University of Naples “L’Orientale”
Brief Student Guide for International Students

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1. INTERNATIONAL STUDENTS

The procedures required for registration of foreign citizens at Italian universities are regulated by the law. Therefore citizens not belonging to EU countries and non-resident in Italy who intend to enrol in an Undergraduate Degree (I Level) or Master’s Degree (I Level - Undergraduate) at the University of Naples "L’Orientale" must click on the link: http://www.studiare-in-italia.it/studentistranieri/ of the site www.miur.it and follow all the steps to enrol at Italian universities. It is advisable to consult the aforementioned website from February onwards for the enrolment procedures for the next academic year (always check exact periods deadlines on the website).
2. ENROLMENT AT THE UNIVERSITY OF NAPLES “L’ORIENTALE”

At the University of Naples “L’Orientale” you can enrol:
• on an Undergraduate Degree (I Level)
• on an Undergraduate Degree (I level) with Compulsory Entry Test
• on a Master’s Degree (I Level - Undergraduate)

Enrolment for an Undergraduate Degree (I Level)
WHO - HOW - WHEN – HOW MUCH

WHO
• Italian citizens with a secondary school diploma (four or five year duration);
• Italian citizens already holding a university degree who wish to obtain a second degree;
• Italian citizens with educational qualifications obtained abroad at the conclusion of a school career of at least 12 years *;
• EU citizens resident anywhere and foreign citizens legally residing in Italy with academic qualifications obtained at the conclusion of a school career of at least 12 years *;
• Citizens of Norway, Iceland, Switzerland, Liechtenstein and San Marino, as well as political refugees and those in service at accredited diplomatic missions in Italy, together with spouses and children, with qualifications obtained at the conclusion of a school career of at least 12 years*.

* Whatever qualification was awarded after a period of less than 12 years, academic certificates must be presented for the first year of university study, passing the required exams (for a 11-year school system), or an academic check of two years of university study, passing the required exams (for a 10-year school system).

HOW
connecting online to the link for the Student Services Office and following the indicated steps.
After completing a (non-selective) Questionnaire on general knowledge, students can proceed to the online pre-enrolment. The results of the Questionnaire will be made available within a working day following the completion of the questionnaire itself.
Students choosing English as their language of study in the following Degree Programmes at the Department of Literary, Linguistic and Comparative Studies must partake in a compulsory entry test prior to registration:
• Comparative Languages and Cultures
• Languages, Literatures and Cultures of Europe and the Americas
• Linguistic and Cultural Mediation

Students who intend to enrol on the Undergraduate Degree (I level) in Political Science and International Relations must take a general knowledge test in the month of September.

WHEN
Enrolment must be formalised at the Reception of the Student Services Office in the month of September and October. Beyond the deadline, and without fail, there will be an additional late payment fee of € 76.00.
Registration documentation can also be sent by registered mail, (the stamp of the accepting Post Office will be used), addressed to: Università degli Studi di Napoli “L’Orientale” –Segreteria Studenti –Via Nuova Marina, 59 - 80134 Napoli
In both cases you must attach: 1) enrolment application, duly signed; copies of receipts for payment of tuition fees; 2) photocopy of a valid document of identification.

HOW MUCH
Annual tuition fee: in three instalments if the amount exceeds € 381.00. A single instalment if the amount is equal to or less than € 381.00. A stamp duty payment of € 16.00 is added to the instalments and the payment of the regional fee for the right to study, the amount of which is quantified in relation to the appropriate income bracket (see ISEE “University”).

How to pay? With the MAV fee forms that the computerised procedure will issue at the end of enrolment.
Where and when? At any Italian bank between 1st September and 31st October (always check exact periods and deadlines on the website). Beyond this period and without exception with the addition of a late payment fee of € 76.00. In this regard it is specified that the late payment fee is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment.
How much to pay for the second and third instalments? Amounts vary in relation to the ISEE “University” value.
Payment option: if you want a reduction to the amount to be paid, you can declare the latest Family tax returns to ISEE “University”.
When? In the pre-registration phase, if enrolling; during the renewal of registration, if you have enrolled in years subsequent to the first.
How to calculate income data for self-certification? First obtain the ISEE "University" from a CAF.
What happens if you don't want to declare the ISEE "University"? You will pay the maximum envisaged annual fee.
How to pay the Second and Third Instalments? The MAV fee forms are downloadable from your reserved area at the “Payments” link.
Where and when? At any Italian bank from 1st February to March (always check exact periods and deadlines on the website), for the Second Instalment, and from April 1st to May 15th for the Third Instalment. Beyond these dates with an additional late payment fee of € 76.00.

