Admission fee payment procedure

By clicking on the payment link you received by email, you will be redirected to the payment platform. On the top right you can choose to see the platform in *English*:

The platform will show you the payment details. Please click on "**IMMEDIATE PAYMENT**", on the bottom right of the page:

In the following form you can either indicate your e-mail address and click on "**PROCEED**" to receive a notification, or simply click on "**PROCEED WITHOUT NOTIFICATION**":

The following pop-up will open. You may choose *English* as the language of the platform by clicking on the language menu
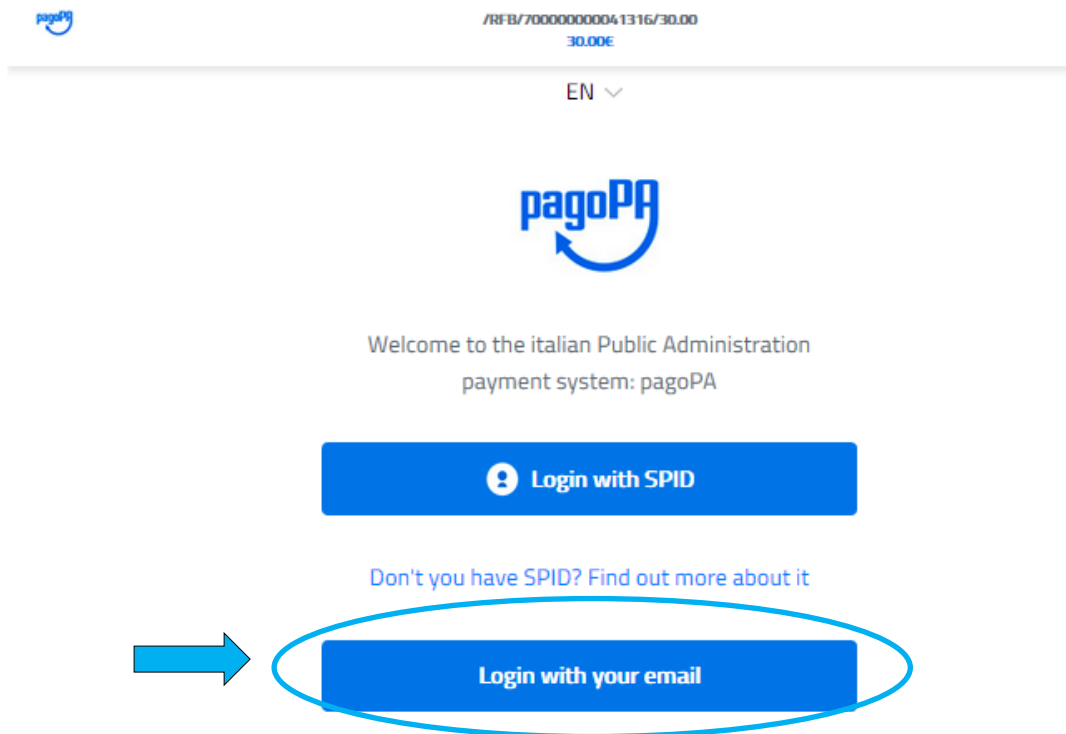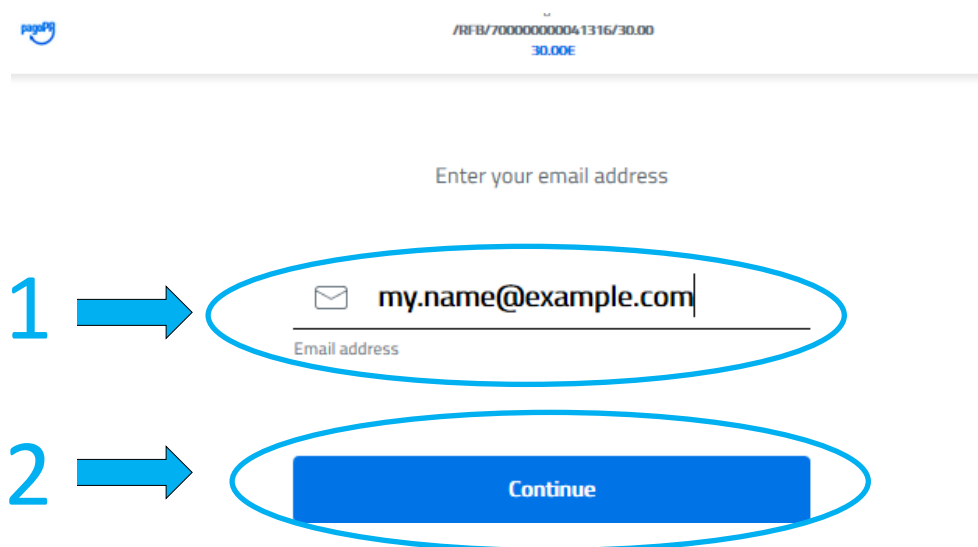
1)

