

1. Visit <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”.

The screenshot shows the 'Voluntary Payment' form on the University of Pavia website. The form includes fields for 'Name Surname / Business name', 'Personal ID / P. IVA', 'Email', 'Payment reason', and 'Amount'. There is a toggle switch for 'Anonymous'. At the bottom, there are buttons for 'PRINT PAYMENT SLIP' and 'START ONLINE PAYMENT'. A cookie notice is visible at the bottom of the page.

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

This screenshot is similar to the previous one, but with a blue arrow pointing to the 'Reason' field in the 'Payment reason' section. The 'Reason' field is currently empty, and the 'Payment reason' dropdown is set to 'Centro Linguistico - Corso di Lingua Italiana'.

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

Centro Linguistico di Ateneo - Iscrizione ai Corsi di Lingua Italiana

Fill in the fields below and click on:

PRINT PAYMENT SLIP: if you wish to pay at your bank, via online banking, at ATM desks, through SisalPay, Lottomatica or Poste Italiane;

START ONLINE PAYMENT: if you wish to pay online by credit card or other electronic payment methods.

Buttons become enabled after filling in all the compulsory data.

Business name/Name Surname* Italian Personal ID / VAT Number* ☐ Anonymous

Email

Payment Reason* University Linguistic Centre (CLA) - Italian Language Course Reason*

Amount* € 150,00 I have read and agree: ☐ Privacy statement

Print Payment slip Start online payment

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**)

Centro Linguistico di Ateneo - Iscrizione ai Corsi di Lingua Italiana

Fill in the fields below and click on:

PRINT PAYMENT SLIP: if you wish to pay at your bank, via online banking, at ATM desks, through SisalPay, Lottomatica or Poste Italiane;

START ONLINE PAYMENT: if you wish to pay online by credit card or other electronic payment methods.

Buttons become enabled after filling in all the compulsory data.

