UNIVERSITÀ
DEGLI STUDI
DI PADOVA

PhD Office

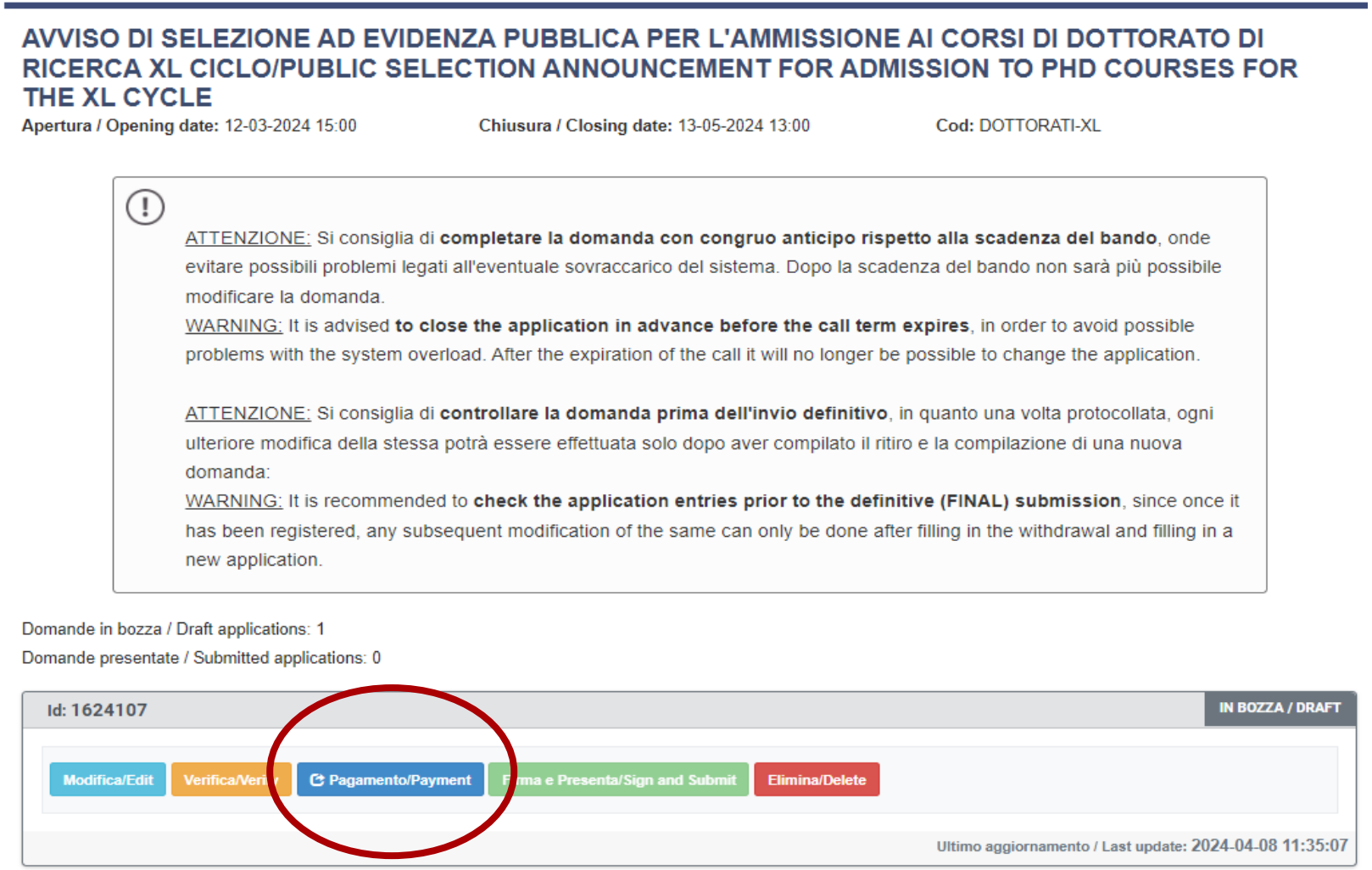
Tutorial: PagoPA procedure

Contibution payment for admission to PhD courses

This year, **a non-refundable payment of € 30,00 must be made** for each application for a doctoral course at our University. It must be paid via “PagoPA” platform.

PagoPA is a payment method which guarantees safe and reliable electronic payments towards the public administration. PagoPA can be used to pay all fees at the University of Padova.

This is a tutorial on how to proceed, step by step, to make this contibution payment for admission to PhD courses via the PagoPA platform.



Once you have filled in the application form, and after verifying it, you must go back to the dashboard and proceed with the payment of a fee of €30,00.

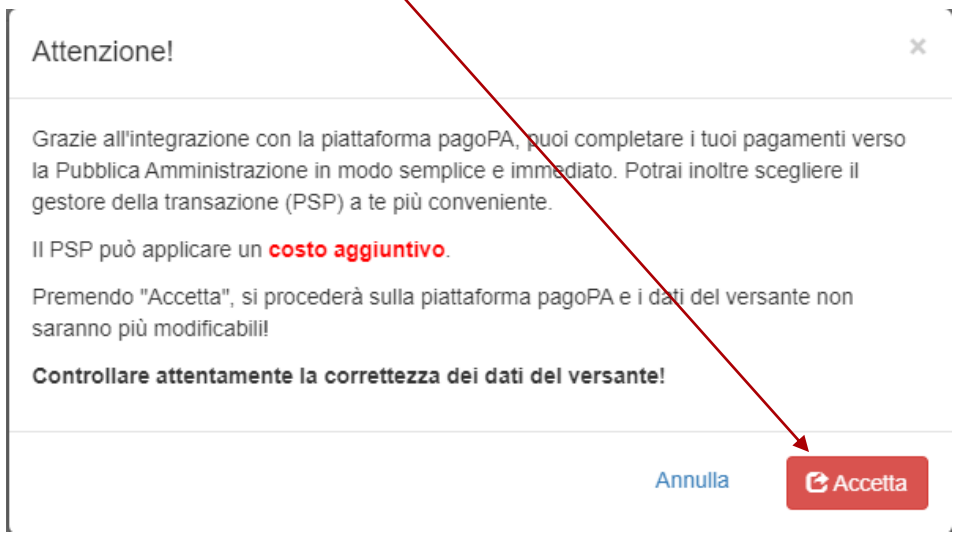
To do so, please click on the button “payment”.