2)

WARNING: if you are a Safari user (Apple) or you get an 'Invalid credentials' error, you have to **ENABLE cross- site cookies of your browser** to proceed to next step.

Click on "**Login with your email**":

Type your email address (1) and then click on "**Continue**"(2):

On next page, be sure that the box next to "**I agree with the Privacy Policy**" is checked (1) and then click on "**Continue**" (2):

On next page, you will have to choose how you would like to pay: by Credit/debit card (A), Bank account (B), other payment methods (C).

Please note that:

- "**Bank account**" means "your bank account in Italy enabled as PSP" (that likely you don't have);
- By "**Other payment methods**" you can use **PAYPAL** or **SATISPAY**.

If you choose **option A** (**Credit/Debit card**), please enter required information related to your card (name and last name of card owner, card number, expiration date and verification code) and click on "**Continue**":

In case your <u>credit card is not partecipating</u> to pagoPA, the following message appears:

If this is your case, **scroll down the page** and select one of the available enabled issuer (you may pay a small commission):

/RFB/700000000048689/1.00
1.00€

Order by: Alphabetical ∨   Type: Ascending ∨

UniCredit

Pagamento con carte

Maximum fees 0.95 €

INTESA SANPAOLO

Pagamento con Carte

VISA   mastercard

Maximum fees 0.50 €

nexi

Pagamento con carta

VISA   mastercard

Why the fees?

After choosing, you will be able to "**Proceed with payment**":

/RFB/700000000048689/1.00
1.00€

VISA   mastercard
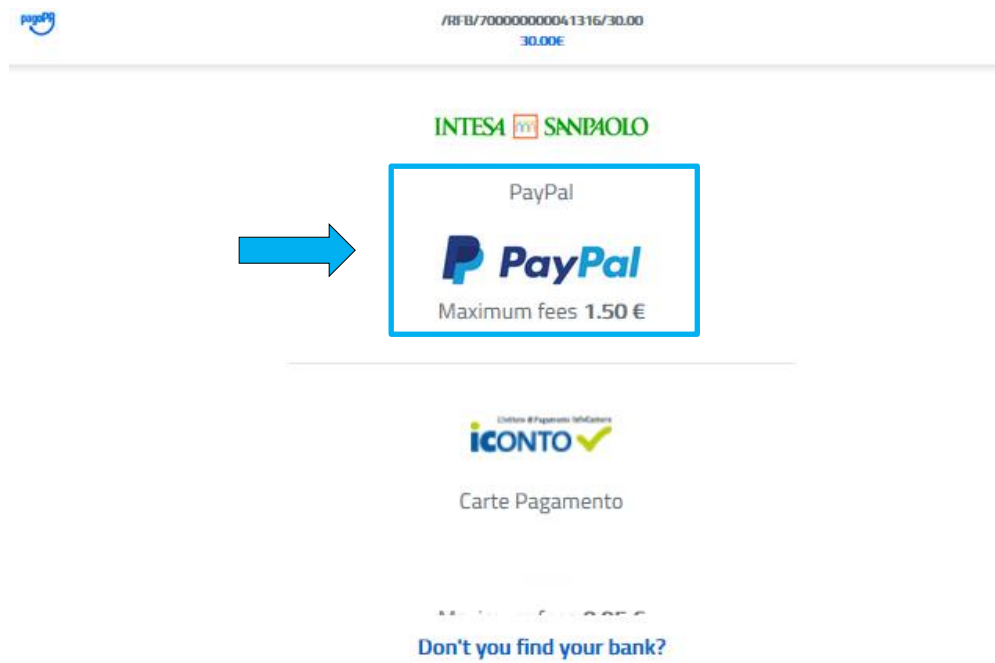Change the payment manager