Enrolment for an Undergraduate Degree (level 1) with a Compulsory Entry Test
WHO - HOW - WHEN - HOW MUCH DOES IT COST

WHO
Students choosing English as their language of study in the following Degree Programmes at the Department of Literary, Linguistic and Comparative Studies:
• Comparative Languages and Cultures
• European and American Languages, Literatures and Cultures
• Linguistic and Cultural Mediation

HOW
By participating in a compulsory entry test before enrolment. The Test is an absolute requirement and is aimed at verifying English language skills in correspondence with level B1 of the Common European Framework of Reference. Certifications will not be accepted. Only after the successful completion of the Entry Test will it be possible to activate the online pre-registration. For procedures and more information on the Test go to the page: http://www.unior.it/ateneo/view_news/10488/247/1/test-d-ingresso-di-lingua-inglese-aa-2017-2018.html

Students who do not pass the test can:
• pre-enrol in any of the aforementioned study courses, however, choosing a language other than English.
• pre-enrol in another degree programme at the University.
Students may not subsequently change study programme by entering English if the Test has not been successfully repeated beforehand. Passing the Test is an absolute necessity even in the case of incoming students from other Degree Programmes. We recommend that Students consult the Student Services Office before formulating a possible transfer request.
WHEN
The Entry Test will take place in the first two weeks of September (always check for the exact date on the website), at the Oltremare Exhibition Centre, Piazzale Vincenzo Tecchio, 52, Naples.
To take the Test, the student must have a valid document of identification as well as the receipt of payment of the € 20 fee.

HOW MUCH DOES IT COST

Annual fee: in three instalments if the amount exceeds € 381.00: in a single instalment if the amount is equal to or less than € 381.00. A stamp duty payment of € 16.00 is added as well as the payment of the regional fee for the right to study, the amount of which is quantified in relation to appropriate income bracket (ISEE “University”).
How to pay? With the MAV fee forms that the computerised procedure will issue at the end enrolment.
Where and when? At any Italian bank between 3rd September and 31st October 2018. Beyond this period and without exception until 28.12.2018 with the addition of a late payment fee of € 76.00.
In this regard it is specified that the late payment fee is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment.
HOW MUCH DOES IT COST to pay for the second and third instalments?
Amounts vary in relation to the ISEE “University” value.
Payment option: if you want a reduction in the amount to be paid, the student can declare the latest family tax returns to ISEE "University".
When? In the pre-registration phase, if enrolling; during the renewal of registration, if the student enrolled in years subsequent to the first.
How to calculate income data to self-certify? First obtain the ISEE “University” from a CAF.
What happens if you don't want to declare the ISEE "University"? You will pay the maximum envisaged annual fee.
How to pay the Second and Third Instalments? The MAV fee forms are downloadable from your reserved area at the “Payments” link.
Where and when? At any Italian bank from 1st February to 31st March for the Second Instalment, and from April 1st to May 15th, for the Third Instalment (always check exact periods and deadlines on the website). Beyond these dates with an additional late payment fee of € 76.00.
Enrolment for a Master's Degree (I Level - Undergraduate)
WHO - HOW - WHEN - HOW MUCH DOES IT COST

WHO
• Italian citizens who possess an undergraduate degree (I level) or three-year university diploma or four-year degree or other specialist or master’s degree or other qualification of study achieved abroad and recognised as suitable;
• Italian citizens with educational qualifications obtained abroad, EU citizens resident anywhere, foreign citizens legally residing in Italy and citizens belonging to States equivalent to the European Union, provided they hold a degree issued by a university, or a title from a non-university institution equivalent to a university degree. In both cases, the qualification must have been obtained after 12 years of planned scholastic study and must be officially translated into Italian, where appropriate legalised and provided with a declaration of value by the Italian Consular in the pertaining country.

