

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*:

UNIVERSITÀ DEGLI STUDI DI PADOVA

HOME > DETTAGLIO PAGAMENTO

ITA ENG

Dettaglio pagamento

Codice Versamento Ente	Stato	Importo Totale
[REDACTED]	NON_ESEGUITO	[REDACTED] €

Data Emissione	Data Scadenza	Data Aggiornamento
10/12/2019	24/12/2019	10/12/2019

Causale	IUV
Application fee for Platonism	630000000004169

▼ Dati anagrafici del debitore

STAMPA AVVISO DI PAGAMENTO ESEGUI PAGAMENTO IMMEDIATO

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

UNIVERSITÀ DEGLI STUDI DI PADOVA

ITA ENG

Payment details

Organization's payment code	Status	Total amount
[REDACTED]	NON_ESEGUITO	[REDACTED] €

Issue date	Expiration date	Update date
10/12/2019	24/12/2019	10/12/2019

Reason	IUV
Application fee for Cynicism	630000000004270

▼ Debtor data

PRINT PAYMENT NOTICE IMMEDIATE PAYMENT

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**”:

Info

Please input your e-mail address in order to receive a notification mail when payment is completed. If no notification is needed, click the Proceed without notification button.

☐ E-mail* 0 / 256

PROCEED WITHOUT NOTIFICATION **PROCEED**

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

1)

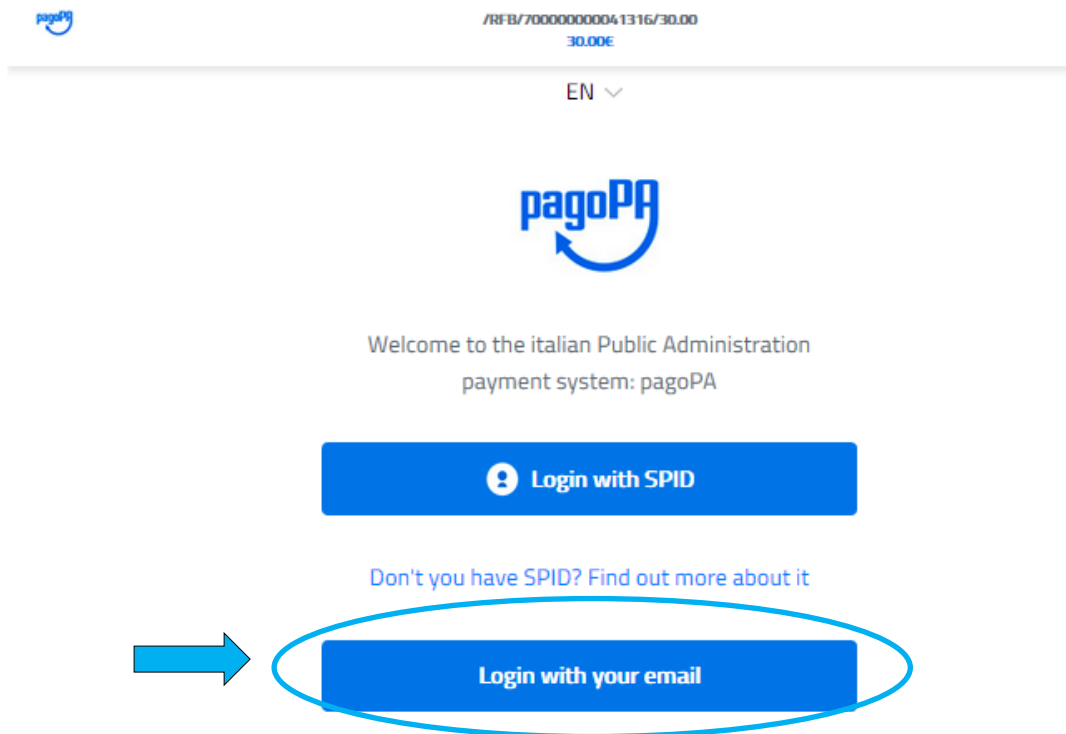


2)