Total ___ €

The receipt will be sent to the following email address
jd@example.com

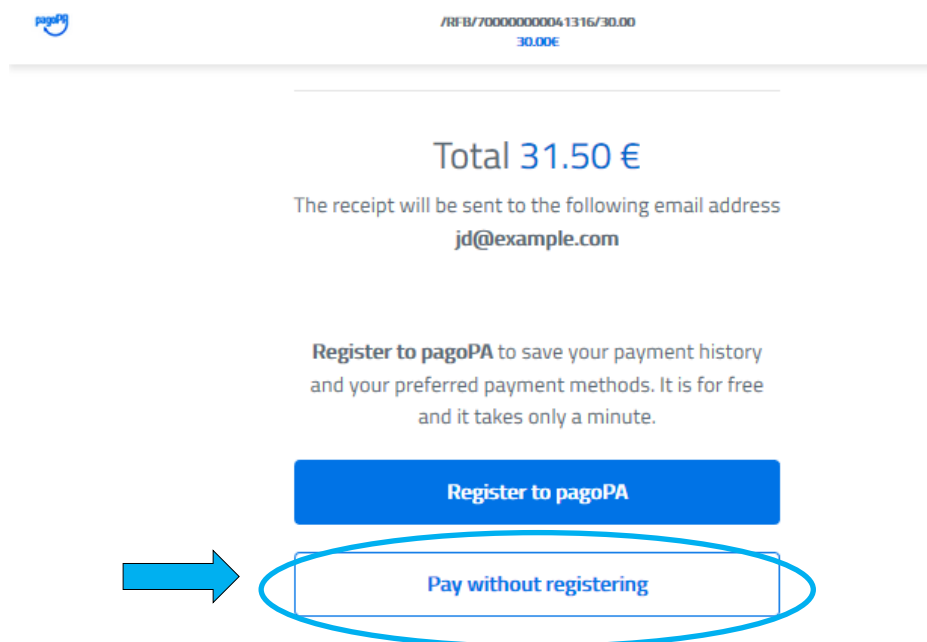ATTENTION PLEASE: AFTER THIS STEP IT WILL NOT
BE POSSIBLE TO CANCEL THE OPERATION

Proceed with payment

If you choose **option C** (**Other payment methods**), you must choose one of the available methods, such as **PayPal**:

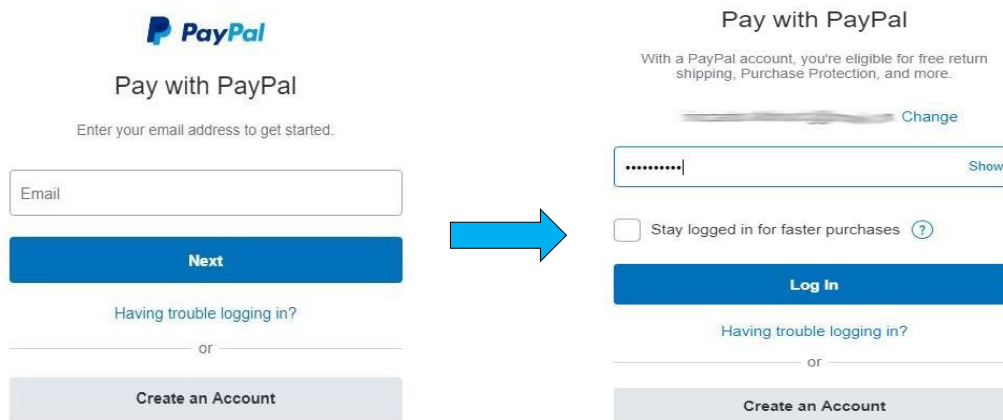Click on "**Pay without registering**":

