

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”.

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

Print Payment slip Start online payment

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

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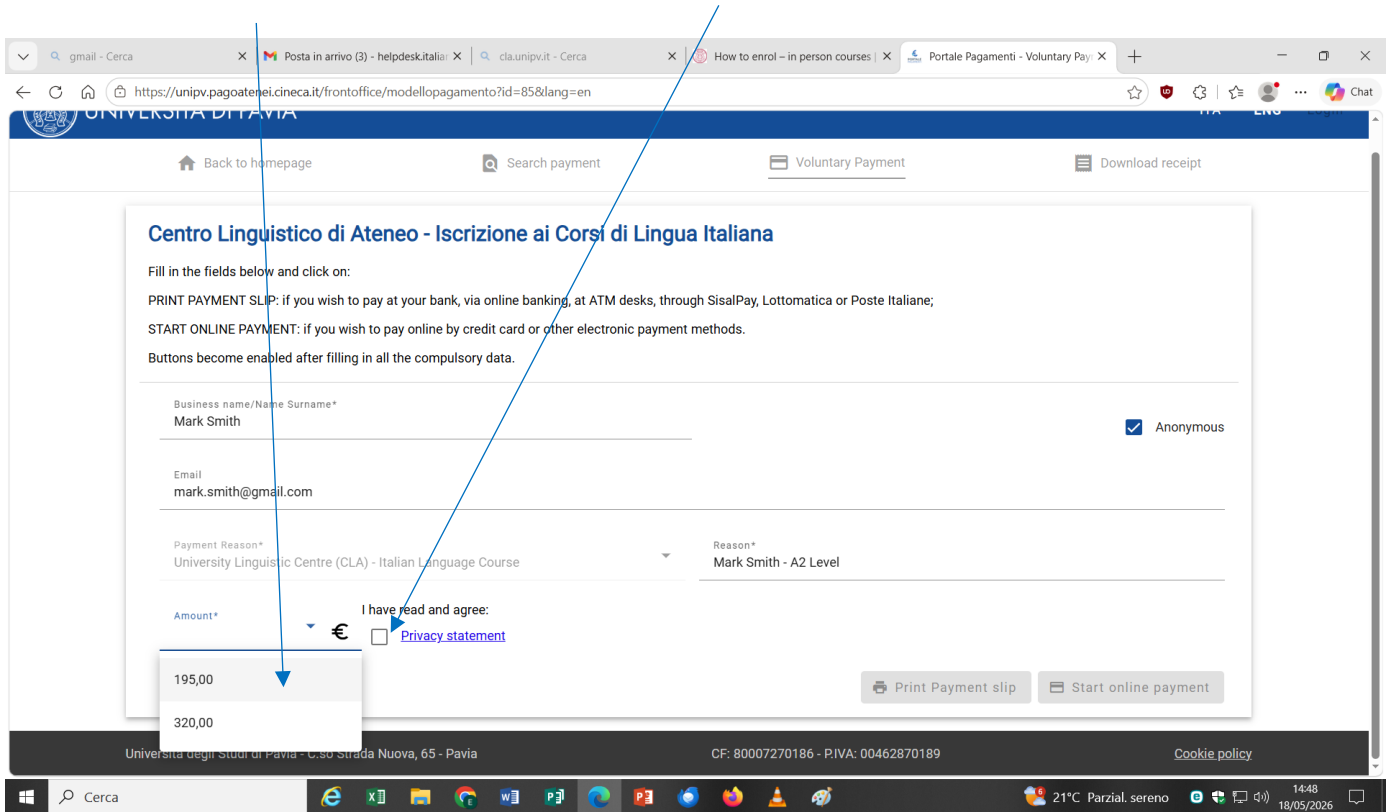
Email