Attention!
Enrolment in Master's Degrees (I level - undergraduate) is subject to the possession of certain requirements. To know the requirements and how to gain access to a Master's Degree, consult the webpage of the particular Department of your chosen degree programme. You can only register if you meet the requirements and have passed the entry test. For contacts and further information on the entry test, consult the Academic Office of the Department of your chosen degree program.

HOW
connecting online to the link for the Student Services Office and following the steps indicated.

WHEN
Enrolment must be formalised at the Reception of the Student Services Office between 3rd September and 31st October (always check the website for exact periods and deadlines). Beyond this deadline, and without fail until 28.12.2018, there will be an additional late payment fee of € 76.00. Registration documentation can also be sent by registered mail, (the stamp of the receiving Post Office will be used) addressed to: Università degli Studi di Napoli “L’Orientale” –Segreteria Studenti –Via Nuova Marina, 59 - 80134 Napoli in both cases you must attach: 1) enrolment application, duly signed; 2) copies of receipts for payment of tuition fees; 3) photocopy of a valid document of identification.

HOW MUCH DOES IT COST
Annual fee: in three instalments if the amount exceeds € 381.00: in a single instalment if the amount is equal to or less than € 381.00. A stamp duty payment of € 16.00 is added as well as the payment of the regional fee for the right to study, the amount of which is quantified in relation to appropriate income bracket (ISEE “University”). How to pay? With the MAV fee forms that the computerised procedure will issue at the end enrolment. Where and when? At any Italian bank between 3rd September and 31st October (always check the website for exact periods and deadlines). Beyond this period and without exception by the deadline with the addition of a late payment fee of € 76.00. In this regard it is specified that the late payment fee is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment. How much to pay for the Second and Third instalments? amounts vary in relation to the ISEE “University” value. Payment option: if you want a reduction in the amount to be paid, the student can declare the latest family tax returns to ISEE "University". When? In the pre-registration phase, if enrolling; during the renewal of registration, if the student enrolled in years subsequent to the first. How to calculate income data to self-certify? First obtain the ISEE “University” from a CAF. What happens if you don't want to declare the ISEE "University"? You will pay the maximum envisaged annual fee. How to pay the Second and Third Instalments? The MAV fee forms are downloadable from your reserved area at the “Payments” link. Where and when? At any Italian bank from 1st February to 31st March, for the Second Instalment, and from April 1st to May 15th, for the Third Instalment (always check the website for exact periods and deadlines). Beyond these dates with a late payment fee of € 76.00.

**Enrolment for Graduate Students (with a career abbreviation)**

**WHO - HOW - WHEN - HOW MUCH DOES IT COST**

**WHO**

- Italian citizens who possess an undergraduate degree (I level) or three-year university diploma or four-year degree or other specialist or master degree or other qualification of study achieved abroad and recognised as suitable;

- Italian citizens with educational qualifications obtained abroad, EU citizens resident anywhere, foreign citizens legally residing in Italy and citizens belonging to States equivalent to the European Union, provided they hold a degree issued by a university, or a title from a non-university institution equivalent to a university degree. In both cases, the qualification must have been obtained after 12 years of planned scholastic study and must be
officially translated into Italian, where appropriate legalised and provided with a declaration of worth by the Italian Consular in the pertaining country.

HOW
connecting online to the link for the Student Services Office and following the steps indicated.
The application must be accompanied by a self-certificate / certificate relating to the previous course of study.
The application presupposes the preliminary assessment of the Departmental Committee of the Degree Programme and the recognition of the university educational credits of the student’s previous career. Therefore the completion of the application will happen following the decision of the aforementioned Committee with the enrolment for the subsequent year of the course.

WHEN
Enrolment must be formalised at the Reception of the Student Services Office between 3rd September and 15th October (always check the website for exact periods and deadlines).
Registration documentation, copy of payment receipts and a copy of an identification document must be presented, within the established times, at the Reception of the Student Services Office, where the registration will be formalised.