Business name/Name Surname* Mark Smith ☒ Anonymous

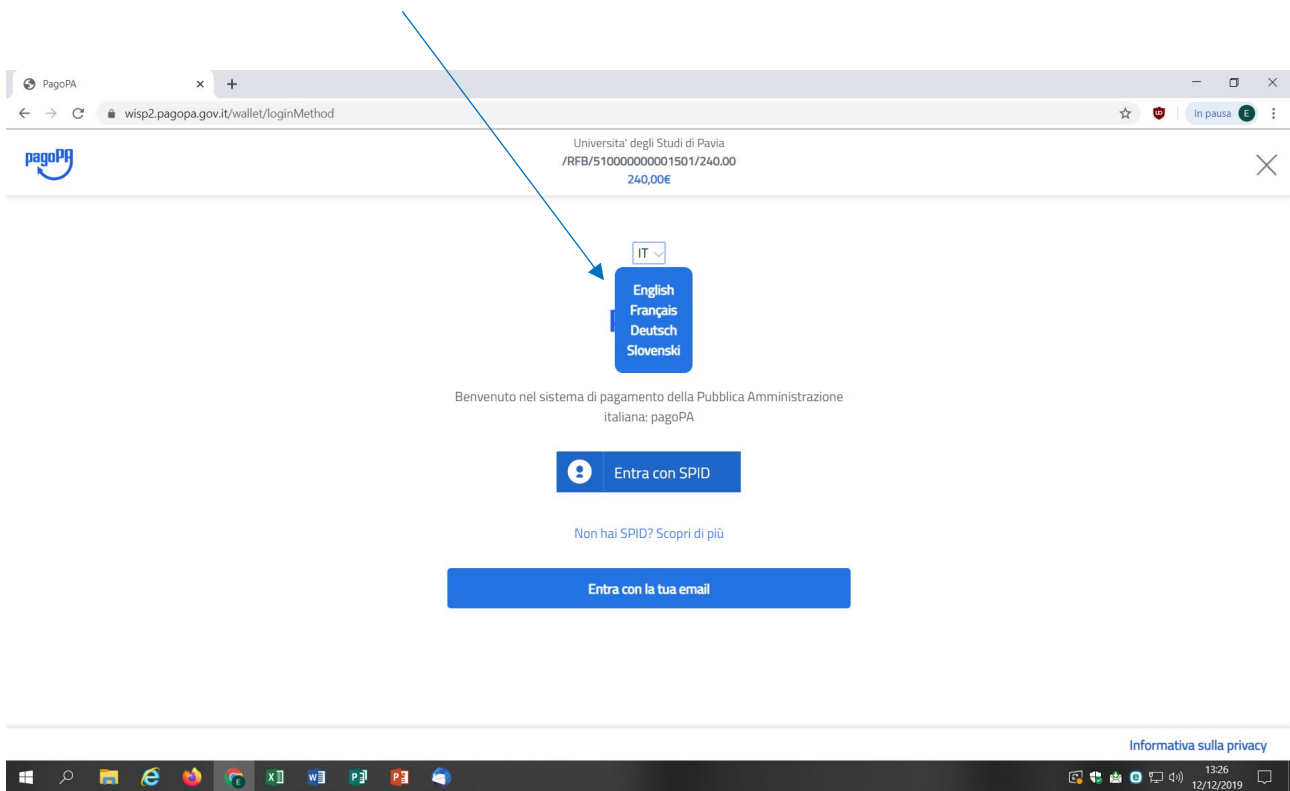
Email mark.smith@xxxxx.it

Payment Reason* University Linguistic Centre (CLA) - Italian Language Course Reason* Mark Smith - Summer course

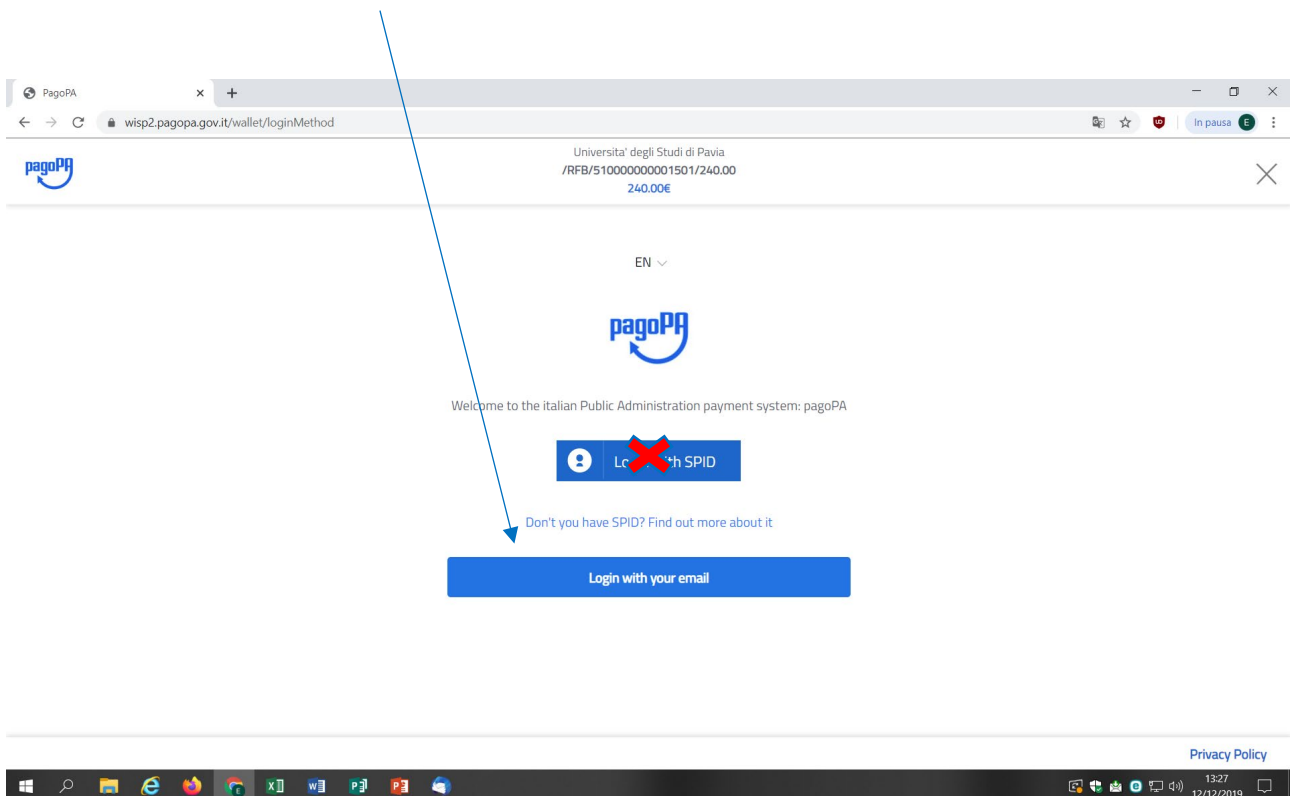
Amount* € 150,00 I have read and agree: ☒ Privacy statement

