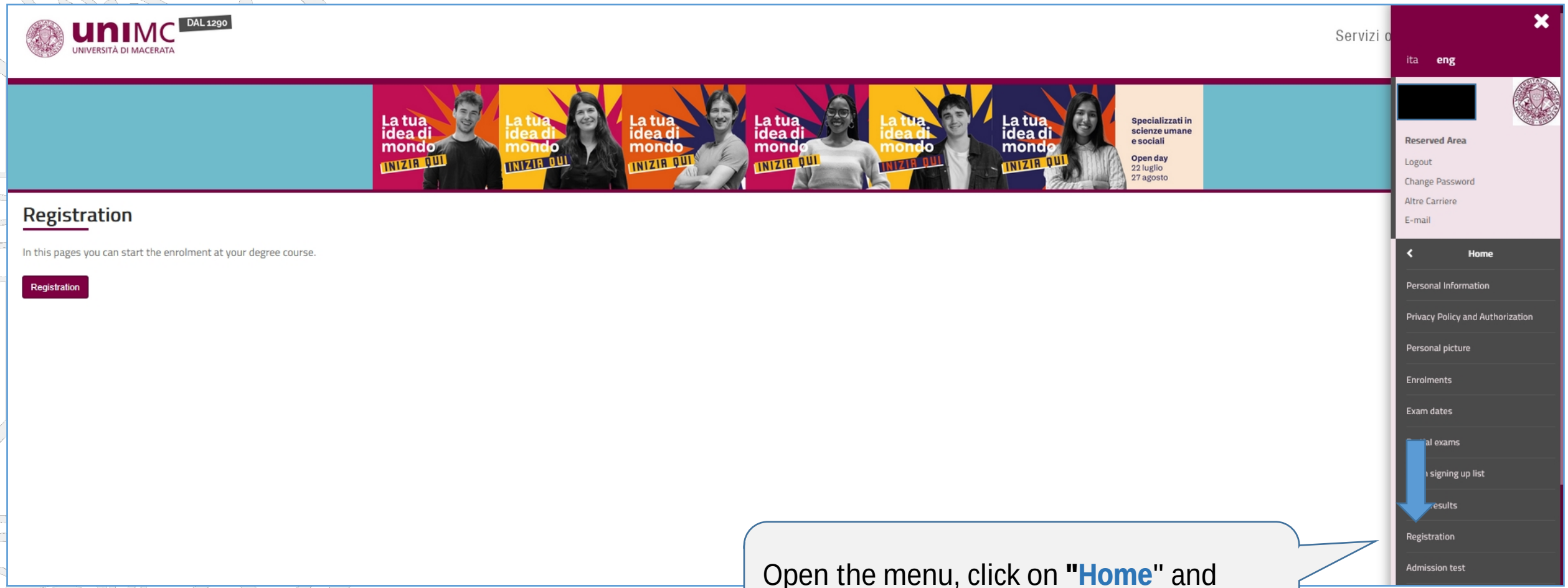
If you're a former student of ours and you already have other course of studies in our database, you'll be offered a list of them.

Select any course of studies to access by clicking on the link in the "**Status**" column.

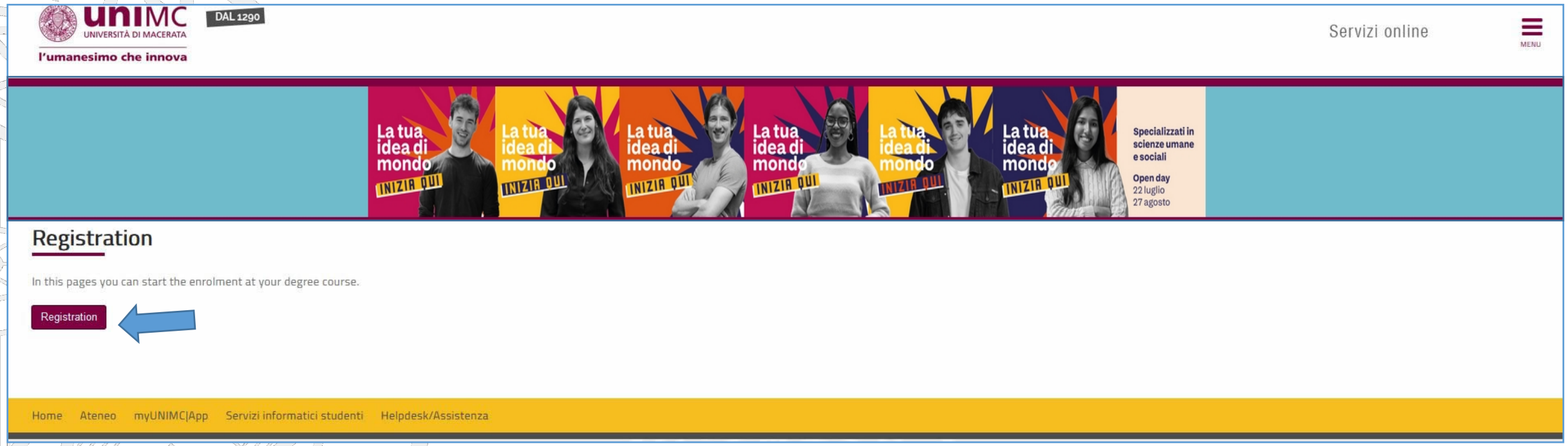
Obviously the "**Choose course of studies**" page isn't offered if you're a new student.



Once logged in, the " **Registered Users Area** " (if you're a new user) or " **Student Area** " (if you're a former student) is displayed with a summary of your personal data entered during registration.



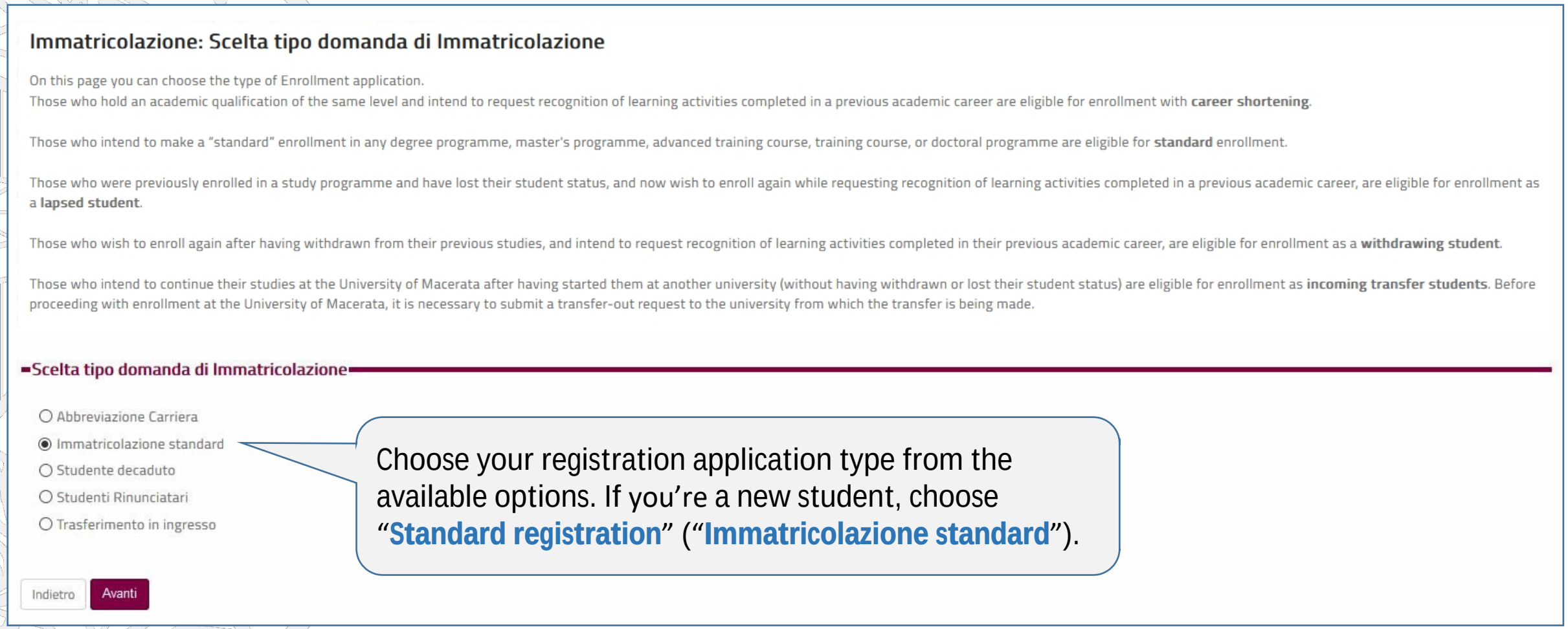
Open the menu, click on "**Home**" and select "**Registration**".



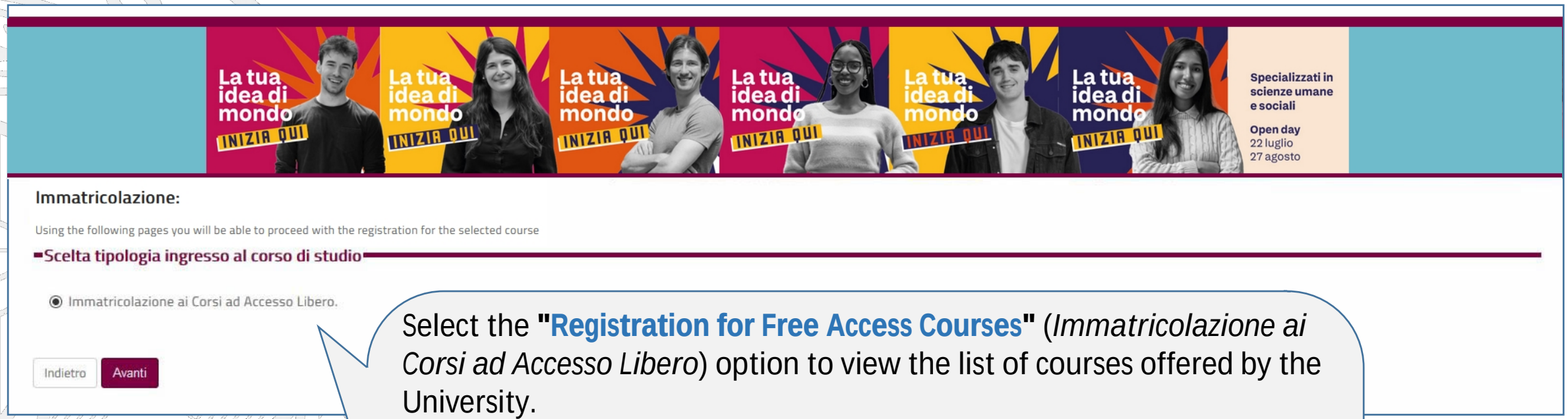
To start the procedure press **"Registration".** It's advisable to have ready the digital scan of the documents requested which will have to be loaded during the procedure. Your ID and student's passport-size photograph are mandatory. The rest must be uploaded only if the student is disabled or is a non-EU citizen.

List of required documents:

- front and back copy of ID (.pdf or .jpg format)
- digital passport-size photograph (.jpg format)
- if necessary, declaration of disability (.pdf format)
- copy of valid residence permit for foreign stuents or receipt of permission request (only for non-EU citizen)



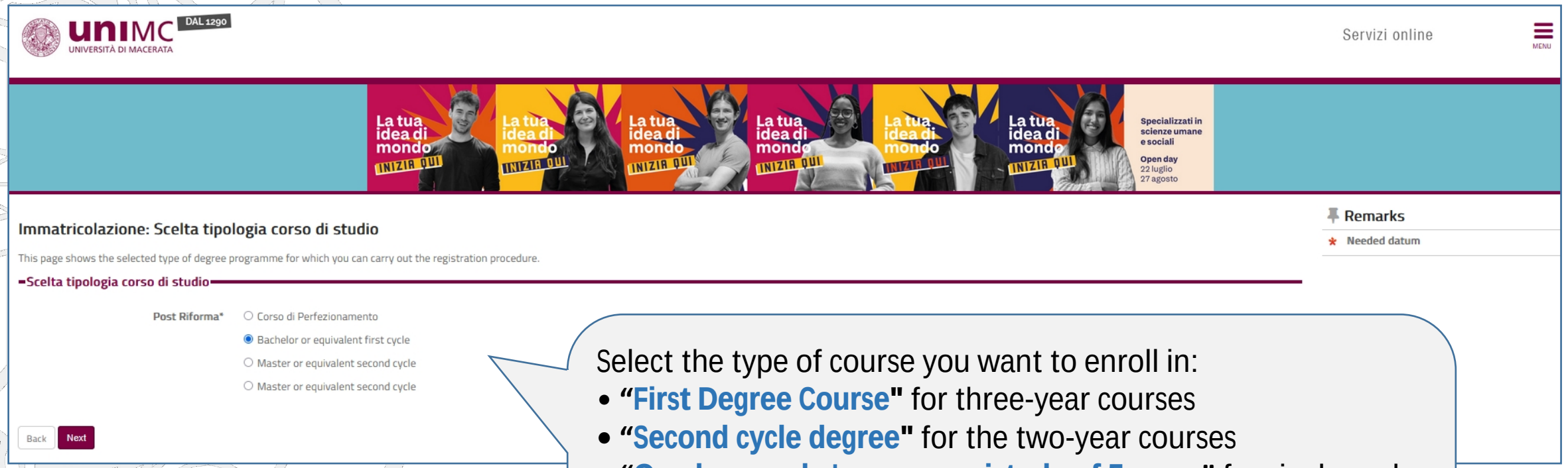
Choose your registration application type from the available options. If you're a new student, choose "**Standard registration**" ("**Immatricolazione standard**").



Select the **"Registration for Free Access Courses"** (*Immatricolazione ai Corsi ad Accesso Libero*) option to view the list of courses offered by the University.

ATTENTION

Those who must register in the single-cycle master's degree program in **Primary Education** (a limited or restricted course –Scienze della Formazione Primaria) must instead select the **"Registration in Programmed Access Courses"** (*Immatricolazione ai corsi ad accesso programmato*) option, available only if they have passed the admission test to the course in question and have therefore placed themselves in a useful position in the ranking of those admitted.



Select the type of course you want to enroll in:

- **"First Degree Course"** for three-year courses
- **"Second cycle degree"** for the two-year courses
- **"One long cycle Laurea magistrale of 5 years"** for single-cycle master's courses (Jurisprudence and Primary Education Sciences: the latter course will be available only if the related admission test has been passed).

Immatricolazione: Scelta corso di studio

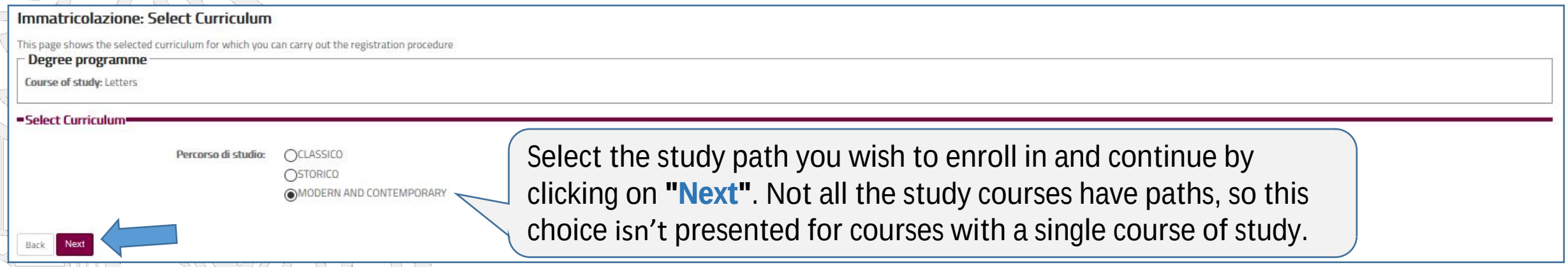
This page shows the selected degree programme for which you have to carry out the university registration procedure.

Scelta corso di studio

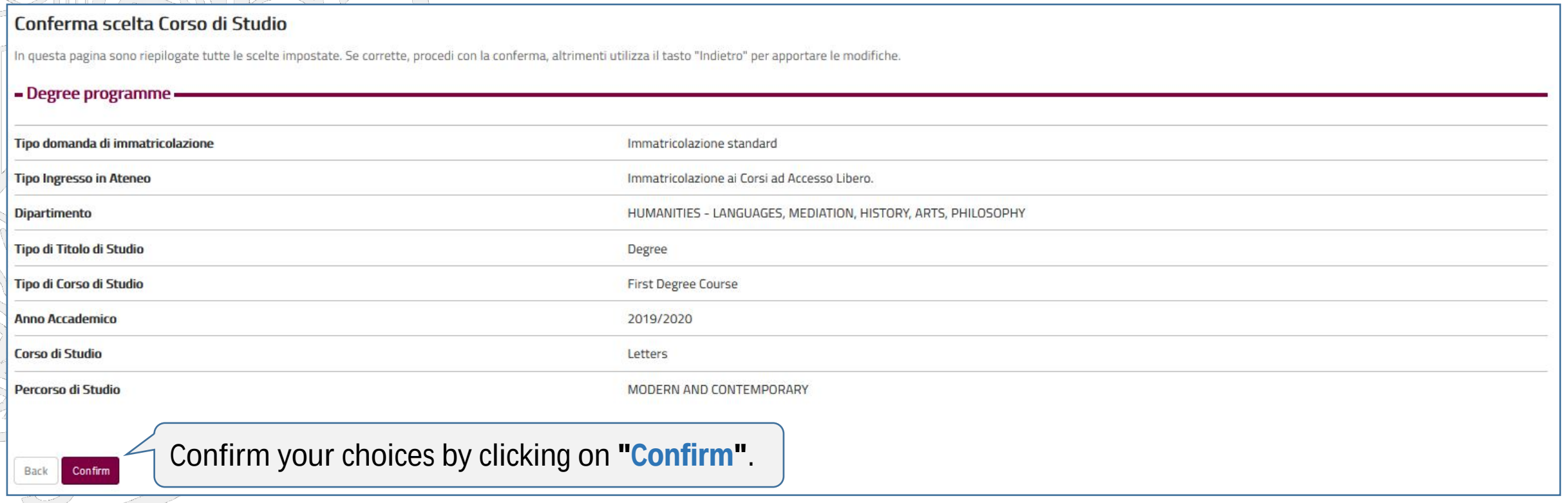
faculty	Degree programme	Course Type
ECONOMICS AND LAW		
	◯ Economics : banks, companies, markets	First Degree Course
EDUCATION, CULTURAL HERITAGE AND TOURISM		
	◯ CULTURAL HERITAGE AND TOURISM	First Degree Course
	◯ Education and training science	First Degree Course
HUMANITIES - LANGUAGES, MEDIATION, HISTORY, ARTS, PHILOSOPHY		
	◯ LANGUAGE MEDIATION SCIENCES	First Degree Course
	◉ Letters	First Degree Course
	◯ Philosophy	First Degree Course
	◯ Western and Eastern languages and cultures	First Degree Course
LAW		
	◯ Applied Legal Studies	First Degree Course
	◯ Theories, cultures and techniques for Social Work	First Degree Course
POLITICAL SCIENCES, COMMUNICATION AND INTERNATIONAL RELATIONS		
	◯ COMMUNICATION	First Degree Course
	◯ Political Science and International Relations	First Degree Course

Back Next

Select the study course you wish to enroll in and proceed by clicking on "**Next**".



Select the study path you wish to enroll in and continue by clicking on "**Next**". Not all the study courses have paths, so this choice isn't presented for courses with a single course of study.



Confirm your choices by clicking on "**Confirm**".