This is the PayPal platform (please, accept cookies by pressing the button "**Accept cookie**"):

Please verify that language is set to English, otherwise click on *English* on the bottom of the page:
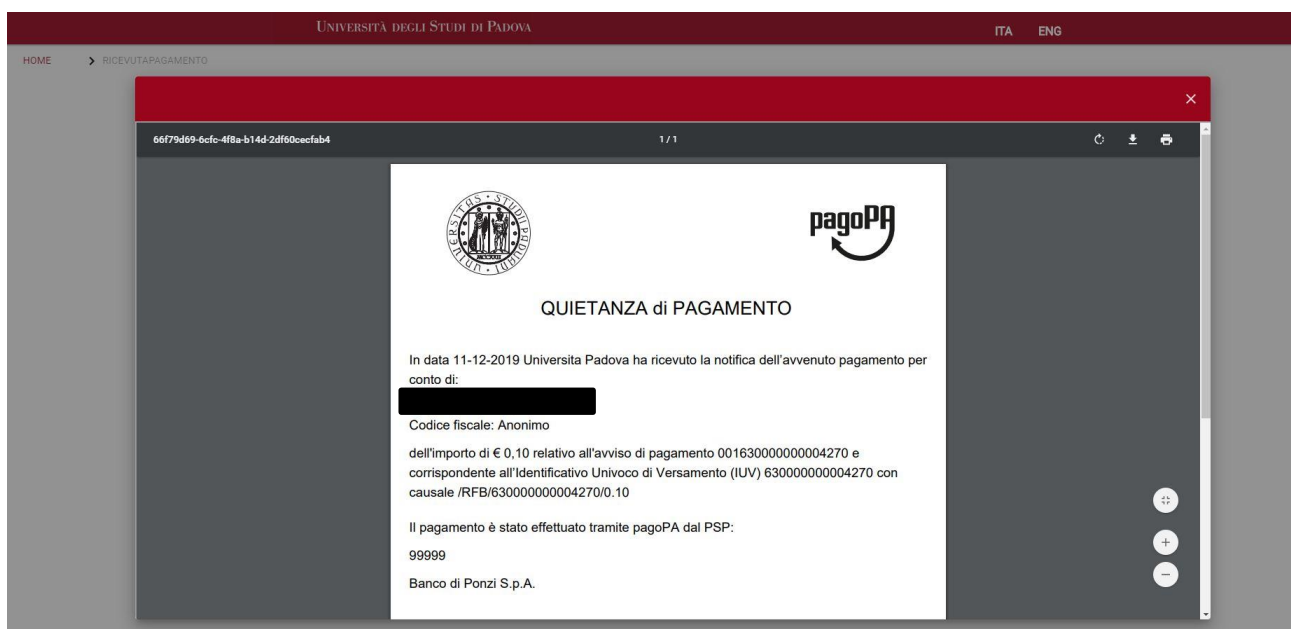

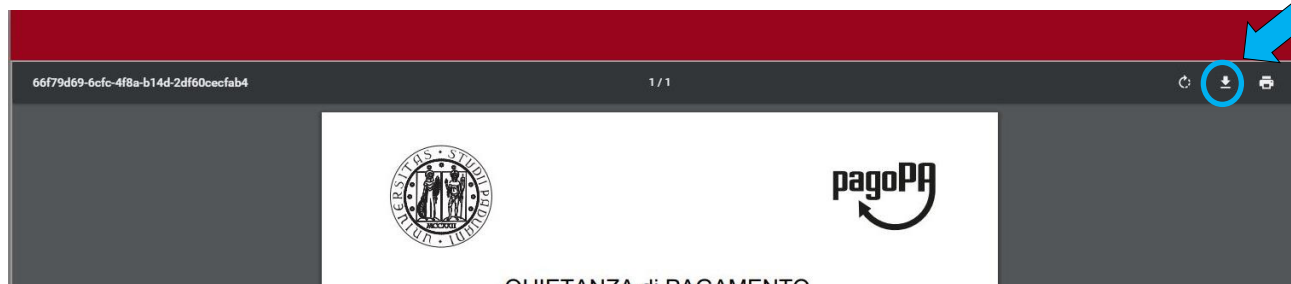Enter your e-mail address and proceed with standard PayPal payment:

Once the payment is made, you will be redirected to the following page where you can print the receipt:

A pop-up will open, which shows your receipt of payment:

You must download the receipt, by clicking on the following item:
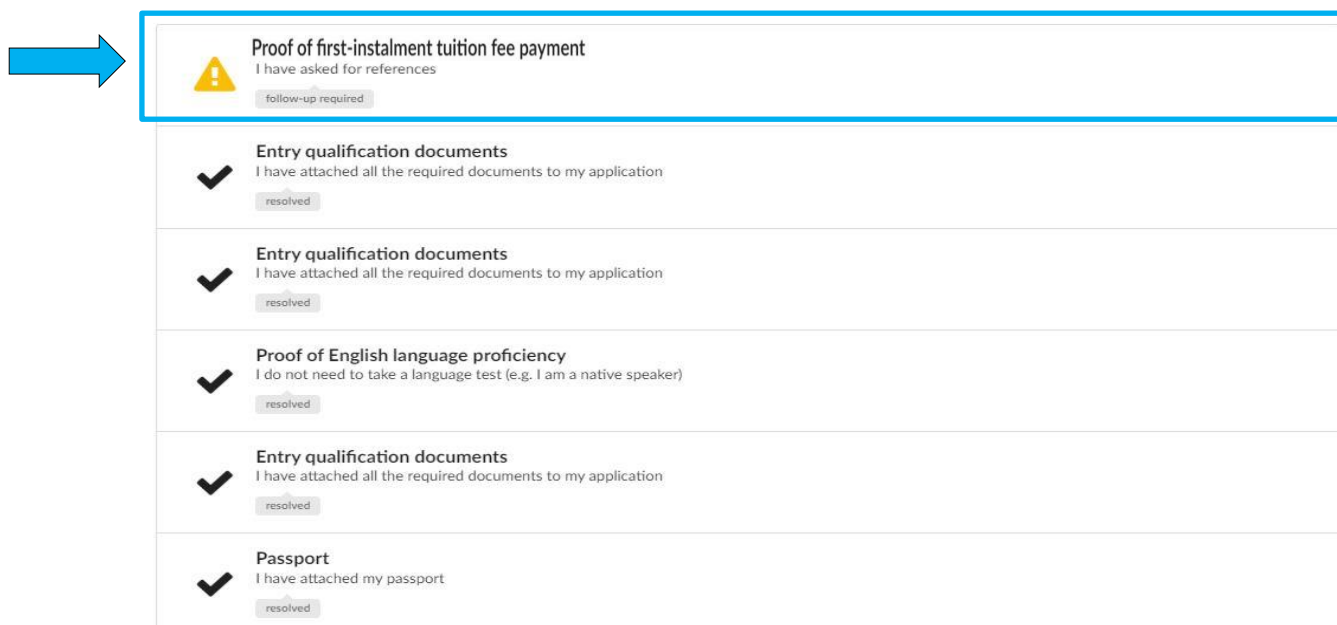

Once downloaded, you must upload the payment receipt of the first-instalment tuition fee (Admission Fee) on the dedicated task of your online application.

In order to do so, please go back to your application on apply.unipd.it and click on the "**Tasks**" tab:

You must select the task called "**Proof of first-instalment tuition fee payment**":

The following pop-up will open and you must upload the receipt by clicking on the dedicated space (1) and make sure to move the bullet from '*I have NOT attached the payment receipt*' to '*I have attached the payment receipt*' (2):