

1. Connect to the following payment [platform](#) .

**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”.

The screenshot shows a web browser window displaying the 'Voluntary Payment' form on the University of Pavia website. The form is titled 'Voluntary Payment' and includes the following fields and elements:

- Name Surname / Business name\***: A text input field.
- Personal ID / P. IVA\***: A text input field with a blue arrow pointing to it.
- Anonymous**: A toggle switch with a green arrow pointing to it.
- Email**: A text input field.
- Payment reason\***: A dropdown menu with 'Centro Linguistico - Corso di Lingua Italiana' selected.
- Reason\***: A dropdown menu.
- Amount\***: A text input field with a Euro symbol (€).
- I have read and agree:** A checkbox next to a link for 'Privacy statement'.
- PRINT PAYMENT SLIP** and **START ONLINE PAYMENT**: Two buttons at the bottom right of the form.

The browser's address bar shows the URL: [unipv.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/modellopagamento?id=85&lang=en](http://unipv.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/modellopagamento?id=85&lang=en). The website header includes the University of Pavia logo and navigation links for 'HOME' and 'VOLUNTARY PAYMENT'. The footer contains a cookie notice and 'I AGREE' and 'INFO' buttons.

3. Write the student's name and the course level in the “Reason” field (for example: Mark Smith – Level A2”

This screenshot is identical to the previous one, showing the 'Voluntary Payment' form. A blue arrow points to the 'Reason\*' dropdown menu, which is currently empty. The rest of the form and the browser window are the same as in the previous image.

4. Choose the correct fee and click on the “Privacy statement” box

Copia di Modelli pagoPA - Centri x Portale pagamenti x +

unipv.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/modellopagamento?id=858&lang=en

UNIVERSITÀ DI PAVIA ITA ENG ENTER

HOME VOLUNTARY PAYMENT

### Voluntary Payment

Name Surname / Business name \* Personal ID / P. IVA \*  Anonymous

Email

Payment reason \* Centro Linguistico - Corso di Lingua Italiana Reason \*

195.00 €  I have read and agree: [Privacy statement](#)

320.00

PRINT PAYMENT SLIP START ONLINE PAYMENT

This site uses technical cookies. By continuing to browse the site or by confirming via the 'I agree' button, you accept its use I AGREE INFO

Scrivi qui per eseguire la ricerca

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**)

Copia di Modelli pagoPA - Centri x Portale pagamenti x +

unipv.pagoatenei.cineca.it/portalepagamenti.server.frontend/#/modellopagamento?id=858&lang=en

UNIVERSITÀ DI PAVIA ITA ENG ENTER

HOME VOLUNTARY PAYMENT

### Voluntary Payment

Name Surname / Business name \* Mark Smith Personal ID / P. IVA ANONIMO  Anonymous

Email

Payment reason \* Centro Linguistico - Corso di Lingua Italiana Reason \* Mark Smith - Level A2