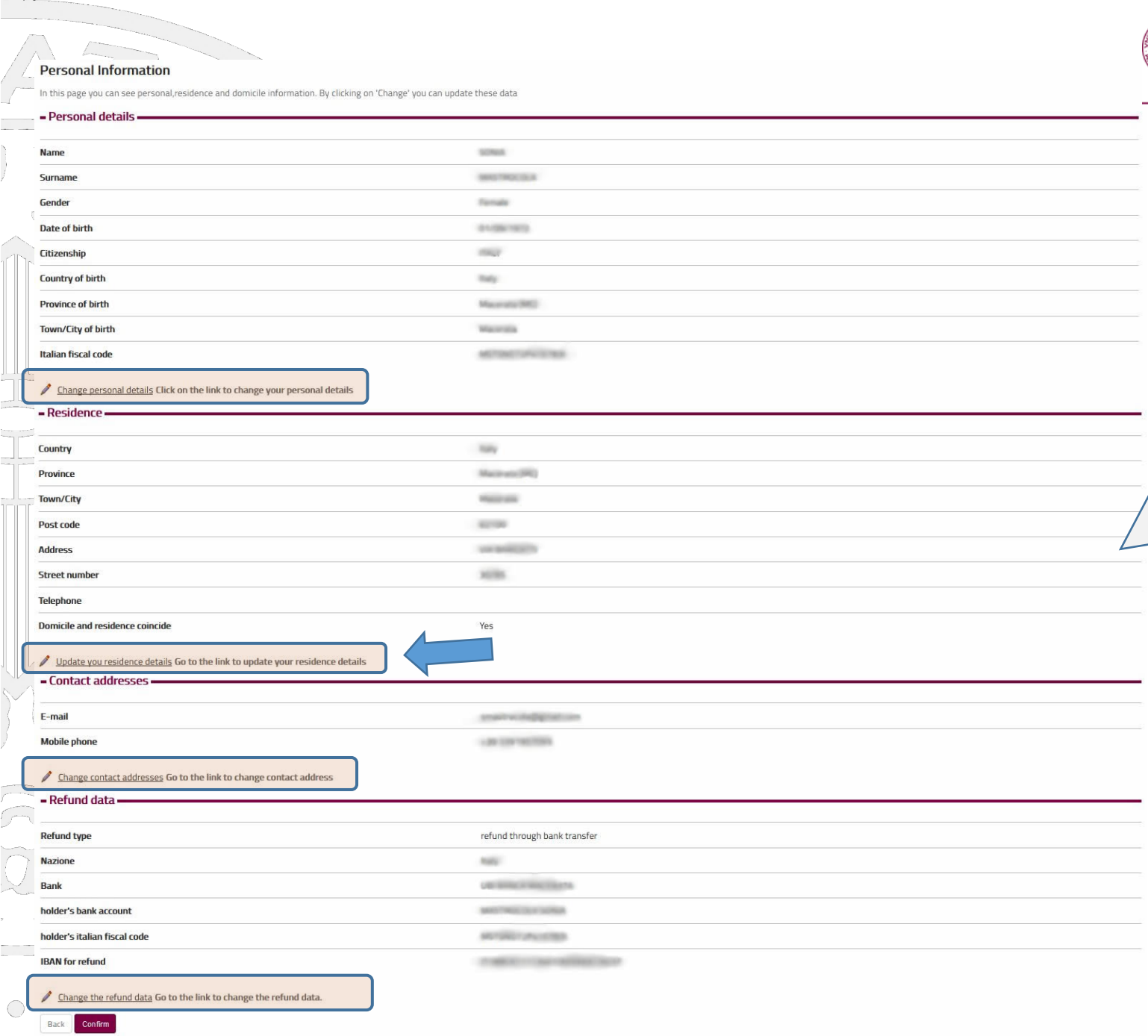


In the "**Consensi**" section, you must give your consent to processing your personal data, and if necessary, view the privacy statement by clicking on the appropriate link at the top of the page. At the end, continue by clicking on " **Conferma e Prosegui** ".

ATTENTION

In this section It's also possible to give or not your authorization to consult the INPS database for the student's ISEE-U download to benefit from the tuition reduction. As opposed to previous years, you'll no longer have to complete the self-certification (request for tuition reduction), which will be automatically loaded by the system if the authorization has been granted and the student's ISEE-U has been acquired.

Foreign students not in possession of an ISEE-U must declare their status as a student residing abroad or with foreign income.



This section summarizes personal data, residence data, and contact and bank details. In the example on the left the residence data are missing (highlighted with a red symbol), data that are mandatory and so must be entered byusing the "**Update your residence details**" link. You can also update the data of the other sections by using the appropriate links at the bottom of each section.

Registration: residence address

In this page you can see the form to insert or update your residence.

Residence

Country*

Province
if in Italy

Town/City*

Town/City not listed

Postecode*
if in Italy

Suburb

Address*
(Square, street..)

Street number*

Telephone

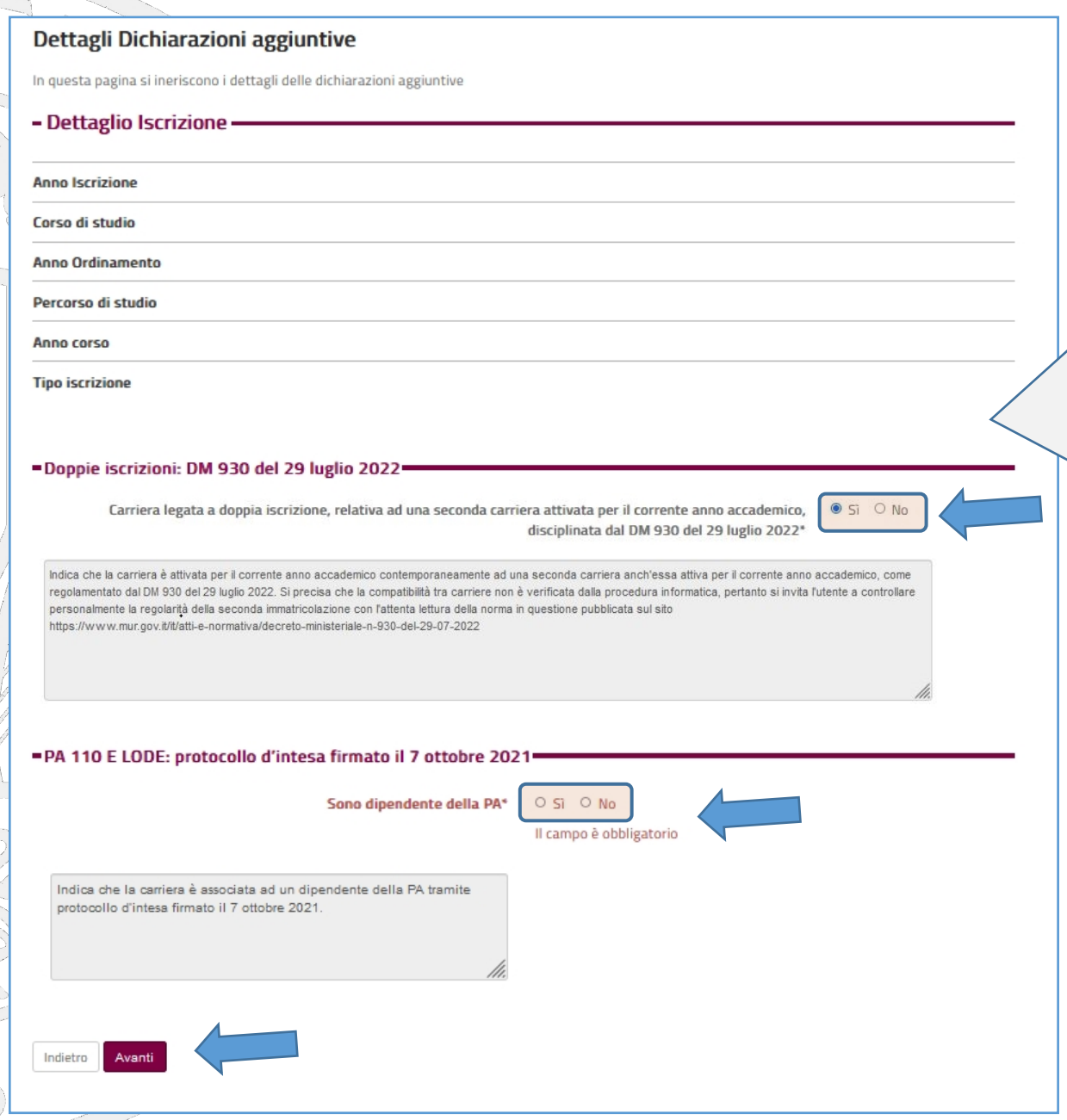
Domicile and residence coincide* YES N

Back Next

Enter your residence and domicile information.

If they coincide, select "**Yes**" in the "**Domicile coincides with residence**“ (Domicile and residence coincide) field, otherwise select "**No**" to enter your different domicile address.

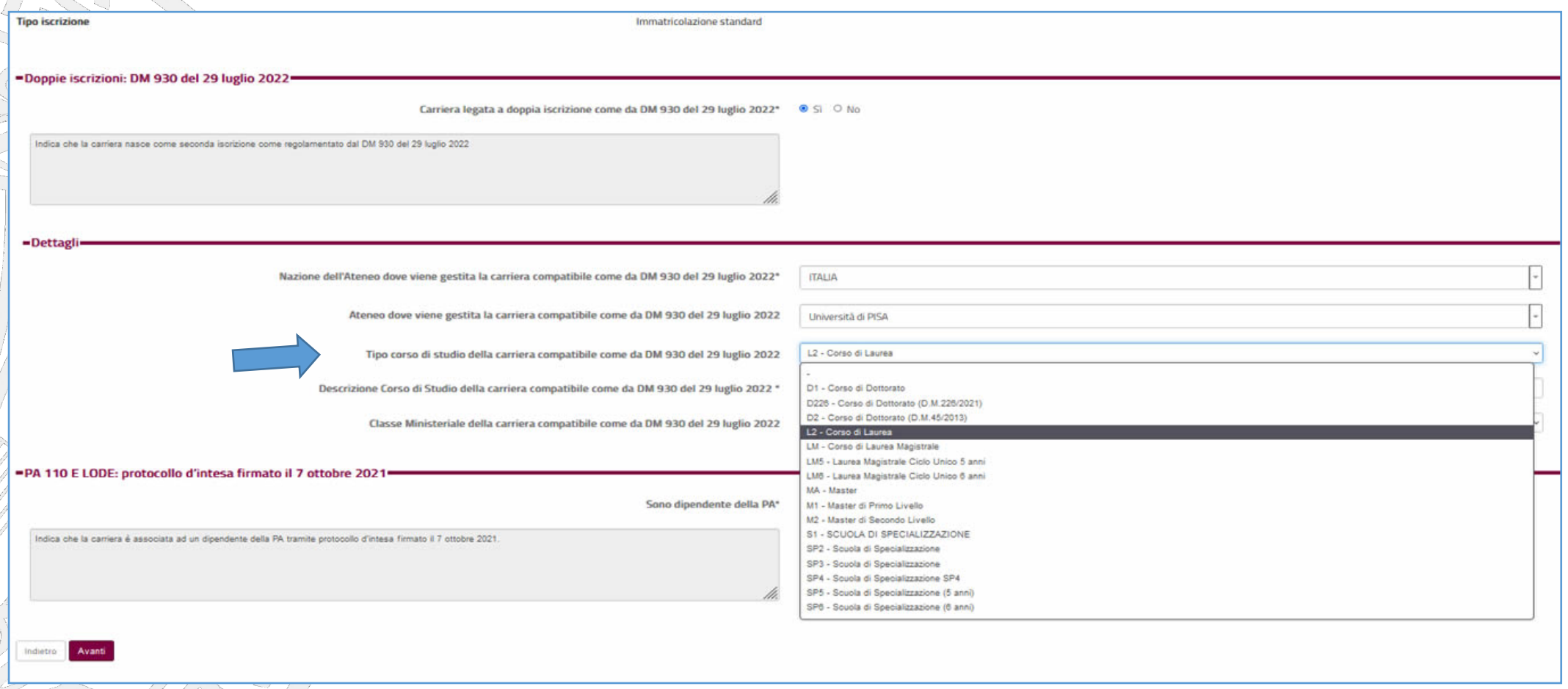
At the end of the insertion proceed by clicking on "**Next**".



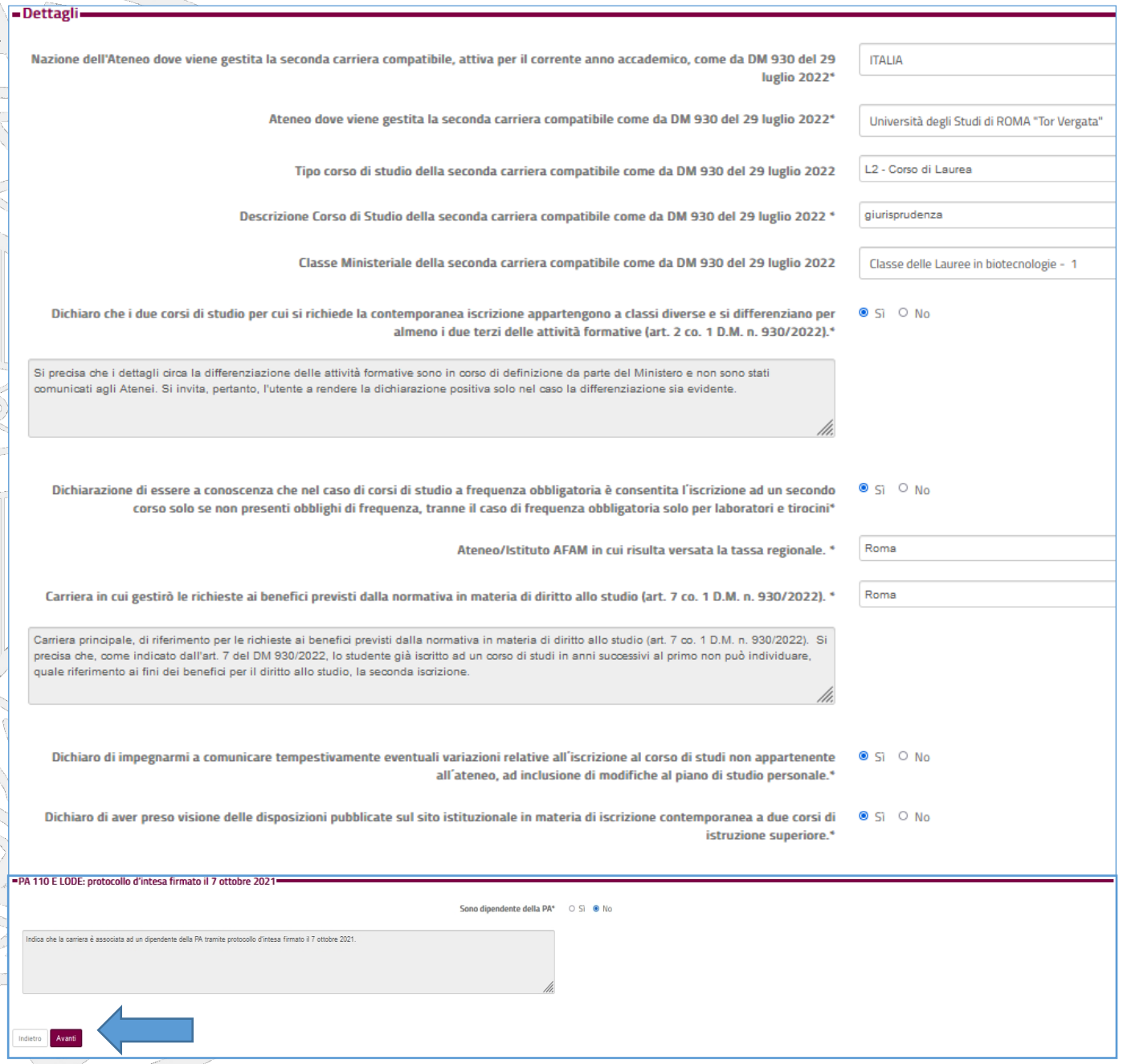
In the "**Dettagli Dichiarazioni aggiuntive**" section, additional mandatory information will be asked, with regard to the provisions of the recent Ministerial Decree 930/2022 and the Memorandum of Understanding "PA 110 E LODE" of 07/10/21.

In the section "**Doppie iscrizioni: DM 930 del 29 luglio 2022**" answer "**Si**" if you are enrolled or intend to enroll in another degree, master degree, or one-cycle master degree in accordance with the provisions of the M.D. 930/2022.

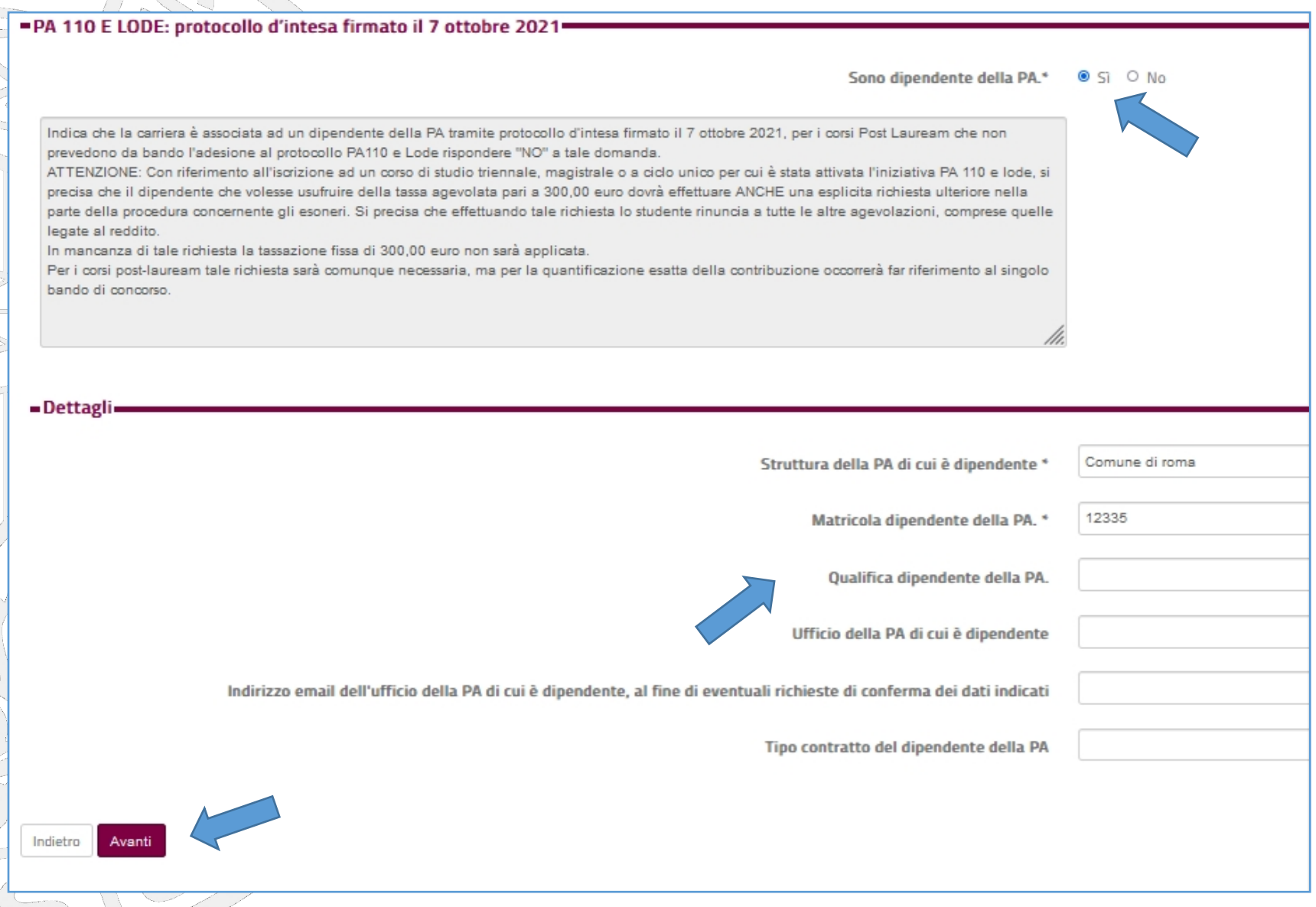
In the section " **PA 110 E LODE: protocollo d'intesa firmato il 7 ottobre 2021**" answer "**Si**" if you are an employee by an Italian public administration and you intend to choose the protocol.



Enter the requested information "**Doppie iscrizioni: DM 930 del 29 luglio 2022**" and answer "**Si**" if you are enrolled or intend to enroll in another degree, master degree, or one-cycle master degree in accordance with the provisions of D.M.



When you have finished entering your data, please click "**Avanti**".



If you wish to choose the "PA 110 e Lode" Memorandum of Understanding, answer "**Si**" to the question "**Sono dipendente della PA**" (I am a PA employee) and enter the information required. When you have finished entering your data, please click "**Avanti**" (continue).

