PAYMENT INSTRUCTIONS
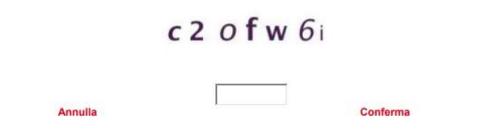
1. <u>Print the bulletin from the DELPHI system</u>
    a. If you have to pay the first installment, you will find the bulletin at the end of the enrolment procedure;
    b. If you have to pay the second/third installment, you can directly print the bulletin from DELPHI personal page, as you may see from the picture below:

2. <u>Pay the bulletin</u>. You have two different options:
    a. Pay online at the following link of the Unicredit Bank: https://online-retail.unicredit.it/ibx/web/public/universityTaxes.jsp?url=confirm&univ=vergata&action=pag by filling-in the module with **all the information available in the bulletin**:

Codice Fiscale – Fiscal Code	
Anno a cui si riferisce il pagamento - Academic Year of the payment	2018/2019
Codice Corso – Course Code (see bulletin)	
Causale – Purpose of the payment (see bulletin)	
Importo – Amount (see bulletin)	0 , 00
CTRL code (see bulletin)	
Data scadenza – Expiry date (Leave blank !)	
Nome - Name	
Cognome - Surname	

Inserire nel box sotto il testo corretto visualizzato nell'immagine – Insert in the box the alphanumeric code reported

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Annulla   Conferma

    b. Pay by cash in any Unicredit bank, by presenting the bulletin.

3. <u>Validate the payment in your DELPHI personal page</u>, by inserting the AUTH code and the date of payment:

a. If you have paid online, Unicredit will send the AUTH code by e-mail;
b. If you have paid by cash, the bank has released you the bulleting together with the AUTH code.

PAYMENT OF TAXES AND CONTRIBUTIONS	• 2nd Instalment information • Household Members Entry of personal details of household members is NECESSARY for the printing and the confirm of the second instalment • AA 2018/2019: Print invoice of succeeding instalments (The procedure must be done also if there are no amounts to be paid) • Confirm Payment of Succeeding instalments (rate successive) • Fee Status (Situazione Bollettini) • View ISEE subscribed on 2018/2019 • Request for partial exemption from taxes and contributions