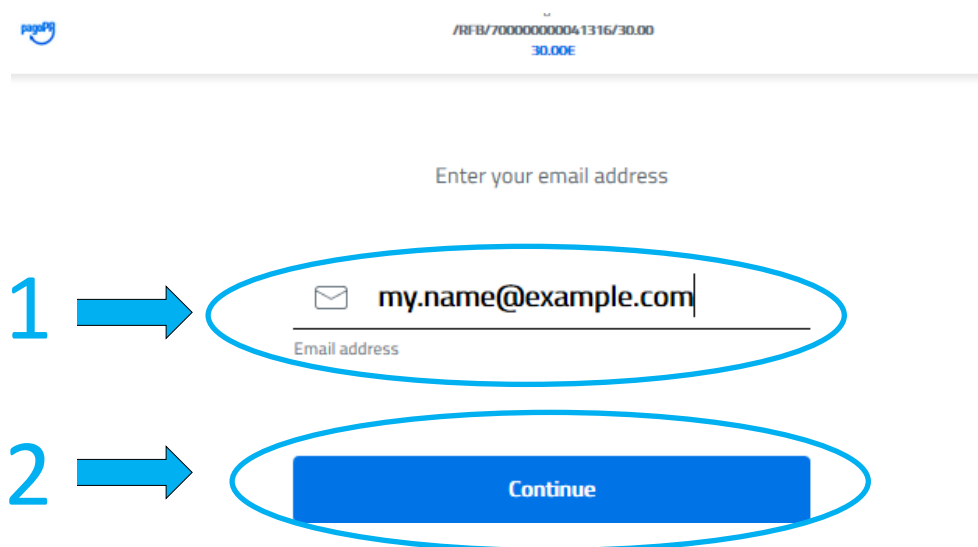
WARNING: if you are a **Safari** user (Apple) or you get an ‘**Invalid credentials**’ error, you have to **ENABLE cross-site cookies of your browser** to proceed to next step.

Click on “**Login with your email**”:



The screenshot shows the pagoPA login interface. At the top, there is a header with the pagoPA logo and a small text indicating the transaction details: "/RFB/700000000041316/30.00 30.00€". Below this, there is a language selector showing "EN" with a dropdown arrow. The main heading is "Welcome to the italian Public Administration payment system: pagoPA". There are two primary buttons: "Login with SPID" and "Login with your email". A blue arrow points to the "Login with your email" button, which is also circled in blue. Above this button, there is a link: "Don't you have SPID? Find out more about it".

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



The screenshot shows the email login form. At the top, there is a header with the pagoPA logo and a small text indicating the transaction details: "/RFB/700000000041316/30.00 30.00€". Below this, there is a language selector showing "EN" with a dropdown arrow. The main heading is "Enter your email address". There is a text input field with a blue arrow pointing to it, which is also circled in blue. The input field contains the text "my.name@example.com" and has a placeholder "Email address". Below the input field, there is a blue button labeled "Continue", which is also circled in blue.

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):

The screenshot shows the 'pagoPA - Privacy Policy' page. At the top, there is a logo and a reference number: /RFB/700000000041316/30.00. The main heading is 'pagoPA - Privacy Policy'. Below it, the text states: 'PRIVACY POLICY Pursuant to art. 13 of Legislative Decree 30 June 2003, n. 196, the Agency for Digital Italy (AgID), as Data Controller, informs that the personal data processed by AgID are those indicated in paragraph 2.1.3.1 Servizio di scelta e memorizzazione del pagamento' of "SPECIFICHE ATTUATIVE DEL NODO DEI PAGAMENTI-SPC" document, available on the website www.agid.gov.it. In the paragraph already indicated, the purposes of the treatment are also specified. In relation to all the purposes indicated, the processing of data will take place in such a way as to guarantee security and'. Below this text, there is a checkbox with a checkmark inside, followed by the text 'I agree with the Privacy Policy'. A blue arrow labeled '1' points to this checkbox. Below the checkbox, there is a blue button labeled 'Continue'. A blue arrow labeled '2' points to this button.

