



## Enrolment instructions

To enroll correctly, each eligible candidate has to perform all the following actions **within 5 working days (excluding Saturdays, Sundays, and Italian public holidays), deadline to complete all the actions enlisted below is 13:00 CEST:**

1. In order to access Esse3 platform, the candidate should open this link: [Recupero password, Università di UNICAMPUS](#) and use the code he will receive on his personal email in order to proceed with [Login](#) on the reserved area of the ESSE3 platform.
2. He can then proceed with the payment of the first instalment of the tuition fee and of the Regional Tax **to be made through PagoPA** (*Menù > Area Studenti> Pagamenti*)
3. Only after the payment is successfully done, candidate will be able to print and sign the Enrollment form "*domanda di immatricolazione*" (*Menù > Area Studenti> Certificati*)
4. The candidate must deliver or send to the Registrar's Office, to the address [segreteriastudenti@unicampus.it](mailto:segreteriastudenti@unicampus.it), within the terms provided:
  - the payment receipts;
  - the enrollment form duly signed;
  - a copy of the educational qualification, accompanied by an official translation and legalization issued by the Italian diplomatic authorities, with a declaration of value in case of foreign educational qualifications;
  - the withdrawal from studies in case of previous enrolment in another University, according to the applicable legislation.

**Candidates who do not carry out all the operations referred to in the aforementioned points within 5 working days (excluding Saturdays, Sundays, and Italian public holidays), and no later than 13:00 CEST of the 5<sup>th</sup> day, are automatically deemed withdrawn.**

Please consult the Call for Admission for any further details.