Dettagli Dichiarazioni aggiuntive

Di seguito il riepilogo delle dichiarazioni aggiuntive inserite

Dettaglio Iscrizione

Anno Accademico	2022
Data Iscrizione	15/09/2022
Dipartimento	GIURISPRUDENZA
Corso di studio	SCIENZE PER I SERVIZI GIURIDICI
Ordinamento di Corso di Studio	ORD. 2021 - SCIENZE PER I SERVIZI GIURIDICI
Percorso di studio	OPERATORE GIUDIZIARIO E CRIMINOLOGICO
Tipo iscrizione	Immatricolazione standard

Doppie iscrizioni: DM 930 del 29 luglio 2022

Carriera legata a doppia iscrizione come da DM 930 del 29 luglio 2022: Si

Dettagli

Nazione dell'Ateneo dove viene gestita la carriera compatibile come da DM 930 del 29 luglio 2022: ITALIA

Ateneo dove viene gestita la carriera compatibile come da DM 930 del 29 luglio 2022: Università di PISA

Tipo corso di studio della carriera compatibile come da DM 930 del 29 luglio 2022: Corso di Laurea

Descrizione Corso di Studio della carriera compatibile come da DM 930 del 29 luglio 2022: Lettere

Classe Ministeriale della carriera compatibile come da DM 930 del 29 luglio 2022: 5

PA 110 E LODE: protocollo d'intesa firmato il 7 ottobre 2021

Sono dipendente della PA: Si

Dettagli

Struttura della PA di cui è dipendente: Ospedale di Macerata

Matricola dipendente della PA.: A21555

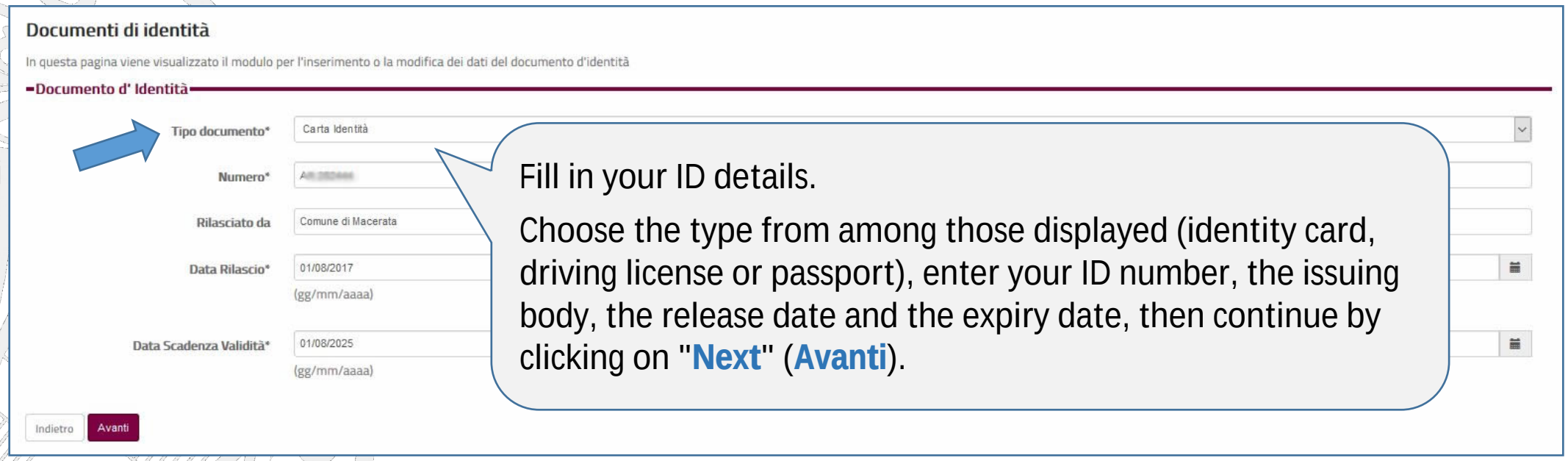
Qualifica dipendente della PA.: Infermiere

Indietro Procedi

On the overview page, please click "**Procedi**" (continue).

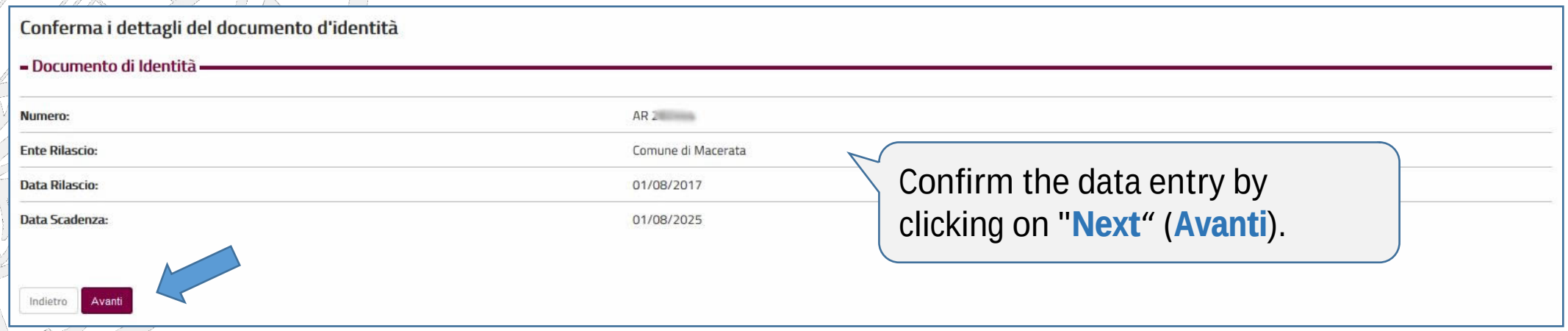


In the management page of the "***Gestione dichiarazioni aggiuntive iscrizione annuale***" you can edit or delete the remaining declarations, using the edit ( ) or delete ( ) icons. Otherwise, please click on "**Procedi**" (continue).

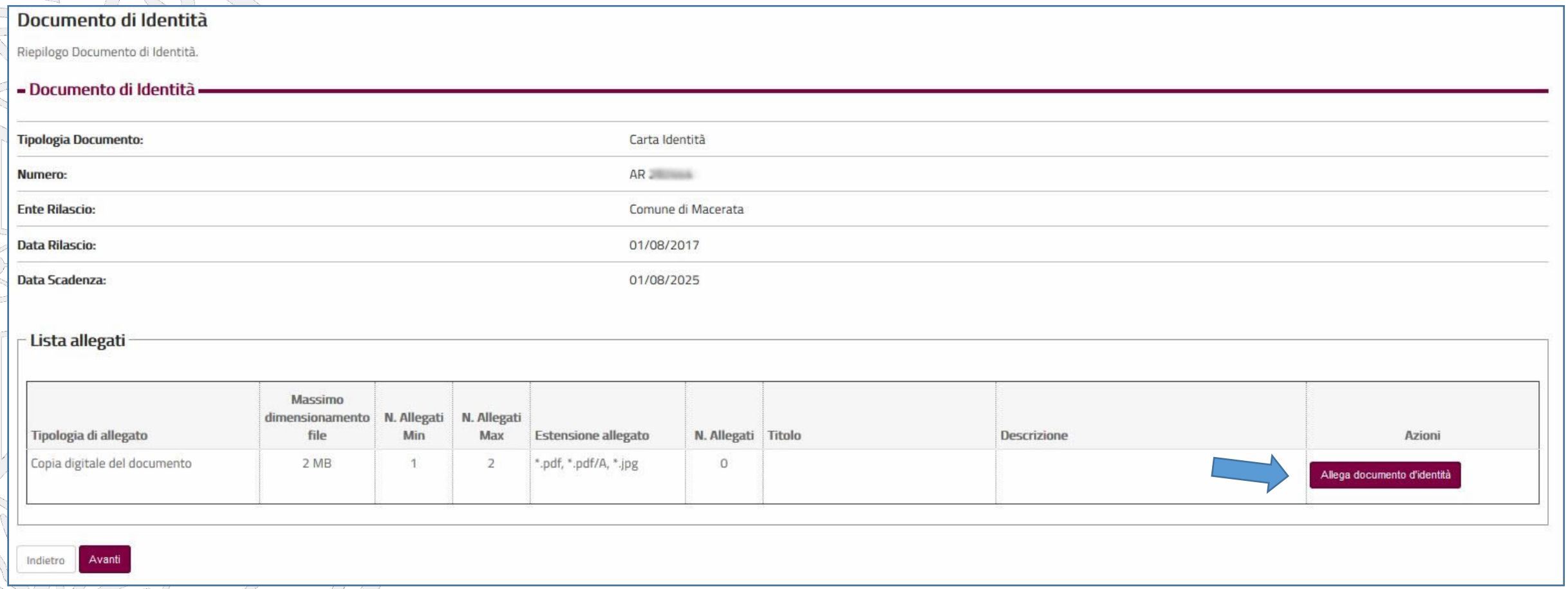


Fill in your ID details.

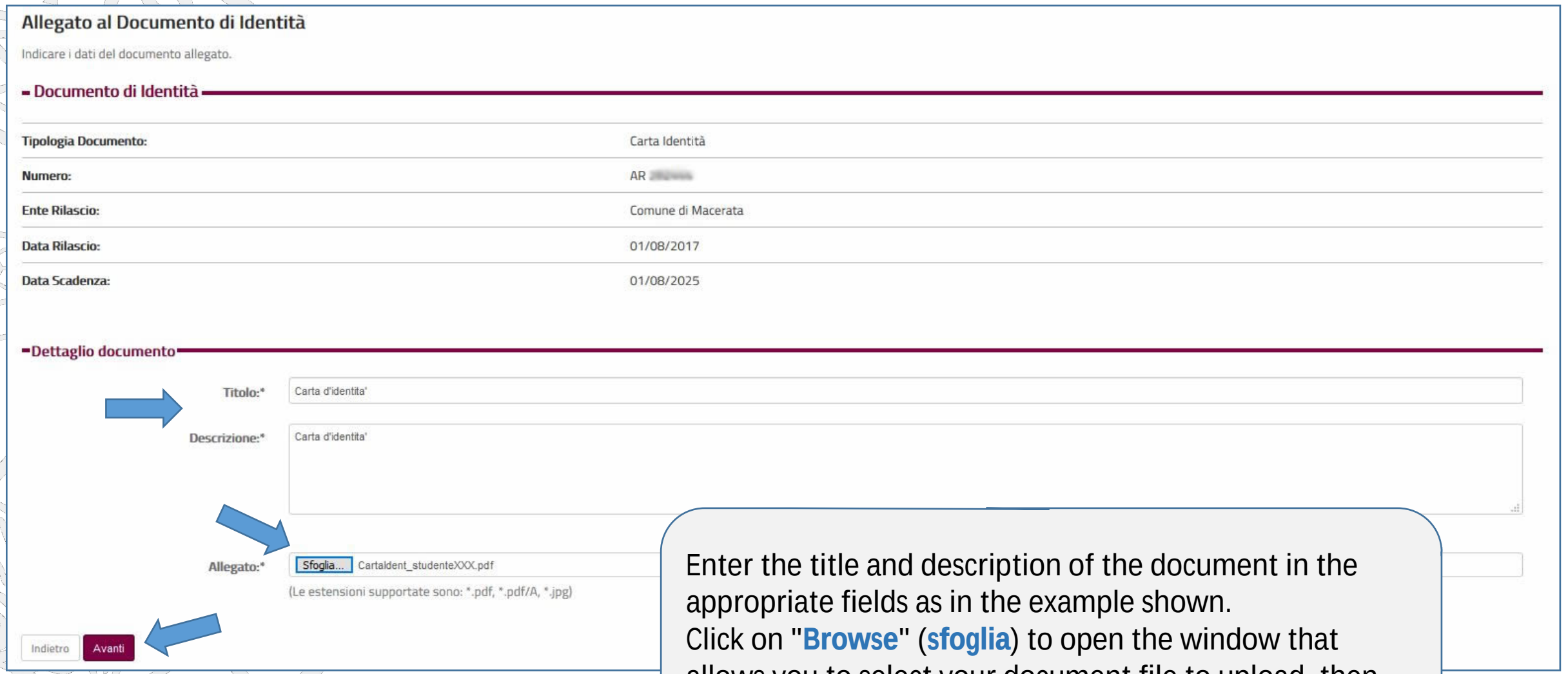
Choose the type from among those displayed (identity card, driving license or passport), enter your ID number, the issuing body, the release date and the expiry date, then continue by clicking on "**Next**" (**Avanti**).



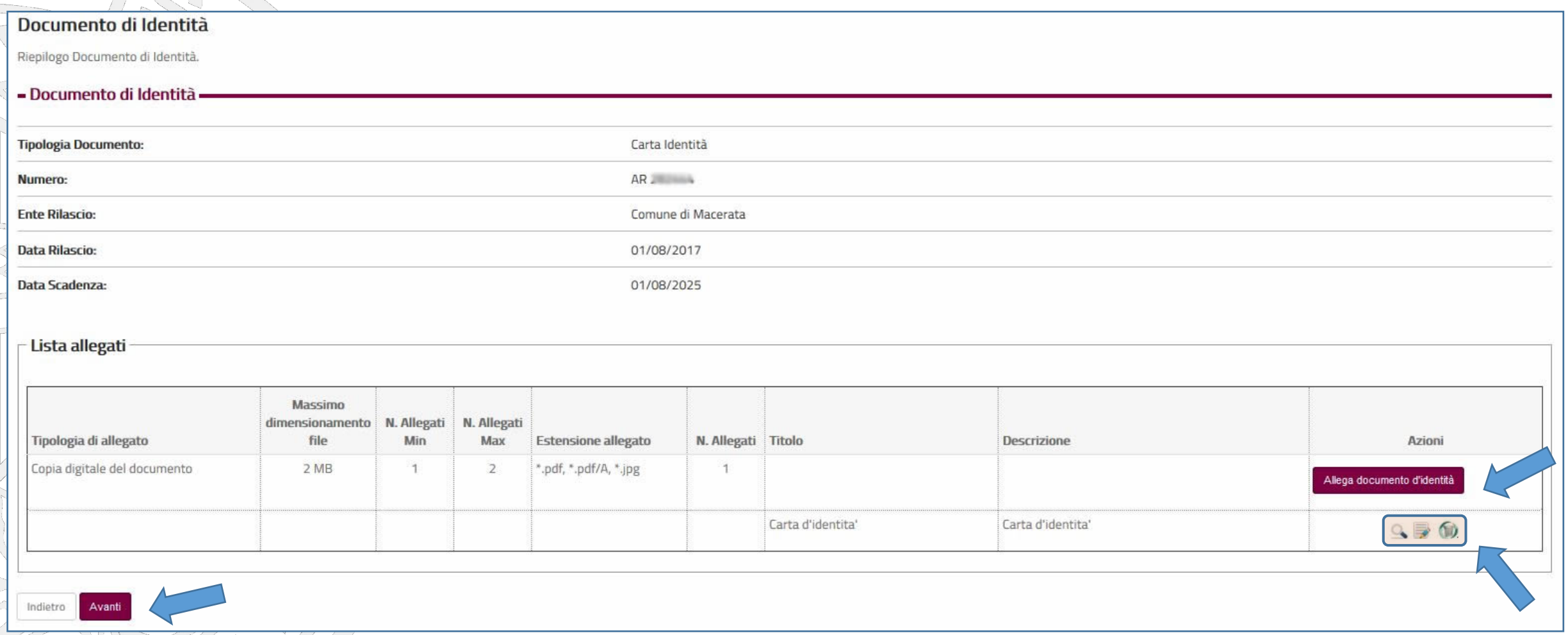
Confirm the data entry by clicking on "**Next**“ (**Avanti**).

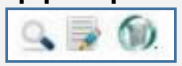


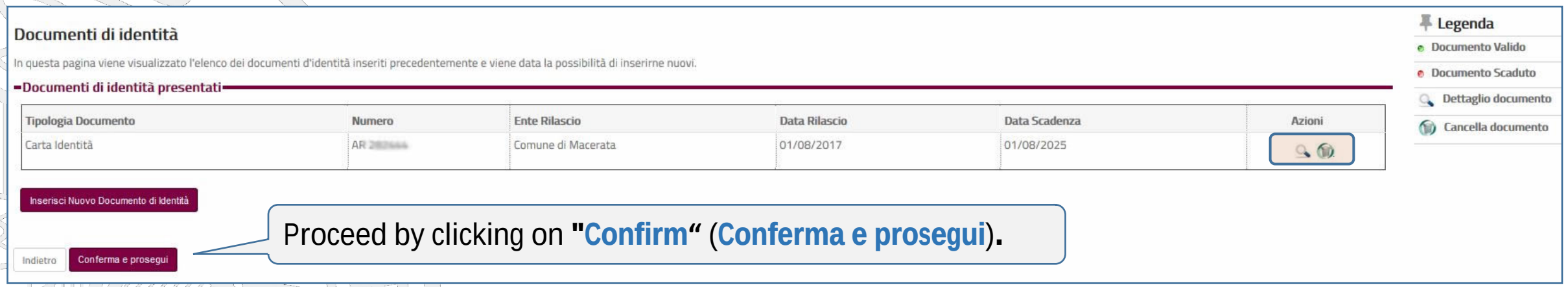
Attach the digital scan of your ID. The accepted formats are: .pdf, .pdf/A and .jpg. The size of each file cannot exceed 2 megabytes and you can attach a maximum of two files. Start loading by clicking on **"Attach ID"** (**Allega documento d'identità**).



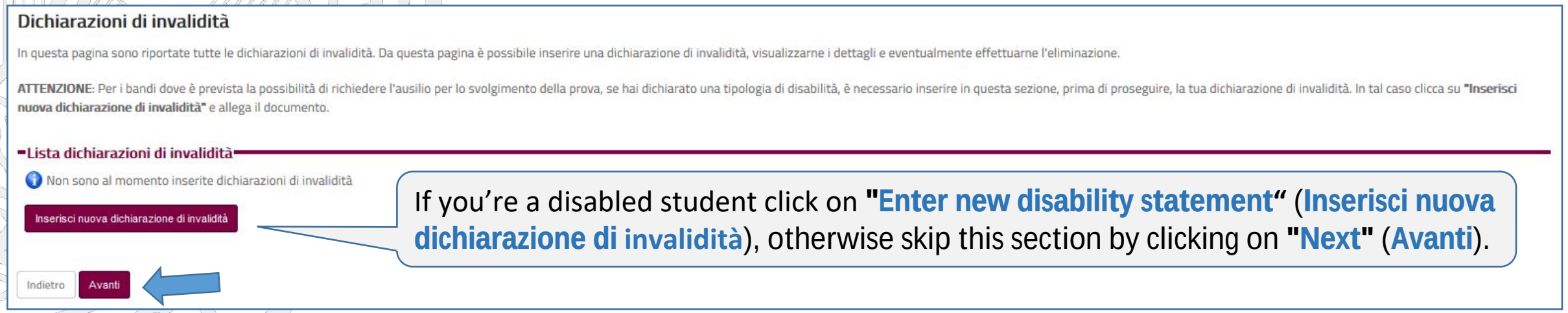
Enter the title and description of the document in the appropriate fields as in the example shown.
Click on "**Browse**" (**sfoglia**) to open the window that allows you to select your document file to upload, then continue by clicking on "**Next**" (**Avanti**).



Then insert a second file, if necessary, again using the appropriate button. You can also, in this order, view, modify or delete the attached file through the appropriate icons 
After loading continue by clicking on **"Next"** (**Avanti**).



Proceed by clicking on "**Confirm**" (**Conferma e prosegui**).



If you're a disabled student click on "**Enter new disability statement**" (**Inserisci nuova dichiarazione di invalidità**), otherwise skip this section by clicking on "**Next**" (**Avanti**).

Dichiarazioni di invalidità

Introdurre il dettaglio della dichiarazione di invalidità.

Per richiedere servizi aggiuntivi di supporto lo studente deve presentare apposita domanda in carta semplice.
La domanda deve essere redatta su apposito modello e consegnata o spedita all'Ufficio Orientamento, Placement e diritto allo studio dell'Area per la didattica, l'orientamento e i servizi agli studenti (via Don Minzoni, 17 - 62100 Macerata - I piano - servizio.disabilita@unimc.it). Alla domanda deve essere necessariamente allegata copia del certificato attestante l'invalidità/disabilità o il/i disturbo/i specifico/i di apprendimento.

ATTENZIONE:
- **Le disposizioni sopra indicate NON si applicano ai candidati che si iscrivono al test di ammissione al corso di laurea in Scienze della Formazione Primaria, per i quali si raccomanda di leggere attentamente l'art. 5 del Bando di ammissione.**

Nuova dichiarazione

Tipo Handicap:* ALTRO

Percentuale Handicap:* 90
% [Inserire un valore tra 0 e 100] [usa il punto per i decimali]

Data Dichiarazione: 01/08/2018
(gg/mm/aaaa)

Data Inizio Validità: 01/08/2018
(gg/mm/aaaa)

Data Fine Validità:
(gg/mm/aaaa)

Normativa:* Certificazione di invalidità civile (L. 118/71)

Consenso al trattamento dei dati sensibili:* Si No

Indietro Avanti

Insert your statement of disability, choosing the type of handicap from the list and entering the other required data.
The fields marked with an asterisk are mandatory.
At the end of the insertion proceed by clicking on **"Next"** (**Avanti**).