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**.

The screenshot shows the 'How would you like to pay?' page. At the top, there is a logo and a reference number: /RFB/700000000041316/30.00. The main heading is 'How would you like to pay?'. Below it, there are three options, each with a blue arrow pointing to it from the left. Option A is 'Credit/debit card' with a credit card icon. Option B is 'Bank account' with a bank building icon. Option C is 'Other payment methods' with a smartphone icon.

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**”:

The screenshot shows the pagoPA payment interface. At the top, there is a logo and a reference number: /RFB/700000000041316/30.00. Below this, it states "pagoPA accepts the following credit/debit card circuits". There are five logos for payment circuits: Mastercard, Mastercard, VISA, VISA Electron, and American Express. Below the logos, there are four input fields, each with a blue border: 1. "Name and Last name" with a person icon and placeholder text "Name and Last name". 2. "Credit/debit card number" with a card icon and placeholder text "0000 0000 0000 0000". 3. "Expiry date (mm/yy)" with a calendar icon and placeholder text "MM / YY". 4. "Verification code" with a lock icon and placeholder text "CVC".


In case your credit card is not participating to pagoPA, the following message appears:


The screenshot shows an error message box with a blue border. Above the message is a blurred image of a credit card with the text "Exp. 06 / 19". The message text reads: "The issuer of your credit card is not participating to pagoPA. Choose a payment manager for this payment scrolling the list or searching by bank name". Below the message is a search bar with a magnifying glass icon and the text "Search". A blue arrow points from the left towards the message box.

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 ▾






Pagamento con carte


Maximum fees 0.95 €





Pagamento con Carte



Maximum fees 0.50 €






Pagamento con carta


Why the fees?

After choosing, you will be able to “Proceed with payment”:


 /RFB/700000000048689/1.00
1.00€



Change the payment manager

Total  €

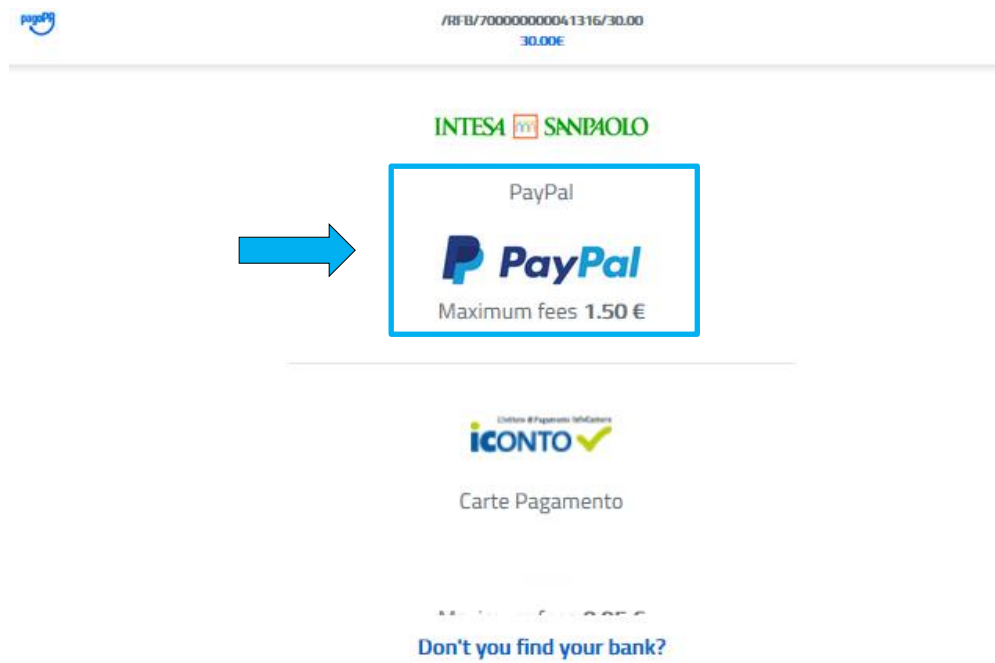
The receipt will be sent to the following email address
jd@example.com

