



ENROLMENT PROCEDURE
To free access Master degree courses

STUDENTS ENROLLED UPON CONDITION

Students graduating in the extraordinary session a.y. 2021-2022
and graduate students enrolled in single courses for the a.y. 2021-2022

(First round of pre-enrolment 12/04/22-31/05/22)

If you are an undergraduate student or graduate student enrolled in single courses a.y. 2020/2021 (in order to fulfill the credits needed to be admitted to the master degree course you have chosen) or if you **are admitted “upon condition”** for the a.y. 2022-2023 to a master degree course of the Department, you will need to pre-enroll **from July 12th to August 31st 2022** following these instructions:

1. FILL OUT THE ONLINE PRE-ENROLMENT FORM (access to your online personal area, press the button “immatricolazione” and follow the instructions step by step)
2. PAY the amount of €156,00 for the regional tax for the Diritto allo Studio Universitario (DSU) and for the virtual stamp duty **until August 31st 2022**, via the online PagoPA platform (press the button “Pagamenti”, click on the number of invoice and then “Paga con PagoPA”)
3. FILL OUT THE ONLINE STUDY PLAN, **from October 31st to November 21st 2022**, following the instructions that will be published in the master degree course website;
4. APPLY FOR THE ISEEU CERTIFICATION – prestazioni per il Diritto allo Studio Universitario, if you are interested in being assigned to an income bracket different from the maximum one.

Take a look to the Regulation for student contributions a.y. 2022-2023 and the Regulation concerning the presentation of the ISEEU certificate which will be soon published here www.unibg.it/tassestudenti

1. (only if you come from other universities) SEND THE DEGREE CERTIFICATE or SINGLE COURSES CERTIFICATION, duly signed to the Student Administrative Office (Ticket Segreteria studenti) within 5 days from your Graduation or conclusion of the exams related to single courses.



The following release of the student card (**only if you don't have it**) will be scheduled with the personnel at the Student Administration Office after having fulfilled the condition.

PRE-ENROLLMENT “UPON CONDITION”

- If you are an undergraduate student, you will enroll “upon condition”, a condition that will be fulfilled after graduating in the march/April session 2023. After the pre- enrollment procedure, you can take no more than 3 exams for a maximum of 24 credits (any internships included) together with the final thesis; with reference to the internship, it is intended to be already started.

- if you are a student enrolled in single courses a.y. 2021-2022, you will be pre-enrolled “upon condition”, condition which will be fulfilled after having passed the exams within january/february 2023.

After the enrollment procedure, you can take exams for a maximum of 24 credits.

If you pre-enroll in violation of what is mentioned above, the Student Administrative Office will **automatically revoke** your application.

The pre -enrollment procedure “upon condition” will not be completed if you do not graduate within the extraordinary session of march/april 2023, or if you are enrolled in single courses for the a.y. 2021-2022, you will not have the requirements needed within the session of january/february 2023.

In these cases:

- **If you are enrolled at the University of Bergamo**, the amount paid for the hypothetical enrollment in a master degree course are also valid for the renewal of the enrollment procedure in another year of bachelor degree course;

- **If you come from other universities**, you can ask for the refund of the sum paid except for the virtual stamp duty of €16,00 ,upon presentation of a proper application, with a certificate attesting the student hasn't graduated yet and the University of origin . The tax refund form is available on www.unibg.it/servizi/segreteria/modulistica

-If in the meantime you attend master degree courses, you will take the exams after graduating upon enrollment to the single courses (without any additional charges if you graduated from the University of Bergamo)

If you are not intended to complete the enrollment procedure to the master degree course, provided that you will fulfill the condition within the deadline, you are asked to notify the Student Administrative Office opening a ticket before graduating or before the conclusion of single courses



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Servizio
studenti

([Ticket Segreteria studenti](#)). In this case, upon your request, a **refund of the regional** tax will be granted.

After having fulfilled the condition, if you are not intended to enroll in the master degree course, you will need to apply for **withdrawal from studies** (Take a look at the procedure guide https://www.unibg.it/sites/default/files/campus_e_servizi/domanda_di_rinuncia_da_web_-_studente_1.pdf).

For further information and to verify the administrative deadlines for the academic year 2022-2023, please go to:

<https://www.unibg.it/studia-noi/isciversi>

<https://www.unibg.it/studiare/ti-aiutiamo/contatta-segreteria>

-

For any clarifications, you can also open a [Ticket](#) addressed to the Student Administrative Office.

Bergamo, 30 giugno 2022

STUDENTI

IL RESPONSABILE DEL SERVIZIO

f.to (Dott.ssa Silvia Perrucchini)