Dichiarazioni di invalidità

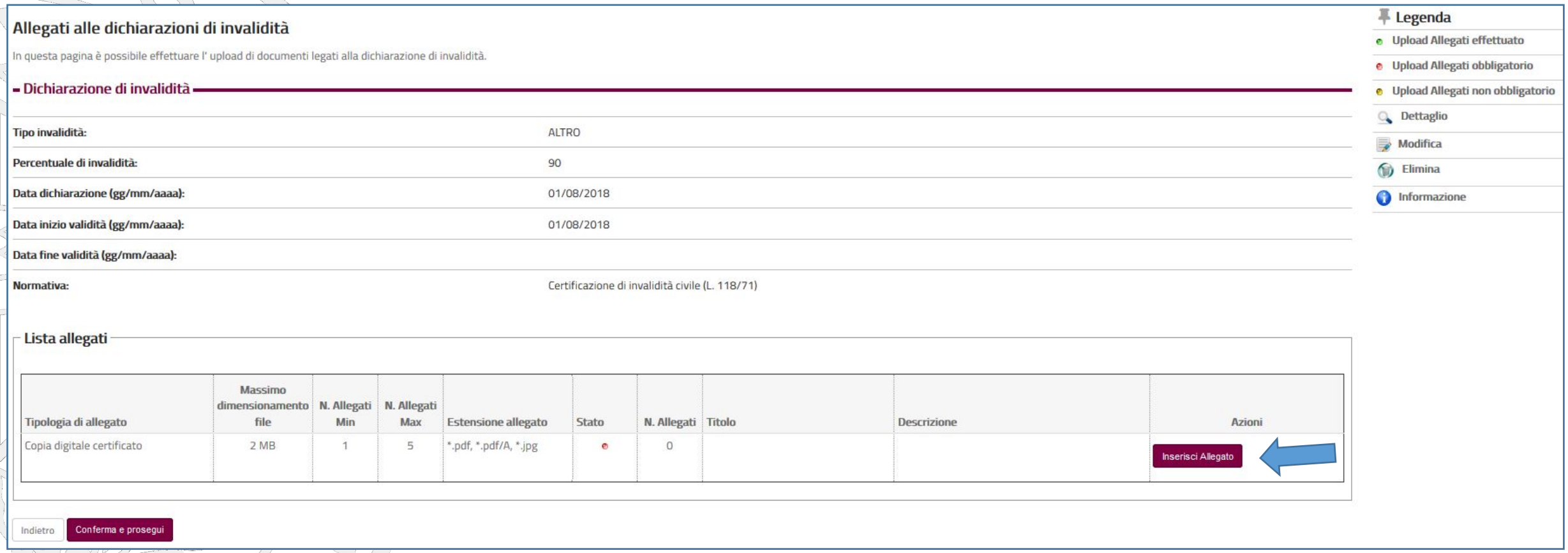
In questa pagina sono riepilogati i dati della dichiarazione di invalidità inserita. Se corretti, procedi con la conferma, altrimenti utilizza il tasto "Indietro" per apportare le modifiche.

Dichiarazione di invalidità

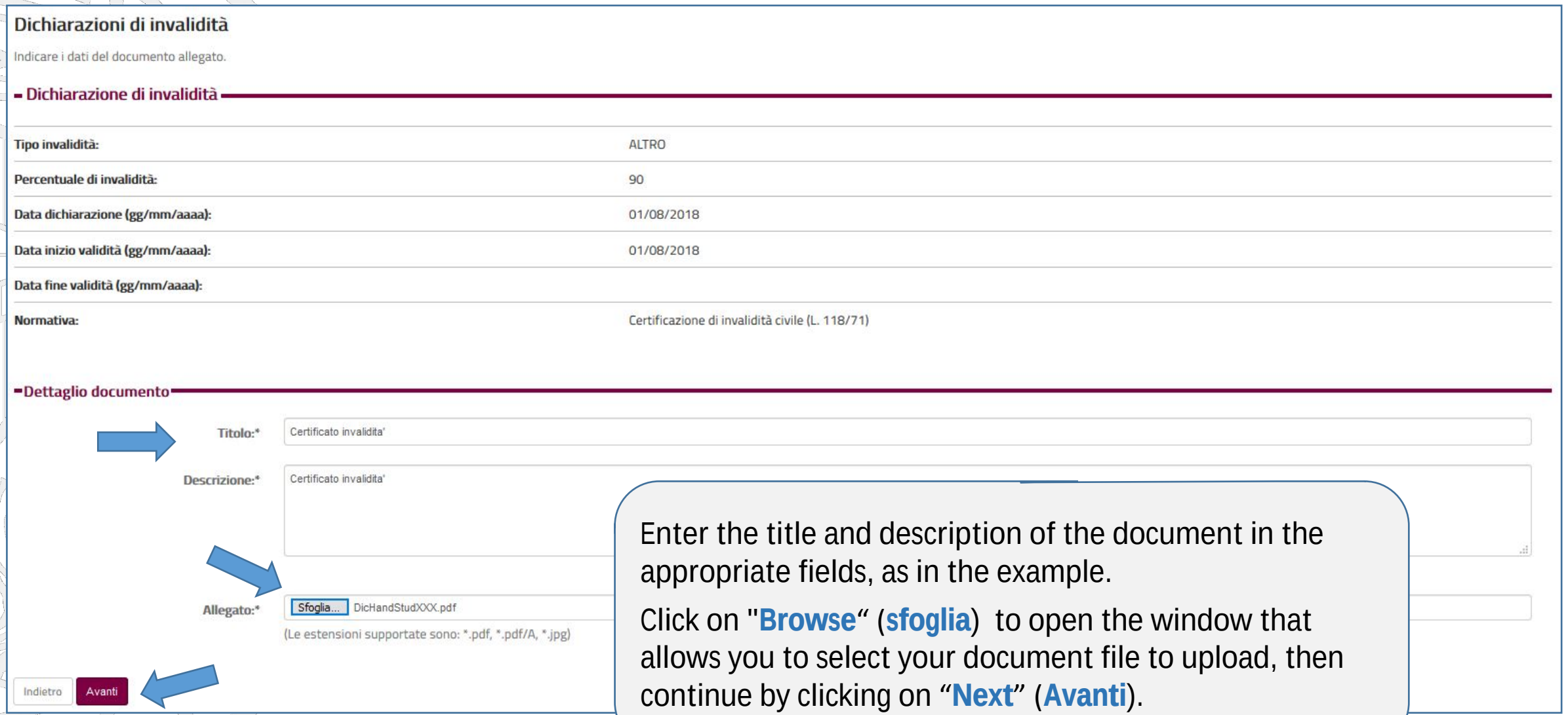
Tipo invalidità:	ALTRO
Percentuale di invalidità:	90
Data dichiarazione (gg/mm/aaaa):	01/08/2018
Data inizio validità (gg/mm/aaaa):	01/08/2018
Data fine validità (gg/mm/aaaa):	
Normativa:	Certificazione di invalidità civile (L. 118/71)
Consenso al trattamento dei dati sensibili:	Si

Indietro | Conferma e prosegui

Confirm the data entered by clicking on "**Confirm**" (**Conferma e prosegui**).

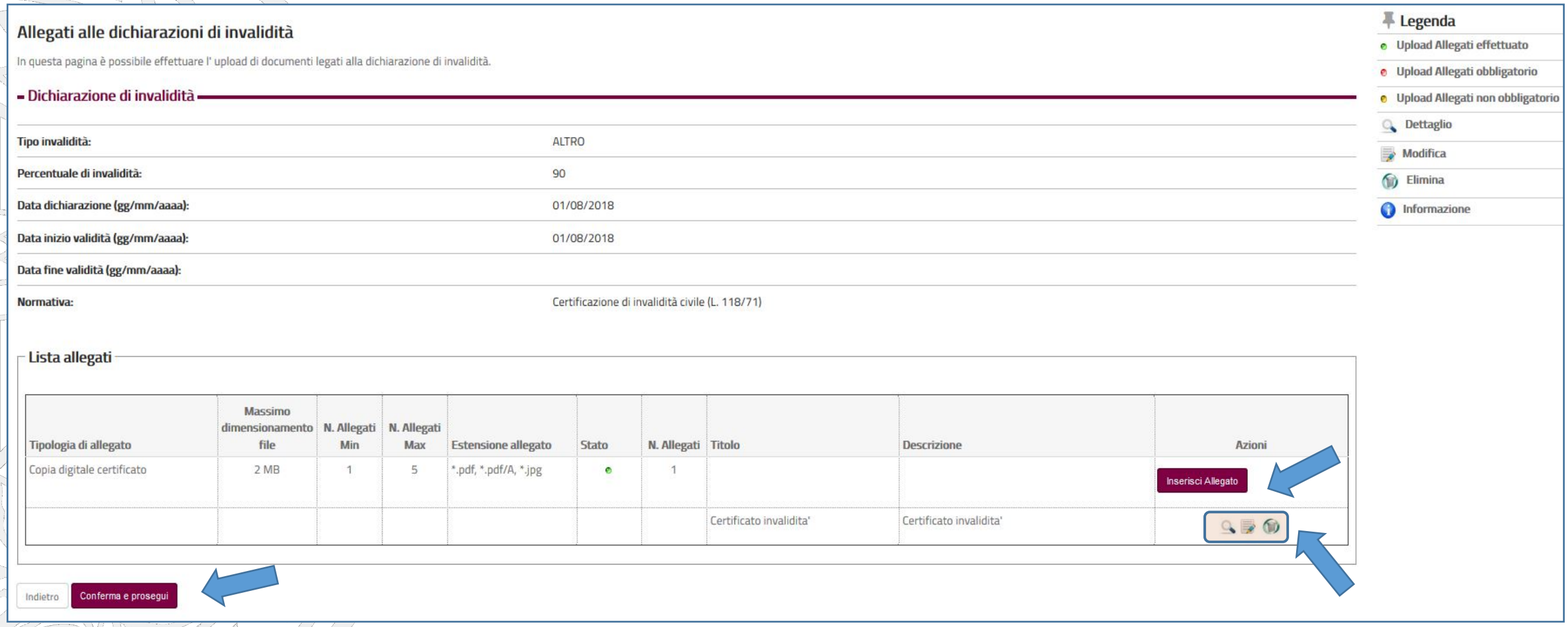


Attach the digital scan of your disability certificate. The accepted formats are: .pdf, .pdf/A and .jpg.
Each file cannot exceed 2 megabytes and you can attach a maximum of five files. Start loading by clicking on "**Insert attachment**" (**Inserisci Allegato**).

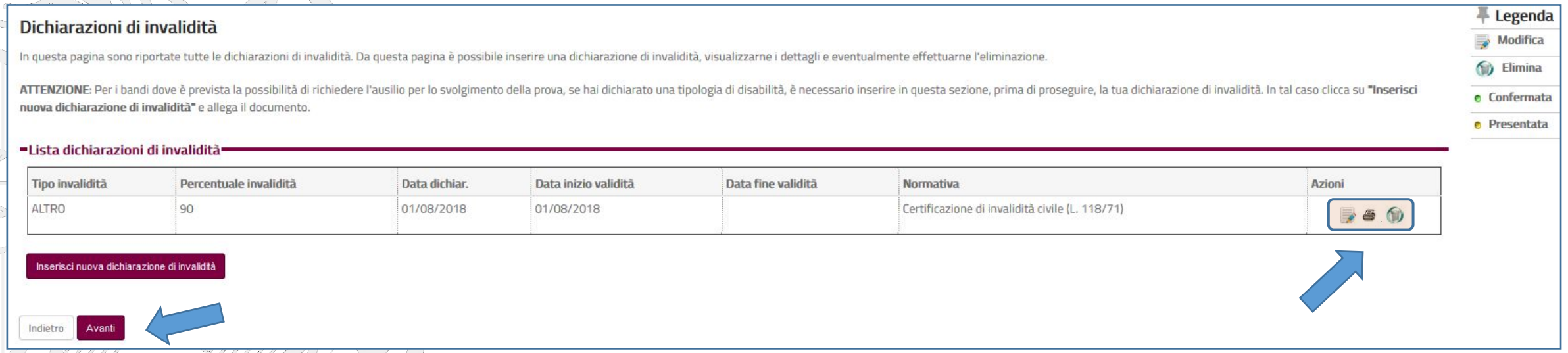


Enter the title and description of the document in the appropriate fields, as in the example.

Click on "**Browse**“ (**sfoglia**) to open the window that allows you to select your document file to upload, then continue by clicking on “**Next**” (**Avanti**).



Then insert other files, if necessary, again using the appropriate button. You can also, in this order, view, modify or delete the attached file through the appropriate icons 
After loading, continue by clicking on "**Next**" (**Conferma e prosegui**).

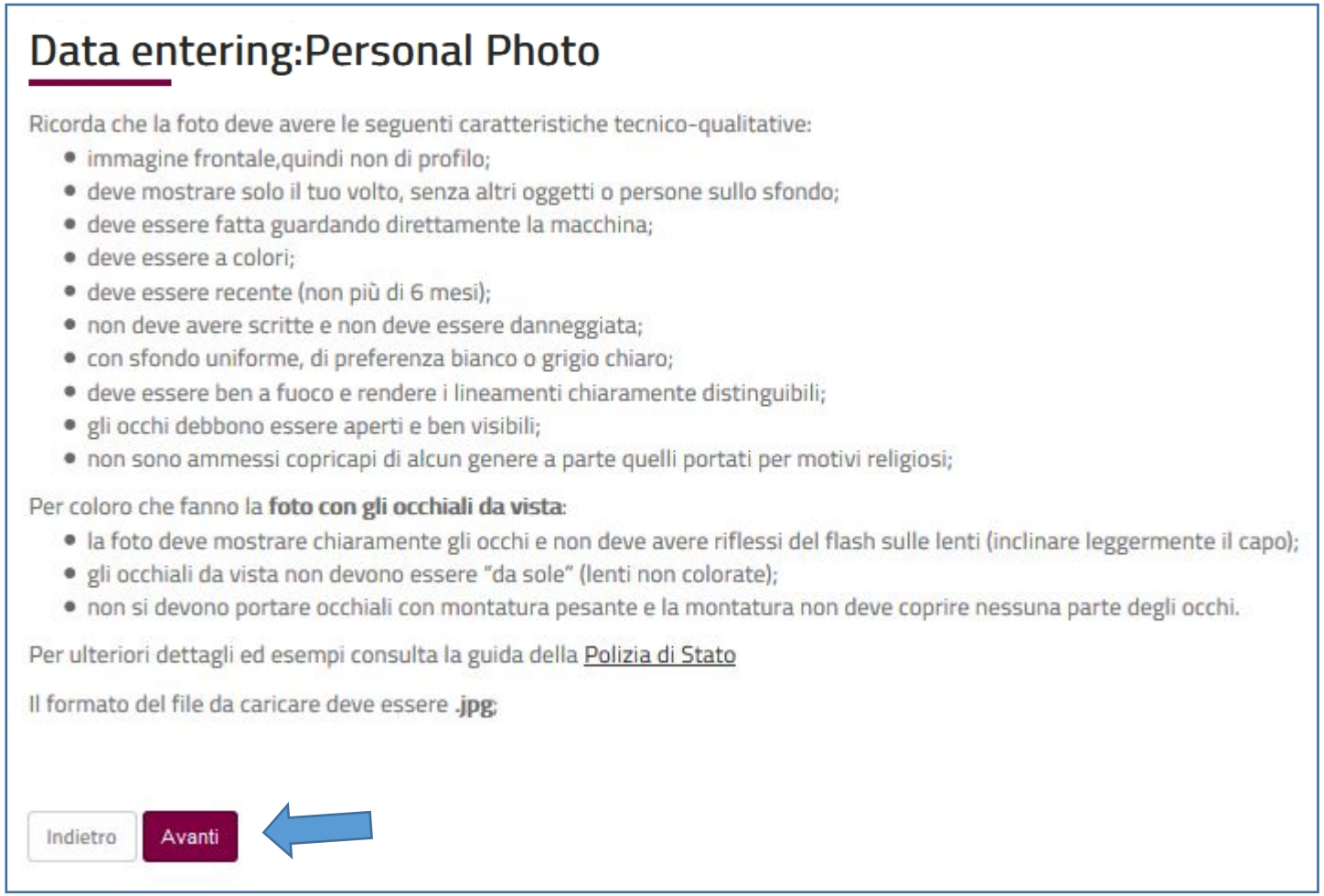


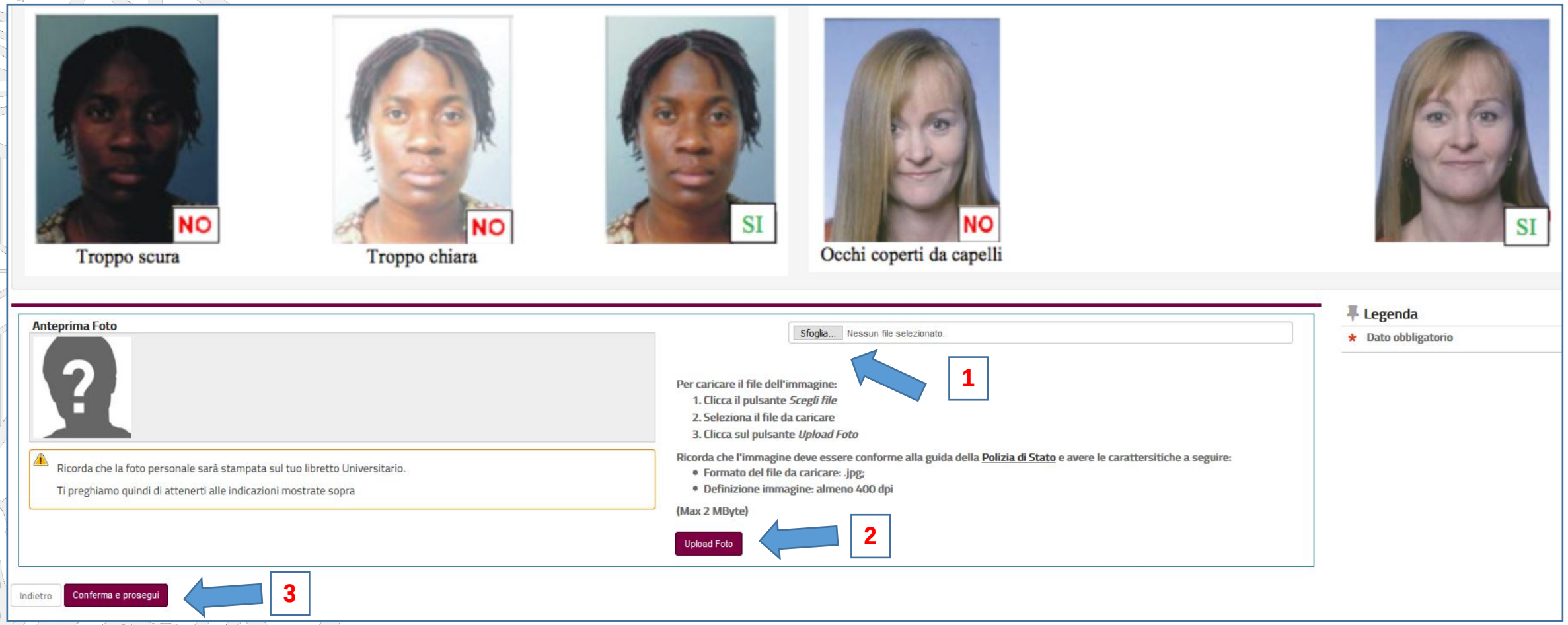
Continue by clicking on "**Next**" (**Avanti**).

You can also, in this order, view, print or delete the attached file through the appropriate icons 

At this point It's mandatory to insert your photo, respecting the indications in the displayed page, and summarized beside it.