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

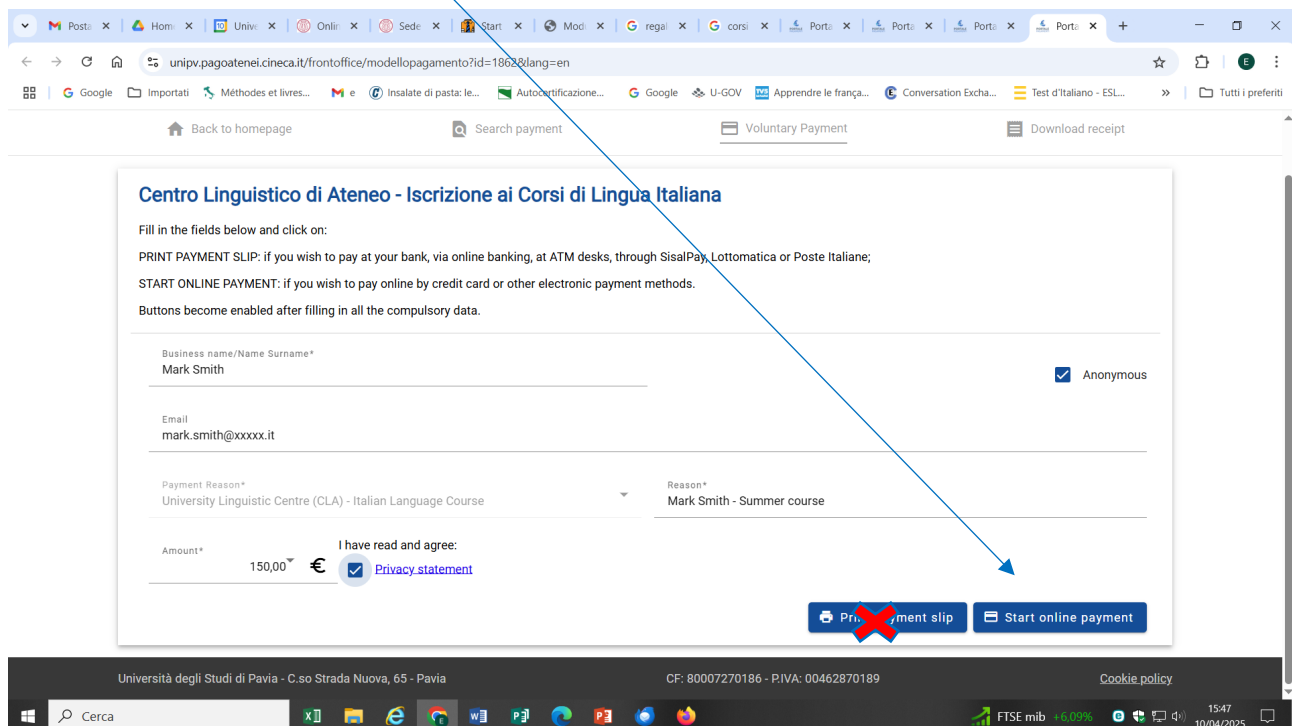
Amount\* €  I have read and agree: [Privacy statement](#)

Print Payment slip Start online payment

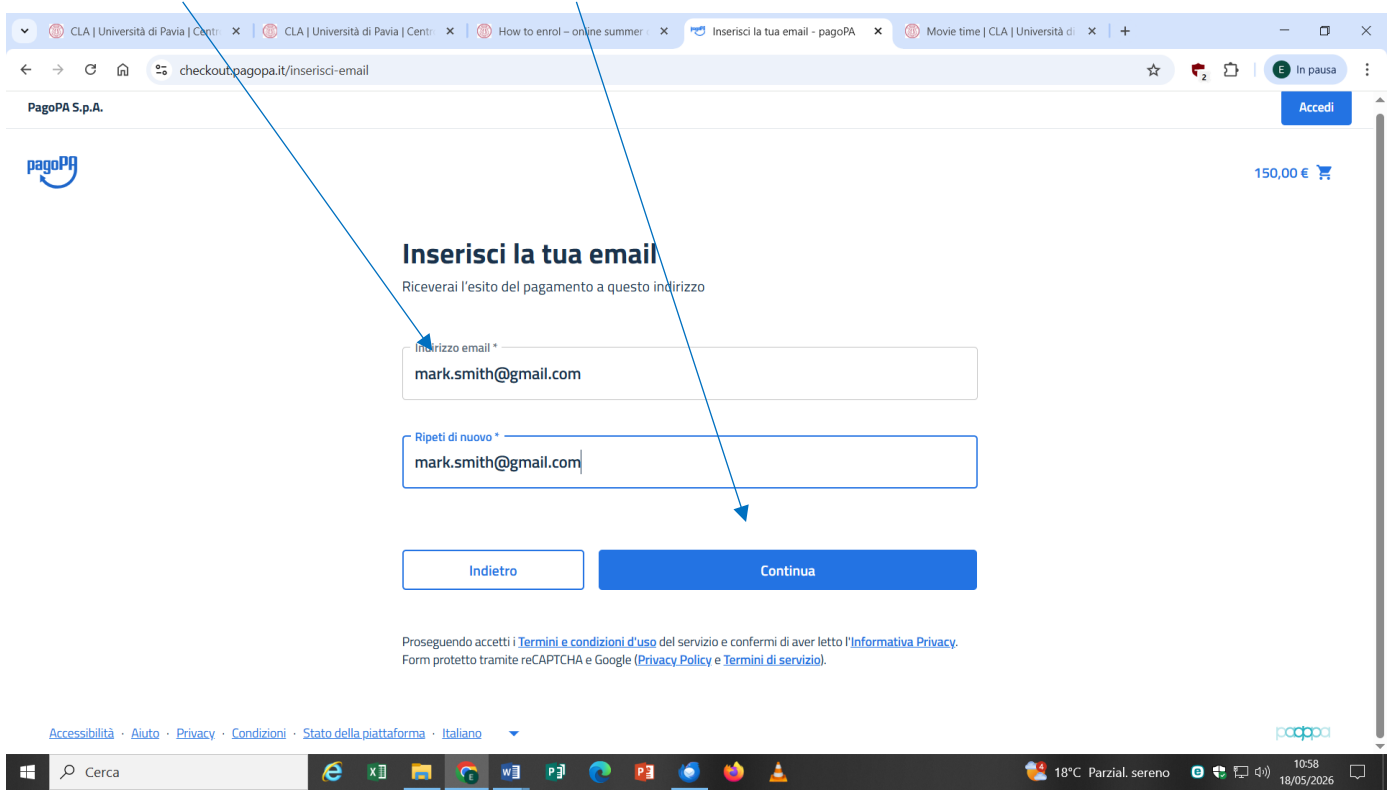
4. Choose the fee and click on the "Privacy statement" box



