

PRE-ENROLMENT ON-LINE and PAYMENT

If you are in the list of the eligible student, the next step now consists in filling-in another **pre-enrolment on-line** section similar to the one already done for pre-evaluation, and **payment** of the contribution of 52,00 € fee as soon as possible (not refundable).

HOW TO DO THE PRE-ENROLLMENT

On the Home Page of unibg.it:

- click on SPORTELLO INTERNET STUDENTI and on the flag ENG;
- Login in with user name and password;
- select Registrar's Office;
- **Pre Enrolment (not Enrolment!)**;
- Master's degree (two years);
- fill in the information required until confirmation of the form.
- Next step is confirming that you need to pay the contribution.

HOW TO PAY THE FEE

To pay your pre-enrollment fee please follow the instructions below:

1. To pay the pre-enrolment fee you must use the PagoPA system. To reach that system first of all you have to enter in your "Sportello internet / Dashboard " using your credentials.
2. In the "Segreteria / Registrar's office" section, you need to click on "Pagamenti / Payment". Then you will find the list of invoices issued with an indication of the payment status.
3. It will be red until your payment will be received and issued.
4. Click on the invoice number on the left to access the payment screen.
5. If you have a credit card or a pre-paid (bankomat) card, you have to select "Paga con PagoPA / Pay with PagoPa", enter your email and select "Carta di credito, debito, prepagata (pre-paid card section)".
6. You will found a list of intermediaries and for each one the commission applied will be indicated, you can choose any intermediary and it is not necessary for you to have a bank account with that institution.

Note: For paying with satispay or PayPal you have to select "Paga con PagoPA / Pay via PagoPA", enter your email and select "Altre modalità di pagamento / Other payment methods".

7. After your payment are received and issued by the office, your status will turn to green.

Send a soft copy of the payment to both: ufficio.tasse@unibg.it and studenti.stranieri@unibg.it

Please, write the name of the Master Degree Course in the object of the email.