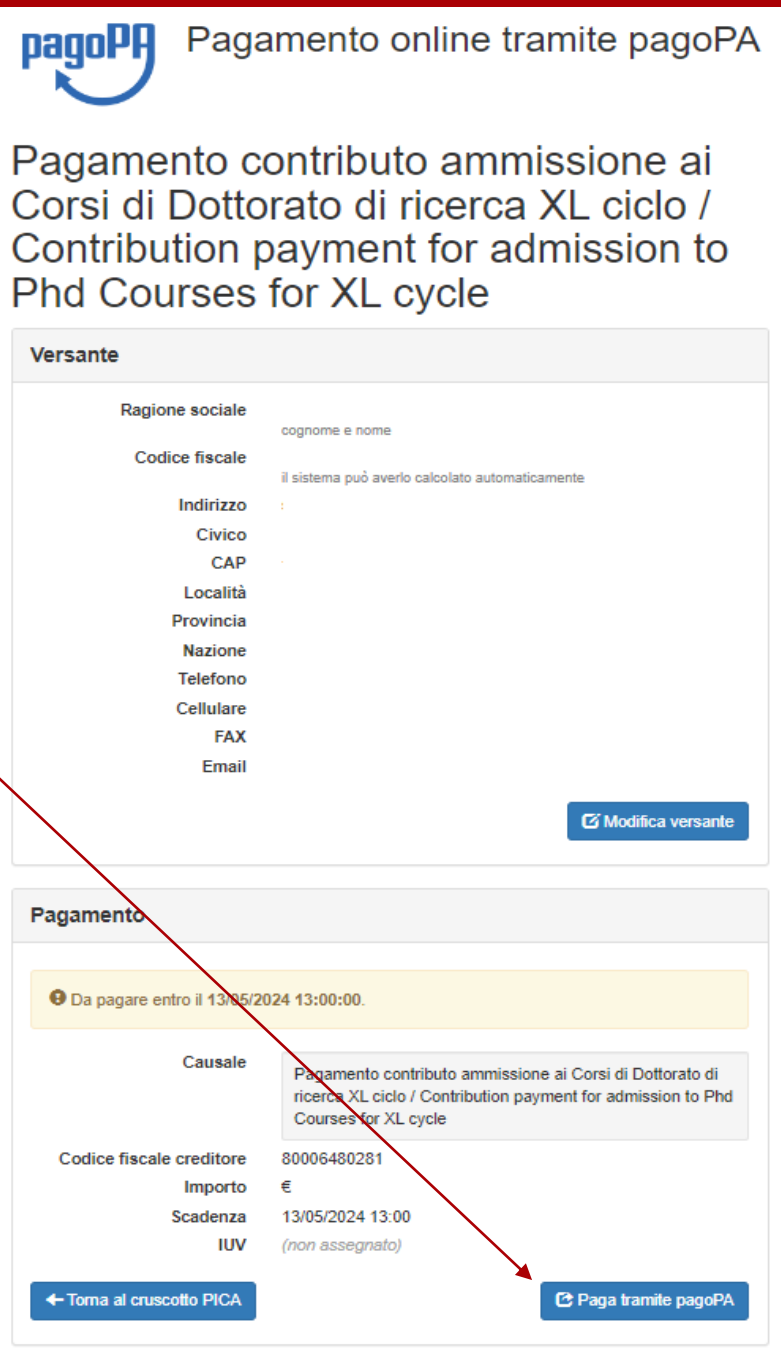
*Please note that this is a **non-refundable** payment and it must be paid to successfully submit the application. After payment, it is still possible to modify one's application.*

On the next page, click on the button “Paga tramite PagoPA”.

It will appear the next message:

*“Thanks to the integration with the pagoPA platform, you can complete your payments to the public administration easily and immediately. You can also choose the payment service provider (PSP) most convenient for you. The PSP may charge an **additional fee**. Please check carefully the data provided. By clicling in “accetta”, it will proceed on the pagoPA platform”.*

