

ENROLLMENT GUIDE

Academic Year 2026/2027

Deadlines and General Rules

- **Enrollment opening:** September 25, 2026
- **Strict deadline:** October 2, 2026

 **Please note:** Enrollment is considered complete **only** if the procedure is properly finalized and the first installment of university fees (€146.00) is paid by the deadline. Failure to complete the procedure or pay the fee will be treated as a withdrawal, without exception.

ENROLLMENT PROCEDURES

 **1. Standard Procedure (New Students)** If you are enrolling in the University for the first time, follow these steps:

1. Log in to **Segreteria OnLine** using your credentials.
2. Click on **Web Enrollment > Enrollment in restricted-access degree programs**.
3. Complete the mandatory questionnaires.
4. When prompted at the end of the procedure, select the "**Standard**" type.
5. Pay the first installment of **€146.00** (by the deadline) using one of the following **PagoPA** payment methods:
 - **Online:** Via the link on your *Segreteria OnLine* dashboard.
 - **Payment Slip (Avviso stampato):** Payable at any authorized PagoPA provider (banks, tabacconists; **excluding post offices**).
 - **CBILL System:** Interbank/SIA Code: **1G192**.

2. Special Cases

Students Who Have Withdrawn or Lapsed (Rinunciatori o Decaduti)

- A. What to do:** Enroll on *Segreterie OnLine*, select the "withdrawn" (rinunciatori) or "lapsed" (decaduti) status at the end of the procedure, and pay the first installment of €146.00 by the deadline.
- B. Exam recognition:** After enrolling, send an email to [Segreteria studenti](#) if you wish to request the recognition of exams already completed. [attach modulo di richiesta di riconoscimento di carriera pregressa](#), self-declarations supporting your request along with a scan of an ID card/identity document.

Graduates (Degree Course Shortening / Abbreviazione di carriera)

- C. What to do:** Enroll on *Segreterie OnLine*, select the "degree course shortening" (*abbreviazione carriera*) status at the end of the procedure, and pay the first installment of €146.00 by the deadline.
- D. Exam recognition:** After enrolling, send an email to [Segreteria studenti](#), if you wish to request the recognition of exams already completed. attach [modulo di richiesta di riconoscimento di carriera pregressa](#) self-declarations supporting your request, and a scan of an ID card/identity document.

Students Transferring from Another University

- 1. What to do:** Enroll on *Segreterie OnLine*, select the "transfer" (*trasferimento*) status at the end of the procedure, and pay the first installment of €146.00 by the deadline.
- 2. At your previous University:** Submit a formal outgoing transfer application (*domanda di trasferimento in uscita*).
- 3. Once the clearance document (*foglio di congedo*) is received:** The Academic Coordination Council will evaluate your academic record (estimated time: approximately 60 days). You do not need to send any documentation to the Registrar's Office (*Segreterie*).

 Incoming transfers require the payment of a €100.00 fee.

☐ Internal Course Transfer (Passaggio di Corso - for students enrolled in second year or above at Bicocca)

1. **Renew your enrollment for the 2026/2027 Academic Year** and pay the first installment (€146.00) for your current degree program (*Registrar's Office > Enrollments* section).

By the deadlines: Submit the application for [passaggio](#) su Segreteria OnLine and pay the dedicated fee (€116.00) (*Career > Course Transfer* section).

- **⚠ No need to submit paper forms or send emails.**

.  **Course Switch (Cambio di corso - for students enrolled in their 1st year in the A.Y. 2026/27 at Bicocca)**

 **Only follow this procedure if you enrolled this year and wish to switch courses!**

How to do it: Do not use *Segreterie OnLine*. Send the [modulo dedicato](#), to Ufficio Ammissioni: ammissioni@unimib.it Email Subject: Course Switch - [Degree Program Name] - [Student ID Number]

The course switch is free of charge.

Useful Contacts

- **Admissions and Enrollment Office:** ammissioni@unimib.it
- **Student Records and Academic Offices:** You can check dedicated contact details on the official UNIMIB Registrar's page.
- **Student Contributions (Tuition Fees & ISEE):** For information, visit the dedicated webpage or contact contribuzione@unimib.it
- **Disabilities and Specific Learning Disabilities (SLD/DSA):** For specific support, consult the dedicated webpage or contact info.binclusion@unimib.it