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

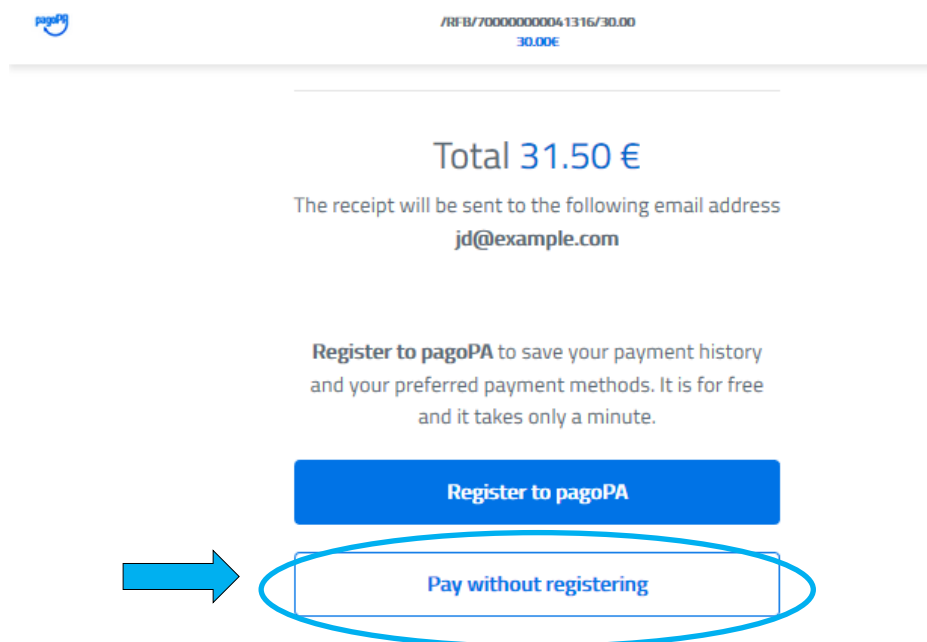




If you choose [option C](#) (Other payment methods), you must choose one of the available methods, such as PayPal:



Click on “Pay without registering”:



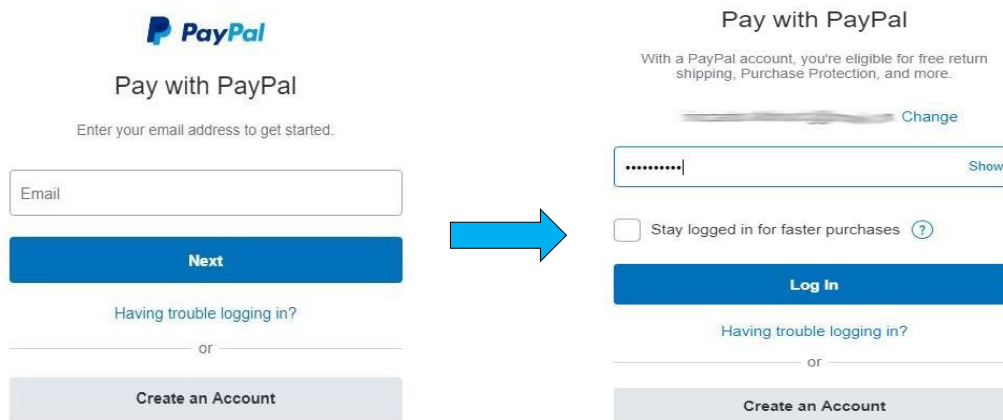
This is the PayPal platform (please, accept cookies by pressing the button “Accept cookie”):