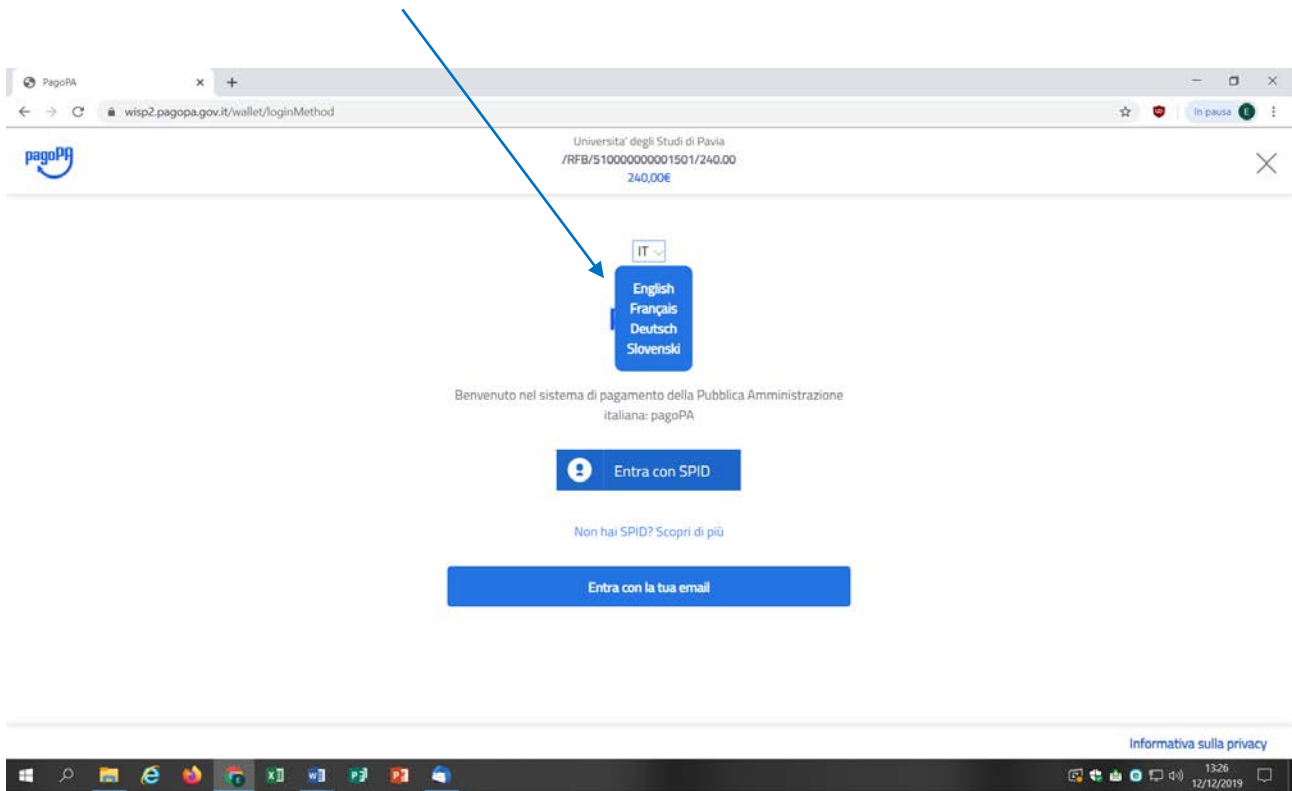
Amount \* 195.00 €  I have read and agree: [Privacy statement](#)

