



UNIVERSITÀ DI PAVIA

Area Ricerca
e Terza Missione

To the PhD students enrolled in the first and second year in the academic year 2023/2024

HOW TO ENROLL IN THE ACADEMIC YEAR 2024/2025

According with the University regulations on PhD programs, each year the Academic Board (*Collegio dei docenti*) evaluates the activity of the PhD students and decides on their admission to the following academic year. Upon admission to the academic year 2024/2025 by the Academic Board, PhD students have to enroll by paying the enrollment fee (€ 156.00) by the following deadline:

- PhD students whose academic year begins on October 1st: **by October 31, 2024**
- PhD students whose academic year begins on November 1st (38th cycle – second part): **by November 30, 2024**
- PhD students whose academic year begins on December 1st (39th cycle – second part): **by December 31, 2024**
- PhD students whose academic year begins on February 1st (38th cycle – third part): **by February 28, 2025**
- PhD students whose academic year begins on April 1st (38th cycle – fourth part and 39th cycle – third part): **by April 30, 2025**

. The enrollment fee must be paid via the PagoPA system, with one of the following methods:

- **direct payment** (credit cards or bank transfers through the affiliated banks) in the “Payments” section of your [Personal Area](#), by clicking on the invoice number, then on the “Pay by PagoPA” button;
- **deferred payment**, bringing your PagoPA invoice to a bank, a post office, a SISAL or Lottomatica point, or using your home banking system. You can print the invoice in your [Personal Area](#), by clicking on the invoice number and then on the button “Print notice for PagoPA”.

If you forgot the password to access your Personal Area, you can reset it at <https://sonl.unipv.it/password/>. If you can't find the payment notice in your Personal Area, please contact uoc.formazionericerca@unipv.it.

The University will receive the payment directly from the bank. There is no need to send to the PhD office a copy of the payment.

ENROLLMENT AFTER THE DEADLINE

Students who fail to pay the enrollment fee by the deadline will have to pay an additional



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fee of € 82.00, which will be reduced by 30% in case the enrollment fee is paid within 15 days after the deadline. The payment notice for the additional fee will be automatically generated following the payment of the enrollment fee and made available in the "payments" section of the PhD student's Personal Area.

Request for UNIPASS

To submit a UNIPASS request, according to the methods communicated by the competent office, the enrollment fee for the academic year 2024/2025 must be paid. For this reason, the staff **has already invoiced the fees for all PhD students who will have to enroll, with different deadlines, for the new academic year.** In this way, anyone who needs the UNIPASS can immediately proceed with the payment of the amount due; those who do not intend to request it can comply with the deadline indicated above.

Best regards

Training for Research Unit