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



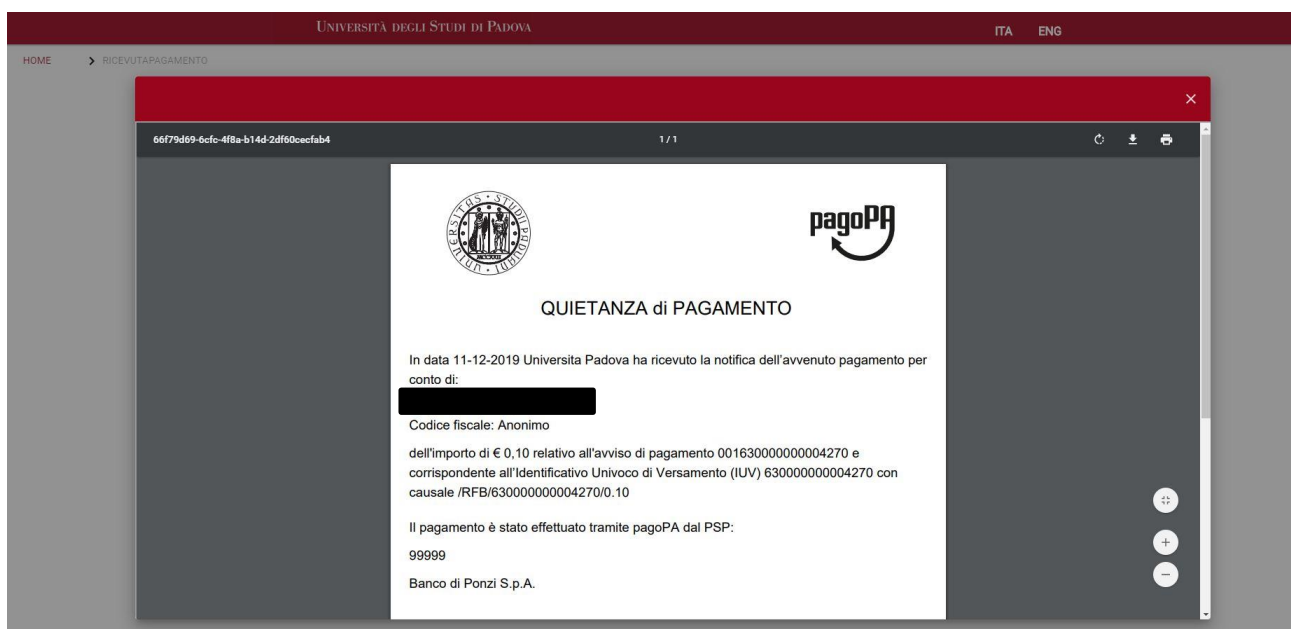
Enter your e-mail address and proceed with standard PayPal payment:



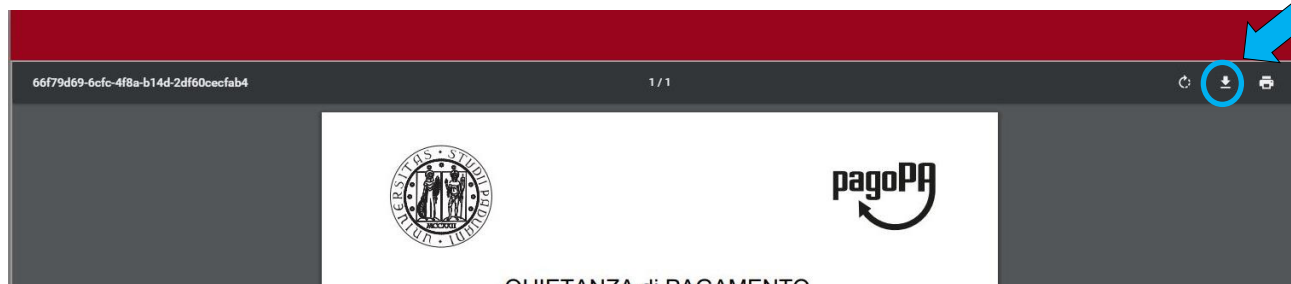
Once the payment is made, you will be redirected to the following page where you can print the receipt:



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



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

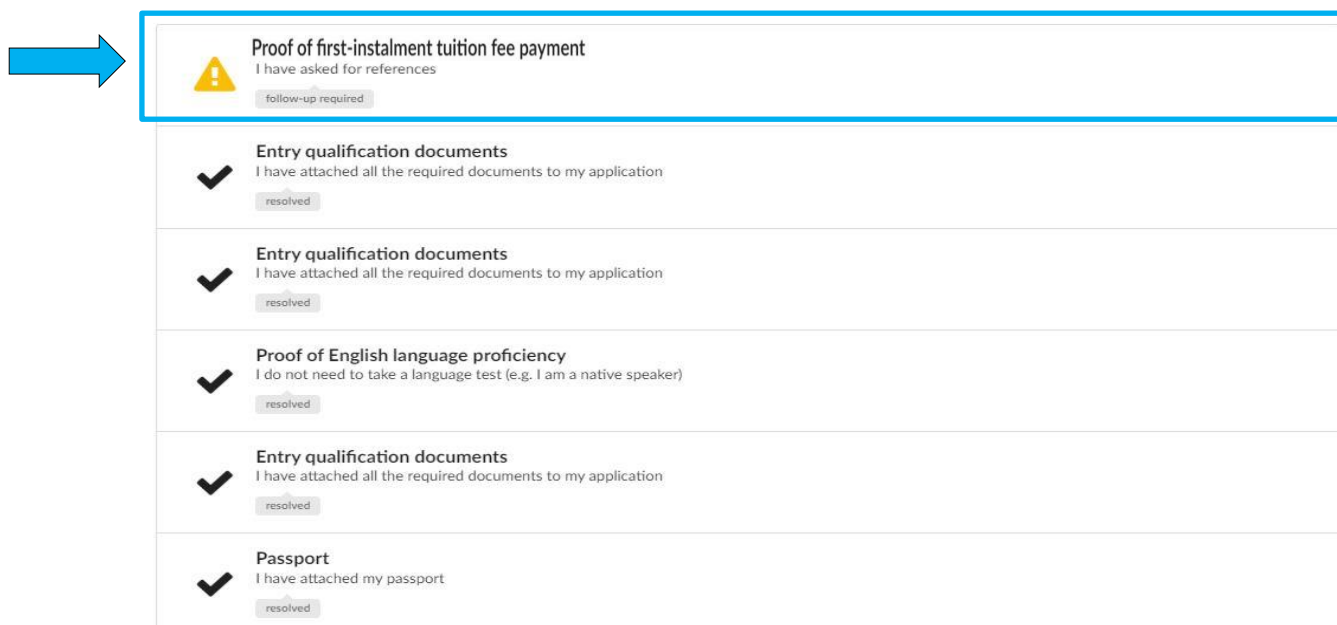


Once downloaded, you must upload the payment receipt of the first-instalment tuition fee (Admission Fee) on the dedicated task of your online application.

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):

The screenshot shows a web form titled "Proof of first-instalment tuition fee payment". On the left, there is a "Please note:" section with three bullet points. The main form area on the right contains a radio button selection, an "Additional comments" text box, and a document upload section. Two blue arrows with numbers 1 and 2 point to specific parts of the form: arrow 1 points to the document upload area, and arrow 2 points to the radio button selection.

Proof of first-instalment tuition fee payment

Please upload the payment receipt of your first-instalment tuition fee ONLY for the degree program you accepted the offer: this is downloadable from the payment portal PagoPA directly.

Please note:

- without this attachment, your application won't proceed to the last status "Ready for enrolment";
- you won't receive your official Admission Letter (required for the VISA release).
- this fee is non-refundable.

Please choose one of the options below to best reflect your preference or current situation.

☒ I have NOT attached the payment receipt(s)

☐ I have attached the payment receipt(s)

☐ Other:

If the above statuses don't fully reflect your current situation, please add additional comments below:

If you have been instructed to attach documents to this task you can do so below:

Click to select documents or simply drop them here

1 →

2 →