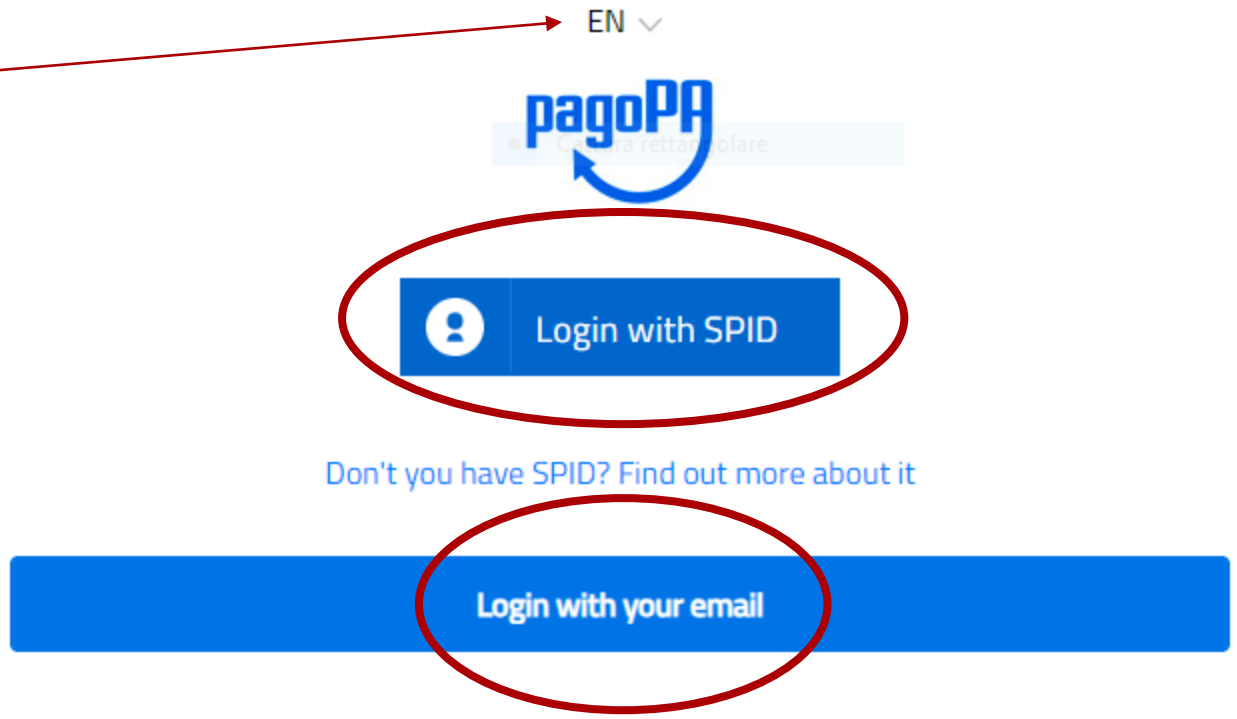




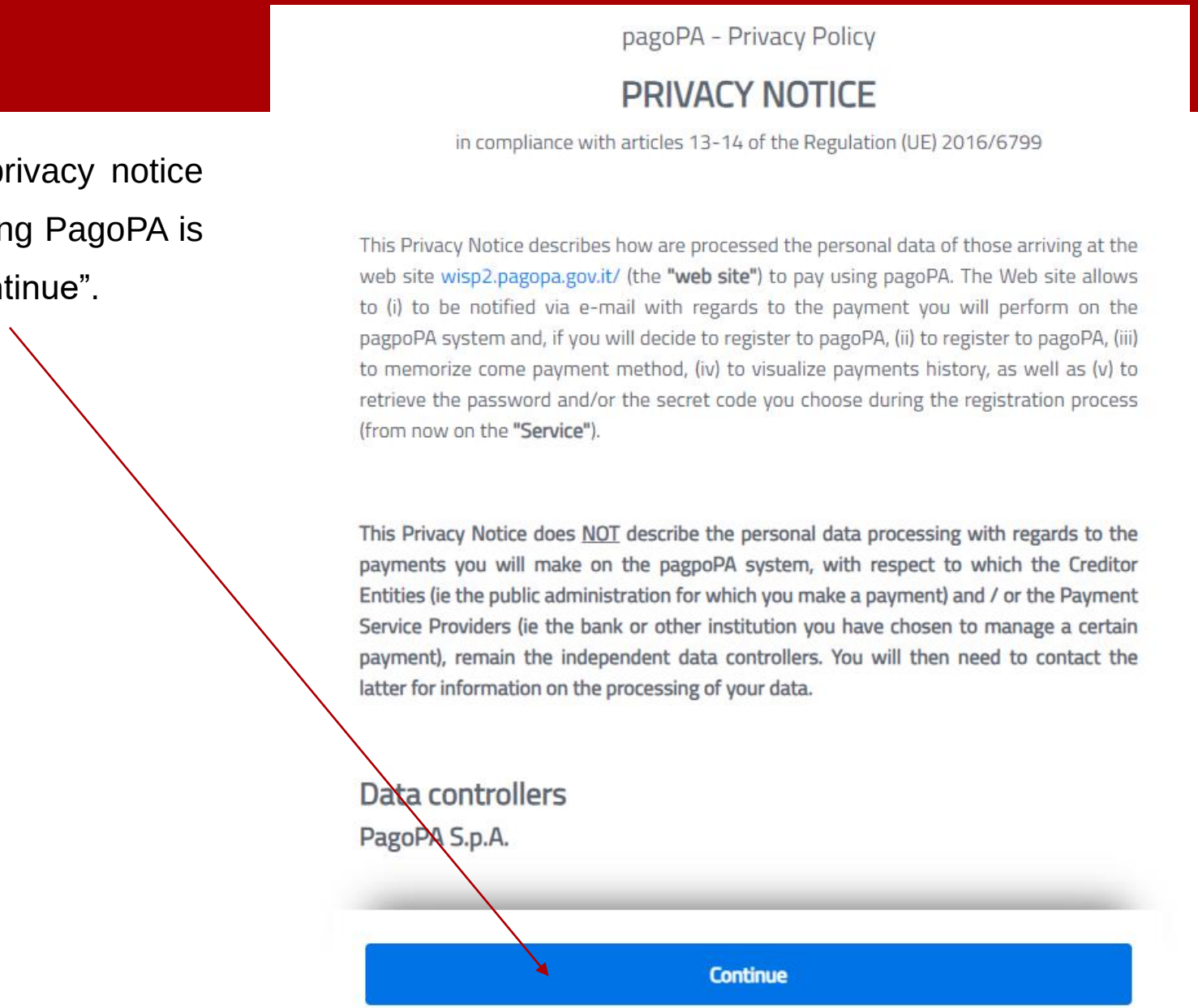
On the next page you will have to choose the way to enter the PagoPA portal: **SPID or e-mail address**. Here, you can choose the preferred language between Italian and English.