~~PRINT PAYMENT SLIP~~ START ONLINE PAYMENT

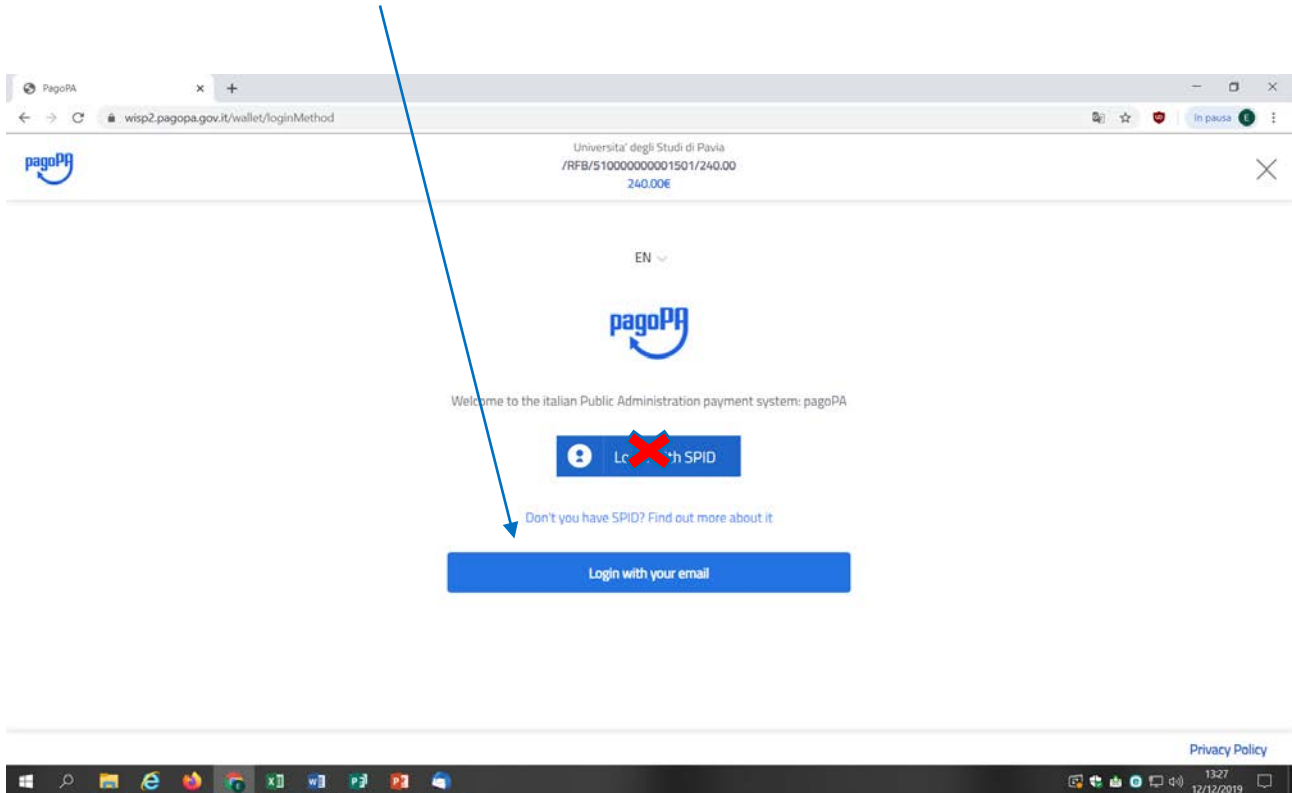
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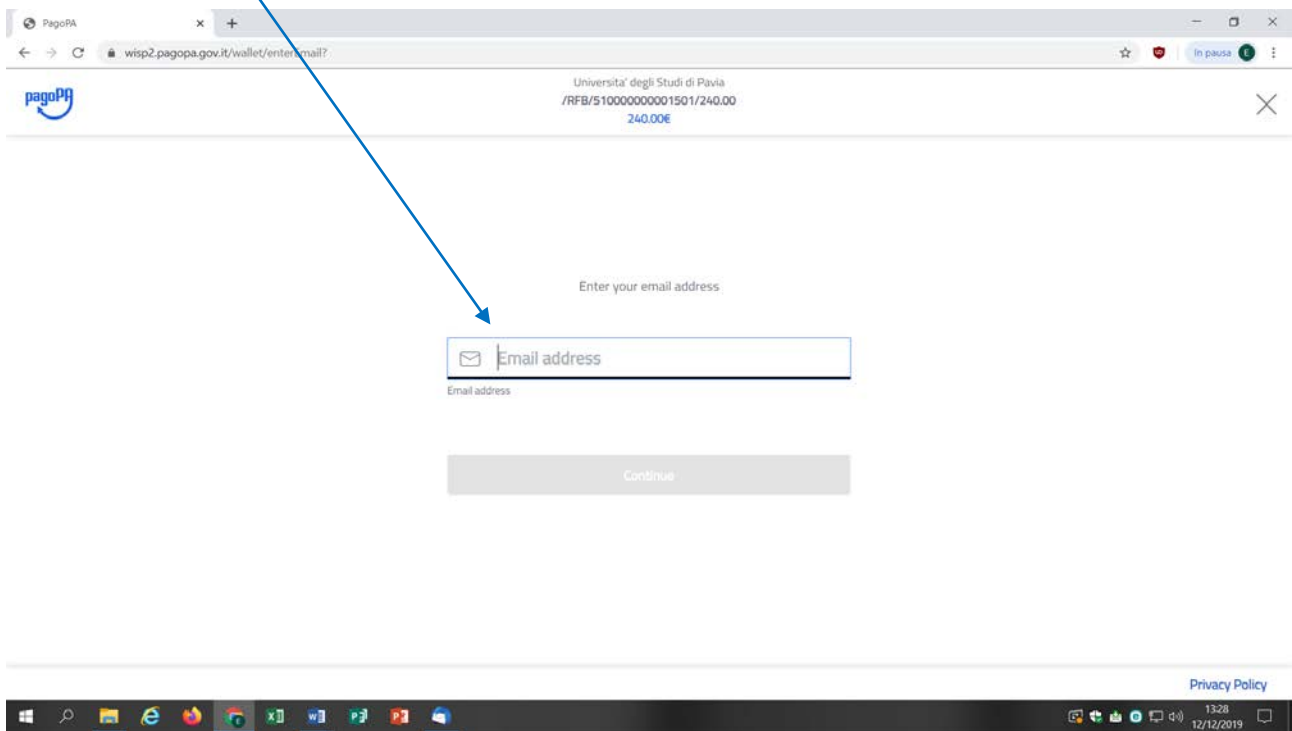
6. Choose the English language