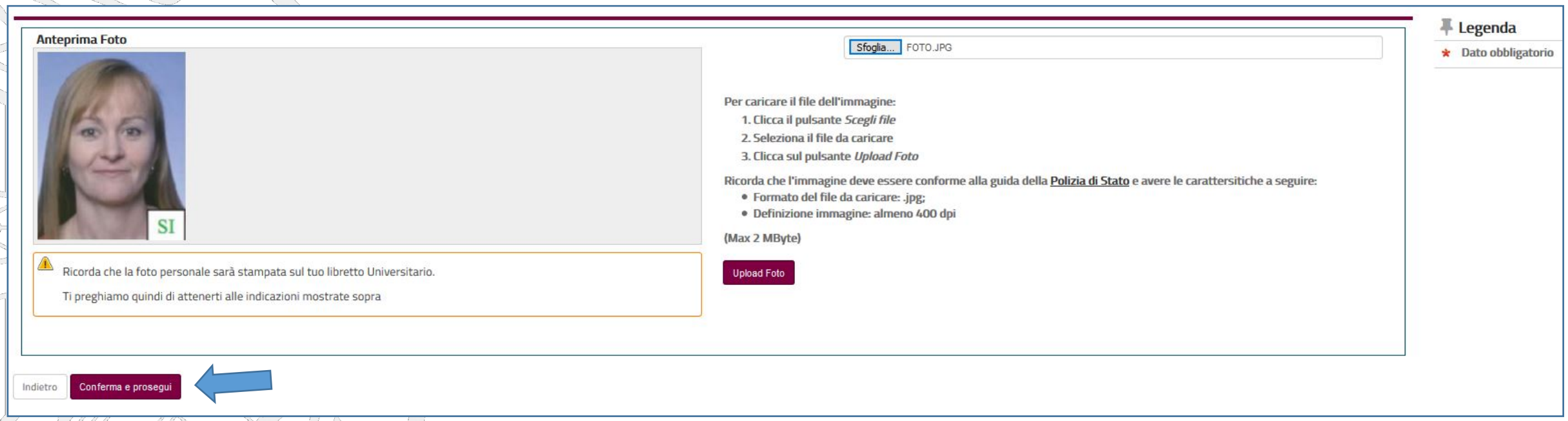
Proceed to upload your .jpg photo by clicking on **"Next"** (**Avanti**).



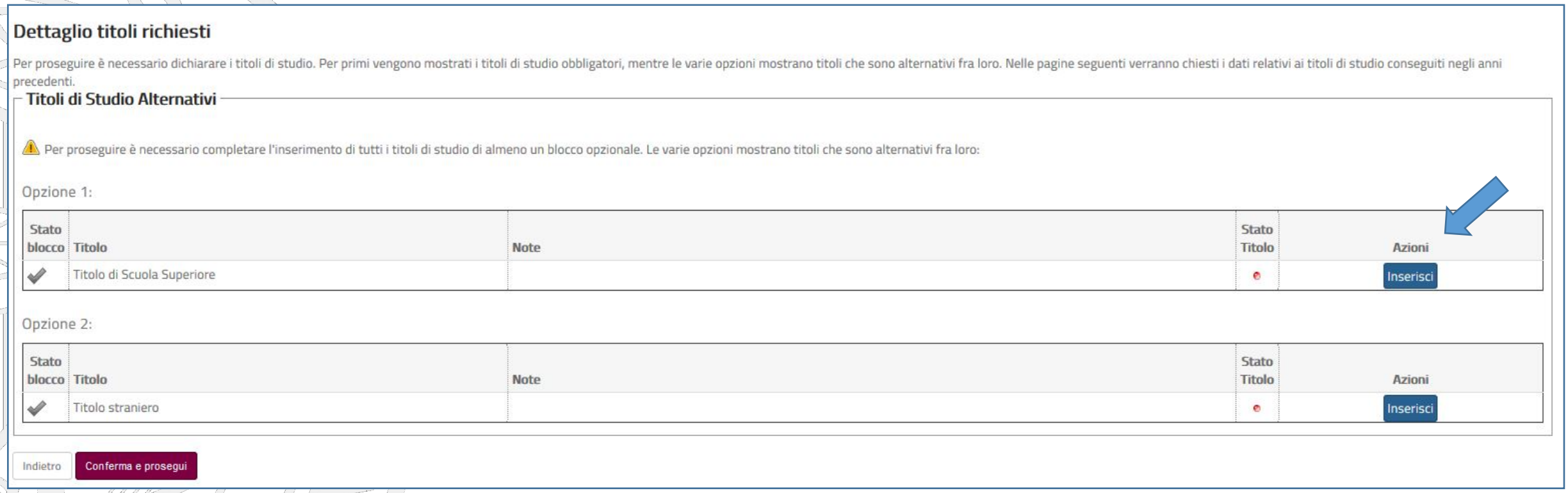


Click on "**Browse**" (**sfoglia**) to open the window where you can select your photo file, then click on "**Upload photo**" and continue with "**Next**" (**Conferma e prosegui**).

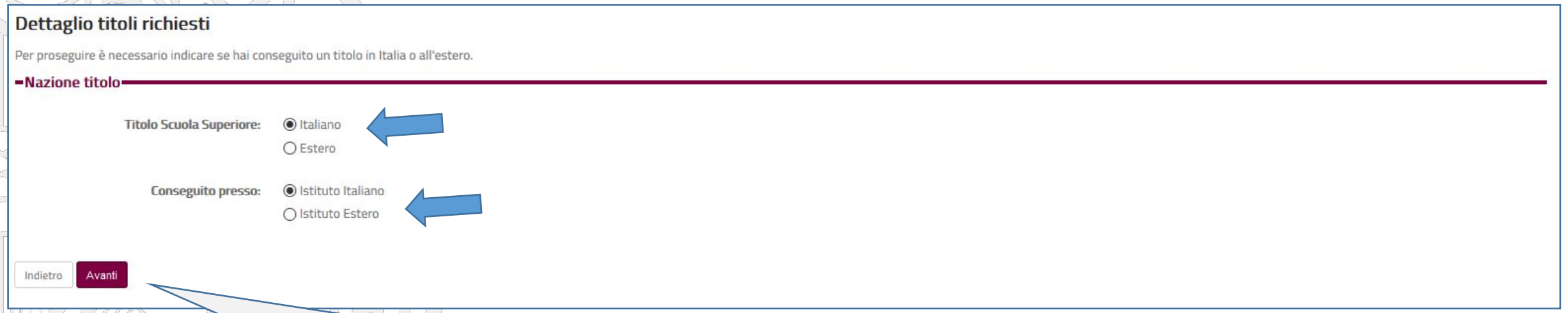
ATTENTION: the maximum file size can't exceed 2 megabytes and.jpg is the only accepted format.



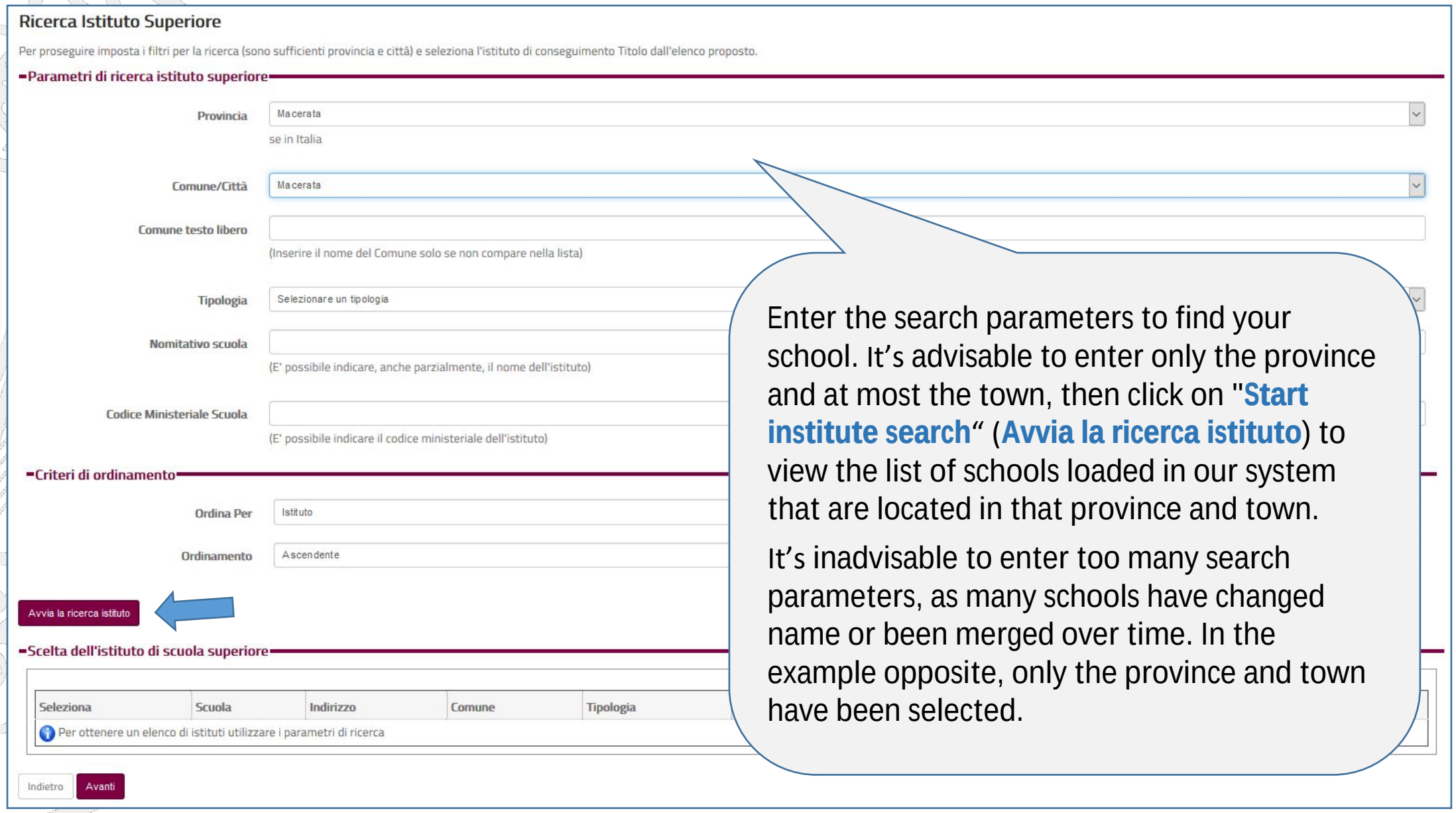
After upload the preview of your photo will be displayed. Continue your registration by clicking on "**Next**" (**Conferma e prosegui**).



Enter the details of your valid registration admission title; generally to enter a three-year or single-cycle master's degree course you must have a high school diploma, while to enter a master's degree course you must have a three-year undergraduate degree or be an undergraduate student in at least a three-year undergraduate program.
In the example, since we've simulated registration in the three-year undergraduate program in Literature, we insert a high school diploma by clicking on the corresponding "**Insert**" (**Inserisci**) button (option 1 in the list).
If you're a foreign student with a foreign admission qualification, enter the details of your foreign qualification by choosing option 2.



Indicate if the diploma you obtained is an Italian or foreign degree and specify if the school where you obtained it is an Italian or foreign institution. Then continue by clicking on **"Next"** (**Avanti**).



Enter the search parameters to find your school. It's advisable to enter only the province and at most the town, then click on "**Start institute search**" (**Avvia la ricerca istituto**) to view the list of schools loaded in our system that are located in that province and town.

It's inadvisable to enter too many search parameters, as many schools have changed name or been merged over time. In the example opposite, only the province and town have been selected.

Avvia la ricerca istituto

Scelta dell'istituto di scuola superiore

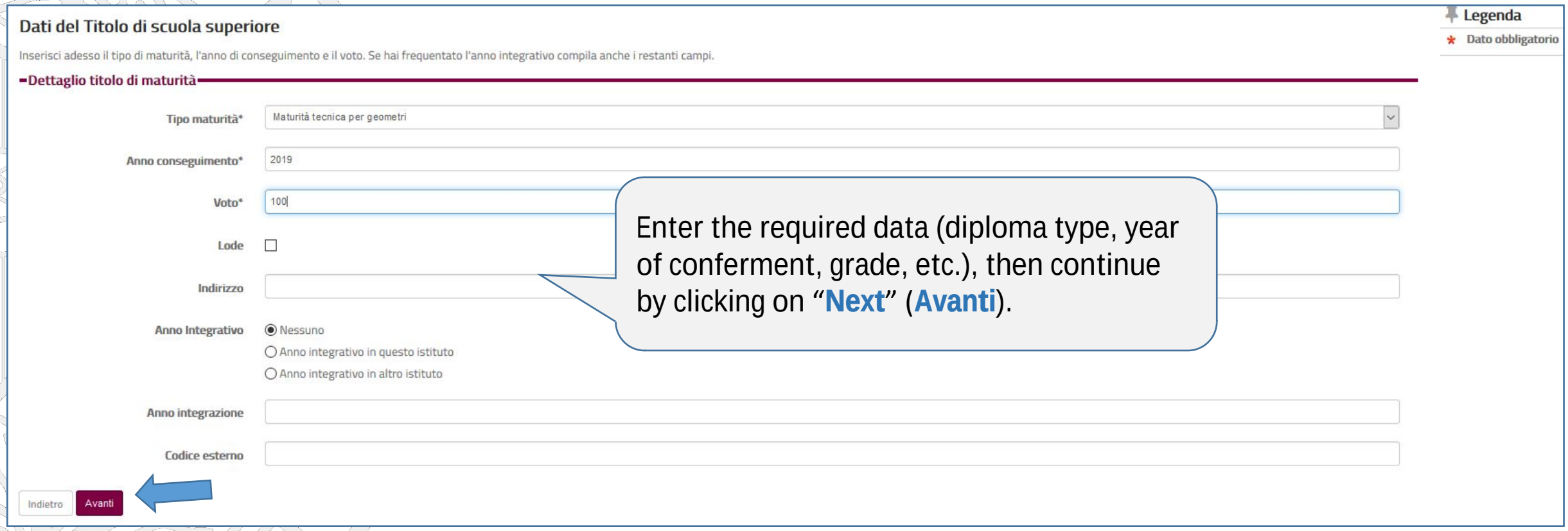
Seleziona	Scuola	Indirizzo	Comune	Tipologia	Tipologia istruzione	Tipologia istruzione (MIUR)
○	ACCADEMIA DI BELLE ARTI MACERATA	VIA PIAVE, 9	Macerata (MC)	Accademia di belle arti	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
○	CONVITTO NAZIONALE "G. GARIBALDI" MACERATA	CONTRADA LORNANO , 6	Macerata (MC)	Convitto nazionale		
○	CONVITTO NAZIONALE "G. LEOPARDI" MACERATA	P/ZZA MARCONI, 3	Macerata (MC)	Convitto nazionale		
○	CONVITTO NAZIONALE G. LEOPARDI	PIAZZA MARCONI, 3	Macerata (MC)	Convitto nazionale		
○	ISTITUTO D'ARTE CANTALAMESSA	VIA P. E L. CIOCI, 2	Macerata (MC)	Istituto d'Arte	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
○	ISTITUTO D'ARTE ISTITUTO D'ARTE (CORSO SERALE)	VIA CIOCI, 2	Macerata (MC)	Istituto d'Arte		
○	ISTITUTO PROFESSIONALE FEMMINILE IST.PROF. SERVIZI SANITARI "I.ALEANDRI"					
○	ISTITUTO PROFESSIONALE INDUSTRIA E ARTIGIANATO "F. CORRIDONI"					
○	ISTITUTO PROFESSIONALE INDUSTRIA E ARTIGIANATO F. CORRIDONI					
○	ISTITUTO PROFESSIONALE INDUSTRIA E ARTIGIANATO I.P.I.A CORRIDONI MACERATA CORSO SERALE					
○	ISTITUTO PROFESSIONALE INDUSTRIA E ARTIGIANATO ISTITUTO PROFESSIONALE AGRICOLTURA		(MC)			
○	ISTITUTO PROFESSIONALE INDUSTRIA E ARTIGIANATO ISTITUTO PROFESSIONALE AGRICOLTURA	CONTRADA LORNANO6	Macerata (MC)	Ist. Prof. Industria e Artigianato		
○	ISTITUTO PROFESSIONALE PER I SERVIZI COMMERCIALI, TURISTICI E DELLA PUBBLICITA' "IVO PANNAGGI"	VIA GASPARRINI11	Macerata (MC)	Ist. Prof. per i Servizi Com. Tur. Pub.		

Search for your school from among those in the list, if necessary by matching the address, and scrolling through the list with the sidebar.

◉	ISTITUTO TECNICO PER GEOMETRI BRAMANTE	VIA GASPARRINI, 11	Macerata (MC)	Ist. Tec. per Geometri	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
○	ISTITUTO TECNICO PER GEOMETRI ITG "IRENEO ALEANDRI"	VIA CINCINELLI, 4	Macerata (MC)	Ist. Tec. per Geometri		
○	ISTITUTO TECNICO PER GEOMETRI ITG IRENEO ALEANDRI	VIA CINCINELLI, 4	Macerata (MC)	Ist. Tec. per Geometri		
○	LICEO CLASSICO "GIACOMO LEOPARDI" DI MACERATA	CORSO CAVOUR	Macerata (MC)	Liceo Classico		
○	LICEO CLASSICO GIACOMO LEOPARDI	CORSO CAVOUR	Macerata (MC)	Liceo Classico	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
○	LICEO CLASSICO ISTITUTO SALESIANO	VIALE DON BOSCO, 55	Macerata (MC)	Liceo Classico		
○	LICEO CLASSICO MATTEO RICCI	VIA G. DI PIETRO , 12	Macerata (MC)	Liceo Classico		
○	LICEO CLASSICO MATTEO RICCI	VIA GIOVANNI DI PIETRO, 12	Macerata (MC)	Liceo Classico		
○	LICEO LINGUISTICO LICEO LINGUISTICO I.ALEANDRI	VIA CINCINELLI, 4	Macerata (MC)	Liceo Linguistico		
○	LICEO LINGUISTICO S. GIUSEPPE	VIALE DON BOSCO, 55	Macerata (MC)	Liceo Linguistico		
○	LICEO SCIENTIFICO G. GALILEI	VIA MANZONI, 95	Macerata (MC)	Liceo Scientifico	ISTITUTO PRINCIPALE	ISTITUTO PRINCIPALE
○	LICEO SCIENTIFICO L. SCIENTIFICO OPZ.SCIENZE APPLICATE "ALEANDRI"	VIA CINCINELLI, , 4	Macerata (MC)	Liceo Scientifico		
○	LICEO SCIENTIFICO LICEO SCIENTIFICO "G.GALILEI" MACERATA	VIA MANZONI, 95	Macerata (MC)	Liceo Scientifico		
○	LICEO SCIENTIFICO S. GIUSEPPE		Macerata (MC)	Liceo Scientifico		
○	LICEO SCIENZE SOCIALI (ex IST. M		Macerata (MC)	Istituto Magistrale		

Indietro Avanti

Select your institution of higher education, then proceed by clicking on **“Next”** (**Avanti**).



Enter the required data (diploma type, year of conferment, grade, etc.), then continue by clicking on "**Next**" (**Avanti**).