SPID is the *public digital identity system* that allows to use a unique digital identity for on line services offered by Public Administrations. If you already have a SPID account use the related credential to log in. If you do not, you may request it to one of the providers. You can find more information on: https://www.inps.it/en/en.information-english.access-the-online-services.spid-public-digital-identity-system.html

PLEASE NOTE that if you are an international student who do not live in Italy yet, choose the e-mail address option to log in.

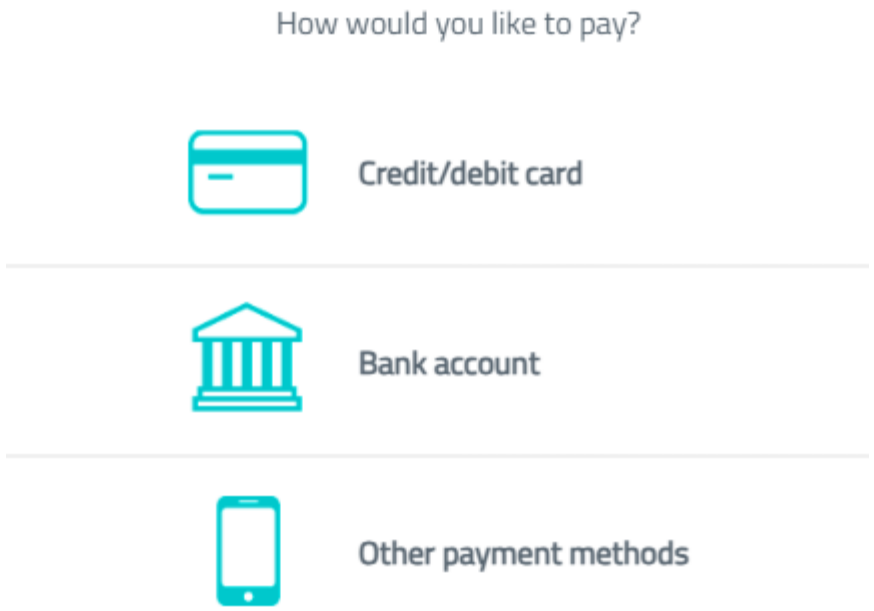


After you have entered the PagoPA portal, a privacy notice (that describes how the personal data to pay using PagoPA is processed) will be displayed. Please click on “continue”.



PagoPA portal offers three payment methods: credit/debit card, bank account, and other payment methods (such as PayPal). Select one of the payment options.

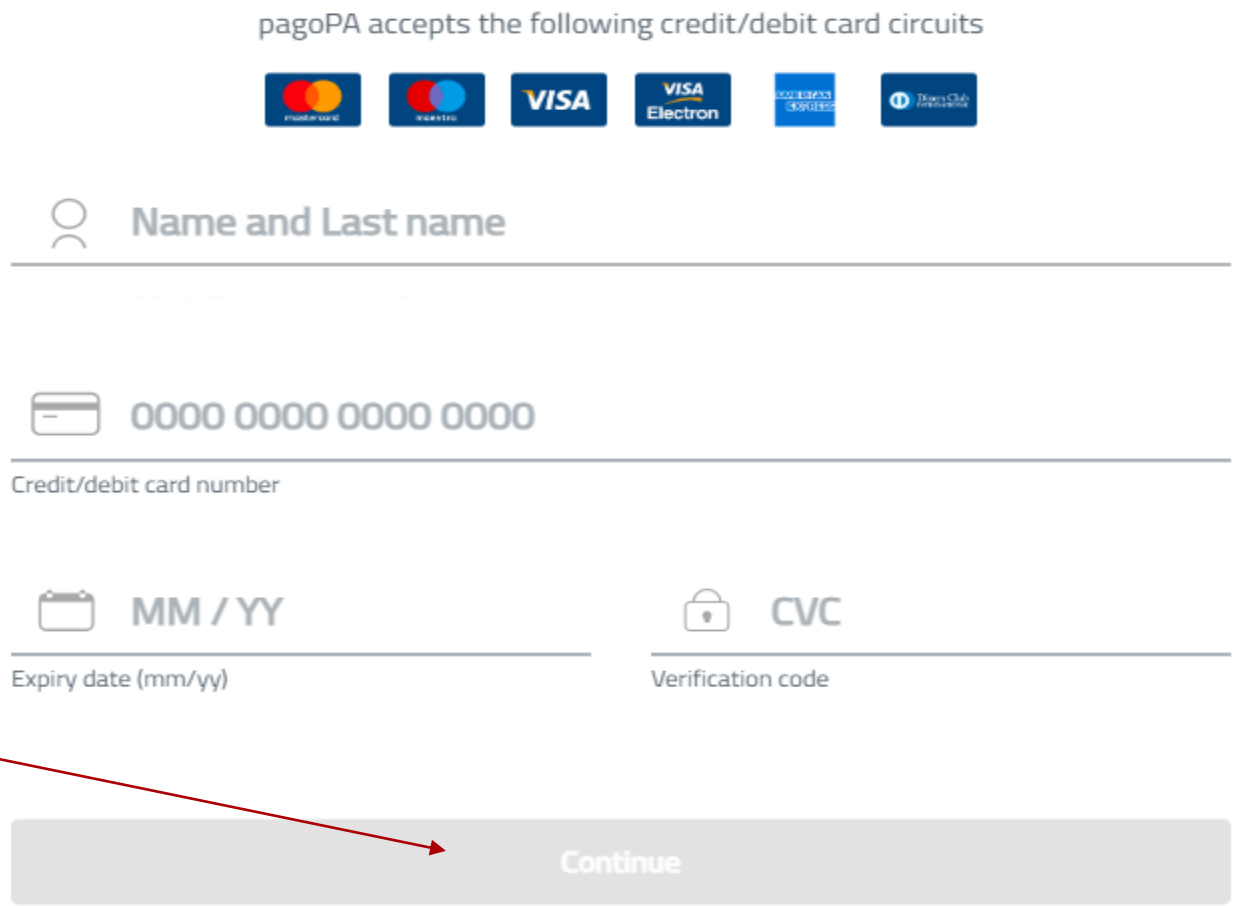
Please note that a transaction fee could be required. Its amount will depend on the payment method chosen.



