

## TECHNICAL INSTRUCTIONS FOR COMPLETING THE ENROLMENT

To complete the enrolment the candidates have to complete the enrolment via web and proceed to the payment of the enrolment fee no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

- 1) Go to the website [www.uniweb.unipd.it](http://www.uniweb.unipd.it) and access the reserved area by clicking on LOGIN and entering username and password (if there are more than one career, select the most recent);
- 2) Click on “HOME” – “ENROLMENT” – “STANDARD” – “ENROL IN COURSES WITH LIMITED PLACES” - “Corso di Alta Formazione”;
- 3) Select the Course you wish to enroll;
- 4) Fill in any proposed questionnaires;
- 5) If not entered previously, upload a valid ID; the ID shall be scanned back-to-back and saved in a single .pdf file, clearly visible also in the photo section;
- 6) If not already uploaded, upload a color passport-size photo, that has to be:
  - ID photo style, "front image" type (in .jpeg o .jpg format), and must show only the recent and clearly recognizable subject;
  - without writing, not damaged and clearly distinguishable;
  - the dimensions must preferably be 35 mm wide and 40 high (Max 40 MB);
  - with uniform background, preferably clear;
- 7) Confirm the enrolment. It's possible to print the enrolment application form; this documentation has the value of a personal summary, therefore it is not necessary to submit it to any office.  
If enrolling simultaneously in another Advanced Training Course, click on ADD A PROFESSIONAL DEVELOPMENT / ADVANCED TRAINING COURSE and follow steps 2 to 7 again.
- 8) At the same time (or in any case no later than the expiration date of the enrolment indicated at the bottom of the published ranking list) proceed with the payment of the enrolment.  
The payment must be made via PagoPA procedure in your reserved area in the section “RIGHT TO UNIVERSITY STUDIES, DISABILITY DISCLOSURE, SUMMER COURSES” > “PAYMENTS” (instructions at this link: <https://www.unipd.it/en/studying-padua/funding-and-fees/key-documents/pagopa>)

In the following special cases:

1. **Payment of the enrolment fee through the Carta docente modality:** you have to send a copy of the receipt to the email [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it) no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

You can find the amount to be paid for each Advanced training course in the corresponding admission notice; If the enrolment fee is higher than the amount available on the Carta docente, you have to make the payment of the remaining amount via PagoAtenei.

Link to <https://unipd.pagoatenei.cineca.it>.

Click on “Pagamento spontaneo” and enter the necessary data to proceed with the payment.

Select Motivo di pagamento and choose the record “DIDA18 - Tassa di iscrizione Corsi di Perfezionamento/Alta formazione”; and in the field Causale digit “Immatricolazione *name of the Advanced training course and student's name-surname*”.

Click on “pagamento immediato”, at the bottom of the page, and proceed with the payment.

Download the payment receipt and send it, with a copy of the carta docente payment receipt, to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it) no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

2. **Contribution payment by third parties:** the third party has to make the payment via PagoAtenei no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

Link to <https://unipd.pagoatenei.cineca.it>.

Click on “Pagamento spontaneo” and enter the necessary data to proceed with the payment.

Select Motivo di pagamento and choose the record “DIDA18 - Tassa di iscrizione Corsi di Perfezionamento/Alta formazione”; and in the field Causale digit “Immatricolazione *name of the Advanced training course and student's name-surname*”.

Click on “pagamento immediato”, at the bottom of the page, and proceed with the payment. You can find the amount to be paid for each Advanced training course in the corresponding admission notice.

Download the payment receipt and send it to [formazionecontinua.lauream@unipd.it](mailto:formazionecontinua.lauream@unipd.it) no later than the expiration date of the enrolment indicated at the bottom of the published ranking list.

## **INSTITUTIONAL EMAIL CONTACT**

Following the enrolment procedure an institutional mail account (@studenti.unipd.it) will be activated to which institutional communications may be sent by the University teaching facilities.

It will be possible to access the institutional e-mail box from the webmail <http://www.unipd.it/webmail> with the same credentials used to access Uniweb.

In case of problems related to filling in the enrolment, please contact the University Call Centre (tel. 049 8273131 – email: [callcentre@unipd.it](mailto:callcentre@unipd.it)).