The aforementioned documentation must also be accompanied by a self-certification on the didactic activity of the University where the degree was obtained. If the documentation is delivered by another person other, a photocopy of identification must also be enclosed of the interested student.
This documentation can also be sent by registered post with a return receipt. (the Post Office stamp will be valid) addressed to:

Università degli Studi di Napoli “L’Orientale” –
Segreteria Studenti – Via Nuova Marina, 59 - 80134 Napoli.

In both cases you must attach: 1) enrolment application, duly signed; 2) copies of tuition fees payment receipts; 3) photocopy of a valid document of identification.

HOW MUCH DOES IT COST
Annual fee: in three instalments if the amount exceeds € 381.00: in a single instalment if the amount is equal to or less than € 381.00. A stamp duty payment of € 16.00 is added as well as the payment of the regional fee for the right to study, the amount of which is quantified in relation to the appropriate income bracket (ISEE “University”).
How to pay? With the MAV fee forms that the computerised procedure will issue at the end enrolment.
Where and when? At any Italian bank in the months of September and Mid October (always check the website for the period and deadlines). Beyond this period and without exception by the deadline with the addition of a late payment fee of € 76.00.
In this regard it is specified that the compensation for late payment is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment.
How much to pay for the Second and Third instalments? amounts vary in relation to the ISEE “University” value.
Payment option: if you want a reduction in the amount to be paid, the student can declare the latest family tax returns to ISEE "University".
When? In the pre-registration phase, if enrolling; during the renewal of registration, if the student enrolled in years subsequent to the first.
How to calculate income data to self-certify? Acquire first the ISEE “University” from a CAF.
What happens if you don't want to declare the ISEE "University"? You will pay the maximum envisaged annual fee.
How to pay the Second and Third Instalments? The MAV bills are downloadable from your reserved area at the “Payments” link.
Where and when? At any Italian bank from the beginning of February to the end of March for the Second Instalment, and from April to mid May 15th , for the Third Instalment (always check the website for exact periods and deadlines). Beyond these dates with an additional late payment fee of € 76.00 (always check the website for periods and deadlines).

Enrolment for Incoming Transfer Students
WHO - HOW - WHEN - HOW MUCH DOES IT COST

WHO
Italian and foreign students enrolled at another university or academic institute who intend to transfer to the University of Naples "L’Orientale" with the possible recognition of their previous academic career.

ATTENTION: students who intend to "transfer" to this university from another university and enrol on one of the following Undergraduate Degrees, choosing English as the study language must take a compulsory entry test to verify the competence of their English before registering:

• Comparative Languages and Cultures
• Languages, Literatures and Cultures of Europe and the Americas
• Linguistic and Cultural Mediation
The entry test will take place in the beginning of September at the Mostra d'Oltremare, Naples at 52 Piazzale Vincenzo Tecchio. (always check the website for periods and deadlines).

We advise you to consult the Student Services Office before making a transfer request. For further clarifications on the entry test see the website.

Students who intend to enrol on a Master's Degree (I LEVEL - undergraduate) must first partake in the entry test of their intended Master's Degree. The dates of the entry tests to the Master's Degree are available on the website pages of the individual courses.
For those who are transferring to a Study Program of the ex D.M. n. 270/2004, the recognition of the previous academic career is established by each degree programme.
Students enrolled in undergraduate degrees applying for transfer do not have to complete the matriculation questionnaire.
Compensation is not allowed for tuition fees paid at the previous institute of study, except for the payment of the regional tax in favour of the Region Campania in the case of a transfer from within the Region of Campania.

HOW
connecting online to the link for the Student Services Office and following the steps indicated, in the period: September to mid October (always check the website for exact periods and dates).
The application presupposes the preliminary assessment of the Departmental Committee of the Degree Programme and the recognition of the university educational credits of the student’s previous career. Therefore the completion of the application will happen following the decision of the aforementioned Committee with the registration for the subsequent year of the course.

WHEN
Enrolment must be formalised at the Reception of the Student Services Office between September and mid October (always check the website for exact periods and deadlines).
Registration documentation, copy of payment receipts and a copy of an identification document must be presented, within the established times, at the Reception of the Student Services Office, where the registration will be formalised.
If the documentation is delivered by another person, a photocopy of identification must also be enclosed of the interested student.
This documentation can also be sent by registered post with a return receipt. (the Post Office stamp will be valid) addressed to:
In both cases you will have to attach:
1) enrolment application, duly signed; 2) copies of fees and payments receipts; 3) photocopy of a valid document of identification.

