

UNIVERSITÀ
DEGLI STUDI
DI PADOVA

PhD Office

Tutorial: PagoPA procedure

Contribution payment for admission to
PhD courses



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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 contribution payment for admission to PhD courses via the PagoPA platform.



AVVISO DI SELEZIONE AD EVIDENZA PUBBLICA PER L'AMMISSIONE AI CORSI DI DOTTORATO DI RICERCA XL CICLO/PUBLIC SELECTION ANNOUNCEMENT FOR ADMISSION TO PHD COURSES FOR THE XL CYCLE

Apertura / Opening date: 12-03-2024 15:00

Chiusura / Closing date: 13-05-2024 13:00

Cod: DOTTORATI-XL



ATTENZIONE: Si consiglia di **completare la domanda con congruo anticipo rispetto alla scadenza del bando**, onde evitare possibili problemi legati all'eventuale sovraccarico del sistema. Dopo la scadenza del bando non sarà più possibile modificare la domanda.

WARNING: It is advised to **close the application in advance before the call term expires**, in order to avoid possible problems with the system overload. After the expiration of the call it will no longer be possible to change the application.

ATTENZIONE: Si consiglia di **controllare la domanda prima dell'invio definitivo**, in quanto una volta protocollata, ogni ulteriore modifica della stessa potrà essere effettuata solo dopo aver compilato il ritiro e la compilazione di una nuova domanda:

WARNING: It is recommended to **check the application entries prior to the definitive (FINAL) submission**, since once it has been registered, any subsequent modification of the same can only be done after filling in the withdrawal and filling in a new application.

Domande in bozza / Draft applications: 1

Domande presentate / Submitted applications: 0

Id: 1624107 IN BOZZA / DRAFT

[Modifica/Edit](#) [Verifica/Verify](#) [Pagamento/Payment](#) [Firma e Presenta/Sign and Submit](#) [Elimina/Delete](#)

Ultimo aggiornamento / Last update: 2024-04-08 11:35:07

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”.*

Attensione! ✕

Grazie all'integrazione con la piattaforma pagoPA, puoi completare i tuoi pagamenti verso la Pubblica Amministrazione in modo semplice e immediato. Potrai inoltre scegliere il gestore della transazione (PSP) a te più conveniente.

Il PSP può applicare un **costo aggiuntivo**.

Premendo "Accetta", si procederà sulla piattaforma pagoPA e i dati del versante non saranno più modificabili!

Controllare attentamente la correttezza dei dati del versante!

[Annulla](#) [Accetta](#)



Pagamento contributo ammissione ai
Corsi di Dottorato di ricerca XL ciclo /
Contribution payment for admission to
Phd Courses for XL cycle

Versante	
Ragione sociale	cognome e nome
Codice fiscale	il sistema può averlo calcolato automaticamente
Indirizzo	
Civico	
CAP	
Località	
Provincia	
Nazione	
Telefono	
Cellulare	
FAX	
Email	
Modifica versante	

Pagamento	
Da pagare entro il 13/05/2024 13:00:00.	
Causale	Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle
Codice fiscale creditore	80006480281
Importo	€
Scadenza	13/05/2024 13:00
IUV	(non assegnato)
Torna al cruscotto PICA Paga tramite pagoPA	

