Online enrollment tutorial

This document provides the guidelines for the registration procedure for single-cycle degree programs, including the completion of the fee reduction application (ISEE-U self-certification).

**ATTENTION:** Completing the application for tuition reduction, as opposed to previous academic years, is no longer necessary. Now it’s automatically filled in by the system when the student provides authorization for the discharge of his/her Single Substitute Declaration (DSU) with attestation ISEE-U in the consents and privacy section of the new procedure.

This procedure is available only for students enrolling in degree courses, single-cycle master’s degrees and post-graduate courses. IT’S EXCLUDED for post-graduate courses and specialization schools.

This guide provides operating instructions.
Online enrollment tutorial

Connect to the https://studenti.unimc.it website and click on "Menu" at the top right.
Enter your login credentials.

After opening the menu, select "Login" to gain access.
If you’re a former student of ours and you already have other course of studies in our database, you’ll be offered a list of them. Select any course of studies to access by clicking on the link in the "Status" column.

Obviously the "Choose course of studies" page isn’t offered if you’re a new student.
Once logged in, the “Registered Users Area” (if you’re a new user) or “Student Area” (if you’re a former student) is displayed with a summary of your personal data entered during registration.
Open the menu, click on "Home" and select "Registration".
To start the procedure press "Registration". It’s advisable to have ready the digital scan of the documents requested which will have to be loaded during the procedure. Your ID and student’s passport-size photograph are mandatory. The rest must be uploaded only if the student is disabled or is a non-EU citizen.

List of required documents:
• front and back copy of ID (.pdf or .jpg format)
• digital passport-size photograph (.jpg format)
• if necessary, declaration of disability (.pdf format)
• copy of valid residence permit for foreign stuents or receipt of permission request (only for non-EU citizen)
Choose your registration application type from the available options. If you’re a new student, choose “Standard registration” (“Immatricolazione standard”).
Select the "Registration for Free Access Courses" (Immatricolazione ai Corsi ad Accesso Libero) option to view the list of courses offered by the University.

**ATTENTION**

Those who must register in the single-cycle master's degree program in Primary Education (a limited or restricted course –Scienze della Formazione Primaria) must instead select the "Registration in Programmed Access Courses" (Immatricolazione ai corsi ad accesso programmato) option, available only if they have passed the admission test to the course in question and have therefore placed themselves in a useful position in the ranking of those admitted.
Select the type of course you want to enroll in:

- **“First Degree Course”** for three-year courses
- **“Second cycle degree”** for the two-year courses
- **“One long cycle Laurea magistrale of 5 years”** for single-cycle master's courses (Jurisprudence and Primary Education Sciences: the latter course will be available only if the related admission test has been passed).
Select the study course you wish to enroll in and proceed by clicking on "Next".
Select the study path you wish to enroll in and continue by clicking on "Next". Not all the study courses have paths, so this choice isn’t presented for courses with a single course of study.

Confirm your choices by clicking on "Confirm".
In the "Consensi" section, you must give your consent to processing your personal data, and if necessary, view the privacy statement by clicking on the appropriate link at the top of the page. At the end, continue by clicking on "Conferma e Prosegui".

**ATTENTION**

In this section it’s also possible to give or not your authorization to consult the INPS database for the student’s ISEE-U download to benefit from the tuition reduction. As opposed to previous years, you’ll no longer have to complete the self-certification (request for tuition reduction), which will be automatically loaded by the system if the authorization has been granted and the student’s ISEE-U has been acquired.

Foreign students not in possession of an ISEE-U must declare their status as a student residing abroad or with foreign income.
This section summarizes personal data, residence data, and contact and bank details. In the example on the left the residence data are missing (highlighted with a red symbol), data that are mandatory and so must be entered by using the “Update your residence details” link. You can also update the data of the other sections by using the appropriate links at the bottom of each section.
Enter your residence and domicile information.
If they coincide, select "Yes" in the "Domicile coincides with residence" (Domicile and residence coincide) field, otherwise select "No" to enter your different domicile address.
At the end of the insertion proceed by clicking on "Next".
In the “Dettagli Dichiarazioni aggiuntive” section, additional mandatory information will be asked, with regard to the provisions of the recent Ministerial Decree 930/2022 and the Memorandum of Understanding "PA 110 E LODE" of 07/10/21.