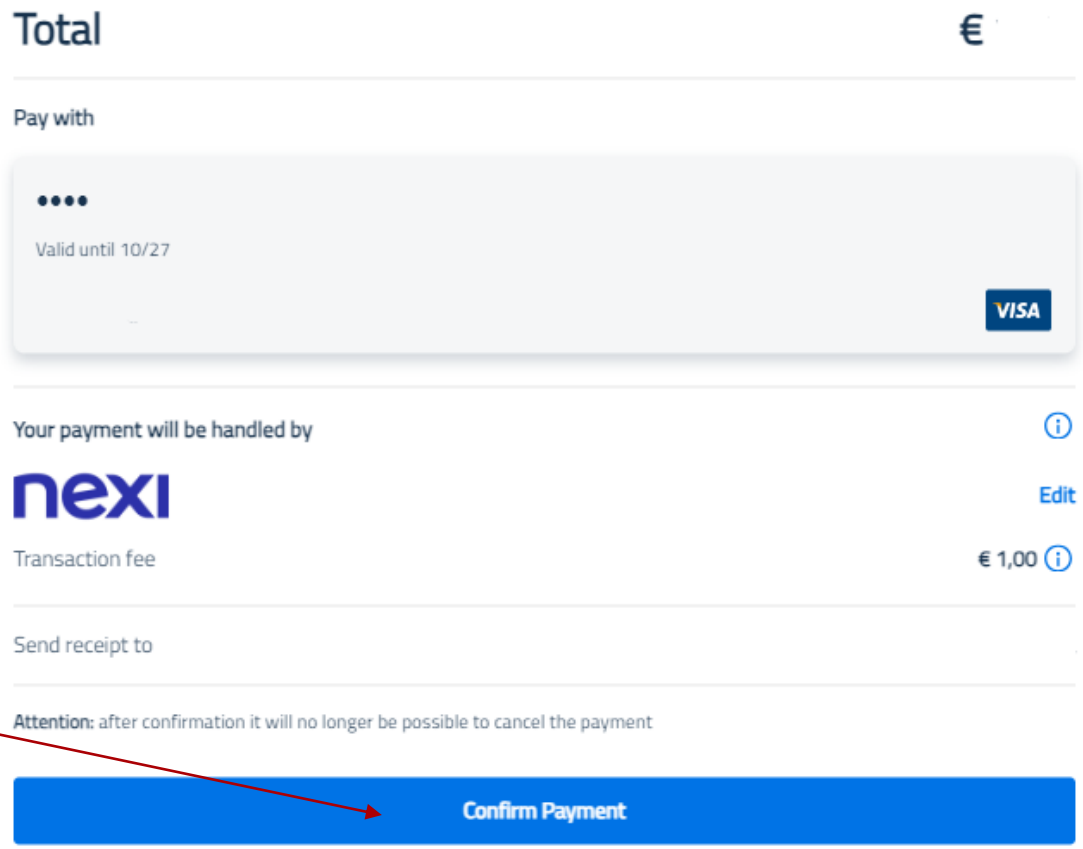
<u>For international students it is advisable to select to pay with credit card or with other payment methods, because you may not find your bank listed if choosing the option number two ("bank account").</u>

CREDIT/DEBIT CARD:

If you choose this option, please enter the required details of your credit/debit card (pay attention to the conditions applied by the institution), and click on “continue”.



Once you click on “continue”, the following notice will be displayed:

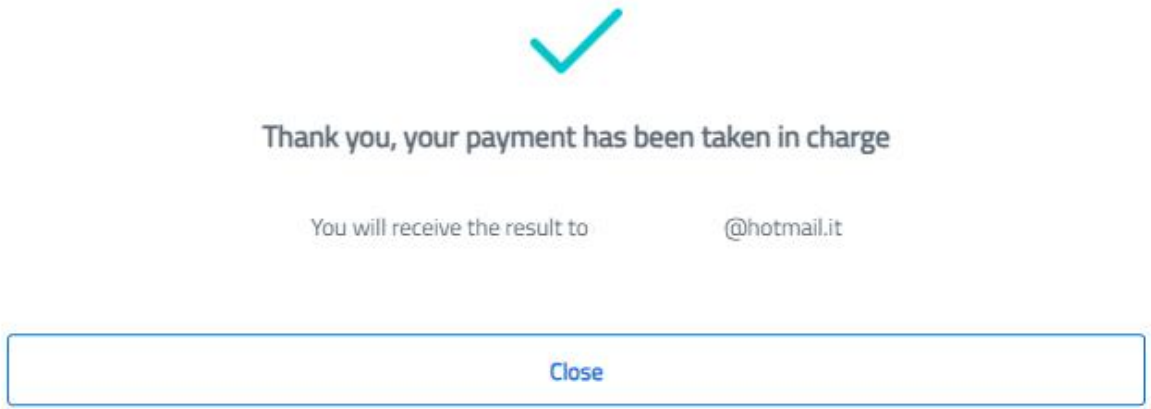


It contains the details about the payment that is going to be made (credit/debit card number, the name of the card holder, the transaction fee, the total amount, etc.)

Please click on “confirm payment”.

Attention: after confirmation it will no longer be possible to cancel the payment.