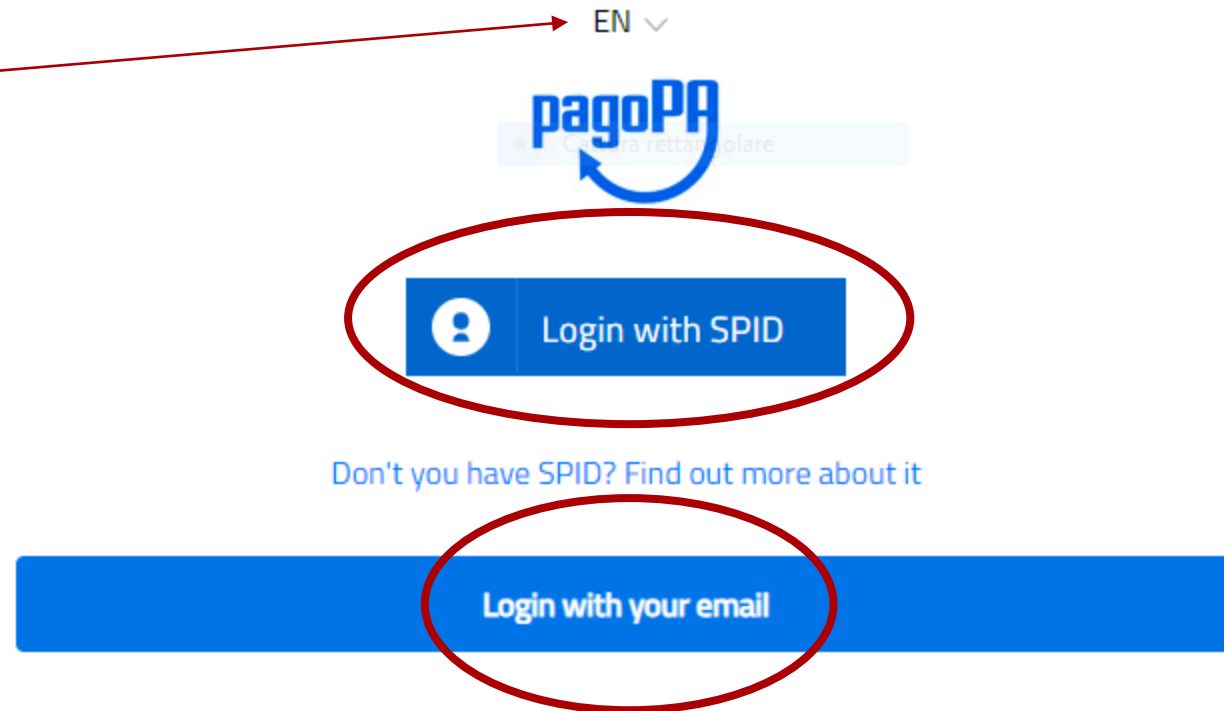


On the next page you will have to choose the way to enter the PagoPA portal: **SPID or e-mail address**. Here, you can choose the preferred language between Italian and English.

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 - Privacy Policy

PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE) 2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site wisp2.pagopa.gov.it/ (the "web site") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "Service").

This Privacy Notice does NOT describe the personal data processing with regards to the payments you will make on the pagoPA system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and / or the Payment Service Providers (ie the bank or other institution you have chosen to manage a certain payment), remain the independent data controllers. You will then need to contact the latter for information on the processing of your data.

Data controllers

PagoPA S.p.A.

Continue



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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.

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”).

How would you like to pay?



Credit/debit card



Bank account



Other payment methods



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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”.

pagoPA accepts the following credit/debit card circuits



Name and Last name



0000 0000 0000 0000

Credit/debit card number



MM / YY

Expiry date (mm/yy)




CVC

Verification code

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.

Total

€

Pay with

••••

Valid until 10/27

VISA

Your payment will be handled by



nexi

Edit

Transaction fee

€ 1,00 

Send receipt to

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

Confirm Payment



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



Thank you, your payment has been taken in charge

You will receive the result to @hotmail.it

Close

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.

Pay with your bank account

Search your bank

Order by: Alphabetical ▾ Type: Ascending ▾

 Pagamento diretto/Bonifico	Maximum fees 0,60 €	>
 SCRIGNO Internet Banking	 Maximum fees 0,90 €	>
 Pago in Conto	 Maximum fees 0,00 €	>
 Conto BancoPosta Impresa	<u>BancoPosta Impresa</u> Maximum fees 0,50 €	>
 Conto BancoPosta	<u>BancoPosta</u> Maximum fees 0,50 €	>
 MyBank	Maximum fees 0,50 €	>



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OTHER PAYMENTS METHODS:









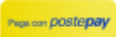


If you chose this option, you may choose one of the payment methods displayed in the section and follow the instructions.

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

Choose your payment method

Search your bank

Order by: Alphabetical ▾ Type: Ascending ▾

 MyBank	Maximum fees 0,50 €	>
 Bancomat Pay	Maximum fees 0,50 €	>
 Carte Pagamento	Maximum fees 0,90 €	>
 Satispay	 Maximum fees 1,00 €	>
 PayPal	 Maximum fees 1,50 €	>
 Paga con Postepay	 Maximum fees 0,50 €	>
 Pagamento con ApplePay	È necessario utilizzare ID, device o browser Apple.  Maximum fees 1,50 €	>



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)”.



Pagamento contributo ammissione ai
Corsi di Dottorato di ricerca XL ciclo /
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Versante	
Ragione sociale	cognome e nome
Codice fiscale	il sistema può averlo calcolato automaticamente
Indirizzo	
Civico	
CAP	
Località	
Provincia	
Nazione	
Telefono	
Cellulare	
FAX	
Email	

Pagamento	
✔ Pagato il 08/04/2024 12:40:18.	
Causale	Pagamento contributo ammissione ai Corsi di Dottorato di ricerca XL ciclo / Contribution payment for admission to Phd Courses for XL cycle
Codice fiscale creditore	80006480281
Importo	€
Scadenza	13/05/2024 13:00
IUV	800000003904254

[← Toma al cruscotto PICA](#) [↓ Scarica "Quietanza di Pagamento" \(PDF\)](#)



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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

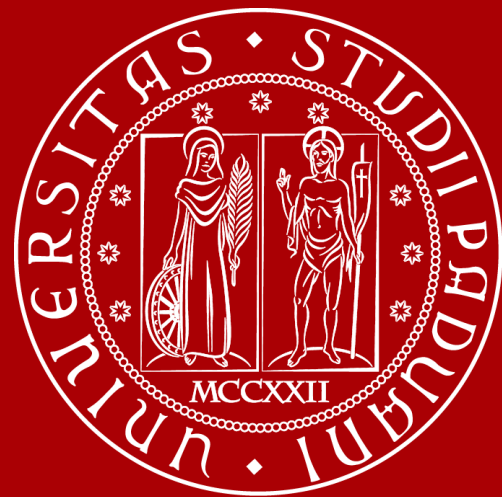
Il pagamento, identificato dall'indicatore univoco 209137539, è stato effettuato da
in data 08/04/2024.



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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