In the section “Doppie iscrizioni: DM 930 del 29 luglio 2022” answer “Si” if you are enrolled or intend to enroll in another degree, master degree, or one-cycle master degree in accordance with the provisions of the M.D. 930/2022.

In the section "PA 110 E LODE: protocollo d’intesa firmato il 7 ottobre 2021" answer “Si” if you are an employee by an Italian public administration and you intend to choose the protocol.
Enter the requested information "**Doppie iscrizioni: DM 930 del 29 luglio 2022**" and answer "**Si**" if you are enrolled or intend to enroll in another degree, master degree, or one-cycle master degree in accordance with the provisions of D.M.
When you have finished entering your data, please click "Avanti".
If you wish to choose the "PA 110 e Lode" Memorandum of Understanding, answer "Si" to the question "Sono dipendente della PA" (I am a PA employee) and enter the information required. When you have finished entering your data, please click “Avanti” (continue).
On the overview page, please click "Procedi" (continue).
In the management page of the “Gestione dichiarazioni aggiuntive iscrizione annuale” you can edit or delete the remaining declarations, using the edit (🔍) or delete (🗑️) icons. Otherwise, please click on “Procedi” (continue).
Fill in your ID details.

Choose the type from among those displayed (identity card, driving license or passport), enter your ID number, the issuing body, the release date and the expiry date, then continue by clicking on "Next" (Avanti).

Confirm the data entry by clicking on "Next“ (Avanti).
Attach the digital scan of your ID. The accepted formats are: .pdf, .pdf/A and .jpg. The size of each file cannot exceed 2 megabytes and you can attach a maximum of two files. Start loading by clicking on "Attach ID" (Allega documento d’identità).
Enter the title and description of the document in the appropriate fields as in the example shown. Click on "Browse" (sfoglia) to open the window that allows you to select your document file to upload, then continue by clicking on "Next" (Avanti).
Then insert a second file, if necessary, again using the appropriate button. You can also, in this order, view, modify or delete the attached file through the appropriate icons.

After loading continue by clicking on "Next" (Avanti).
Proceed by clicking on "Confirm" (Conferma e prosegui).

If you’re a disabled student click on "Enter new disability statement" (Inserisci nuova dichiarazione di invalidità), otherwise skip this section by clicking on "Next" (Avanti).
Insert your statement of disability, choosing the type of handicap from the list and entering the other required data. The fields marked with an asterisk are mandatory. At the end of the insertion proceed by clicking on "Next" (Avanti).
Confirm the data entered by clicking on “Confirm” (Conferma e prosegui).
Attach the digital scan of your disability certificate. The accepted formats are: .pdf, .pdf/A and .jpg. Each file cannot exceed 2 megabytes and you can attach a maximum of five files. Start loading by clicking on “Insert attachment” (Inserisci Allegato).
Enter the title and description of the document in the appropriate fields, as in the example.

Click on "Browse" (sfoglia) to open the window that allows you to select your document file to upload, then continue by clicking on “Next” (Avanti).
Then insert other files, if necessary, again using the appropriate button. You can also, in this order, view, modify or delete the attached file through the appropriate icons.

After loading, continue by clicking on “Next” (Conferma e prosegui).
Continue by clicking on “Next” (Avanti).

You can also, in this order, view, print or delete the attached file through the appropriate icons.
At this point it’s mandatory to insert your photo, respecting the indications in the displayed page, and summarized beside it.

Proceed to upload your .jpg photo by clicking on “Next” (Avanti).
Click on "Browse" (sfoglia) to open the window where you can select your photo file, then click on "Upload photo" and continue with “Next” (Conferma e prosegui).

**ATTENTION:** the maximum file size can’t exceed 2 megabytes and .jpg is the only accepted format.
After upload the preview of your photo will be displayed. Continue your registration by clicking on “Next” (Conferma e prosegui).
Enter the details of your valid registration admission title; generally to enter a three-year or single-cycle master's degree course you must have a high school diploma, while to enter a master's degree course you must have a three-year undergraduate degree or be an undergraduate student in at least a three-year undergraduate program.