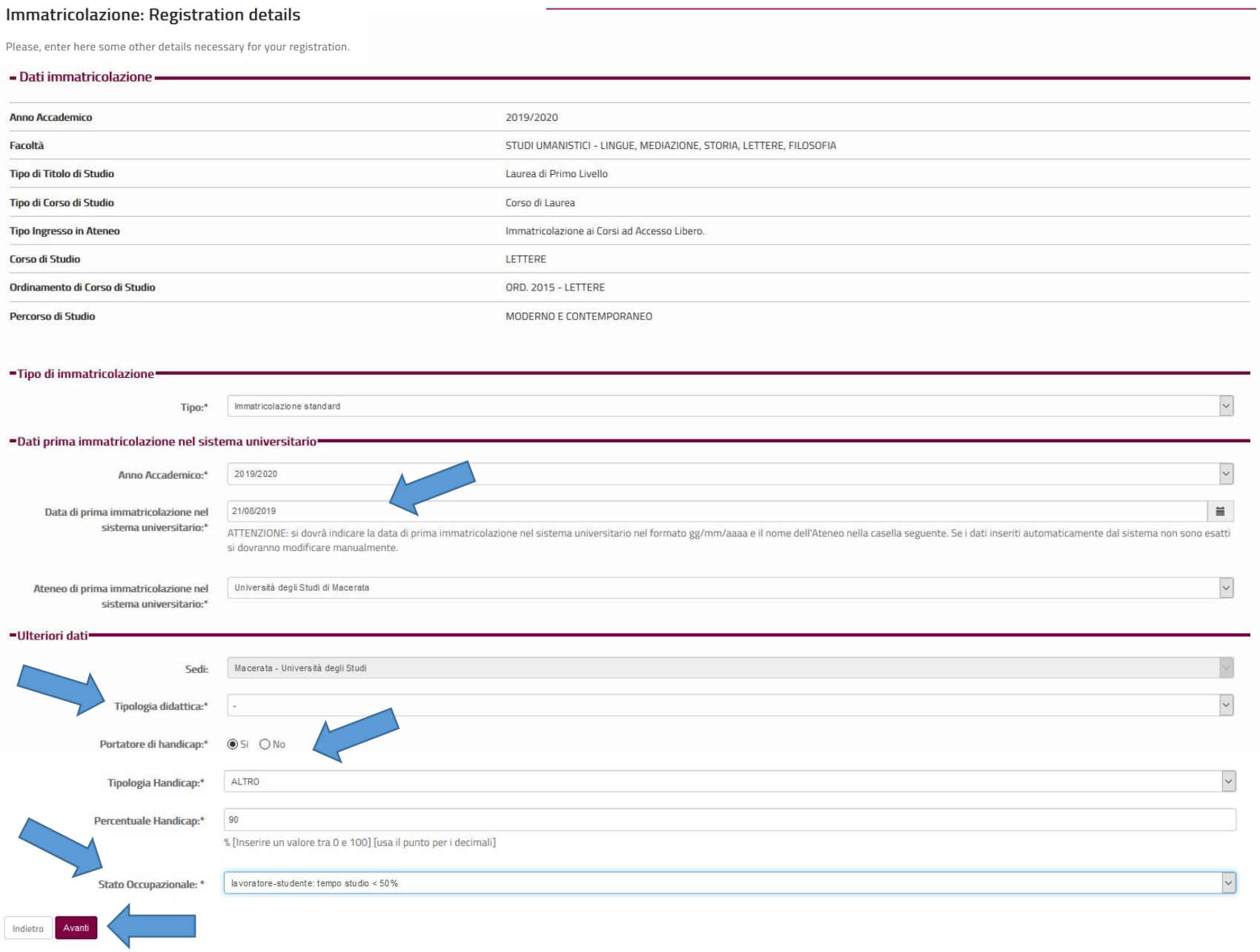
The entry of your admission diploma is completed. You can also, in this order, modify, delete or view your diploma data through the appropriate icons 

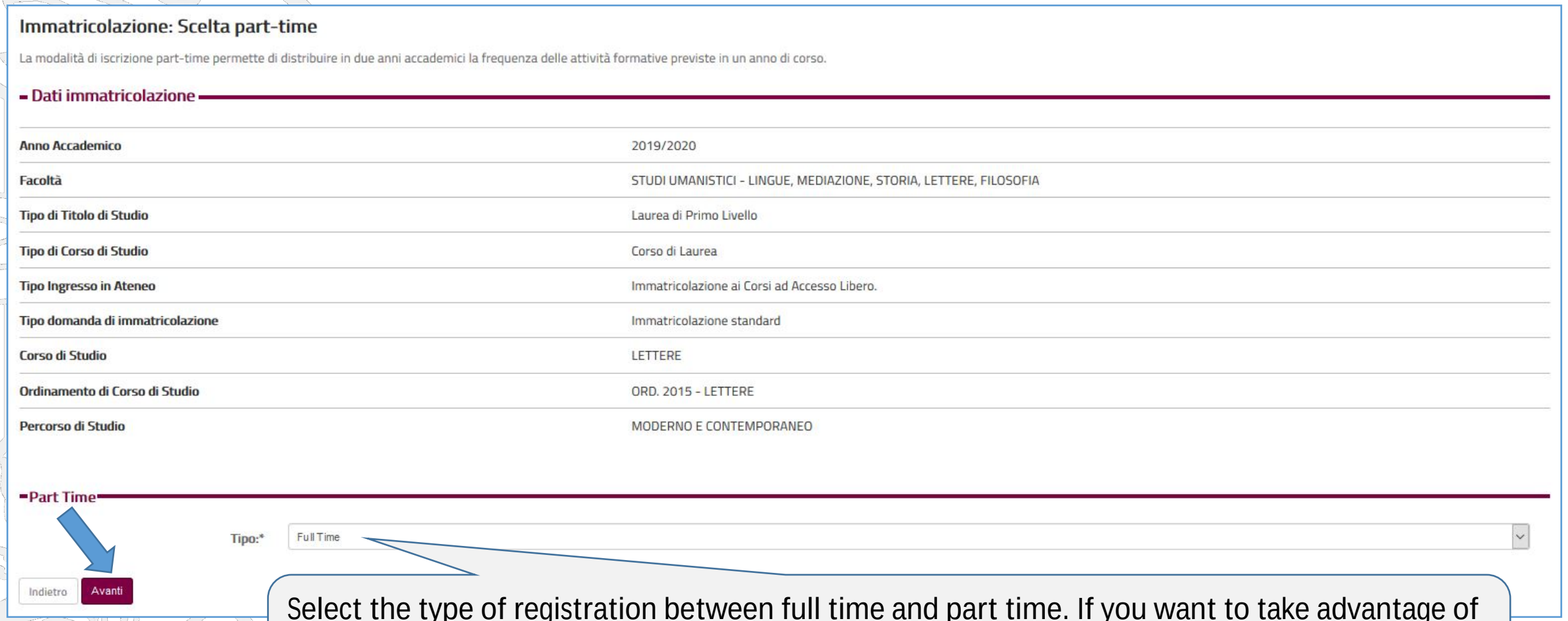
Continue by clicking on "**Confirm and continue**".

Enter first registration data to the Italian university system (university, academic year and date of first registration) and the additional data required: type of teaching (teaching in PRESENCE or additional e-learning services, if available, for the chosen course), any disability and employment status data.

Choose an option from those listed.

At the end of the insertion proceed by clicking on "**Next**".





Immatricolazione: Scelta part-time

La modalità di iscrizione part-time permette di distribuire in due anni accademici la frequenza delle attività formative previste in un anno di corso.

Dati immatricolazione

Anno Accademico	2019/2020
Facoltà	STUDI UMANISTICI - LINGUE, MEDIAZIONE, STORIA, LETTERE, FILOSOFIA
Tipo di Titolo di Studio	Laurea di Primo Livello
Tipo di Corso di Studio	Corso di Laurea
Tipo Ingresso in Ateneo	Immatricolazione ai Corsi ad Accesso Libero.
Tipo domanda di immatricolazione	Immatricolazione standard
Corso di Studio	LETTERE
Ordinamento di Corso di Studio	ORD. 2015 - LETTERE
Percorso di Studio	MODERNO E CONTEMPORANEO

Part Time

Tipo:* Full Time

Indietro Avanti

Select the type of registration between full time and part time. If you want to take advantage of the ISEE-U tuition reduction you must choose full time.
Continue by clicking on "**Next**" (**Avanti**).

Confirm previous selections

In questa pagina sono riepilogate tutte le scelte impostate. Se corrette, procedi con la conferma, altrimenti utilizza il tasto "Indietro" per apportare le modifiche.

Dati immatricolazione

Anno Accademico	2019/2020
Facoltà	STUDI UMANISTICI - LINGUE, MEDIAZIONE, STORIA, LETTERE, FILOSOFIA
Tipo di Titolo di Studio	Laurea di Primo Livello
Tipo di Corso di Studio	Corso di Laurea
Tipo Ingresso in Ateneo	Immatricolazione ai Corsi ad Accesso Libero.
Corso di Studio	LETTERE
Percorso di Studio	MODERNO E CONTEMPORANEO

Dati immatricolazione al Sistema Universitario

A.A. Immatricolazione SU	2019/2020
Data Immatricolazione SU	21/08/2019
Ateneo Immatricolazione SU	Università degli Studi di Macerata

Dati di invalidità

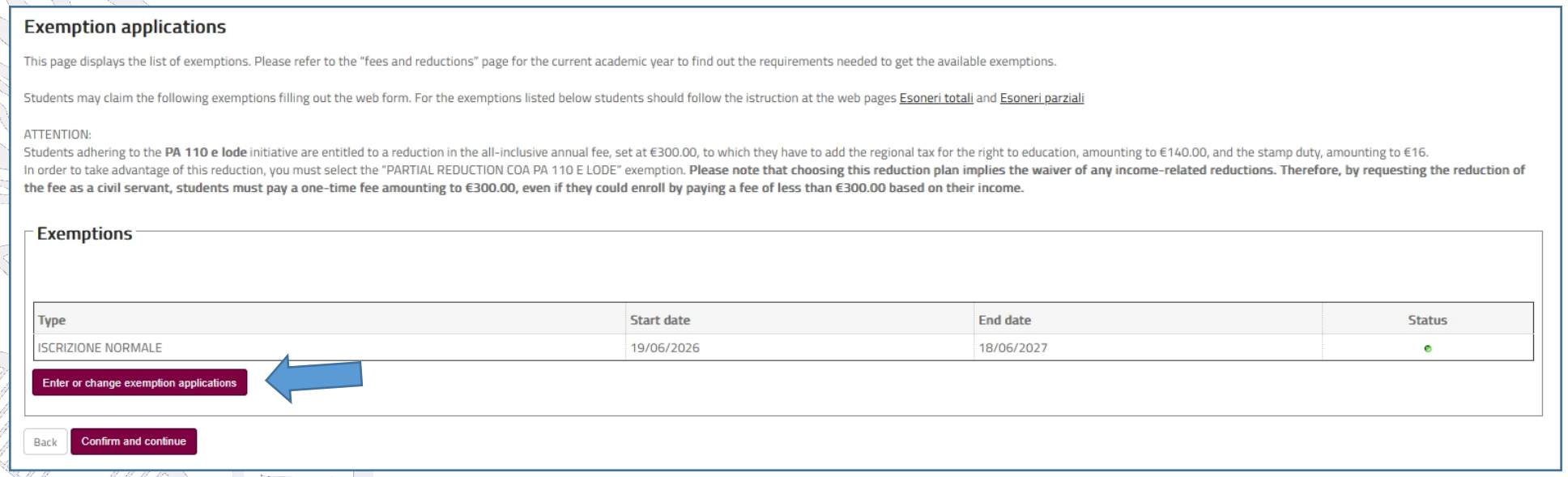
Portatore di handicap	Si
Tipologia di handicap	ALTRO
Percentuale di handicap	90%

Altri Dati di Immatricolazione

Tipologia didattica	PRESENZA
Stato occupazionale	lavoratore-studente: tempo studio < 50%
Sede	Macerata - Università degli Studi

Back | Confirm and continue

In the summary section, confirm the choices made by clicking on "**Confirm**".



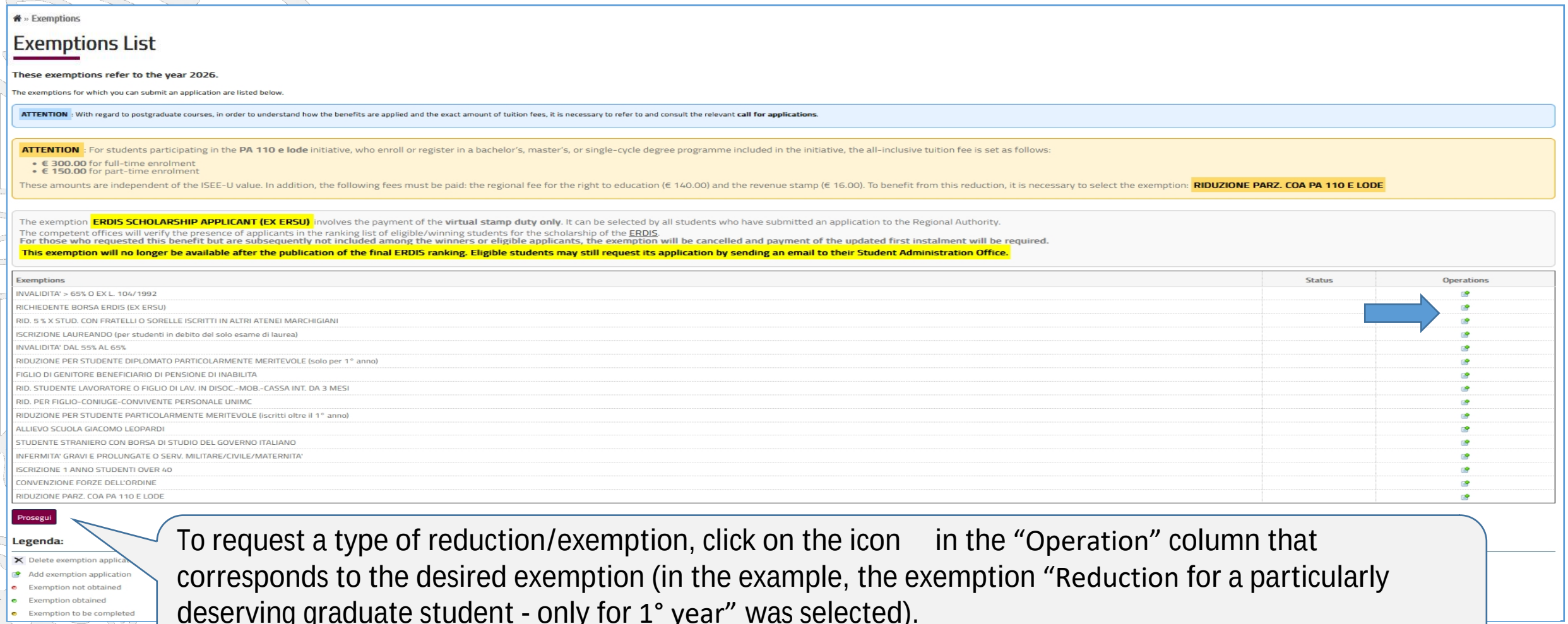
In the "exemption applications" section you can submit a request for reduction and/or exemption from tuition. Detailed information on the various types of exemptions that can be requested, with the related requisites, can be found at the following links:

- agevolazioni/esoneri totali (total reductions/exemptions)
- agevolazioni/esoneri parziali (partial reductions/exemptions)

To request a reduction/exemption click on the appropriate button ("**Enter or change exemption Applications**").

ATTENTION:

Not all exemptions/reductions envisaged by the student regulations can be requested online in this section. For some particular types the request must be presented on a specific paper application to which further documentation must be attached. For more information consult the detail pages clicking on the above link.



To request a type of reduction/exemption, click on the icon in the "Operation" column that corresponds to the desired exemption (in the example, the exemption "Reduction for a particularly deserving graduate student - only for 1° year" was selected).
Then continue the procedure by clicking on "**Prosegui**".

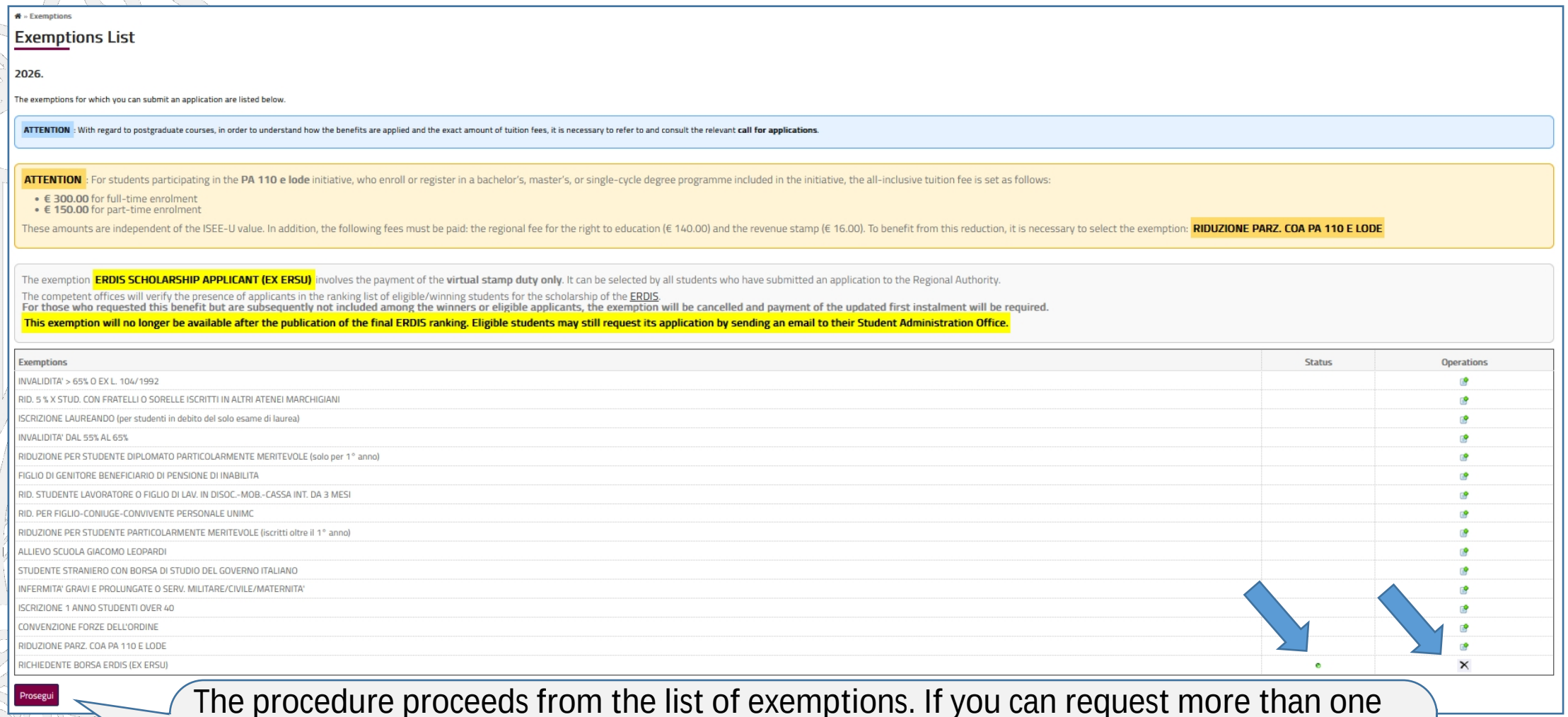


The “Results of exemption applications” section displays the outcome of your request. All the available exemptions in the list are automatically evaluated, i.e. the system carries out the checks relating to the requisites and, if respected, applies the exemption with the relative reduction. You can also request more than one exemption by repeating the selection procedure, and the system will apply the one most favorable to the student. To request the unlisted types of exemptions, consult the links below and follow the instructions.

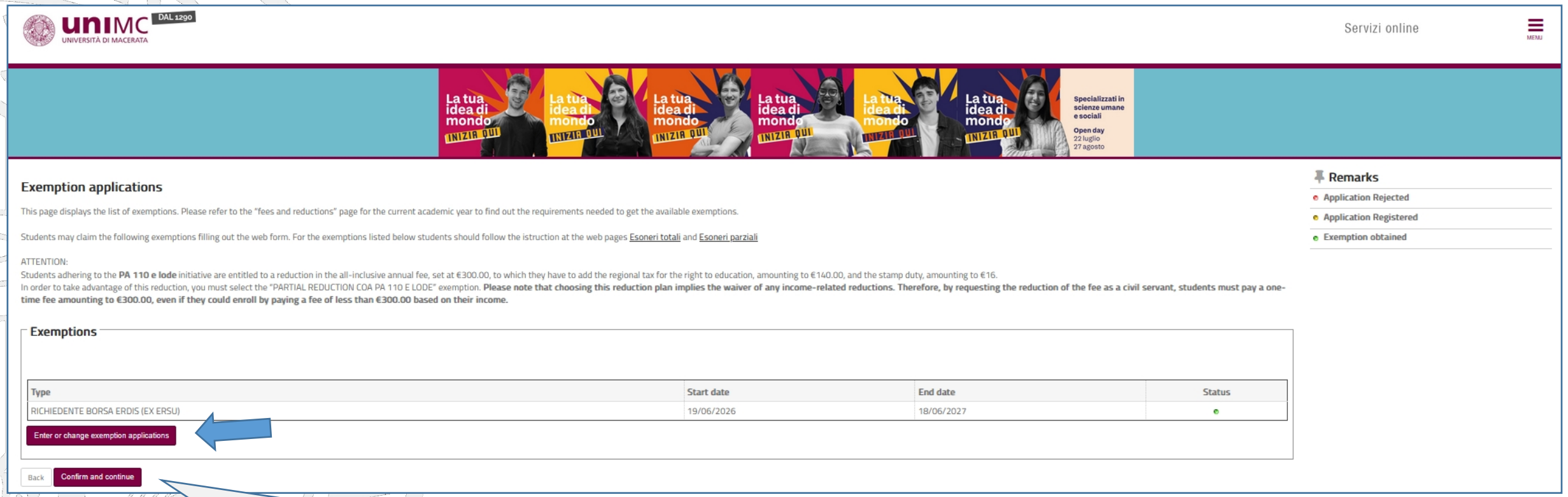
If the exemption isn’t granted, you should check, on the detail pages indicated in the following links, the requisites based on the student regulations:

- agevolazioni/esoneri totali (total reductions/exemptions)
- agevolazioni/esoneri parziali (partial reductions/exemptions)

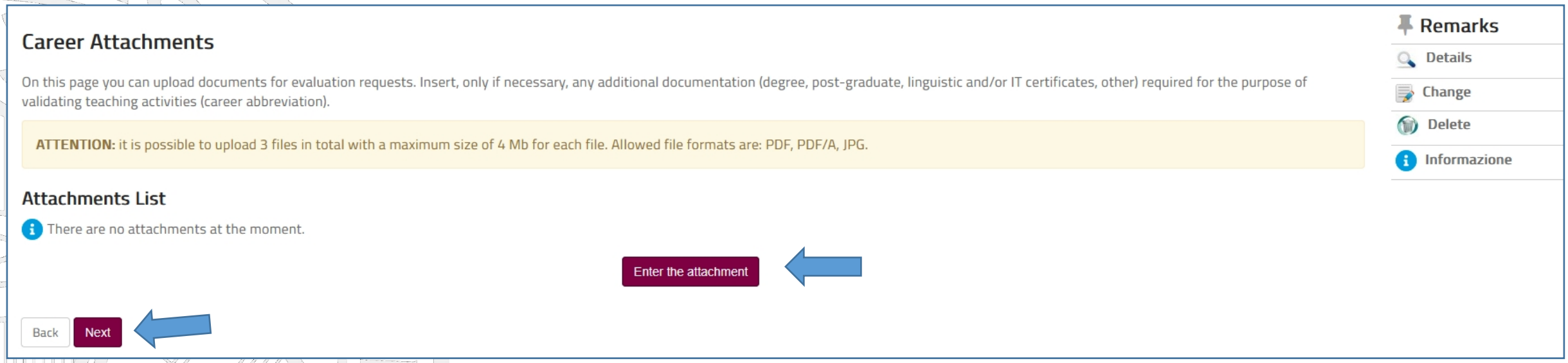
To continue click on the "**Go back to exemptions**" link.



