

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”.

UNIVERSITÀ DI PAVIA

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* € Privacy statement

Print Payment slip Start online payment

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

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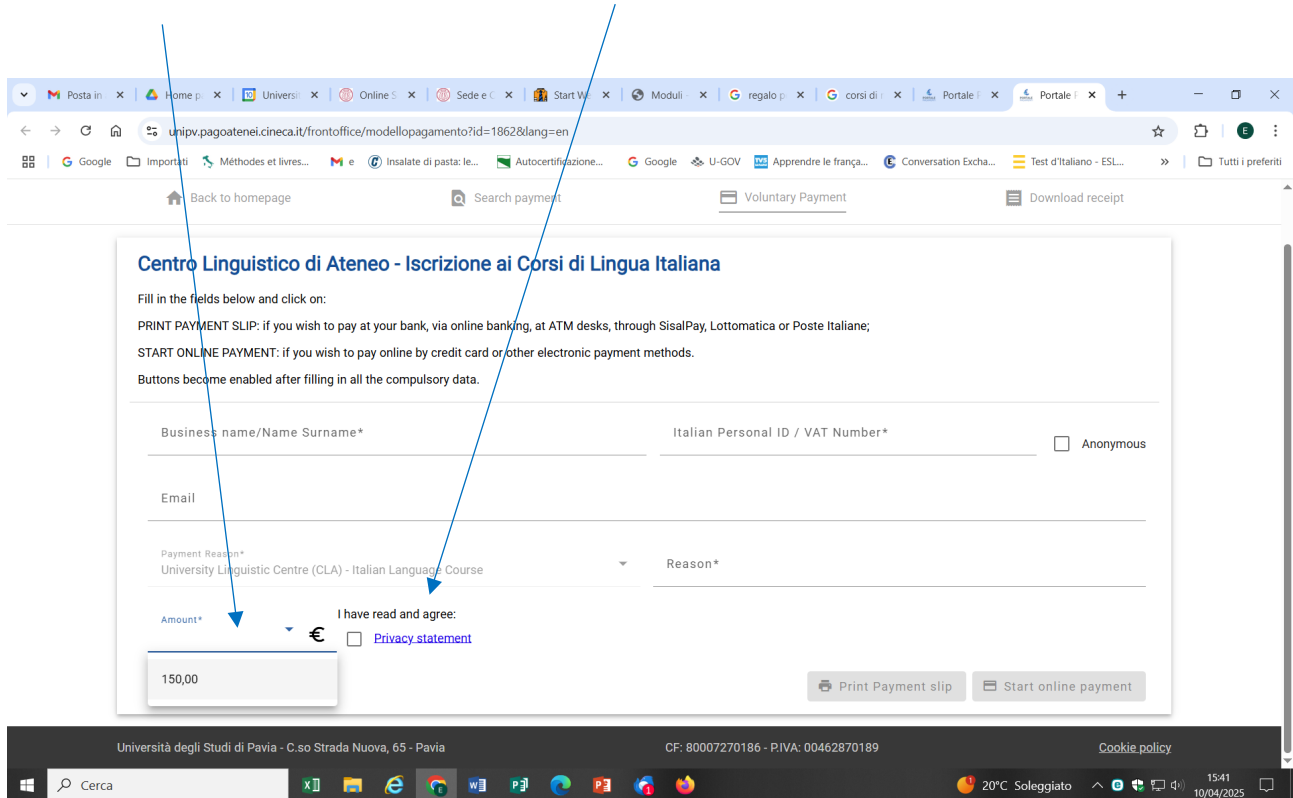
Email