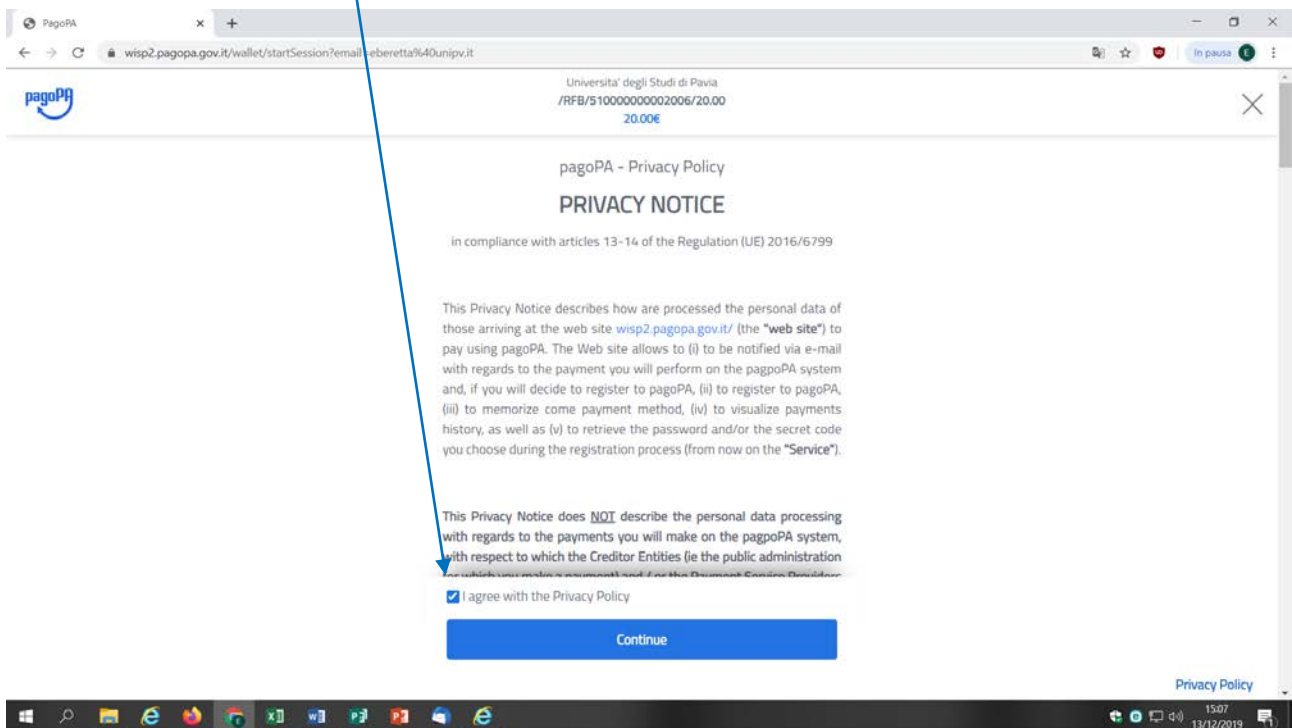
7. Click on "Login with your email"



