1. Visit [https://payments.unipv.it](https://payments.unipv.it)

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

2. 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”.

3. Write the student’s name and the course level in the “Reason” field (for example: Mark Smith – Level A2”
4. Choose the correct fee and click on the “Privacy statement” box

5. Click on “Start online payment” (WARNING!! DO NOT PRINT THE PAYMENT SLIP NOW, YOU WILL BE ASKED TO DO SO AT THE END OF THE PROCEDURE)
6. Choose the English language

7. Click on “Login with your email”
8. Enter your email address and click on “Continue”

9. Click on “I agree with the Privacy Policy” and on the “Continue” button
10. Choose the button “Credit/debit card” or “Other payment methods”  
(WARNING!! DO NOT CHOOSE (“BANK ACCOUNT”))

11. Proceed with the payment and confirm it by clicking on “Continue”.

12. If you choose to pay by 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”.

13. 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).