Print Payment slip Start online payment

6. Choose the English language



7. Click on "Login with your email"



8. Enter your email address and click on “Continue”

Enter your email address

Email address

Continue

9. Click on “I agree with the Privacy Policy” and on the “Continue” button

pagoPA - Privacy Policy

PRIVACY NOTICE

in compliance with articles 13-14 of the Regulation (UE) 2016/6799

This Privacy Notice describes how are processed the personal data of those arriving at the web site wisp2.pagopa.gov.it/ (the "web site") to pay using pagoPA. The Web site allows to (i) to be notified via e-mail with regards to the payment you will perform on the pagoPA system and, if you will decide to register to pagoPA, (ii) to register to pagoPA, (iii) to memorize come payment method, (iv) to visualize payments history, as well as (v) to retrieve the password and/or the secret code you choose during the registration process (from now on the "Service").

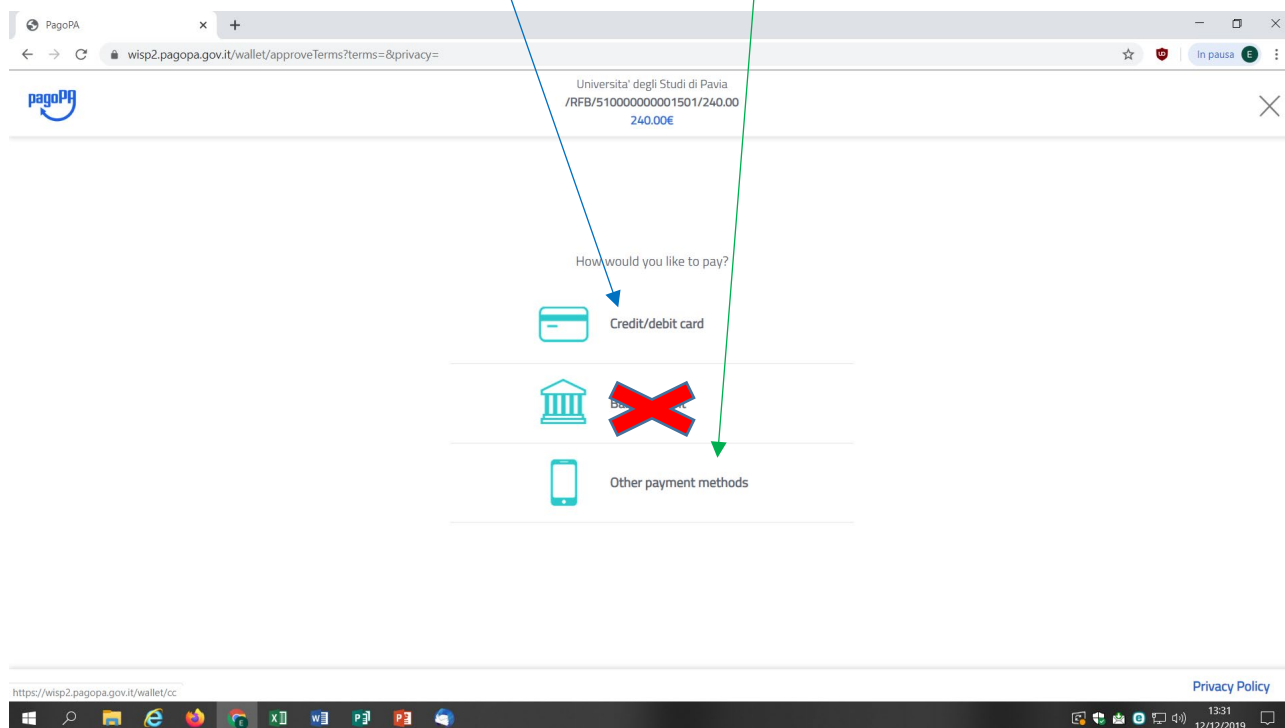
This Privacy Notice does NOT describe the personal data processing with regards to the payments you will make on the pagoPA system, with respect to which the Creditor Entities (ie the public administration for which you make a payment) and the Debtor Entities (ie the public administration for which you make a payment) are responsible.

☒ I agree with the Privacy Policy

Continue

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).