HOW MUCH DOES IT COST

Annual fee: in three instalments if the amount exceeds € 381.00: in a single instalment if the amount is equal to or less than € 381.00. A stamp duty payment of € 16.00 is added as well as the payment of the regional fee for the right to study, the amount of which is quantified in relation to appropriate income bracket (ISEE “University”).

How to pay? With the MAV fee forms that the computerised procedure will issue at the end enrolment.

Where and when? At any Italian bank between September and the end of October (always check exact periods and deadlines on the website). Beyond this period and without exception by the deadline with the addition of a late payment fee of € 76.00.

In this regard it is specified that a late payment fee is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment.

How much to pay for the Second and Third instalments? Amounts vary in relation to the ISEE “University” value.

Payment option: if you want a reduction in the amount to be paid, you can declare the latest family tax returns to ISEE "University".

When? In the pre-registration phase, if enrolling; during the renewal of registration, if you enrolled in years subsequent to the first.

How to calculate income data for self-certification? First obtain the ISEE “University” from a CAF.

What happens if you don't want to declare the ISEE "University"? You will pay the maximum envisaged annual fee.

How to pay the Second and Third Instalments? The MAV fee forms are downloadable from your reserved area at the “Payments” link.

Where and when? At any Italian bank from the beginning of February to the end of March for the Second Instalment, and from April to mid May for the Third Instalment (always check exact periods and deadlines on the website). Beyond these dates with an additional late payment fee of € 76.00.
3. STUDY PLAN

1. The student bases his or her university career on a Study Plan prepared in accordance with the Regulatory norms of their chosen Degree Programme and the category to which it belongs. This Study Plan must be drafted - online after enrolment - within the deadlines established annually by the University Coordination Unit for Education for the entire period of study. The Study Plan must comply with the Academic Education Programme published annually by the University.

2. The completion of the Study Plan is a mandatory requirement. The Study Plan must indicate all the educational activities required by the Degree Programme Teaching Regulations, including the "free choice exam", divided into the years of study.

3. The Study Plan can be modified subsequently according to the time intervals decided by the University Coordination Unit for Education, but always on the basis of the Academic Education Programme of the year of enrolment. Students who have not completed their exams within the set period can modify the Study Plan only in the ways and times established by the University Coordination Unit for Education. For these students the modification of the Study Plan is allowed, as a rule: up to the 2nd year of for students enrolled in Undergraduate Degrees (I level) until the first year of the year for students enrolled in Master Degrees (I level Undergraduate).

4. Changes to the Study Plan will have their effects in relation to the academic year of enrolment. For instance, the student enrolled in the 2017/2018 academic year who intends to graduate within the extension of the extraordinary session of the aforementioned academic year (April 2019), cannot make changes to the study plan or other career documents relating to the academic year 2018/2019. If the student makes changes to the Study Plan he or she will not be able to graduate in the extraordinary session of the academic year 2017/2018, but only in the graduation sessions of the academic year 2018 2019 that will take place starting from July 2019.

5. Students who are not up to date with the payment of university tuition fees cannot present or modify the Study Plan.

6. If students have not submitted the Study Plan they cannot take exams.

7. For any information, recommendations, clarification or for problems caused by the online compilation of the Study Plan, students are requested to contact exclusively the University Academic Centre (pdas1@unior.it). For
recommendations of a scientific or educational nature, it is possible to contact the Coordinators of the Degree Programme. http://www.unior.it/didattica/17159/2/lauree-e-lauree-magistrali.html

4. UNIVERSITY TUITION FEES

a) Foreign students, who are granted refugee status, do not pay the annual all-inclusive payments, and pay only the amount of € 16.00 stamp duty and the regional fee for the right to study of €140.00.
b) For foreign students not belonging to EU countries and not resident in Italy, the annual all-inclusive payment is €622,00. To this amount is added the payment of the stamp duty of €16.00 and the payment of the regional fee for the right to study of € 140.00.
c) For students residing in the European Union, in cases where there are no usable indicators of income comparable with the ISEE "University" in force in Italy, the annual cumulative payment is determined to the amount of € 734.00. To this sum is added the payment of € 16.00 stamp duty and the payment of the €140.00 Regional Fee for the right to study.