In the example, since we’ve simulated registration in the three-year undergraduate program in Literature, we insert a high school diploma by clicking on the corresponding "Insert" (Inserisci) button (option 1 in the list).

If you’re a foreign student with a foreign admission qualification, enter the details of your foreign qualification by choosing option 2.
Indicate if the diploma you obtained is an Italian or foreign degree and specify if the school where you obtained it is an Italian or foreign institution. Then continue by clicking on “Next” (Avanti).
Enter the search parameters to find your school. It’s advisable to enter only the province and at most the town, then click on "Start institute search" (Avvia la ricerca istituto) to view the list of schools loaded in our system that are located in that province and town. It’s inadvisable to enter too many search parameters, as many schools have changed name or been merged over time. In the example opposite, only the province and town have been selected.
Search for your school from among those in the list, if necessary by matching the address, and scrolling through the list with the sidebar.
Select your institution of higher education, then proceed by clicking on "Next" (Avanti).
Enter the required data (diploma type, year of conferment, grade, etc.), then continue by clicking on “Next” (Avanti).
The entry of your admission diploma is completed. You can also, in this order, modify, delete or view your diploma data through the appropriate icons.

Continue by clicking on “Confirm and continue”.

The diagram illustrates the details of the required diplomas. For each diploma, you can choose to mark it as a diploma completed (green check), non-completed (red cross), or optional (green check). The table allows you to view and modify the titles of the diplomas.

[Diagram of the online enrollment tutorial interface showing the details of required diplomas and actions to complete or modify them.]
Enter first registration data to the Italian university system (university, academic year and date of first registration)
Also enter: type of teaching (teaching in PRESENCE or additional e-learning services, if available, for the chosen course), any disability and employment status data.
Choose an option from those listed.

If you are going to apply for a Bachelor’s Degreee or for the single-cycle master’s degree program in “Law”, you need to take a TOLC. The TOLC is a test used to verify the minimum initial abilities required to successfully pursue the studies.

At the University of Macerata, the TOLC is not considered as a selection test, since all our bachelor’s degree programs and the single-cycle master’s degree program in “Law” are free-access.

Caring about the well-being of all students, the University of Macerata uses the TOLC to find proper strategies to make them pursue their university career profitably, without interruptions: the TOLC is useful for identifying gaps and offering tools with which they can be filled.

At the end of the insertion proceed by clicking on “Next”.
Select the type of registration between full time and part time. If you want to take advantage of the ISEE-U tuition reduction you must choose full time. Continue by clicking on “Next” (Avanti).
In the summary section, confirm the choices made by clicking on “Confirm”.

<table>
<thead>
<tr>
<th>Conferma scelte precedenti</th>
</tr>
</thead>
<tbody>
<tr>
<td>In questa pagina sono riportate tutte le scelte impostate. Scegliete, procedete con la conferma, altrimenti utilizzate il tasto “Indietro” per apportare le modifiche.</td>
</tr>
</tbody>
</table>

### Dati immatricolazione

<table>
<thead>
<tr>
<th>Anno Accademico</th>
<th>2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facoltà</td>
<td>STUDI UMANISTICI - LINGUE, MEDIAZIONE, STORIA, LETTERE, FILOSOFIA</td>
</tr>
<tr>
<td>Tipo di Titolo di Studio</td>
<td>Laurea di Primo Livello</td>
</tr>
<tr>
<td>Tipo di Corso di Studio</td>
<td>Corso di Laurea</td>
</tr>
<tr>
<td>Tipo ingresso in Ateneo</td>
<td>Immatricolazione al Corso di Accesso Libera</td>
</tr>
<tr>
<td>Corso di Studio</td>
<td>LETTERE</td>
</tr>
<tr>
<td>Precorso di Studio</td>
<td>MODERNO E CONTEMPORANEO</td>
</tr>
</tbody>
</table>