The procedure proceeds from the list of exemptions. If you can request more than one exemption, you'll be granted the tuition reduction that is most favorable to you.
In case of error, you can also cancel your exemption request by clicking on ✕ in the **"Operations"** column or request another exemption by again using .
Continue the procedure by clicking on "**Prosegui**".



The summary page of exemption request list presents the exemptions for which the application was submitted.
You're still in time to make changes (insert another exemption, cancel one) by clicking on the appropriate button ("**Enter or change exemption applications**"), or continue by clicking on "**Confirm and continue**".



In the ***Career Attachments*** section, you can upload any documentation useful for requesting the evaluation of qualifications or certifications held, for credit recognition or other purposes. To upload documents, use the "**Enter the attachment**" button. To continue, click the "**Next**" button.

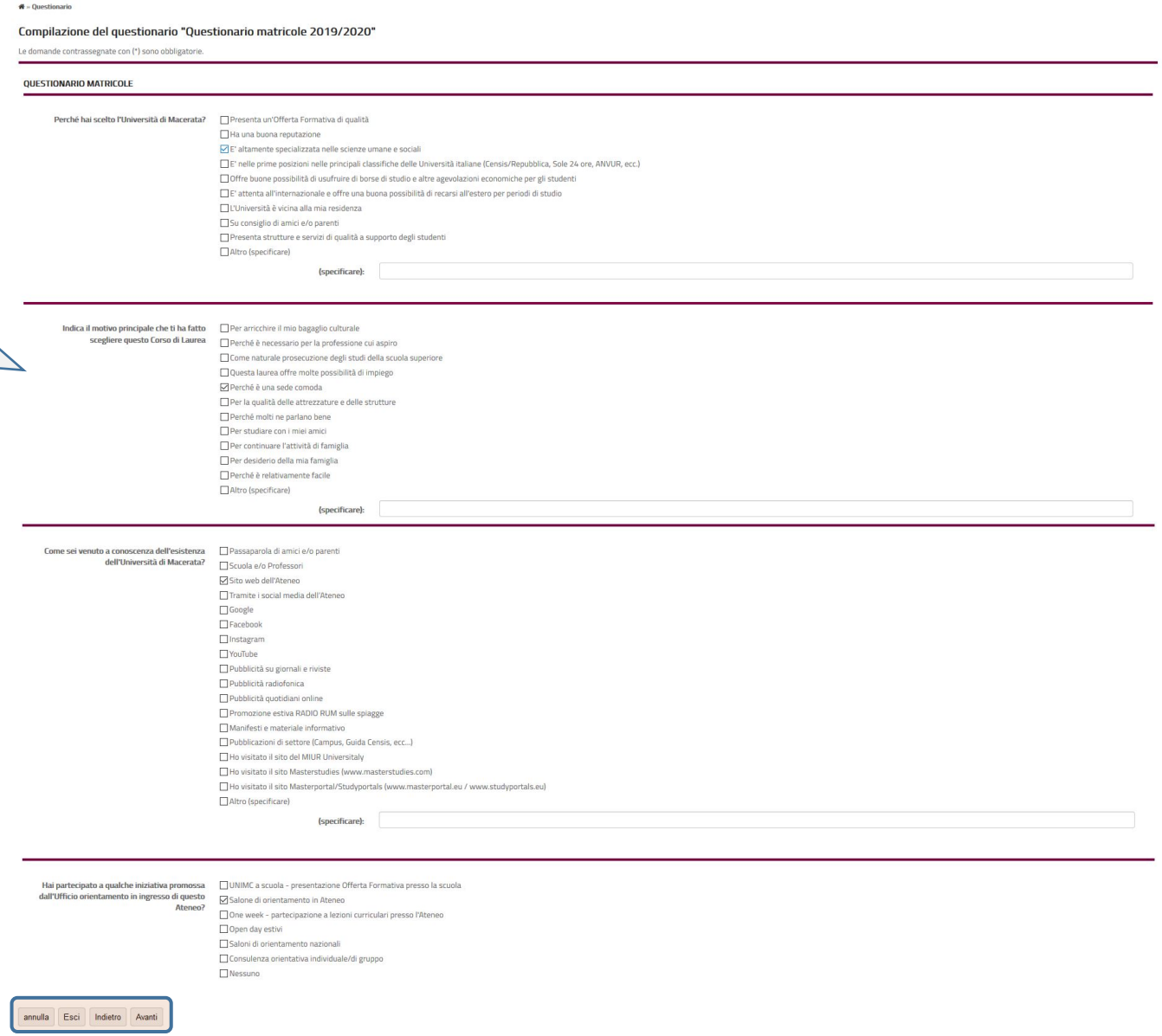


If you're a freshman, you're required to complete the relative questionnaire.

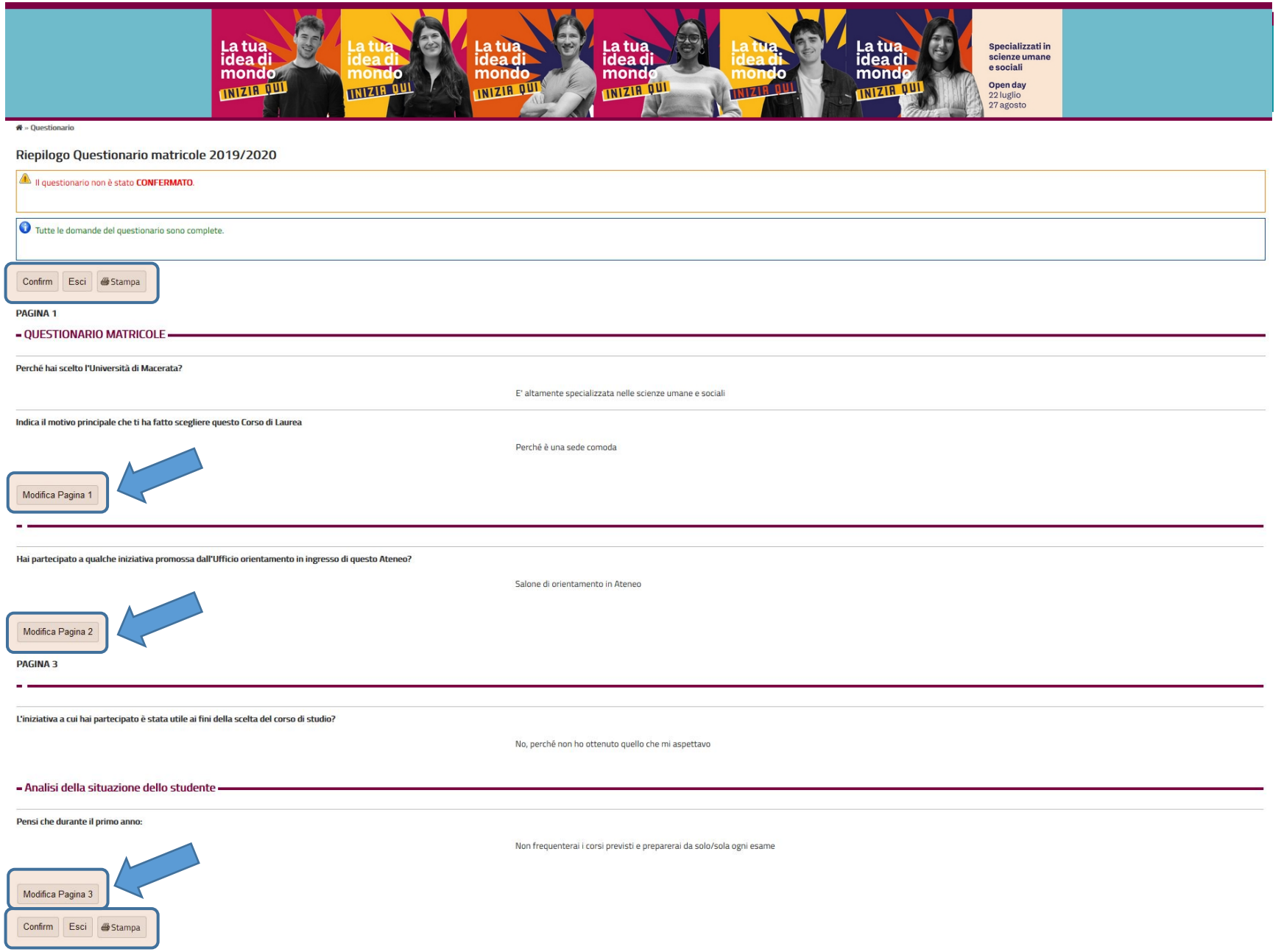
The questionnaire is **anonymous**. Your data will be used exclusively for statistical purposes to fulfill ministerial obligations.

To complete the enrollment procedure, click on "**Fill in**".

Answer the questions in the questionnaire by scrolling the pages with the "**Next**" and "**Back**" buttons at the bottom of the various pages.

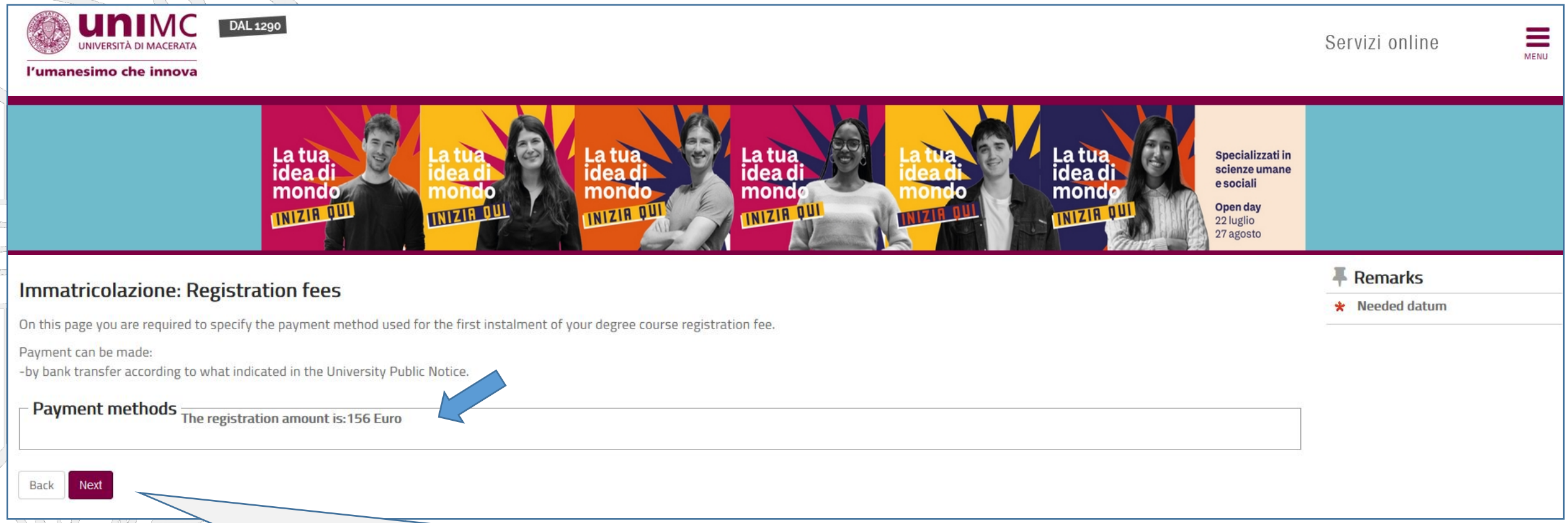


After completing the form, confirm the questionnaire with the "**Confirm**" button located at the beginning and end of the page.
Until you confirm the questionnaire you can change your answers by using the page edit buttons.
However, to continue you must confirm the questionnaire and then click on "**Exit**".





Following the correct completion of the "registration questionnaire" you'll find the green stamp attesting to its correct entry. To continue click on "**Next**".



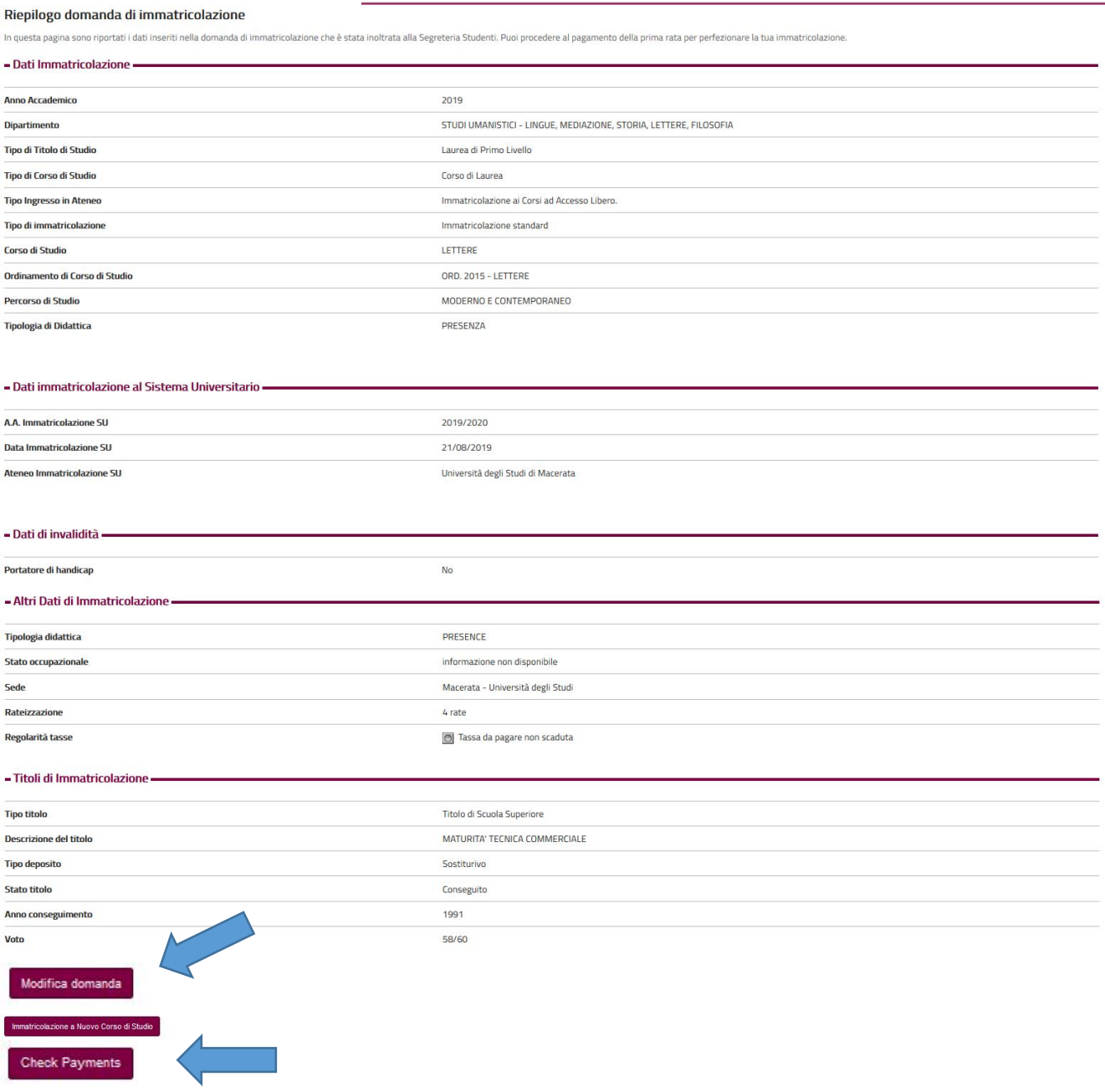
The registration procedure is almost complete, the page displayed shows you the amount of the first installment to be paid. To complete the procedure correctly click on "**Next**".

The registration procedure is finished. You'll receive an email confirmation at your private email address.

The final summary page restates the choices you've made.

If you need to, you can also make changes by clicking on "**Modify application**" (**Modifica domanda**). This way you'll be able to repeat the entire procedure from the beginning, though you won't have to re-enter your passport photo and ID, which you'll find already inserted.

If the data you entered is correct, the last thing to do is pay the first installment by clicking on "**Check Payments**".



Riepilogo domanda di immatricolazione

In questa pagina sono riportati i dati inseriti nella domanda di immatricolazione che è stata inoltrata alla Segreteria Studenti. Puoi procedere al pagamento della prima rata per perfezionare la tua immatricolazione.

