



Enrolment instructions

An eligible candidate assigned a remaining place may **complete the enrolment procedure from 12:00 p.m. (CEST) on the date indicated in the public notice and no later than 12:00 p.m. (CEST) on the following working day**, by following the procedure outlined below:

1. The enrolment procedure requires the candidate to recover their password through the ESSE3 portal of Università Campus Bio-Medico di Roma: [Password Recovery](#)
2. The system will send the login credentials to the email address provided when registering for the admission competition.
3. The candidate may then access the [Login](#) page by clicking on the menu in the top right-hand corner. A window will open where the candidate must enter their login credentials.
4. The candidate may then proceed with the payment of the **first instalment of the university tuition fee** and the **regional tax for the Right to University Study**, amounting to €140.00.
Both payments must be made using the PagoPA payment notices available in the "Payments" section.
5. The candidate must submit or send the following documentation to the Student Services Office via certified email (PEC) at segreteria.studenti@postasicura.unicampus.it:
 - Receipt confirming payment of the first instalment of the university tuition fee;
 - Receipt confirming payment of the regional tax for the Right to University Study;
 - Enrolment form, downloadable from the candidate's Esse3 profile under *Menu > Student Area > Certificates*, duly signed by the candidate and bearing a €16.00 revenue stamp (*Marca da Bollo*);
 - Self-declaration certifying the completion of Upper Secondary Education, indicating the final grade, year of completion, and the name of the institution that issued the qualification. In the case of foreign educational qualifications, the self-declaration must be accompanied, where applicable, by a Declaration of Value or a statement issued by the Italian ENIC-NARIC centre (CIMEA);
 - Withdrawal from studies, if the candidate is currently enrolled at another university, in accordance with the applicable regulations.

Please note that if the PEC transmission has been successful, the sender will receive both an acceptance notification and a delivery notification confirming that the PEC message has been delivered. The latter constitutes proof that the message has been delivered to the Student Services Office. Therefore, if both the acceptance and delivery notifications have been received, the submission may be considered duly completed and legally valid, even if no further confirmation is received from the administrative offices.

An eligible candidate assigned a remaining place who fails to comply with the above-mentioned deadline and with the procedures set out in points 1), 2), 3), 4) and 5) shall be deemed to have automatically withdrawn and shall forfeit their right to enrolment.

Candidates are responsible for checking in due time for any notices published by the University.

For further information, please refer to the Admission Competition Call.