Payment procedure

1. Log-in to your Uniweb private area -> go to "Diritto allo studio, certificazione di disabilità/dislessia, corsi estivi" - “Tasse”

2. Select the invoice you want to pay in the list of not received payments (identified by a red traffic light), click on its number on the left

3. Chose one among the THREE payment methods:
   a. “Paga online con PagoPA” for online payment
   b. “Stampa Avviso per PagoPA” for payment in person
   c. Stampa MAV (standard payment, only for students residing in Italy)

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What is PagoPA?
PagoPa is a new payment method, introduced by the Code of Digital Administration and by D.L. 179/2012, which guarantees safe and reliable electronic payments towards the public administration.

Payment methods using PagoPA:
1. ONLINE payment
2. payment IN PERSON
1. ONLINE payment

UNIPD-ESSE3

If you chose “Paga online con PagoPA”, select one of the following payment options:

A. Your bank account

Choosing this option, the available PSP (payment service providers) will appear. Select one of them (click on “Procedi col pagamento” in order to confirm the choice in the pop-up window) and you will be redirected to the four available payment methods. Among them, you will see payment via MyBank, which allows to choose the home-banking service provided by your bank.

### Scelgli la modalità di pagamento

- **Il tuo conto corrente**
  - Conto corrente o conto corrente di un’ente pubblico

- **Carta di credito, debito, prepagata**
  - Scelga uno dei vari servizi di pagamento

- **Altre modalità di pagamento**
  - Scelga uno dei vari servizi di pagamento alternativi

- **Tutte le modalità di pagamento**

### Cerca l’operatore dove hai un conto

Le informazioni sui servizi potrebbero non essere tradotte nella lingua prescritta, in quanto non fornite dalla banca

Al momento del pagamento potrebbero essere applicate commissioni più favorevoli rispetto a quelle indicate.

### Cerca per nome

Ordina per

Commissione Misura

- **Banca**
  - **Intesa Sanpaolo**
    - Commissione Misura €0,00
  - **Unicredit**
    - Commissione Misura €0,00
  - **Intesa Sanpaolo**
    - Commissione Misura €0,00
  - **Banca**
    - Commissione Misura €0,00

**Seleziona**
B. Credit, debit, pre-paid card

A. Choosing this option, a list of authorised bank institutes will appear. Even if your bank is not included in the list, you can proceed by choosing any of the provided banks (we advise you to considering the specific payment clauses carefully before making your choice). You will then be redirected to the webpage where you can insert your card information and proceed with the payment.

Once the payment procedure is successfully completed, a confirmation email will be sent to your email address.
C. Other payment methods

2. Payment IN PERSON (Stampa Avviso per PagoPA)

If you chose “Stampa Avviso per PagoPA” a pdf form is generated. This form must be shown once you go to one of the authorised payment points, which include: all tobacco shops - where SIsalPay or Lottomatica services are active – and all those banks part of PagoPA network. Their list is available here:

www.agid.gov.it/agenda-digitale/pubblica-amministrazione/pagamenti-elettronici/psp-aderenti-elenco

Should you face any problem with the payment, contact the Ufficio Servizi agli Studenti:

service.studenti@unipd.it

PLEASE NOTE

In all payment options, if the payment procedure is interrupted for any reason, the buttons “Paga online con PagoPA” and “Stampa Avviso per PagoPA” may be not available for around 30 minutes.