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

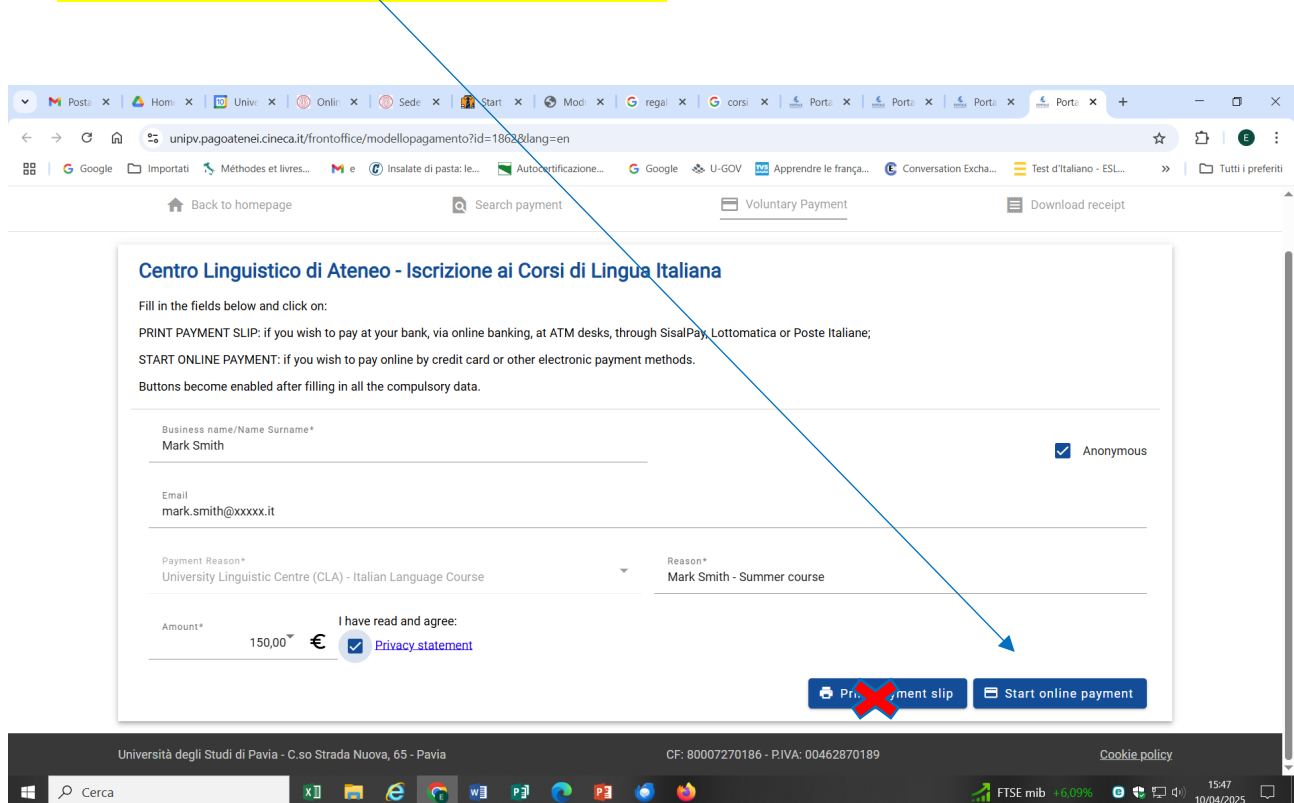
Amount* € Privacy statement

Print Payment slip Start online payment

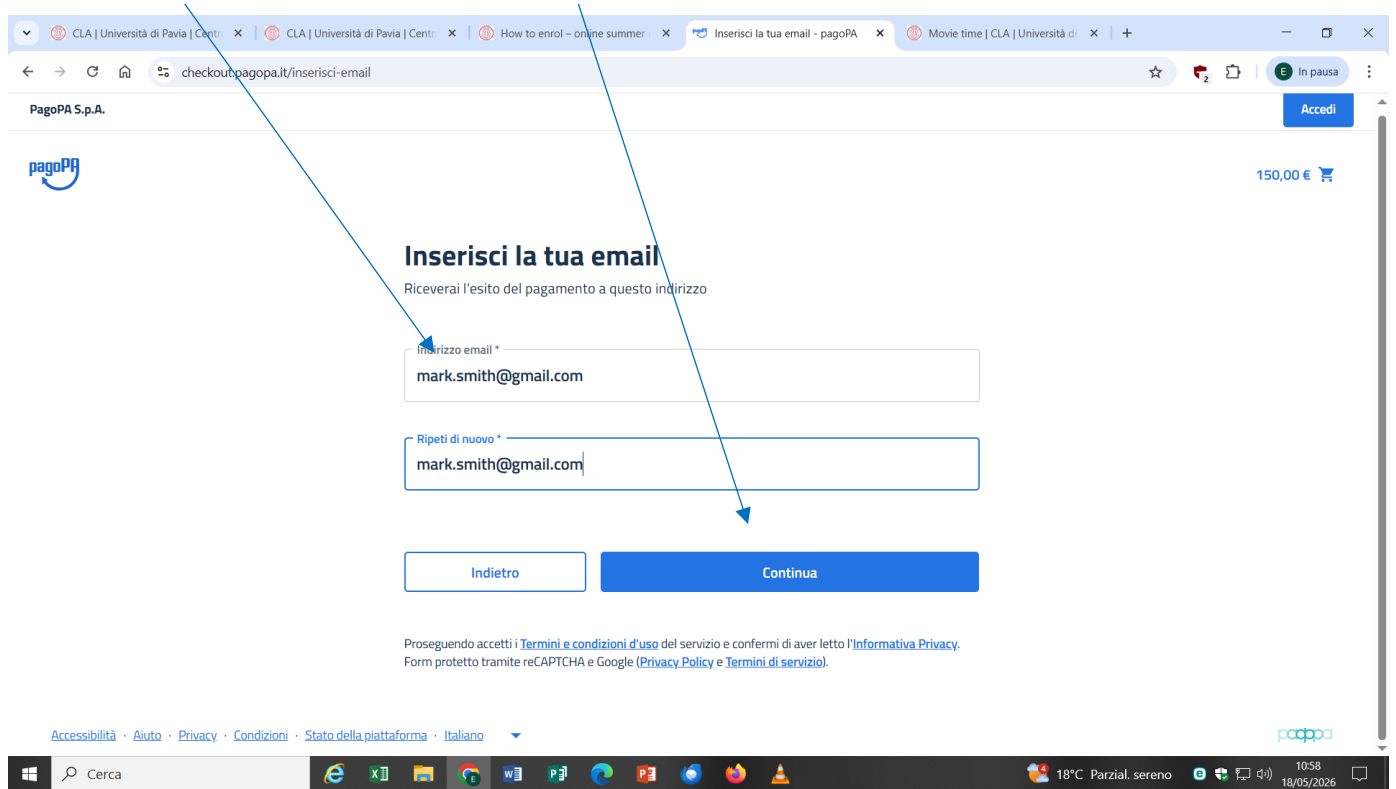
4. Choose the fee and click on the “Privacy statement” box



