1. Visit https://pagamenti.unipv.it

**WARNING!! AVOID USING THE BROWSER BACK BUTTON WHEN FOLLOWING THIS PROCEDURE**

2. Choose the English language

3. Select “Voluntary payment”
4. Complete the form fields with the required data. If you have an Italian fiscal code (or tax code), put it in the “Personal ID/P.iva” field. If not, please click on “Anonymous”.

5. Select “None” in the “Province” field.
6. Choose “Centro Linguistico” in the “Payment reason” field

7. Write “Corso di lingua italiana”, your name and surname in the “Purpose” field
8. Click on “Proceed to immediate payment” (WARNING!! DO NOT PRINT THE PAYMENT NOTICE NOW, YOU WILL BE ASKED TO DO SO AT THE END OF THE PROCEDURE)

9. Choose the English language
10. Click on “Login with your email”

11. Enter your email address and click on “Continue”
12. Click on “I agree with the Privacy Policy” and on the “Continue” button

13. Choose the button “Credit/debit card”

(WARNING!! DO NOT CHOOSE “BANK ACCOUNT” OR “OTHER PAYMENT METHODS”)
14. Proceed with the payment and confirm it by clicking on “Continue”.

15. You will be required to choose a payment manager to proceed with your payment. Different payment managers apply different fees. Choose the most convenient for you. You are not required to have a bank account with the payment manager/bank you choose. Click on “Proceed with payment”.

16. Print the payment receipt. You will be asked to attach it to the online enrolment form (see https://cla.unipv.it under the sections “Learn Italian at the Language Centre” and “How to enrol” for details about enrolment).