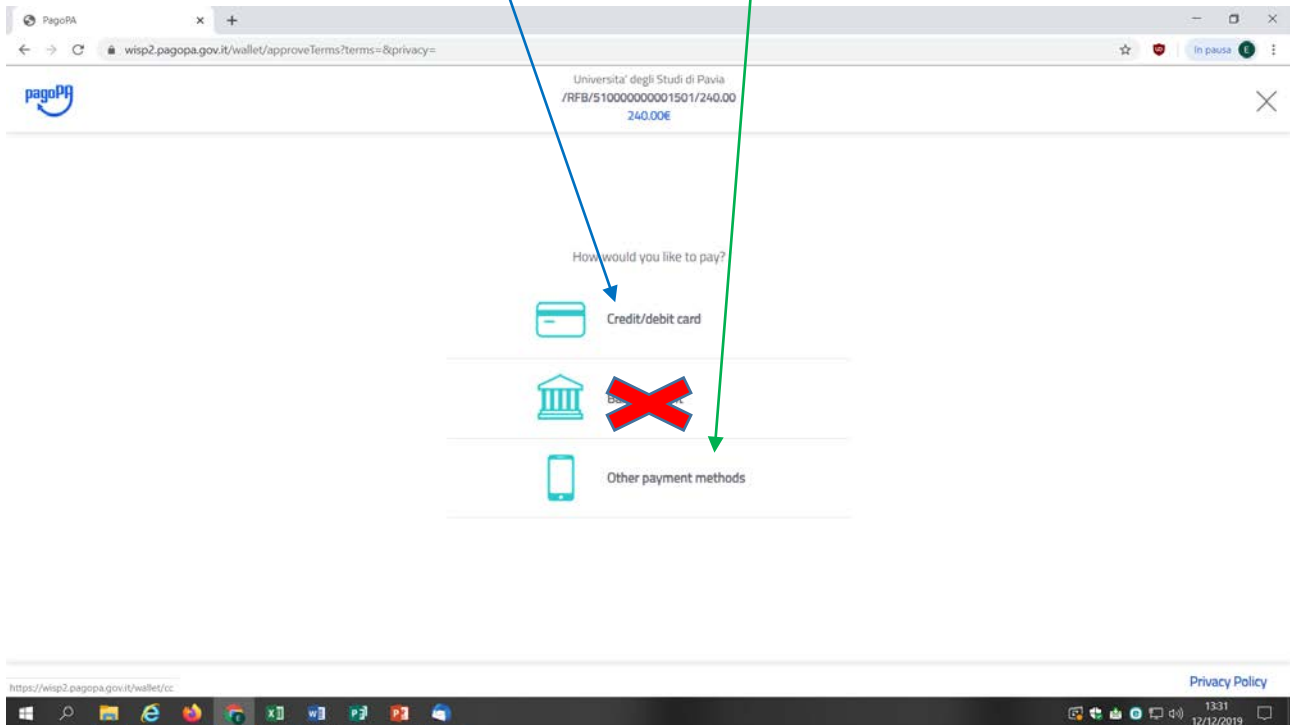
8. Enter your email address and click on "Continue"



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).