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**)

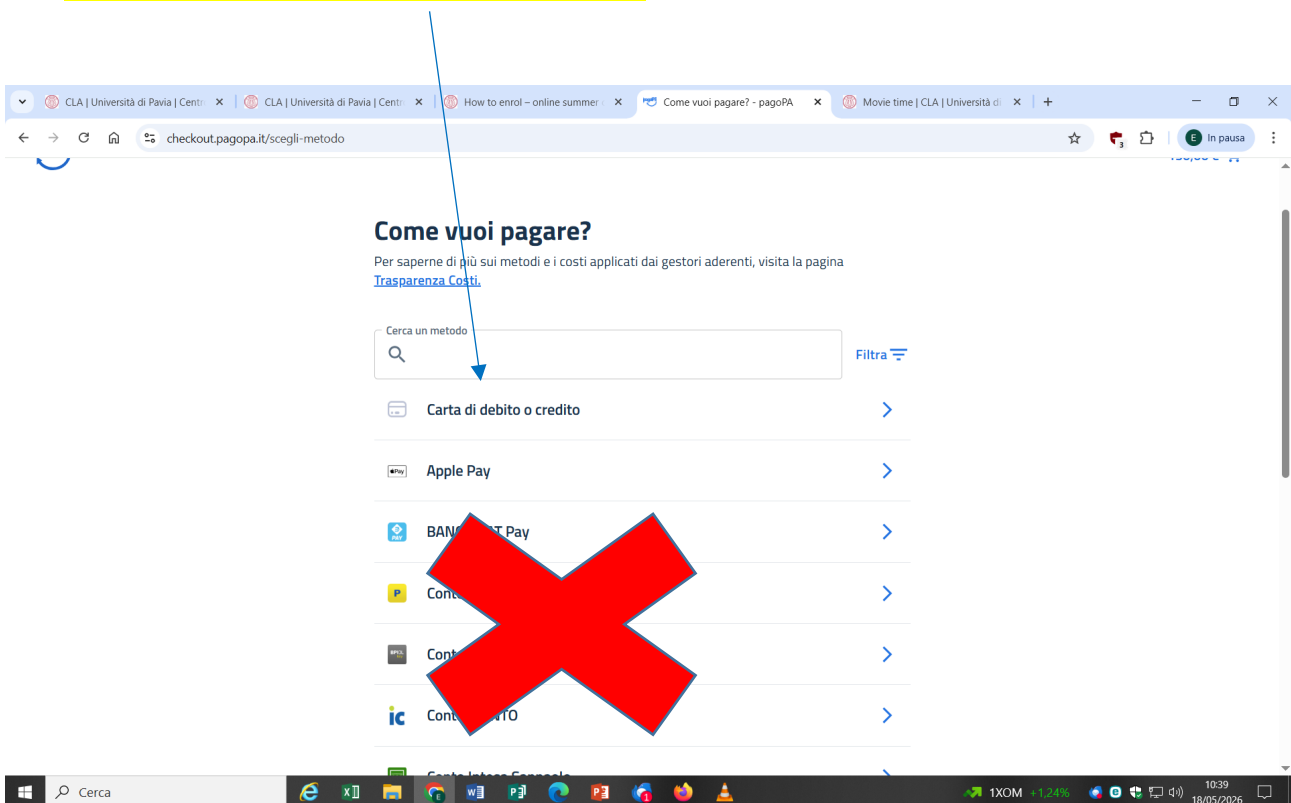


6. Enter your email address and click on “Continua”:



7. Choose “Carta di debito o credito” or another payment method.

**(WARNING!! DO NOT PAY BY BANK ACCOUNTS)**



8. Proceed with the payment and confirm it by clicking on “Continua”.

The screenshot shows a web browser window with the URL [checkout.pagopa.it/inserisci-carta](https://checkout.pagopa.it/inserisci-carta). The page title is "Inserisci i dati della carta". Below the title is a link "Dove trovo il CVV?". The form contains the following fields:

- Numero carta:** A text input field containing "0000 0000 0000 0000".
- Scadenza:** A text input field containing "MM/AA".
- CVV:** A text input field containing "123".
- Intestata a:** A text input field containing "Nome riportato sulla carta".

At the bottom of the form are two buttons: "Indietro" (Back) and "Continua" (Continue). The "Continua" button is highlighted in grey, indicating it is the next step in the process.

At the bottom of the browser window, there is a footer with links: "Accessibilità", "Aiuto", "Privacy", "Condizioni", and "Stato della piattaforma". The Windows taskbar is visible at the bottom of the screen, showing the date and time as 10:40 on 18/05/2026.

9. 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).