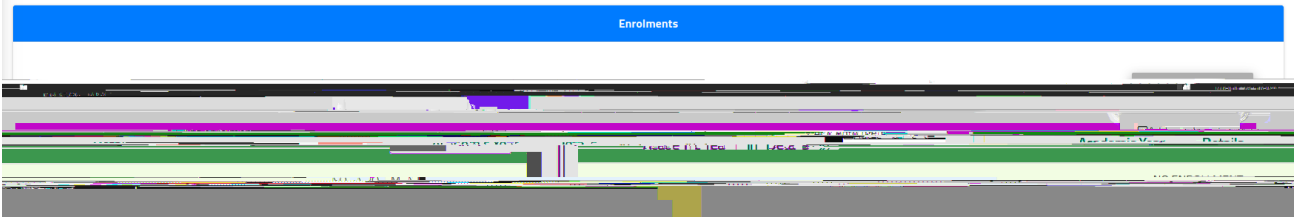


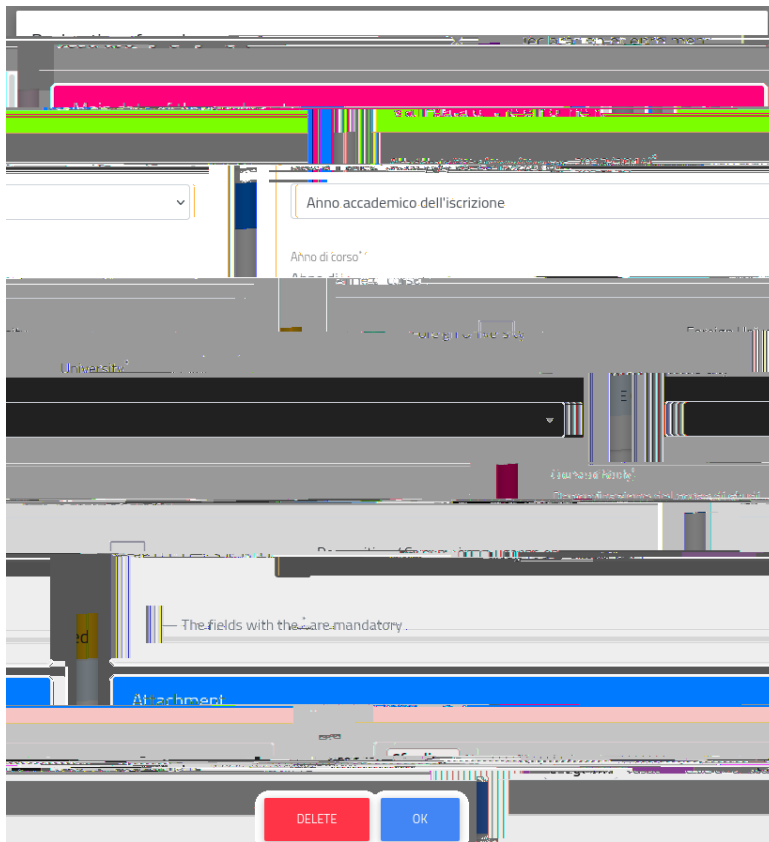
4. After completing the registration procedure, access your personal area on the studentag ttudentinTtp

In case of one or more Academic Qualifications, fill out the related section with the required data.

In the section “Enrolments”, you will have to insert ___ the academic years of enrollment to the previous University. Please note that there must be a match between the academic years in which you took exams and the academic years of enrollment, otherwise the request _____.



In the declaration of enrolment you have to fill out the required data. Please note that if in the list there is not your previous University, please click on “foreign university”.

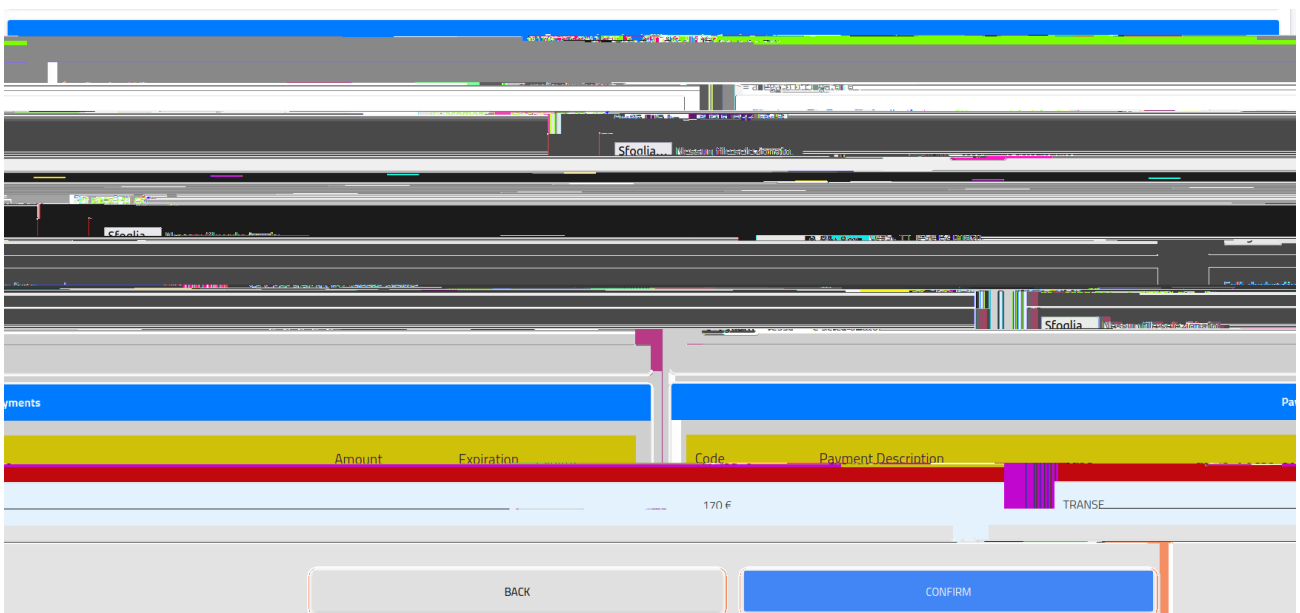




7. Once you have filled out all the data of the previous career and checked them, click on “confirm” and you will have to upload the documents required by the Call for Applications, by clicking on “Sfoglia”, selecting the interested file.



In “forms to download, fill out and upload” you can download the form to officially request the transfer, so that you can fill it in and then upload it by clicking on the button “Browse”, selecting the interested file.



8. After the upload of the files, you can submit the request by clicking on the button “Confirm” on the lower right.

9. In the following page there will be a sum-up of the application, which will have to be confirmed by clicking on the button “confirm” on the lower right. Please pay attention to all the data you put, because once you send your incoming transfer request, it is not possible to modify it.

10. If the submission is successful, you will be shown a page with a QR Code that you can scan in order to get the request receipt.

11. In order to finalize your application you will have to proceed with the payment by clicking on "Home">"Tuition and fees">"Payments">"Taxes due"

12. Here you will be able to pay the transfer request tax. In order to finalize the application you must select the available payment of the transfer tax by ticking the box at its left and choose the method of payment.

12.a If you click on the button on the right "Paga ora" (= "Pay now") you will be redirected to the PagoPA