INSTRUCTIONS FOR ENROLLMENT AEPS 2020/21

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1.1 Start enrollment
1.2 Check Identity document
1.3 Declaration of invalidity or SLD
1.4 Add your required admission qualifications
1.5 Enrollment data
1.6 Fee

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Go to the online registry Segreterieonline from June 4th to 19th 2020:
https://s3w.si.unimib.it/Home.do;jsessionid=8BDF7C143C6FF9E57CDE56041476C00E.esse3-unimib-prod-05?cod_lingua=eng

Login to Segreterieonline
1.1 Start enrollment

Click on top-right of the page “Menù”, “Home” and then “Enrollment” on the top right of the page

Click on “Enrollment”
Choose the Registration Typology and click on “Forward”

Choose the course level and click on “Forward”

Choose the Study Course and click on “Forward”
Confirm and continue

Check your personal data, then confirm
1.2 Check Identity document
Check your Identity Document, or modify it by clicking on “Insert a new identity document”, then proceed

1.3 Declaration of invalidity or SLD
If necessary, insert the data of declaration of invalidity or SLD by clicking on “Include new declaration of invalidity or SLD”, otherwise “Forward”

If you have a declaration, insert all details requested
Check the data and click on “Forward”

Confirm by clicking on “Forward”

1.4 Add your required admission qualifications

Check your Qualifications and modify them, if necessary
For example: if you have earned the degree from April 15th 2020 until enrollment day, you have to change your Degree data from “not yet achieved” to “achieved”

then proceed
### 1.5 Enrollment data

Read carefully and insert the Enrollment data as required

#### Enrollment: Enrollment Data

**Other Data request for Enrollment:**

- **Transfer**: If you are from another university and have already applied for a transfer
- **Career Abnormality**: If you have not obtained a university degree of the same level (the current enrollment relates to a second bachelor’s degree or a second master’s degree) and you intend to request validation of training activities.

In case of doubt, select the standard enrollment.

<table>
<thead>
<tr>
<th>Enrollment Typology</th>
<th>Type*</th>
<th>Standard Enrolment</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Enrollment Data in the Italian University System</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year*</td>
<td></td>
</tr>
<tr>
<td>First enrollment in the Italian University System</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td>Università degli Studi di MILANO-BICOCCA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Others Data</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarters*</td>
<td>UNIVERSITÀ DEGLI STUDI DI MILANO-BICOCCA</td>
</tr>
<tr>
<td>Administrative category*</td>
<td>Non-EU non resident students</td>
</tr>
<tr>
<td>Teaching Typology***</td>
<td>Convenzionato</td>
</tr>
<tr>
<td>Working Status</td>
<td>No worker; study time &gt; 75%</td>
</tr>
</tbody>
</table>

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Then “Confirm”
1.6 Fee
Click on “Pagamenti” to pay the fee

Click on the number of the invoice
There are three ways to pay using PagoPA:
1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tobacconists, etc. ... Note: it is not possible to pay at the post office);
2. Pay online: using the appropriate link on the “segreteria on line“ webpage students can access the online payment function that will offer all payment service providers participating in the PagoPA circuit (there are different possible methods, as debiting a current account or payment by credit card);
3. For banks using the CBILL system, the interbank code or SIA code is: 1G192.

The enrollment is completed after the payment of the fee