### Dati immatricolazione al Sistema Universitario

<table>
<thead>
<tr>
<th>A.A. Immatricolazione SU</th>
<th>2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Immatricolazione SU</td>
<td>21/08/2019</td>
</tr>
<tr>
<td>Ateneo Immatricolazione SU</td>
<td>Università degli Studi di Macerata</td>
</tr>
</tbody>
</table>

### Dati di invalidità

<table>
<thead>
<tr>
<th>Prevalenza di handicap</th>
<th>SI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tipologia di handicap</td>
<td>ALTRI</td>
</tr>
<tr>
<td>Percentuale di handicap</td>
<td>90%</td>
</tr>
</tbody>
</table>

### Altri Dati di Immatricolazione

<table>
<thead>
<tr>
<th>Tipologia didattica</th>
<th>PRESENZA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stato occupazionale</td>
<td>lavoro-studierro tempo studio &lt; 50%</td>
</tr>
<tr>
<td>Sede</td>
<td>Macerata – università degli Studi</td>
</tr>
</tbody>
</table>
In the "exemption applications" section you can submit a request for reduction and/or exemption from tuition. Detailed information on the various types of exemptions that can be requested, with the related requisites, can be found at the following links:

- agevolazioni/esoneri totali (total reductions/exemptions)
- agevolazioni/esoneri parziali (partial reductions/exemptions)

To request a reduction/exemption click on the appropriate button ("Enter or change exemption Applications").

**ATTENTION:**
Not all exemptions/reductions envisaged by the student regulations can be requested online in this section. For some particular types the request must be presented on a specific paper application to which further documentation must be attached. For more information consult the detail pages clicking on the above link.
To request a type of reduction/exemption, click on the icon in the “Operation” column that corresponds to the desired exemption (in the example, the exemption “Reduction for a particularly deserving graduate student - only for 1° year” was selected). Then continue the procedure by clicking on “Prosegui”.

<table>
<thead>
<tr>
<th>Exemptions</th>
<th>Status</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVALIDITA' &gt; 65% EX L. 104/1992</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RICHIESTA BORSA EROS (EX ERSU)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCRIZIONE LAUREANDO (per studenti in debito del solo esame di laurea)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVALIDITA' DAL 5% AL 65%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIDUZIONE PER STUDENTE DIPLOMATO PARTICOLARMENTE MERITEVOLE (solo per 1° anno)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIDUZIONE PER STUDENTE PARTICOLARMENTE MERITEVOLE (scritti oltre il 1° anno)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCRIZIONE 1 ANNO STUDENTI OVER 40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIDUZIONE PER STUDENTI (ISCRTI IN CORSO A.A. 2018/19 CLASSI L.14-L.163)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legenda:
- [X] Delete exemption application
- [ ] Add exemption application
- [ ] Exemption not obtained
- [ ] Exemption obtained
- [ ] Exemption to be completed
The “Results of exemption applications” section displays the outcome of your request. All the available exemptions in the list are automatically evaluated, i.e. the system carries out the checks relating to the requisites and, if respected, applies the exemption with the relative reduction. You can also request more than one exemption by repeating the selection procedure, and the system will apply the one most favorable to the student. To request the unlisted types of exemptions, consult the links below and follow the instructions.

If the exemption isn’t granted, you should check, on the detail pages indicated in the following links, the requisites based on the student regulations:

- agevolazioni/esoneri totali (total reductions/exemptions)
- agevolazioni/esoneri parziali (partial reductions/exemptions)

To continue click on the "Go back to exemptions" link.
The procedure proceeds from the list of exemptions. If you can request more than one exemption, you'll be granted the tuition reduction that is most favorable to you. In case of error, you can also cancel your exemption request by clicking on "Operations" in the "Operations" column or request another exemption by again using . Continue the procedure by clicking on “Prosegui”.
The summary page of exemption request list presents the exemptions for which the application was submitted. You’re still in time to make changes (insert another exemption, cancel one) by clicking on the appropriate button ("Enter or change exemption applications"), or continue by clicking on "Confirm and continue".
If you’re a freshman, you’re required to complete the relative questionnaire. The questionnaire is **anonymous**. Your data will be used exclusively for statistical purposes to fulfill ministerial obligations.