UNIVERSITY PAYMENT AMOUNT academic year 2018-19

TYPE OF PAYMENT: Euro

Enrolment for individual courses up to 8 CFU € 186,00
Enrolment in individual courses exceeding 8 CFU € 272.00
Transfer to another university €155.00
Transfer to another degree programme €92.00
Academic career suspension €381.00
Academic career suspension (subsidised) €260.00
Duplicate university booklet or membership card €26.00
Failure to register - Recognition (single annuity) €327.00
Students who have not discussed their thesis exam due to a failure to registration for up to 5 academic years €635.00
Equivalence request €327.00
Equivalence recognition €339.00
Enrolment for students who must only complete their thesis discussion €378.00
Duplicate graduation certificate €138.00
Late payment €76,00
Postage for abroad €101.00
WHEN TO PAY FEES
-For students enrolled in degree programmes, the first instalment and, where applicable, the single instalment is paid in the period between 3rd September and 31st October (always check the website for exact periods and deadlines); beyond this period and without exception by December with the addition of a late payment fee of € 76.00 (always check the website for exact periods and deadlines).

In this regard it is specified that the compensation for late payment is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment or formalisation of enrolment, which happen together with the payment of the stamp duty and regional fee.

-For students enrolled in a Master's Degree (I level Undergraduate), the first instalment and, where applicable, the single instalment, are paid in the period between 3rd September and 30th November (always check the website for exact periods and deadlines); beyond this period and without exception by 28th December with the addition of a late payment fee of € 76.00 (always check the website for exact periods and deadlines). In this regard it is specified that the compensation for late payment is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment or formalisation of enrolment, which occur together with the payment of the stamp duty and regional fee.

- For students enrolled in years subsequent to the first of the degree, the first instalment and, where applicable, the single instalment is paid in the period between 3rd September and 31st October (always check the website for exact periods and deadlines); beyond this period and without exception by 28th December (always check the website for exact periods and deadlines) with the addition of a late payment fee of € 76.00. In this regard it is specified that the compensation for late payment is also due from those who have a contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment or formalisation of enrolment, which occur together with the payment of the stamp duty and regional fee.

- For students enrolled in years subsequent to the first of the Master's degree, the first instalment and, where applicable, the single instalment is paid in the period between 3rd September and 31st October (always check the website for exact periods and deadlines); beyond this period and without exception by 28th December (always check the website for exact periods and deadlines) with the addition of a late payment fee of € 76.00. In this regard it is specified that the compensation for late payment is also due from those who have a
contribution equal to 0.00 (subject to the stamp duty and the regional fee for the right to study), because it is relative to the delay in completing enrolment or formalisation of enrolment, which occur together with the payment of the stamp duty and regional fee.

In addition to the student fees instalment, the student must pay the € 16.00 stamp duty and the regional fee for the right to study relative to the pertaining ISEE "University" income bracket. Please note that within the terms of the payment of the first instalment of the fees and before the publication of the MAV the students must declare the ISEE "University" for the purposes of quantification of the annual contribution due.

If such compliance is performed beyond the periods established for the individual categories of students and degree programmes, a penalty payment of € 76.00 will be due on the first instalment.

The second instalment must be paid in the period between February 1st and March 31st and the third instalment in the period 1st April - 15th May (always check the website for exact periods and deadlines). If the payment is made beyond the aforementioned dates a penalty payment of € 76.00 will be due.

HOW TO PAY TAXES
University tuition fees are paid via the electronic fee form MAV, which is downloadable from the area reserved for students at the link "Payments" with the methods below indicated.

For enrolling students and for students continuing on from their first year of study, the amount of the first instalment is € 397.00 (divided as follows: € 381.00 for tuition fees and € 16.00 for stamp duty for the enrolment application).

For the students whose annual sum is lower or equal to € 381.00, or if they intend to pay the entire annual amount, the money is paid in a single payment with a date coinciding with that indicated for the first instalment.