Once the payment procedure has been successfully completed, the following message will appear:



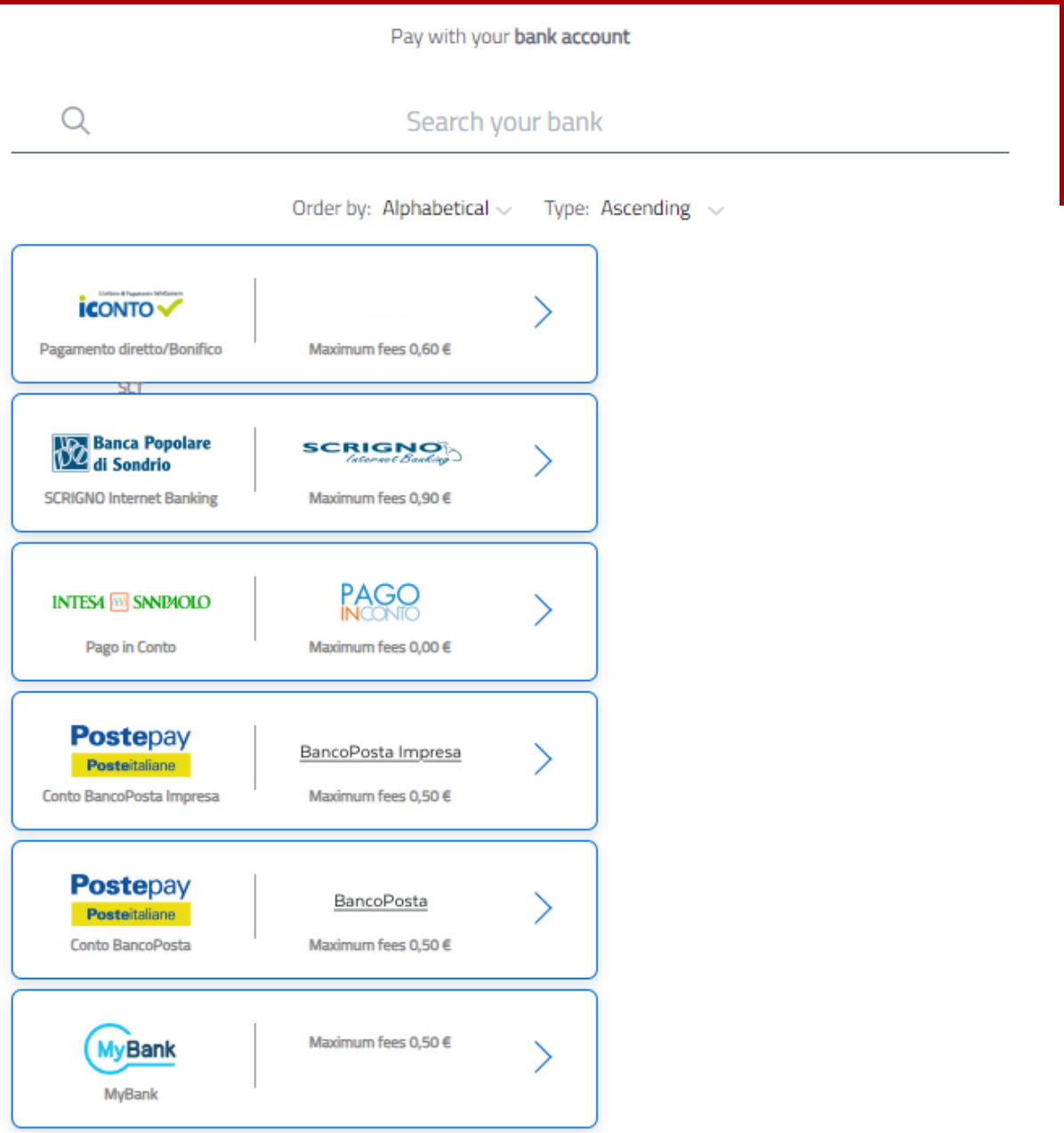
Also, **a confirmation will be sent to your email address**.

BANK ACCOUNT:

If you chose this option, the available PSPs (payment service providers) will be displayed.

By selecting one of the PSPs you will be redirected to the web page of the chosen bank, which allows you to select the home-banking service provided by your bank.