To complete the enrollment procedure, click on "Fill in".
Answer the questions in the questionnaire by scrolling the pages with the "Next" and "Back" buttons at the bottom of the various pages.
After completing the form, confirm the questionnaire with the "Confirm" button located at the beginning and end of the page. Until you confirm the questionnaire you can change your answers by using the page edit buttons. However, to continue you must confirm the questionnaire and then click on "Exit".

<table>
<thead>
<tr>
<th>QUESTIONARIO MATRICOLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perché hai scelto l'Università di Macerata?</td>
</tr>
<tr>
<td>E' attualmente specializzato nelle scienze umane e sociali</td>
</tr>
<tr>
<td>Indica il motivo principale che ti ha fatto scegliere questo Corso di Lavoro</td>
</tr>
<tr>
<td>Perché è una sede normale</td>
</tr>
<tr>
<td>Hai partecipato a qualche iniziativa promossa dall'Ufficio orientamento in ingresso di questo Ateneo?</td>
</tr>
<tr>
<td>Sino a orario orientamento in Ateneo</td>
</tr>
<tr>
<td>L'istituto a cui hai partecipato è stato utile ai fini della scelta del corso di studio?</td>
</tr>
<tr>
<td>No, perché non ho ottenuto quello che ne aspettavo</td>
</tr>
<tr>
<td>Analisi della situazione dello studente</td>
</tr>
<tr>
<td>Pensai che durante il primo anno:</td>
</tr>
<tr>
<td>Non frequentare i corsi previsti e proposti da soli/sola ogni esame</td>
</tr>
</tbody>
</table>
Following the correct completion of the "registration questionnaire" you’ll find the green stamp attesting to its correct entry. To continue click on “Next”.
The registration procedure is almost complete, the page displayed shows you the amount of the first installment to be paid. To complete the procedure correctly click on "Next".
The registration procedure is finished. You’ll receive an email confirmation at your private email address.

The final summary page restates the choices you’ve made.

If you need to, you can also make changes by clicking on "Modify application" (Modifica domanda). This way you’ll be able to repeat the entire procedure from the beginning, though you won’t have to re-enter your passport photo and ID, which you’ll find already inserted.

If the data you entered is correct, the last thing to do is pay the first installment by clicking on “Check Payments".
Here's an example of the email confirming the correct completion of the online registration procedure.
On the «Fees List» page (which you can also access by clicking on «Pagamenti» in the «Home» sub-menu) the fees to be paid are listed, indicating deadline, amount and payment status. To proceed to payment go to the detail page by clicking on the link corresponding to the invoice number (in the example, click on "1678211").
On the «Details Invoice» page you can choose either of two payment methods by clicking on the appropriate button of the PagoPA system. With the white button “Stampa avviso per PagoPA” you can print the relative bill to be used for payment (at your bank, at SISAL points, at betting points, etc.). With the red “Paga con PagoPA” button you can proceed to direct payment online, by credit card, bank transfer or other. You can’t pay these bills at an Italian Post Office.

For more information on the PagoPA payment system, see the following links:

- Guida al pagamento delle tasse e dei contributi universitari tramite “PagoPA” (Guide to paying university tuition and fees with "PagoPA")
- FAQ
- https://www.pagopa.gov.it/
- ulteriori informazioni sul sistema PagoPA (area ragioneria UniMC) (further information on the PagoPA system - UniMC accounting area)

If you are abroad, you cannot pay through the PagoPA system, follow the instructions on the "Maximum amounts, deadlines and payment modalities" page and you will need to use the University's Spontaneous Payments Portal. Further information is available in the appropriate tutorial.
In the example shown above, the "Stampa Avviso per PagoPA" button was used to open and/or save the related document.
Once the document is open, you can print it or save it on your devices.
At the end of the operations, close your work session by clicking on "Logout" in the selection menu.
Online enrollment tutorial

A single password for multiple services

FOR MORE DETAILS OR SUPPORT, YOU CAN CONSULT THE FOLLOWING LINKS:

- Online services for students
- Teaching
- Enrollment and course of studies
- International student enrollment
- Tuition and fees
- Exemptions
- International students
- Guide to paying, tuition and fees with the «PagoPA» system
- Contacts