This amount must be paid, within the prescribed deadlines, using the electronic fee forms MAV that the website will provide for the student. With MAV fee forms, students can pay at any bank the amounts foreseen for the single instalments and the regional fee.

The regional fee for the right to study must be paid together with the first instalment.

The procedure to download the electronic MAV fee form for the individual payments is the following:

• enter your "Reserved Area" (www.unior.it> Study with Us> Student Services Office> Online Services)

• "login" with your "username" and "password" obtained from the act of registration on the University website
• click on the "payments" link
• select the invoice for the payment to be made
• print the MAV fee form
• go to the bank to pay.

Please note that the procedure does not allow the downloading of the MAV fee form if the student has not first declared their ISEE "University" for the payment due.

It should also be remembered that if the student exercises the option "not to declare income", this option is NOT reversible and the student will automatically pay the maximum annual tuition fee.

ADDITIONAL WAYS TO PAY TUITION FEES
Online current account holders can - if their Bank allows - pay tuition fees online using exclusively the “MAV method of payment”.
Payments with paper-based forms - where the Mav fee form is not downloadable - can be effectuated at the bank Gruppo Intesa Sanpaolo using the "Different payments" form, which can be downloaded from the Student Services Office.

PAYMENTS RECEIPTS
Payments made by MAV are automatically paired with the respective students by computer; therefore students are not required to deliver to the Student Services Office receipts of payments made using this method.
They are, however, required to keep the receipts for tax purposes and for any demonstration in the case of a failure to record payment.

MONITORING PAYMENT TAXES
Students are required to monitor - especially after performing payment operations - the successful payment of university tuition fees, periodically consulting their personal page, under "Payments". This is performed to avoid having problems in booking online exams, and in the extraction of certifications online, etc.

IF AFTER AN APPROPRIATE TIME (AT LEAST 15 DAYS AFTER PAYMENT) THE STUDENT DISCOVERS POSSIBLE ANOMALIES IN THE “PAYMENTS” SECTION OF THEIR PERSONAL PAGE COPIES OF THE RELEVANT RECEIPTS ARE REQUIRED TO BE SUBMITTED TO THE STUDENT SERVICES OFFICE VIA EMAIL TO THE FOLLOWING ADDRESS:
segstu.tasse@unior.it
HOW TO DECLARE THE "UNIVERSITY" ISEE
Within the respective deadlines for enrolment on and registration for subsequent years on Undergraduate and Master’s Degrees, the student who intends to do so must first of all produce the “Univeristy" ISEE from the C.A.F or another appointed public structure and declare it to the University for the purpose of quantifying the annual contribution due.
The "University" ISEE declaration is made during the “pre-enrolment, if the student is enrolling; during the "renewal of enrolment ", or if student is enrolled in years subsequent to the first.
These obligations must be undertaken within the deadlines set for the payment of the First Instalment of the fees, or of the single fee, of the Undergraduate Degree or Master’s Degree. If these obligations are performed beyond the periods established for each individual categories of students and degree programme, a penalty payment of € 76.00 will be due on the first instalment.

* ATTENTION: to be valid the “University” ISEE certificate must be in force and carry the following wording: “the right to university study applies to concessional services ". It should also be remembered that if the student exercises the option "Not to declare income", this option is NOT reversible and the maximum annual tuition fee will be charged.

TOTAL EXEMPTION FROM PAYMENT OF TUITION FEES
Students with a recognised disability equal or greater than 66 % are totally exempted by law (art.9 D.Lgs.vo n.68 / 2012) from the payment of university tuition fees.
For the purposes of enrolment: they must produce the ISEE "University" declaration. They are only required to pay the regional fees for the right to study relative to the category of ISEE "University" income to which they belong and the stamp duty of € 16.00 within the individual deadlines set by the Degree Programme.
If these obligations are performed beyond the periods established for each individual degree programme, a penalty payment of € 76.00 will be due on the first instalment.
For the fruition of the benefit, these students are required to present the related documentation of the recognised invalidity and to resubmit it, each year by the end of said year, if the recognised invalidity is not of a permanent nature.
Students who were winners of or are eligible for a scholarship provided by the ADISU (Company for the Right to University Study) - must consult the University website http: //www.adisulorientale.it
For the purposes of enrolment and registration: these students must make the ISEE "University" declaration by the established methods. They must pay
the first instalment tuition fees+ the regional fees for the right to study in the relative ISEE income bracket to which they belong, within the individual deadlines established by the degree programmes.
If these obligations performed beyond the periods established by each individual degree programme, a penalty payment of € 76.00 will be due on the first instalment.
NB: the reimbursement of the first instalment will take place automatically once the relative ADISU rankings have been defined.