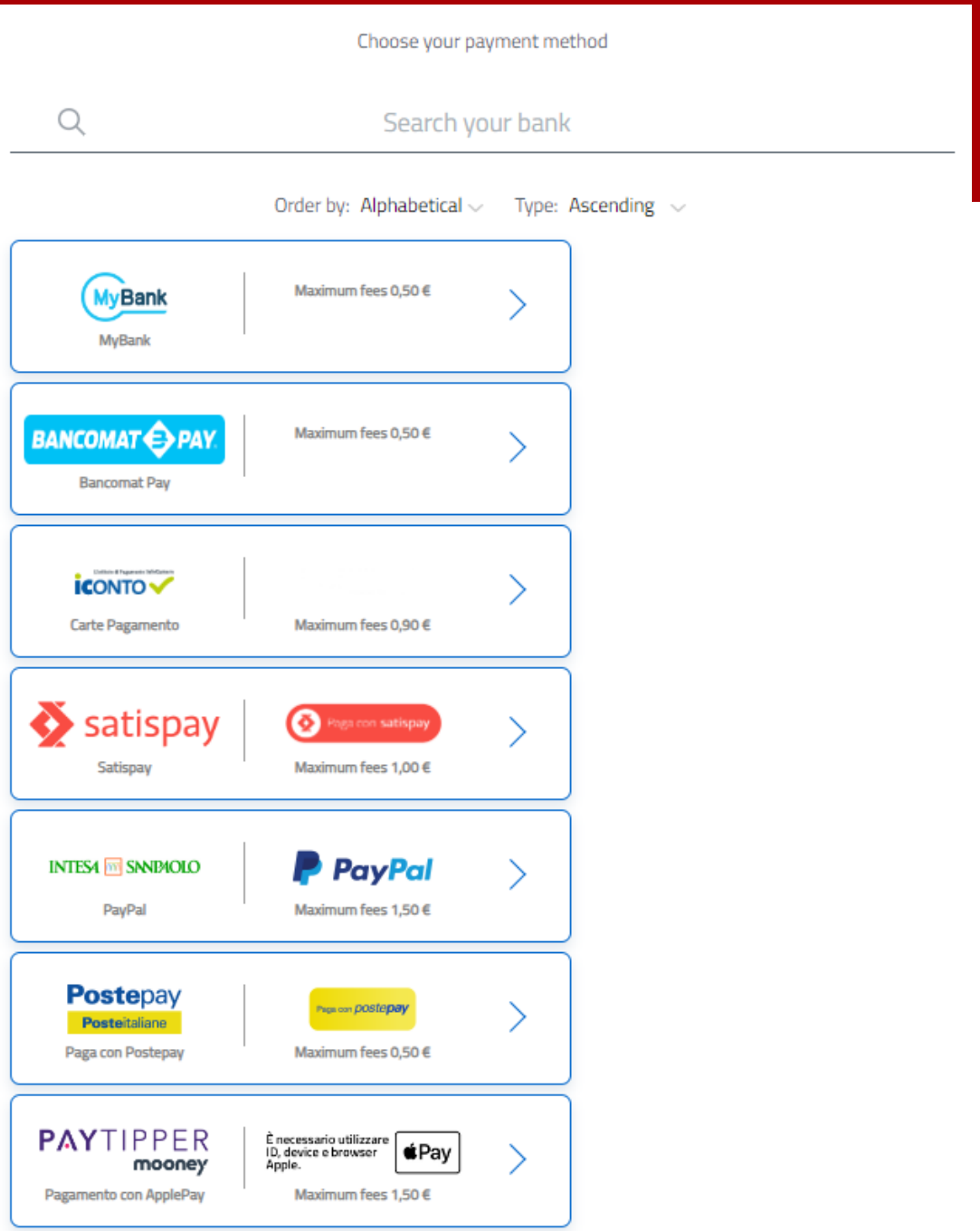
You shall proceed with the payment through your home-banking section.



OTHER PAYMENTS METHODS:

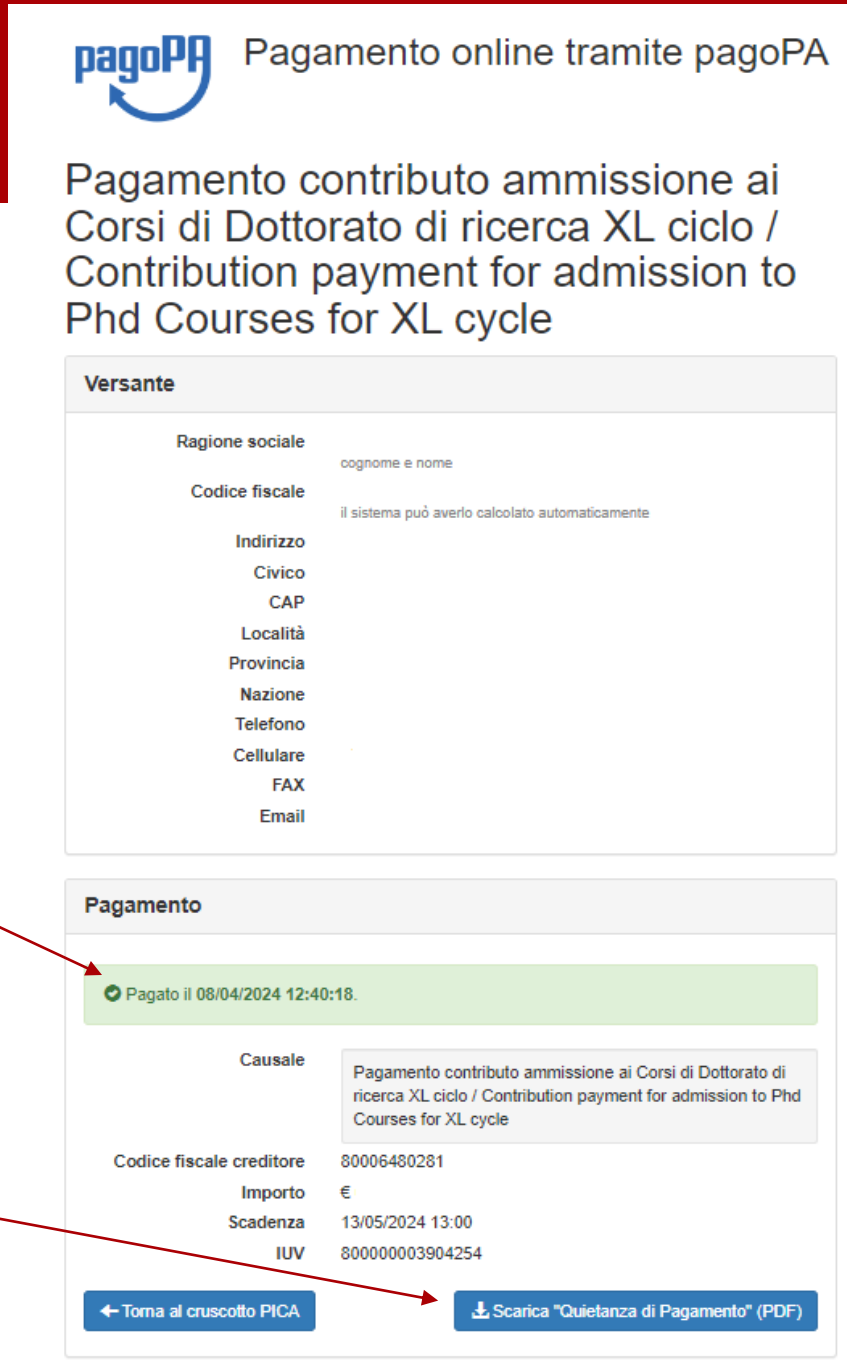
If you chose this option, you may choose one of the payment methods displayed in the section and follow the instructions.