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**)

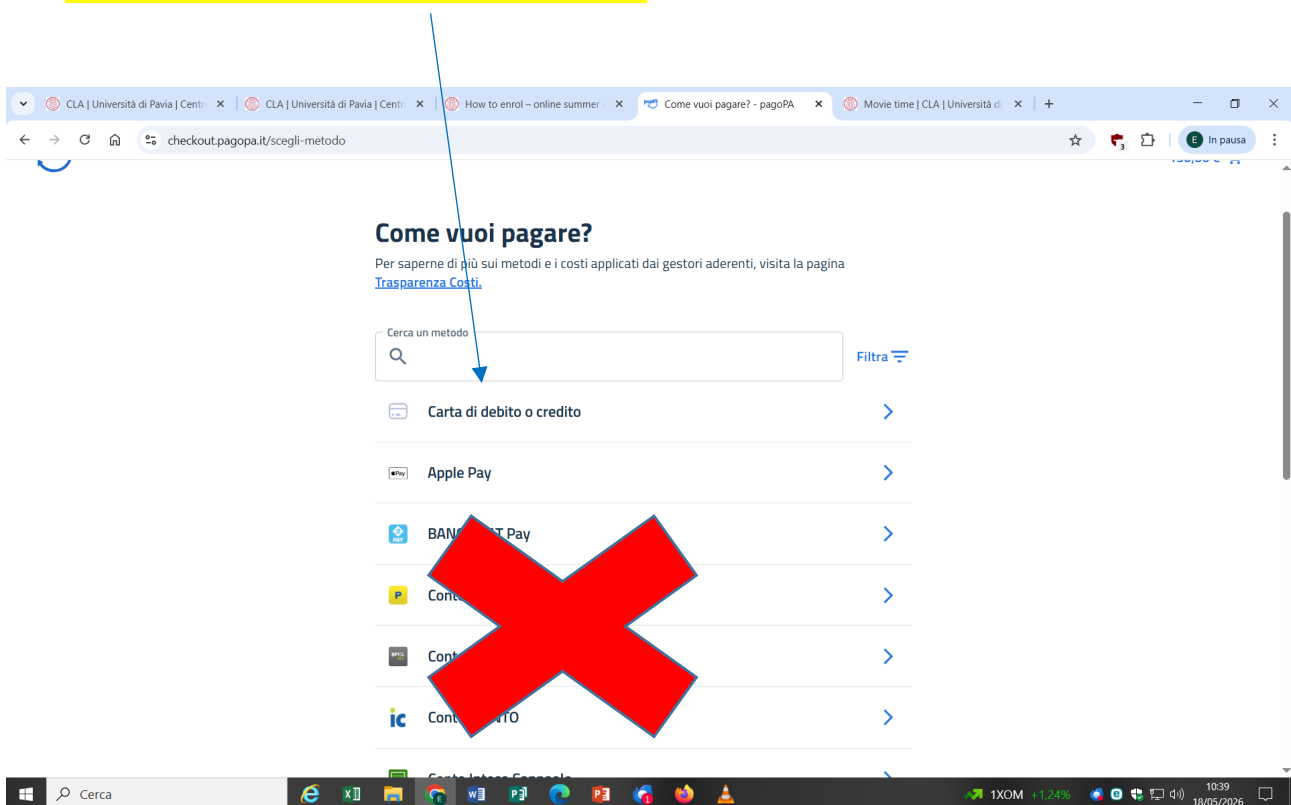


6. Enter your email address and click on “Continua”:



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. The page title is "Inserisci i dati della carta" (Enter card details). Below the title is a link "Dove trovo il CVV?". The form contains the following fields:

- Numero carta: 0000 0000 0000 0000
- Scadenza: MM/AA
- CVV: 123
- Intestata a: 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. The browser's taskbar at the bottom shows the Windows logo, search bar, and various application icons. The system tray on the right shows 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).