Dati Immatricolazione

Anno Accademico	2019
Dipartimento	STUDI UMANISTICI - LINGUE, MEDIAZIONE, STORIA, LETTERE, FILOSOFIA
Tipo di Titolo di Studio	Laurea di Primo Livello
Tipo di Corso di Studio	Corso di Laurea
Tipo Ingresso in Ateneo	Immatricolazione ai Corsi ad Accesso Libero.
Tipo di immatricolazione	Immatricolazione standard
Corso di Studio	LETTERE
Ordinamento di Corso di Studio	ORD. 2015 - LETTERE
Percorso di Studio	MODERNO E CONTEMPORANEO
Tipologia di Didattica	PRESENZA

Dati immatricolazione al Sistema Universitario

A.A. Immatricolazione SU	2019/2020
Data Immatricolazione SU	21/08/2019
Ateneo Immatricolazione SU	Università degli Studi di Macerata

Dati di invalidità

Portatore di handicap	No

Altri Dati di Immatricolazione

Tipologia didattica	PRESENCE
Stato occupazionale	informazione non disponibile
Sede	Macerata - Università degli Studi
Rateizzazione	4 rate
Regolarità tasse	Tassa da pagare non scaduta

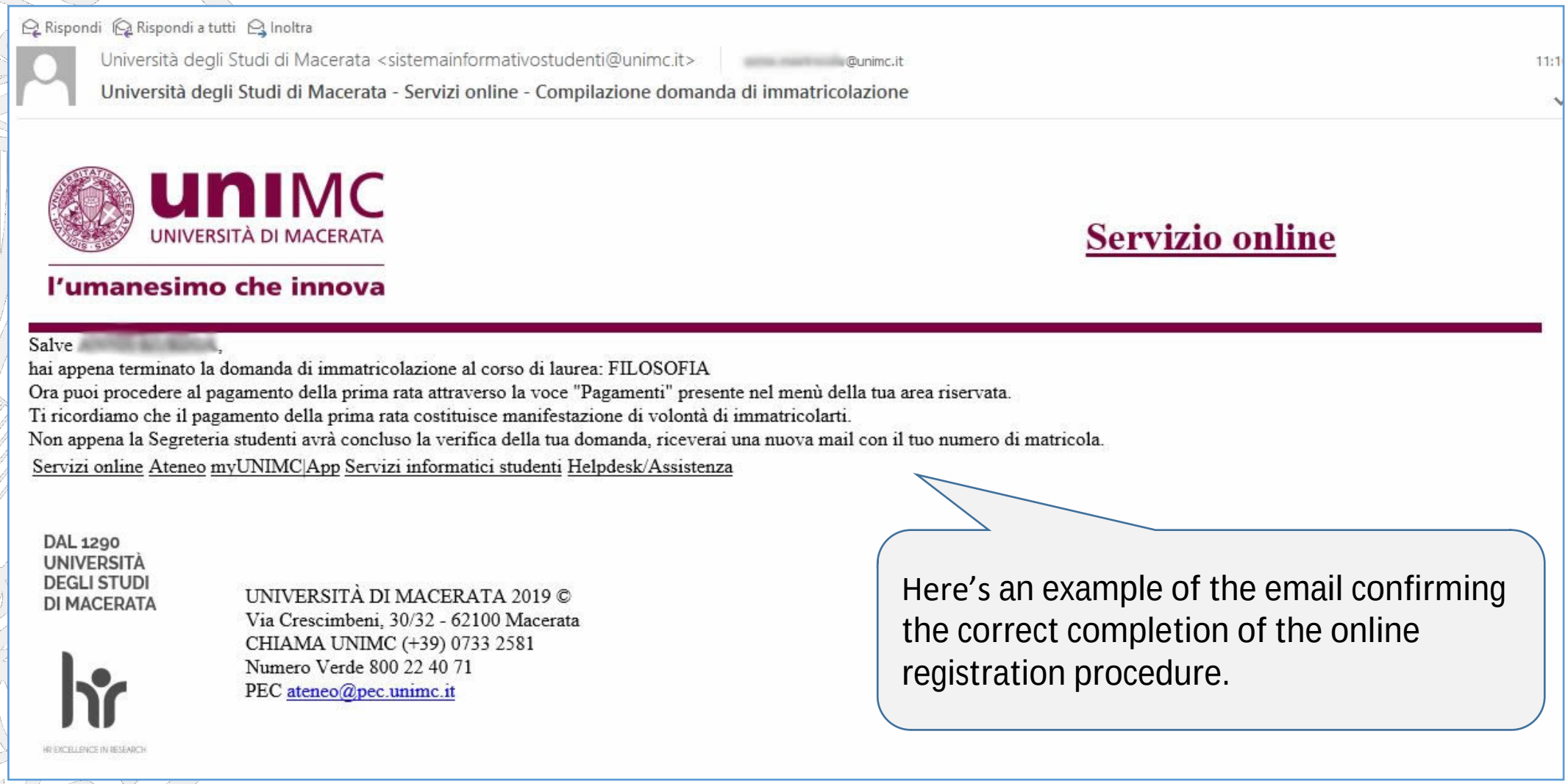
Titoli di Immatricolazione

Tipo titolo	Titolo di Scuola Superiore
Descrizione del titolo	MATURITA' TECNICA COMMERCIALE
Tipo deposito	Sostitutivo
Stato titolo	Conseguito
Anno conseguimento	1991
Voto	58/60

Modifica domanda

Immatricolazione a Nuovo Corso di Studio

Check Payments



Rispondi Rispondi a tutti Inoltra

Università degli Studi di Macerata <sistemainformativostudenti@unimc.it> [redacted]@unimc.it 11:1

Università degli Studi di Macerata - Servizi online - Compilazione domanda di immatricolazione

unimc UNIVERSITÀ DI MACERATA

l'umanesimo che innova

Servizio online

Salve [redacted],
hai appena terminato la domanda di immatricolazione al corso di laurea: FILOSOFIA
Ora puoi procedere al pagamento della prima rata attraverso la voce "Pagamenti" presente nel menù della tua area riservata.
Ti ricordiamo che il pagamento della prima rata costituisce manifestazione di volontà di immatricolarti.
Non appena la Segreteria studenti avrà concluso la verifica della tua domanda, riceverai una nuova mail con il tuo numero di matricola.

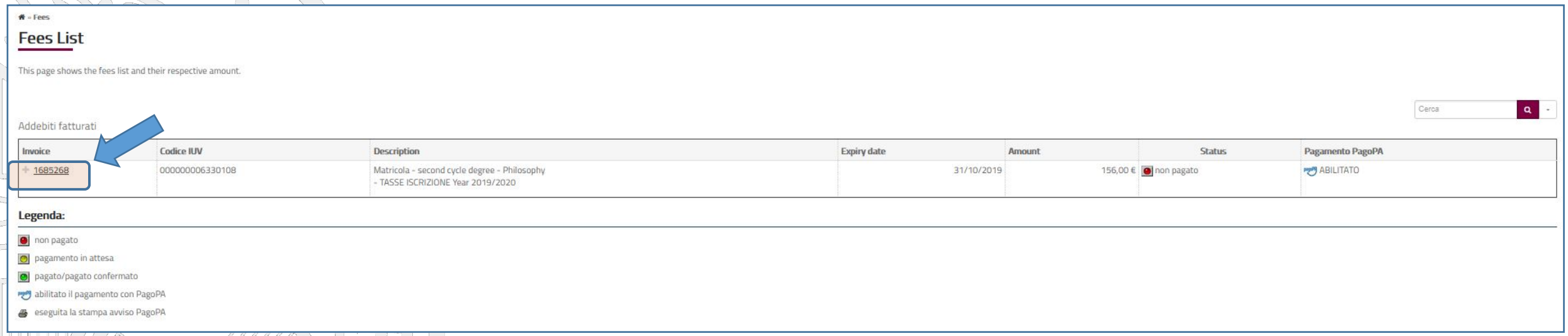
Servizi online Ateneo myUNIMC|App Servizi informatici studenti Helpdesk/Assistenza

DAL 1290
UNIVERSITÀ
DEGLI STUDI
DI MACERATA

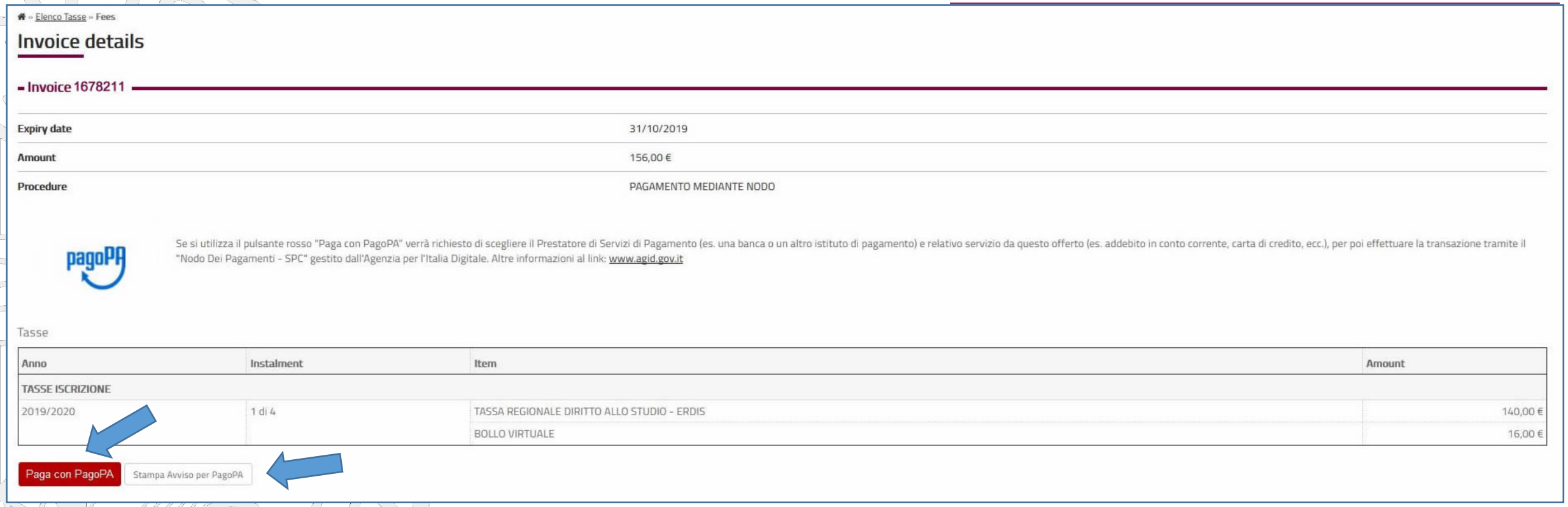
UNIVERSITÀ DI MACERATA 2019 ©
Via Crescimbeni, 30/32 - 62100 Macerata
CHIAMA UNIMC (+39) 0733 2581
Numero Verde 800 22 40 71
PEC ateneo@pec.unimc.it

HR EXCELLENCE IN RESEARCH

Here's an example of the email confirming the correct completion of the online registration procedure.



On the «*Fees List*» page (which you can also access by clicking on «*Pagamenti*» in the «*Home*» sub-menu) the fees to be paid are listed, indicating deadline, amount and payment status.
To proceed to payment go to the detail page by clicking on the link corresponding to the invoice number (in the example, click on "**1678211**").

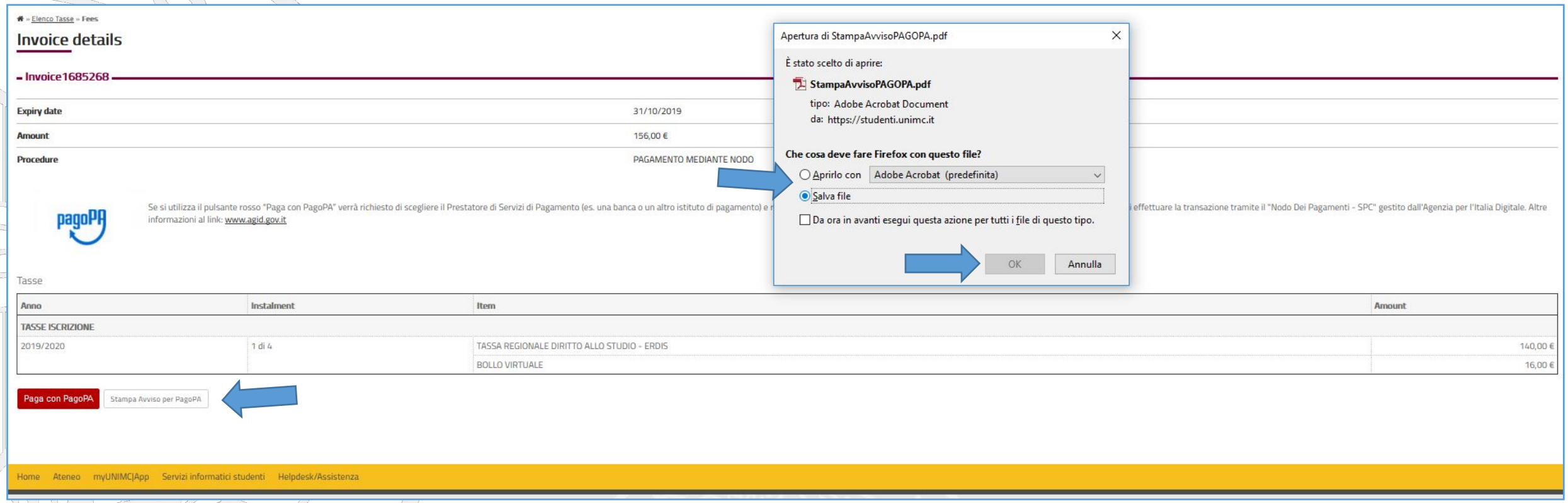


On the «*Details Invoice*» page you can choose either of two payment methods by clicking on the appropriate button of the ***PagoPA system***. With the white button "**Stampa aviso per PagoPA**" you can print the relative bill to be used for payment (at your bank, at SISAL points, at betting points, etc.). With the red "**Paga con PagoPA**" button you can proceed to direct payment online, by credit card, bank transfer or other. You can't pay these bills at an Italian Post Office.

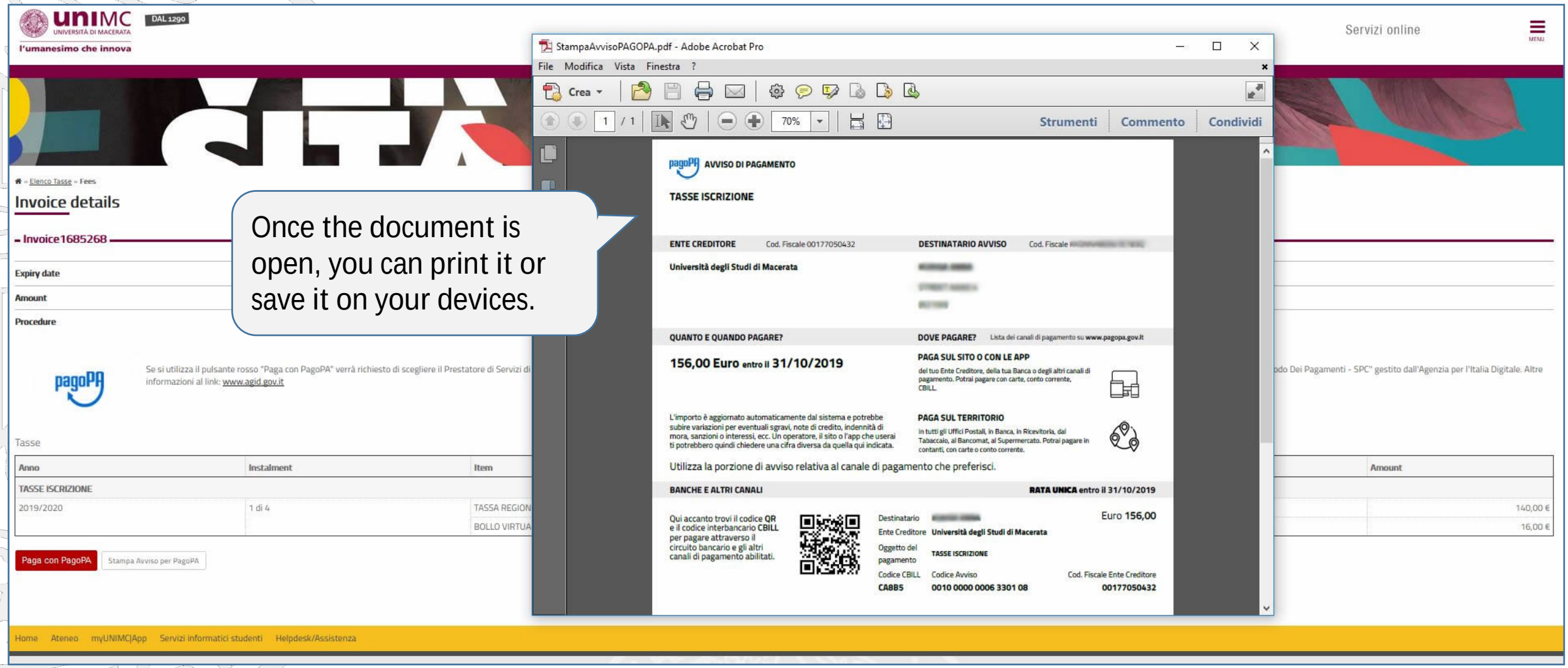
For more information on the ***PagoPA payment system***, see the following links:

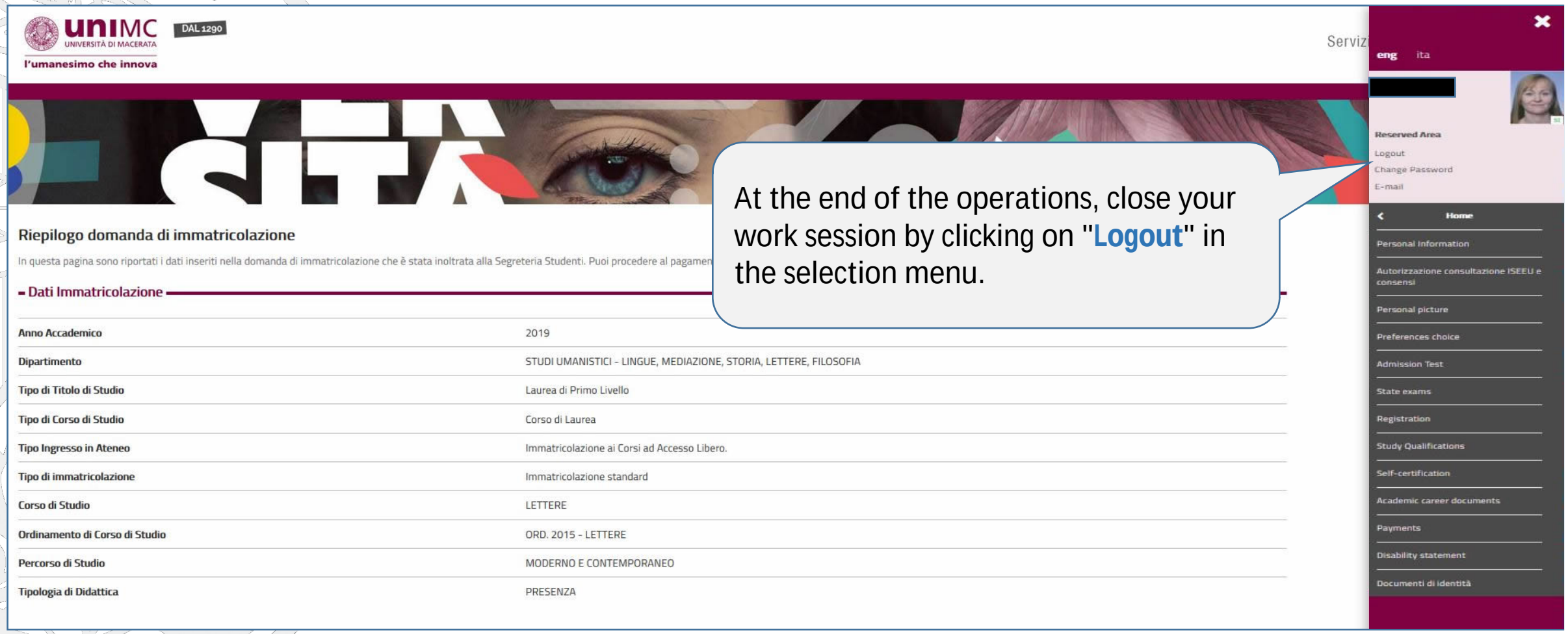
- Guida al pagamento delle tasse e dei contributi universitari tramite "PagoPA" (Guide to paying university tuition and fees with "PagoPA")
- FAQ
- https://www.pagopa.gov.it/
- ulteriori informazioni sul sistema PagoPA (area ragioneria UniMC) (further information on the PagoPA system - UniMC accounting area)

If you are abroad, you cannot pay through the PagoPA system, follow the instructions on the "*Maximum amounts, deadlines and payment modalities*" page and you will need to use the University's Spontaneous Payments Portal. Further information is available in the appropriate tutorial.



In the example shown above, the " **Stampa Avviso per PagoPA** " button was used to open and/or save the related document.


unimc UNIVERSITÀ DI MACERATA
DAL 1290
l'umanesimo che innova
Servizi online
MENU
» Elenco Tasse » Fees
Invoice details
Invoice1685268
Expiry date
Amount
Procedure
pagoPA
Se si utilizza il pulsante rosso "Paga con PagoPA" verrà richiesto di scegliere il Prestatore di Servizi di
informazioni al link: www.agid.gov.it
Tasse
Anno
Instalment
Item
Amount
TASSE ISCRIZIONE
2019/2020
1 di 4
TASSA REGION
140,00 €
BOLLO VIRTUA
16,00 €
Paga con PagoPA
Stampa Avviso per PagoPA
Home
Ateneo
myUNIMCApp
Servizi informatici studenti
Helpdesk/Assistenza
Once the document is open, you can print it or save it on your devices.
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TASSE ISCRIZIONE
ENTE CREDITORE
Cod. Fiscale 00177050432
Università degli Studi di Macerata
DESTINATARIO AVVISO
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QUANTO E QUANDO PAGARE?
156,00 Euro entro il 31/10/2019
L'importo è aggiornato automaticamente dal sistema e potrebbe subire variazioni per eventuali sgravi, note di credito, indennità di mora, sanzioni o interessi, ecc. Un operatore, il sito o l'app che userai ti potrebbero quindi chiedere una cifra diversa da quella qui indicata.
DOVE PAGARE?
Lista dei canali di pagamento su www.pagopa.gov.it
PAGA SUL SITO O CON LE APP
del tuo Ente Creditore, della tua Banca o degli altri canali di pagamento. Potrai pagare con carte, conto corrente, CBILL.
PAGA SUL TERRITORIO
in tutti gli Uffici Postali, in Banca, in Ricevitoria, dal Tabaccaio, al Bancomat, al Supermercato. Potrai pagare in contanti, con carte o conto corrente.
Utilizza la porzione di avviso relativa al canale di pagamento che preferisci.
BANCHE E ALTRI CANALI
RATA UNICA entro il 31/10/2019
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Destinatario
Euro 156,00
Ente Creditore
Università degli Studi di Macerata
Oggetto del pagamento
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Codice CBILL
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Cod. Fiscale Ente Creditore
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- Teaching
- Enrollment and course of studies
- International student enrollment
- Tuition and fees
- Exemptions
- International students
- Guide to paying, tuition and fees with the «PagoPA» system
- Contacts