Transaction fee, if any, will depend on the method chosen.



Once the payment has been made, in the section "pagamento" it should appeared a green message containing the date and the hour it has been made.

It will be possible to download the relative receipt by clicking "Scarica Quietanza di Pagamento (PDF)".

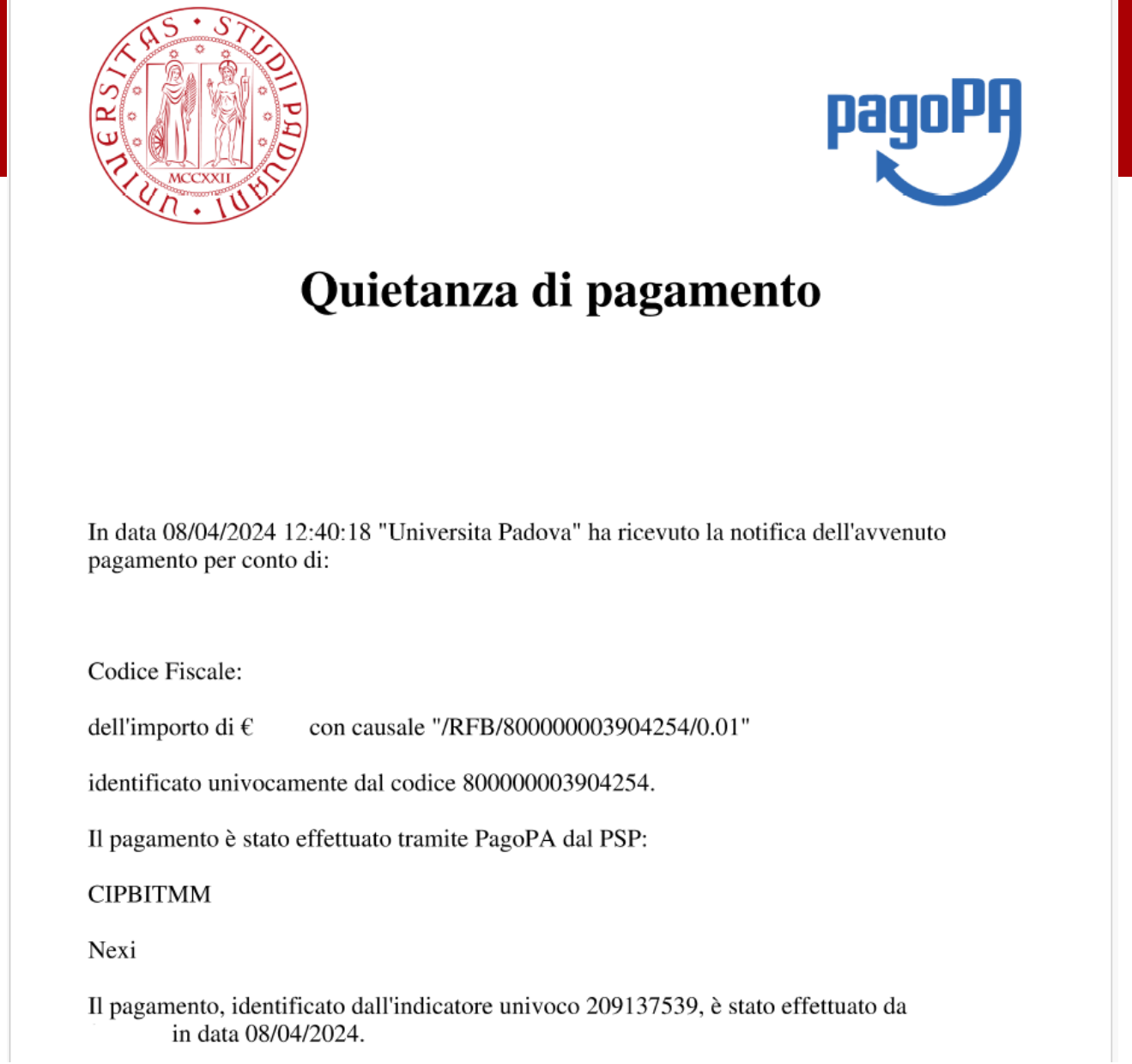


In the **receipt** you will find the details of the payment, such as the date and the hour it has been made, the name and surname of the person who has paid, tax code, the amount, etc.

The receipt looks like this: →

It is not necessary to attach the payment receipt to the application form.

After the payment you can return to the dashboard and continue to - if needed - modify and/or verify your application, and finally present it.



Quietanza di pagamento

In data 08/04/2024 12:40:18 "Universita Padova" ha ricevuto la notifica dell'avvenuto pagamento per conto di:

Codice Fiscale:

dell'importo di € con causale "/RFB/800000003904254/0.01"

identificato univocamente dal codice 800000003904254.

Il pagamento è stato effettuato tramite PagoPA dal PSP:

CIPBITMM

Nexi

Il pagamento, identificato dall'indicatore univoco 209137539, è stato effettuato da
in data 08/04/2024.

WARNING: You cannot submit your application if you do not pay the fee. Your application will be considered only if the payment process has been completed successfully. Thus, **it is recommended not to wait until the last day to make the payment**, as it may take some time to be processed.

Candidates are invited to complete applications for the selection process well in advance of the closing date specified in the call for admission. Candidates are responsible for verifying that the procedure is completed correctly. No complaints will be accepted for any malfunctioning of the IT system due to overload experienced by candidates near the closing date.

The absence of a signature, of the payment of the participation fee by the deadline and/or missing an identity document are grounds for exclusion from the selection process.

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