Students with disabilities, with a handicap recognition pursuant to Article 3, paragraph 1, of the Law n.104 / 1992.
Such students, having ascertained the ownership of the right, are exonerated from the payment of the foreseen fees.
For the purposes of enrolment and registration: they must complete the ISEE “University” declaration by the established methods. They are also required to pay the regional fee for the right to study according to their ISEE income bracket and the stamp duty of € 16.00, within the individual deadlines set by the degree programmes.
If these obligations performed beyond the periods established by the individual degree programme, a penalty payment of € 76.00 will be due on the first instalment.
For the fruition of the benefit, these students are required to present the related documentation of the recognised invalidity and to resubmit it, yearly by the end of each year, if the recognised invalidity is not of a permanent nature.

Students who are children of beneficiaries of pensions relating to the incapacity for work under Article 30 of the Law n.118 / 1971.
Such students, having ascertained the ownership of the right, are exonerated from the payment of the foreseen fees.
For the purposes of enrolment and registration: the students must complete the ISEE “University” declaration by the established methods. They are also required to pay the regional fee for the right to study according to their ISEE income bracket and the stamp duty of € 16.00, within the individual deadlines set by the degree programmes.
If these obligations are performed beyond the periods established by the individual degree programme, a penalty payment of € 76.00 will be due on the first instalment.

CONCESSIONS ON TUITION FEES
Students with a recognised disability of lower than 66% are granted concessions for the payment of university tuition fees. This category of student is entitled to a 30% reduction of the total.
For the purposes of enrolment: they must produce an ISEE "University" declaration. They must also pay the fee according to the established procedures. These students, if registered, must present the documents confirming their invalidity, and resubmit them each year by the end of said year if the invalidity is not of a permanent nature.

REIMBURSEMENTS
The reimbursement of the sum of the tuition fees paid by the students are available for:
- students who benefit from the total exemption for the ADISU study scholarship, after the formalisation of the final rankings. For undergraduates who obtain the degree in the 2017/2018 academic year.
- in all other cases in the an amount not due has been clearly paid during the academic year. To apply the interested party must make use of the the template that can be downloaded from the University website http://www.unior.it path:

5. STUDENT ORIENTATION SERVICES

ORIENTATION AND TUTORING (SORT)
The University offers an Orientation and Tutoring Service (SORT) to students throughout their entire academic career:

• when choosing their Degree Programme, providing information on the University's academic education programme and on the individual study paths (Orientation for future students).

• throughout the students’ university life, offering support and guidance on all educational and organisational aspects.

The Desk is open from Monday to Friday from 10.00 to 12.00: on Tuesdays and Thursdays afternoon by appointment;

(Student Orientation in progress): from Monday to Friday from 10.00 to 12:00;
(Leaving Orientation - Career Service): Tuesday from 10.00 to 12.30 and Thursday from 11.00 to 13.30.

The offices are located at the Palazzo del Mediterraneo, Via Marina, VIII floor.

For contacts and information:
Orientation and Tutoring Tel. 081 6909303, e-mail: tutor@unior.it
Internships for students Tel. 081 6909230-268, e-mail: stage@unior.it
Career Service Tel. 081 6909228, e-mail: oru@unior.it
ORIENTATION DESK FOR DISABLED STUDENTS (SOD)

The Orientation Desk For Disability (SOD) is active and offers disabled users the following services:

- Assistance in handling administrative procedures within the academic and administrative structures of the university.
- Administrative and academic support;
- Logistical support;
- Specialised tutoring;
- Technological help;
- Assistance in requesting removal of architectural barriers.

SOD is located at the headquarters of Palazzo Giusso (Ground floor) - 30 Largo San Giovanni Maggiore.
For contacts and information: Tel.081 / 6909549 - e-mail: sod@unior.it