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

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

2. Select “Voluntary payment”
3. 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 choose “Anonymous”.

4. Select “None” in the “District” field.
5. Choose “Language Centre” in the “Payment reason” field

6. Write “Corso di lingua italiana”, your name and surname in the “Reason” field
7. Click on “Payment” (WARNING!! DO NOT PRINT THE PAYMENT ADVICE NOW, YOU WILL BE ASKED TO DO SO AT THE END OF THE PROCEDURE)

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

10. Enter your email address and click on “Continue”
11. Click on “I agree with the Privacy Policy” (it’s compulsory) and on the “Continue” button

12. Choose the button “Credit/debit card” or “Other payment methods” (WARNING! DO NOT CHOOSE “BANK ACCOUNT”)
13. If you have chosen “Credit/debit card”, 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”.

14. In “Other payment methods”, you will find Paypal, Satispay and other payment methods. Proceed with your payment.

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